

AGENDA
GIG HARBOR CITY COUNCIL MEETING
Monday, January 24, 2022 – 5:30 p.m.
Virtual Meeting

This may 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 City Council Meeting Procedures at the end of this agenda for information on options to make public comment.

CALL TO ORDER/ROLL CALL

1. Oath of Office for Councilmember Mary Barber

PLEDGE OF ALLEGIANCE

CHANGES TO THE AGENDA

CONSENT AGENDA

1. Approval of City Council Minutes

Documents:

[City Council Special Meeting Minutes - January 3, 2022.pdf](#)
[City Council Minutes - January 10, 2022.pdf](#)
[City Council Special Meeting Minutes - January 18, 2022.pdf](#)

2. Receive & File

Documents:

[Parks Commission Minutes - December 1, 2021.pdf](#)
[Planning Commission Minutes - December 16, 2021.pdf](#)

3. Purchase Authorization - Brush Chipper

Documents:

[AGENDA BILL Brush Chipper Purchase Authorization.pdf](#)

4. Approval of Professional Services Contract - WWTP On-Call Engineering Services

Documents:

[AGENDA BILL WWTP On-Call Engineering Services.pdf](#)

5. Approval of Professional Services Contract - Commercial Fishing Homeport Design and Permitting

Documents:

6. Approval of Professional Services Contract - Annual Pavement Maintenance and Repair

Documents:

[AGENDA BILL Annual Pavement Maintenance and Repair.pdf](#)

7. Approval of Vouchers

Check numbers 97020 through 97135 and ACH payments in the amount of \$821,256.83.

PRESENTATIONS

- 1. Federal Funding Opportunities - Representative Derek Kilmer**
- 2. Harbor History Museum Maritime Gallery - Executive Director Stephanie Lile**

MAYOR'S REPORT

- 1. Update on City Council Retreat**

CITY ADMINISTRATOR'S REPORT

PUBLIC COMMENT ON NON-AGENDA ITEMS

NEW BUSINESS

1. Election of Mayor Pro Tempore

PROPOSED MOTION: *Move to appoint Councilmember Robyn Denson as Mayor Pro Tempore.*

- a) Report: City Clerk Josh Stecker
- b) Clarifying questions from Council
- c) Public comment
- d) Council deliberation and action

Documents:

[AGENDA BILL Appointment of Mayor Pro Tempore.pdf](#)

2. Appointment of Council Representation to Advisory Bodies

PROPOSED MOTION: *Move to recommend appointment of councilmembers to advisory bodies as listed.*

- a) Report: City Clerk Josh Stecker
- b) Clarifying questions from Council

- c) Public comment
- d) Council deliberation and action

Documents:

[AGENDA BILL Council Committee Assignments.pdf](#)

COUNCIL REPORTS / COMMENTS

ANNOUNCEMENT OF UPCOMING MEETINGS

1. **City Council Study Session - Thursday, January 27 at 2:00 p.m.**
2. **City Council Retreat - Saturday, January 29 at 9:00 a.m.**
3. **City Council/Planning Commission Joint Meeting - Thursday, February 3 at 5:00 p.m.**

EXECUTIVE SESSION

1. **To consider the acquisition of real estate per RCW 42.20.100 (1)(b)**

ADJOURN

PUBLIC COMMENT & DECORUM

The City Council desires to allow a maximum opportunity for public comment.

However, the business of the City must proceed in an orderly, timely manner. The purpose of a Council meeting is to conduct the City's business; it is not a public forum. The Open Public Meetings Act does not require that members of the public be allowed to participate or speak.

Speakers will be allotted 3 minutes per individual, unless revised by the Mayor.

Public comment may be made remotely via Zoom or by phone during designated portions of the meeting. To speak during the meeting, press the Raise Hand button near the bottom of your Zoom window or press *9 on your phone. Please refrain from raising your hand until the Mayor has announced that she has opened the public comment portion of the meeting. Your name or the last three digits of your phone number will be called out when it is your turn to speak. When using your phone to call in, you may need to press *6 to unmute yourself. All speakers will have up to three minutes to speak.

Instead of speaking live, you may submit comments in writing by email before the meeting. Your comments must be provided to the City Clerk by 3:00 p.m. on the day of the meeting. All written comments must be able to be read in 3 minutes or less to be included in the record and must state "FOR PUBLIC COMMENT" in the subject line of the email. In addition, comments must include the name and address

of the person submitting the comments. Email comments to cityclerk@gigharborwa.gov. Written comments will be read during the appropriate agenda item.

All remarks shall be addressed to the Council as a body and not to any specific councilmember. All speakers shall be courteous in their language and deportment and shall not engage in or discuss or comment on personalities or indulge in derogatory remarks or insinuations with regard to any councilmember, the Mayor, or any member of the staff or the public.

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.

MINUTES
GIG HARBOR CITY COUNCIL SPECIAL MEETING
Monday, January 3, 2022 – 3:00 p.m.

CALL TO ORDER / ROLL CALL: Mayor Markley called the meeting to order. Councilmembers Denson, Henderson, Lykins, Rodenberg, Storset and Woock were present.

NEW BUSINESS

1. **Filling a Vacancy on the City Council** – City Clerk Josh Stecker provided an overview of the process for filling a council vacancy. Councilmembers discussed options and expectations for the application process.

MOTION: Move to direct the mayor to begin the councilmember appointment process as outlined in Administrative Policy A-13-01 (Woock/Denson)

VOTE: Unanimously approved.

2. **Direction to Suspend City Council Standing Committees** – City Clerk Josh Stecker provided an overview of the current council committee structure and outlined a proposal from the mayor and staff to suspend committee meetings.

MOTION: Move to direct the mayor to suspend scheduling of all city council committee meetings through June 2022 and to schedule regular city council study sessions for the Thursdays immediately following each regular city council meeting of each month at 3:00 p.m. The city council shall appoint ad hoc committees to conduct interviews for vacancies that may arise on the city's various advisory bodies. (Woock/Lykins)

VOTE: Unanimously approved.

City Administrator Tony Piasecki reported on an upcoming meeting with Senator Emily Randall to discuss the future of the Gig Harbor Sports Complex on January 6.

ADJOURN: The meeting adjourned at 3:45 p.m.

Joshua Stecker, CMC
City Clerk

MINUTES FOR GIG HARBOR CITY COUNCIL MEETING
Monday, January 10, 2021 – 5:30 p.m.
Virtual Meeting

CALL TO ORDER / ROLL CALL: Mayor Markley called the meeting to order at 5:30 p.m. Councilmembers Denson, Henderson, Lykins, Rodenberg, Storset and Woock were present.

CONSENT AGENDA:

1. City Council Minutes: City Council Minutes - December 13, 2021
2. Appointment of Stephanie Lile and Georgina Armstrong to the Parks Commission
3. Appointment to the Design Review Board (POSTPONED TO A FUTURE MEETING)
4. Approving Collective Bargaining Agreement with Teamsters Local 313
5. Approving Memorandum of Understanding with Teamsters Local No.117
6. Resolution 1228 Rejecting all Bids for the Ancich Park Advanced Mitigation Project
7. Approval of Payroll for the Month of December - Checks #8327 through #8333 and direct deposit transactions in the total amount of \$706,541.18.
8. Approval of Vouchers: Check numbers 96771 through 96886 and ACH payments in the amount of \$754,632.23; Check numbers 96887 through 97019 and SCH payments in the amount of \$764,628.67.

MOTION: Move to approve the Consent Agenda (Woock/Rodenberg).

VOTE: Unanimously approved.

PRESENTATION: Sarah Stancikas and Heather Maher spoke to Council about the Swim Safe Gig Harbor program that strives to provide water safety education and swim lesson opportunities for children.

MAYOR'S REPORT: Mayor Markley reported on a busy first week and thanked the community for the warm welcome.

CITY ADMINISTRATOR'S REPORT: Interim City Administrator Tony Piasecki reported on recruitments in process.

PUBLIC COMMENT ON NON-AGENDA ITEMS: Thomas Wick submitted written comment on stormwater runoff.

NEW BUSINESS:

1. **First Reading and Adoption of Ordinance 1481 Amending the 2022 Budget**
– Human Resources Director Kameil Borders introduced the ordinance which revises salary schedules for all employees to account for cost-of-living adjustments.

MOTION: Move to approve Ordinance 1481 (Woock/Denson)

VOTE: Unanimously approved.

- 2. Resolution 1229 Amending Resolution 1224 Approving 2022 Lodging Tax Expenditures** – Tourism & Communications Director Laura Pettitt introduced the resolution which amends the list of lodging tax awards recipients.

MOTION: Move to approve Resolution 1229 (Rodenberg/Henderson)

VOTE: Unanimously approved.

COUNCIL REPORTS / COMMENTS: Councilmember Woock reported on the December 14 Public Works Committee Meeting and the December 13 Board & Commission Candidate Review Committee meeting. Councilmember Rodenberg reported on the Finance & Safety Committee meeting of December 20.

Councilmember Denson thanked staff for response to recent snow event. Councilmember Woock commented on the need to address the fire marshal's authority to suspend fireworks use over the 4th of July. Councilmember Woock and Councilmember Storset reported on meeting with Senator Randall and others on the future of the Gig Harbor Sports Complex. Councilmember Henderson commented on the need for a public message campaign on the Harborview/Stinson Roundabout.

Interim City Administrator Tony Piasecki and Community Development Director Katrina Knutson reported on several bills going forward in the legislature this session.

ADJOURN: The meeting adjourned at 6:39 p.m.

Joshua Stecker, CMC
City Clerk

MINUTES
GIG HARBOR CITY COUNCIL SPECIAL MEETING
Monday, January 18, 2022 – 1:00 p.m.

CALL TO ORDER / ROLL CALL: Mayor Markley called the meeting to order. Councilmembers Denson, Henderson, Lykins, Rodenberg, Storset and Woock were present.

NEW BUSINESS

1. **City Council Vacancy Interviews** – City Clerk Josh Stecker provided an overview of the process for filling a council vacancy and conducting interviews.

Councilmember Henderson announced that he was recusing himself from discussion of candidate Gary Glein. Councilmember Lykins announced that she was recusing herself from discussion of candidates Gary Glein and Les McCallum.

MOTION: Move to interview Mark Hoppen, Katrin Dietz, Les McCallum and Mary Barber for the vacancy on the city council (Woock/Denson).

After discussion, Council amended the motion as follows:

AMENDED MOTION: Move to interview Mark Hoppen, Katrin Dietz, Les McCallum, Mary Barber and Gary Glein for the vacancy on the city council
VOTE: Motion passed 4-0 (Lykins and Henderson abstained)

Council interviewed Gary Glein, Mark Hoppen, Mary Barber and Les McCallum. Katrin Dietz withdrew her name from consideration.

Council went into recess at 2:09 p.m. Council reconvened at 2:14 p.m.

EXECUTIVE SESSION: Council went into executive session at 2:53 p.m. to evaluate the qualifications of a candidate for appointment to elective office per RCW 42.30.110(1)(h) for 15 minutes. Mayor Markley announced action will be taken following the executive session.

The executive session was extended at 3:08 p.m. until 3:20 p.m. At 3:20 p.m. council resumed regular session.

Councilmembers Henderson and Lykins announced they were withdrawing their previous recusals and would vote for the best qualified candidate.

The mayor opened the meeting for nominations to the vacant position from council. Councilmember Woock nominated Mary Barber. Councilmember Rodenberg nominated Gary Glein.

MOTION: Move to close nominations (Storset/Woock)

VOTE: Unanimously approved.

VOTE ON NOMINEES: Councilmembers Denson, Lykins and Rodenberg voted for Gary Glein; Councilmembers Henderson, Woock and Storset voted for Mary Barber. No candidate received the required four votes to secure appointment.

EXECUTIVE SESSION: Council went into executive session at 3:31 p.m. to evaluate the qualifications of a candidate for appointment to elective office per RCW 42.30.110(1)(h) for 15 minutes. At 3:46 p.m. council resumed regular session.

VOTE ON NOMINEES: Councilmembers Denson and Rodenberg voted for Gary Glein; Councilmembers Henderson, Woock, Lykins and Storset voted for Mary Barber. Mary Barber received four votes and was appointed to the vacancy on the city council.

ADJOURN: The meeting adjourned at 3:57 p.m.

Joshua Stecker, CMC
City Clerk

MINUTES
GIG HARBOR PARKS COMMISSION
Wednesday, December 1, 2021 – 5:30 p.m.
Virtual Meeting (via Zoom webinar)

CALL TO ORDER / ROLL CALL

Parks Commission Members: Present – Chair Ben Coronado, Vice Chair Mary Barber, Roger Henderson, Will Appleton, Anastasia Wright. Absent – Louise Tieman (excused)

City Council Liaison: Spencer Abersold

Staff: Public Works Director Jeff Langhelm, Public Works Assistant Terri Garrison

APPROVAL OF MINUTES

Approval of November 3, 2021 Parks Commission Meeting Minutes

MOTION: Move to approve the November 3, 2021 Parks Commission Minutes, as amended to correct the spelling of Vicki Diamond's name.

Barber / Appleton - Motion passed unanimously

PRESENTATION: Conservation Property Acquisition – Mayor Kit Kuhn provided a presentation highlighting six parcels totaling 23.9 acres that the City is proposing to purchase as conservation property located between Burnham Drive and the Cushman Trail, to the north of the Wastewater Treatment Plant.

OLD BUSINESS

1. **PROS Plan Update** – Vice Chair Barber provided an update of the PROS Plan Update. Chair Ben Coronado gave an overview of the virtual Open House results. Commissioner Henderson reviewed the draft Goals and Policies. Commission members may provide any additional comments to the Subcommittee by December 2. The next step is to review the draft plan at a Joint Work Study Session with City Council on December 9.

NEW BUSINESS

None

PUBLIC COMMENT

Georgina Armstrong, 4340 Borgen Blvd, GH – Provided the following written comments regarding the PROS Plan Update survey results:

I'm really pleased that the City offered a public survey to guide it in future planning in the PROS Plan Update.

I thought the number of people who submitted answers to the August survey - 1,352 - was impressive. Even though the number was much lower for the November survey (203), it was still a very good number for a second survey, as such surveys aren't likely to achieve the same high participation rate as the first. Also, it replaced an in-person meeting at a much higher participation rate than would likely have been seen at a Parks Commission meeting at city hall. Additionally, it gave an opportunity for more detailed information on previously-asked questions.

On the August survey, I wanted to draw your attention to the reference in the introduction that informed respondents about "projects underway that will add new amenities to the park system" and the "addition of a new sports complex." While I understand the reasoning in bringing them up, the survey itself regularly used the words "current" and "existing" and, in the final sentence of the introduction, it said, "We ask that you consider needs for the future as you evaluate recreation amenities." You can't evaluate an amenity that currently doesn't exist. So, it will be important not to infer that respondents would have included projects in the pipeline as they answered questions about the current status of the park system, and what they want to see added that isn't already included in the list of parks that was in the August survey. If the City had wanted the public's opinion on those, they could have inserted such questions into the survey. The pickle ball supporters appear to have understood that point as is reflected in their comments in the addendum of the November survey, even though they have been assured of pickle ball courts being added in the first phase of the Sports Complex.

The next thing is that the summary of results of the August survey does not appear to be complete. Under "Survey Methodology" it states: "This report includes findings of community opinions based principally on mailed survey responses. Each section also notes differences between demographic groups and among responses to the online-only survey, where applicable." I now understand that the online surveys changed the interest and support percentages, and because there are groups that will be proposing adding amenities to existing parks, I would like to request that the full summary of results be posted on the City's website as well as the November survey results.

When I saw how much the dog park numbers had fallen in the Online Open House, I was wishing that the community garden had been included so that I could see if it, too, was unable to maintain its similar level of interest from the August survey. As you know, there's a great deal of work that goes into planning an amenity, and any information on the level of interest in the community can be indicative of whether it might end up being under-utilized as some of our parks currently are.

Since the consultant will be writing the PROS Plan Update, an area of concern that I have is when words in questions are changed in the narrative. Even if it's a subtle change, it can infer a slightly different context than was perceived by respondents in answering the original question.

An example of this would be from Question #4 of the Online Open House survey which asked respondents to put in order of priority how the city should "Develop existing city-owned park property" and the consultant's analysis of the results was that "Respondents indicated the top priority as building new parks on city-owned parklands." There is a small, but significant difference between "developing existing park property" and "building new parks on parklands," especially given that the results of the survey were strongly in favor

of not building new parks, but maintaining and adding new amenities to existing ones. So, whatever is suggested for the PROS Plan Update that comes from the survey results should be specific to the questions that were being asked.

One thought I had, as to why respondents put the acquisition of additional open space or natural areas and the acquisition of additional parkland as their lowest priorities in the August survey, was that it asked respondents to rank any such acquisition against maintaining existing, developed parks, trails and open space, installing new amenities in existing parks and expanding trail opportunities. As you know, respondents just want to work with what we already have, but I had another thought as to why the two questions asking about whether or not Gig Harbor should acquire more land to develop received the lowest priority. I, too, had ranked both at the lowest level, but my thinking for doing so was that I didn't want to risk any new acquisition being used to develop anything since there's been an incredible amount of construction and an even more concerning destruction of forest and wildlife habitats. This might also have been the case when the respondents were asked the two questions: if there was "enough land for today" and "enough land for the future." The former scored 13.3% and the latter a very low 5.0%, but the reasoning appears to have been verified in the various questions on the topic that were included in the November survey.

One example would be that there was strong support (76.4%) for adding "natural areas that allow trails, boardwalks and wildlife viewing." When adding "passive activities like picnicking" to that acquisition, the score dropped by almost 10 percentage points to 56.9%. I think it reflects that respondents just don't want to have anything constructed in natural areas, but prefer to leave the open space as unaltered as possible, with the exception of trails. It was also interesting to note that respondents are also not interested in preserving and restoring the land for "habitat and not people" which came in at 30.5%. This indicates the desire to use the land and incorporate it into the daily exercise activities of respondents. In that way, they view natural land as spaces for active use.

Again, the purpose for acquiring natural areas is affirmed with the question dealing with "adding natural areas for viewing wildlife and expanding trails" which received 53.1% as a first priority. Coming in at a very distant second was using such an acquisition for more traditional modes of active recreation, such as sports fields and playgrounds, which received 20.3% support. If you combine the first priority and second priority rankings for these two acquisitions, the former gets a score of 77.7% and the latter 37.3%. (It should also be noted at this point, that the August survey showed a total of 11% of respondents using sports fields a few times a week, with 17% using them a few times a month; in the November survey, when asked which parks they visit, a similar question resulted in 19% of respondents indicating that sports fields were the main reason their household visits Gig Harbor parks which ranked 13th out of a list of 18.)

Aside from the possibility that respondents are tired of construction, it is also possible that they no longer want to see the destruction of our forest, and they value land conservation and wildlife habitat protection over more construction of new parks which would entail the removal of more forest. In fact, wildlife habitats have suffered greatly with all the development that has taken place over the past ten years as Gig Harbor's population growth increased 59% which is a phenomenal figure.

Development in north Gig Harbor has brought with it increased impacts of noise pollution and heavy traffic. We can easily hear traffic on highway 16; in fact it's become my alarm

clock around 6 am. While expanding trails throughout Gig Harbor for better connectivity for walkers, joggers and bikers had a lot of support, it is the north area of Gig Harbor that feels the most unconnected. Finding a way to combine trails and sidewalks to link directly from Harbor Hill to the waterfront would be a boon for those living in that area and is reflected on both surveys. It was also discussed at a stakeholders' meeting I attended, as well as conversations I've had with residents in that area.

The results of the surveys show, quite convincingly, a demographic of residents who enjoy walking, jogging and biking within natural, open space areas. They want to be more connected to all parts of the city while leaving their vehicle at home and it would be great if the City could help them accomplish that goal.

I would request that, before the City takes down any more trees, even if there is a new park in the pipeline, that an environmental impact study be required that includes: noise and light pollution, traffic, parking, and anticipated impacts on natural resources, wildlife habitats, stormwater runoff, and Gig Harbor's storied aesthetic. Without fully understanding the extent of such impacts, we run the risk of losing the Gig Harbor everyone, including tourists, have come to love and admire.

Ann and Bob Alness, 4340 Borgen Blvd, GH – Provided written comments regarding the PROS Plan Update:

As a retired primary school educator I would love to see more opportunities for children, of all ages, to explore with sight, sound, touch and smell nature through trails, paths, displays and designated viewing stations for water and woods creatures.

As a resident of Herons Key I see activity at the musical stations and walking the pond and I envision the long view.

A community garden section would offer families a place to grow a garden with their children and most likely our senior citizens at Herons Key would join in with their knowledge and skill!

PARKS UPDATE REPORT – Public Works Director Langhelm provided general park update information and answered questions, noting a few recent developments not included in the published update.

- Parks Manager position – Matthew Keough has been hired as the City's Parks Manager and will be starting on December 27.

COMMITTEE REPORTS

Arts Commission Report – Lynn Stevenson provided updates on the following Arts Commission projects: Harbor Arbor Art in Grandview Forest, Call for Artists for art in to go in the sidewalk at the Harborview/Stinson roundabout and plans for the 2022 Creative Endeavor Grants.

ADJOURN

MOTION: Move to adjourn at 7:22 p.m.

Coronado / Henderson - Motion passed unanimously



**Minutes Planning Commission
Gig Harbor Civic Center
Thursday, December 16, 2021
5:00 P.M.**

- I. 5:00 p.m. - Call to order**
- II. Roll call:** Commissioner Hoeksema, Commissioner Bennett, Commissioner Krawczyk, Commissioner Soltess, Commissioner Grina, Commissioner Brown & Commissioner Bradbury
Staff: Carl deSimas, Principal Planner & Michelle Thomas, Planning Technician
- III. Approval of Minutes:** December 2, 2021 Motion Bradbury/Bennett all in favor
minutes approved as written
- IV. Agenda Items**
 - a. Urban Growth Area Analysis – Presentation Andrew Bjorn with Berk Consulting and Commission discussion
- V. Other Business**

Next meeting Thursday, January 20, 2021, no meeting January 6, 2021
- VI. Adjournment:** Motion Krawczyk /Grina all in favor meeting adjourned at 6:53



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

Meeting Date: January 24, 2022

SUBJECT: Purchase Authorization – Brush Chipper

PURPOSE & RECOMMENDATION: The purpose of this agenda bill is to approve the purchase of a brush chipper.

SUGGESTED MOTION: Approve and authorize the Mayor to execute the purchase of a Brush Chipper with Winch from WTD Equipment for their price quotation of \$80,784.00.

SUBMITTED BY: Jeff Langhelm, Public Works Director

DEPARTMENT: Public Works/Operations Division

PHONE: 853-7630

BACKGROUND INFORMATION: The City of Gig Harbor identified the need to purchase a replacement brush chipper in the 2022 Budget. The proposed brush chipper is larger than the existing chipper and includes a winch to reduce potential staff injuries.

DISCUSSION: The City's existing brush chipper is over 25 years old and is past its serviceable life. The new equipment will provide additional safety measures for employees who will no longer be required to manually lift or transport materials needing disposal. This new equipment will also have the ability to handle larger items.

FISCAL CONSIDERATION: This purchase is made in accordance with Resolution 1066 through an Interlocal Purchasing Agreement with Sourcewell (formerly NJPA) Contract No. 062117-BAN. The costs for this capital equipment purchase will be divided between the following four operating funds: Parks, Street, Water, and Storm. Please note, the sales tax rate provided in the quote is incorrect. The City will adjust the sales tax rate upon invoicing. Below is a summary of the costs with discounts.

Purchase Price	\$85,000.00
Sourcewell Discount - 12%	(\$10,200.00)
Sales Tax (8.0% @ City Shop)	\$ 5,984.00
Total Price	\$80,784.00

Expenditure Required: \$80,784.00	Amount Budgeted: \$85,000.00	Appropriation Required: \$0
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BOARD/COMMISSION/COMMITTEE RECOMMENDATION: None

ATTACHMENTS: WTD Equipment Quote #136851

REVIEWED BY:

☒ Mayor

☐ City Administrator

☐ City Attorney
☐ Finance Director

☐ Department Head



WTD Equipment
19940 Old Owen Road
Monroe, WA 98272
USA
877-503-0583 (Phone)

QUOTATION			
Quote #	Quote Created	Last Updated	Salesperson
136851	December 16, 2021 12:50 PM by WTD Equipment	December 16, 2021 12:51 PM by WTD Equipment	Clinton Southwick
CUSTOMER:			
Ken Andrews, City of Gig Harbor . Gig Harbor, wa . USA 253-851-8136 (Phone)			
INTIMIDATOR 15XP (15" DRUM STYLE) BRUSH BANDIT			
Qty	Part #	Description	
1	MODEL-15XP	Intimidator 15XP - (15" Drum Style) Brush Bandit	
STANDARD EQUIPMENT			
Qty	Part #	Description	
1	STANDARD	37" diameter x 18 3/4" wide drum with (4) 5/8" X 5 1/2" X 9" dual edge knives	
1	STANDARD	"Drum Shear Bar" spans full width of the drum mounted in the upper portion of the drum housing potentially creating a slicing action of a winch line or climber's rope	
1	STANDARD	Patented 'power slot' assists in maximizing chip velocity. The power slot also provides a place for fine material to escape that might tend to lie in the belly of the drum.	
1	STANDARD	25 gallon steel fuel tank with magnetic drain plug, lockable filler cap, and aluminum sight gauge	
1	STANDARD	12 gallon steel hydraulic tank with magnetic drain plug, lockable filler cap, and aluminum sight gauge	
1	STANDARD	Slide box feed system (includes adjustable spring on each side) with (2) horizontal feed wheels 10 5/8" diameter x 18 3/4" wide, driven by (2) 32.3 CID hydraulic motors.	
1	STANDARD	Hydraulic lift cylinder - utilizes a hydraulic cylinder to raise or provide down pressure for the top feed wheel	
1	STANDARD	Bottom feed wheel clean out door (opens via spring latch pin allowing dirt and debris to fall out extending knife and component life)	
1	STANDARD	360 degree HAND crank swivel discharge (height adjustable) with 12" adjustable chip deflector	
1	STANDARD	Clean out and inspection door on discharge bottom	
1	STANDARD	29" high x 54" wide tapered infeed hopper with 30" fold down infeed hopper tray, heavy-duty taillight covers, and spring lift assists	
1	STANDARD	(2) Last chance safety pull cables	
1	STANDARD	Round control bar - located around top and sides of infeed hopper with 3 control positions (forward / stop / reverse)	
1	STANDARD	Wooden pusher tool with mount on infeed hopper	
1	STANDARD	3/16" x 2" x 6" rectangular tubing with a 3/8" x 3" x 6" tubular tongue	
1	STANDARD	Frame / Fender supports	
1	STANDARD	Lockable aluminum toolbox	
1	STANDARD	5/16" (G70) safety chains with spring loaded latch hooks	
0	STANDARD	8,000 pound capacity tongue jack with 15" of travel and foot pad	
1	STANDARD	12 volt system with rubber mounted LED taillights, 6 prong replaceable coiled power cord & protected heavy-duty wiring with junction box, and LED clearance lights with reflectors.	
1	STANDARD	Banded chipper drive belts (adjustable via a sliding engine system)	
1	STANDARD	Pressure check kit - Gauge is NOT included	
1	STANDARD	Weather resistant manual container	

1	STANDARD	Engine disable plug for hood locking pin-preventing engine from operating without pin in place
1	STANDARD	(1) weatherproof machine manual (includes safety, operation and parts sections) also (1) engine and clutch manual is included if applicable
1	STANDARD	Spanish & English combination safety decals

PAINT

Qty	Part #	Description
1	333-28984	Standard Imron Industrial Urethane Green

ENGINE

Qty	Part #	Description
1	990-RC1533-115	John Deere 4045HFC04, 139 horsepower engine with NACD spring loaded clutch - Tier 4 FINAL (Includes 2 year / 2,000 hour engine warranty)

CONTROL SYSTEM AND ENGINE INSTALLATION

Qty	Part #	Description
1	911-6000-44	Murphy PV380 panel with reversing auto feed for John Deere 125 / 139 horsepower diesel engines (Includes 1,000 CCA battery with aluminum battery box) - Panel is mounted off of engine shroud in lockable composite cover

CLUTCH

Qty	Part #	Description
1	990-100962	Clutch is included with engine / motor

DRIVE SYSTEM

Qty	Part #	Description
1	990-101035	Standard drive system for engine horsepower options up to 145 horsepower

INFEED

Qty	Part #	Description
1	OPTION-980-5000-73	Dinamic winch with line docking station and manual push button feed assist (Includes 5/16" diameter x 200' Teufelberger rope with 12" loop installed) (Includes (1) manual rear stabilizer)

FEED SYSTEM

Qty	Part #	Description
1	OPTION-915-5000-	Double Teeth (Bottom Feed Wheel) (15" drums / 250)

AXLE

Qty	Part #	Description
1	990-1016-02	Single 10,000 pound Torflex axle with electric brakes (0 degree down trail) (Will be 4 1/2" shorter than 45 degree down trail) (Now 900-5910-70)

TIRES/RIMS

Qty	Part #	Description
1	990-100406	(2) 215/75R 17.5" tires mounted on 8-bolt heavy-duty gray rims (8,000 pound axles on up)

FENDER

Qty	Part #	Description
1	990-100415	Aluminum bolt on fenders (Approximately 1/4" thick)

HITCH

Qty	Part #	Description
1	990-100274	2-1/2" Wallace Forge Pintle Hitch

ADD-ON OPTIONS**Cone Holder**

Qty	Part #	Description
1	OPTION-905-5000-71	Hoop style cone holder (weld on)

Tongue Jack		
Qty	Part #	Description

1 **OPTION-905-5000-** 10,000 pound capacity tongue jack with spring return pad

Wiring		
Qty	Part #	Description

1 **OPTION-905-5000-** Option 7 Prong (Flat/RV Style) to 6 Prong Coiled Cord

CUSTOMER TOTALS		
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Total Unit Price:		\$ 85000.00
Customer Discount:	12.0000 %	- \$ 10200.00
Sales Tax:	9.0000 %	\$ 6732.00
Customer Total:		\$ 81532.00

SIGNATURE		
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The Buyer, whose name and address appears above, agrees to purchase from the Seller, whose name and address appears above, the above equipment at the prices stated and upon the terms and conditions of this agreement.

X

Signature

Date



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

Meeting Date: January 24, 2022

SUBJECT: Approval of Professional Services Contract - WWTP On-Call Engineering Services

PURPOSE & RECOMMENDATION: The purpose of this agenda bill is to execute a Professional Services Contract that will provide on-call engineering services at the City's Wastewater Treatment Plant. This work is recommended by Staff.

SUGGESTED MOTION: Approve and authorize the Mayor to execute a Professional Services Contract with Advanced Industrial Automation in an amount not to exceed \$47,000.00.

SUBMITTED BY: Darrell Winans, Supervisor

DEPARTMENT: Public Works/Wastewater

PHONE: 253-851-8999

BACKGROUND INFORMATION: Advanced Industrial Automation previously assisted the City with upgrades and improvements to the City's supervisory control and data acquisition (SCADA) system at the City's Wastewater Treatment Plant and Collection System. The City requires ongoing assistance associated with the system. This contract provides for Advanced Industrial Automation's continued assistance on an on-call basis for the 2022 budget cycle.

DISCUSSION: The purpose of this agenda bill is to execute a Professional Services Contract with Advanced Industrial Automation for on-call engineering services.

FISCAL CONSIDERATION: This expenditure is included in the 2022 Wastewater Operating Professional Services budget.

Expenditure Required: \$47,000.00	Amount Budgeted: \$47,000.00	Appropriation Required: \$0
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BOARD/COMMISSION/COMMITTEE RECOMMENDATION: None.

ATTACHMENTS: Professional Services Contract, Exhibit A – Scope of Work, Exhibit B – Schedule of Rates.

REVIEWED BY:

☒ Mayor
☒ City Administrator
☒ City Attorney

☒ Finance Director
☒ Department Head

**PROFESSIONAL SERVICES CONTRACT
BETWEEN THE CITY OF GIG HARBOR AND
ADVANCED INDUSTRIAL AUTOMATION**

THIS AGREEMENT is made by and between the City of Gig Harbor, a Washington municipal corporation (the "City"), and Advanced Industrial Automation, a corporation (the "Consultant").

RECITALS

WHEREAS, the City is presently engaged in On-Call Engineering Services at the Wastewater Treatment Plant and desires that the Consultant perform services necessary to provide the following consultation services; and

WHEREAS, the Consultant agrees to perform the services more specifically described in the Scope of Work including any addenda thereto as of the effective date of this Agreement, all of which are attached hereto as **Exhibit A – Scope of Work**, and are incorporated by this reference as if fully set forth herein;

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

TERMS

1. **Retention of Consultant - Scope of Work.** The City hereby retains the Consultant to provide professional services as defined in this Agreement and as necessary to accomplish the scope of work attached hereto as **Exhibit A** and incorporated herein by this reference as if set forth in full. The Consultant shall furnish all services, labor and related equipment necessary to conduct and complete the work, except as specifically noted otherwise in this Agreement.

2. **Payment.**

A. The City shall pay the Consultant an amount based on time and materials, not to exceed Forty-Seven Thousand Dollars and No Cents (\$47,000.00) for the services described in Section 1 herein. This is the maximum amount to be paid under this Agreement for the work described in **Exhibit A**, and shall not be exceeded without the prior written authorization of the City in the form of a negotiated and executed supplemental agreement. The Consultant's staff and billing rates shall be as described in **Exhibit B – Schedule of Rates and Estimated Hours**. The Consultant shall not bill for Consultant's staff not identified or listed in **Exhibit A** or bill at rates in excess of the hourly rates shown in **Exhibit B**, unless the parties agree to a modification of this Contract, pursuant to Section 17 herein.

B. The Consultant shall submit monthly invoices to the City after such services have been performed, and a final bill upon completion of all the services described in this Agreement. The City shall pay the full amount of an invoice within 45 days of receipt. If

the City objects to all or any portion of any invoice, it shall so notify the Consultant of the same within 15 days from the date of receipt and shall pay that portion of the invoice not in dispute, and the parties shall immediately make every effort to settle the disputed portion.

3. **Duration of Work.** The City and the Consultant agree that work will begin on the tasks described in **Exhibit A** immediately upon execution of this Agreement. The parties agree that the work described in **Exhibit A** shall be completed by December 31, 2022; provided however, that additional time shall be granted by the City for excusable days or extra work. Further, the parties may extend the duration of this Agreement consistent with the terms of Section 17 below.

4. **Termination.** The City reserves the right to terminate this Agreement at any time upon ten (10) days written notice to the Consultant. Any such notice shall be given to the address specified above. In the event that this Agreement is terminated by the City other than for fault on the part of the Consultant, a final payment shall be made to the Consultant for all services performed. No payment shall be made for any work completed after ten (10) days following receipt by the Consultant of the notice to terminate. In the event that services of the Consultant are terminated by the City for fault on part of the Consultant, the amount to be paid shall be determined by the City with consideration given to the actual cost incurred by the Consultant in performing the work to the date of termination, the amount of work originally required which would satisfactorily complete it to date of termination, whether that work is in a form or type which is usable to the City at the time of termination, the cost of the City of employing another firm to complete the work required, and the time which may be required to do so.

5. **Non-Discrimination.** The Consultant agrees not to discriminate against any customer, employee or applicant for employment, subcontractor, supplier or materialman, because of race, color, creed, religion, national origin, marital status, sex, sexual orientation, age or handicap, except for a bona fide occupational qualification. The Consultant understands that if it violates this provision, this Agreement may be terminated by the City and that the Consultant may be barred from performing any services for the City now or in the future.

6. **Independent Status of Consultant.** The parties to this Agreement, 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.

7. **Indemnification.**

A. The Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers, harmless from any and all claims, injuries, damages, losses or suits including attorney's fees, arising out of or resulting from the negligent or wrongful acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

B. 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 Consultant and the City, its officers, officials, employees or volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

8. Insurance.

A. The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

B. No Limitation. The Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City of Gig Harbor's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance. The Consultant shall obtain at no cost to the City and maintain said insurance in force for the duration of this agreement, insurance of the types described below:

1. 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.
2. 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, independent contractors and personal injury and advertising injury. The City shall be named by endorsement as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Professional's profession.

D. Minimum Amounts of Insurance. The Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Employer's Liability, each accident \$1,000,000, Employer's Liability Disease-each employee \$1,000,000, and Employer's Liability Disease - Policy Limit \$1,000,000.
4. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim.

E. Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance as respect to the City of Gig Harbor. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute to it.
2. The City of Gig Harbor will not waive its right to subrogation against the Consultant. The Consultant's insurance shall be endorsed acknowledging that the City of Gig Harbor will not waive its right to subrogation. The Consultant's insurance shall be endorsed to waive the right of subrogation against the City of Gig Harbor, or any self-insurance, or insurance pool coverage maintained by the City of Gig Harbor.
3. The Consultant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, unless thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
4. 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.

F. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII and licensed to conduct business in the State of Washington.

G. Verification of Coverage. The Consultant shall furnish the City 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 Consultant before commencement of the work.

9. Ownership and Use of Work Product. Any and all documents, drawings, reports, and other work product produced by the Consultant under this Agreement shall become the property of the City upon payment of the Consultant's fees and charges therefore. The City shall have the complete right to use and re-use such work product in any manner deemed appropriate by the City, provided, that use on any project other than that for which the work product is prepared shall be at the City's risk unless such use is agreed to by the Consultant.

10. City's Right of Inspection. Even though the Consultant is an independent contractor with the authority to control and direct the performance and details of the work authorized under this Agreement, the work must meet the approval of the City and shall be subject to the City's general right of inspection to secure the satisfactory completion thereof. The Consultant agrees to comply with all federal, state, and municipal laws, rules, and regulations that are now effective or become applicable within the terms of this Agreement to the Consultant's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

11. Records.

A. The Consultant shall keep all records related to this Agreement for a period of three years following completion of the work for which the Consultant is retained. The Consultant shall permit any authorized representative of the City, and any person authorized by the City for audit purposes, to inspect such records at all reasonable times during regular business hours of the Consultant. Upon request, the Consultant will provide the City with reproducible copies of any such records. The copies will be provided without cost if required to substantiate any billing of the Consultant, but the Consultant may charge the City for copies requested for any other purpose.

B. Consultant acknowledges that the City is an agency governed by the public records disclosure requirements set forth in chapter 42.56 RCW. Consultant shall fully cooperate with and assist the City with respect to any request for public records received by the City concerning any public records generated, produced, created and/or possessed by Consultant and related to the services performed under this Agreement. Upon written demand by the City, the Consultant shall furnish the City with full and complete copies of any such records within ten business days. Consultant's failure to timely provide such records upon demand shall be deemed a material breach of this Agreement. To the extent that the City incurs any monetary penalties, attorneys' fees, and/or any other expenses as a result of such breach, the Consultant shall indemnify and hold harmless the City as set forth in Section 7. For purposes of this section, the terms "public records" and "agency" shall have the same meaning as defined by chapter 42.56 RCW, as construed by Washington courts.

C. The provisions of this section shall survive the expiration or termination of this Agreement.

12. Work Performed at the Consultant's Risk. The Consultant shall take all precautions necessary and shall be responsible for the safety of its employees, agents, and subconsultants in the performance of the work hereunder and shall utilize all protection necessary for that purpose. All work shall be done at the Consultant's own risk, and the Consultant shall be responsible for any loss of or damage to materials, tools, or other articles used or held by the Consultant for use in connection with the work.

13. Non-Waiver of Breach. The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver

or relinquishment of said covenants, agreements, or options, and the same shall be and remain in full force and effect.

14. Resolution of Disputes and Governing Law.

A. Should any dispute, misunderstanding, or conflict arise as to the terms and conditions contained in this Agreement, the matter shall first be referred to the City Engineer or Director of Operations and the City shall determine the term or provision's true intent or meaning. The City Engineer or Director of Operations shall also decide all questions which may arise between the parties relative to the actual services provided or to the sufficiency of the performance hereunder.

B. If any dispute arises between the City and the Consultant under any of the provisions of this Agreement which cannot be resolved by the City Engineer or Director of Operations determination in a reasonable time, or if the Consultant does not agree with the City's decision on the disputed matter, jurisdiction of any resulting litigation shall be filed in Pierce County Superior Court, Pierce County, Washington. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. The prevailing party in any such litigation shall be entitled to recover its costs, including reasonable attorney's fees, in addition to any other award.

15. Written Notice. All notices required to be given by either party to the other under this Agreement shall be in writing and shall be given in person or by mail to the addresses set forth below. Notice by mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, addressed as provided in this paragraph.

CONSULTANT:
ATTN: Jon Mathison, P.E.
Advanced Industrial Automation
617 NW 44th Street
Seattle, WA 98107-4432
(425) 836-3386

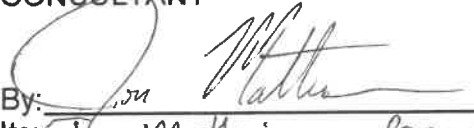
City of Gig Harbor
ATTN: Darrell Winans, Supervisor
City of Gig Harbor
3510 Grandview Street
Gig Harbor, WA 98335
(253) 851-6170

16. Subcontracting or Assignment. The Consultant may not assign or subcontract any portion of the services to be provided under this Agreement without the express written consent of the City.

17. Entire Agreement. This Agreement represents the entire integrated agreement between the City and the Consultant, superseding all prior negotiations, representations or agreements, written or oral. This Agreement may be modified, amended, or added to, only by written instrument properly signed by both parties hereto. If extending the duration of the Agreement only, the parties may agree to such duration extension by written instrument approved and signed by the Consultant and by the Department Director if all other terms of the Agreement are unchanged and remain in full force and effect for the entire new duration of the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement this _____
day of _____, 20____.

CONSULTANT

By: 
Its: Don Mathison, President

CITY OF GIG HARBOR

By: _____
Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

City of Gig Harbor – 2022 Professional Services Exhibit A – Scope of Work

Background: City of Gig Harbor On-call Engineering Services

Electrical systems, communication, instrumentation, and control are critical to the Gig Harbor waste water collection and treatment systems. The existing SCADA (Supervisory Control and Data Acquisition) System and controllers need to be supported 24/7. Proposed Consultant has extensive experience with SCADA system, instrumentation, communications, and controllers. Using the Consultant for this task will be a cost effective solution in supporting city operations.

Task 1 – Provide engineering support services for Gig Harbor communications, instrumentation, control, and low voltage systems. AIA will provide on-site and telephone engineering support and maintenance recommendations for the City of Gig Harbor SCADA System. This task will include the following:

- On-site maintenance and engineering support for the industrial computer system equipment. This includes the PLC, workstations, monitors, bulk storage devices, instrumentation, telemetry, communication devices, and peripheral equipment as directed by city staff.
- Field change orders and/or updates recommended by the manufacturer and approved by city staff shall be installed.
- Upgrades, modifications, and enhancements per direction of city staff.
- Operator training as needed.

Task 2 – Provide design and construction support engineering services for the City of Gig Harbor communications, instrumentation, control, and low voltage systems. AIA will provide engineering support and recommendations for the City of Gig Harbor systems. This task will include the following:

- Engineering report(s) detailing system issues or enhancements as requested by city staff.
- Plans and specifications to update and upgrade systems in a manner consistent with city requirements.
- Construction Support Services as necessary to include submittal review, respond to RFIs, review of work performed by Contractor or others to ensure it meets the requirements of the electrical and controls system.

Key Assumptions:

- City staff to request Task 1 or Task 2 work on an as-needed basis.

ELECTRICAL ENGINEERING FEE PROPOSAL DATA SHEET						
<i>Advanced Industrial Automation</i>						
PROJECT: City of Gig Harbor On-Call Services			DATE 1/6/2022			
OWNER: CITY OF GIG HARBOR						
ESTIMATE BY: JON P. MATHISON, P.E.			\$150.73	\$144.79	\$144.79	\$100.27
NO	DESCRIPTION OF PHASE SERVICES	Electrical hours				TOTAL
		PE	EE1	EE2	DESIGN	
1	On-Call Electrical Engineering Services					
a	Task 1 - Engineering support services	40	120	-	24	25,810
b	Task 2 - Design and construction support services	40	60	-	60	20,733
						-
	REIMBURSABLES					
a	Mileage					400
b	Other (tolls)					57
	BASIS					
a	One-year period from date of above					
b	Hours used on an on-call basis					
c	Mileage based on current GSA rate					
	On-Call Electrical Engineering Services	80	180	-	84	47,000



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

Meeting Date: January 24, 2022

SUBJECT: Commercial Fishing Homeport Design and Permitting - Professional Services Contract

PURPOSE & RECOMMENDATION:

The purpose of this agenda bill is to provide a Professional Services Contract with Davido Consulting Group, Inc. for the Commercial Fishing Homeport Design and Permitting project. Staff has reviewed the Scope and Fee and recommend approval of the contract.

SUGGESTED MOTION: Approve and authorize the Mayor to execute a Professional Services Contract with Davido Consulting Group, Inc. in an amount not to exceed \$147,922.00.

SUBMITTED BY: Stephanie Seibel, PE Associate Engineer

DEPARTMENT: Public Works/Engineering

PHONE: 253-853-7626

BACKGROUND INFORMATION: In 2013, the City passed Resolution 949 to capture the visioning process for Ancich Waterfront Park (Park) and continues to guide the development of the site, even with the Park uplands now open to the public.

Previous work at the Park has created collaborative and compatible uses within the community, preserved the historic net shed and views of the open waters of Gig Harbor bay, as well as provided boat storage opportunities and public access to the water and shoreline.

One over-arching goal of Resolution 949 that remains to be completed includes providing a dock for moorage for commercial fishing vessels.

In 2019 the City gathered Ancich Park stakeholder representatives, including commercial fishing operators, neighbors, the Gig Harbor Canoe and Kayak Racing Team, and the general public, for discussions on how to best implement the Homeport.

In 2020, the City and Davido Consulting Group (DCG) worked with local fishermen, adjacent property owners, and other Homeport parties to develop and consider commercial fishing moorage needs, impacts, benefits, and various dock layout alternatives that were considered as part of the City's Commercial Fishing Homeport Feasibility Study (Study).

The site is intended to provide a connection between land and water for a variety and size of watercraft and user abilities, therefore the primary concern and focus is to provide the safest facility for these users that are sharing the water.

The purpose of the Study was to provide economic analysis and community opinions for the layout of the proposed Homeport dock based on current and future demand, including project feasibility relative to proportionate impacts while considering potential mitigation and safety improvements. Throughout the study, DCG interviewed members of the local fishing fleet and Park neighbors, held meetings with City Council, evaluated decision criteria for the Homeport, and developed a discussion of possible traffic and parking impacts the Homeport would have on the neighborhood. The Study also included economic information that quantified the direct costs and revenues the Homeport would have for the City.

The Study resulted in the passage of Resolution 1210 that adopted a conceptual layout for the Commercial Fishing Homeport.

DISCUSSION: The proposed scope and fee will provide the City with a fully designed and permitted set of bidding documents in 2023 for construction of the Commercial Fishing Homeport Design.

FISCAL CONSIDERATION: The 2022 Budget allocated \$110,000 for the Commercial Fishing Homeport Design and Permitting. Along with this project the Budget also allocated another \$150,000 for Construction funds for the Jerkovich Pier Advanced Mitigation Project. The Advanced Mitigation project was not awarded this past year, in favor of rolling the project work back into the Commercial Fishing Homeport project.

2022 Expense Summary

Design and Permitting	\$110,000
Total	\$110,000

2022 Funding Summary

General Fund	\$110,000
Total	\$110,000

Staff acknowledge that the project is higher than originally anticipated, however the unused funds from the Advanced Mitigation project will provide sufficient funds to cover the difference.

The following list describes tasks that have been adjusted, added, or made more difficult since the original budgetary estimates.

1. Similar to the design concept for the Community Paddler's Dock, the original cost estimate assumed the contractor would provide elements of the float as design/build elements. However, this approach has caused significantly extended time frames for the construction of the floats for the Community Paddler's Dock. Therefore this work provides for DCG to develop a fully designed float system for fabrication prior to bidding to accelerate the construction time frame for the project.
2. Fender/bumper (added) - The fishermen requested adding of a bumper/fender on the water side edge of the Ancich pier to aid mooring.

3. Electrical service upgrade Concept Study (added) – Examine a full service upgrade to allow 50 amp services at all of the slips. This will allow the City and the fleet to consider the costs and benefits of a service upgrade. This cost does not include design budget.
4. Macrovegetation dive (added and higher difficulty) – Previous camera based investigations for kelp and eel grass showed kelp. After consultation with the subconsultant it was determined that a full dive of the potential kelp and eel grass would be the safest route for permitting to have the best possible documentation for the microvegetation on site.
5. Fleet Meetings (added) - Additional time was added to allow three design review meetings with the fleet.
6. Building Department level based design (added) – At the planning level it was originally planned to complete a Performance based design criteria. To maintain control of the design of this project to make structures complimenting the Paddler's dock structures, the City decided to perform a full, stamped department level design for this project.

Expenditure Required: \$ 147,922.00	Amount Budgeted: \$ 110,000	Appropriation Required: \$ 0
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BOARD/COMMISSION/COMMITTEE RECOMMENDATION: N/A

ATTACHMENTS: Professional Services Contract including the Davido Consulting Group Scope and Fee

REVIEWED BY:

- ☐ Mayor
☐ City Administrator
☐ City Attorney

- ☐ Finance Director
☐ Department Head

**PROFESSIONAL SERVICES CONTRACT
BETWEEN THE CITY OF GIG HARBOR AND
DAVIDO CONSULTING GROUP, INC.**

THIS AGREEMENT is made by and between the City of Gig Harbor, a Washington municipal corporation (the "City"), and Davido Consulting Group, Inc. a Washington corporation (the "Consultant").

RECITALS

WHEREAS, the City is presently engaged in Design of the Commercial Fishing Homeport project and desires that the Consultant perform services necessary to provide the following consultation services; and

WHEREAS, the Consultant agrees to perform the services more specifically described in the Scope of Work including any addenda thereto as of the effective date of this Agreement, all of which are attached hereto as **Exhibit A – Scope of Work**, and are incorporated by this reference as if fully set forth herein;

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

TERMS

1. **Retention of Consultant - Scope of Work.** The City hereby retains the Consultant to provide professional services as defined in this Agreement and as necessary to accomplish the scope of work attached hereto as **Exhibit A** and incorporated herein by this reference as if set forth in full. The Consultant shall furnish all services, labor and related equipment necessary to conduct and complete the work, except as specifically noted otherwise in this Agreement.

2. **Payment.**

A. The City shall pay the Consultant an amount based on time and materials, not to exceed One Hundred Forty-Seven Thousand Nine Hundred Twenty-Two Dollars and No Cents (\$147,922.00) for the services described in Section 1 herein. This is the maximum amount to be paid under this Agreement for the work described in **Exhibit A**, and shall not be exceeded without the prior written authorization of the City in the form of a negotiated and executed supplemental agreement. The Consultant's staff and billing rates shall be as described in **Exhibit A – Schedule of Rates and Estimated Hours**. The Consultant shall not bill for Consultant's staff not identified or listed in **Exhibit A** or bill at rates in excess of the hourly rates shown in **Exhibit A**, unless the parties agree to a modification of this Contract, pursuant to Section 17 herein.

B. The Consultant shall submit monthly invoices to the City after such services have been performed, and a final bill upon completion of all the services described in this Agreement. The City shall pay the full amount of an invoice within 45 days of receipt. If

the City objects to all or any portion of any invoice, it shall so notify the Consultant of the same within 15 days from the date of receipt and shall pay that portion of the invoice not in dispute, and the parties shall immediately make every effort to settle the disputed portion.

3. Duration of Work. The City and the Consultant agree that work will begin on the tasks described in **Exhibit A** immediately upon execution of this Agreement. The parties agree that the work described in **Exhibit A** shall be completed by March 1, 2023; provided however, that additional time shall be granted by the City for excusable days or extra work. Further, the parties may extend the duration of this Agreement consistent with the terms of Section 17 below.

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5. Non-Discrimination. The Consultant agrees not to discriminate against any customer, employee or applicant for employment, subcontractor, supplier or materialman, because of race, color, creed, religion, national origin, marital status, sex, sexual orientation, age or handicap, except for a bona fide occupational qualification. The Consultant understands that if it violates this provision, this Agreement may be terminated by the City and that the Consultant may be barred from performing any services for the City now or in the future.

6. Independent Status of Consultant. The parties to this Agreement, 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.

7. Indemnification.

A. The Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers, harmless from any and all claims, injuries, damages, losses or suits including attorneys fees, arising out of or resulting from the negligent or wrongful acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

B. 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 Consultant and the City, its officers, officials, employees or volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

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A. The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

B. No Limitation. The Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City of Gig Harbor's recourse to any remedy available at law or in equity.

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2. 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, independent contractors and personal injury and advertising injury. The City shall be named by endorsement as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Professional's profession.

D. Minimum Amounts of Insurance. The Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Employer's Liability, each accident \$1,000,000, Employer's Liability Disease-each employee \$1,000,000, and Employer's Liability Disease - Policy Limit \$1,000,000.
4. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim.

E. Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance as respect to the City of Gig Harbor. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute to it.
2. The City of Gig Harbor will not waive its right to subrogation against the Consultant. The Consultant's insurance shall be endorsed acknowledging that the City of Gig Harbor will not waive its right to subrogation. The Consultant's insurance shall be endorsed to waive the right of subrogation against the City of Gig Harbor, or any self-insurance, or insurance pool coverage maintained by the City of Gig Harbor.
3. The Consultant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, unless thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
4. 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.

F. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII and licensed to conduct business in the State of Washington.

G. Verification of Coverage. The Consultant shall furnish the City 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 Consultant before commencement of the work.

9. Ownership and Use of Work Product. Any and all documents, drawings, reports, and other work product produced by the Consultant under this Agreement shall become the property of the City upon payment of the Consultant's fees and charges therefore. The City shall have the complete right to use and re-use such work product in any manner deemed appropriate by the City, provided, that use on any project other than that for which the work product is prepared shall be at the City's risk unless such use is agreed to by the Consultant.

10. City's Right of Inspection. Even though the Consultant is an independent contractor with the authority to control and direct the performance and details of the work authorized under this Agreement, the work must meet the approval of the City and shall be subject to the City's general right of inspection to secure the satisfactory completion thereof. The Consultant agrees to comply with all federal, state, and municipal laws, rules, and regulations that are now effective or become applicable within the terms of this Agreement to the Consultant's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

11. Records.

A. The Consultant shall keep all records related to this Agreement for a period of three years following completion of the work for which the Consultant is retained. The Consultant shall permit any authorized representative of the City, and any person authorized by the City for audit purposes, to inspect such records at all reasonable times during regular business hours of the Consultant. Upon request, the Consultant will provide the City with reproducible copies of any such records. The copies will be provided without cost if required to substantiate any billing of the Consultant, but the Consultant may charge the City for copies requested for any other purpose.

B. Consultant acknowledges that the City is an agency governed by the public records disclosure requirements set forth in chapter 42.56 RCW. Consultant shall fully cooperate with and assist the City with respect to any request for public records received by the City concerning any public records generated, produced, created and/or possessed by Consultant and related to the services performed under this Agreement. Upon written demand by the City, the Consultant shall furnish the City with full and complete copies of any such records within ten business days. Consultant's failure to timely provide such records upon demand shall be deemed a material breach of this Agreement. To the extent that the City incurs any monetary penalties, attorneys' fees, and/or any other expenses as a result of such breach, the Consultant shall indemnify and hold harmless the City as set forth in Section 7. For purposes of this section, the terms "public records" and "agency" shall have the same meaning as defined by chapter 42.56 RCW, as construed by Washington courts.

C. The provisions of this section shall survive the expiration or termination of this Agreement.

12. Work Performed at the Consultant's Risk. The Consultant shall take all precautions necessary and shall be responsible for the safety of its employees, agents, and subconsultants in the performance of the work hereunder and shall utilize all protection necessary for that purpose. All work shall be done at the Consultant's own risk, and the Consultant shall be responsible for any loss of or damage to materials, tools, or other articles used or held by the Consultant for use in connection with the work.

13. Non-Waiver of Breach. The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver

or relinquishment of said covenants, agreements, or options, and the same shall be and remain in full force and effect.

14. Resolution of Disputes and Governing Law.

A. Should any dispute, misunderstanding, or conflict arise as to the terms and conditions contained in this Agreement, the matter shall first be referred to the City Engineer or Director of Operations and the City shall determine the term or provision's true intent or meaning. The City Engineer or Director of Operations shall also decide all questions which may arise between the parties relative to the actual services provided or to the sufficiency of the performance hereunder.

B. If any dispute arises between the City and the Consultant under any of the provisions of this Agreement which cannot be resolved by the City Engineer or Director of Operations determination in a reasonable time, or if the Consultant does not agree with the City's decision on the disputed matter, jurisdiction of any resulting litigation shall be filed in Pierce County Superior Court, Pierce County, Washington. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. The prevailing party in any such litigation shall be entitled to recover its costs, including reasonable attorney's fees, in addition to any other award.

15. Written Notice. All notices required to be given by either party to the other under this Agreement shall be in writing and shall be given in person or by mail to the addresses set forth below. Notice by mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, addressed as provided in this paragraph.

CONSULTANT:
ATTN: Steve Robert, P.E.
Davido Consulting Group, Inc.
9706 4th Ave, Suite 300
Seattle, WA 98115
206-523-0024

City of Gig Harbor
ATTN: Jeff Langhelm, P.E.
City of Gig Harbor
3510 Grandview Street
Gig Harbor, WA 98335
(253) 851-6170

16. Subcontracting or Assignment. The Consultant may not assign or subcontract any portion of the services to be provided under this Agreement without the express written consent of the City.

17. Entire Agreement. This Agreement represents the entire integrated agreement between the City and the Consultant, superseding all prior negotiations, representations or agreements, written or oral. This Agreement may be modified, amended, or added to, only by written instrument properly signed by both parties hereto. If extending the duration of the Agreement only, the parties may agree to such duration extension by written instrument approved and signed by the Consultant and by the Department Director if all other terms of the Agreement are unchanged and remain in full force and effect for the entire new duration of the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement this _____
day of _____, 20____.

CONSULTANT

By: Steven M. Robert
Its: Principal

Digitally signed by
Steve
Date: 2022.01.12
12:46:20 -08'00'

By: _____
Its: _____

CITY OF GIG HARBOR

By: _____
Tracie Markley, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

EXHIBIT A - SCOPE OF WORK

January 10, 2022

City of Gig Harbor
3589 Harborview Dr
Gig Harbor, WA 98332
Attn: Jeff Langhelm

Re: Proposal for Structural and Environmental Services
Commercial Fishing Homeport Design Phase

Dear Jeff,

David Consulting Group, Inc. (DCG) is pleased to submit a proposal for the Commercial Fishing Homeport. In this proposal, we have summarized the project understanding, DCG's scope of work, deliverables, assumptions, schedule, and fees.

Project Understanding

The City of Gig Harbor (City) has completed multiple phases of development at the Ancich Waterfront Park designed by DCG's marine engineering group. Work included restoration of the historic Ancich Netshed and pier, installation of the Jerkovich catwalk, widening of the Harborview Drive sidewalk, and construction of a boat storage facility. The Community Paddler's dock, providing a launch point for human powered craft, is currently under construction and will be completed in March 2022. Funding has now been approved to proceed with design of the Homeport Fishing dock concept identified in the 2020 feasibility study by the City and DCG. The City, DCG's team and local fisherman identified criteria for the dock and helped generate various configurations. The study concluded that Alternative E was preferred. The concept was further refined and finalized as Gig Harbor City Council Resolution 1210 Alternative G, dated 06/03/21. (Figure 1).

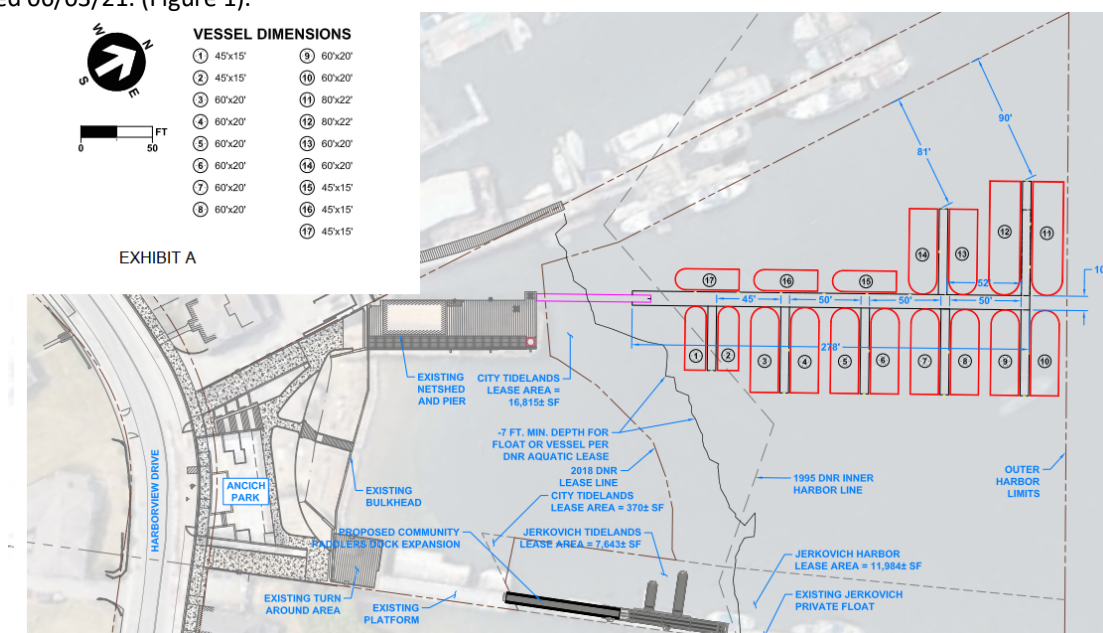


Figure 1. Resolution 1210 Alternative G

Elements of the proposed facility included in this design phase include but are not limited to; minor pier modifications to accommodate the gangway, timber Jerkovich pier removal, new gangway from the Ancich pier, steel guide piles, floating dock modules, lighting, pump out unit and service pipes, electrical pedestals, fire suppression standpipe system, new rub-strips on the waterward side of the Ancich pier with associated detailing, and potable water service at the pedestals.

The purpose of this scope of work is to fully permit the project and advance the engineering plans specifications and estimates to a final stamped bid package.

Scope of Work

The attached fee estimate (Attachment 1) summarizes budgets for the following tasks:

Task 1 – Plan Specifications and Cost Estimates

The purpose of this task is to engineer the structural members, pilings, gangways, utilities, and floats. Work under this task includes structural calculations, sketches, and iterative design of site geometry and details. DCG will host a virtual Kick-Off Meeting with the City and subconsultants to address questions, concerns, and begin establishing the desired schedule. DCG will progress the dock design from concept level to 100% during this phase. The City will be provided drafts for comment at 30%, 60% and 90%. DCG will design potable water and fire suppression systems for the dock. Lighting, feeders, and pedestal design will be performed by Harbor Power. (3) review meetings are included at submittal milestones to discuss comments with the City and fishing operators. During this phase, DCG will prepare the following documents:

1. Basis of Design document stating all components, loads and equipment and finishes to be provided.
2. DCG will issue PDF format Plans, Specifications and Engineer's Estimate (PS&E) for review by the City. Technical specifications will be provided in CSI format. Upon final submittal, stamped and signed drawings will be provided in both original CAD and PDF format. We anticipate (6) structural sheets and (2) electrical sheets showing plan, elevation, sections, and details. A summary of the PS&E submittals is provided below:
 - 30% Design Level
 - 60% Design Level
 - 90% Design Level
 - 100% Issued for Bid Submittal
3. Structural design calculations prepared by a professional engineer licensed to practice in Washington State. DCG proposes a different strategy than was done for the Community Paddler's dock. We propose that we fully design and obtain building permits for all elements including the gangway and floats. This floating dock needs to conform to the design of the community paddler's dock where appropriate to match the aesthetic and utilize similar parts. There will be certain elements, identified during design, where the Homeport facility should deviate from the paddler's dock design, but either way, DCG needs to fully design it and leave less flexibility for fabricators to change the design.

Task 2 – Permit Package

Concurrently with task 1, our team will draft all necessary applications, drawings, and support documentation as needed to obtain the approved permits. Depending on the final design and comments received from the agencies, the list of anticipated permits include:

State/Federal Package:

1. JARPA
 - a. Attachment E
2. JARPA Drawings
3. Biological Assessment
 - a. Marine Mammal Monitoring Plan
 - b. Macrovegetation Dive Survey and findings report performed by Marine Surveys and Assessments (MSA).
4. Mitigation plan including the Jerkovich pier removal and any other migration necessary.

Local Package:

1. SEPA Environmental Checklist
2. Agent Authorization
3. Critical Areas Report
4. Design Review
5. Design Manual Checklist
6. Drawing Sets
7. Floodplain Development App
8. Major Site Plan Review Checklist
9. Master Planning Application
10. No Net Loss Form
11. Nonconforming Structure
12. Shoreline Substantial Development
13. Transportation Concurrency

Following submittal of the permit package, it will be necessary to engage in coordination with the various agencies over project impacts and what level/type of mitigation will be acceptable, should mitigation be needed. Drafting of mitigation plans is not included in this scope.

Task 3 – Community Outreach

DCG will conduct two meetings with the City Council and/or stakeholders. The feasibility study vetted the concept, and we feel we have approval to submit permits without stakeholder meetings. City staff will be the only reviewers prior to the permit submittal. These meetings are assumed to happen between the 60% and 100% level to present the aesthetic and detailed amenities to stakeholders. The meetings are assumed to be in Gig Harbor at City Hall. DCG will prepare meeting materials and develop a PowerPoint presentation for the meetings. Two DCG representatives will attend each meeting. Each meeting is assumed to last 2 hours in total and an additional hour per meeting is budgeted for travel time (mileage and travel time starts at the Pierce County line).

Task 4 – Management

DCG proposes continued work on this task capturing all management related tasks and monthly invoicing by the Project Manager. It also includes all coordination meetings and all managerial work needed to progress the project forward on schedule and within budget.

Task 5 – Bid Support

DCG will provide support to the City while the project is advertised for public bid. We will respond to questions that arise and prepare addendums, stamped by a licensed PE as necessary. Final bids will be reviewed we will make a recommendation for award. DCG will attend the virtual bid opening meeting

Deliverables

DCG will submit the following Deliverables:

DESCRIPTION	COPIES*	DESCRIPTION/SIZE/FORMAT
Basis of Design	As Required	PDF, color, 8 ½"x11"
Structural Design Calculations	As Required	PDF, color, 8 ½"x11"
30% Plans Specs and Estimate	As Required	PDF, color, 11"x17"
60% Plans Specs and Estimate	As Required	PDF, color, 11"x17"
Stakeholder power point and meeting Minutes	As Required	PDF, color, 11"x17"
90% Plans Specs and Estimate	As Required	PDF, color, 11"x17"
Issued for Bid Stamped Design Plans	As Required	PDF, color, 11"x17"
Draft Permit Package	As Required	PDF, color, 8 ½"x11"
Final Permit Package	As Required	PDF, color, 8 ½"x11"
Approved Permits	As Required	PDF, color, 8 ½"x11"

*Note: DCG has provided a budget for expenses including printing/copying costs. If the Client requests printing/copying resulting in costs higher than the budget amount, then additional expenses will apply at the rates shown on the attached 2021 DCG In-House Photocopy Rates (Attachment 3).

Scope Exclusions/Assumptions

The following assumptions apply to this proposal:

1. This scope of work includes one round of City revisions to the permit package and one revision from the review agencies.
2. Permits beyond those listed in Task 2 are not included in this scope of work.
3. Environmental field studies, beyond the scoped underwater macrovegetation survey, are not included in this scope of work.
4. Mitigation plans for the removal of the Jerkovich pier, previously developed will be integrated into the drawing set and mitigation plan. It is not known if supplemental mitigation will be required. Additional scope may be required if additional mitigation is identified.
5. The gangway and floating dock will not be designed as a performance specification. DCG will fully engineer all elements.
6. Geotechnical information from the Ancich Park project by PND engineers will be utilized for design. Actual soil conditions may vary. If pile installation depths cannot be achieved, the Engineer or contractor will assess the need for a claim of unforeseen conditions.
7. Agencies will ultimately approve the floating dock in the alternative E configuration.
8. The plan view layout of the Alt E facility was selected in the feasibility study by City Council and will not be examined further. The "footprint" is set.
9. Coastal engineering will not be required. We will assume a 1.5 foot significant wake. Sediment transport will not be evaluated.

Schedule

DCG will begin work immediately following authorization to proceed. A draft project schedule is below:

Design and Permitting Phase

- | | |
|-------------------------------------|--------------------------------|
| • NTP | February 2022 |
| • Submit 30% PS&E | March 2022 |
| • Submit federal Permits | March 2022 |
| • Submit 60% PS&E | May 2022 |
| • Stakeholder meeting | June 2022 |
| • Submit Local Permits | June 2022 |
| • Submit 90% Design | November 2022 |
| • Stakeholder meeting | January 2023 |
| • Submit 100% Design for Public Bid | March 2023 |
| • Public Bid | April to June 2023 |
| • All Permits in Hand | April to June 2023 (estimated) |
| • Bid Support | Spring/Summer 2023 |

Future work

- | | |
|--|---------------|
| • Start Construction (not in scope) | Summer 2023 |
| • In-Water Construction (not in scope) | Winter 2023 |
| • Construction Complete (not in scope) | February 2024 |

Payment

The cost of work for services described below shall be on an hourly service basis. Further breakdown of costs is provided in Attachment I – Fee Estimate.

- | | |
|--|----------|
| 1. Plans Specifications calcs and Cost Estimates | \$71,892 |
| 2. Permit Package | \$25,848 |
| 3. Community Outreach..... | \$11,444 |
| 4. Management..... | \$11,432 |
| 5. Bid Support..... | \$5,944 |

Estimated Expenses.....	\$97
Harbor Power Scope.....	\$14,260
Marine Survey and Assessments.....	\$7,005

Total Fee.....\$147,922

Hourly Rate Schedule attached for reference.

Conclusion

We're very excited to see this next phase of work at a site we have worked on for so many years. If our proposal is satisfactory, please sign and return one copy of this proposal to us. We appreciate the opportunity and look forward to working with you towards the successful completion of the project. Please do not hesitate to contact us if you have any questions.

Sincerely,

Davido Consulting Group, Inc.

Steve Robert, PE
Principal of Marine and Environmental

Attachments: Attachment 1 – Fee Estimate
 Attachment 2 – 2021 Hourly Rates Summary

Attachment 1 – Fee Estimate



Date: 1/10/2022

DAVIDO CONSULTING GROUP, INC.
PROFESSIONAL ENGINEERING SERVICES ESTIMATE

Project: Commercial Fishing Homeport
Client: City of Gig Harbor
DCG PM: Steve Robert, PE

Construction Support

DCG LABOR CATEGORIES								
Task No.	Task Description	Principal Eng VI	Engineer IV	Environmental Scientist III	Engineer II - Civil	Environmental Scientist I	Total Hours	Sub total
1	Plan Specifications and Cost Estimates							
	Basis of Design document	4	4		24	4	36	\$4,212
	30% PS&E	20	40	4	30		94	\$13,228
	60% PS&E	8	40	4	20		72	\$9,936
	90% PS&E	8	40	4	20		72	\$9,936
	100% PS&E	16	40	4	20		80	\$11,424
	Calculation package	20	32		120		172	\$21,112
	Review meetings	3	8		3		14	\$2,044
								\$71,892
2	Permit Package							
	Federal Package	4	4	20		40	68	\$7,168
	Local Package	4	4	16		32	56	\$6,000
	Revisions	4	4	16		32	56	\$6,000
	Agency comment allowance	4	4	16		40	64	\$6,680
								\$25,848
3	Community Outreach							
	Material preparation	6	32	8		8	54	\$7,444
	Meetings	8	8				16	\$2,656
	Minutes	2	2			8	12	\$1,344
								\$11,444
4	Management							
	Phone Calls and Emails	16	16	16			48	\$7,264
	Admin	8	10	10			28	\$4,168
	Subtotal							\$11,432
5	Bid Support							
	Bid support	8	16		20		44	\$5,944
								\$5,944

TOTAL ESTIMATED HOURS BY LABOR CATEGORY 143 304 118 257 164 986

HOURLY RATE \$186.00 \$146.00 \$122.00 \$106.00 \$85.00

TOTAL ESTIMATED CHARGES BY LABOR CATEGORY \$26,598 \$44,384 \$14,396 \$27,242 \$13,940 \$126,560

Subtotal: \$126,560
Harbor Power \$14,260
MSA \$7,005
DCG Expenses: \$97
TOTAL ESTIMATED MAXIMUM FEES: \$147,922

City of Gig Harbor - Gig Harbor Homeport							
Electrical Engineering & Design - Construction Documents							
By: Ed David				Date: 6-Jan-22			
TASK	Estimated Man-hours					EXTENSION	FEE PER PHASE
	PRINCIPAL	ENGINEER	DESIGNER	CAD OPERATOR	TOTAL HOURS		
1. Site Investigation/Meetings					12.0		\$1,860
Site Investigation	4.0				4.0	\$700	
Meetings - teleconference (DCG/COGH)	2.0	6.0			8.0	\$1,160	
2. Plans & Specifications - Concept					20.0		\$2,280
Concept Plan & Cost Estimate	2.0	6.0	4.0	8.0	20.0	\$2,280	
3. Plans & Specifications - 30% & 100%					80.0		\$9,140
Electrical Single Line Diagrams	2.0	4.0	8.0	8.0	22.0	\$2,450	
Electrical Plan Sheets	1.0	4.0	8.0	8.0	21.0	\$2,275	
Electrical Details	1.0	2.0	4.0	8.0	15.0	\$1,565	
Specifications	1.0	8.0			9.0	\$1,255	
Cost estimate(s) - two estimates	1.0	4.0	8.0		13.0	\$1,595	
3. Bidding Assistance					8.0		\$980
Respond to Contractor Questions		2.0			2.0	\$270	
Addendum Preparation (if necessary)		4.0		2.0	6.0	\$710	
4. Construction Administration (CA)	Excluded - To be determined						
<u>Assumptions:</u> - Work is limited to floating dock; except for electrical connections at pier service. - Existing service is adequate for new loads. - Submittals for concept, 30%, & 100%							
Project Totals:	14.0	40.0	32.0	34.0	112.0		\$14,260
Rates	\$175.00	\$135.00	\$110.00	\$85.00		Avg. Rate	\$127.32
	EMACC (k\$)	\$175		Dwg Qty	3.0		
	Design Fee %	8.15%		Des. Hrs/Dwg	33.33		
	Note: % above excludes CA						



Marine Surveys & Assessments

380 Jefferson Street
Port Townsend, WA 98368
3606431327
info@msaenvironmental.com

Estimate

Date	Estimate type
12/13/2021	Dive Survey

Client
Nicole Foster (Davido) City of Gig Harobr

Project

Item	Description	Qty	Rate	Total
	Task 1:SCUBA for Habitat Survey and Habitat Map			
Prep & Logistics	Preparation and logistics for site visit	6	95.00	570.00
Travel	Travel to and from site for 2 divers and dive tender	10	75.00	750.00
Field Survey	Set up and break down, upland data collection and all on site non scuba work for 2 biologist @ 3 hours each	6	95.00	570.00
SCUBA DIVING	All under water work for 2 divers @ 5 hours each	10	155.00	1,550.00
Boat and diver tend...	Extra person to tend boat and assist divers above the water	8	95.00	760.00
Dive Fee	Fee for divers gear and air tanks @ \$35 per dive hour	10	35.00	350.00
Boat day-use	Use of 10' RIB boat for safety per day		150.00	150.00
Equipment Fee	RTK GPS Fee		75.00	75.00
Habitat Report	Habitat Data Transcription, Habitat Report writing and project management	9	95.00	855.00
GIS Mapping	GIS mapping for Habitat Report	3	110.00	330.00
	Subtotal for Task 1			5,960.00
	Task 2: Project Management			
Project Management	Project management coordination	11	95.00	1,045.00
	Subtotal for Task 2:			1,045.00
Estimate is valid for 90 days after the date on estimate		Total\$7,005.00		

EXHIBIT B - SCHEDULE OF RATES AND ESTIMATED HOURS

Attachment 2 – Hourly Rates Summary

Davido Consulting Group, Inc.
2021 Hourly Billing Rates
Effective: 1/1/2021

Position	Rate
Principal Engineer/President	\$262
Principal Engineer	\$251
Engineer VI	\$186
Engineer Tech VII	\$158
Engineer V	\$154
Engineer Tech VI	\$147
Engineer IV	\$146
Engineer III	\$132
Engineer Tech V	\$113
Engineer Tech IV	\$108
Engineer II	\$106
Environmental Scientist 3	\$122
Project Coordinator	\$103
Engineer I	\$101
Engineer Tech III	\$89
Engineer Tech II	\$85
Administrative Assistant	\$82
Environmental I	\$85



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

Meeting Date: January 24, 2022

SUBJECT: Annual Pavement Maintenance and Repair – Professional Services Contract

PURPOSE & RECOMMENDATION: The purpose of this agenda bill is to provide a Professional Services Contract with Parametrix, Inc. for the Annual Pavement Maintenance and Repair project. Staff has reviewed the Scope and Fee and recommend approval of the contract.

SUGGESTED MOTION: Approve and authorize the Mayor to execute a Professional Services Contract with Parametrix, Inc. in an amount not to exceed \$ 181,973.72.

SUBMITTED BY: Stephanie Seibel, PE Associate Engineer

DEPARTMENT: Public Works/Engineering

PHONE: 253-853-7626

BACKGROUND INFORMATION: The Annual Pavement Maintenance and Repair Program performs pavement replacement, pavement repair, or chip sealing of various roadway sections throughout the City.

DISCUSSION: The professional services described within the scope of work and associated fee schedule will provide the City with a fully designed set of bidding documents in 2022 for construction of the pavement maintenance and repair program.

FISCAL CONSIDERATION: The 2022 Budget allocated \$ 2,500,000 for the Annual Pavement Maintenance and Repair.

Expenditure Required: \$ 181,973.72	Amount Budgeted: \$ 2,500,000	Appropriation Required: \$ 0
--	----------------------------------	---------------------------------

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: N/A

ATTACHMENTS: Professional Services Contract including the Parametrix, Inc. Scope and Fee

REVIEWED BY:

☒ Mayor
☒ City Administrator
☒ City Attorney

☒ Finance Director
☒ Department Head

**PROFESSIONAL SERVICES CONTRACT
BETWEEN THE CITY OF GIG HARBOR AND
PARAMETRIX, INC.**

THIS AGREEMENT is made by and between the City of Gig Harbor, a Washington municipal corporation (the "City"), and Parametrix Inc., a Washington corporation (the "Consultant").

RECITALS

WHEREAS, the City is presently engaged in Design of the 2022 Annual Pavement Maintenance and Repair project and desires that the Consultant perform services necessary to provide the following consultation services; and

WHEREAS, the Consultant agrees to perform the services more specifically described in the Scope of Work including any addenda thereto as of the effective date of this Agreement, all of which are attached hereto as **Exhibit A – Scope of Work**, and are incorporated by this reference as if fully set forth herein;

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

TERMS

1. Retention of Consultant - Scope of Work. The City hereby retains the Consultant to provide professional services as defined in this Agreement and as necessary to accomplish the scope of work attached hereto as **Exhibit A** and incorporated herein by this reference as if set forth in full. The Consultant shall furnish all services, labor and related equipment necessary to conduct and complete the work, except as specifically noted otherwise in this Agreement.

2. Payment.

A. The City shall pay the Consultant an amount based on time and materials, not to exceed One Hundred Eighty-One Thousand Nine Hundred Seventy-Three Dollars and Seventy-Two Cents (\$181,973.72) for the services described in Section 1 herein. This is the maximum amount to be paid under this Agreement for the work described in **Exhibit A**, and shall not be exceeded without the prior written authorization of the City in the form of a negotiated and executed supplemental agreement. The Consultant's staff and billing rates shall be as described in **Exhibit D – Schedule of Rates and Estimated Hours**. The Consultant shall not bill for Consultant's staff not identified or listed in **Exhibit D** or bill at rates in excess of the hourly rates shown in **Exhibit D**, unless the parties agree to a modification of this Contract, pursuant to Section 17 herein.

B. The Consultant shall submit monthly invoices to the City after such services have been performed, and a final bill upon completion of all the services described in this Agreement. The City shall pay the full amount of an invoice within 45 days of receipt. If the City objects to all or any portion of any invoice, it shall so notify the Consultant of the

same within 15 days from the date of receipt and shall pay that portion of the invoice not in dispute, and the parties shall immediately make every effort to settle the disputed portion.

3. Duration of Work. The City and the Consultant agree that work will begin on the tasks described in **Exhibit A** immediately upon execution of this Agreement. The parties agree that the work described in **Exhibit A** shall be completed by March 1, 2023; provided however, that additional time shall be granted by the City for excusable days or extra work. Further, the parties may extend the duration of this Agreement consistent with the terms of Section 17 below.

4. Termination. The City reserves the right to terminate this Agreement at any time upon ten (10) days written notice to the Consultant. Any such notice shall be given to the address specified above. In the event that this Agreement is terminated by the City other than for fault on the part of the Consultant, a final payment shall be made to the Consultant for all services performed. No payment shall be made for any work completed after ten (10) days following receipt by the Consultant of the notice to terminate. In the event that services of the Consultant are terminated by the City for fault on part of the Consultant, the amount to be paid shall be determined by the City with consideration given to the actual cost incurred by the Consultant in performing the work to the date of termination, the amount of work originally required which would satisfactorily complete it to date of termination, whether that work is in a form or type which is usable to the City at the time of termination, the cost of the City of employing another firm to complete the work required, and the time which may be required to do so.

5. Non-Discrimination. The Consultant agrees not to discriminate against any customer, employee or applicant for employment, subcontractor, supplier or materialman, because of race, color, creed, religion, national origin, marital status, sex, sexual orientation, age or handicap, except for a bona fide occupational qualification. The Consultant understands that if it violates this provision, this Agreement may be terminated by the City and that the Consultant may be barred from performing any services for the City now or in the future.

6. Independent Status of Consultant. The parties to this Agreement, 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.

7. Indemnification.

A. The Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers, harmless from any and all claims, injuries, damages, losses or suits including attorneys fees, arising out of or resulting from the negligent or wrongful acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

B. 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 Consultant and the City, its officers, officials, employees or volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

8. Insurance.

A. The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

B. No Limitation. The Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City of Gig Harbor's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance. The Consultant shall obtain at no cost to the City and maintain said insurance in force for the duration of this agreement, insurance of the types described below:

1. 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.
2. 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, independent contractors and personal injury and advertising injury. The City shall be named by endorsement as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Professional's profession.

D. Minimum Amounts of Insurance. The Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Employer's Liability, each accident \$1,000,000, Employer's Liability Disease-each employee \$1,000,000, and Employer's Liability Disease - Policy Limit \$1,000,000.
4. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim.

E. Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance as respect to the City of Gig Harbor. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute to it.
2. The City of Gig Harbor will not waive its right to subrogation against the Consultant. The Consultant's insurance shall be endorsed acknowledging that the City of Gig Harbor will not waive its right to subrogation. The Consultant's insurance shall be endorsed to waive the right of subrogation against the City of Gig Harbor, or any self-insurance, or insurance pool coverage maintained by the City of Gig Harbor.
3. The Consultant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, unless thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
4. 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.

F. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII and licensed to conduct business in the State of Washington.

G. Verification of Coverage. The Consultant shall furnish the City 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 Consultant before commencement of the work.

9. Ownership and Use of Work Product. Any and all documents, drawings, reports, and other work product produced by the Consultant under this Agreement shall become the property of the City upon payment of the Consultant's fees and charges therefore. The City shall have the complete right to use and re-use such work product in any manner deemed appropriate by the City, provided, that use on any project other than that for which the work product is prepared shall be at the City's risk unless such use is agreed to by the Consultant.

10. City's Right of Inspection. Even though the Consultant is an independent contractor with the authority to control and direct the performance and details of the work authorized under this Agreement, the work must meet the approval of the City and shall be subject to the City's general right of inspection to secure the satisfactory completion thereof. The Consultant agrees to comply with all federal, state, and municipal laws, rules, and regulations that are now effective or become applicable within the terms of this Agreement to the Consultant's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

11. Records.

A. The Consultant shall keep all records related to this Agreement for a period of three years following completion of the work for which the Consultant is retained. The Consultant shall permit any authorized representative of the City, and any person authorized by the City for audit purposes, to inspect such records at all reasonable times during regular business hours of the Consultant. Upon request, the Consultant will provide the City with reproducible copies of any such records. The copies will be provided without cost if required to substantiate any billing of the Consultant, but the Consultant may charge the City for copies requested for any other purpose.

B. Consultant acknowledges that the City is an agency governed by the public records disclosure requirements set forth in chapter 42.56 RCW. Consultant shall fully cooperate with and assist the City with respect to any request for public records received by the City concerning any public records generated, produced, created and/or possessed by Consultant and related to the services performed under this Agreement. Upon written demand by the City, the Consultant shall furnish the City with full and complete copies of any such records within ten business days. Consultant's failure to timely provide such records upon demand shall be deemed a material breach of this Agreement. To the extent that the City incurs any monetary penalties, attorneys' fees, and/or any other expenses as a result of such breach, the Consultant shall indemnify and hold harmless the City as set forth in Section 7. For purposes of this section, the terms "public records" and "agency" shall have the same meaning as defined by chapter 42.56 RCW, as construed by Washington courts.

C. The provisions of this section shall survive the expiration or termination of this Agreement.

12. Work Performed at the Consultant's Risk. The Consultant shall take all precautions necessary and shall be responsible for the safety of its employees, agents, and subconsultants in the performance of the work hereunder and shall utilize all protection necessary for that purpose. All work shall be done at the Consultant's own risk, and the Consultant shall be responsible for any loss of or damage to materials, tools, or other articles used or held by the Consultant for use in connection with the work.

13. Non-Waiver of Breach. The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver

or relinquishment of said covenants, agreements, or options, and the same shall be and remain in full force and effect.

14. Resolution of Disputes and Governing Law.

A. Should any dispute, misunderstanding, or conflict arise as to the terms and conditions contained in this Agreement, the matter shall first be referred to the City Engineer or Director of Operations and the City shall determine the term or provision's true intent or meaning. The City Engineer or Director of Operations shall also decide all questions which may arise between the parties relative to the actual services provided or to the sufficiency of the performance hereunder.

B. If any dispute arises between the City and the Consultant under any of the provisions of this Agreement which cannot be resolved by the City Engineer or Director of Operations determination in a reasonable time, or if the Consultant does not agree with the City's decision on the disputed matter, jurisdiction of any resulting litigation shall be filed in Pierce County Superior Court, Pierce County, Washington. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. The prevailing party in any such litigation shall be entitled to recover its costs, including reasonable attorney's fees, in addition to any other award.

15. Written Notice. All notices required to be given by either party to the other under this Agreement shall be in writing and shall be given in person or by mail to the addresses set forth below. Notice by mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, addressed as provided in this paragraph.

CONSULTANT:
ATTN: Jenna Anderson, P.E.
Parametrix
719 2nd Avenue, Suite 200
Seattle, WA 98104
206-519-5804

City of Gig Harbor
ATTN: Stephanie Seibel, P.E.
City of Gig Harbor
3510 Grandview Street
Gig Harbor, WA 98335
(253) 851-6170

16. Subcontracting or Assignment. The Consultant may not assign or subcontract any portion of the services to be provided under this Agreement without the express written consent of the City.

17. Entire Agreement. This Agreement represents the entire integrated agreement between the City and the Consultant, superseding all prior negotiations, representations or agreements, written or oral. This Agreement may be modified, amended, or added to, only by written instrument properly signed by both parties hereto. If extending the duration of the Agreement only, the parties may agree to such duration extension by written instrument approved and signed by the Consultant and by the Department Director if all other terms of the Agreement are unchanged and remain in full force and effect for the entire new duration of the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement this _____
day of _____, 20____.

CONSULTANT

CITY OF GIG HARBOR

By: _____
Its: _____

By: _____
Tracie Markley, Mayor

By: _____
Its: _____

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

EXHIBIT A SCOPE OF WORK

City of Gig Harbor 2022 Annual Pavement Maintenance and Repair

INTRODUCTION

This project was originally contracted as the 2021 Annual Pavement Maintenance and Repair under the City 2021 On-call Professional Services for Engineering Projects. Work was initiated in April 2021 and progress was made until the City requested all work to stop on May 4, 2021. The City is requesting the project to restart in 2022 but under a new Professional Services Contract. The project scope is also expanding to include additional street segments, curb ramp improvements, and pedestrian push button upgrades. The expanded project limits are shown on the attached map markups (Attachment 1). The original limits of the pavement improvements are shown in the attached overview sheets setup by the City (Attachment 2). The attached survey limits display the anticipated curb ramp and pedestrian push button improvement areas (Attachment 3).

This exhibit presents Parametrix's proposed scope of work (SOW) for preparation of construction plans, specifications, and engineer's opinion of probable cost (PS&E) for the 2022 Annual Pavement Maintenance and Repair project. The pavement maintenance and repair design will consist of full depth asphalt spot repairs and chip seal or hot mix asphalt (HMA) overlay for roadway segments identified by the City (45th Street Court, Briarwood Lane, Point Fosdick Drive, Wollochet Drive, Woodhill Drive, Olympic Drive/Point Fosdick Drive intersection, Hollycroft Street, and Harborview Drive near Ancich Park). The design work includes replacement of a total of 30 curb ramps that do not meet Americans with Disabilities Act (ADA) standards in their existing condition, in compliance with the City's ADA transition plan. These ramps are associated with 16 crosswalks. The scope also includes pedestrian push button upgrades for ramps with existing push buttons, replacement of impacted traffic detection loops (as needed), and channelization restoration.

Below is a summary of the AutoCAD files provided by the City, which will be used for advancing the design and plan sheet development.

- X-REF files from City
 - XR-Aerial.dwg, XR-Aerial-HLY.dwg, and XR-Aerial-WOL.dwg displaying aerial imagery
 - These files do not cover the expanded project limits
 - XR-Site.dwg displaying asphalt hatches on Briarwood Drive and Hollycroft Street
 - XR-Topo.dwg displaying parcel boundaries, right-of-way lines, road centerlines, and parcel numbers in the vicinity of the improvements
 - This file captures the expanded project limits
 - XR-Vicinity.dwg displaying Google Maps aerial imagery for the entire project vicinity
 - This file does not capture the expanded project limits

SCOPE OF WORK (continued)

- D-REF files
 - DR-Align.dwg displaying station alignments for the six roadway segments
 - This file does not capture the expanded project limits
- Sheet files
 - Cover.dwg displaying the cover sheet
 - 45TH.dwg displaying the plan view sheet for 45th Street
 - Ancich.dwg displaying the plan view sheet for Harborview Drive
 - Briarwood.dwg displaying the plan view sheet for Briarwood Lane
 - Hollycroft.dwg displaying the plan view sheet for Hollycroft Street
 - Plan-Template.dwg displaying the plan sheet title block
 - Pt-Fosdick.dwg displaying the plan sheet for Point Fosdick Drive
 - Wollochet.dwg displaying the plan sheet for Wollochet Drive
 - The sheet files do not cover the expanded project limits

Parametrix will create AutoCAD files for the expanded project limits where the previously provided files do not capture the expanded limits, as noted above.

A preliminary estimated schedule for the work is provided in Exhibit B. The preliminary drawing list is provided in Exhibit C. The proposed budget is attached as Exhibit D. Due to the accelerated delivery schedule, Parametrix is recommending the deliverables consist of 30%, 90%, and bid set PS&E packages.

TASKS ASSOCIATED WITH THIS SCOPE OF WORK

Task 01 – Project Management and Communication

Objectives

Maintain consistent communication with the City and project team to maximize teamwork and productivity. Monitor and manage scope, schedule, and budget; and periodically meet with the City to review project status.

This task includes general management functions that include the following:

- Project Planning – Document and communicate the scope of work, budget, and schedule as a road map for the project team. Coordinate project team and issues throughout the project.
- Budget and Schedule Tracking – Track the project budget using Parametrix in-house tools to verify that progress is keeping pace with spending.
- Status meetings with City – Provide a design update to the City, gather City input, and maintain an issues list to document project design decisions.
- Monthly Progress Reports – Prepare a monthly invoice and progress report for services performed by Parametrix.

SCOPE OF WORK (continued)

- Correspondence – Prepare written correspondence as needed to document project management issues and/or concerns.

Activities

The following activities will be performed as part of this task:

- Participate in status meetings with the City.
- Manage and direct the project technical team.
- Provide routine project management and communications (scope, schedule, and budget).
- Prepare and submit monthly progress reports and invoices.

Deliverables

The following deliverables will be prepared:

- Routine correspondence
- Monthly progress reports and invoices
- Status meeting summaries

Assumptions

The following assumptions apply to this task:

- Project duration will be 4 months (late January through May 2022).
- Up to 4 status meetings are anticipated and will occur via Microsoft Teams.
- Status meetings with City staff will be attended by two Parametrix staff and will require an estimated 1 hour each.

Task 02 – Survey

Objective

Parametrix performed a topographic survey of the 26 curb ramp locations delineated in the survey limits attachment to support project design in April 2021. This work was completed under a separate contract. Additional survey areas for curb ramp and pedestrian push button improvements along Point Fosdick Drive are shown on the survey limits attachment. The topographic mapping limits extend to approximately 10 feet beyond the back of walk or to the right-of-way line, whichever is greater.

Activities

The following activities will be performed as part of this task.

Field Survey

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:

SCOPE OF WORK (continued)

- Concrete joints in the sidewalk and curb
- Curbs
- Sidewalks/paths
- Pavement delineation between concrete and asphalt
- Storm drainage and storm drain structures, including upstream and downstream structures
- Water valve boxes including measurement down to top of nut
- Electrical power vaults and associated surface features
- Signals and pedestrian push buttons
- Telephone pedestals
- Natural gas valves
- Cable or fiber optic pedestals
- Street lighting
- Fire hydrants
- Signage
- Overhead wires, guy wires
- Underground utility location paint marks set by APS (the utility locate subconsultant)
- Significant trees with drip lines (6-inch or larger as measured 4 1/2 feet above the ground, or as required by the Client)
- Fences

AutoCAD Base Map Preparation

Parametrix will combine the new topographic data with the previous data to generate an updated compiled AutoCAD drawing showing the existing conditions for the 30 curb ramp locations. Parametrix will utilize raw survey data to compile a triangulated integrated network (TIN) surface for use in design. Parametrix will depict the existing right-of-way and adjacent parcel lines provided by the City.

Deliverables

The following deliverables will be prepared:

- An electronic drawing file of the updated topographic survey in AutoCAD Civil 3D 2020 format in one drawing file with 1-foot contours in the mapping area, and right-of-way and parcel lines within the vicinity of the topographic mapping limits
- Updated TIN surface for use in design

Assumptions

The following assumptions apply to this task:

- Parametrix will be provided reasonable access to all areas requiring survey, including necessary rights of entry (ROEs).

SCOPE OF WORK (continued)

- 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.
- The City's title block will be used for plan sheets.
- The cost of an independent utility locating service (APS) to identify the location of existing underground utilities is included in the budget.
- Unless otherwise specified by the client, horizontal datum shall be NAD 83/11 Washington Coordinate System, North Zone, and vertical datum shall be NAVD88.
- The above-described SOW does not include boundary calculations. The parcel boundaries provided by the City in the XR-TOPO.dwg file will be added to the topographic base map.

Task 3 – Data Collection and Site Walk

Objective

Request additional project information and reference documents (such as recent bid tabs, GIS data, as-builts, example maximum extent feasible (MEF) documentation, and relevant project bid documents), and perform a site walk with the City.

A site visit was performed in April 2021 for the original project limits. The February 2022 site visit and kick off meeting will focus on the expanded project limits.

Activities

The following activities will be performed as part of this task:

- Perform a site walk with City staff. This will serve as the project kickoff meeting and include identifying paving limits, full depth spot repairs, and chip seal or overlay treatments.
- Develop a project design data request to submit to the City.

Deliverables

The following deliverables will be prepared:

- Project design data request via email
- Kickoff meeting/site walk summary including exhibits displaying the proposed pavement improvements, shown as markups.

Assumptions

The following assumptions apply to this task:

- Site walk will be attended by up to three Parametrix staff and will require a total of up to six hours, including two hours of travel.
- Requested data will be provided within 5 business days.

SCOPE OF WORK (continued)

Task 4 – 30% Preliminary Design Plans and Estimate

Objective

This task will include coordination with City staff and development of 30% design plans and opinion of probable construction cost (OPCC) for the pavement maintenance and repair improvements and curb ramp replacements. The 30% design will establish the foundational design elements to allow the project to advance to the 90% design submittal. The pavement maintenance and repair design will consist of full depth asphalt spot repairs and chip seal or HMA overlay for roadway segments identified by the City (45th Street Court, Briarwood Lane, Point Fosdick Drive, Wollochet Drive, Woodhill Drive, Olympic Drive/Point Fosdick Drive intersection, Hollycroft Street, and Harborview Drive near Ancich Park).

Activities

The following activities will be performed as part of this task:

- 30% Plans - Parametrix will complete a preliminary design based on the City-provided GIS mapping, aerial imagery, LiDAR, applicable City design guidelines, and data requested in Task 3. The plans will display the pavement maintenance and repair methods, curb ramp replacement locations and types, push button replacement locations, and identification of impacted vehicle detection loops. Washington State Department of Transportation (WSDOT) Standard Plans will be referenced for potential curb ramp replacement types.
- 30% OPCC – Parametrix will prepare an OPCC based on estimated quantities from the 30% plans and recent bid tabs provided by the City and others. Each street will be captured in a separate bid schedule.
- QA/QC – Parametrix will manage and coordinate in-house QA reviews of the 30% plans and OPCC per the Parametrix Quality Guidance Document and Quality Protocols. The deliverables will go through a formal QC review by a qualified person with relevant experience. The QC reviews, revisions, and confirmation will be documented and preserved in the project folder for future use.

Deliverables

The following deliverables will be prepared:

- 30% plans at half size (11x17 inches) in electronic format (PDF)
- 30% OPCC in electronic format (PDF)

Assumptions

The following assumptions apply to this task:

- The plan sheet views set up by the City will be used for the plan set. The pavement improvements plan sheet scale will be 1 inch = 40 feet.
- Profiles will not be included in the design or plan set.
- Curb ramp grading, channelization, and detail plan sheets will not be prepared for the 30% submittal.

SCOPE OF WORK (continued)

Task 5 – 90% and Bid Set Plans, Specifications, and Estimates (PS&E)

Objective

Prepare 90% and bid set PS&E for the project. The design work also includes replacement of up to 30 curb ramps, pedestrian push button upgrades for ramps with existing push buttons, replacement of impacted traffic detection loops (as needed), channelization, and project-specific details.

Activities

The following activities will be performed as part of this task:

- Develop 90% and bid-ready engineering plans based on the 30% plans and City review comments.
- Prepare an OPCC at each deliverable stage.
- Prepare special provisions at each deliverable stage.
- Prepare contract documents for the 90% and bid set deliverables packages.
- Perform QA/QC of all deliverables at each stage.
- Prepare for and attend virtual 30% and 90% deliverable review meetings.

Deliverables

The following deliverables will be prepared:

- 90% and bid set plan sheets (see preliminary drawing list in Exhibit C)
- 90% and bid set OPCC
- 90% and bid set contract documents including special provisions
- Electronic submittal consisting of the plan set (PDF), special provisions (PDF and Word), and cost estimates (PDF and Excel) at each design stage
- AutoCAD files, following the bid set deliverable

Assumptions

The following assumptions apply to this task:

- The pavement improvements and channelization plan sheet scale will be 1 inch = 40 feet. The curb ramp grading plan sheet scale will be 1 inch = 5 feet.
- All design work will conform to City of Gig Harbor 2018 engineering standards.
- City turnaround for review of each deliverable will be 1 week.
- City review comments will be compiled into one document and shared with Parametrix prior to the deliverable review meetings.
- The deliverable review meetings will be attended virtually by up to three Parametrix staff.
- The City will coordinate with the utility companies as necessary.
- Demolition notes for the curb ramps will be combined with curb ramp grading plan sheets.

SCOPE OF WORK (continued)

- Property restoration will match existing conditions. The restoration area will be shown on the curb ramp grading sheets.
- The Contractor shall be responsible for the development of temporary erosion and sediment control plans, temporary traffic and pedestrian control plans, and applying for City right-of-way use permit.
- OPCC will utilize unit costs from existing bid tabulations and WSDOT unit bid analysis database.
- The OPCC and bid schedule will consist of more than one schedule (base bid and additives) to provide the City flexibility for construction award.
- Drawings will follow Gig Harbor Public Works standards and WSDOT format.
- City standard details will not be included on plan sheets; rather, the plan sheets will include reference to all applicable Public Works standards details only.
- Special provisions will follow WSDOT format and will be based on the 2022 WSDOT Standard Specifications.
- Example contract front end documents will be provided to Parametrix for project-specific modification.
- AutoCAD and PDF files of all drawings and documents will be provided via FTP site for the bid set deliverable.
- Existing stamped concrete crosswalks will remain in place; no improvements will be made to those crosswalks.
- Utility improvements are limited to adjusting castings to grade and relocating catch basins outside the curb ramp limits as necessary. Design services for utilities that are not included in this SOW may require a contract amendment.
- No structural engineering is required for this project. No wall design or construction is included in this project. Should walls be determined necessary to complete these improvements, a contract amendment may be necessary.
- No signal improvements or upgrades are required for this project. Should improvements to any of the existing signals be determined necessary, a contract amendment may be required.
- Where pedestrian push buttons exist, pedestrian push button improvements will upgrade the entire intersection to full accessible pedestrian signals per the City's ADA Transition Plan and City of Gig Harbor Public Works Standards Section 2G.030 Design Standards.
- No sidewalk improvements, beyond the curb ramp improvements, are included in this SOW.
- This SOW does not include any traffic analysis, environmental documentation, drainage analysis, or a drainage report. If these items become necessary for any reason, a contract amendment may be required.

Task 6 – ROEs and Easement Needs Identification

Objective

Identify parcels requiring right of entry (ROE) for field investigations and temporary construction easements for the curb ramp improvements.

SCOPE OF WORK (continued)

Activities

The following activities will be performed as necessary:

- Create and maintain an ROE figure and Excel spreadsheet identifying parcels for which ROEs are needed and granted, as well as notes about conditions of entry.
- Identify temporary construction easement needs for the City's use in securing the easements.

Deliverables

The following deliverables will be prepared:

- The ROE figure and spreadsheet with parcel numbers, addresses, and owners that will be submitted electronically with updates
- Plan sheet markup displaying the temporary construction easement needs for each project

Assumptions

The following assumptions apply to this task:

- Up to ten ROEs and temporary construction easements are anticipated based on the survey limits shown in the attachment.

Task 7 – Bid Support

Objective

This task will include supporting the City on an as-needed basis during bidding of the project.

Activities

The following activities will be performed as part of this task:

- Bidder Inquiries – With direction from the City, respond to questions from bidders, subcontractors, equipment suppliers, and other vendors regarding the project plans and specifications. Maintain a written record of communications during bidding process.
- Addenda – Assist the City in the preparation of any addenda necessary to clarify the contract documents.

Deliverables

The following deliverables will be prepared:

- Written responses to bidders' questions as required
- Draft addenda as required for the City to distribute to plan holders

Assumptions

The following assumptions apply to this task:

- 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.

SCOPE OF WORK (continued)

- Parametrix's support services during bidding will be performed up to the extent of the fee estimate.
- Up to three responses to bidder inquiries will be prepared for the City.
- Up to two draft addenda will be prepared for the City. The City will finalize and sign the addenda. Parametrix will seal and sign addenda that require design effort by the 'engineer of record'.

Task 8 – MEF Documentation – As Needed

Objective

If necessary, MEF documentation will be prepared for curb ramp design elements not satisfying ADA accessibility criteria.

Activities

The following activities will be performed as necessary:

- Develop MEF documentation for the out of compliance curb ramp elements.

Deliverables

The following deliverables will be prepared as necessary:

- MEF technical memorandum

Management Reserve – As Needed

Objective

Miscellaneous engineering services to be performed as requested by the City. Potential services include but are not limited to temporary signal detention.

The team will review the 46th Street/Point Fosdick Drive, 48th Street/Point Fosdick Drive, and Olympic Drive/Point Fosdick Drive intersections and proposed improvements for potential construction disruptions to the existing loop detectors. If construction impacts are anticipated then temporary signal detection will be included in the contract documents.

Activities

Potential activities include but are not limited to:

- Review existing signal infrastructure and proposed improvements at the 46th Street/Point Fosdick Drive, 48th Street/Point Fosdick Drive, and Olympic Drive/Point Fosdick Drive intersections.
- Prepare contract documentation for temporary signal detection during construction.

Deliverables

Potential deliverables include but are not limited to:

- Special provision for temporary signal detection to be included with 90% and bid contract documents developed under Task 4

SCOPE OF WORK (continued)

EXHIBIT B – 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	January 26, 2022
Site Visit with City	January 27, 2022
Survey and Base Map Update	February 4, 2022
Progress Meeting with City	February 10, 2022
30% Plans and Estimate	February 17, 2022
30% Review Meeting with City	February 24, 2022
Progress Meeting with City	March 10, 2022
Progress Meeting with City	March 31, 2022
90% PS&E	April 13, 2022
90% Review Meeting with City	April 20, 2022
Progress Meeting with City	May 4, 2022
Bid Set PS&E	May 12, 2022
Bid Support	May 16 – 27, 2022
Construction	Mid-June – Mid-September, 2022

NOTE: The assumed turnaround time for City review of deliverables is 1 week.

SCOPE OF WORK (continued)

EXHIBIT C – PRELIMINARY DRAWING LIST

Sheet	Drawing	Name
1	C000	Cover Sheet, Vicinity Maps and Drawing Index
2	C001	General Notes, Legend and Abbreviations
3	C002	Existing Conditions and Survey Control
4	C200	Sheet Layout and Location Maps
5	C201	Briarwood Lane Pavement Improvements
6	C202	Point Fosdick Drive Pavement Improvements
7	C203	45 th Street Pavement Improvements
8	C204	Wollochet Drive Pavement Improvements
9	C205	Hollycroft Street Pavement Improvements
10	C206	Harborview at Ancich Pavement Improvements
11	C207	Woodhill Drive Pavement Improvements
12	C208	Olympic Dr. / Pt. Fosdick Dr. Intersection Pavement Improvements
13	C209	Pavement Details
14	CR1	Curb Ramp Grading-1
15	CR2	Curb Ramp Grading-2
16	CR3	Curb Ramp Grading-3
17	CR4	Curb Ramp Grading-4
18	CR5	Curb Ramp Grading-5
19	CR6	Curb Ramp Grading-6
20	CR7	Curb Ramp Grading-7
21	CR8	Curb Ramp Grading-8
22	CR9	Curb Ramp Grading-9
23	CR10	Curb Ramp Grading-10
24	CR11	Curb Ramp Grading-11
25	CR12	Curb Ramp Grading-12
26	CR13	Curb Ramp Grading-13
27	CR14	Curb Ramp Grading-14
28	CR15	Curb Ramp Grading-15
29	CR6	Curb Ramp Grading-16
30	CR14	Curb Ramp Details
31	CH1	Channelization Plan-1
32	CH2	Channelization Plan-2
33	CH3	Channelization Plan-3
34	CH4	Channelization Plan-4
35	CH5	Channelization Plan-5
36	CH6	Channelization Plan-6
37	CH7	Channelization Plan-7
38	CH8	Channelization Plan-8

EXHIBIT D

Client: City of Gig Harbor
Project: 2022 Annual Pavement Maintenance and Repair
Project No: P55427502022

Project ID: P35427302022

Billing Rates:					Sr Engineer Project Manager	Sr Engineer Lead Engineer	Engineer III	Engineer II	Designer IV	Sr Engineer QA/QC Review	Publications Supervisor	Project Controls Specialist	Sr Contract Administrator	Sr Project Accountant	Survey Technical Lead	Survey Supervisor	Sr Surveyor	Surveyor III	Surveyor II
					\$208.64	\$186.53	\$127.56	\$114.73	\$157.80	\$190.37	\$119.73	\$125.10	\$156.11	\$130.94	\$128.33	\$191.88	\$150.03	\$113.90	\$99.01
Task	Subtask	Description	Labor Dollars	Labor Hours															
01		Design	\$170,837.72	1,150	118	174	275	292	182	38	14	4	2	4	8	5	14	10	10
01	01	Project Management and Communication	\$8,341.70	44	30	4						4	2	4					
01	02	Survey	\$4,139.62	34											8	2	4	10	10
01	03	Data Collection and Site Walk	\$5,320.26	32	8	10	14												
01	04	30% Preliminary Design Plans and Estimate	\$21,553.82	145	13	21	32	44	23	8						1	3		
01	05A	90% PS&E	\$80,513.80	553	36	77	136	160	114	16	8					1	5		
01	05B	Bid Set PS&E	\$35,957.00	247	19	32	66	72	41	10	4					1	2		
01	06	Right of Entry and Easement Needs Identification	\$3,953.84	27	3	8		16											
01	07	Bid Support	\$4,964.82	28	7	14	7												
01	08	MEF Documentation - As Needed	\$6,092.86	40	2	8	20		4	4	2								
Labor Totals:			\$170,837.72	1,150	118	174	275	292	182	38	14	4	2	4	8	5	14	10	10
Totals:			\$170,837.72		\$24,619.52	\$32,456.22	\$35,079.00	\$33,501.16	\$28,719.60	\$7,234.06	\$1,676.22	\$500.40	\$312.22	\$523.76	\$1,026.64	\$959.40	\$2,100.42	\$1,139.00	\$990.10
Subconsultants																			
Applied Professional Services Inc			\$570.00																
Subconsultants Total:			\$570.00																
Other Direct Expenses																			
Management Reserve			\$10,000.00																
Mileage			\$256.00																
Survey Equipment (\$155/Use)			\$310.00																
Other Direct Expenses Total:			\$10,566.00																
Project Total			\$181,973.72																

Attachment 1

2102 Pavement Maint.

highlighted streets as listed in the city budget

Woodhill Dr.

Legend

- Canterwood Country Club
- McCormick Dog Park
- Sehmel Homestead Park Tennis Courts
- St. Anthony Hospital
- Station 58 Swede Hill

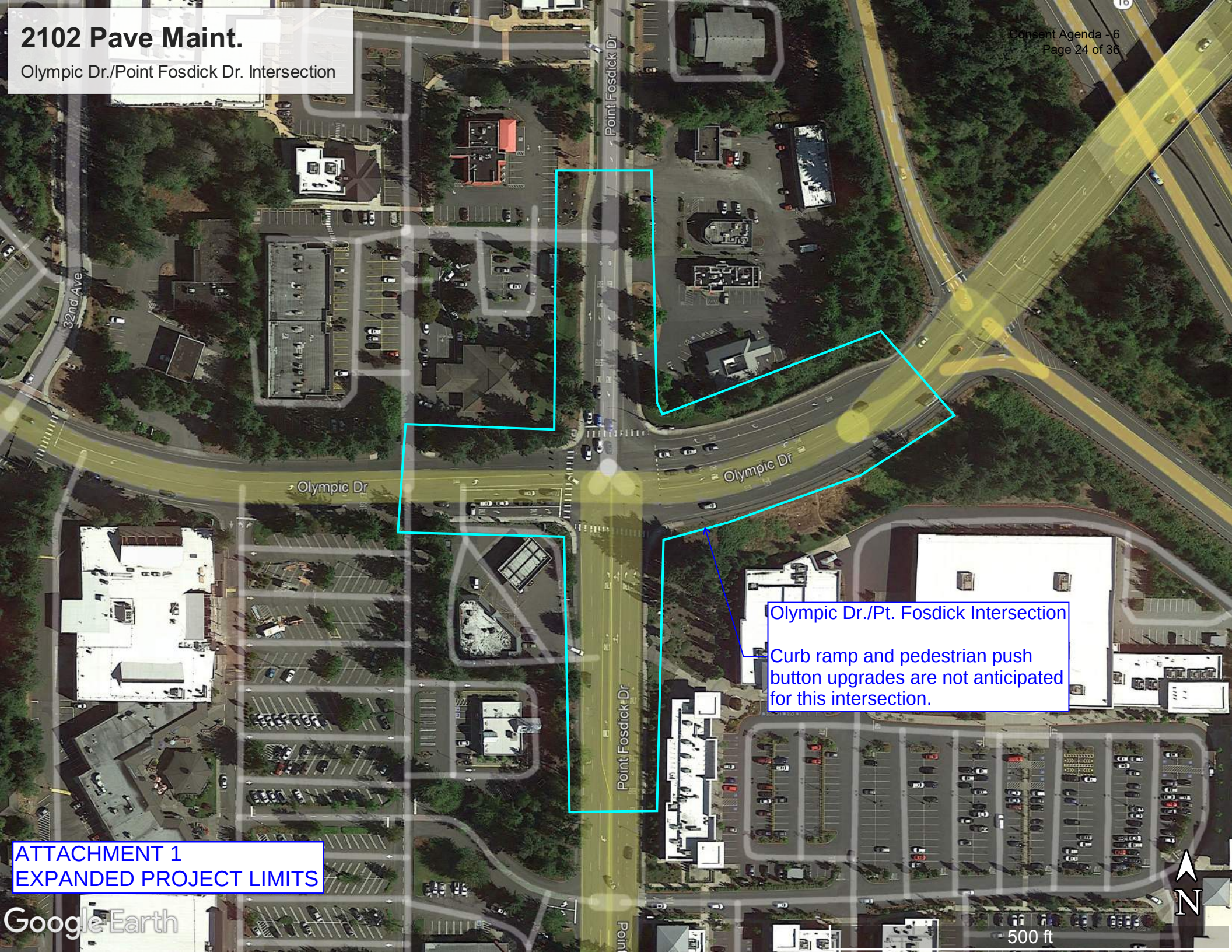
ATTACHMENT 1
EXPANDED PROJECT LIMITS

Google Earth

2000 ft

2102 Pave Maint.

Olympic Dr./Point Fosdick Dr. Intersection



Olympic Dr./Pt. Fosdick Intersection

Curb ramp and pedestrian push button upgrades are not anticipated for this intersection.

ATTACHMENT 1
EXPANDED PROJECT LIMITS



Attachment 2

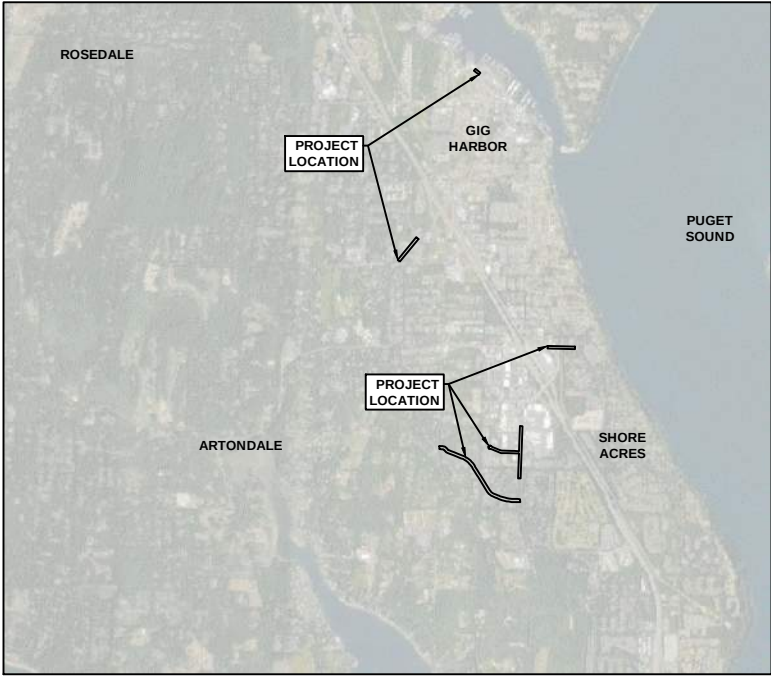
CONSTRUCTION DOCUMENTS

FOR

2021 ANNUAL PAVEMENT
MAINTENANCE AND REPAIR

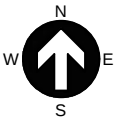
PREPARED FOR

CITY OF GIG HARBOR



VICINITY MAP

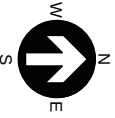
NOT TO SCALE





SITE MAP

1" = 1000'



PROJECT TEAM

CIVIL ENGINEER

CITY OF GIG HARBOR
3510 GRANDVIEW STREET
GIG HARBOR, WA 98335
CONTACT: JOSH GILCHRIST, PE
PHONE: (253) 853-7626
EMAIL: jgilchrist@gigharborwa.gov

LAND SURVEYOR

SITE INFORMATION

SITE ADDRESS

GIG HARBOR, WA

JURISDICTION

CITY OF GIG HARBOR

ZONING

NO ZONING

TAX LOT(S)

N/A

FLOOD HAZARD

N/A

LOCATION

NE 1/4 SE 1/4 SECTION 25, T.22N., R.1E., W.M.,
PIERCE COUNTY, WASHINGTON

SHEET INDEX

SHEET NUMBER	SHEET TITLE
C000	COVER SHEET
C200	BRIARWOOD LANE PAVEMENT IMPROVEMENTS
C201	POINT FOSDICK DRIVE PAVEMENT IMPROVEMENTS
C202	45TH STREET PAVEMENT IMPROVEMENTS
C203	WOLLOCHET DRIVE PAVEMENT IMPROVEMENTS
C204	HOLLYCROFT STREET PAVEMENT IMPROVEMENTS
C205	HARBORVIEW AT ANCICH PAVEMENT IMPROVEMENTS

UTILITIES & SERVICES

ROADS, STORM, WATER & SEWER

CITY OF GIG HARBOR - PUBLIC WORKS
5118 89TH STREET
GIG HARBOR, WA 98335
CONTACT: KEN ANDREWS
PHONE: (253) 851-8406

GAS

PUGET SOUND ENERGY
3130 SOUTH 38TH STREET
TACOMA, WA 98409
CONTACT: JEFF PAYNE
PHONE: (253) 476-6267

FIRE

GIG HARBOR FIRE & MEDIC ONE
10222 BUJACICH ROAD NW
GIG HARBOR, WA 98332
PHONE: (253) 851-3111

WATER

WASHINGTON WATER SERVICE
14519 PEACOCK HILL AVE NW
GIG HARBOR, WA 98332
CONTACT: SHAWN O'DELL
PHONE: (877) 408-4060

POWER

PENINSULA LIGHT
13315 GOODNOUGH DRIVE NW
GIG HARBOR, WA 98332
CONTACT: MICHAEL PRENTICE, PE
PHONE: (253) 857-1568

POLICE & PARKS

CITY OF GIG HARBOR - CIVIC CENTER
3510 GRANDVIEW STREET
GIG HARBOR, WA 98335
PHONE: (253) 851-6170

WATER

STROH'S WATER COMPANY, INC.
P.O. BOX 246
GIG HARBOR, WA 98335
CONTACT: DOROTHY STROH
PHONE: (253) 858-2065

TELECOMMUNICATIONS

COMCAST
1225 SYLVAN WAY
BREMERTON, WA 98310
CONTACT: COREY FELLMAN
PHONE: (253) 896-5688

TELECOMMUNICATIONS

CENTURYLINK
4600 NEAL CT
GIG HARBOR, WA 98335
CONTACT: DEWAYNE REICHERT
PHONE: (509) 416-1516

GENERAL NOTES

THESE CIVIL CONSTRUCTION PLANS ARE DESIGNED TO MEET THE REQUIREMENTS SET FORTH IN THE CITY OF GIG HARBOR'S 2018 PUBLIC WORKS STANDARDS.

THESE CIVIL CONSTRUCTION PLANS ARE DESIGNED TO MEET THE REQUIREMENTS SET FORTH IN THE CITY OF GIG HARBOR'S 2016 STORMWATER MANAGEMENT AND SITE DEVELOPMENT MANUAL.

CITY COUNCIL

POSITION 1: JENI WOOCK
POSITION 2: BOB HIMES
POSITION 3: JIM FRANICH
POSITION 4: TRACIE MARKLEY
POSITION 5: ROBYN DENSON
POSITION 6: LE RODENBERG
POSITION 7: SPENCER ABERSOLD

CITY ADMINISTRATION

MAYOR: KIT KUHN
CITY ADMINISTRATOR: ROBERT LARSON

ATTACHMENT 2

ORIGINAL PROJECT LIMITS

COVER SHEET

2021 ANNUAL PAVEMENT
MAINTENANCE AND REPAIR

GIG HARBOR, WA
CITY OF GIG HARBOR

REVISIONS

NO. DESC. DATE BY

PROJECT INFORMATION

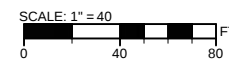
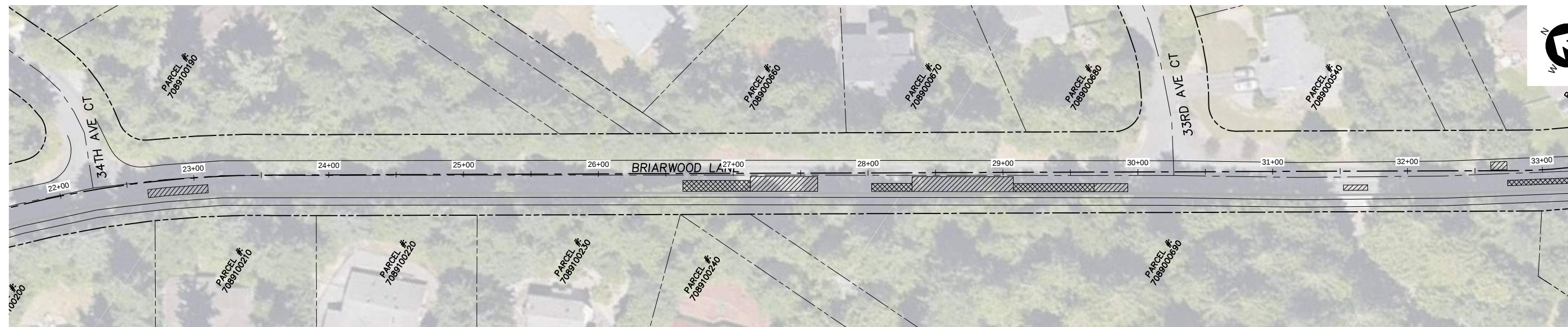
PROJECT # | CSP-2102
PARCEL # | N/A
PERMIT # | N/A
DESIGNED BY | JKG
CHECKED BY | TAW
PUBLISH DATE | 04/01/2021

ISSUED FOR

CONSTRUCTION DOCUMENTS

SHEET NUMBER

C000



ATTACHMENT 2
ORIGINAL PROJECT LIMITS

BRIARWOOD LANE PAVEMENT IMPROVEMENTS
**2021 ANNUAL PAVEMENT
MAINTENANCE AND REPAIR**
GIG HARBOR, WA
CITY OF GIG HARBOR

REVISIONS	NO.	DESC.	DATE	BY
-----------	-----	-------	------	----

PROJECT #	CSP-2102
PARCEL #	N/A
PERMIT #	N/A
DESIGNED BY	JRG
CHECKED BY	TAW
PUBLISH DATE	04/01/2021

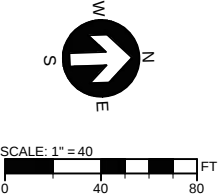
ISSUED FOR
CONSTRUCTION DOCUMENTS

SHEET NUMBER
C200



Removing intersection
from project limits
since the City is
performing push
button upgrades here.

ATTACHMENT 2
ORIGINAL PROJECT LIMITS



POINT FOSDICK DRIVE PAVEMENT IMPROVEMENTS
2021 ANNUAL PAVEMENT
MAINTENANCE AND REPAIR

GIG HARBOR, WA
CITY OF GIG HARBOR

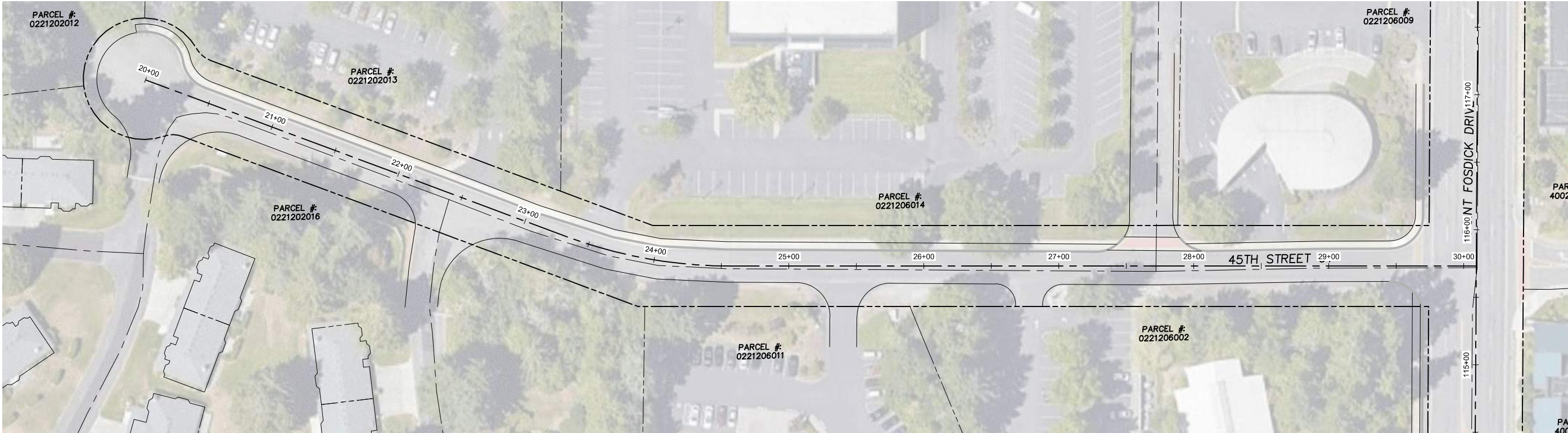
REVISIONS NO. DESC.	DATE	BY
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PROJECT INFORMATION
PROJECT # CSP-2102
PARCEL # N/A
PERMIT # N/A
DESIGNED BY JKG
CHECKED BY TAW
PUBLISH DATE 04/01/2021

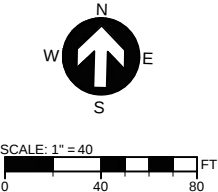
ISSUED FOR CONSTRUCTION DOCUMENTS

SHEET NUMBER

C201



ATTACHMENT 2
ORIGINAL PROJECT LIMITS



45TH STREET PAVEMENT IMPROVEMENTS
2021 ANNUAL PAVEMENT
MAINTENANCE AND REPAIR

GIG HARBOR, WA
CITY OF GIG HARBOR

REVISIONS	NO.	DESC.	DATE	BY
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PROJECT INFORMATION
PROJECT # CSP-2102
PARCEL # N/A
PERMIT # N/A
DESIGNED BY JRG
CHECKED BY TAW
PUBLISH DATE 04/01/2021

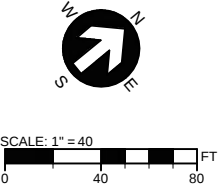
ISSUED FOR
CONSTRUCTION DOCUMENTS

SHEET NUMBER

C202



ATTACHMENT 2
ORIGINAL PROJECT LIMITS



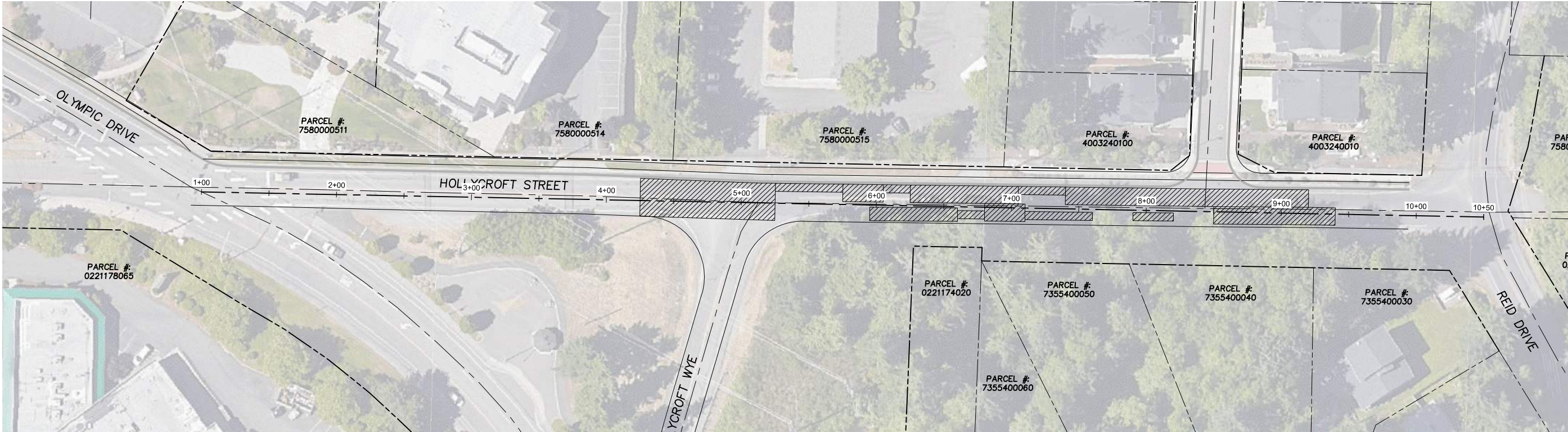
WOLLOCHET DRIVE PAVEMENT IMPROVEMENTS
**2021 ANNUAL PAVEMENT
MAINTENANCE AND REPAIR**
GIG HARBOR, WA
CITY OF GIG HARBOR

REVISIONS	DATE	BY
NO. DESC.		

PROJECT INFORMATION
PROJECT # CSP-2102
PARCEL # N/A
PERMIT # N/A
DESIGNED BY JRG
CHECKED BY TAW
PUBLISH DATE 04/01/2021

ISSUED FOR
CONSTRUCTION DOCUMENTS

SHEET NUMBER
C203



HOLLYCROFT STREET PAVEMENT IMPROVEMENTS
**2021 ANNUAL PAVEMENT
MAINTENANCE AND REPAIR**
GIG HARBOR, WA
CITY OF GIG HARBOR

REVISIONS	NO.	DESC.	DATE	BY
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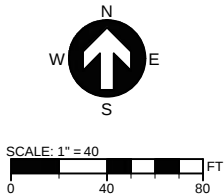
PROJECT INFORMATION
PROJECT # CSP-2102
PARCEL # N/A
PERMIT # N/A
DESIGNED BY JRG
CHECKED BY TAW
PUBLISH DATE 04/01/2021

ISSUED FOR
CONSTRUCTION DOCUMENTS

SHEET NUMBER

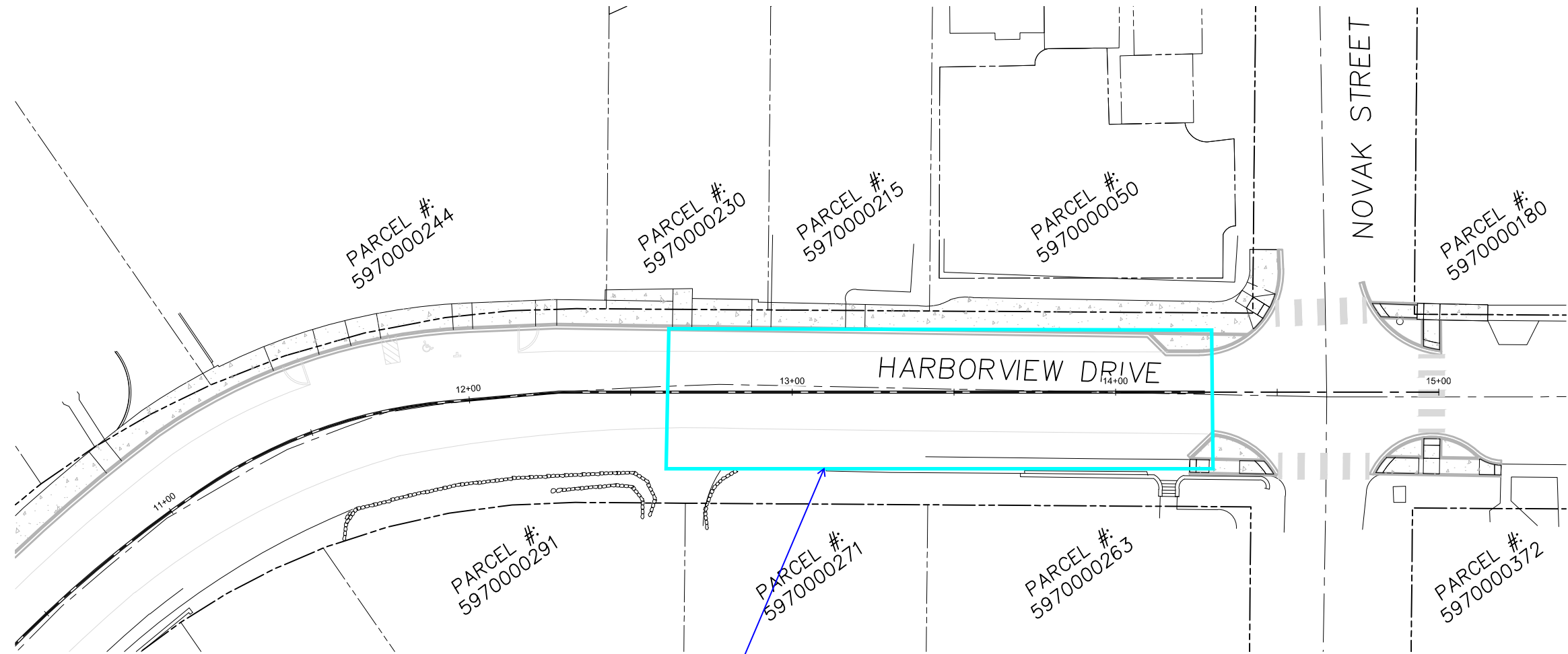
C204

ATTACHMENT 2
ORIGINAL PROJECT LIMITS



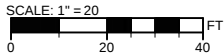


HARBORVIEW AT ANCICH PAVEMENT IMPROVEMENTS
**2021 ANNUAL PAVEMENT
MAINTENANCE AND REPAIR**
GIG HARBOR, WA
CITY OF GIG HARBOR



Approximate
improvement limits
identified during April
2021 site visit

ATTACHMENT 2
ORIGINAL PROJECT LIMITS



REVISIONS	NO.	DESC.	DATE	BY
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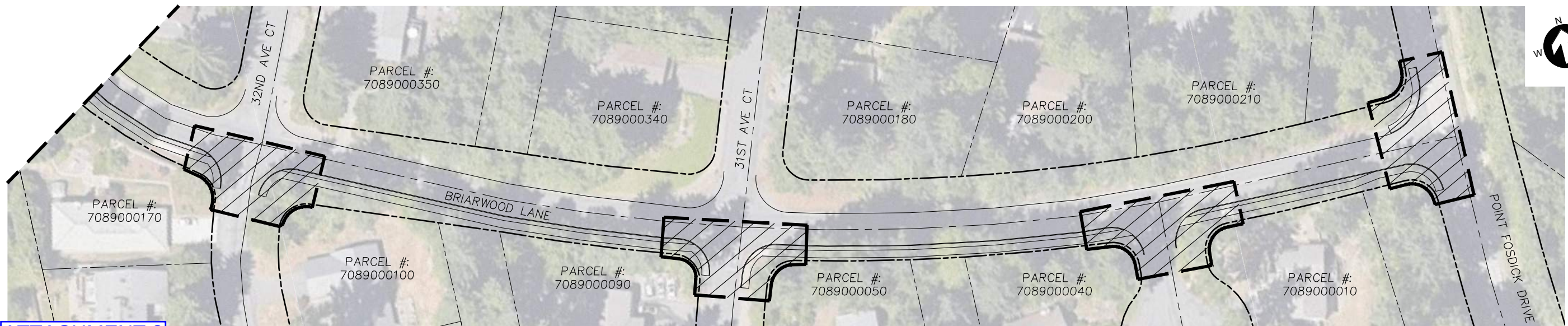
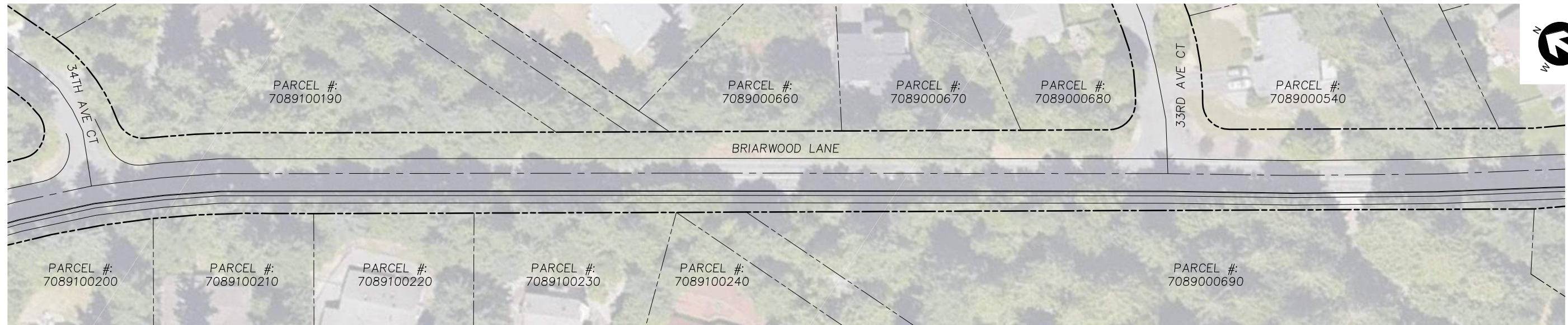
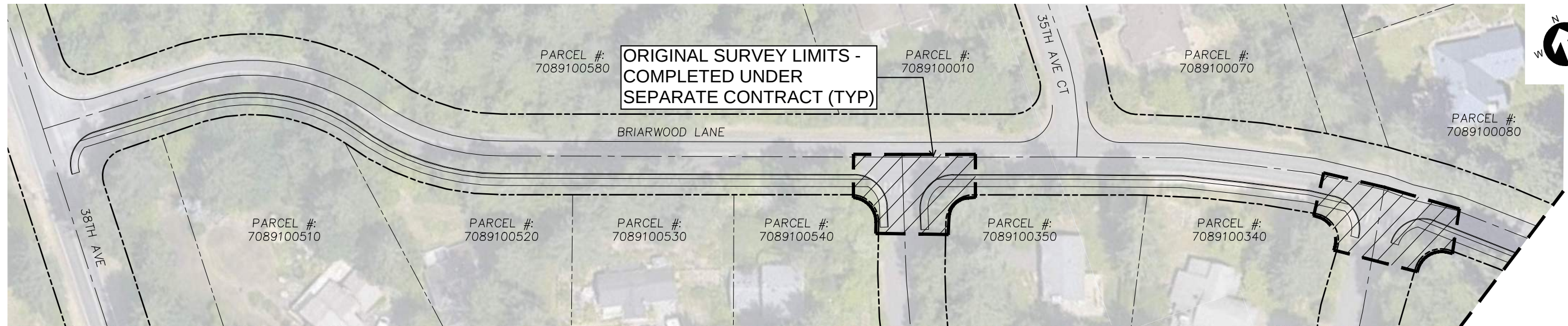
PROJECT INFORMATION
PROJECT # CSP-2102
PARCEL # N/A
PERMIT # N/A
DESIGNED BY JRG
CHECKED BY TAW
PUBLISH DATE 04/01/2021

ISSUED FOR
CONSTRUCTION DOCUMENTS

SHEET NUMBER

C205

Attachment 3



SCALE: 1" = 40' FT
0 40 80

ATTACHMENT 3
SURVEY LIMITS

ADA RAMP SURVEY SCOPE OF WORK - BRIARWOOD LANE
**2021 ANNUAL PAVEMENT
MAINTENANCE AND REPAIR**
CITY OF GIG HARBOR
GIG HARBOR, WA

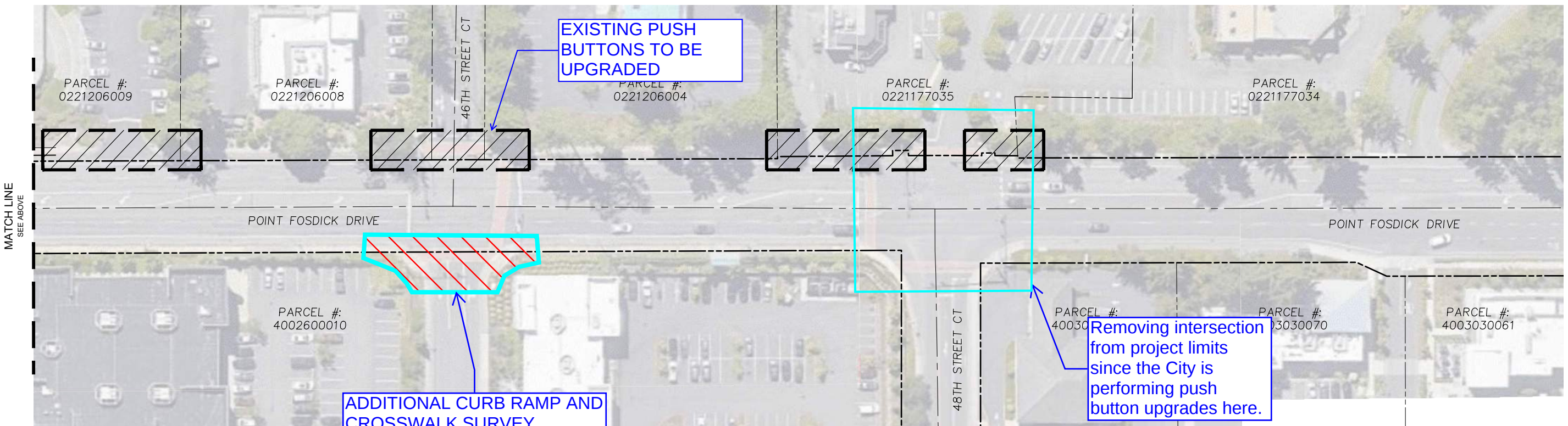
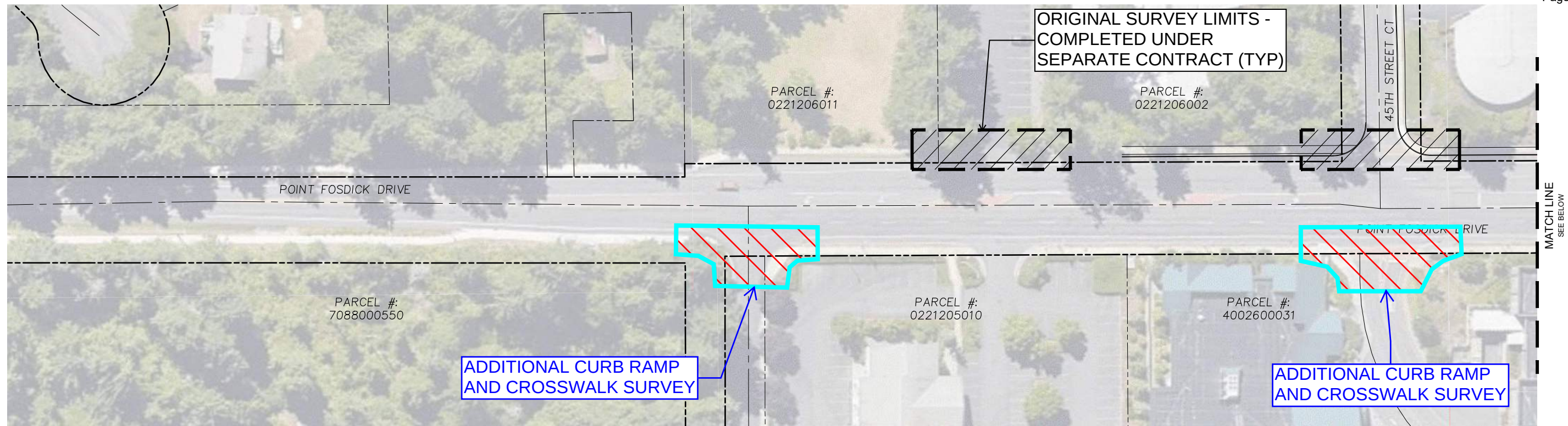
REVISIONS
NO. DESC. DATE BY

PROJECT INFORMATION
PROJECT # | CSP-2102
PARCEL # | ---
PERMIT # | ---
DESIGNED BY | JKG
CHECKED BY | TAW
PUBLISH DATE | 02.11.2021

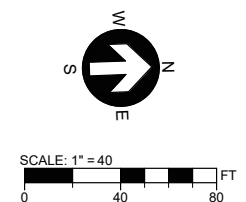
ISSUED FOR
CONSTRUCTION DOCUMENTS

SHEET NUMBER

EXH.



ATTACHMENT 3
SURVEY LIMITS



ADA RAMP SURVEY SCOPE OF WORK - POINT FOSDICK DRIVE
**2021 ANNUAL PAVEMENT
MAINTENANCE AND REPAIR**
CITY OF GIG HARBOR
GIG HARBOR, WA

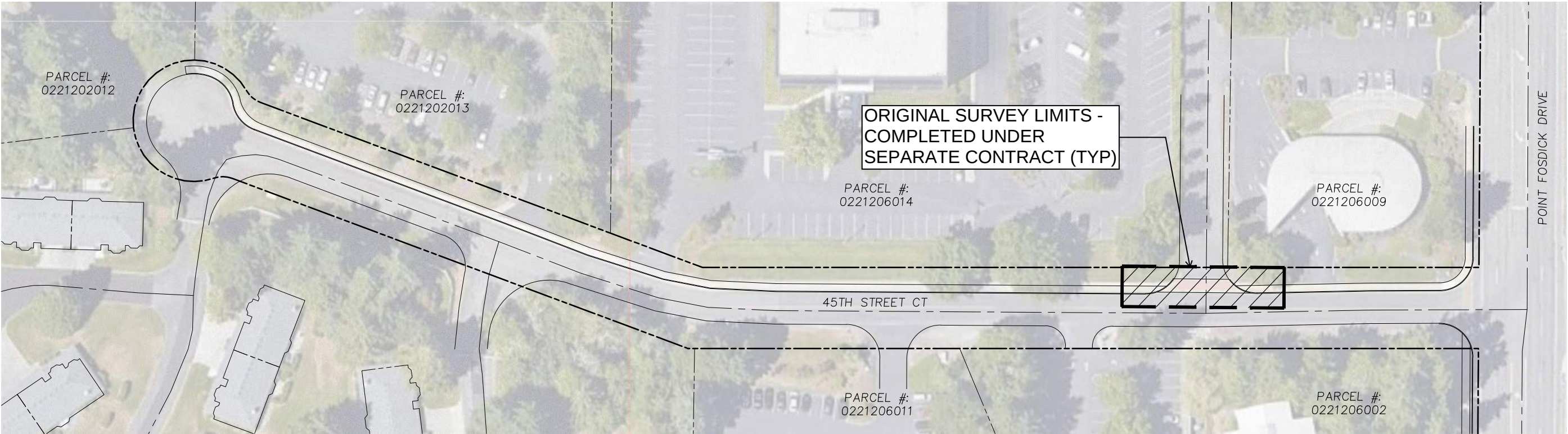
REVISIONS	NO.	DESC.	DATE	BY
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PROJECT INFORMATION
PROJECT # CSP-2102
PARCEL # ---
PERMIT # ---
DESIGNED BY JKG
CHECKED BY TAW
PUBLISH DATE 02.11.2021

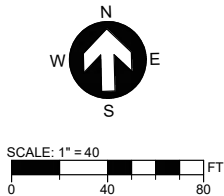
ISSUED FOR
CONSTRUCTION DOCUMENTS

SHEET NUMBER

EXH.



ATTACHMENT 3
SURVEY LIMITS



ADA RAMP SURVEY SCOPE OF WORK - 45TH STREET CT
**2021 ANNUAL PAVEMENT
MAINTENANCE AND REPAIR**
CITY OF GIG HARBOR
GIG HARBOR, WA

REVISIONS NO. DESC.	DATE	BY
------------------------	------	----

PROJECT INFORMATION
PROJECT # CSP-2102
PARCEL # ---
PERMIT # ---
DESIGNED BY JKG
CHECKED BY TAW
PUBLISH DATE 02.11.2021

ISSUED FOR CONSTRUCTION DOCUMENTS

SHEET NUMBER

EXH.



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

Meeting Date: January 24, 2022

SUBJECT: Appointment of Mayor Pro Tempore

PURPOSE & RECOMMENDATION: The purpose of this agenda bill is to appoint a councilmember as Mayor Pro Tempore.

SUGGESTED MOTION: Move to appoint Councilmember Robyn Denson as Mayor Pro Tempore.

SUBMITTED BY: Joshua Stecker

DEPARTMENT: Administration

PHONE: 853-7613

BACKGROUND INFORMATION: In accordance with GHMC Chapter 2.14, at the second regular meeting in January of each year, the members of the city council shall elect from their number a mayor pro tempore who shall hold office at the pleasure of the council, and in case of the absence of the mayor, perform the duties of mayor, except that he or she shall not have the power to appoint or remove any officer or to veto any ordinance.

DISCUSSION: In accordance with past tradition, Mayor Markley has recommended the appointment of Councilmember Robyn Denson.

FISCAL CONSIDERATION: None.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: None.

ATTACHMENTS: None.

REVIEWED BY:

☒ Mayor
☒ City Administrator
☐ City Attorney

☐ Finance Director
☐ Department Head



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

Meeting Date: January 24, 2022

SUBJECT: Appointment of Councilmembers to Advisory Bodies

PURPOSE & RECOMMENDATION: The purpose of this agenda bill is to recommend appointment of councilmembers to the various advisory bodies requesting council representation.

SUGGESTED MOTION: Move to recommend appointment of councilmembers to advisory bodies as listed.

SUBMITTED BY: Joshua Stecker

DEPARTMENT: Administration

PHONE: 853-7613

BACKGROUND INFORMATION: There are a number of advisory bodies in the community at large that have traditionally requested representation from the city.

The city council is asked to recommend appointees to each of these bodies, with the understanding that the appointees are empowered to speak on behalf of the council. Appointees attend these meetings knowing that they are tasked with participating as a representative of the city council. Appointees do not have the authority to commit the city to any course of action and will report back to the city council on any relevant matters discussed and requests for council action.

A brief description of each body is provided below for reference:

City of Gig Harbor Lodging Tax Advisory Committee (LTAC) – Per state law, LTAC requires the appointment of one elected official (mayor or councilmember) to serve as the chair of the committee. The Lodging Tax Advisory Committee was established to advise and recommend to the City Council on how lodging taxes collected in Gig Harbor should be allocated in order to best increase tourism in the city. More details can be found here: <https://www.cityofgigharbor.net/363/Lodging-Tax-Advisory-Committee>

LTAC meets monthly on the second Thursday at 11:00 a.m. Mayor Kuhn was the prior appointee to this committee, but it has been filled by councilmembers in the past as well.

Pierce County Regional Council (PCRC) – PCRC was created to ensure planning between Pierce County and its cities and towns was accomplished in a coordinated, consistent manner. The Council is comprised of elected officials from Pierce County, each of its 23 cities and towns, and the Port of Tacoma. The primary responsibility of the PCRC is to ensure that the Growth Management Act requirements are coordinated within the County and the region. More info can be found here: <https://www.piercecountywa.gov/1781/Pierce-County-Regional-Council>

PCRC meets on the 3rd Thursday of each month at 6:00 p.m. Councilmember Himes was the prior appointee to this position, with Mayor Kuhn as an alternate.

Tacoma Narrows Airport Advisory Committee (TNAAC) - TNAAC is an advisory commission created by Ordinance 2009-31, appointed by the Pierce County Executive and confirmed by the County Council. The Pierce County Council created the TNAAC to provide the community and airport tenants an opportunity to interact and make recommendations for the future of the airport. More info can be found here:

<https://www.piercecountywa.gov/1626/Advisory-Commission>

Councilmember Markley is the most recent appointee to TNAAC. Regular meetings are held the second Tuesdays of each quarter from 6:30 to 8:30 PM.

Pierce County Flood Control Zone District Advisory Committee - The Pierce County Council authorized an Advisory Committee made up of 15 members to make recommendations on various budget and policy issues and project priorities. They meet approximately once a month for briefings, discussions, and crafting recommendations for the Flood Control Zone District. They follow these [guidelines](#) and this

[2021 Work Plan](#). More info can be found here:

<https://www.piercefloodcontrol.org/98/Advisory-Committee>

This committee meets intermittently with four meetings scheduled for 2022 at 9:00 a.m. on June 3, July 8, August 5, and November 4. Councilmember Abersold was the most recent appointee to this committee, with Councilmember Woock as an alternate.

Gig Harbor Chamber of Commerce Government Relations Committee - The Chamber's Mission is to take a strong leadership position for business and community interests that create and maintain economic opportunities. The Government Relations Committee as well as our Economic Development Committee work tirelessly to watch for local, county, state and federal issues that will impact our economic climate both in a positive and negative manner. As a Chamber we represent the businesses in the Greater Gig Harbor and will advocate on their behalf. [This page](#) includes the position letters that have been sent.

This committee meets weekly during the legislative session on Tuesday mornings at 10:00 a.m. When the legislature is not in session this committee meets every other week. Councilmember Markley is the most recent representative on this committee.

West Sound Partners for Ecosystem Recovery (WSPER) Executive Committee – WSPER's purpose is to help recover salmon and the broader Puget Sound ecosystem by serving as the Lead Entity (LE) for salmon recovery in eastern Water Resource Inventory Area (WRIA) 15 and the Local Integrating Organization (LIO) for Puget Sound ecosystem recovery in the North Central Action Area. Read more about WSPER here:

<https://westsoundpartners.org/about-us/>

This committee meets intermittently with no scheduled meeting yet for 2022. Councilmember Woock is the current representative on this committee.

Gig Harbor Parks Commission Liaison – The Parks Commission has requested a councilmember liaison to attend their meetings and report back to the city council. The Parks Commission’s role is to advise the Mayor and City Council on park and recreation facilities, open space acquisition and development, maintenance and operation of parks and recreation public facilities, operation of parks and recreation programs, and other matters as directed by the City Council.

The Parks Commission meets at 5:30 p.m. on the first Wednesday of each month. Councilmember Abersold was the most recent liaison to the Parks Commission.

DISCUSSION: After reviewing the interest expressed by the councilmembers, Mayor Markley has proposed the following appointments:

- **Gig Harbor Lodging Tax Advisory Committee (LTAC)** – Councilmember Storset
- **Pierce County Regional Council (PCRC)** – Councilmember Woock
- **Tacoma Narrows Airport Advisory Committee (TNAAC)** – Councilmember Barber
- **Pierce County Flood Control Zone District Advisory Committee** – Councilmember Denson (with Public Works Director Jeff Langhelm serving as an alternate)
- **Gig Harbor Chamber of Commerce Government Relations Committee** – Councilmember Rodenberg
- **West Sound Partners for Ecosystem Recovery (WSPER) Executive Committee** – Councilmember Henderson
- **Gig Harbor Parks Commission Liaison** – Councilmember Lykins

FISCAL CONSIDERATION: None.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: None.

ATTACHMENTS: None.

REVIEWED BY:

☒ Mayor
☒ City Administrator
☐ City Attorney

☐ Finance Director
☐ Department Head