

AGENDA
GIG HARBOR CITY COUNCIL MEETING
Monday, February 9, 2026 - 5:30 PM
Council Chambers

This meeting may also be accessed through Zoom at <https://zoom.us/j/93216056382> or by calling (253) 215-8782 and entering Meeting ID 932 1605 6382. Please see the public comment & decorum section at the end of this agenda for information on options for making public comments.

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGMENT

Before we begin this council meeting we would like to recognize that we are gathered on not only the ancestral and traditional lands of the sx̣wəbabč band of the Puyallup Tribe of Indians, but also on the site of one of the largest and longest standing historic villages of their people, the original inhabitants of the Gig Harbor area.

CHANGES TO THE AGENDA

PRESENTATIONS

1. Red Cross Month Proclamation

PUBLIC COMMENT ON CONSENT AGENDA ITEMS

CONSENT AGENDA

1. Approval of Vouchers: AP check numbers 201702 through 201779 and ACH payments in the amount of \$1,333,543.57
2. Approval of Payroll
3. Professional Services Contract Amendment #2 with Parametrix for LS#5A
4. Pleasurecraft Modification of Easement
5. Vendor Agreement with APSCO, LLC for LS#5A Equipment Package Purchase
6. Amendment to Interlocal Agreement with Port of Tacoma for Homeport Project Funding

7. **Confirmation of Appointment of Clare Dunis to the Lodging Tax Advisory Committee (Term Expiring September 30, 2029)**
8. **Confirmation of Appointment of Brent Wozniak to the Planning Commission (Term Expiring June 30, 2030)**

MAYOR'S REPORT

CITY ADMINISTRATOR'S REPORT

1. **Department Updates**

BUSINESS ITEMS

1. **Professional Services Contract Amendment #1 with Parametrix for Pavement Maintenance**

Suggested Motion: Approve and authorize the Mayor to execute Professional Services Contract Amendment #1 with Parametrix in an amount not to exceed \$817,027.85.

- a. Staff Report: Public Works Director Jeff Langhelm, PE
- b. Clarifying Questions
- c. Public Comment
- d. Council Deliberation and Action

2. **Small Works Construction Contract Award for Harbor Hill Landscape Mitigation**

Suggested Motion: Approve and authorize the following related to the City's Harbor Hill Landscape Mitigation Project: 1) The Mayor to execute a Public Works Construction Contract with Gig Harbor Excavation LLC in an amount not to exceed of \$147,782.43; 2) The City Engineer to approve additional Public Works Construction Contract expenditures up to \$8,000; 3) The City Administrator to execute a Professional Services Contract for construction support with AHBL, Inc. in an amount not to exceed of \$14,378.00

- a. Staff Report: Public Works Director Jeff Langhelm, P.E.
- b. Clarifying Questions
- c. Public Comment
- d. Council Deliberation and Action

STAFF REPORTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

COUNCIL REPORTS/ COMMENTS

ANNOUNCEMENT OF UPCOMING MEETINGS

1. Upcoming City Meetings

ADJOURN

PUBLIC COMMENT & DECORUM

PUBLIC COMMENT & DECORUM

The city council wants to hear from the public as much as possible. However, the business of the city must proceed in an orderly, timely manner. The primary purpose of council meetings is to conduct the city's business so we have created a variety of ways the community can make their voices heard. Monday city council meetings are just one opportunity. These guidelines are designed to make sure every person who wants to be heard has both the opportunity to be heard and feels welcome to do so.

We receive comments three ways:

1. During council meetings
2. During council study sessions.
3. Email mayorandcouncil@gigharborwa.gov at any time about any issue. This email goes to the elected officials and leadership at the city.

Public Comment at City Council Meetings

We welcome comment at Council meetings during three specific times: 1) prior to approval of the consent agenda (about the consent agenda); 2) prior to deliberation on each business item and 3) at the end of each business session (about any item that concerns you).

When the mayor calls for public comment, please come to the front of the room (or raise your hand on Zoom). When it's your turn, we'll ask you to tell us your name and connection to the issue you want to discuss. You'll then have a maximum of three minutes to speak.

Unfortunately, this isn't a time for dialogue, but a staff person or councilmember may be available to talk with you at a break or after the meeting.

Additional guidelines

- Anyone making "out of order" comments may be subject to removal from the meeting.
- Please address your remarks to the city council as a body and not to any specific individual.
- Please be courteous and not engage in derogatory remarks or insinuations.

- No demonstrations, including clapping, are allowed.

Email

You are welcome to email the mayor and councilmembers about any issue facing the city by writing to the address above. Do remember that council sets the policy direction while city departments execute those decisions. A series of online reporting tools might help you resolve an issue more quickly, so check them out too: <https://www.gigharborwa.gov/146/Submit>

AMERICANS WITH DISABILITIES (ADA) ACCOMMODATIONS

ADA accommodations can be provided upon request. Those requiring special accommodations should contact the city clerk at cityclerk@gigharborwa.gov or (253) 853-7613 at least 24 hours prior to the meeting.



**City of Gig Harbor
City Council Agenda Bill**

Meeting Date: February 9, 2026

SUBJECT:

Professional Services Contract Amendment #2 with Parametrix for LS#5A

SUBMITTED BY: Senior Engineer Steven Demmer

DEPARTMENT: Public Works

PHONE: 253-530-7076

SUGGESTED MOTION: Move to approve and authorize the Mayor to execute Professional Services Contract Amendment #2 with Parametrix in an amount not to exceed \$10,901.

BACKGROUND INFORMATION: In July 2024, City Council authorized execution of a professional services agreement with Parametrix, Inc. for engineering and permitting services associated with the Lift Station 5A Basin Improvements (CIP 2313). The project addresses critical wastewater infrastructure needs to improve system reliability and capacity within the Lift Station 5 basin.

During the project permitting process, comments were received from the Puyallup Tribe of Indians and the Squaxin Island Tribe requesting additional cultural resources review for the project area. In response to these comments, the City authorized use of contract funds to direct Parametrix to perform a cultural resources records review and field survey, including pedestrian and subsurface investigation, to evaluate the potential presence of archaeological resources within the project limits.

The results of the cultural resources survey required additional regulatory coordination. As a result, further work beyond the original contract scope is required to ensure compliance with state and tribal requirements prior to construction.

Contract Amendment No. 2 formalizes the additional scope of work necessary to address these findings. This includes consultant support for applying for appropriate archaeological permits through the Washington Department of Archaeology and Historic Preservation (DAHP), continued coordination with the cultural resources lead (Department of Commerce/Public Works Board), and the development of an Inadvertent Discovery Plan (IDP) to establish procedures in the event archaeological materials are encountered during construction.

FISCAL CONSIDERATION: In the City's 2025-26 Budget, \$2,980,000 is identified to complete the design, permitting, and construction of Lift Station #5. A total of \$408,000.03 was authorized via the original professional services contract and Amendment #1. Amendment #2 requests an additional \$10,901, for a total contract amount of \$418,909.03. No appropriation is required for the amendment.

2025-26 Budget Project Funding:

Design and Permitting	\$380,000
Construction	\$2,600,000
Total 2025-26 Budget for Design, Permitting, and Construction:	\$2,980,000
2025-26 Project Expenses:	
Professional Services Contract (July 2024)	\$374,459.14
Amendment #1 (September 2025)	\$33,548.89
Amendment #2 (February 2026)	\$10,901.00
Total Budget Requested	\$418,909.03
Appropriation Required	\$0.00

Expenditure	Amount Budgeted:	Appropriation Required:
Required:	\$ 2,980,000	\$ 0
\$ 418,909.03		

ATTACHMENTS:

1. AMEND 2_PARAMETRIX_CONTRACT PACKAGE
-

STRATEGIC PLAN PRIORITY: Ensure sustainable future for public services and facilities

SECOND AMENDMENT
TO
PROFESSIONAL SERVICES CONTRACT
BETWEEN THE CITY OF GIG HARBOR AND
PARAMETRIX, INC.

THIS **SECOND AMENDMENT** is made to that certain Professional Services Contract dated 07/31/2024 (the "Agreement"), as amended on 08/26/2025 by and between the City of Gig Harbor, a Washington municipal corporation (hereinafter the "City"), and Parametrix, Inc., a Washington corporation organized under the laws of the State of Washington (hereinafter the "Consultant").

RECITALS

WHEREAS, the City is presently engaged in completing the Lift Station 5 Basin Improvements Final Design and Permitting Project and desires to extend consultation services in connection with the project; and

WHEREAS, section 17 of the Agreement requires the parties to execute an amendment to the Agreement in order to modify the scope of work to be performed by the Consultant and to amend the amount of compensation paid by the City;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed by and between the parties in this Amendment as follows:

1. Scope of Work. Section 1 of the Agreement is further amended to add the work as shown in **Exhibit A**, attached to this Amendment and incorporated herein.

2. Payment. Section 2(A) of the Agreement is amended to increase compensation to the Consultant for the work to be performed as described in **Exhibit A** in an amount not to exceed Ten Thousand, Nine Hundred One Dollars and No Cents (\$10,901.00), as shown in **Exhibit B**, attached to this Amendment and incorporated herein for a total contract amount of (\$418,909.03).

3. Duration of Work. Section 3 of the Agreement is amended to extend the duration of this Agreement to **December 31, 2026**.

[Remainder of page left intentionally blank]

EXCEPT AS EXPRESSLY MODIFIED BY THIS AMENDMENT, ALL TERMS AND CONDITIONS OF THE AGREEMENT SHALL REMAIN IN FULL FORCE AND EFFECT.

IN WITNESS WHEREOF, the parties have executed this Agreement on _____.

CONSULTANT

CITY OF GIG HARBOR

By:_____

By:_____

Mayor

Title:_____

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

EXHIBIT A

Lift Station #5 Improvements Project Archaeological Monitoring Permit Cultural Resources Support Services Amendment – Scope of Work January 21, 2026

The City of Gig Harbor (City) has requested a scope for cultural resources support services, including completing and obtaining an *Archaeological Monitoring Permit* for the Lift Station #5 Improvements Project (Project), in Gig Harbor, Pierce County, Washington. The City requested the work to support development and submittal of an *Archaeological Monitoring Permit* for Project construction as part of Project review requirements under Washington State Governor's Executive Order (EO) 21-02; the Washington State Public Works Board (PWB) is the Project lead agency for EO 21-02 purposes. This scope also includes general consultation support to the City to assist in coordination of Project review pursuant to EO 21-02.

Cultural Resources Support Services

In December 2025, Parametrix identified a pre-contact archaeological site within the margin of the Project Area during their archaeological survey conducted for the Project. Upon discovery of the site, Parametrix consulted with the Washington Department of Archaeology and Historic Preservation (DAHP) regarding the steps required for documentation of the site and future Project construction within the site. DAHP concurred that the following will be required for Project construction to occur within the site boundary: 1) a Washington State Archaeological Site Record should be prepared for the site and included in the cultural resources technical report documenting the survey; 2) an *Archaeological Monitoring Permit*, which should include the aforementioned site record, among the other standard requirements (as codified at Washington Administrative Code 25-48-060) should be submitted to DAHP, pursuant to Revised Code of Washington 27.53.060, and should include an Inadvertent Discovery Plan (IDP) to guide treatment of any archaeological material encountered during Project-related construction activities.

The development of the Archaeological Site Project is included in a separate scope. Under the current scope, Parametrix will develop and submit an application to DAHP for an *Archaeological Monitoring Permit* (permit) to cover Project-related construction activities at and in the vicinity of the archaeological site; the permit application will include an IDP, which will outline protocol if archaeological material is encountered during Project-related construction. Parametrix will respond to up to one round of comments from DAHP on the permit application and associated materials. Submittal of the permit application will be coordinated with PWB, the Project lead agency for EO 21-02 purposes. Additionally, Parametrix will continue to provide general consultation support to the City to assist in coordination of the cultural resources review with PWB (Project lead agency for EO 21-02 purposes) and DAHP.

Deliverables

- Draft and Final *Archaeological Monitoring Permit* application (with IDP).

Assumptions

- Project does not require review under the Washington State Environmental Policy Act or Section 106 of the National Historic Preservation Act.

- Deliverable will be in electronic format.
- One round of comment/response on the *Archaeological Monitoring Permit* application (with IDP).
- General consultation support is limited to time budget herein.

Budget

Parametrix proposes to perform the services described above for a not-to-exceed amount of \$10,901.

EXHIBIT B

Client: City of Gig Harbor
 Project: Lift Station 5 Final Design Services-Cultural Resources Support Services
 Project No: 216-2750-048
 Date: January 20, 2026

				Brian Bunker	Robin Hoffman	Scott Williams	Heidi Still	Emily Cicerchi
				Sr Consultant-Gr18	Sr Consultant-Gr17	Sr Consultant-Gr18	Sr Project Control Spec-Gr13	Project Coordinator-Gr09
				\$109.00	\$83.29	\$86.54	\$56.75	\$32.73
				\$333.91	\$274.86	\$268.27	\$171.37	\$101.46
Task No.	Description	Labor Dollars	Labor Hours					
1.0	Cultural Resources Support Services	\$10,901	40	4.00	26.00	8.00	1.00	1.00
	Labor Hours Totals:		40.00	4.00	26.00	8.00	1.00	1.00
	Labor Cost Totals:	\$10,901	40.00	\$1,336	\$7,146	\$2,146	\$171	\$101
Direct Expenses		Total						
Lodging		\$0.00						
Meals		\$0.00						
Mileage		\$0.00						
Direct Expenses Total:		\$0						
Project Total (All Tasks)		\$10,901						



**City of Gig Harbor
City Council Agenda Bill**

Meeting Date: February 9, 2026

SUBJECT:

Pleasurecraft Modification of Easement

SUBMITTED BY: Public Works Director Jeff Langhelm, PE

DEPARTMENT: Public Works

PHONE: 253-853-7630

SUGGESTED MOTION: Approve and authorize the mayor to sign the modification of easement

BACKGROUND INFORMATION: In 2022, the property owner of the Pleasurecraft Marina, located at 3215 Harborview Drive, requested land use approval for project that would place a restaurant on the property. During the review of this project, the city recognized Pleasurecraft Marina's bulkhead was previously placed on the city's Skansie Park/Jerisich Dock property.

Additionally, the restaurant project requested placement of a stairway from the Pleasurecraft Marina to the city's Jerisich Dock. The city and Pleasurecraft Marina entered into an easement agreement (APN 202207150050) to allow a portion of the bulkhead remain on city property and for a stairway on city property to be constructed and maintained by Pleasurecraft Marina.

However, due to a change in the scope of the restaurant project, Pleasurecraft Marina is requesting a modification to the previous easement agreement that removes reference to the proposed stairway and reduction of the easement area. Staff supports this modification of easement.

FISCAL CONSIDERATION: Approval of this modification of easement will have no fiscal impact on the city.

Expenditure Required: \$ 0	Amount Budgeted: \$0	Appropriation Required: \$0
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ATTACHMENTS:

1. Shaw Pleasurecraft Modification of Easement 202207150050 - for signature
2. APN 202207150050_Shaw-Gig Harbor bulkhead easement - recorded

STRATEGIC PLAN PRIORITY: Ensure sustainable future for public services and facilities

AFTER RECORDING MAIL TO:

William T. Lynn
Attorney at Law
Gordon, Thomas, Honeywell, et al.
P.O. Box 1157
Tacoma, WA 98401-1157

MODIFICATION OF EASEMENT

Grantor: City of Gig Harbor, a Washington municipal corporation
Grantee: Wendy Shaw, Personal Representative of the Estate of Richard H. Shaw
Legal Description (abbreviated) Ptn of Gov Lot 2 in the NE/4 of NW/4 of Sec 8 & Gov Lot 7 in the SE/4 of SW/4 of Sec 5, both in Twp 21N, Rng 2E, W.M., Pierce County, Washington
Additional legal(s) on page: 4-7
Assessor's Tax Parcel ID#: 0221082232 and 7650000020
Reference Nos. of Documents Released or Assigned: 202207150050

This Modification of Easement is made this _____ day of _____, 2025 between the City of Gig Harbor ("CITY"), and Wendy Shaw, Personal Representative of the Estate of Richard H. Shaw ("SHAW").

RECITALS

- 1 SHAW is the owner of property adjacent to the Benefitted Property, Pierce County parcel number 7950000020 (the "Benefitted Property"). The Shaw Property is legally described on **Exhibit A**.
2. The CITY is the owner of Pierce County parcel number 0221082232 (the "Burdened Property"). The City Property is legally described on **Exhibit B**.
3. The City and Shaw entered into an Easement Agreement recorded on July 15, 2022 and recorded under Pierce County Auditor's File No. 202207150050 ("Bulkhead Easement").
4. The scope of the project has changed and the property encumbered by the Bulkhead Easement has been modified to exclude a 13x5 foot portion. The remaining

property encumbered by the Bulkhead Easement is legally described on **Exhibit C** and depicted on **Exhibit D**.

Based on this, the parties agree as follows:

MODIFICATION OF EASEMENT

The parties hereby agree that the Easement Area shall be reduced by a 13x5 foot area. The remaining property encumbered by the Bulkhead Easement shall be as described on **Exhibit C** and as depicted on **Exhibit D**. Except as provided herein, the Agreement remains unmodified.

This Modification of Easement may be executed in one or more counterparts, each of which shall constitute an original agreement, but all of which together shall constitute one and the same agreement.

CITY OF GIG HARBOR

By: _____

Its: _____

Wendy Shaw, Personal Representative of
the Estate of Richard H. Shaw

STATE OF WASHINGTON)
) ss.
County of Pierce)

I certify under the penalty of perjury under the laws of the State of Washington that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he/she signed this instrument and acknowledged it as the _____ of the City of Gig Harbor, to be his/her free and voluntary act for the uses and purposes mentioned in the instrument.

GIVEN under my hand and official seal this _____ day of _____, 2025.

Printed Name: _____
Notary Public in and for the State of _____
Residing at: _____
My appointment expires: _____

STATE OF WASHINGTON)
) ss.
County of Pierce)

I certify under the penalty of perjury under the laws of the State of Washington that I know or have satisfactory evidence that **Wendy Shaw** is the person who appeared before me, and said person acknowledged that she signed this instrument and acknowledged it as the **Personal Representative of the Estate of Richard H. Shaw**, to be her free and voluntary act for the uses and purposes mentioned in the instrument.

GIVEN under my hand and official seal this _____ day of _____, 2025.

Printed Name: _____
Notary Public in and for the State of _____
Residing at: _____
My appointment expires: _____

EXHIBIT "A"
TO
MODIFICATION OF EASEMENT
(Legal Description of Shaw Property)

PARCEL A OF DECLARATION OF BOUNDARY LINE ADJUSTMENT RECORDED UNDER FILE NUMBER
20040602505, RECORDS OF PIERCE COUNTY, WASHINGTON.

EXHIBIT "B"
TO
MODIFICATION OF EASEMENT
(Legal Description of City Property)

LOTS 3, 4, 5 AND 6 OF SKANSIE ADDITION, ACCORDING TO PLAT RECORDED IN BOOK 13 OF PLATS, PAGE 42, RECORDS OF PIERCE COUNTY;

TOGETHER WITH TIDELANDS OF THE SECOND CLASS, AS CONVEYED BY THE STATE OF WASHINGTON, ABUTTING THEREON.

EXCEPT THAT PORTION CONVEYED TO THE CITY OF GIG HARBOR, BY INSTRUMENT RECORDED SEPTEMBER 5, 2000 UNDER RECORDING NO. 200009050308.

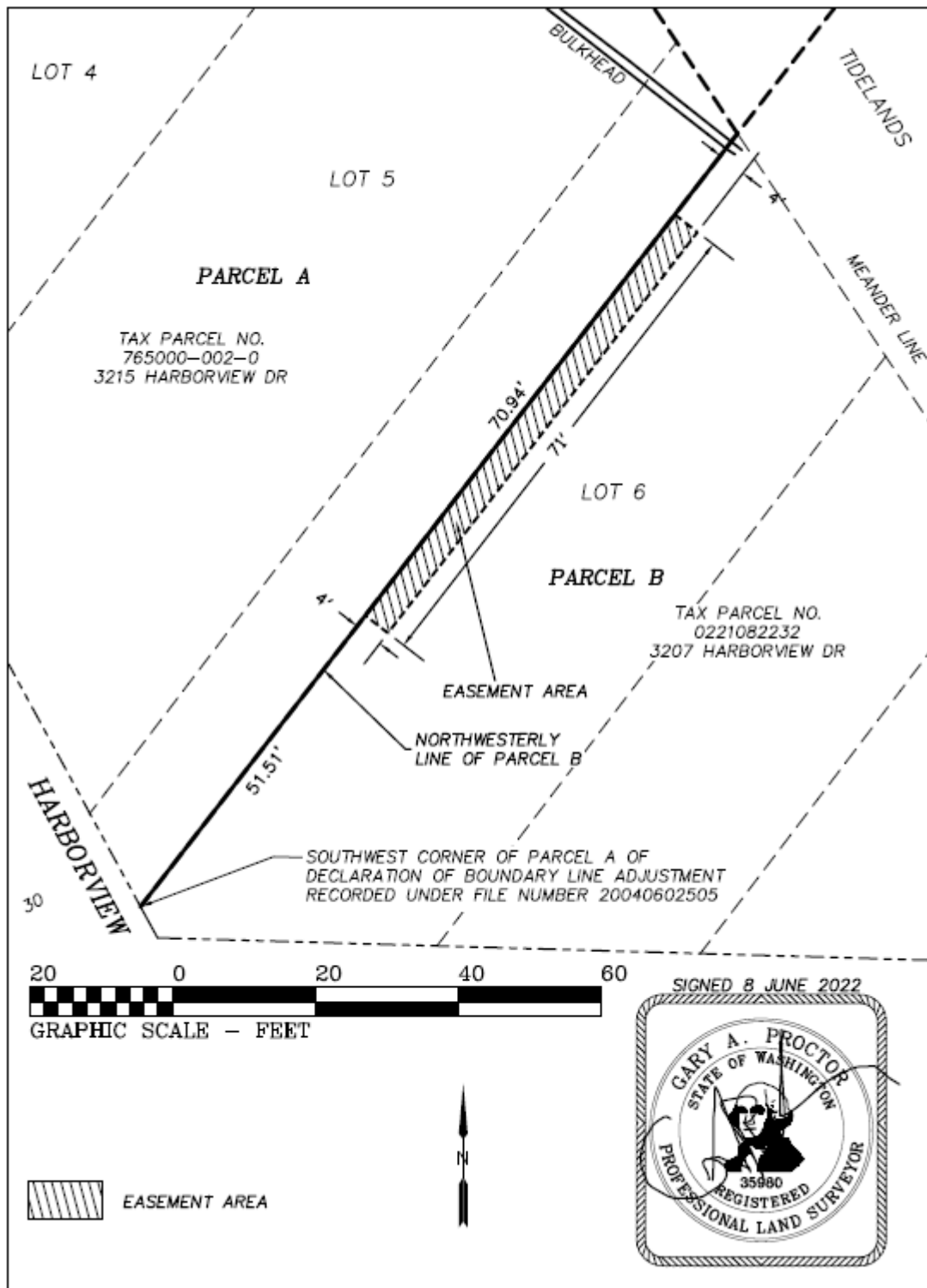
SITUATE IN THE COUNTY OF PIERCE, STATE OF WASHINGTON.

EXHIBIT "C"
TO
MODIFICATION OF EASEMENT
(Legal Description of Modified Easement Area)

A PORTION OF GOVERNMENT LOT 7 IN THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 5, TWP 21N, RNG 2E, W.M. IN THE CITY OF GIG HARBOR, WASHINGTON DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF PARCEL A OF DECLARATION OF BOUNDARY LINE ADJUSTMENT RECORDED UNDER FILE NUMBER 20040602505, RECORDS OF PIERCE COUNTY, WASHINGTON;
THENCE ALONG THE NORTHWESTERLY LINE OF SAID PARCEL NORTH 37° 41'05" EAST 51.51 FEET TO THE POINT OF BEGINNING;
THENCE CONTINUING NORTH 37° 41'05" EAST 70.94 FEET;
THENCE SOUTH 52° 18'55" EAST 4.00 FEET;
THENCE SOUTH 37° 41'05" WEST 70.94 FEET;
THENCE NORTH 52° 18'55" WEST 4.00 FEET TO THE POINT OF BEGINNING.

EXHIBIT "D"
TO
MODIFICATION OF EASEMENT
(Depiction of Modified Easement Area)



202207150050 XGARCIA 8 PGS
07/15/2022 08:40:44 AM \$210.50
AUDITOR, Pierce County, WASHINGTON

File for record and return to:
William T. Lynn
Gordon Thomas Honeywell LLP
PO Box 1157
Tacoma, WA 98402

EASEMENT AGREEMENT

Grantor: City of Gig Harbor, a Washington municipal corporation
Grantee: Richard H. Shaw, a married man, as his separate property
Legal Description (abbreviated): A PORTION OF GOV LOT 2 IN THE NE ¼ OF THE NW ¼ OF SEC 8 & GOVERNMENT LOT 7 IN THE SE ¼ OF THE SW ¼ OF SECTION 5, BOTH IN TWP 21N, RNG 2E
Additional legal(s) on page 6
Assessor's Tax Parcel ID#: 0221082232 and 7650000020

THIS EASEMENT AGREEMENT (the "Easement Agreement") is made this 11th day of July, 2022, by and between City of Gig Harbor, a Washington municipal corporation, ("Grantor") and Richard H. Shaw, ("Grantee").

Grantor is the owner of Pierce County Parcel Number 0221082232 and legally described on **Exhibit A**.

Grantee is the owner of Pierce County Parcel Number 7650000020 and legally described on **Exhibit B**.

Grantor and Grantee hereby agree as follows:

1. Granting Permanent Exclusive Easement. Grantor hereby grants to Grantee an exclusive permanent easement ("Bulkhead Easement") through, over and across the Easement Area. The Bulkhead Easement is limited to the remaining existing bulkhead on Grantor's property that is landward of the 37 feet of bulkhead recently removed or to be removed by Grantee under the terms of a Temporary Construction Easement recorded under Pierce County Auditors' No. _____. The area on which the bulkhead is located is legally described on Exhibit C and depicted on Exhibit D and referred to here as the "Easement Area".

2. Purpose of Easement. The purpose of the Easement Agreement is to allow Grantee ongoing use of the remaining bulkhead.

3. Maintenance. Grantee shall maintain the bulkhead and Easement Area in a reasonably prudent manner consistent with the standard for urban shoreline properties. If the bulkhead requires replacement, it shall at that time be relocated onto Grantee's Property and

[4881-0418-2562]

EXCISE TAX EXEMPT DATE 7/15/22

Pierce County

By [Signature] Auth. Sig.

For reference only, not for re-sale.

Grantee's Property restored to a safe and stable condition. Upon the completion of that relocation and restoration work this Easement Agreement shall automatically terminate.

4. Consideration. The consideration for the grant of the Bulkhead Easement is Grantee's promise to relocate in the future and other public benefits that will result from Grantee's overall shoreline project.

5. Use by Grantor. Grantee warrants that Grantor will have access to the Easement Area at all times for itself, its employees and its contractors and agents.

6. Release and Indemnity. Grantee agrees to indemnify Grantor from and against any and all claims of liability, loss, damage, expense or actions asserted or arising directly or indirectly from acts or omissions of Grantee and/or its servants, agents, employees, licensees or contractors, in the exercise of the rights granted under this Easement Agreement.

7. Liens. Grantee agrees to pay within thirty (30) days of notice, any lien(s) arising directly or indirectly from acts or omissions of Grantee and/or its servants, agents, employees, licensees and contractors in the exercise of the rights granted under this Easement Agreement; or alternatively, to promptly arrange for the removal of the lien(s) by establishing an escrow account and depositing a sum of money equal to one hundred fifty percent (150%) of the amount of the lien(s) if the lien(s) is or are disputed by Grantee.

8. Attorney Fees. In the event that any legal proceeding is initiated by either party to this Easement Agreement in order to enforce compliance with any of its terms and conditions, the prevailing party shall be entitled to reimbursement for all costs and reasonable attorney fees incurred, including any costs and reasonable attorney fees incurred on appeal.

9. Binding Effect. This Easement Agreement shall be binding on and inure to the benefit of the parties and upon their heirs, personal representatives, administrators, devisees, or successors and assigns.

10. Merger. All prior contemporaneous agreements, promises, representations and statements relative to this Easement Agreement are merged into this Easement Agreement, which embodies the entire understanding of the parties and may not be modified without a written amendment executed by both parties.

11. Governing Law. This Easement Agreement shall be governed and construed in accordance with the laws of the State of Washington.

12. Venue. Venue for any cause of action arising out of this Easement Agreement shall be in Pierce County, Washington.

GRANTOR:

CITY OF GIG HARBOR, a Washington
municipal corporation

By: _____

Emarkley

Its: *Mayer*

Dated: 7/11, 2022

GRANTEE:

RICHARD H. SHAW

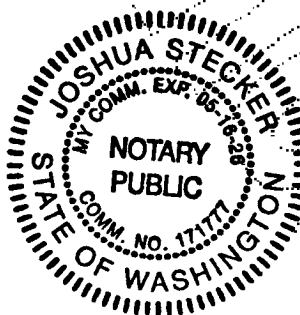
Dated: 6.27.22, 2022

For reference only, not for re-sale.

STATE OF WASHINGTON)
) ss.
 County of Pierce)

On this day personally appeared before me Tracie Markley to me known to be the Mayer of the City of Gig Harbor and who executed the within and foregoing instrument, and acknowledged that he/she signed the same for and on behalf of said municipality, being authorized to do so, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal this 11th day of July, 2022.



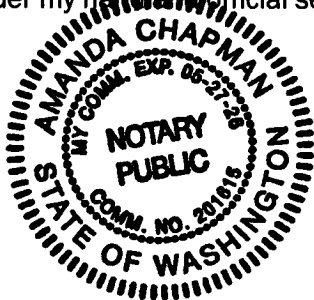
Type/Print Name: Joshua Stecker
 Notary Public in and for the State of Washington
 residing at Gig Harbor

My Commission expires 5/16/26

STATE OF WASHINGTON)
) ss.
 County of Pierce)

On this day personally appeared before me Richard H. Shaw to me known to be the individual described in and that executed the within and foregoing instrument, and acknowledged said instrument to be his free and voluntary act and deed, for the uses and purposes therein mentioned, and on oath stated that he was authorized to execute said instrument.

GIVEN under my hand and official seal this 27th day of June, 2022.



Type/Print Name: Amanda Chapman
 Notary Public in and for the State of Washington
 residing at 3510 Grandview St

My Commission expires 5-27-22

For reference only, not for re-sale.

EXHIBIT "A"
Grantor Legal Description

PARCEL A OF DECLARATION OF BOUNDARY LINE ADJUSTMENT RECORDED UNDER FILE NUMBER
20040602505, RECORDS OF PIERCE COUNTY, WASHINGTON.

For reference only, not for re-sale.

[4881-0418-2562]

- 5 -

EXHIBIT "B"
Grantee Legal Description

LOTS 3, 4, 5 AND 6 OF SKANSIE ADDITION, ACCORDING TO PLAT RECORDED IN BOOK 13 OF PLATS, PAGE 42, RECORDS OF PIERCE COUNTY;

TOGETHER WITH TIDELANDS OF THE SECOND CLASS, AS CONVEYED BY THE STATE OF WASHINGTON, ABUTTING THEREON.

EXCEPT THAT PORTION CONVEYED TO THE CITY OF GIG HARBOR, BY INSTRUMENT RECORDED SEPTEMBER 5, 2000 UNDER RECORDING NO. 200009050308.

SITUATE IN THE COUNTY OF PIERCE, STATE OF WASHINGTON.

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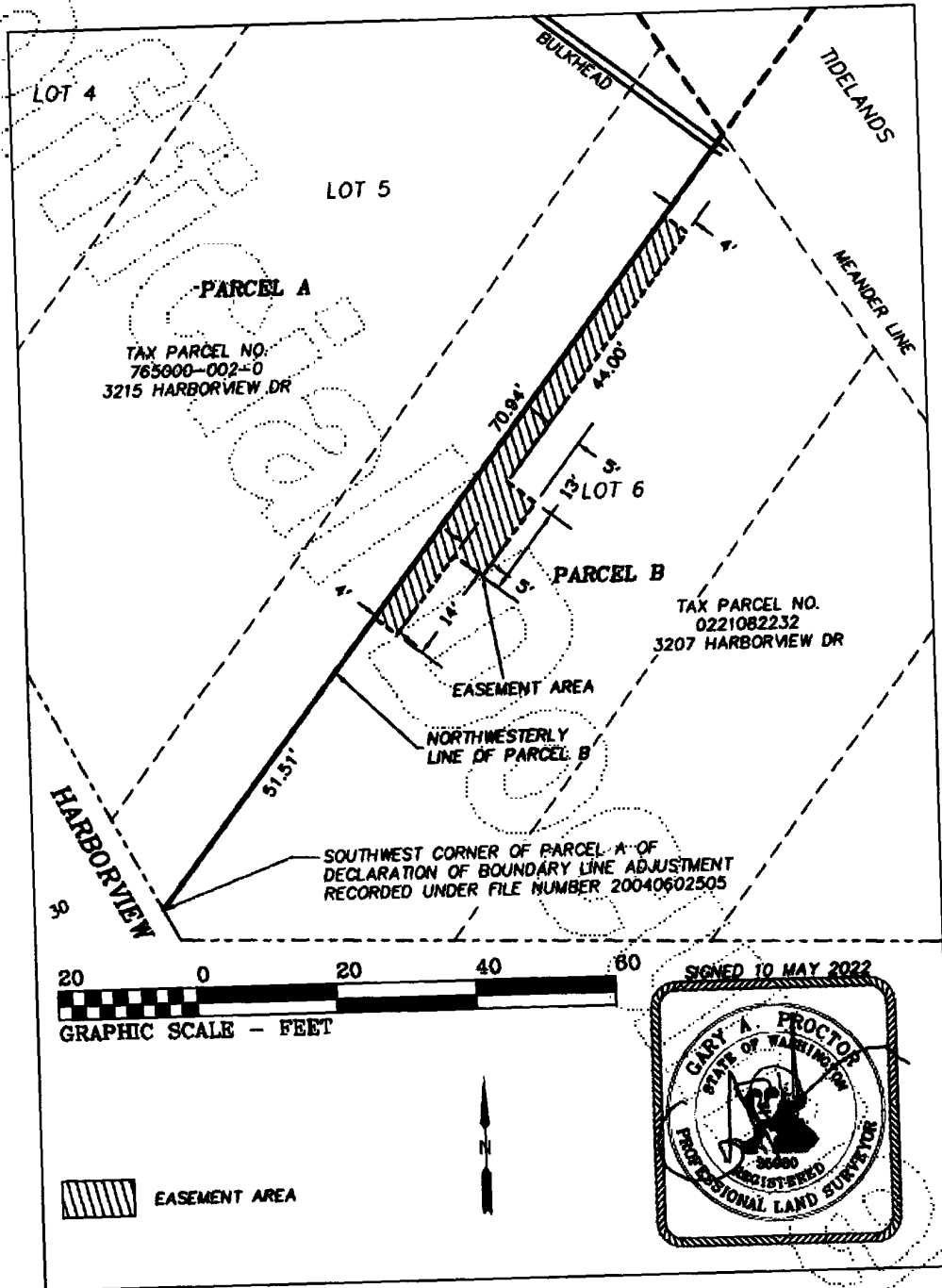
EXHIBIT "C"
Easement Area Legal Description

A PORTION OF GOVERNMENT LOT 7 IN THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 5, TWP 21N, RNG 2E, W.M. IN THE CITY OF GIG HARBOR, WASHINGTON DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF PARCEL A OF DECLARATION OF BOUNDARY LINE ADJUSTMENT RECORDED UNDER FILE NUMBER 20040602505, RECORDS OF PIERCE COUNTY, WASHINGTON;
 THENCE ALONG THE NORTHWESTERLY LINE OF SAID PARCEL NORTH 37° 41' 05" EAST 51.51 FEET TO THE POINT OF BEGINNING;
 THENCE CONTINUING NORTH 37° 41' 05" EAST 70.94 FEET;
 THENCE SOUTH 52° 18' 55" EAST 4.00 FEET;
 THENCE SOUTH 37° 41' 05" WEST 44.00 FEET;
 THENCE SOUTH 52° 13' 39" EAST 5.00 FEET;
 THENCE SOUTH 37° 41' 05" WEST 13.00 FEET;
 THENCE NORTH 52° 13' 39" WEST 5.00 FEET;
 THENCE SOUTH 37° 41' 05" WEST 13.94 FEET;
 THENCE NORTH 52° 18' 55" WEST 4.00 FEET TO THE POINT OF BEGINNING.

For reference only, not for re-sale.

EXHIBIT "D"
Easement Area Depiction



For reference only, not for re-sale.

[4881-0418-2562]



**City of Gig Harbor
City Council Agenda Bill**

Meeting Date: February 9, 2026

SUBJECT:

Vendor Agreement with APSCO, LLC for LS#5A Equipment Package Purchase

SUBMITTED BY: Senior Engineer Steven Demmer

DEPARTMENT: Public Works

PHONE: (253) 530-7076

SUGGESTED MOTION: Approve and authorize the mayor to execute a Purchase and Sales agreement with APSCO, LLC for the purchase of the Lift Station 5 Pump Station in an amount not to exceed \$652,017.

BACKGROUND INFORMATION: The Lift Station 5 Basin Improvements project (CIP 2313) is a critical wastewater infrastructure project intended to address aging facilities, improve system reliability, and reduce the risk of service disruption within the Lift Station 5 basin. Lift Station 5 is nearly 50 years old and contains original equipment that has exceeded its service life. Portions of the facility are located along the shoreline of Gig Harbor Bay and are vulnerable to inundation during seasonal high tides.

The project includes decommissioning and rehabilitation components at the existing lift station site, construction of a new pumping facility located above predicted high tides, installation of new dual suction piping, abandonment of the existing force main, electrical and odor control upgrades, standby power generation, and related site, civil, structural, mechanical, and electrical improvements. The work also includes permitting, environmental coordination, public outreach, and preparation of bid-ready plans, specifications, and estimates.

Construction for the Lift Station 5 Basin Improvements project is expected to commence in spring or summer of 2026. Design for the project is currently in progress and includes completion of final plans, specifications, and permitting coordination. A key project element is a factory-built automatic rectangular recessed pump station, which will serve as the primary pumping facility for the basin. This pump station is a highly specialized, factory-manufactured unit with an anticipated manufacturing lead time of approximately nine months.

APSCO, LLC has provided a quote for the factory-built pump station that meets the project's design and performance requirements. Pursuant to the City of Gig Harbor's Contracting Policy and Procedures (Resolution 1332), this procurement is deemed a sole source purchase due to the specialized nature and compatibility requirements of the equipment. The sole source determination has been reviewed and approved by the Public Works Director and the City Administrator. Procuring this equipment in advance of construction will allow fabrication to proceed while final permitting and construction preparations are completed, reducing the risk of schedule delays and helping ensure the project remains on track for the anticipated construction start.

FISCAL CONSIDERATION: In the City's 2025-26 Budget, Wastewater Capital Objective #1 identifies \$2,980,000 to complete the design, permitting, and construction of Lift Station #5. A total of \$418,909.03 will be authorized via the original professional services contract, Amendment #1, and the pending Amendment #2. The lift station purchase request of \$652,017 will bring the total project authorized spending to \$1,070,926.03. No appropriation is required for the lift station purchase.

2025-26 Budget Project Funding:	
Design and Permitting	\$380,000
Construction	\$2,600,000
Total 2025-26 Funding for Design, Permitting, and Construction:	\$2,980,000
2025-26 Project Expenses:	
Professional Services Contract (July 2024)	\$374,459.14
Amendment #1 (September 2025)	\$33,548.89
Amendment #2 (February 2026)	\$10,901.00
Purchase of Lift Station (February 2026)	\$652,017.00
Total 2025-26 Expenses Requested	\$1,070,926.03
Appropriation Required	\$0.00

Expenditure	Amount Budgeted:	Appropriation Required:
Required:	\$ 2,980,000	\$ 0
\$ 1,070,926.03		

ATTACHMENTS:

1. LS5_SALES AGREEMENT_PACKET

STRATEGIC PLAN PRIORITY: Ensure sustainable future for public services and facilities



DATE: January 27, 2026

TO: Memo for the Record

FROM: Chuck Roy, WWTP Superintendent

SUBJECT: Sole Source Purchase LS5A Replacement Pump and Pump Control System.

PURPOSE

The intent of this memo is to provide information related to the sole source purchase of a Smith & Loveless Factory-Built Automatic Rectangular Recessed Wet Well-Mounted Pumping Station, complete with a structural steel base and shell, a two-piece hinged H-20 load rated cover, and separate entrances to the machinery chamber and wet well opening. The pumping station shall be suitable for installation on top of a 3'-6" x 4'-6" dry well with factory-sized opening to the dry well. The principal items of equipment include two vertical, close-coupled, vacuum-primed, 4", 4B2B*1 Smith & Loveless non-clog pumps, each capable of delivering 125 GPM at 41' TDH with a maximum static suction lift of 20', and each driven by 5 HP, 1200 RPM, 3-phase, 60-cycle, 460-volt motor, valves, 4" internal piping, control panel with circuit breakers, and automatic pumping level controls; priming pumps, ventilator, and all internal wiring.

BACKGROUND

Lift Station 5A located @ 2823 Harborview, is currently at 90% of the design stage for rehabilitation and construction. The Smith & Loveless equipment being requested for sole source purchase in this memo is the equipment designed for this particular application. Additionally, the project design is based on this specific and unique piece of equipment. Due to the long lead times for delivery (approx. 28-34 weeks after submittals), city staff are requesting procurement of these materials to meet construction timelines in 2026.

CURRENT STATUS

APSCO is providing the city with the lowest available pricing to municipal customers.

CONCLUSION

The City of Gig Harbor Wastewater Department recommends this sole source purchase based upon an objective review.



Public Works Director

Signed by:

A handwritten signature in blue ink, appearing to be "H. Lyden", written over a horizontal line.

74A6C7C58B674DB...

1/28/2026

Date

City Administrator

Signed by:

A handwritten signature in black ink, "katrina knutson", written over a horizontal line.

31F4A21E2BB541E...

1/28/2026

Date



APSCO, LLC • PO Box 2639 • Kirkland, WA 98083-2639

PH: (425) 822-3335 • FAX: (425) 827-6171 • www.apsco-llc.com

January 15, 2026

**To: Chuck Roy
City of Gig Harbor, WA**

**Re: Scope Letter
City of Gig Harbor, WA
Lift Station 5
Scope No. JC062725S Revision No. 4**

To Whom It May Concern:

APSCO, LLC. will be offering the following equipment for the above referenced project:

Factory-Built Automatic Rectangular Recessed Pump Station

Manufacturer – Smith & Loveless

Total Cost for Sections.....\$ 652,017.00

Please refer to the attached detailed scope letter from the manufacturer. Please contact our office if you have any questions.

Yours very truly,

A handwritten signature in black ink, appearing to read 'Josh Clark'.

Josh Clark
APSCO LLC
425-822-3335
jclark@apsco-llc.com


Smith & Loveless, Inc.

 14040 Santa Fe Trail Drive
 Lenexa, Kansas 66215
 913/888-5201

Name and Address:

 Quotation Date: January 15, 2026
 Inquiry Number: 37118
 Engineer: Parametrix
 Project Name: Lift Station №5
 Job Location: Gig Harbor, WA

Smith & Loveless, Inc., having an office at 14040 Santa Fe Trail Drive, Lenexa, Kansas 66215 (hereinafter referred to as "Seller"), hereby agrees to sell to the buyer designated below (hereinafter referred to as "Buyer"), the following equipment subject to all of the provisions set forth in this Sales Agreement. ***The Sales Representative is not an agent or employee of Seller and is not authorized to enter into any agreement on Seller's behalf or bind Seller in any way.***

SMITH & LOVELESS®, INC. is pleased to offer our quotation for the following:

Lift Station №5

ONE Smith & Loveless Factory-Built Automatic Rectangular Recessed Wet Well-Mounted Pumping Station, complete with a structural steel base and shell, a two-piece hinged H-20 load rated cover, and separate entrances to the machinery chamber and wet well opening. The pumping station shall be suitable for installation on top of a 3'-6" x 4'-6" dry well with factory-sized opening to the dry well. The principal items of equipment include two vertical, close-coupled, vacuum-primed, 4", 4B2B*1 Smith & Loveless non-clog pumps, each capable of delivering 125 GPM at 41' TDH with a maximum static suction lift of 20', and each driven by 5 HP, 1200 RPM, 3-phase, 60-cycle, 460-volt motor, valves, 4" internal piping, control panel with circuit breakers, and automatic pumping level controls; priming pumps, ventilator, and all internal wiring.

Station provided with 4" plain-end suction connections and 4" plain-end discharge connection with compression coupling.

Standard Equipment Included:

QUICKSMART™ PLC digital control package with color touch-screen with the following display functions:

- High water alarm
- Field selectable pump alternation sequence (timed or sequential)
- Individual and totalizing running time meters
- Alarm silence switch with automatic reset
- Prime mode selector – Constant or On-Demand

U.L. NEMA 4X-316 Station Control Panel – Shipped loose for remote mounting
 Opti-Float back-up level detectors

- Surge protection device
- Hand-off-automatic selector switches
- Vacuum priming system
- Pump failure/prime failure via common alarm contact
- Duplex GFI convenience receptacle
- Aluminum Ladder into Equipment Chamber
- Aluminum Ladder into Manway Chamber
- Two (2) Auxiliary 10" x 36" Steel Shelves
- Two (2) 17 lb. Magnesium Anode Packs
- Compound Pressure Gauges
- Spare S&L Mechanical Seal and Volute Gasket
- 10 year Enhanced Warranty on pump volute, impeller, base and fiberglass covers
- 5-Year enhanced warranty on **QUICKSMART™** PLC control system

Optional Equipment Included:

DURO-LAST® Stainless Steel Base Plate with 25-Year enhanced warranty on base plate

WAVESTART™ Priming System w/ Q-Sense

REMOTEVIEW™

Power Monitoring

Main Disconnect Switch

SCADA Module

Transducer Signal Splitter

Intrinsically Safe Transducer Barrier

Station mounted NEMA 4 junction box w/ HMI and H-O-A switches

Transformer (10 KVA)

Station Flooding Alarm

Dedicated Pump Failure Alarm Relays

Dedicated Prime Failure Alarm Relays

Magnetic Flowmeter

Vacuum Pumps w/ MELTRIC Plugs for quick disconnect

Trickle Charger

Auxiliary Heater

Yaskawa iQpump1000 Variable Frequency Drives (VFDs) w/ harmonic filtering device

Mission MyDro 850 RTU

LED Status Indicating Light

Dehumidifier

Sump Pump

Ladder Safety Extension Device

Anode Test Meter

LED Lighting w/ Battery Backup

Station Monitoring Package:

- Pump Overload Power Failure
- Time Delay Relay
- Phase Monitor Relay
- QUICKSMART™ Digital Flow Rate

Enhanced Alarm Package:

- Intrusion Alarm
- Operator Assistance Alarm
- Low Water Alarm
- HHW Alarm
- LLW Alarm

Ship Loose Spare Parts:

- Two (2) vacuum pumps
- Two (2) dome assemblies with solenoid valves
- One tool kit

VEGA Ultrasonic Level Sensor

Warranty: 30 months from startup does not exceed 24 months from date of shipment that equipment will be free of defects in material and workmanship. Does not include labor.

Specifically Excluded:

Wet well access to the wet well

Precast concrete wet well

Concrete manhole sections, access hatches, and manhole covers

Unloading, hauling from nearest unloading area and storage

Excavation, backfilling, grading and all field labor

Concrete, concrete work, grout or grouting

Concrete embedded items/anchor bolts

Piping connections or any piping outside the pump station

Electrical wiring and conduit outside the pump station

Unpacking and installation of accessory items, including touch-up painting

Videotaping of startup or training sessions.

Field vibration testing

Any items not specifically included in this Sales

Agreement are specifically excluded from the

Smith & Loveless scope of supply

PLC Program Copy (if applicable)

Seller will provide Buyer with four hard copies of the O&M Manual, also on CD (.pdf format). Additional copies can be provided for \$50 per copy.

PRICE, SUBMITTAL DATA, AND DELIVERY:

\$ _____

F.O.B. factory plus any taxes, which may apply. Truck/Rail freight allowed to the job site, rail siding or nearest unloading area-unloading to be by Buyer. Due to the spike in gas prices, which is beyond the control of Smith & Loveless at the time of our quotation/bid, a fuel surcharge may need to be assessed at time of shipment.

We are currently experiencing large increases in the price of materials and components with very little advance notice. Therefore, the sales price of the equipment quoted herein is subject to an escalation in price. Escalation shall be based upon the increase incurred by Smith & Loveless for the material or components in excess of 5% from the time of quote. The escalation shall be calculated as the % increase over 5% of the material/component item and shall include material handling factor and overhead. Such escalation shall be verified through quotes, invoices or receipts from suppliers to Smith & Loveless.

One day supervision of initial operation over one trip is included. If additional days are required, Seller will furnish a **factory-trained supervisor** for \$950 per day including travel time plus actual travel expenses.

The quote is valid for 30 days from date of this agreement.

With continuing approval of the Smith & Loveless Credit Department, payment terms are:

- 10% with order,
- 25% upon delivery of submittal data,
- 25% 6 weeks after release to manufacture,
- 40% Net 30 from shipment.

Seller to send Submittal Data for approval 5-7 weeks after receipt of complete details at Seller's factory.

Manufacturing completion is estimated 28-34 weeks after receipt in Seller's office of approved Submittal Data and/or after all notations or comments have been clarified, approved and inserted into the manufacturing documents by the Seller. Variations in the time Submittal Data is returned to Seller and/or Submittal Data marked approved but which contain contingencies or variations may impact the completion time of the equipment.

Please be advised, delivery quotes are estimates and subject to change based on the current, unpredictable supply chain. Smith & Loveless cannot guarantee delivery dates, nor accept responsibility for liquidated damages incurred from a late shipment.

ADDITIONAL TERMS AND CONDITIONS

1. GENERAL A. Buyer's execution of this Agreement constitutes Buyer's offer to purchase, on the terms and conditions set forth herein, the equipment described in this agreement, and such offer is irrevocable for thirty (30) days after Buyer executes and delivers to Seller this Agreement together with all necessary engineering data and information. Prices are firm for thirty (30) days after the bid date provided a firm order is received at the factory within that time period and provided approved Submittal Data is received at the factory within forty-five (45) days from the date submittals are forwarded from the factory. In the event firm orders and Submittal Data are not received by Seller within the times set forth above, then price and delivery estimates may change due to changes in the costs of material and labor and/or factory capacity at the time when the firm orders or approved Submittal Data is received by Seller. Seller reserves the right to amend this Sales Agreement if not signed and returned within thirty (30) days from the quotation date. In the event we are unable to ship within estimated period for reasons beyond our control, including a request by the Buyer to defer shipment, the prices are subject to adjustment to those prevailing at the time of shipment.

B. THIS AGREEMENT IS NOT BINDING ON SELLER UNLESS SIGNED ON SELLER'S BEHALF BY AN OFFICER OR MANAGER OF SELLER.

C. This Agreement constitutes the entire contract between the parties with respect to said equipment (any prior agreement, representation, covenant or warranty, written or oral, being superseded hereby) and may not be amended or modified except by a written instrument duly executed by both parties, the provisions of any purchase order or other document submitted by or on behalf of Buyer to the contrary notwithstanding.

D. All notices hereunder are to be in writing and mailed postage prepaid to the party being notified at the address indicated in this agreement or at such other address as may be designated in writing.

E. Remedies provided for herein are cumulative and are in addition to all other remedies as may be available at law or in equity.

F. This Agreement is governed by and subject to the laws of the State of Kansas and the Buyer by executing this agreement agrees to submit to the Jurisdiction of the State of Kansas and the venue for any disputes between the parties will be in the District Court of Johnson County, Kansas, or the Federal District Court of Kansas.

2. NOTICE TO PROCEED- Return to Seller of approved Submittal Data or notification to Seller that the submission of submittals will be waived, constitutes notice to Seller to proceed with manufacture. In the event Seller does not receive approved Submittal Data within forty-five (45) days after Seller's submission of submittal data for approval, then Seller reserves the right to amend price and delivery of the equipment being sold. Final approved Submittal Data means approval by Buyer (or Buyer's representative) of Seller's Submittal Data and/or after all notations or comments have been clarified, approved and inserted into Seller's manufacturing documents at which point Sellers estimated completion schedule commences. Variations in the time Submittal Data is returned to Seller and/or Submittal Data marked approved but which contain contingencies or variations may impact the completion time of the equipment. Seller agrees to furnish only the equipment included in Seller's quotation and/or as described and modified in the Submittal Data. Approval of the Submittal Data constitutes acceptance of the equipment in the configuration described therein. If Seller is directed to change the scope of the equipment after notice to proceed to manufacture, then Seller reserves the right to amend the price and delivery of the equipment.

3. EXCUSED PERFORMANCE- Seller is not liable for any failure or delay in performance hereof, with respect to delivery or otherwise, if such failure or delay is due to any cause beyond Seller's control including, but not limited to, any Act of God, war, civil disturbance, riot, labor difficulty, factory capacity, fire, other casualty, accident or supplier's failure or inability to perform.

4. CREDIT APPROVAL- The credit terms specified herein are subject to Seller's continuing approval of Buyer's credit and if, in Seller's sole judgment, Buyer's credit or financial standing is impaired as to cause Seller to deem itself insecure, Seller may withdraw the extension of credit and require other payment terms.

5. PAYMENT- Subject only to any credit terms, which Seller may extend, the total purchase price hereunder is due at such time, within or after the estimated shipment period specified herein, as said equipment is ready to be shipped. Buyer shall pay in full all invoices within the time for payment specified therein and Buyer's payment obligation is in no way dependent or contingent upon Buyer's receipt of payment from any other party. Any balance owed by Buyer for thirty (30) days or more after the same becomes due is subject to a 2% per month delinquency charge until paid. In addition to all other amounts due hereunder, Buyer shall reimburse Seller in full for all damages, costs and expenses, including reasonable attorneys' fees, which Seller may incur with respect to Buyer's breach of this Sales Agreement or the collection of past due amounts from Buyer. If Buyer is in default under this or any other agreement with Seller, Seller may, at its option, defer performance hereunder until such default is cured.

6. SECURITY INTEREST- Until all amounts due hereunder have been paid in full, Seller has a security interest in said equipment and has all rights of a secured party under the Uniform Commercial Code including, without limitation, the right to take possession of said equipment without legal process and the right to require Buyer to assemble said equipment and make it available to Seller at a place reasonably convenient to both parties. At Seller's request, Buyer shall execute any financing statement or statements submitted by Seller in order that Seller's security interest in said equipment may be perfected.

7. WARRANTY & LIABILITY- Seller warrants only that said equipment is free from defects in materials and workmanship as set forth in Seller's standard Certificate of Warranty furnished to Buyer at the time of final shipment. THIS WARRANTY IS EXPRESSLY IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE OR DESIGN AND WHICH ARE EXPRESSLY DISCLAIMED BY SELLER. Seller's sole responsibility with respect to any equipment which proves to be defective as to materials or workmanship is either to replace or to repair the same as is set forth in said Certificate of Warranty. Unless authorized in writing by Seller, Seller is not responsible for any charge or expense incurred for the modification, servicing or adjusting of said equipment after the same has been delivered to Buyer. Seller is not liable in association with its warranty or in any other capacity for any consequential, incidental or liquidated damages, late fees/damages or penalties.

8. CLAIM PERIOD- Buyer shall immediately inspect said equipment upon receipt thereof and immediately notify the carrier of any damage, shortage or other nonconformance. Seller is not obligated to consider any claim for damages, shortages or non-conformance unless notified by Buyer within ten (10) days after Buyer's receipt of said equipment.

9. CANCELLATION- Should Buyer cancel this agreement without Seller's prior written consent, Seller may, at its option, recover from Buyer a cancellation charge of not less than 20% of the purchase price hereunder. This cancellation charge is intended to compensate Seller for difficult-to-calculate economic losses, including but not limited to, material and labor costs, as well as loss of anticipated profits suffered due to cancellation.

10. SEVERABILITY – If any provision or provisions of this Agreement shall be held to be invalid, illegal, unenforceable or in conflict with the law of any jurisdiction, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

11. STORAGE- If at such time, within or after the estimated shipment period specified herein, as Seller notifies Buyer that said equipment is ready to be shipped Buyer requests a delay in shipment, Seller may, at its option, agree to store said equipment for a period of time determined by Seller, provided that such agreement will not affect Buyer's obligation to pay in full all invoices as they become due, and provided further that for each month, or portion thereof, said equipment is so stored by Seller, Buyer shall pay to Seller as a storage fee an amount equal to 2% of the purchase price.

12. DRAWINGS, ILLUSTRATIONS AND MANUALS- Catalog and proposal drawings, bulletins, and other accompanying literature are solely for purpose of general style, arrangement and approximate dimensions. Seller may make any changes Seller deems necessary or desirable. Submittal for approval, if required, will be made after receipt of complete information from Buyer. Unless otherwise specified at the time of quotation, six sets will be furnished. Additional sets are at \$25.00 per set. Installation, maintenance and operation manuals will be furnished in the number of copies specified at the time of quotation. If none specified, four will be provided at no added cost, with additional copies at \$50.00 each.

13. PERMITS, LICENSES- Buyer at its sole cost and expense shall obtain all building or other permits or licenses with respect to the installation and operation of said equipment required by any federal, state or local governmental body.

14. PATENT INDEMNIFICATION- Seller shall, at its own expense, defend any suit instituted against Buyer, based on any claim that equipment furnished hereunder infringes any Letters Patent of the United States, and Seller shall pay any damages assessed against Buyer in any such suit, provided that Buyer, upon service of process upon Buyer, gives to Seller notice in writing of the institution of such suit, and permits Seller, through counsel chosen by Seller, to defend the same, and gives Seller all information in Buyer's possession and reasonable assistance and authority to enable Seller so to do. Seller shall have no liability or obligation to Buyer for patent infringement resulting from compliance by Seller with written instructions or specifications of Buyer concerning the structure, operation, material, or method of making equipment furnished hereunder.

Agreed to this _____ day of _____, _____

Buyer

By _____
Print Name

By _____
Authorized Signature

Physical Address

Email Address

Agreed to this _____ day of _____, _____
at Lenexa, KS.

SMITH & LOVELESS,INC

By _____
Authorized Signature

Prepared by _____
Sales Representative

Is this purchase tax exempt? **Yes** _____ **No** _____
If **YES**, attach Sales Tax Exemption Certificate. Failure to provide tax exempt certificate prior to shipment will result in Buyer being responsible for all applicable taxes. **NOTE: The Sales Representative is not an agent or employee of Seller and is not authorized to enter into any agreement on Seller's behalf or to bind Seller in any way.**



Smith & Loveless, Inc.

14040 Santa Fe Trail Drive
Lenexa, Kansas 66215
913/888-5201

January 23, 2026

To Whom It May Concern:

Smith & Loveless, Inc., is the manufacturer of several types of sewage treatment and transfer equipment.

This is to certify that APSCO LLC is the exclusive municipal representative of Smith & Loveless products for transfer projects in the State of Washington. In this capacity, they function as our local sole source supplier for all new and replacement Smith & Loveless pumping equipment. Product contractual agreements would be between the purchasing entity and Smith & Loveless directly, with Purchase Orders / Sales Agreements made out directly to Smith & Loveless, Inc.

We certify that the quoted equipment, Smith & Loveless Inquiry #37118, is at the same price, for similar equipment, as any other municipality.

We do thank you for considering Smith & Loveless products.

Best regards,

A handwritten signature in black ink, appearing to read 'Alex Tabb', is written over a light blue horizontal line.

Alex Tabb
Manager, Municipal Pumping Systems

cc: APSCO, LLC



**City of Gig Harbor
City Council Agenda Bill**

Meeting Date: February 9, 2026

SUBJECT: Amendment to Interlocal Agreement with Port of Tacoma for Homeport Project Funding

SUBMITTED BY: Jeff Langhelm, PE, Public Works Director

DEPARTMENT: Public Works

PHONE: 253-853-7630

SUGGESTED MOTION: Approve and authorize the Mayor to sign the proposed amendment to the interlocal agreement with the Port of Tacoma.

BACKGROUND INFORMATION: In 2023, the city requested local economic development investment funds (LEDIF) from the Port of Tacoma to support construction of the city's commercial fishing homeport project. The Port awarded \$150,000 to the city project through an interlocal agreement. The current interlocal agreement will expire on June 19, 2026.

However, due to project delays, including federal permit review, the city anticipates completing construction of the homeport project by the end of 2026. As such, the city has requested a one year extension to expend the Port's LEDIF funds. The proposed amendment to the interlocal agreement provides for a one-year extension.

FISCAL CONSIDERATION: This agreement will reimburse the city up to \$150,000 for expenses on the construction of the city's project. This reimbursement was anticipated as part of the city's 2025-26 budget.

The city is required to have first paid its minimum contribution of \$15,000 towards construction, which is in essence the city's matching funds, before requesting reimbursement for future expenses.

Expenditure Required: \$ 0	Amount Budgeted: \$3,480,000	Appropriation Required: \$
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ATTACHMENTS:

1. City of Gig Harbor Ancich Homeport ILA- First Amendment
2. 2025 ILA_Port of Tacoma Commercial Fishermen Homeport Funding_Executed

STRATEGIC PLAN PRIORITY: Promote and enhance a dynamic and robust economy

**FIRST AMENDMENT TO
INTERLOCAL AGREEMENT BETWEEN
THE PORT OF TACOMA
AND
THE CITY OF GIG HARBOR
REGARDING THE ANCICH HOMEPORT DOCK PROJECT**

THIS FIRST AMENDMENT (the “First Amendment”) is made and entered into this _____ day of _____, 2026, by and between the Port of Tacoma, a public port district organized under the laws of the State of Washington (hereafter, “Port”), and the City of Gig Harbor, a municipal corporation of the State of Washington (hereafter, “City”), each referred to individually as a “Party” and collectively as “the Parties,” in consideration of the mutual covenants contained herein.

RECITALS

1. The Port is charged by state statute with a mission of furthering economic development. To that end, the Port has adopted a Local Economic Development Policy by which the Port administers its monetary support of economic projects sponsored by local public agencies in Pierce County.

2. The City of Gig Harbor proposes construction of the Ancich Homeport Dock (the "Project").

3. The City of Gig Harbor has requested \$200,000 and the Port agrees to provide an investment of \$150,000 toward the Project costs, conditioned upon proof of Project expenditures, and as expressly specified herein.

4. The Port finds the requested contribution meets the Port's Local Economic Development Policy criteria as follows:

- a. This project meets our criteria outlined in section B "Marine tourism infrastructure projects intended to attract tourists to Pierce County from outside locations", and section C "Projects, programs or events that promote international trade, business retention or business recruitment".

The project will construct a commercial fishing vessel moorage facility intended to serve as a working dock, including moorage for local/port district commercial fishing vessels. This project includes a cultural facility that guarantees public access to witness the working commercial fishing industry, including their fishing vessels.

5. The City initially requested the Port's investment in the Project on February 24, 2023, as part of a 2023 LEDIF application to the Port. The Port of Tacoma Commission approved funds for the Project during its May 4, 2023, meeting. The Port's Executive Director signed the original draft of the ILA (the "2023 ILA") on June 20, 2023, which would have started a two-year clock

for reimbursement if executed by the City.

6. For various reasons, including construction and planning delays, fish windows, and funding concerns, the Project had yet to commence. The City had requested a new ILA with a new expiration date. Because of these issues the Gig Harbor City Council never considered the 2023 ILA, and the Gig Harbor Mayor never signed or executed the 2023 ILA.

7. Given the extenuating circumstances, the Port and the City entered into a new ILA in April 2025 to allow adequate time for the project to begin and to seek reimbursement.

8. For various reasons, including permitting delays and fish windows, the Project still has yet to commence. Given these extenuating circumstances, the City has requested an amendment to the ILA with a new expiration date.

AGREEMENT

1. Date amendments. The dates contained in sections 2.A and 2.C of the 2025 Interlocal Agreement are amended to June 19, 2027. The date contained in Section 3 is amended to August 3, 2027. The Port's duty to contribute funds shall otherwise remain as provided for.

2. Notices. The Port's contact is amended to Alice McDaniel and contact email is amended to amcdaniel@portoftacoma.com.

3. No Other Amendments. Except as amended by this First Amendment, all the terms and provisions of the 2025 Interlocal Agreement shall remain in full force and effect.

4. First Amendment to Control. In the event of any conflict between the terms and conditions set forth in the 2025 Interlocal Agreement and this First Amendment, the terms and conditions of this First Amendment shall control.

5. Incorporation. This First Amendment sets forth the entire and final agreement and understanding of the Parties with respect to the subject matter of this First Amendment.

6. Amendments. This First Amendment may not be modified or amended except by an instrument in writing executed by the Parties.

7. Severability. Should any word, phrase, clause, sentence, or paragraph of this Agreement or its application be declared invalid or void by a court of competent jurisdiction, the remaining provisions of this Agreement or its applications of those provisions not so declared shall remain in full force and effect.

8. Counterparts. This First Amendment may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

SIGNATURES ARE ON NEXT PAGE

CITY OF GIG HARBOR

By: _____

Its: _____

Date: _____

Approved as to form:

By: _____

Its: City Attorney

Date: _____

PORT OF TACOMA

By: _____

Eric Johnson

Its: Executive Director

Date: _____

Approved as to form:

By: _____

Heather Burgess, Dickson Frohlich

Phillips Burgess, PLLC

Port Legal Counsel

Date: _____

**AGREEMENT BETWEEN
CITY OF GIG HARBOR
and
PORT OF TACOMA
REGARDING
ANCICH HOMEPORT DOCK PROJECT**

THIS AGREEMENT (“AGREEMENT”) is entered into this 15th day of April, 2025, by and between the **CITY OF GIG HARBOR**, a city of the State of Washington (hereinafter the “City”), and the **PORT OF TACOMA**, a Washington public port district (the “Port”) (each a “Party,” collectively the “Parties”), in consideration of the mutual covenants contained herein. The Parties hereby recite and agree as follows:

RECITALS

1. The Port is charged by state statute with a mission of furthering economic development. To that end, the Port has adopted a Local Economic Development Policy by which the Port administers its monetary support of economic projects sponsored by local public agencies in Pierce County.
2. The City of Gig Harbor proposes construction of the Ancich Homeport Dock (the “Project”).
3. The City of Gig Harbor has requested \$200,000 and the Port agrees to provide an investment of \$150,000 toward the Project costs, conditioned upon proof of Project expenditures, and as expressly specified herein.
4. The Port finds the requested contribution meets the Port’s Local Economic Development Policy criteria as follows:
 - A. This project meets our criteria outlined in section B “Marine tourism infrastructure projects intended to attract tourists to Pierce County from outside locations”, and section C “Projects, programs or events that promote international trade, business retention or business recruitment”.

The project will construct a commercial fishing vessel moorage facility intended to serve as a working dock, including moorage for local/port district commercial fishing vessels. This project includes a cultural facility that guarantees public access to witness the working commercial fishing industry, including their fishing vessels.
5. The City initially requested the Port’s investment in the Project on February 24, 2023, as part of a 2023 LEDIF application to the Port. The Port of Tacoma Commission approved funds for the Project during its May 4, 2023, meeting. The Port’s Executive Director signed the original draft of the ILA (the “2023 ILA”) on June 20, 2023, which would have started a two-year clock for reimbursement if executed by the City.

6. For various reasons, including construction and planning delays, fish windows, and funding concerns, the Project has yet to commence. The City has requested a new ILA with a new expiration date.

7. Because of the issues referenced in Recital 6, Gig Harbor City Council never considered the 2023 ILA, and the Gig Harbor Mayor never signed or executed the 2023 ILA.

8. Given the extenuating circumstances, the Port and the City seek to enter into a new ILA to allow adequate time for the project to begin and to seek reimbursement.

CONSIDERATION

NOW, THEREFORE, pursuant to Chapter 39.34 RCW, and in consideration of the mutual benefits and covenants described herein, the Parties agree as follows:

1. SCOPE OF WORK

A. The City of Gig Harbor Ancich Homeport Dock consists of the following:

i. Costs associated with the construction of the Project.

B. The Ancich Homeport Dock Project (“Project”) is as described in the City’s Application and as attached hereto as **Attachment A**.

2. PORT’S CONDITIONAL AGREEMENT TO CONTRIBUTE FUNDS

A. Subject to the terms herein, the Port agrees to provide reimbursements of an amount not to exceed \$150,000 for any amounts incurred until June 19, 2026, for expenses incurred by the City for the Project. The City shall be responsible for timely payment of all invoices submitted by third parties providing goods or services for the Project. The City shall submit to the Port, or its designee, paid project invoices within ninety (90) days after the referenced goods or services have been provided. The Port or its designee shall review any such invoices and as appropriate make payment to the City within thirty (30) days of receipt of the invoice. The Port shall not be obligated to reimburse the City for invoiced goods or services where invoices are not submitted in a timely fashion. The City shall be solely responsible for compensation of the City’s employees, including those employees’ salaries, fringe benefits, or any other compensation, including for time spent by those employees related to the Project. The Port shall not be responsible to provide reimbursement for any compensation to the City’s employees.

B. Conditions of the Port’s funding are as follows:

i. If the Project costs are higher than projected, the City will assume any excess Project costs.

ii. The Port's annual Project contribution shall be allocated and is identified in the Port's operating budget, which allows for reimbursement through the date noted in Article 3 of this AGREEMENT.

C. The Port's distribution of funds is further contingent on the City obtaining full committed funding by June 19, 2026, for the complete Project scope and the contents of this AGREEMENT remain unchanged.

D. Port payments up to the not-to-exceed amount will be made pursuant to this signed AGREEMENT, and within 45 days of the City's submittal of written proof to the Port that City has paid its minimum contribution of \$15,000 in expenditures.

3. **TIMEFRAME/PROJECT SCHEDULE.** The Port's payment obligations under Article 2 of this AGREEMENT shall last only until and through August 3, 2026.

4. **CITY'S PROJECT FINANCIAL SUMMARY**

A. Total Project Cost: \$3,440,000

B. Source of Funds (other than the Port):
- City of Gig Harbor Commercial Fishing Club: \$200,000
- City of Gig Harbor: \$3,040,000

5. **ABANDONMENT.** If the Project is abandoned, then the Port's payment obligations under Article 2 of this AGREEMENT shall be of no further force or effect.

6. **ASSIGNMENT.** Neither Party to this AGREEMENT shall have the right to convey, assign, apportion or otherwise transfer any of its rights, obligations, conditions, and interests under this AGREEMENT, without the prior written approval of the other.

7. **THIRD PARTY BENEFICIARIES.** This AGREEMENT is made and entered into for the sole protection and benefit of the Parties hereto and their successors and assigns. No other person shall have any right or cause of action based upon any provisions of this AGREEMENT.

8. **EQUAL DRAFTING.** This AGREEMENT has been reviewed and revised by legal counsel for both Parties, and no presumption or rule construing ambiguity against the drafter of the document shall apply to the interpretation or enforcement of this AGREEMENT.

9. **SEVERABILITY.** If any provisions of this AGREEMENT are determined to be unenforceable or invalid pursuant to a final decree or judgment by a court of law with jurisdiction, then the remainder of this AGREEMENT not decreed or adjudged unenforceable or invalid shall remain unaffected and in full force and effect to the extent that the primary purpose of this AGREEMENT can be preserved.

10. MODIFICATION. This AGREEMENT may not be modified except by mutual agreement reduced to writing in a formal amendment hereto and approved by each Party's governing body.

11. TERMINATION. This AGREEMENT shall terminate after all reimbursements are paid or two years following completion of the Project, whichever occurs first, unless terminated earlier by written agreement. However, absent express authorization by the Port, in no case will the Port's allocations as provided under this AGREEMENT be committed beyond August 3, 2026.

12. GOVERNING LAW. This AGREEMENT shall be governed exclusively by the laws of the State of Washington both as to interpretation and performance without recourse to any principles of Conflicts of Laws. Any action at law, suit in equity or judicial proceeding for the endorsement of this AGREEMENT or any provisions thereof shall be instituted and maintained only in any of the courts of competent jurisdiction in Pierce County, Washington.

13. NOTICES. All notices given pursuant to this AGREEMENT shall be deemed delivered to the respective party on the date that it is personally delivered to the address(es) set forth below, or on the date that it is successfully sent by email transmission to the email addresses set forth below:

City: Attention: Jeff Langhelm
Email: jlangelm@gigharborwa.gov

Port: P.O. Box 1837
Tacoma, Washington 98406
Attention: Matthew Mauer
Email: mmauer@portoftacoma.com

14. ENTIRE AGREEMENT. This AGREEMENT constitutes the entire agreement of the Parties, supersedes all previous oral or written understandings, and incorporates all prior discussions and agreements pertaining to this subject matter. The Parties participated equally in any negotiations and the process leading to execution of this AGREEMENT. If a dispute should arise with regard to the meaning or interpretation of any provision hereof, there shall be no presumption of draftsmanship as to such provision.

15. LEGAL RELATIONS

A. Independent Governments. The Parties hereto are independent governmental entities, and nothing herein shall be construed to limit the independent government powers, authority, or discretion of the governing bodies of each Party. It is understood and agreed that this AGREEMENT is solely for the benefit of the Parties hereto and gives no right to any other party. No joint venture or partnership is formed as a result of this AGREEMENT. No employees or agents of any Party shall be deemed, or represent themselves to be, employees of the other Party.

B. Legal obligations. This AGREEMENT does not relieve either Party of any obligation or responsibility imposed upon it by law.

C. Timely Performance. The requirements of this AGREEMENT shall be carried out in a timely manner according to a schedule negotiated by and satisfactory to the Parties.

D. Recording. A copy of this AGREEMENT shall be recorded in the Office of the Pierce County Auditor in accordance with chapter 39.34 RCW or shall be posted to each Party's web site.

16. RECORDS AND AUDIT. During the term of this AGREEMENT, and for a period not less than six (6) years from the date of termination, records and accounts that set out terms and conditions to which the Parties agree shall be kept by each Party and shall be available for inspection and audit by representatives of either Party and any other City with legal entitlement to review said records. If any litigation, claim, or audit is commenced, such records and accounts along with supporting documentation shall be retained until all litigation, claims, or audit finding has been resolved, even if such litigation, claim, or audit continues past the six-year (6) retention period. This provision is in addition to and is not intended to supplant, alter, or amend records retention requirements established by applicable state and federal laws.

17. LIMITS OF FINANCIAL OBLIGATIONS/PROPERTY OWNERSHIP. Except as provided above, each Party shall finance its own conduct of responsibilities under this AGREEMENT. No ownership of property will transfer as a result of this AGREEMENT.

18. INDEMNIFICATION AND HOLD HARMLESS

A. The City releases the Port from, and shall defend, indemnify, and hold the Port and its agents, employees, and/or officers harmless from and against all claims, demands, suits at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, made by or on behalf of the City and/or its agents, employees, officers, contractors and/or subcontractors, arising out of or in any way related to the City's performance of its obligations under this AGREEMENT, unless and except to the extent the same be caused in whole or in part by the negligence or willful conduct of the Port or its agents, employees, and/or officers.

B. The City shall defend, indemnify, and hold the Port and its agents, employees, and/or officers harmless from and against all claims, demands, suits at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, made by or on behalf of any third parties and/or their agents, employees, officers, contractors and/or subcontractors, arising out of or in any way related to the City's performance of its obligations under this AGREEMENT, unless and except to the extent the same be caused in whole or in part by the negligence or willful conduct of the Port or its agents, employees, and/or officers.

C. The Port releases the City from, and shall defend, indemnify, and hold the City and its agents, employees, and/or officers harmless from and against all claims, demands, suits at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, made by or on behalf of the Port and/or its agents, employees, officers, contractors and/or

subcontractors, arising out of or in any way related to the Port's performance of its obligations under this AGREEMENT, unless and except to the extent the same be caused in whole or in part by the negligence or willful conduct of the City or its agents, employees, and/or officers.

D. The Port shall defend, indemnify, and hold the City and its agents, employees, and/or officers harmless from and against all claims, demands, suits at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, made by or on behalf of any third parties and/or their agents, employees, officers, contractors and/or subcontractors, arising out of or in any way related to the Port's performance of its obligations under this AGREEMENT, unless and except to the extent the same be caused in whole or in part by the negligence or willful conduct of the City or its agents, employees, and/or officers.

E. Each Party specifically assumes liability for actions brought by its own employees against the other Party and for that purpose each Party specifically waives, as respects to the other party only, any immunity under the Worker's Compensation Act, RCW Title 51.

F. The Parties recognize that this waiver was the subject of mutual negotiation. In the event any Party incurs attorney's fees, costs, or other legal expenses to enforce the provisions of this AGREEMENT against the other Party, all such fees, costs and expenses shall be recoverable by the prevailing Party.

G. No liability shall attach to either Party by reason of entering into this AGREEMENT except as expressly provided herein.

H. The provisions of this Article 18 shall survive any termination or expiration of this AGREEMENT.

CITY OF GIG HARBOR:

PORT OF TACOMA:

By: Mary K Barber

Its:

Date: 15 Apr 2025

By: Eric Johnson

Eric Johnson

Its: Executive Director

Date: Mar 19, 2025

Approved as to form:
By: Daniel Kenny

Its: Attorney

By: Heather L. Burgess

Heather L. Burgess

Its: Legal Counsel

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These department updates are an effort to increase our internal and external communication initiatives, to provide the mayor and city councilmembers with the information they need to serve the public and make informed decisions, and just as importantly, to share citywide information and updates with all staff and residents. Please feel free to send any questions, suggestions, or concerns about this document to communications@gigharborwa.gov.

ADMINISTRATION

City Administrator Katrina Knutson

AWC City Action Days: Mayor Mary Barber and Councilmembers Julie Martin and Loreto Tessicini attended the Association of Washington Cities (AWC) City Action Days in Olympia last week, joining more than 300 city officials from across Washington to engage directly with lawmakers on issues critical to cities. Their participation underscores the importance of showing up at the state level to advocate for Gig Harbor and ensure local perspectives are heard.



Key takeaways from AWC City Action Days included:

- **Cities are problem-solvers.** State leaders and AWC staff emphasized that city officials drive innovation and find practical solutions, often accomplishing significant work with limited staff and resources.
- **Local government work matters.** Governor Bob Ferguson recognized the challenges city officials face and highlighted that the toughest public service roles are often those closest to the people.

- **Stories shape policy.** Sharing real, local stories with legislators helps translate proposed legislation into real-world impacts for communities like Gig Harbor. Those stories are often repeated in legislative debates.
- **Data strengthens advocacy.** Pairing community stories with clear data and visuals makes city priorities even more compelling and effective.
- **Public safety funding remains a challenge.** Cities continue to face hurdles accessing new public safety funding programs and are advocating for clearer, more workable processes.
- **Budget pressures are ongoing.** With a projected state budget shortfall, cities are urging legislators to protect state-shared revenues that directly support essential local services.
- **City pride drives leadership.** City officials from across the state shared why their communities matter, reinforcing the dedication behind local public service.

Through their participation, the city team helped ensure Gig Harbor's voice was represented in critical state-level conversations. This demonstrates the value of engaged proactive leadership on behalf of the community.

City Administrator Knutson appointed to second term on statewide AWC Legislative

Committee: City Administrator Katrina Knutson has been appointed to serve a second term on the Association of Washington Cities (AWC) Legislative Committee, a key statewide body that helps shape AWC's legislative priorities and advocacy efforts during the state legislative session. The committee is made up of 29 members from across Washington, including 25 elected officials and just four city managers/administrators, making the appointment both competitive and highly selective.

Serving on this committee is a significant honor and reflects confidence in Gig Harbor's leadership and perspective. The AWC Legislative Committee plays a critical role in reviewing proposed legislation, developing policy positions, and guiding advocacy on issues that directly affect cities, including public safety, infrastructure, housing, economic development, and local government funding. Katrina's continued service ensures Gig Harbor has a direct voice at the table as these decisions are shaped in Olympia, while also supporting shared priorities that benefit cities statewide.

This appointment highlights Gig Harbor's active role in state-level leadership and advocacy and underscores the city's commitment to thoughtful, engaged participation in decisions that impact our community today and into the future.

Point in Time Count: The Point in Time (PIT) Count is a federally required snapshot that measures the number of individuals experiencing homelessness within a community over a 24-hour period. In Pierce County, the PIT Count is conducted annually. This year's count took place from Thursday morning, Jan. 29, through Friday morning, Jan. 30, capturing both sheltered and unsheltered individuals.

The count was made possible through the dedication of incredible community volunteers who supported outreach and data collection, along with generous donations of essential items distributed during engagement. The city's Housing, Health & Human Services (H3) Program served as the



primary point of contact for Gig Harbor, coordinating local efforts and partner engagement throughout the 24-hour count. The success of the count was made possible by the safe, respectful, and coordinated outreach partnership with Pierce County, KPCS Homeless Outreach, and the Gig Harbor Police Department.



COMMUNITY DEVELOPMENT

Community Development Director Eric Baker

Planning: The planning team continues in take, process, and review key permitting activity, including the recent submittal of permit applications for the renovation of the Gig Harbor High School track and football field. Staff are coordinating intake and review of the application materials and continue to work with the applicant and internal departments as the project moves forward. In addition, senior planner interviews are scheduled to take place during the first week of February as part of the department's ongoing staffing efforts.

We are looking forward to getting to know and working alongside our five new planning commissioners as we advance through the 2026 work plan.

Building: During this past reporting period the Building & Fire Division received applications for 21 new permits including those for the suppression system for Iver's Seafood Bar and a reroof of the Peninsula Shopping Center. The 23 issued permits included those for two new homes, one for Mainvue, who has resumed construction at the Reserve plat off of Peacock Hill Ave and an additional permit issued at Summit Point plat. The tenant improvement permits went out for the new barber shop at Olympic Village. 24 finalized projects were primarily the completion of residential remodels and accessory structures, other than the Braatens, who were able to move into their new home on Bayridge Ave.

We have two Business Assistance Meetings scheduled, one for a new ice cream shop proposed at Olympic Village and the other for Midway, going into the old Heritage site.

Our pre-construction meeting with the fire district went well. They are anticipating the project to kick off on Monday, Feb. 2 for the new fire station on Kimball Drive.

Code enforcement: The department held interviews this week for a replacement code enforcement officer and hope to have a new member of the community development team by the end of the month. Fingers crossed we find the right candidate...and that Chief Federici remains unaware that they exist. 😊

COURT

[Court Administrator Stacy Colberg](#)

No updates this time but stay tuned!

FINANCE

[Interim Finance Director Scott Larson](#)

Welcome Scott Larson: Please join us in welcoming Scott Larson as the city’s interim finance director. Scott brings valuable experience and steady leadership to the finance team, and we’re grateful to have him step into this role during transition. We’d also like to thank Dave Rodenbach for his service to the city and wish him the very best in his next chapter.

Welcome, Scott – we’re so glad you’re here!

HUMAN RESOURCES

[Human Resources Director Shannon Costanti](#)

Advance your career: Looking to grow in your career? Check out the [current job opportunities](#) here at the city!

Position	Type	Status
Experienced Police Officer	FT	Continuous
Utility Billing Technician	FT	Closes Feb 16, 2026
Code Compliance Officer	FT	Closed - selection pending
Senior Planner	FT	Closed - selection pending
Police Lieutenant	FT	Closed – W. King started Feb. 02
Judicial Specialist	FT	Closed - selection pending

INFORMATION TECHNOLOGY SYSTEMS

[ITS Manager Logan Rosenstiel](#)

No updates this time but stay tuned!

POLICE

Police Chief Tray Federici

PD returns to full staffing: After several years of operating below authorized staffing levels in a highly competitive law-enforcement market, the Gig Harbor Police Department has reached full staffing with 26 full-time sworn officers.

This milestone was achieved through focused recruitment efforts, creative outreach, extensive background investigation work, and a strengthened, mission-driven partnership with the city's human resources team.

On Jan. 26, the department formally marked this achievement with the ceremonial swearing-in of four outstanding officers who bring experience, professionalism, and a strong commitment to service to the Gig Harbor community. Welcome aboard Officers Dustin Hulbrook, Cali Hinzman, Kelly Palmore, and April Goff.



Leadership advancement and succession in operations: The department recognized the promotion of Jarab Daniel from detective sergeant to operations lieutenant on Jan. 26. Lieutenant Daniel brings more than eleven years of service with the Gig Harbor Police Department and a strong operational background spanning both patrol and the detective division. His experience and institutional knowledge position him well to lead at the executive level.

Lieutenant Daniel's promotion created a vacancy at the sergeant level, which was filled by the promotion of Officer Patrick Sam to detective sergeant, also recognized on Jan. 26. Sergeant Sam has over nine years of service with the department, with a solid patrol foundation and extensive experience within the detective division. His familiarity with the unit has allowed for a virtually seamless transition into supervisory responsibilities, maintaining unit productivity and operational efficiency.



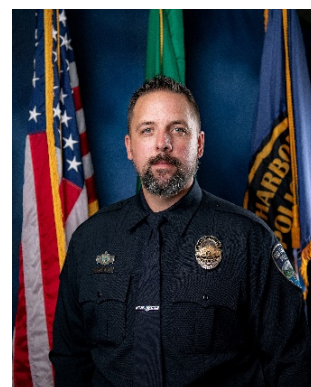
Organized retail theft case advancement: Following the previously reported organized retail theft incident on Jan. 15, which escalated into a vehicle assault, Gig Harbor police detectives located and arrested one of the two suspects on Jan. 29 in Auburn. Detectives also located the suspect vehicle, which was towed to the Gig Harbor Police Department's secure impound pending execution of a search warrant. The investigation remains active as detectives continue follow-up efforts related to the second suspect.

Rapid resolution of significant theft case: On the night of Jan. 26, a local retailer reported the masked theft of a substantial amount of merchandise. Using electronic investigative methods, detectives acted immediately, responded to a residence in Tacoma, and recovered and returned nearly \$7,000 in stolen product. A suspect has been identified, and the case is pending prosecution.



Early morning DUI arrest leads to medical evaluation: On Jan. 27, at 7:39 a.m., Gig Harbor police officers responded to multiple reports of a possible impaired driver traveling across multiple lanes of traffic and, at times, against the flow of traffic. Officer Jasen Raphael located the vehicle near Harborview Drive, where it appeared to have sustained axle damage.

Officer Raphael conducted a DUI investigation, and the female driver was arrested on suspicion of driving under the influence. During the investigation, officers determined the driver's level of impairment was significant enough to raise medical concerns. As a precaution, officers transported the driver to a local emergency room for medical evaluation and treatment.



Traffic enforcement at a glance: Traffic enforcement continues to be an area of consistent interest throughout the city, with daily inquiries received from residents and city leadership. To provide context, from Jan. 1 through Feb. 2, 2025, the Gig Harbor Police Department conducted 180 traffic stops. During the same period in 2026, the department conducted 405 traffic stops.

While the department continues to prioritize education whenever appropriate, enforcement efforts have increasingly shifted toward more formal enforcement options in response to observed driving behaviors and community concerns.



PUBLIC WORKS

Public Works Director Jeff Langhelm

Crescent Creek Park Master Plan adopted: At the Jan. 26 city council meeting, Resolution 1350 was passed, adopting the Crescent Creek Master Plan, after more than three years of effort. The plan creates a framework for future design and development of the park. Many thanks to members of the community advisory committee who volunteered their time to help guide the future of the park. The question of what will happen to the former masonic lodge at the park will be determined by council as part of a separate process, involving a historic building study.

Alan Anderson Boathouse: Council adopted Resolution 1351 at their Jan. 26 meeting, naming the boat storage building at Ancich Waterfront Park after Alan Anderson, the founder of the Gig Harbor Canoe & Kayak Racing Team. Staff are working with a sign vendor to get the sign ordered for the building, as well as with friends of Coach Anderson to help with an informational sign about him for the park. Stay tuned for more details about a celebration when the sign is installed.

SUP Nationals coming to Gig Harbor: The national championships for standup paddleboarding (SUP) are coming to Gig Harbor. The Gig Harbor Canoe & Kayak Racing Team is hosting the national championships as part of their annual Narrows Challenge race in Gig Harbor Sept. 18-20. Organizers met with city staff in January to discuss how to work together to host a smooth, safe event for competitors and visitors from across the country and will continue to coordinate as the event gets closer.

Wastewater operations: (1) On Feb. 1, the Sunset Grill restaurant had a sewage overflow in their parking lot. City crews worked with the tenant's contractor to clean up the overflow and complete the overflow report. The catch basins, which received sewage from the overflow, were also cleaned by city crews due to the contractor's lack of weekend resources. City crews will be cleaning equipment and completing reports to the Department of Ecology regarding the overflow. An invoice for city time and equipment will be prepared and submitted to the restaurant for reimbursement. (2) Crews will be working in a manhole off Ridgeway Drive to remove roots that are restricting flows. The roots were found during the routine inspection of gravity sewers. (3) The city's crews have completed repairs to the generator transfer switch at lift station 10 (Forest Grove Apartments). (4) Crews are planning to install a temporary flow meter in the 15" gravity sanitary sewer on Burnham Drive at 96th Street. This work is to help with the sewer modeling efforts being completed by the city's consultant. (5) Staff will be gathering 2025 biosolids production data to complete year end reports to the EPA and Department of Ecology. These reports are due Feb. 21 and Mar. 1, respectively.

Parks and facilities operations: (1) Staff are preparing to replace an original 2003 natural gas hot water tank at the Civic Center that has sprung a small leak. This tank will be replaced with an electric heat pump hot water tank. (2) The outside heat pump unit at the former Masonic Lodge is in need of maintenance. Staff will look at providing a short-term fix. (3) The city is preparing to perform plumbing repairs on the restrooms at the Maritime Pier.

Shore Acres Water Company transfer update: The city is continuing to work across departments to complete the transfer of the Shore Acres Water Company to the City of Gig Harbor. This work includes: (1) meetings with Peninsula Light Company, finance department staff, and water

operations staff to plan and prepare for the utility billing transfers, (2) regulatory discussions with Pierce County and the Washington State Department of Health, and (3) preparations with the city's communications manager to provide notice of the transfer. The anticipated timeline for transfer is the end of Quarter 2.

Streets and storm operations: (1) Crews have started the installation of a new traffic signal battery backup system for the intersection of Olympic Drive and 32nd Ave. The city has previously installed a similar system at the intersection of Point Fosdick Drive and Olympic Drive. This system allows a signal to continue to operate for many hours during power outages. (2) Staff have been auditing streetlights in the city that are owned and operated by Peninsula Light Company to verify the street lights the city is paying for are still in use and/or are still necessary.

Capital improvement project status updates: For the most recent updates on the city's design and construction projects, see our online [CIP StoryMap](#).



**City of Gig Harbor
City Council Agenda Bill**

Meeting Date: February 9, 2026

SUBJECT:

Professional Services Contract Amendment #1 with Parametrix for Pavement Maintenance

SUBMITTED BY: Senior Engineer Steven Demmer

DEPARTMENT: Public Works

PHONE: (253) 530-7076

SUGGESTED MOTION: Approve and authorize the Mayor to execute Professional Services Contract Amendment #1 with Parametrix in an amount not to exceed \$817,027.85.

BACKGROUND INFORMATION: In June 2025, the city entered into a professional services agreement with Parametrix to provide design services for the Soundview Drive Pavement Maintenance Project, originally scheduled for design in 2025 and construction in 2026. The base contract included a full-road-width grind and asphalt inlay, ADA improvements, traffic calming alternatives, and related infrastructure upgrades along Soundview Drive between Hollycroft Street and Erickson Street, as well as pavement replacement along 38th Avenue between the City limits and 41st Street.

Contract Amendment #1 expands the scope of work to include additional design efforts and revised project sequencing to advance additional priority corridors and safety improvements. This amendment also adds design services for pavement maintenance and ADA improvements along Harborview Drive from the Stinson Avenue roundabout to Pioneer Way, and along Borgen Boulevard from the Harbor Hill Drive roundabout to the Burnham Drive roundabout. These corridors were previously listed as deferred objectives in the 2025-26 biennial budget; however, they have now been added to the 2025-26 biennial budget through the budget amendment via the mid-biennial budget review, adopted at the November 24, 2025 council meeting.

Lastly, for council's consideration, the amendment also authorizes Parametrix to analyze and design an illumination system along Soundview Drive between Hollycroft Street and Erickson Street to improve visibility and safety within the corridor. While this design effort was not previously budgeted in the 2025-26 biennial budget, illumination along Soundview Drive was recommended by Public Works Operations and is supported by Public Works Engineering. The proposed illumination is consistent with the city's public works standards. The illumination would improve visibility and enhance safety for both vehicles and pedestrians along the Soundview Drive corridor. The illumination design requires expenditure for the actual design of the system, right-of-way acquisition, title reporting, and additional geotechnical exploration for luminaire foundation design. While the amendment authorizes these design expenditures for the illumination system, the construction costs will be considered separately as the city proceeds towards construction.

To align these additional improvements with the existing Soundview Drive Pavement Maintenance and ADA Improvements project, and to achieve efficiencies in design and construction, the overall project schedule has been revised. Under the amended contract, all design work will be completed in 2026, with construction anticipated in 2027.

FISCAL CONSIDERATION: Design for Pavement Maintenance and ADA improvements for Borgen Boulevard and Harborview Drive are accounted for in the adopted 2025-26 biennial budget. Soundview Drive illumination was not included in the adopted 2025–26 biennial budget. As a result, the additional scope of work requires an appropriation of \$207,027.85 from Streets Capital funding.

Adequate funding is available within the Streets Capital program due to the Operations Center Decant Facility (City Buildings Objective 3) no longer being anticipated for construction during the 2025–26 biennium. This project had \$870,000 allocated from Streets Capital. The proposed appropriation will be reallocated from this existing budget authority, and no net increase to the Streets Capital program is required.

The Budget allocations for these projects are as follows:

2025-26 Budget Project Funding:	
Design and Permitting (Soundview Drive, Streets Capital Objective 3)	\$500,000.00
Design and Permitting (38th Avenue, Streets Capital Objective 5)	\$20,000.00
Design and Permitting (Borgen Boulevard, Streets Capital Objective 18)	\$250,000.00
Design and Permitting (Harborview Drive, Streets Capital Objective 14)	\$300,000.00
Total 2025-26 Budget for Design and Permitting:	\$1,070,000.00
2025-26 Project Expenses:	
Professional Services Contract (Soundview and 38th; June 2025)	\$460,000.00
Amendment #1 (Harborview, Borgen, Soundview Illumination; February 2026)	\$817,027.85
Total 2025-26 Expenses Requested	\$1,277,027.85
Appropriation Required	\$207,027.85

Expenditure Required:	Amount Budgeted:	Appropriation
\$ 1,277,027.85	\$ 1,070,000.00	Required:
		\$ 207,027.85

ATTACHMENTS:

1. CIP-2501_ AMENDMENT 1_PARAMETRIX

STRATEGIC PLAN PRIORITY: Ensure sustainable future for public services and facilities

**FIRST AMENDMENT
TO
PROFESSIONAL SERVICES CONTRACT
BETWEEN THE CITY OF GIG HARBOR AND
PARAMETRIX INC.**

THIS FIRST AMENDMENT is made to that certain Professional Services Contract dated June 13, 2025 (the "Agreement"), by and between the City of Gig Harbor, a Washington municipal corporation (hereafter the "City"), and Parametrix Inc., a Washington corporation organized under the laws of the State of Washington (hereafter the "Consultant").

RECITALS

WHEREAS, the City is presently engaged in completing the Pavement Maintenance and ADA Improvements, CIP-2501 and desires to extend consultation services in connection with the project; and

WHEREAS, section 17 of the Agreement requires the parties to execute an amendment to the Agreement in order to modify the scope of work to be performed by the Consultant and to amend the amount of compensation paid by the City;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed by and between the parties in this Amendment as follows:

1. Scope of Work. Section 1 of the Agreement is further amended to add the work as shown in **Exhibit A**, attached to this Amendment and incorporated herein.

2. Payment. Section 2(A) of the Agreement is amended to increase compensation to the Consultant for the work to be performed as described in **Exhibit A** in an amount not to exceed Eight Hundred Seventeen Thousand Twenty-Seven Dollars and Eighty-Five Cents (\$817,027.85), as shown in **Exhibit B**, attached to this Amendment and incorporated herein for a total contract amount of \$1,277,027.85.

3. Duration of Work. Section 3 of the Agreement is amended to extend the duration of this Agreement to February 28, 2027.

[Remainder of page intentionally left blank]

EXCEPT AS EXPRESSLY MODIFIED BY THIS AMENDMENT, ALL TERMS AND CONDITIONS OF THE AGREEMENT SHALL REMAIN IN FULL FORCE AND EFFECT.

IN WITNESS WHEREOF, the parties have executed this Agreement on _____.

CONSULTANT

CITY OF GIG HARBOR

By: _____
Its Principal

By: _____
Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

City of Gig Harbor Pavement Maintenance and ADA Improvements Amendment 01

Introduction

This scope and fee is the first amendment to the contract for the CIP-2501 Pavement Maintenance and ADA Improvements project. This amendment will modify the duration of the contract, extending it to the new proposed end of work associated with the improvements in this amendment and will modify the scope and fee to include the items detailed in this document. This amendment provides design engineering services to the City of Gig Harbor for the improvement of the roadway pavement and pedestrian access along Borgen Boulevard from Burnham Drive to Harbor Hill Drive and Harborview Drive from Stinson Avenue to Pioneer Way. In addition to the maintenance and improvement of the pavement within the project area, the project will include the development of illumination for the Soundview Drive corridor, the development of one (1) Rapid Rectangular Beacon (RRFB) crossing at Harborview Drive and Dorotich Street, and minor utility adjustments. These improvements will be referred to as “Phase 2” throughout this scope, fee, contract, and associated invoices.

A preliminary estimated schedule, preliminary drawing list, and graphical depiction of the proposed topographic survey area are included at the end of this scope. The proposed budget is included in Exhibit B.

Task 13 – Project Management – Phase 2

Objectives

The objective of this task is to provide overall project management of the consultant contract with the City of Gig Harbor for the Borgen Boulevard and Harborview Drive portion of the project.

Approach

The following activities will be performed:

- Track the project budget and schedule using Parametrix in-house tools to verify that progress is keeping pace with spending.
- Update project schedule and provide updates to the City, as needed.
- Conduct weekly internal design team meetings.
- Bi-weekly status meetings with the City of Gig Harbor to provide design updates, gather City input, and maintain an issues list to document project design decisions.
- Prepare monthly invoices and progress letters for services performed by the consultant team.
- Prepare written correspondence as needed to document project management issues or concerns.

Deliverables

Deliverables for this task include:

- Miscellaneous correspondence to document project management issues (pdf)

- Bi-weekly status meeting summaries (pdf)
- Monthly progress reports with invoices (pdf)

Assumptions

Assumptions for this task include:

- Budget assumes 25 bi-weekly status meetings, which will be held virtually, lasting 45 minutes, and be attended by two (2) Parametrix staff.
- Invoices and progress reporting provided to the City will be broken down by task.

Task 14 – Topographic Survey – Phase 2

Objectives

Parametrix will perform a topographic survey for selected areas along the project site, as described within this scope of work and as shown in the attached survey markup.

Approach

Parametrix will produce a topographic survey intended to be used for the purposes of pavement restoration and civil engineering design. Portions of this project will be broken into different tasks with a specific approach for mapping and boundary calculations.

1. Curb ramp mapping:
 - Mapping the full width of the right-of-way with 1-foot contours for ADA design
 - Right-of-way determination
 - Utility locates from an independent utility locate service
2. Roundabout mapping:
 - Mapping full width of the right-of-way with 1-foot contours for ADA design
 - Right-of-way determination
 - Utility locates from an independent utility locate services
3. Sidewalk areas adjacent to roundabouts:
 - The limits of the topographic mapping will be within the right-of-way improvements and will not extend beyond the back of sidewalk with 1-foot contours.
 - No utility locates will be requested, if existing paint marks are within the limits of mapping, they will be included.
 - No right-of-way will be determined in these areas, unless otherwise requested.
4. Grind and Overlay areas – Borgen Boulevard from 51st to Harbor Hill Drive, Harborview Drive from Stinson Ave to Ancich Park, the south travel lane of Harborview Drive from Novak St to Rosedale St NW.
 - Topographic mapping will be limited to from face of curb to face of curb, or edge of pavement with 1-foot contours.
 - No utility locates will be requested. If existing paint marks are within the limits of mapping, they will be included.

- No right-of-way will be determined in these areas, unless otherwise requested.
- 5. Full Depth Replacement Areas – Borgen Boulevard from Burnham to 51st, the north travel lane of Harborview Drive from Novak St to Rosedale St NW, and Harborview Drive from Rosedale St NW to Pioneer Way.
 - Topographic mapping will be limited to face of curb to face of curb, or edge of pavement with 1-foot contours.
 - Utility locates from an independent utility locate service
 - No right-of-way will be determined in these areas, unless otherwise requested.

The following activities will be performed:

- The field survey will set and measure horizontal control necessary for mapping, establish vertical control, and locate visible evidence of, including but not limited to, the following improvements:
 - Curbs
 - Sidewalks/paths
 - Pavement delineation between concrete and asphalt
 - Roadway channelization
 - Storm drainage and storm drain structures, including upstream and downstream structures
 - Water valve boxes
 - Electrical power poles, vaults, handholes and associated surface features
 - Signal poles, junction boxes, service/controller cabinets, detection loops, and pedestrian push buttons
 - Communication utility pedestals, handholes and vaults
 - Natural gas valves
 - Cable or fiber optic pedestals
 - Street lighting
 - Fire hydrants
 - Signage
 - Underground utility location paint marks set by APS (the utility locate subconsultant)
 - Significant trees with drip lines (6-inch or larger measured 4 1/2 feet above the ground, or as required by the Client)
 - Fences and gates
 - Retaining walls
 - ADA ramps and adjacent grades
- Parametrix will prepare the new topographic data as a supplement to the AutoCAD file created for the Soundview Drive portion of the project and will create new AutoCAD files for Harborview Drive and Borgen Boulevard. Parametrix will utilize raw survey data to compile a triangulated integrated network (TIN) surface for use in design. Parametrix will verify the

right-of-way lines in the CAD file provided by the City by researching the Pierce County Auditor's website, verifying measurements, deed descriptions and comparing the file with recorded plats and surveys.

Deliverables

Deliverables for this task include:

- An electronic drawing file for each of the areas surveyed in AutoCAD Civil 3D 2024 format in one drawing file (dwg)
- Topographic survey of the mapped areas (pdf)
- Updated TIN surface for use in design (dwg)

Assumptions

Assumptions for this task include:

- Parametrix will work with City staff to identify areas requiring ROEs as necessary. Parametrix will be provided with reasonable access to all areas requiring survey, including necessary rights of entry (ROEs).
- For safety reasons, Parametrix personnel are not permitted to enter enclosed utility structures. These structures will be detailed and inventoried only to the extent feasible from the surface.
- All electronic mapping standards will be based on Parametrix drafting standards unless specified otherwise.
- Unless otherwise specified by the client, horizontal datum shall be NAD 83/11 Washington Coordinate System, South Zone, and vertical datum shall be NAVD88.
- Parametrix assumes the survey field work task will be completed in sixteen mobilizations or workdays onsite.

Task 15 – Utility Locates – Phase 2 (APS)

Objective

Locate and mark utilities for inclusion in the topographic survey within the areas shown in the attached survey markup.

Approach

Refer to the attached scope and fee from APS in Exhibit B.

Deliverables

Refer to the attached scope and fee from APS in Exhibit B.

Assumptions

Refer to the attached scope and fee from APS in Exhibit B.

Task 16 – Right-of-Way Acquisition – Phase 2

Objectives

Parametrix will perform support services for the property acquisition or permanent easements process by providing documentation to delineate and describe the areas being acquired.

Approach

Parametrix will produce legal descriptions and exhibits to support the property acquisition process.

- Obtain up to 12 title reports for property acquisitions or easements.
- Develop up to 12 legal descriptions with exhibits for property acquisitions or easements.

Deliverables

Deliverables for this task include:

- 12 draft and final signed legal descriptions and exhibits (in electronic PDF).

Assumptions

Assumptions for this task include:

- If any additional parcels or work are required that is not identified in this scope of work, an amendment would be required.
- Effort for one draft and one final version of the exhibit documents have been accommodated in the fee. Should additional revisions be required, a supplement may be required.

Task 17 – Right-of-Way Acquisition – Phase 2 (RES Group NW)

Objective

Coordinate with property owners adjacent to the project site for the acquisition of right-of-way or permanent easements for the construction of the illumination system on Soundview Drive.

Approach

Refer to the attached scope and fee from RES Group NW in Exhibit B.

Deliverables

Refer to the attached scope and fee from RES Group NW in Exhibit B.

Assumptions

Refer to the attached scope and fee from RES Group NW in Exhibit B.

Task 18 – Site Investigation and Analysis – Phase 2

Objectives

Parametrix will perform a site walk with City staff and develop a list of additional information needed from the City of Gig Harbor.

Approach

The following activities will be performed:

- Perform a site walk with City staff to identify desired paving limits, areas requiring full depth replacement, traffic calming implementation locations, and alternative overlay treatments.
- Develop a list of additional existing conditions information needed for the design. This may include items such as GIS data, as-builts, previous project bid documents, and recent bid tabs.

Deliverables

Deliverables for this task include:

- Additional existing conditions data request (email)
- Site walk summary (pdf)

Assumptions

Assumptions for this task include:

- Site walk for Borgen Boulevard and Harborview Drive will be on the same day. The walk of Borgen Boulevard will be attended by up to three (3) Parametrix staff and will require a total of 2 hours excluding travel. The site walk of Harborview Drive will be attended by up to two (2) Parametrix staff and will require a total of two (2) hours excluding travel.
- Additional existing conditions data will be provided within three (3) weeks.

Task 19 – Geotechnical Investigation and Analysis – Phase 2 (HWA)

Objectives

HWA will perform site investigation and analysis required to prepare and provide the Pavement Reconstruction Recommendations Report for Borgen Boulevard and Harborview Drive.

Approach

The following activities will be performed:

- Perform visual assessment of the alignment and mark the locations of 24 pavement cores,
 - 12 cores on Borgen Boulevard between the Burnham Drive roundabout and the 51st Avenue NW roundabout.

- 12 cores on Harborview Drive in the northern travel lane between Novak Street and Rosedale Street NW and the full road width between Rosedale Street NW and Pioneer Way.
- Arrange utility locates.
- Subcontract preparation of Traffic Control Plans (TCPs). Submit TCPs to City for approval.
- Perform pavement coring at 24 locations. Pavement cores will be backfilled with gravel, patched with Aquaphalt cold patch, and compacted in lifts to match existing pavement thickness.
- Shallow handholes will be excavated through each pavement core hole to depths of about 2-3 feet, or refusal. Soil samples will be obtained for laboratory testing.
- Prepare photographic logs of pavement cores and assign laboratory testing.
- Perform engineering analyses related to pavement rehabilitation and reconstruction using traffic data provided by the Client.
- Prepare a draft letter report presenting the results of pavement coring, laboratory testing, and our recommendations for pavement rehabilitation and reconstruction.
- Finalize report based on review comments.

Deliverables

Deliverables for this task include:

- Draft and Final Pavement Reconstruction Recommendations Report

Assumptions

Assumptions for this task include:

- A combination of WSDOT standard plans and site-specific TCPs will be utilized for this work. Locations where the standard TCPs are proposed will be provided.
- City will provide traffic data for pavement engineering. This will include traffic counts and percent heavy vehicles.
- All geotechnical investigation work done on Borgen Boulevard will be done at night.

Task 20 – 30% Design – Phase 2

Objectives

This task will include the development of design plans, specifications, and opinion of probable cost (OPC) to the 30% milestone for the Borgen Boulevard and Harborview Drive portion of the project. The 30% design will serve as the basis of design for the subsequent 90% design phase.

Approach

The following activities will be performed:

- Prepare 30% plans, including,
 - Cover Sheet

- General Notes, Legend, and Abbreviations
- Alignment and Survey Control Plan
- Pavement Improvement Plans
- Channelization Plans
- RRFB Layout Plan
- Prepare 30% opinion of probable cost corresponding to the 30% plans.
- Update the specifications prepared under the base contract to the 2026 WSDOT format and include any new specifications required for this portion of the project.
- One (1) site visit to inventory the electrical infrastructure in the location of the proposed RRFB.
- Review the existing channelization and signage layout for the 51st Avenue NW, Harbor Hill Drive roundabouts along Borgen Boulevard and prepare designs to optimize the layout and conform to current MUTCD guidance.
- Perform quality control (QC) review, in accordance with the project's specific Quality Management Plan, of the 30% documents and revise the documents to address the comments.
- Meet with City of Gig Harbor Staff to review the 30% documents, if needed.

Deliverables

Deliverables for this task include:

- 30% Plans (pdf)
- 30% CADD Base Files (dwg)
- 30% OPC (MS Excel and pdf)
- 30% Special Provisions (MS Word and pdf)

Assumptions

Assumptions for this task include:

- The two portions of design (Soundview Drive and 38th Street as well as the Borgen Boulevard and Harborview Drive) will be combined into a single bid package with separate bid schedules for each corridor.
- CADD base files will be provided at the 30% milestone solely for the purpose of utility coordination.
- Pavement improvements will consist of grind and inlay along Borgen Boulevard from 51st to Harbor Hill Drive, Harborview Drive from Stinson Ave to Ancich Park, the south travel lane of Harborview Drive from Novak St to Rosedale St NW . Full depth replacement is proposed for the north travel lane of Harborview Drive from Novak St to Rosedale St NW and Harborview Drive from Rosedale St NW to Pioneer Way and may be proposed along Borgen Boulevard between Burnham Drive and 51st Avenue NW pending geotechnical recommendations.
- Full depth replacement of pavement, as noted above, will take place between the existing curb lines and will not include the removal and replacement of the existing curb, gutter,

sidewalk, and driveways except for the portion of the sidewalk consisting of pavers on Harborview Drive north of Pioneer Way, as noted on the attached exhibit.

- Pavement improvements within the 51st Avenue NW and Harbor Hill Drive roundabouts along Borgen Boulevard will include HMA pavement improvements within the roundabout but will not extend outside of the cement concrete crosswalks on the northern and southern legs of the roundabouts.
- All design work will conform to City of Gig Harbor 2018 Public Works standards. Should interim updates be released during the project Parametrix will work with the City to incorporate them into the project as applicable.
- The City will specify the design vehicle that applies to each intersection.
- The City will lead all franchise utility coordination (if required).
- Plans will be prepared at 22"x34" and will show improvements in plan view at scale 1"=20'.
- A title block consistent with the first phase of this project will be used and will include the City Engineer Approval Block.
- Roadway profiles will not be included in the design or plan set.
- Curb ramp layouts will be included in the 30% plans; however, curb ramp grading will not be prepared for the 30% milestone.
- Driveways will not be considered for ADA improvements.
- No traffic calming evaluation or design is proposed for this portion of the project.
- This task includes minor adjustment of the existing stormwater management system which may include the adjustment of rims to finished grade and the relocation of structures outside of pedestrian paths. No major improvements, such as relocation of storm main lines, flow control, or water quality treatment are included in this scope.
- OPC will be based on recent bid tabulations and the WSDOT unit bid analysis database.
- 30% review meeting will be held virtually and will be attended by up to three (3) Parametrix staff and will last two (2) hours.
- The City of Gig Harbor will provide comments on the 30% documents within three (3) weeks of receipt of documents and will compile comments into a single document.
- City will conduct all stakeholder coordination, including but not limited to interaction with Pierce Transit and Peninsula School District.

Task 21 – 90% Design – Phase 2

Objectives

This task will include the development of design plans, specifications, and OPC to the 90% milestone for the Borgen Boulevard and Harborview Drive portion of the project.

Approach

The following activities will be performed:

- Revise the plans based on the 30% comments.
- Prepare 90% plans, including,

- Cover Sheet
- General Notes, Legend, and Abbreviations
- Alignment and Survey Control Plan
- Site Preparation Plans
- Pavement Improvement Plans
- Detailed Curb Ramp Grading Plan
- Channelization and Signage Plans
- Civil Details Sheet
- RRFB Layout Plans
- RRFB Schedules and Details Sheet
- Traffic Control Plans
- Prepare 90% OPC corresponding to the 90% plans.
- Prepare 90% special provisions for this portion of the project.
- Assist the City with the preparation of 90% front end specifications for this portion of the project.
- Prepare a colorized plan view of this portion of the project to be used by the City of Gig Harbor in public engagement efforts.
- Update the Draft Stormwater Management Memo to include the improvements on Borgen Boulevard and Harborview Drive.
- Meet with City staff to review comments on the Borgen Boulevard and Harborview Drive portions of the Draft Stormwater Management Memo.
- Update the Final Stormwater Management Memo to include the improvements on Borgen Boulevard and Harborview Drive.
- Perform quality control (QC) review, in accordance with the project's specific Quality Management Plan, of the 90% documents and revise the documents to address the comments.
- Meet with City of Gig Harbor Staff to review the 90% documents.

Deliverables

Deliverables for this task include:

- 90% Plans (pdf)
- 90% OPC (MS Excel and pdf)
- 90% specifications (MS Word and pdf)
- Colorized Plan View (pdf)
- Draft Stormwater Management Memo (pdf)
- Final Stormwater Management Memo (pdf)

Assumptions

Assumptions for this task include:

- Detailed Curb Ramp Grading Plans will be shown at 1"=5' scale.
- This scope of work assumes the design of four (4) curb ramps, design of additional curb ramps may require an amendment to this contract.
- Property restoration will match existing conditions and will be shown on the pavement improvement plans.
- No improvements will extend beyond existing City right-of-way with the exception of the illumination system on Soundview as noted in Tasks 17 and 25.
- Applicable City standard details will be included in plan set. Applicable WSDOT standard plans will not be shown on plan sheets; rather, the plan sheets will include reference to all applicable WSDOT Standard details.
- Special provisions will follow WSDOT format and will be based on the 2026 WSDOT Standard Specifications.
- Example contract front end documents will be provided to Parametrix for project-specific modification.
- City staff will provide dates on which construction cannot be performed to be included in the bid documents. It is understood that construction on Borgen Boulevard is desired to be completed while school is not in session to maintain access for students to Swiftwater Elementary.
- Requirements for the contractor will also include the requirement that major work within each corridor may not happen simultaneously.
- At the intersection of Harborview Drive and Dorotich Street the crossings will be retained as stamped cement concrete. For existing crossings either thermoplastic bars will be added to the existing concrete ribbons or the ribbons will be removed and replaced with thermoplastic on either side of the stamped concrete per City standard detail.
- The existing RRFBs on Borgen Boulevard are assumed to have compliant accessible ramps associated with them which will not require improvement. This scope does not assume the modification to any existing pedestrian push buttons, RRFBs, or signal equipment. Should improvements to any of the existing push buttons, RRFBs, or signals be determined necessary, a contract amendment may be required.
- No permitting with or review by WSDOT is anticipated and is therefore excluded from this scope.
- Unmarked pedestrian crossings located at multi-directional ramps will be restricted with proposed signage, as a part of this portion of the project, but will not be restricted with the construction of physical barriers.
- No structural engineering is required for this portion of the project. No wall design or construction is included in this portion of the project. Should walls be determined necessary to complete these improvements, a contract amendment may be necessary.
- This scope of work does not include any traffic analysis or environmental documentation. If these items become necessary for any reason, a contract amendment may be required.

- This portion of the project will be designed in accordance with the 2023 Gig Harbor Stormwater Management and Site Development Manual but will not trigger requirements for flow control or water quality treatment. This portion of the project is assumed to trigger minimum requirements 1-5. This scope assumes that bioretention, permeable pavement, and dispersion will not be feasible to meet minimum requirement 5.
- Preparation of the Stormwater Pollution Prevention Plan (SWPPP) will be done by the contractor at time of construction and is not included in this scope of work. The Special Provisions and OPC will reflect this.
- This task includes minor adjustment of the existing stormwater management system which may include the adjustment of rims to finished grade and the relocation of structures outside of pedestrian paths.
- The portion of the project will not require design of sanitary sewer mains, water mains, or other utility main work. Design of utility mains is not included in this scope of work. Design of incidental utility work including raising existing structures to grade and relocation of hydrants or meters that conflict with the proposed improvements is included.
- Traffic control strategy meeting will be held virtually and will be attended by up to three (3) Parametrix staff and will last one (1) hour.
- 90% review meeting will be held virtually and will be attended by up to three (3) Parametrix staff and will last two (2) hours.
- The City of Gig Harbor will provide comments on the 90% documents within three (3) weeks of receipt of documents and will compile comments into a single document.

Task 22 – Final PS&E – Phase 2

Objectives

This task will include the development of draft and final bid ready plans, specifications, and estimate for the Borgen Boulevard and Harborview Drive portion of the project.

Approach

The following activities will be performed:

- Prepare draft bid plans.
- Prepare draft bid OPC.
- Prepare draft bid specifications for this portion of the project.
- Perform quality control (QC) review, in accordance with the projects specific Quality Management Plan, of the draft bid documents and revise the documents to address the comments.
- Provide draft bid documents to City staff for review.
- Update documents to final status based on City of Gig Harbor comments and provide to City for advertisement.
- Prepare digital AutoCAD files to the City of Gig Harbor.

Deliverables

Deliverables for this task include:

- Draft PS&E (MS Word, MS Excel, and pdf)
- Final PS&E (MS Word, MS Excel, and pdf)
- Final CAD design files (dwg)

Assumptions

Assumptions for this task include:

- AutoCAD and PDF files of all drawings and documents will be provided via FTP site for the bid set deliverable.
- The City of Gig Harbor will provide comments on the draft bid documents within 2 weeks of receipt of documents and will compile comments into a single document.

Task 23 – Bid Support – Phase 2

Objectives

This task will include supporting the City of Gig Harbor, as needed, throughout the public bidding process for the Borgen Boulevard and Harborview Drive portion of the project.

Approach

The following activities will be performed:

- Provide responses for up to five (5) bidder questions, as necessary.
- Assist the City in preparing up to two (2) bid addenda, as necessary, to clarify the contract documents.

Deliverables

Deliverables for this task include:

- Written responses to bidder questions, as required (MS Word or email)
- Draft bid addenda, as required (MS Word and pdf)

Assumptions

Assumptions for this task include:

- City of Gig Harbor will serve as primary point of contact throughout the bidding process.
- The City will be responsible for tasks associated with printing bid documents, document distribution, bid advertisement, addenda distribution, plan holder administration, bid evaluation, bid tabulation, etc.
- This scope assumes 48 hours of effort associated with this task, should additional support be required an amendment to this contract may be required.

- Construction support services are not included in this contract and are understood to be contracted separately later.
- The City will finalize and sign the draft bid addenda. Parametrix will stamp and sign addenda that require the design efforts by the engineer of record (EOR).

Task 24 – MEF Documentation – Phase 2

Objectives

This task will include the development of Maximum Extent Feasible (MEF) documentation for curb ramp design elements that are not satisfying ADA accessibility criteria. This work will be completed on an as needed basis.

Approach

The following activities will be performed:

- Develop MEF documentation for the out of compliance curb ramp design elements not satisfying ADA accessibility criteria.
- Meet with City to review draft documentation and prepare final documents.

Deliverables

Deliverables for this task include:

- Draft and final MEF technical memorandum (pdf)

Assumptions

Assumptions for this task include:

- This scope assumes 27 hours of effort associated with this task and assumes MEF documentation being prepared for three (3) curb ramps, should additional support be required an amendment to this contract may be required.
- Task is assumed to run concurrently with Task 19.

Task 25 – Geotechnical Investigation and Analysis – Illumination (HWA)

Objectives

HWA will perform site investigation and analysis required to prepare and provide the lateral bearing pressure recommendations needed for the design of the illumination pole foundations on Soundview Drive.

Approach

The following activities will be performed:

- Visit project alignment and mark location of one drilled borehole with private utility locator. Arrange utility locates through utility notification center.

- Revisit site to confirm borehole location is clear of subsurface utilities.
- Subcontract preparation of Traffic Control Plans (TCPs). Submit TCPs to City for approval.
- Schedule and log drilling of single borehole in NB travel lane of Soundview Drive using limited access drill rig to avoid conflicts with overhead power lines.
- Borehole will be drilled to a depth of about 20 feet, or refusal. The borehole will be backfilled per Department of Ecology requirements and surface patched with Aquaphalt cold patch.
- Create log of borehole and assign laboratory testing consisting of grain size analysis and Atterberg limits (if applicable).
- Perform engineering analyses related to allowable lateral bearing pressure for new luminaire foundations.
- Prepare a draft letter report presenting the results of the exploration, laboratory testing, and our recommendations for allowable lateral bearing pressure.
- Finalize report based on review comments.

Deliverables

Deliverables for this task include:

- Draft and Final Allowable Lateral Bearing Pressure Report

Assumptions

Assumptions for this task include:

- A combination of WSDOT standard plans and site-specific TCPs will be utilized for this work. Locations where the standard TCPs are proposed will be provided.
- No Right-of-way permit or permit fees will be required for this work.

Task 26 – Illumination Design

Objectives

This task will include the analysis and design of the illumination system along Olympic Drive from Hollycroft Street to Soundview Drive and along Soundview Drive from Olympic Drive to Erickson Street. It also includes relocation of the existing streetlight on the east side at the Cushman Trail midblock crossing. This illumination system will be structured as a bid additive or additives.

Approach

The following activities will be performed:

- Develop documentation for street lighting assumptions, methodology and design.
- Lighting analysis using AGi32 software.
- Prepare bid-additive plans, special provisions and estimate.

Deliverables

Deliverables for this task include:

- Draft and Final illumination tech memo (pdf)
- Bid additive plans, special provisions and estimate

Assumptions

Assumptions for this task include:

- The intersection of Olympic Drive and Hollycroft Street is currently illuminated, however, it will be included in the analysis area to verify that the existing illumination system meets City standards. Should the existing illumination system within the intersection not meet City standards, this scope assumes minor modifications will be sufficient to bring the intersection into alignment with current standards. Should major modifications be required, an amendment to this contract may be required.
- There are locations along the corridor where streetlights will not fit at back of sidewalk within the existing City right-of-way. The City will obtain easements or right-of-way where needed through Task 16 and Task 17 of this scope of work.
- All street lighting design work will conform to City of Gig Harbor 2018 Public Works standards. Should interim updates be released during the project Parametrix will work with the City to incorporate them into the project as applicable.
- City will lead the coordination with the power utility with limited assistance from Parametrix.
- Due to overhead power along the corridor the system will be one-sided, opposite overhead power.
- Design area limits will be as defined in WSDOT Design Manual Ch 1040.
- Soils are adequate for standard foundations (no special foundation design required).
- Two bid additives are assumed. One will be for the full illumination system. The second will be for just the pole foundations, junction boxes and conduit system.
- Illumination submittals will be 60%, 90% and Final.

Task 27 – Management Reserve – Phase 2

A total of \$75,000.00 has been included in the fee estimate for this portion of the project to accommodate unforeseen project changes or additional design effort not included in this scope of work. If additional services are required, Parametrix will provide a detailed scope of work and fee estimate. Parametrix will not proceed with the work until the City of Gig Harbor has provided written authorization.

Preliminary Estimated Schedule

Parametrix will begin work immediately upon receipt of notice to proceed from the City. Parametrix will proceed according to the preliminary estimated schedule shown below. Factors beyond Parametrix's control may also require schedule modifications.

Work Element	Completed By
Notice to Proceed	February 09, 2026
Site Walk with City Staff	March 02, 2026
Topographic Survey Update	April 03, 2026
30% Plans and Estimate to City of Gig Harbor	June 15, 2026
30% Review Meeting with City of Gig Harbor	July 03, 2026
90% Plans, Specifications, and Estimate to City of Gig Harbor	October 05, 2026
90% Review Meeting with City of Gig Harbor	October 23, 2026
Draft Bid Set to City of Gig Harbor	December 04, 2026
Final Bid Set to City of Gig Harbor	January 01, 2027
Bid Advertisement	January 25, 2027
Bid Opening	February 22, 2027

Preliminary Drawing List

Sheet No.	Drawing No.	Sheet Title	30%	60%	90%	Final
1	GN01	Cover Sheet	X		X	X
2	GN02	Notes, Legend, and Abbreviations	X		X	X
3	GN03	Alignment and Survey Control Plan	X		X	X
4	GN04	Alignment and Survey Control Plan	X		X	X
5	GN05	Alignment and Survey Control Plan	X		X	X
6	GN06	Alignment and Survey Control Plan	X		X	X
7	SP01	Site Preparation Plan - Hollycroft St			X	X
8	SP02	Site Preparation Plan - Soundview Dr			X	X
9	SP03	Site Preparation Plan - Soundview Dr and Olympic Dr			X	X
10	SP04	Site Preparation Plan - Soundview Dr			X	X
11	SP05	Site Preparation Plan - Soundview Dr and Hunt St			X	X
12	SP06	Site Preparation Plan - Soundview Dr			X	X
13	SP07	Site Preparation Plan - Soundview Dr and 38th Ave			X	X
14	SP08	Site Preparation Plan - Borgen Blvd			X	X
15	SP09	Site Preparation Plan - Borgen Blvd			X	X
16	SP10	Site Preparation Plan - Borgen Blvd			X	X
17	SP11	Site Preparation Plan - Borgen Blvd			X	X
18	SP12	Site Preparation Plan - 51st Ave NW and Harbor Hill Dr			X	X
19	SP13	Site Preparation Plan - Harborview Dr			X	X
20	SP14	Site Preparation Plan - Harborview Dr			X	X
21	SP15	Site Preparation Plan - Harborview Dr			X	X
22	PV01	Pavement Improvement Plan - Hollycroft St	X		X	X
23	PV02	Pavement Improvement Plan - Soundview Dr	X		X	X
24	PV03	Pavement Improvement Plan - Soundview Dr and Olympic Dr	X		X	X
25	PV04	Pavement Improvement Plan - Soundview Dr	X		X	X
26	PV05	Pavement Improvement Plan - Soundview Dr and Hunt St	X		X	X
27	PV06	Pavement Improvement Plan - Soundview Dr	X		X	X
28	PV07	Pavement Improvement Plan - Soundview Dr	X		X	X
29	PV08	Pavement Improvement Plan - 38th Ave	X		X	X
30	PV09	Pavement Improvement Plan - Borgen Blvd	X		X	X
31	PV10	Pavement Improvement Plan - Borgen Blvd	X		X	X
32	PV11	Pavement Improvement Plan - Borgen Blvd	X		X	X
33	PV12	Pavement Improvement Plan - Borgen Blvd	X		X	X
34	PV13	Pavement Improvement Plan - Borgen Blvd	X		X	X
35	PV14	Pavement Improvement Plan - Borgen Blvd	X		X	X
36	PV15	Pavement Improvement Plan - 51st Ave NW and Harbor Hill Dr	X		X	X
37	PV16	Pavement Improvement Plan - Harborview Dr	X		X	X
38	PV17	Pavement Improvement Plan - Harborview Dr	X		X	X
39	PV18	Pavement Improvement Plan - Harborview Dr	X		X	X
40	CR01	Curb Ramp Detail Plan - Hollycroft St and Olympic Dr			X	X
41	CR02	Curb Ramp Detail Plan - Hollycroft St and Olympic Dr			X	X
42	CR03	Curb Ramp Detail Plan - Soundview Dr and Hollycroft St			X	X
43	CR04	Curb Ramp Detail Plan - Soundview Dr and Cushman Trail			X	X
44	CR05	Curb Ramp Detail Plan - Soundview Dr and Olympic Dr			X	X
45	CR06	Curb Ramp Detail Plan - Soundview Dr and Olympic Dr			X	X
46	CR07	Curb Ramp Detail Plan - Soundview Dr and Hunt St			X	X
47	CR08	Curb Ramp Detail Plan - Soundview Dr and Hunt St			X	X
48	CR09	Curb Ramp Detail Plan - Soundview Dr and Islandview Court			X	X
49	CR10	Curb Ramp Detail Plan - Soundview Dr and Anne Marie Court			X	X
50	CR11	Curb Ramp Detail Plan - Soundview Dr and Soundview Court			X	X
51	CR12	Curb Ramp Detail Plan - Soundview Dr and Erickson St			X	X
52	CR13	Curb Ramp Detail Plan - Harborview Dr and Dorotich St			X	X
53	CH01	Channelization Plan - Hollycroft St	X		X	X

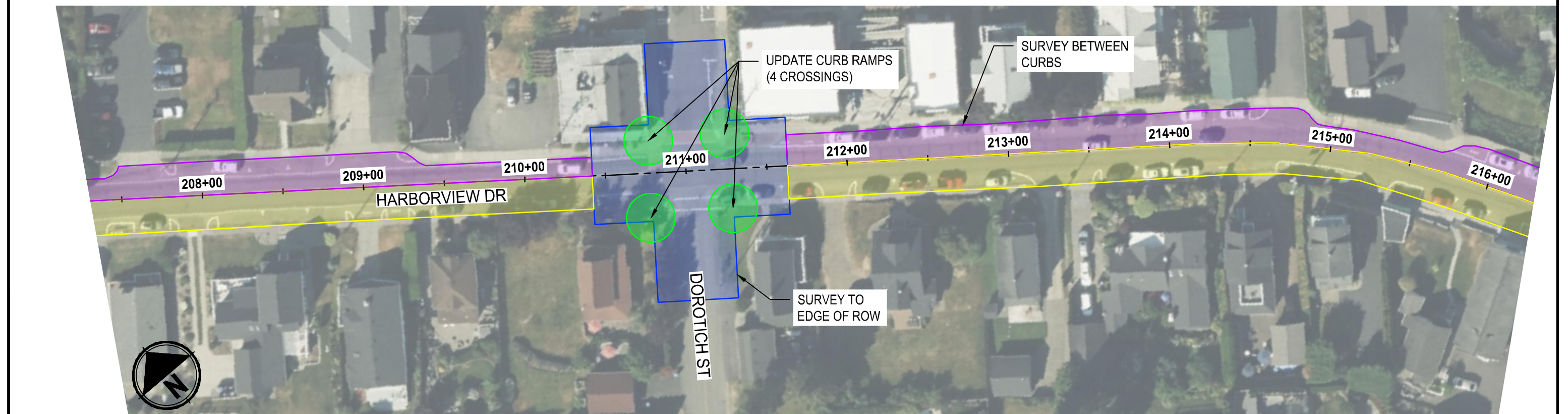
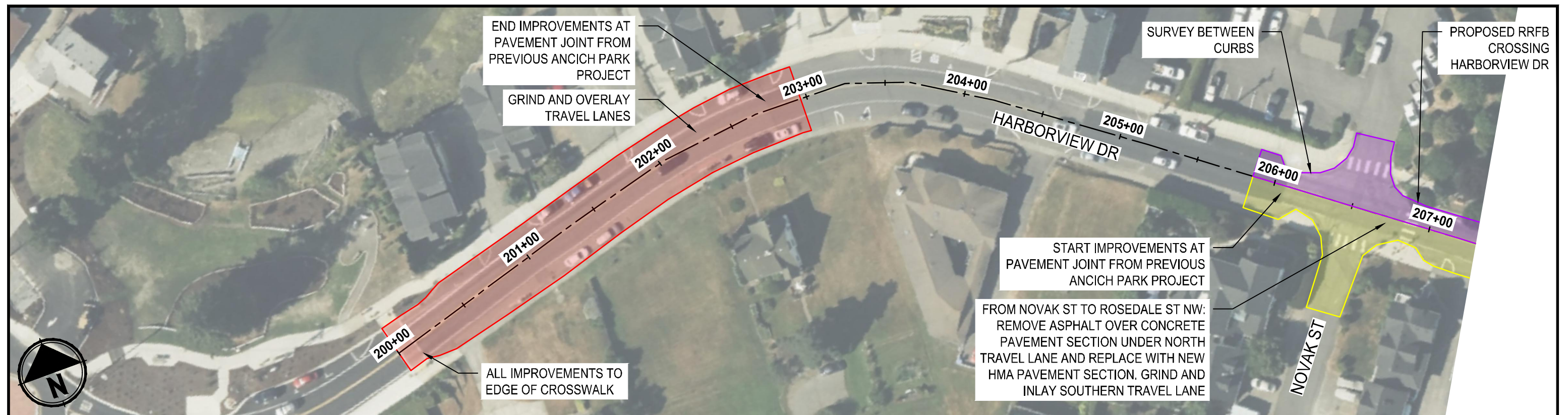
54	CH02	Channelization Plan - Soundview Dr	X	X	X
55	CH03	Channelization Plan - Soundview Dr and Olympic Dr	X	X	X
56	CH04	Channelization Plan - Soundview Dr	X	X	X
57	CH05	Channelization Plan - Soundview Dr and Hunt St	X	X	X
58	CH06	Channelization Plan - Soundview Dr	X	X	X
59	CH07	Channelization Plan - Soundview Dr and 38th Ave	X	X	X
60	CH08	Channelization Plan - Borgen Blvd	X	X	X
61	CH09	Channelization Plan - Borgen Blvd	X	X	X
62	CH10	Channelization Plan - Borgen Blvd	X	X	X
63	CH11	Channelization Plan - Borgen Blvd	X	X	X
64	CH15	Channelization Plan - Borgen Blvd and 51st Ave NW Roundabout	X	X	X
65	CH16	Channelization Plan - Harbor Hill Dr Roundabout	X	X	X
66	CH19	Channelization Plan - Harborview Dr	X	X	X
67	CH20	Channelization Plan - Harborview Dr	X	X	X
68	CH21	Channelization Plan - Harborview Dr	X	X	X
69	CD01	Civil Details		X	X
70	CD02	Civil Details		X	X
71	EL01	Signal Modification Plan	X	X	X
72	EL02	RRFB Layout Plan	X	X	X
73	EL03	RRFB Layout Plan	X	X	X
74	EL04	Signal and RRFB Schedules and Details Sheet		X	X
75	IL01	Illumination Plan - Soundview Dr		X	X
76	IL02	Illumination Plan - Soundview Dr		X	X
77	IL03	Illumination Plan - Soundview Dr		X	X
78	IL04	Illumination Plan - Soundview Dr		X	X
79	IL05	Illumination Plan - Soundview Dr		X	X
80	IL06	Illumination Plan - Soundview Dr		X	X
81	IL07	Illumination Plan - Soundview Dr		X	X
82	IL08	Illumination Schedule and Details		X	X
83	TC01	Traffic Control Plan		X	X
84	TC02	Traffic Control Plan		X	X
85	TC03	Traffic Control Plan		X	X
86	TC04	Traffic Control Plan		X	X
87	TC05	Traffic Control Plan		X	X
88	TC06	Traffic Control Plan		X	X
89	TC07	Traffic Control Plan		X	X
90	TC08	Traffic Control Plan		X	X
91	TC09	Traffic Control Plan		X	X
92	TC10	Traffic Control Plan		X	X
93	TC11	Traffic Control Plan		X	X
94	TC12	Traffic Control Plan		X	X
95	TC13	Traffic Control Details		X	X

Legend

Sheets Included in Base Contract

Sheets Included in Amendment 01

Topographic Survey Area



Parametrix

DATE: January 26, 2026

FILE: PS2750049C-PHASE 2 EXHIBIT

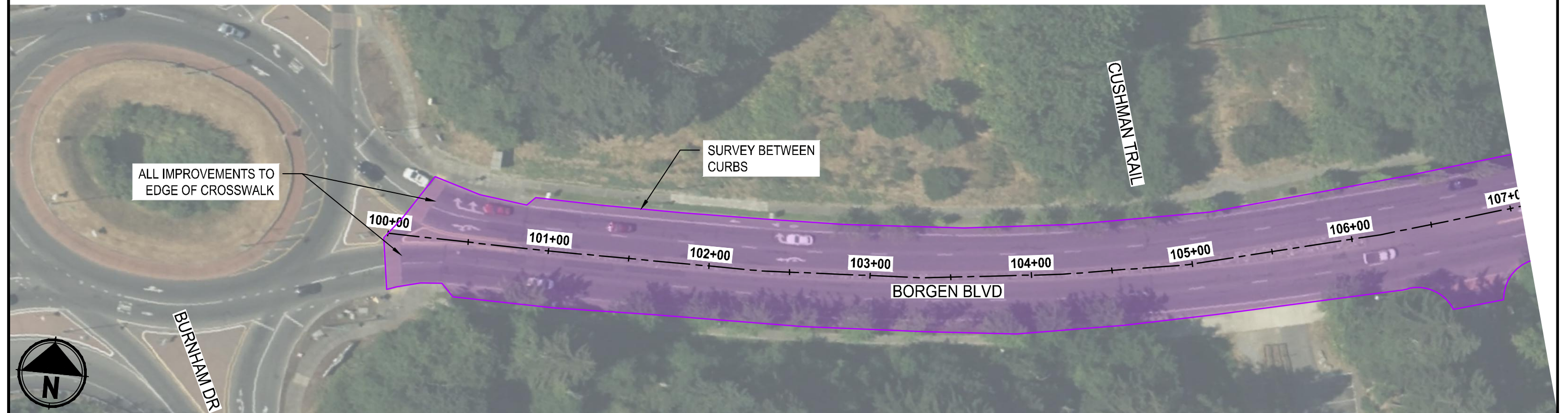
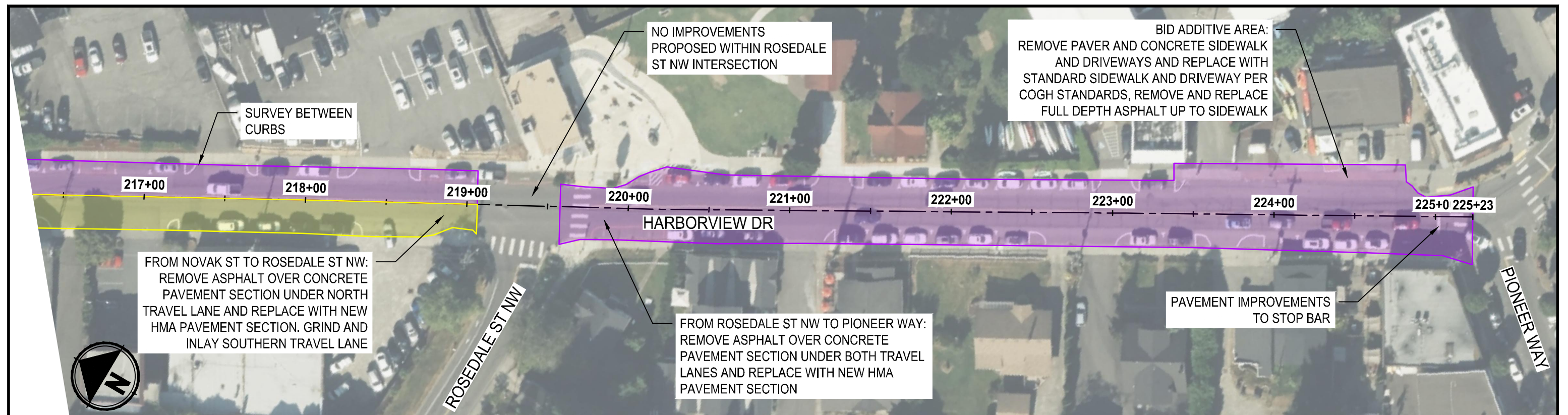
LEGEND:

- PROPOSED SURVEY AREA (TOPO CURB TO CURB, SURFACE FEATURES ONLY, 2 FT CONTOURS, PROPERTY LINES FROM GIS)
- PROPOSED SURVEY AREA (TOPO CURB TO CURB, SURFACE FEATURES ONLY, 1 FT CONTOURS, PROPERTY LINES FROM GIS)
- PROPOSED SURVEY AREA (TOPO CURB TO CURB, SURFACE FEATURES & UTILITY LOCATES, 1 FT CONTOURS, PROPERTY LINES FROM GIS)
- PROPOSED SURVEY AREA (TOPO BACK OF CURB TO 5' BEYOND BACK OF WALK, SURFACE FEATURES ONLY, 2 FT CONTOURS, PROPERTY LINES FROM GIS)
- PROPOSED SURVEY AREA (TOPO FULL ROW WIDTH, SURFACE FEATURES & UTILITY LOCATES, 1 FT CONTOURS, SURVEYED PROPERTY LINES)
- CURB RAMP TO BE REPLACED

0 60
1 INCH = 60 FT.

HARBORVIEW DR AND BORGEN BLVD

GH PAVEMENT MAINTENANCE AND ADA IMPROVEMENTS



Parametrix DATE: January 26, 2026 FILE: PS2750049C-PHASE 2 EXHIBIT

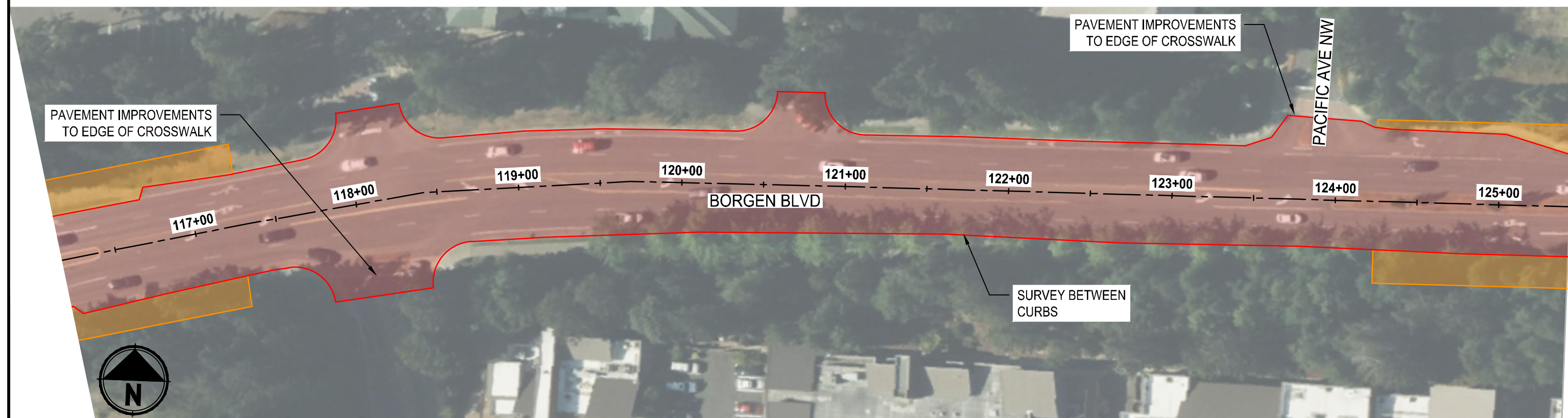
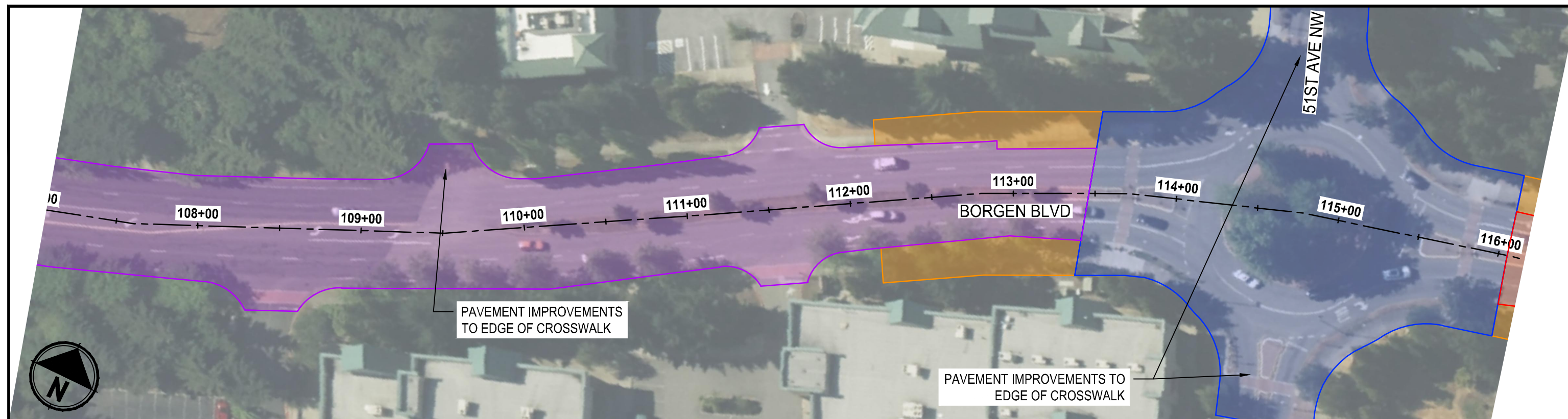
LEGEND:

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- PROPOSED SURVEY AREA (TOPO FULL ROW WIDTH, SURFACE FEATURES & UTILITY LOCATES, 1 FT CONTOURS, SURVEYED PROPERTY LINES)
- CURB RAMP TO BE REPLACED

0 60
1 INCH = 60 FT.

HARBORVIEW DR AND BORGEN BLVD

GH PAVEMENT MAINTENANCE AND ADA IMPROVEMENTS



Parametrix DATE: January 26, 2026 FILE: PS2750049C-PHASE 2 EXHIBIT

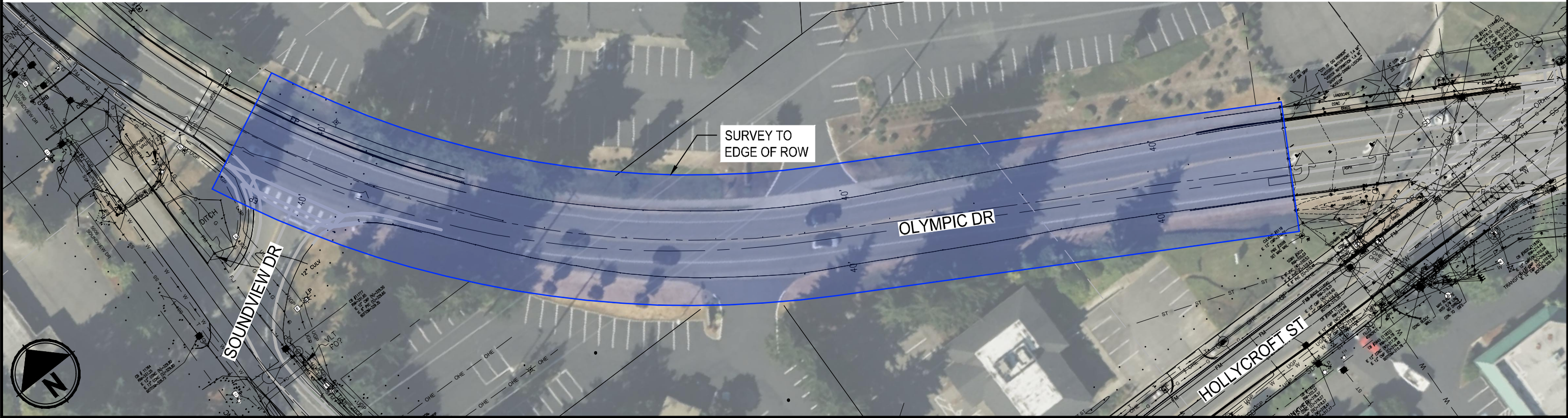
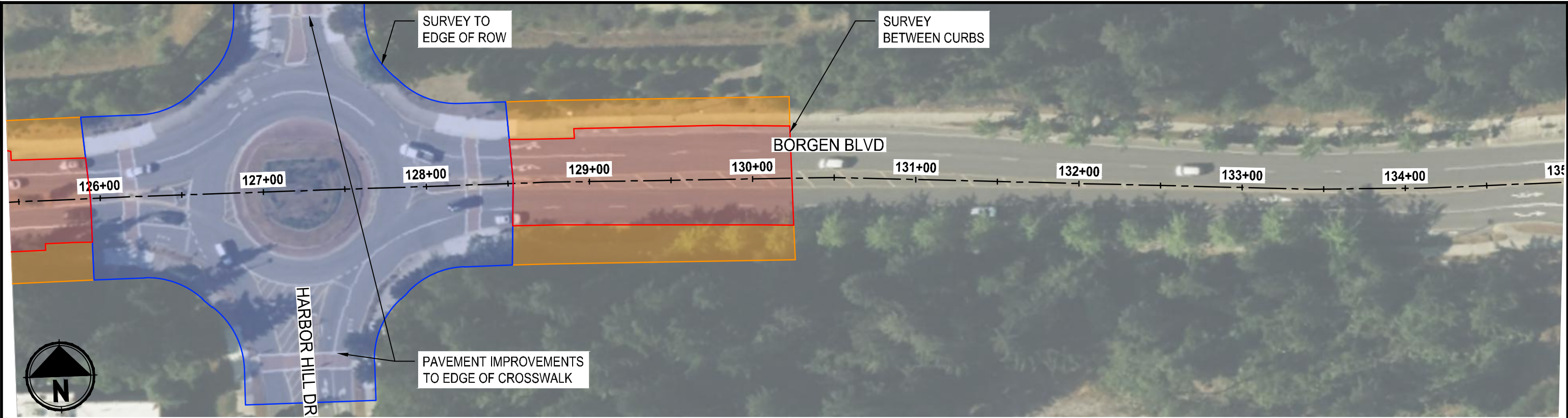
LEGEND:

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- PROPOSED SURVEY AREA (TOPO BACK OF CURB TO 5' BEYOND BACK OF WALK, SURFACE FEATURES ONLY, 2 FT CONTOURS, PROPERTY LINES FROM GIS)
- PROPOSED SURVEY AREA (TOPO FULL ROW WIDTH, SURFACE FEATURES & UTILITY LOCATES, 1 FT CONTOURS, SURVEYED PROPERTY LINES)
- CURB RAMP TO BE REPLACED

0 60
1 INCH = 60 FT.

HARBORVIEW DR AND BORGEN BLVD

GH PAVEMENT MAINTENANCE AND ADA IMPROVEMENTS

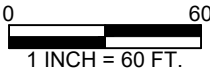


Parametrix

DATE: January 26, 2026 FILE: PS2750049C-PHASE 2 EXHIBIT

LEGEND:

- PROPOSED SURVEY AREA (TOPO CURB TO CURB, SURFACE FEATURES ONLY, 2 FT CONTOURS, PROPERTY LINES FROM GIS)
- PROPOSED SURVEY AREA (TOPO CURB TO CURB, SURFACE FEATURES ONLY, 1 FT CONTOURS, PROPERTY LINES FROM GIS)
- PROPOSED SURVEY AREA (TOPO CURB TO CURB, SURFACE FEATURES & UTILITY LOCATES, 1 FT CONTOURS, PROPERTY LINES FROM GIS)
- PROPOSED SURVEY AREA (TOPO BACK OF CURB TO 5' BEYOND BACK OF WALK, SURFACE FEATURES ONLY, 2 FT CONTOURS, PROPERTY LINES FROM GIS)
- PROPOSED SURVEY AREA (TOPO FULL ROW WIDTH, SURFACE FEATURES & UTILITY LOCATES, 1 FT CONTOURS, SURVEYED PROPERTY LINES)
- CURB RAMP TO BE REPLACED



HARBORVIEW DR AND BORGEN BLVD GH PAVEMENT MAINTENANCE AND ADA IMPROVEMENTS

Exhibit B: Fee Estimate

Client: City of Gig Harbor
Project: Pavement Maintenance and ADA Improvements
Soundview Drive (Hollycroft Street to Erickson Street) 38th Avenue (City Limits to 41st Street)
Project No: 234-2750-852

Applied Professional Services, Inc. (Task 15)	\$ 13,145.00
RES Group NW (Task 17)	\$ 131,954.02
HWA Geosciences, Inc. (Task 19)	\$ 89,109.99
HWA Geosciences, Inc. (Task 25)	\$ 27,927.90
Subcontractors Total:	\$262,136.82
<i>All subcontracts are shown with 10% markup</i>	
Other Direct Expenses	
Mileage (\$0.70 per mile)	\$ 1,554.00
Three trips from Silverdale office to Site (\$6 miles per trip)	
Twenty six trips from Puquding office to Site (\$7 miles per trip)	
Survey Equipment (\$2000/Use)	\$ 4,320.00
Time Reports (12)	\$ 4,320.00
Other Direct Expenses Total:	\$9,874.00

Project Total	\$817,027.85
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EXHIBIT B AMENDMENT 01

Client: City of Gig Harbor

Project: Pavement Maintenance and ADA Improvements

Soundview Drive (Hollycroft Street to Erickson Street) 38th Avenue (City Limits to 41st Street)

Project No: 234-2750-852

Summary of Labor Cost Rates

Staff Name	Classification	Direct Rate	Burdened Rate
Alenick, Dylan	Jr Engineer, Civil Designer	\$ 25.00	\$ 76.11
Anderson, Jenna	Sr Consultant, QA/QC	\$ 99.94	\$ 304.25
Bearson, Jeff	Surveyor III	\$ 52.00	\$ 158.30
Bravo, Colston	Surveyor I	\$ 29.00	\$ 88.28
Cirillo, Andrew	Sr Engineer, Project Manager	\$ 84.18	\$ 256.27
Crofoot, Josephine	Engineer II, Civil Designer	\$ 45.54	\$ 138.64
Do, Cuong	Surveyor II	\$ 39.14	\$ 119.15
Emery, Justin	Survey Supervisor	\$ 71.74	\$ 218.40
Gamon, Marci	Sr Project Controls Specialist	\$ 55.86	\$ 170.05
Hendricks, Jinger	Planner IV, Graphics	\$ 52.06	\$ 158.49
House, Kevin	Sr Consultant	\$ 129.19	\$ 393.29
Johnson, Jean	Sr Contract Administrator	\$ 66.13	\$ 201.32
Kendall, Marc	Sr Engineer, Traffic Engineer	\$ 89.13	\$ 271.34
Lucas, Amanda	Publications Supervisor	\$ 48.58	\$ 147.89
Manke, Juliann	Sr Project Accountant	\$ 41.60	\$ 126.64
Nair, Ajay	Engineer III, Traffic Designer	\$ 46.21	\$ 140.68
Paeseler, Robert	Surveyor II	\$ 30.82	\$ 93.83
Parsons, Jade	Sr Surveyor	\$ 54.31	\$ 165.34
Podgorski, Shannon	Sr Engineer, Project Engineer	\$ 64.38	\$ 195.99
Printz, Whitney	Sr Project Coordinator	\$ 38.58	\$ 117.45
Schott, Chuck	Sr Consultant	\$ 93.02	\$ 283.18
Sharpe, Steven	Technical Lead	\$ 48.31	\$ 147.07
Smith, Nate	Engineer III, Civil Designer	\$ 47.60	\$ 144.91
Tagart, Karen	Sr Project Coordinator	\$ 37.14	\$ 113.07
Timilsina, Namu	Engineer II - Civil Designer	\$ 46.50	\$ 141.56
Van Cleave, Ken	Sr Surveyor	\$ 52.33	\$ 159.31
Walcker, Tyler	Surveyor II	\$ 37.10	\$ 112.94
Wilson, Stephen	Sr Surveyor	\$ 52.50	\$ 159.83

Subconsultants



Applied Professional Services, Inc.

43530 SE North Bend Way
North Bend, WA 98045

“Solutions that exceed expectations”

Date	Project Address/Job Number:	Services Performed For:
1/12/26	Olympic DR	Parametrix
	Borgen BLVD	
	Harborview DR	Justin Emery
	Design Survey Locating	JEmery@parametrix.com 253-785-3028

Scope of Work

- A. APS, Inc. will employ all industry and best practices to designate and mark the known conductible and/or non-conductible utilities within the project boundaries.
- B. APS, Inc. will sweep the area, after the known utilities have been marked, to attempt to identify any unknown or abandoned utilities.
- C. The project boundaries are defined by civil drawings or maps provided by the Client.
- D. **Conductible Utility Locating** refers to conductible (*metallic*) utilities only.
- E. **Non-Conductible Utility Locating** refers to non-conductible (*non-metal*) utilities only. This is generally for sewer & storm facilities only, or sewer & storm video inspection.
- F. **GPR Utility Locating** refers to Ground Penetrating Radar, used to find non-metallic utilities such as concrete, PVC, or polyethylene water mains, USTs, and other anomalies.

Cost Estimate

LABOR DESCRIPTION	HOURS	RATE	AMOUNT
RM™ Conductible Locating	50	\$155.00	\$7,750.00
Non-Conductible	0	\$265.00	\$0.00
RM™ GPR	20	\$210.00	\$4,200.00
		Labor Est. Total	\$11,950.00

Invoicing

Net 30 days on all billing unless specified otherwise under a separate contract or negotiation.

Disclaimer

APS, Inc, and or its employees cannot guarantee that all conductible and/or non-conductible utilities within the project boundaries can or will be found.

Project Estimate

NOT TO EXCEED WITHOUT WRITTEN CLIENT APPROVAL:

This hourly / not to exceed project estimate is based on the estimated number of hours it will take to perform the Scope of Work. If the project requires additional time or costs to complete the Scope of work, then written approval to exceed the original cost estimate is required.

Parametrix

By _____

Name _____

Title _____

January 12, 2026

SCOPE OF WORK AND COST ESTIMATE:
Parametrix, City of Gig Harbor Soundview Drive Pavement Maintenance

PROJECT OVERVIEW AND SCOPE OF WORK

Parametrix., is the (PRIME) consultant with RES GROUP NW (RESGNW) serving as a sub-consultant on a project for the City of Gig Harbor Soundview Drive Pavement Maintenance Project. The project has determined that the agency would include illumination schedule to the plan and are expecting to need to acquire additional right of way. The proposed project will require Fee/PE from 9-12 properties. It is not anticipated that the acquisitions will impact on the current utilization of the properties.

The project is currently funded by local funds. All acquisition activities will follow Federal Highways Administration policies and procedures as well as all applicable federal, state and local laws, including, but not limited to the Uniform Relocation Assistance and Real Property Acquisition Police Act of 1970 and its amendments, 49CFR Part 24, and state Revised Guidelines and by reference the WSDOT Right of Way Manual.

Right-of-Way Services

WAIVER OF VALUATIONS

Following review of the right-of-way plan, RESGNW will instruct the appraiser to prepare Waiver of Valuation for all impacted parcels. The Waiver of Valuation will utilize consistent comparable sales and valuation techniques. Waiver Valuations will be written for those acquisitions valued under \$35,000 and uncomplicated, with an option for property owners the option of having the agency appraised the property, and in compliance with 49 DFR 24.102 C (2)(ii). Should any appraisals be required, RESGNW will make a recommendation with cost estimates for appraisal consultants to the Prime or the City.

TITLE REVIEW, CLEARING AND CLOSING.

RESGNW will review Agency supplied title reports (Subdivision Guarantees) for affected parcels and provide Title Review Memo identifying all potential encumbrances to project team members. RESGNW will assist in clearing the necessary encumbrances prior to closing, if feasible. RESGNW will assist in facilitating in-house closing on low impact parcel or manage closing through escrow should those services become necessary.

RIGHT-OF-WAY DOCUMENTATION, NEGOTIATIONS AND CLOSING.

RESGNW will assist the Agency in developing all right-of-way documents/offer letters in accordance with the Agency's right-of-way procedures manual for acquisition of impacted properties. RESGNW will draft the acquisition documents using the Agency approved forms or QC any forms that are created directly by the Agency staff for pre-acquisition review.

RESGNW agents will always act in good faith and never coerce owners in an attempt to settle the parcels. All negotiations will start with an in-person presentation of all offers when feasible. We will identify property owner issues, concerns, and differences early on and document that information in the individual parcel negotiation diaries. RESGNW will work with Agency staff throughout the negotiation process with the property owner until settlement is reached on each parcel.



Acquisition and Relocation Services

Cost Estimate

Payment to RESGNW for its professional services is not dependent upon the outcome, the amount or terms of any agreement reached for the property, or on any contractual arrangement between the City and any third party.

Prime agrees to compensate RESGNW for actual professional services rendered as follows: Our fees for services are calculated based upon the applicable hourly rates for those professionals who perform the work-at-hand. The billing rate is \$152.45 per hour for all tasks performed under this agreement. In addition, necessary travel time and mileage will be billed at the current year's IRS standard mileage reimbursement rate.

WAIVER OF VALUATIONS

Sova Consulting	\$ 21,000.00
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PROJECT MANAGEMENT /NEGOTIATIONS

R/W Acquisitions 45 hours per parcel x 12	540 hours @ \$152.45 per hour = \$ 82,323.00
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TITLE REVIEW AND VESTING VERIFICATION ONLY

Senior Acquisition Agents: 8 hours per parcel x 12	96 hours \$14,635.20 per hour = \$ 14,635.20
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ODC: Estimated Mileage, Toll, and Postage Reimbursement	\$ 2,000.00
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TOTAL ESTIMATED COST:	\$119,958.20
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Parametrix

RES GROUP NW

Task 19

Project Cost Estimate
Gig Harbor Pavement Maintenance & ADA Improvements Project
Pavement Investigation - Borgen Blvd & Harborview Drive
Gig Harbor, Washington



HWA Ref: 2025-105
Date: 8-Jan-26
Prepared By: BKH

Scope of Work

Perform visual assessment of the alignment and mark the locations of 24 pavement cores (12 on Borgen Blvd and 12 on Harborview Drive). Arrange utility locates.
 Subcontract preparation of Traffic Control Plans (TCPs). Submit TCPs to City for approval.
 Perform pavement coring at 12 locations. Pavement cores will be backfilled with gravel and patched with Aquaphalt cold patch compacted in lifts to match existing pavement thickness.
 Shallow handholes will be excavated through each pavement core hole to depths of about 2-3 feet, or refusal. Soil samples will be obtained for laboratory testing.
 Prepare photographic logs of pavement cores and assign laboratory testing.
 Perform engineering analyses related to pavement rehabilitation and reconstruction using traffic data provided by the Client.
 Prepare a draft letter report presenting the results of pavement coring, laboratory testing, and our recommendations for pavement rehabilitation and reconstruction.
 Finalize report based on review comments.

ESTIMATED HWA LABOR:

WORK TASK DESCRIPTION	PERSONNEL & 2026 HOURLY RATES							TOTAL HOURS	TOTAL AMOUNT
	Engr. VIII \$103.00	Engr. III \$60.00	Geol. IV \$45.00	Geol. II \$38.00	CAD \$40.00	Contracts \$56.00	Engr. VII \$88.00		
Project Coordination / Setup /Invoicing	4					4		8	\$636
Site Visit/Mark Explorations/Call Locates	12	12						24	\$1,956
Subcontract TCPs & Submit to City for Approval			16					16	\$720
Perform Pavement Coring			60	60				120	\$4,980
Prepare Photographic Pavement Core Logs and Assign Lab Testing	4		16					20	\$1,132
Pavement Engineering Analyses	8	16					8	24	\$2,488
Prepare Draft Letter Report	16	32			12			60	\$4,048
Prepare Final Letter Report	4	8						12	\$892
Project Management / Correspondence	4							4	\$412
DIRECT SALARY COST (DSC):	52	68	92	60	12	4	8	288	\$17,264

GEOTECHNICAL LABORATORY TEST SUMMARY:

Test	Est. No. Tests	Unit Cost	Total Cost
Grain Size Distribution	16	\$140	\$2,240
Atterberg Limits	4	\$265	\$1,060
LABORATORY TOTAL:			\$3,300

ESTIMATED DIRECT EXPENSES:

Mileage @ IRS Rate (\$0.725/mile)	\$600
GPS Rental (\$75/day)	\$75
Pavement Core Charge (\$85/Core)	\$2,040
FWD Rate (\$1000/hr)	\$0
Traffic Control Plans	\$3,600
Traffic Control for Fieldwork	\$18,000
Laboratory Testing	\$3,300
TOTAL DIRECT EXPENSES:	\$27,615

PROJECT TOTALS AND SUMMARY:

Direct Salary Cost (DSC)	\$17,264
OH @ 1.7928*DSC	\$30,951
Fee at 30% DSC	\$5,179
Total Labor	\$53,394
Direct Expenses	\$27,615
GRAND TOTAL:	\$81,009

Assumed Conditions:

- All hours and items are estimated, and may be shifted between tasks within the limits of the total budget at the discretion of HWA's project manager.
- Client will provide traffic data for pavement engineering.
- No permit fees will be required.
- Pavement cores will be patched with Aquaphalt.

Task 25

Project Cost Estimate
Gig Harbor Pavement Maintenance & ADA Improvements Project
Soundview Drive Illumination Investigation
Gig Harbor, Washington



HWA Ref: 2025-105
Date: 26-Jan-26
Prepared By: BKH

Scope of Work

Visit project alignment and mark location of one drilled borehole with private utility locator. Arrange utility locates through utility notification center.
 Revisit site to confirm borehole location is clear of subsurface utilities.
 Subcontract preparation of Traffic Control Plans (TCPs). Submit TCPs to City for approval.
 Schedule and log drilling of single borehole in NB travel lane of Soundview Drive using limited access drill rig to avoid conflicts with overhead power lines.
 Borehole will be drilled to a depth of about 20 feet, or refusal. The borehole will be backfilled per Department of Ecology requirements and surface patched with Aquaphalt cold patch.
 Create log of borehole and assign laboratory testing consisting of grain size analysis and Atterberg limits (if applicable).
 Perform engineering analyses related to allowable lateral bearing pressure for new luminaire foundations.
 Prepare a draft letter report presenting the results of the exploration, laboratory testing, and our recommendations for allowable lateral bearing pressure.
 Finalize report based on review comments.

ESTIMATED HWA LABOR:

WORK TASK DESCRIPTION	PERSONNEL & 2026 HOURLY RATES							TOTAL HOURS	TOTAL AMOUNT
	Engr. VIII \$103.00	Engr. III \$60.00	Geol. IV \$45.00	Geol. II \$38.00	CAD \$40.00	Contracts \$56.00	Engr. VII \$88.00		
Project Coordination / Setup /Invoicing	4					4		8	\$636
Site Visit/Mark Exploration/Arrange Locates	6		8					14	\$978
Revisit Site to Verify Borehole Location / Shift Location if Necessary			6					6	\$270
Subcontract TCPs & Submit to City for Approval			4					4	\$180
Log Drilled Borehole			10					10	\$450
Create Borehole Log and Assign Lab Testing	2		2					4	\$296
Engineering Analyses	4							4	\$412
Prepare Draft Letter Report	8		8		4			20	\$1,344
Prepare Final Letter Report	2		2					4	\$296
Project Management / Correspondence	2							2	\$206
DIRECT SALARY COST (DSC):	28	0	40	0	4	4	0	76	\$5,068

GEOTECHNICAL LABORATORY TEST SUMMARY:

Test	Est. No. Tests	Unit Cost	Total Cost
Grain Size Distribution	4	\$140	\$560
Atterberg Limits	2	\$265	\$530

LABORATORY TOTAL: \$1,090

ESTIMATED DIRECT EXPENSES:

Mileage @ IRS Rate (\$0.725/mile)	\$300
GPS Rental (\$75/day)	\$75
Drilling Subcontractor	\$4,000
Private Utility Locator	\$750
Traffic Control Plans	\$500
Traffic Control for Fieldwork	\$3,000
Laboratory Testing	\$1,090
TOTAL DIRECT EXPENSES:	\$9,715

PROJECT TOTALS AND SUMMARY:

Direct Salary Cost (DSC)	\$5,068
OH @ 1.7928*DSC	\$9,086
Fee at 30% DSC	\$1,520
Total Labor	\$15,674
Direct Expenses	\$9,715
GRAND TOTAL:	\$25,389

Assumed Conditions:

- All hours and items are estimated, and may be shifted between tasks within the limits of the total budget at the discretion of HWA's project manager.
- No ROW permit or permit fees will be required.
- Roadway surface at location of borehole will be patched with Aquaphalt.



**City of Gig Harbor
City Council Agenda Bill**

Meeting Date: February 9, 2026

SUBJECT: Small Works Construction Contract Award for Harbor Hill Landscape Mitigation

SUBMITTED BY: Chloe Wiser, Associate Engineer

DEPARTMENT: Public Works

PHONE: 253-853-8182

SUGGESTED MOTION: Approve and authorize the following related to the City's Harbor Hill Landscape Mitigation Project: 1) The Mayor to execute a Public Works Construction Contract with Gig Harbor Excavation LLC in an amount not to exceed of \$147,782.43; 2) The City Engineer to approve additional Public Works Construction Contract expenditures up to \$8,000; 3) The City Administrator to execute a Professional Services Contract for construction support with AHBL, Inc. in an amount not to exceed of \$14,378.00

BACKGROUND INFORMATION: In the City's 2025-26 budget, Object 11 in the Streets Capital Fund lists Harbor Hill Drive Landscape Mitigation to complete the installation of landscaping associated with removal of native vegetation on private property in 2017. This project will remove invasive vegetation, plant new landscaping, and install temporary irrigation at the city's Burnham Drive stormwater pond property to meet the objective.

The project was competitively bid using the City's small works bidding process. On January 14th, the City received 2 responsive bids for the project.

Bidder:	Bid Amount
Gig Harbor Excavation LLC	\$ 147,782.43
Soundview Landscape & Sprinkler Co.	\$162,442.54

FISCAL CONSIDERATION: Budget for design of this project was included in the 2025-26 mid-biennial budget amendment for \$25,000.

In the City's 2025-26 Budget, a total of \$110,000 was allocated for the construction of Harbor Hill Drive Landscape Mitigation. Due to delay of construction of projects within the Streets Capital fund, there is a sufficient amount of unused funds available to cover the unbudgeted overage for this project.

Project Design Expense:	
Professional Services Contract	\$ 24,590
Total:	\$24,590
Project Construction Expenses:	

Professional Services Contract Amendment	\$14,378
Construction Contract	\$147,782.43
Temporary Water Meter Charge	\$1,800
City Engineer's Change Order Authority	\$8,000
Total:	\$171,960.43

Expenditure Required: \$171,960.43	Amount Budgeted: \$110,000	Appropriation Required: \$61,960.43
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ATTACHMENTS:

1. CIP-2404_CONSTRUCTION CONTRACT_GIG HARBOR EXCAVATION
LLC_FINAL
2. CIP-2404_AMEND 1_AHBL_FINAL

STRATEGIC PLAN PRIORITY: Ensure sustainable future for public services and facilities

**CITY OF GIG HARBOR
SMALL PUBLIC WORKS CONTRACT**

THIS CONTRACT is made and entered into by and between the City of Gig Harbor, Washington (the "City"), and Gig Harbor Excavation LLC, a Washington Corporation (the "Contractor") organized under the laws of the State of Washington, located and doing business at 3402 Ross Avenue, Gig Harbor, WA 98332.

FOR AND IN CONSIDERATION of the mutual benefits and conditions hereinafter contained, the parties hereto agree as follows:

1. Scope of Work: Harbor Hill Drive Landscape Mitigation, CIP-2404

The Contractor agrees to furnish all material, labor, tools, equipment, apparatus, etc. necessary to perform and complete in a workmanlike manner the work set forth in the Scope of Work and signed price quotation proposal for the cost of the work to be performed attached hereto as Exhibit A and incorporated herein by reference.

2. Time of Performance and Completion:

The work to be performed under this Contract shall commence as soon as the Contractor has received a Notice to Proceed from the City and in accordance with the schedule set forth in the Scope of Work.

3. Payments:

The Contractor agrees to perform all work called for at the rate of \$147,782.43 including applicable Washington State Sales Tax. Said sum shall constitute full compensation for all labor, materials, tools, appliances, etc. as stated in the contract documents required to perform the required services.

4. Retainage:

Pursuant to RCW 60.28.011, five percent (5%) of all monies earned by the Contractor shall be retained by the City for the purposes mentioned in said statute. The Contractor elects to have these monies (check one):

_____ **Retainage Bond:** In lieu of earned retained funds, the Contractor will provide a Retainage Bond on the City of Gig Harbor's standard Retainage Bond form. Release of retained funds shall be made in accordance with WSDOT General Requirements, Section 1-09.9(1).

_____ **Savings Account:** The City will place retained funds in a separate interest-bearing savings account. Any interest earned will be paid to the Contractor indicated below:

Bank Name: Kitsap Bank

Branch: Gig Harbor

_____ **Escrow/Investment:** The City will deliver the retained funds to the bank listed below. The funds are to be placed in escrow or invested in accordance with the City of Gig Harbor's standard Escrow Agreement form. Any interest earned will be paid to the Contractor indicated below:

Bank Name: _____

Branch: _____

Account Number: _____

5. Performance and Payment Bond - 50% Letter:

- A. The Contractor shall execute and deliver to the City a bond, on forms supplied or approved by the City, with an approved surety company as surety, in the sum of the full amount of the Contract including applicable Washington State Sales Tax, in compliance with RCW 39.08.010 through 39.08.060 and any amendments thereto. The surety on any such bonds shall be a surety company duly authorized to transact surety business under the laws of the State of Washington. In lieu of such a bond, the Contractor may provide a letter of credit in the same sum and subject to the same conditions, in a form approved by the City Attorney.
- B. If the amount of this Contract is One Hundred and Fifty Thousand Dollars (\$150,000) or less, the Contractor or the general contractor/construction manager as defined in RCW 39.10.210 may, at its option, in lieu of the bond specified in subparagraph A, have the City retain ten percent (10%) of the contract amount for a period of thirty (30) days after the date of final acceptance, or until receipt of all necessary releases from the Department of Revenue and the Department of Labor and Industries and settlement of any liens filed under chapter 60.28 RCW, whichever is later.

6. Warranty/Maintenance Bond:

The Contractor hereby warrants that it is fully licensed, bonded and insured to do business in the State of Washington as a general contractor. The Contractor will warranty the labor and installation of materials for a two-year warranty period and shall furnish a maintenance bond for 15% of the contract amount on the City's standard maintenance bond form in order to guarantee that the work specified in Exhibit A and completed by Contractor will remain free from defects in workmanship and materials for a period of two years after completion of construction.

7. Indemnification:

- A. The Contractor shall defend, protect, indemnify, and save the City of Gig Harbor harmless from and against any damage, cost or liability including reasonable attorney fees, for injuries to persons or property arising from acts or omissions of Contractor, his employees, agents or sub-contractors, material suppliers, howsoever caused. The Contractor will be responsible for any damages

sustained by his employees to City of Gig Harbor equipment and/or fixtures and shall provide all repairs/replacements, as appropriate, at no cost to the City of Gig Harbor.

- B. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees or volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.
- C. The provisions of this section shall survive the expiration or termination of this Agreement.

8. Independent Status of Contractor:

The parties to this contract, in the performance of it, will be acting in their individual capacities and not as agents, employees, partners, joint ventures, or associates of one another. The employees or agents of one party shall not be considered or construed to be the employees or agents of the other party for any purpose whatsoever.

9. Insurance:

- A. The Contractor shall obtain at the Contractor's cost and maintain in full force and effect during the term of the contract, insurance to meet the following. All carriers (except Workers Compensation) shall have a minimum A.M. Best rating of 'A' VII or better.

The insurance required shall be issued by an insurance company(s) authorized to do business within the State of Washington, and shall name the City of Gig Harbor, its agents and employees, as additional insureds by endorsement under the insurance policy(s). All policies shall be primary to any other valid and collectable insurance. The City of Gig Harbor does not waive its right to subrogation against the Contractor, and the policy shall be so endorsed. The Contractor shall give the City of Gig Harbor, 30-days advance notice of any insurance cancellation.

The Contractor shall submit to the City of Gig Harbor, within 15-days of the contract effective date, a Certificate of Insurance, which outlines the coverage and limits defined in the Insurance section. Contractor shall submit renewal certificates as appropriate during the term of the contract.

- B. Subcontractors: The Contractor is responsible for ensuring that each subcontractor of every tier obtain at a minimum the same insurance coverage and

limits as stated herein for the Contractor (with the exception of Builders Risk Insurance). Upon request of the City, the Contractor shall provide evidence of such insurance.

- C. No Limitation: Contractor's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.
- D. Minimum Scope of Insurance: The Contractor shall obtain insurance at no cost to the City with the minimum following amounts:
 - i. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
 - ii. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 or a substitute form providing equivalent liability coverage and shall cover liability arising from premises, operations, stop gap liability, independent Contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract. If the Contractor will be conducting excavation or underground operations, then the Commercial General Liability insurance shall be endorsed for the Contractor's liability arising from explosion, collapse or underground property damage. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy, and Umbrella policy, with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing equivalent coverage. The Contractor's Commercial General Liability policy shall include Waiver of Transfer of Rights of Recovery Against Others to Us endorsement (CG 24 04 05 09) or equivalent coverage.
 - iii. Workers' Compensation. The Contractor shall provide or purchase industrial insurance coverage prior to performing work under this contract. The City of Gig Harbor will not be responsible for payment of industrial insurance premiums or for any other claim or benefit for this Contractor or any sub-Contractor or employee of the Contractor which might arise under the industrial insurance laws during the performance of duties and services under this contract. If the Department of Labor and Industries, upon audit, determines that industrial insurance payments are due and owing as a result of work performed under this contract, those payments shall be made by the

Contractor; the Contractor shall indemnify the City of Gig Harbor and guarantee payment of such amounts.

Work adjacent to/or over navigable waterways may require coverage under either U.S. Longshoreman's and Harbor Workers Act, or the Jones Act. It is the Contractor's sole responsibility to determine if either of these two coverages must be obtained by the Contractor.

- iv. Builders Risk Insurance covering interests of the City, the Contractor, subcontractors, and sub-subcontractors in the work. Builders Risk insurance shall be written on a "Special" causes of loss policy form and shall insure against the perils of fire and extended coverage and physical loss or damage including flood and earthquake, theft, vandalism, malicious mischief, collapse, temporary buildings and debris removal. This Builders Risk insurance covering the work will have a deductible of at least \$5,000 for each occurrence, which will be the responsibility of the Contractor. Higher deductibles for flood and earthquake perils may be accepted by the City upon written request by the Contractor and written acceptance by the City. Any increased deductibles accepted by the City will remain the responsibility of the Contractor. The policy shall include an occupancy clause and list as loss payee the City. The Builders Risk insurance shall be maintained until final acceptance of the work by the City.
- v. Builders Risk Installation Floater For projects with equipment, materials, or fixtures valued over \$10,000 to be installed, in-transit, or stored off-site Contractor shall obtain, at Contractor's expense, and keep in effect during the term of this Contract, a Builders' Risk Installation Floater for coverage of Contractor's labor, materials and equipment to be used for completion of work performed under this Contract. The minimum amount of coverage to be carried shall be equal to the full amount of the Contractor's labor, equipment, materials, or fixtures to be installed, in-transit, or stored off-site during the performance of this Contract. The policy shall include as loss payee the City, the Contractor and its sub-contractors as their interest may appear.
- vi. Pollution Liability Insurance including contractual liability, written on an occurrence basis, in adequate quantity to protect against legal liability arising out of contract activity. This insurance shall be primary over any and all insurance the agency may have in place. Additionally, the Contractor is responsible for ensuring that any sub-contractor provide adequate insurance coverage for the activities arising out of subcontracts. The Pollution Liability may be either a separate policy or an endorsement on the Contractor's General Liability Coverage.

E. Minimum Amounts of Insurance: Contractor shall maintain at least the following insurance limits:

- i. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
- ii. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 per project aggregate and a \$2,000,000 products-completed operations aggregate limit.
- iii. Industrial Insurance Coverage: The Contractor shall provide or purchase industrial insurance coverage prior to performing work under this contract, with Washington Stop gap Employer's Liability minimum limits of \$1,000,000 each accident, \$1,000,000 disease - each employee, \$1,000,000 disease - policy limit.

The City will not be responsible for payment of industrial insurance premiums or for any other claim or benefit for this Contractor or any sub-Contractor or employee of the Contractor which might arise under the industrial insurance laws during the performance of duties and services under this contract. If the Department of Labor and Industries, upon audit, determines that industrial insurance payments are due and owing as a result of work performed under this contract, those payments shall be made by the Contractor; the Contractor shall indemnify the City and guarantee payment of such amounts.

- iv. Builders Risk insurance shall be written in the amount of the completed value of the project with no coinsurance provisions.
- v. Pollution Liability Insurance shall be not less than \$1,000,000 per occurrence, \$2,000,000 per project aggregate. This insurance shall be primary over any and all insurance the agency may have in place. Additionally, the CONTRACTOR is responsible for ensuring that any sub-contractor provide adequate insurance coverage for the activities arising out of subcontracts

F. Other Insurance Provisions: The Automobile Liability, Commercial General Liability, Pollution Liability and Builders Risk insurance policies are to contain, or be endorsed to contain the following:

- i. The Contractor's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.

- ii. The Contractor's insurance shall not be changed or cancelled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
 - iii. If any coverage is written on a "claims made" basis, then a minimum of a three (3) year extended reporting period shall be included with the claims made policy, and proof of this extended reporting period provided to the City.
- G. Contractor's Insurance for Other Losses: The Contractor shall assume full responsibility for all loss or damage from any cause whatsoever to any tools, Contractor's employee-owned tools, machinery, equipment, or motor vehicles owned or rented by the Contractor, or the Contractor's agents, suppliers or Contractors as well as to any temporary structures, scaffolding and protective fences.
- H. Verification of Coverage: The Contractor shall furnish the City of Gig Harbor with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work.

10. Prevailing Wage:

- A. The prevailing rate of wage to be paid to all workmen, laborers, or mechanics employed in the performance of any part of this Contract shall be in accordance with the provisions of Chapter 39.12 RCW, as amended, and the rules and regulations of the Department of Labor and Industries. The rules and regulations of the Department of Labor and Industries and the schedule of prevailing wage rates for the locality or localities where this Contract will be performed as determined by the Industrial Statistician of the Department of Labor and Industries, are attached hereto and by reference made a part of this Contract as though fully set forth herein.
- B. On or before the date of commencement of the work, the Contractor shall file a statement under oath with the City and with the Director of Labor and Industries certifying the rate of hourly wage paid and to be paid each classification of laborers, workmen, or mechanics employed upon the work by the Contractor or any Subcontractor, which shall not be less than the prevailing rate of wage. Such statement and any subsequent statement shall be filed in accordance with the practices and procedures required by the Department of Labor and Industries.
- C. By signing this contract, Contractor certifies its compliance with the bidder responsibility criteria of RCW 39.04.350(1) and (2). Pursuant to the requirement of RCW 39.06.020, the Contractor has verified the bidder responsibility criteria for all of its first-tier subcontractors. A subcontractor of any tier hiring other subcontractors shall verify the bidder responsibility criteria for each of its subcontractors at the time of subcontract execution.

11. Termination:

- A. Termination for Contractor's Default. If the Contractor refuses or fails to make adequate progress of the work, or to prosecute the work or any separable part thereof with such diligence that will insure its completion within the time specified in this Contract, or defaults under any provision or breaches any provision of this Contract, the City may serve notice upon the Contractor and its surety of the City's intention to terminate by default the right of the Contractor to perform the Contract, and unless within ten (10) days after the serving of such notice, the Contractor shall satisfactorily arrange to cure its failure to perform and notify the City of the corrections to be made, the right of the Contractor to proceed with the work shall terminate. In the event of any such termination, the City shall serve notice thereof upon the Surety and the Contractor, provided, however, that if the Surety does not commence performance thereof within twenty (20) days from the date of the mailing to such Surety of the notice of termination, the City may take over the work and prosecute the same to completion by Contract or otherwise for the account and at the expense of the Contractor. In the case of termination for default, the Contractor shall not be entitled to receive any further payment until the work is finished.
- B. Termination by City for Convenience. The performance of work under this Contract may be terminated by the City in accordance with this paragraph in whole or in part, whenever the City shall determine that such termination is in the best interest of the City. Any such termination shall be effected by delivery to the Contractor of a Notice of Termination specifying the extent to which performance or work under the Contract is terminated, and the date upon which such termination becomes effective. The Contractor shall stop work on the project upon the date set forth in the Notice of Termination and shall take such actions as may be necessary, or as the City may direct, for the protection and preservation of the work. After receipt of a Notice of Termination, the Contractor shall submit to the City its termination claim, in the form and with the certification prescribed by the City. Such claim shall be submitted promptly but in no event later than 3 months from the effective date of the termination. Upon approval by the City, the termination claim shall be paid.
- C. Termination by Contractor. If the work should be stopped under an order of any court, or other public authority, for a period of thirty (30) days, through no act or fault of the Contractor or of anyone employed by him, then the Contractor may, upon seven (7) days written notice to the City, terminate this Contract and recover from the City payment for all work executed and any proven loss sustained. Should the City fail to pay to the Contractor, within the payment period provided for in this Contract, any sum due and owing, then the Contractor may, upon seven (7) days written notice to the City, stop the work or terminate this Contract.

12. Compliance with Laws:

The Contractor shall at all times comply with all applicable state and local laws, rules, ordinances and regulations.

13. Nondiscrimination:

Except to the extent permitted by a bona fide occupational qualification, the Contractor agrees that the Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, honorably discharged veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.

14. Relationship of Parties:

The parties intend that an independent contractor-client relationship will be created by this Agreement. As the Contractor is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative or subcontractor of the Contractor shall be or shall be deemed to be the employee, agent, representative or subcontractor of the City. In the performance of the work, the Contractor is an independent contractor with the ability to control and direct the performance and details of the work, the City being interested only in the results obtained under this Agreement. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance, and unemployment insurance are available from the City to the employees, agents, representatives, or subcontractors of the Contractor. The Contractor will be solely and entirely responsible for its acts and for the acts of its agents, employees, representatives and subcontractors during the performance of this Agreement. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Contractor performs

15. Legal Action:

In the event that either party shall bring suit to enforce any provision of this Contract or to seek redress for any breach, the prevailing party in such suit shall be entitled to recover its costs, including reasonable attorneys' fees.

16. Entire Agreement:

This Contract, together with all attachments, represents the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations and agreements, whether written or oral. This Contract may be amended only by written change order, properly signed by both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement on _____.

CITY OF GIG HARBOR

CONTRACTOR

CITY ADMINISTRATOR

Print: _____
Title: _____

ATTEST/AUTHENTICATED:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

**FIRST AMENDMENT
TO
PROFESSIONAL SERVICES CONTRACT
BETWEEN THE CITY OF GIG HARBOR AND
AHBL, INC.**

THIS FIRST AMENDMENT is made to that certain Professional Services Contract dated November 14, 2025 (the "Agreement"), by and between the City of Gig Harbor, a Washington municipal corporation (hereafter the "City"), and AHBL, Inc., a Washington corporation organized under the laws of the State of Washington (hereafter the "Consultant").

RECITALS

WHEREAS, the City is presently engaged in completing the Construction of the Harbor Hill Drive Landscape Mitigation, CIP-2404 and desires to extend consultation services in connection with the project; and

WHEREAS, section 17 of the Agreement requires the parties to execute an amendment to the Agreement in order to modify the scope of work to be performed by the Consultant and to amend the amount of compensation paid by the City;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed by and between the parties in this Amendment as follows:

1. Scope of Work. Section 1 of the Agreement is further amended to add the work as shown in **Exhibit A**, attached to this Amendment and incorporated herein.

2. Payment. Section 2(A) of the Agreement is amended to increase compensation to the Consultant for the work to be performed as described in **Exhibit A** in an amount not to exceed Fourteen Thousand Three Hundred Seventy-Eight Dollars and Zero Cents (\$14,378.00), as shown in **Exhibit B**, attached to this Amendment and incorporated herein for a total contract amount of \$38,968.00.

3. Duration of Work. Section 3 of the Agreement is amended to extend the duration of this Agreement to December 31, 2026.

[Remainder of page intentionally left blank]

EXCEPT AS EXPRESSLY MODIFIED BY THIS AMENDMENT, ALL TERMS AND CONDITIONS OF THE AGREEMENT SHALL REMAIN IN FULL FORCE AND EFFECT.

IN WITNESS WHEREOF, the parties have executed this Agreement on _____.

CONSULTANT

CITY OF GIG HARBOR

By: _____
Its Principal

By: _____
City Administrator

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney



January 27, 2026

REVISED

Chloe Wiser, Associate Engineer
City of Gig Harbor
3510 Grandview Street
Gig Harbor, WA 98335

Project: CIP-2404 Harbor Hill Drive Landscape Mitigation
AHBL No. 2250718.40, Tasks 43 & 44
Subject: Revised Proposal for Landscape Architecture Construction Administration
Services

Civil Engineers

Structural Engineers

Landscape Architects

Community Planners

Land Surveyors

Dear Chloe:

Thank you for the opportunity to submit this revised proposal for landscape architecture construction administration services for the CIP-2404 Harbor Hill Drive Landscape Mitigation project.

Our understanding of the project scope is based on our conversations with you and the approved Landscape Mitigation Plan.

We understand that the project will include mitigation planting with the parcels located at the intersection of Harbor Hill Drive and Burnham Drive (Parcels 0222313024 and 4005021730). The area of planting is approximately 2.5 acres and will consist primarily of tree plantings, with alternates for shrub and groundcover plantings.

The intent is to provide construction support services to ensure the design intent is being met.

Overarching project assumptions and understanding of scope:

- City of Gig Harbor will manage construction meetings, prepare meeting agenda and meeting minutes, and review submittal and Requests for Information (RFIs).

Project Schedule

Our estimated timeframes to complete project tasks are as follows:

Notice to Proceed (anticipated):	January 31, 2026
Construction Administration:	March 1 to April 30, 2026

Our detailed scope for related phases of work is listed below.

Scope of Work

Construction Administration – Task 43

1. Coordinate with City of Gig Harbor Staff.
2. Attend one onsite pre-construction meeting.

SEATTLE

1200 6th Avenue

Suite 1620

Seattle, WA 98101-3117

206.267.2425 TEL

www.ahbl.com



3. Attend up to eight weekly construction meetings.
4. Review submittals (planting, soil amendment, irrigation, etc.), as needed.
5. Support City in response to RFIs.
6. Two site visits and field reports during construction to review planting design intent is being met and to review irrigation and site subgrade preparation.
7. One site visit and punchlist.
8. One site visit and back-punchlist.

Landscape Architecture Post Construction – Task 44

9. Provide Record Drawings, both CAD and PDF formats.

Reimbursable Expenses – Task 90

10. Reimbursable expenses such as mileage and reprographics. This scope of work will be billed on a time and expense basis, with an estimate provided below.

Billing Summary

We propose to bill for these services on a time and expense basis, with a not-to-exceed amount provided for Task 43 and estimates provided for Tasks 44 and 90.

<u>Items</u>	<u>Description</u>	<u>Task No.</u>	<u>Amount</u>
Items 1-8	Construction Administration (T&E, NTE)	T-43	\$12,328
Item 9	Landscape Architecture Post-Construction (T&E est.)	T-44	1,900
Item 10	Reimbursable Expenses (T&E est.)	T-90	150
Total			\$14,378

You may not want us to provide some of the services listed above. We can discuss these services and the number of hours with you and make adjustments, as necessary.

Some of the tasks listed are influenced by factors outside of our control. 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. The task numbers on the invoice will correlate with this proposal.



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, e.g., arborist, geotechnical and traffic engineers, or wetlands, wildlife, and other specialists, if required by the review agency.
- b) Preparation, submittal, or securing of permits including, but not limited to:
 - 1) Forest Practices Applications or permits from the Department of Natural Resources for logging operations.
 - 2) National Pollutant Discharge Elimination Systems Baseline General Permits or the associated Notice of Intent from the Department of Ecology for stormwater discharge to surface waters.
 - 3) Hydraulic Permit Applications from the Washington State Department of Fish and Wildlife for work in stream buffers or floodplain areas.
- c) 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 others.
- d) Environmental impact statement.
- e) Costs associated with the excavation of soils logs for the evaluation of onsite soils.
- f) Offsite improvements.
- g) Design of retaining wall features in excess of 3 feet or miscellaneous site features, unless otherwise noted.
- h) Wetland mitigation design and monitoring.
- i) Costs associated with reconsiderations of agency decisions.
- j) Costs associated with preparing and filing variances, etc.
- k) Costs associated with the publication of legal notices in the newspaper.
- l) Costs associated with the preparation and installation of public notice signs.
- m) Costs associated with title reports or other legal documents.
- n) Costs associated with substantial redesign after preparation of design development drawings.
- o) Preparation of maintenance manuals, reports, or certification testing of installed improvements.



- p) Additional inspections that are a result of contractor non-compliance to the plans or specifications.
- q) Preparation of documents using metric units of measure.
- r) Dividing the design work into more than one phase of work.

Although we do assist the owner during the construction process, this proposal is for design services only and in no way implies we are construction managers.

If you find this proposal acceptable, please prepare your standard contract amendment. Our receipt of the signed contract amendment or your written authorization will be our notification to proceed.

If you have any questions, please call me at (253) 383-2422.

Sincerely,

Sarah Singleton-Schroedel, PLA
Senior Landscape Architect

SS/lsk

Enclosures

c: Craig Skipton, Stuart Johnson - AHBL
Accounting

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LANDSCAPE ARCHITECTURE SERVICE MATRIX

CIP-2404 Harbor Hill Drive Landscape Mitigation

2250718.40, Tasks 43 & 44

REVISED: January 27, 2026

Task 43	Hours						
	Director of Landscape Architecture	Senior Landscape Architect	Landscape Architect 2	Landscape Architect 1	Landscape Designer 2	Senior Landscape Technician	Technical Editor
Construction Administration							
Project Coordination/Internal Kickoff	1	4		4	1		
Pre-Construction Meeting				2			
Attend up to eight construction meetings				8	8		
Review planting, irrigation, soil submittals				8			
Support review of RFIs				4			
Two site visits and field reports				8	8		
One site visit and punch list				4	4		
One site visit and backpunch				8	8		
QA/QC		6					
	1	10	0	46	28	0	0

Director of Landscape Architecture	1 @ \$230/hr	\$230.00
Senior Landscape Architect	10 @ \$180/hr	\$1,800.00
Landscape Architect 2	0 @ \$159/hr	\$0.00
Landscape Architect 1	46 @ \$149/hr	\$6,854.00
Landscape Designer 2	28 @ \$123/hr	\$3,444.00
Senior Landscape Technician	0 @ \$144/hr	\$0.00
Technical Editor	0 @ \$129/hr	\$0.00
Task Total		\$12,328.00

Task 44	Hours						
	Director of Landscape Architecture	Senior Landscape Architect	Landscape Architect 2	Landscape Architect 1	Landscape Designer 2	Senior Landscape Technician	Technical Editor
Landscape Architecture Post-Construction							
Record Drawings	1						
QA/QC		1		10			
	1	1	0	10	0	0	0

Director of Landscape Architecture	1 @ \$230/hr	\$230.00
Senior Landscape Architect	1 @ \$180/hr	\$180.00
Landscape Architect 2	0 @ \$159/hr	\$0.00
Landscape Architect 1	10 @ \$149/hr	\$1,490.00
Landscape Designer 2	0 @ \$123/hr	\$0.00
Senior Landscape Technician	0 @ \$144/hr	\$0.00
Technical Editor	0 @ \$129/hr	\$0.00
Task Total		\$1,900.00

Reimbursable Expenses (T&E estimate) **\$150.00**

GRAND TOTAL **\$14,378.00**

UPCOMING GIG HARBOR CITY MEETINGS
ALL AGENDA ITEMS TENTATIVE – SUBJECT TO CHANGE

Please see the meeting agenda for specific details on how to attend: <https://www.gigharborwa.gov/811/Agendas-Minutes>

Day	Date	Time	Group	Agenda Items
M	Feb. 9	5:30pm	City Council Meeting	<i>see agenda</i>
TH	Feb. 12	3:00pm	City Council Study Session	• Legislative Update – Shelly Helder (30-min) • 2025 Season-end South Sound Mobile Pumpout Report (20-min)
TU	Feb. 17	11:00am	Arts Commission	• Election of Chair and Vice Chair
TH	Feb. 19	5:30 pm	Planning Commission	• Introduction of New Commissioner • Election of Chair and Vice Chair
M	Feb. 23	5:30pm	City Council Meeting	Presentation: • Black History Month Proclamation • Retirement Ceremony for Lt Fred Douglas • Swearing in of New Lt Consent: • Services Agreement with YMCA for Phase 1 of Gig Harbor Sports Complex • Resolution/Ordinance XXXX Adopting Revised Business Hours for the Civic Center Business: • Milton Ave Non-user Statute Street Vacation • Ordinance 15XX Wage Schedule Amendment • Resolution 1353 (PW Emergency Construction Project)
TH	Feb. 26	3:00pm	City Council Study Session	• Manganese Feasibility Study Discussion and Next Steps (15-min) • South Sound Military and Communities Partnership (SSMCP) Presentation (30-min)
M	Mar. 9	5:30pm	City Council Meeting	Presentation: • GGHF – GH Senior Center Building Update (Joyce Schultz) • Eddon Boatyard House/BoatShop Update (Guy Hoppen/Matea Eastland)
M	Mar. 23	5:30pm	City Council Meeting	
M	Apr. 13	5:30pm	City Council Meeting	Presentation: • GH Junior Sailing Update (Joan Storkman)