



February 18, 2021

Mr. Brent Kirk
City Manager
City of Granite Falls
P.O. Box 1440
Granite Falls, Washington 98252

SUBJECT: PROPOSAL FOR DESIGN SERVICES, GALENA STREET
EXTENSION
CITY OF GRANITE FALLS, COUNTY, WASHINGTON
G&O #20194.32

Dear Mr. Kirk:

Per your request, we are submitting a proposal to complete engineering design services for the extension of Galena Street from the southerly extension of Jordan Road (south of the Rite Aid) easterly to Portage Avenue. The extension will lie within property previously acquired by the City. The general roadway alignment and cross section of the extension will be based on Alternative 1B, which was recommended in the Galena Street Extension Predesign Report and adopted by the City (Gray & Osborne, 2007). In addition, improvements will be made along Jordan Road from Stanley Street south to the extension of Galena Street.

As further discussed herein, this project will generally include a full topographical survey, geotechnical and cultural evaluations of the corridor, conceptual roadway and intersection layouts (including an investigation of a roundabout at the intersection of Galena Street and Portage Avenue), public outreach including SEPA, cost estimates, and contract specifications. The construction phase of this project is currently unfunded; however, the City is actively looking for funding. Gray & Osborne will provide assistance to the City with preparing a Washington State Transportation Improvement Board grant application.

We understand that the City would like to complete the design documents by the end of 2021. This scope of work does not include bid and award services.

Our scope of work is included as Exhibit A and our cost is shown in Exhibit B, both of which are attached.



Mr. Brent Kirk
February 18, 2021
Page 2

If you would like us to proceed with the design, please sign where indicated below.
Please contact me at your convenience if you have any questions.

Sincerely,

GRAY & OSBORNE, INC.

Stacey A. Clear, P.E.

SAC/hh
Encl.

CITY OF GRANITE FALLS – GALENA STREET EXTENSION DESIGN

Gray & Osborne, Inc. is hereby authorized to proceed with the engineering services as noted herein and under the terms and conditions of our current On-Call Public Utilities and Public Services Engineering Services Contract dated March 20, 2019, for a cost not to exceed \$143,990 as noted herein without further written direction and authorization of the City.

BRENT KIRK
Name (Print)

CITY MANAGER
Title

[Handwritten Signature]
Signature

3/4/21
Date

EXHIBIT A

SCOPE OF WORK

CITY OF GRANITE FALLS GALENA STREET EXTENSION DESIGN

The City of Granite Falls desires to complete the engineering design services for the Galena Street Extension project. The new roadway will extend from the southerly extension of Jordan Road (south of the Rite Aid) easterly to Portage Avenue and lie within property previously acquired by the City. The general roadway alignment and cross section of the extension will be based on Alternative 1B, which was recommended in the previously completed Galena Street Extension Predesign Report (Gray & Osborne, 2007). In addition, improvements will be made along Jordan Road from Stanley Street south to the extension of Galena Street. Specific improvements include:

- 36-foot wide (curb to curb) roadway per Alternative 1B.
- Pedestrian improvements on the north side of Galena Street. Pedestrian improvements on the west side of Jordan Road will be installed by others.
- Water main extension (8-inch diameter ductile iron) from the Rite Aid to Portage Avenue.
- Storm drainage facilities (12-inch diameter conveyance pipes, catch basins, and treatment facilities).
- Street lighting improvements.
- Intersection layouts, including an investigation of a roundabout at the intersection of Galena Street and Portage Avenue.

The engineering and related services contemplated for this project will generally include topographic survey and mapping, public outreach, permitting, geotechnical and cultural resource investigations, developing final plans and specifications, and project cost estimates. This scope of work does not include an analysis of the existing traffic signal at the Jordan Road and Stanley Street intersection or any other intersections within the Galena Street corridor.

Our scope of work is more fully detailed below.

TASK 1 – PROJECT MANAGEMENT

Provide overall project management of Gray & Osborne resources, provide subconsultant management, monitor and manage budget, manage and oversee the schedule of deliverables, manage quality assurance/quality control (QA/QC) program, and provide client contact.

Consultant Responsibilities

1. Contract execution, internal accounting, and auditing.
2. Internal resource management and prioritization of resources.
3. Oversee QA/QC reviews of engineering products to include constructability review, risk management assessment, and identification and pursuit of critical path items.
4. Subconsultant coordination and their contract administration.
5. Preparation of monthly progress reports (to be submitted with monthly invoices).
6. Manage and oversee the schedule of deliverables.

Assumptions

1. Gray & Osborne will provide standard Gray & Osborne-formatted invoices identifying personnel, hours, subconsultant costs (with itemized bills), and direct costs (mileage, printing, etc.). Invoices will be provided on a monthly basis.
2. Gray & Osborne will transmit a monthly progress letter with each monthly invoice.
3. QA/QC meetings will occur at the 30, 60 and 90 percent design levels (see Task 10).

City Responsibilities

1. Review and process monthly invoices in a timely fashion.

Deliverables

- Monthly reports and invoices identifying major work items completed during the invoice period and identification of any impacts to the schedule of deliverables, scope, and/or budget

TASK 2 – SURVEY AND MAPPING

Establish vertical and horizontal control and acquire pertinent topographical features suitable to support the design and mapping of project corridor. Work also includes identifying existing right-of-way lines within the project limits. Property lines will be

shown at their approximate locations based on existing information (assessor maps); property corners will not be staked. Mapping products shall further identify property addresses of adjoining properties as well as the property owner's name (based on county information).

Consultant Responsibilities

1. Research and acquire public records of survey, plat maps, assessor maps, and related survey data as may be available from public agencies (county and city).
2. Establish control for survey and mapping at a scale of 1 inch = 20 feet (horizontal) and 1 inch = 5 feet (vertical). Datum will be per City of Granite Falls standards/requirements (NAVD88). Provide (set or establish) a minimum of three survey control points for vertical and horizontal control within the project area.
3. Perform topographical survey of the project corridor, including adjacent intersections and driveways (up to 100 feet). Acquire topographical data approximately 10 feet beyond the right-of-way (assuming it is not fenced in and/or property owners refuse access) for mapping and design purposes. Topographical data shall include establishing surface grades, pavement edges, utilities (visually obvious and/or painted surfaces during site survey), utility structures, hydrants, valves, fences, major trees (4-inch diameter and larger), significant landscaping, sidewalks, major grade breaks, walls, and any other pertinent physical features found in the project area deemed necessary to adequately map the project area for the purpose of designing a project of this nature.
4. Map survey data and show pertinent topographical features and existing right-of-way within the project limits.
5. Prepare the necessary documentation (permits, exhibits, etc.) to obtain temporary access, for construction purposes, onto private property for up to four individual properties.

Assumptions

1. City may elect to notify abutting property owners within the project corridor and alert them of the survey work. Gray & Osborne will give the City 5-day minimum notice prior to commencing the survey activities.
2. Access onto private properties will not be prevented in order to acquire the data described above. Where access is denied, this data shall not be acquired or mapped. Gray & Osborne assumes survey can be performed

on a continuous basis and not piecemealed due to multiple site visits caused by property owners preventing access.

3. The development and/or recording of a “Record of Survey” is not required nor included in this scope of work.
4. All property required for the project has been previously obtained by the City. No right-of-way and/or easement acquisition is included in this scope of work.

City Responsibilities

1. The City will support survey efforts regarding notification to and inquiries from private property owners.

TASK 3 – UTILITY DATA ACQUISITION

Acquire record drawings and map information from utility companies known to provide service in the project corridor.

Consultant Responsibilities

1. Provide written requests for all utility companies known to provide utility service in the project area.
2. Review data provided by utility companies and incorporate into design products.

Assumptions

1. Utility companies will provide requested information in a timely manner.

TASK 4 – GEOTECHNICAL INVESTIGATION AND REPORT

Provide the services of a qualified geotechnical engineer to provide geotechnical services to assist with the development of design documents.

Subconsultant (PanGEO, Inc.) Responsibilities

1. **Site Reconnaissance/Document Review** – PanGEO will conduct a site reconnaissance to observe site surface conditions to evaluate access for subsurface explorations and surface features that may impact the design and construction of the project. PanGEO will mark the test boring location during the site visit. PanGEO will review pertinent geology maps of the area to gain an understanding of the site soil conditions.

2. **Test Borings** – PanGEO will drill up to four test borings to about 20 feet deep. The locations of the test borings will be determined during the site reconnaissance. Standard Penetration Tests will be conducted in the test borings at 2-1/2- and 5-foot depth intervals.

3. **Small Pilot Infiltration Test** – Conduct one small pilot infiltration test near the intersection of Portage Avenue and Galena Street. The test will be conducted in general accordance with the procedures outlined in the Ecology Manual. PanGEO assumes the test depth will be no more than 5 feet. PanGEO also assumes:
 - The test location will be outside of the travel lane and no traffic control will be needed.
 - Use the hydrant at the intersection of Galena Street and Portage Avenue to provide water for the test at no cost to PanGEO.
 - PanGEO will backfill the test pit with the excavated soils and level the backfill. The cost does not include general restoration to the current condition.

4. **Laboratory Tests** – Representative soil samples will be collected and submitted for laboratory tests. The tests may include moisture content, grain size analyses, and cation exchange.

5. **Summary Report** – Prepare a summary report documenting the results of the geotechnical studies. This report, in general, will include the following:
 - *Site Descriptions* – Description of surface and subsurface conditions (soil and groundwater) at the site, including a site map showing the locations of the test borings, and summary boring logs.
 - *Seismic Design* – Seismic design parameters per the current AASHTO for retaining wall design.
 - *Retaining Walls* – Selection of retaining wall types and geotechnical design parameters, including foundation support and lateral earth pressures including seismic surcharge.
 - *Temporary Excavation Slopes* – Recommendations for maximum allowable temporary excavation slopes.
 - *Infiltration Rates* – Estimate of design infiltration rates based on the results of the infiltration test.
 - *Trenching and Backfill* – Recommendations for trenching and backfill for utility installation, including the suitability of on-site soils as trench backfill.

- *Dewatering* – If needed, provide recommendations for temporary and permanent groundwater control.
 - *Pavement Design* – Provide minimum pavement design thickness for the proposed roadway.
 - *Earthwork* – General earthwork recommendations, including stripping, fill placement, and compaction guidelines.
 - *Drainage* – Recommendations for general considerations.
6. **Post-Report Consultation** – PanGEO will provide post-report consultation to assist with the design and preparation of plans and specifications on an as-needed basis.

Assumptions

1. City will research and provide pertinent existing geotechnical information not previously prepared by PanGEO. PanGEO shall be able to rely on this information for their preliminary review and analysis.
2. The Consultant and City will review the Geotechnical Engineer’s letter report and consider/evaluate comments provided by the Geotechnical Engineer.

Deliverables

- One digital copy of the draft and final Geotechnical Reports

TASK 5 – CULTURAL RESOURCE SURVEY (CULTURAL RESOURCE CONSULTANTS, INC. [CRC])

Provide the services of a qualified archaeologist to perform the necessary cultural resource survey needed to evaluate the potential of encountering archaeological resources along the corridor.

Subconsultant (CRC) Responsibilities

1. **Background Research** – CRC will conduct a search of site files recorded at the Washington State Department of Archaeology and Historic Preservation (DAHP); review of relevant correspondence between the project proponent, stakeholders, and DAHP; and review of pertinent environmental, archaeological, ethnographic, and historical information appropriate to the project area.
2. **Tribal Contact** – CRC will contact the cultural resource staff of tribes that may have an interest in the project area.

3. **Field Identification** – CRC will provide a field investigation of the project location for identification of archaeological and historical resources and, if necessary, excavation of shovel test probes or other exploratory excavations in environments that might contain buried archaeological deposits. Field methods will be consistent with DAHP guidelines.
4. **Documentation of Findings** – CRC will document and record archaeological and historic sites within the project area, including preparation of Washington State archaeological and/or historic site(s) forms. Documentation will be consistent with DAHP standards.
5. **Cultural Resources Assessment Report** – CRC will prepare a technical memo describing background research, field methods, results of investigations, and management recommendations. The report will provide supporting documentation of findings, including maps and photographs, and will conform to DAHP reporting standards. Report and support materials will be provided electronically and on a CD.

Deliverables

- One digital copy of the Cultural Resource Survey

TASK 6 – DESIGN PLANS, SPECIFICATIONS, AND COST ESTIMATES

Prepare 30, 60, and 90 percent project design plans and/or renderings of the recommended alternative. Plans and renderings will be available for City review and use at public meetings and/or staff meetings, as necessary. Specifications and cost estimates of the project representing 60 and 90 percent design efforts will also be prepared for City review and comment. Specifications will be prepared in WSDOT format.

Subtask 6.1 – 30 Percent Design Level

- A. For the 30 percent plans, we will prepare the alignment, profile, and typical cross sections illustrating the proposed improvements. These proposed improvements will be designed on the base map developed from the project survey.
- B. Develop two options for the intersection at Galena Street and Portage Avenue. One option will consist of a stop-controlled intersection with typical curb returns at each corner. The other option will consist of a roundabout. The City will provide/confirm the design vehicle used in the design of the roundabout. Each option will be presented, in PDF format, for the City's review and consideration.

- C. Complete a memorandum summarizing the stormwater design calculations and stormwater treatment options. As a portion of this project lies outside of the City's On-Site Detention Exclusion Area, stormwater detention may be required. This scope of work assumes that the existing stormwater facilities on Jordan Road are adequate and will not be impacted or replaced by this project.
- D. Attend a 30 percent design level meeting with City staff and other project stakeholders (Rite Aid).

Subtask 6.2 – 60 Percent Design Level

- A. The 60 percent plans will be provided in a City-approved format to include title sheet, legend, location and vicinity maps, plan and profile sheets, landscaping and lighting sheets, curb return sheets, special notes, special details, etc.
- B. Prepare project specifications in WSDOT format referencing the *2021 Standard Specifications for Road, Bridges and Municipal Construction*. Specifications to include the City' standard front specifications as updated with project-specific information by Gray & Osborne. Gray & Osborne will also create project-specific technical specifications.
- C. Complete a preliminary design for street lighting meeting the City's current illumination standards. The preliminary lighting design will also consider the effects of the existing lighting within the Rite Aid parking lot.
- D. Complete a preliminary landscaping (screening) layout along the south side of the Galena Street extension.
- E. Prepare a photo rendering of the preferred intersection alternative for use at public meetings.
- F. Update bid quantities and prepare a 60 percent construction cost estimate.
- G. Attend a 60 percent design level meeting with City staff and other project stakeholders (Rite Aid).

Subtask 6.3 – 90 Percent Design Level

- A. Update the 60 percent plans, based on comments received from the City and other stakeholders during the design meetings (at the 30 and 60 percent design levels).
- B. Update project specifications based on comments received from the City.

- C. Update bid quantities and prepare a 90 percent construction cost estimate.

Assumptions

1. Treatment facilities are anticipated to be an underground cartridge system similar to other recent projects completed within the City.
2. The design meetings (30 and 60 percent design levels) will be scheduled by the City with each meeting assumed to last no longer than 2 hours. Design meeting may be virtual, i.e., Zoom, Join-me, or similar, depending upon the status of the COVID pandemic.

Deliverables

- One half-size PDF copy of the plans at the design levels noted herein
- Rendering of the chosen alternative.

TASK 7 – PUBLIC INVOLVEMENT PROCESS

Assist the City with soliciting public input on the project to aid in the project development.

Consultant Responsibilities

1. Coordinate the public involvement process with the City. The process will consist of one public meeting at the completion of Subtask 6.1. Present the strip map of conceptual design along with cross sections, exhibits, schedule, etc., for use during the meeting.
2. Conduct and/or participate in the public meeting as desired by the City to include verbal presentation, answering questions, preparing and providing information, and comment sheets.

Assumptions

1. Public meeting will be scheduled by the City, to include location, time, and meeting room accommodations.
2. Strip map and exhibits will be prepared for display only.
3. The meeting will be for 2 hours or less.

City Responsibilities

1. City will provide timely comments on draft information, exhibits, etc., generated by the Consultant to be used during the public meeting.
2. City will secure public meeting site and notify participants.
3. City will participate in public meeting.

Deliverables

- Memorandum regarding the general observations of the public meeting along with a copy of the sign-in sheet and any comment sheets turned in

TASK 8 – ENVIRONMENTAL PERMITTING

Prepare draft and final SEPA checklists and Ecology General Construction Stormwater Permit to allow construction of the project.

Consultant Responsibilities

1. Prepare and submit draft SEPA checklist and revise the document as necessary before preparing final documents for City processing.
2. Prepare and submit draft Ecology Construction Stormwater Permit and Notice of Intent for the City's review. Permit will be prepared to transmit to the contractor after contract execution.

Assumptions

1. City will pay all publishing and permit fees.

City Responsibilities

1. The City will review all permit applications.
2. The City will provide a threshold determination and publish the determination (as needed).

Deliverables

- One hard copy and one electronic copy of all permit documents

TASK 9 – FINAL DESIGN

Prepare final project plans, specifications, and cost estimates sufficient for bidding and constructing the project.

1. Prepare and submit final project plans (two copies) to the City to include incorporation of all previous applicable and relevant City comments. Revise contract documents to incorporate final City comments (as applicable).
2. Prepare and submit final project specifications (two copies) to include contract, proposal, bonds, and insurance requirements per City review and direction. Incorporate revisions or all previous applicable and relevant City comments.
3. Prepare final and detailed engineer's construction cost estimate.

Deliverables

- Digital PDF copies and two hard copy sets of final plans, specifications, and cost estimate

TASK 10 – QUALITY ASSURANCE/QUALITY CONTROL

Provide QA/QC reviews of engineering products to enhance overall quality of products. Prepare QA/QC review recommendations as further noted below.

1. Conduct three QA/QC reviews at the 30, 60, and 90 percent design levels. These reviews will include key design team members to solicit comments, recommendations, and suggestions regarding engineering products, constructability issues, critical path items, risk management, and quality of product. The City will be invited to participate.

EXHIBIT B

**ENGINEERING SERVICES
SCOPE AND ESTIMATED COST**

City of Granite Falls - Galena Street Extension Design

Tasks	Principal Hours	Project Manager Hours	Project Engineer Hours	Electrical Engineer Hours	AutoCAD/ GIS Tech./ Eng. Intern Hours	Professional Land Surveyor Hours	Field Survey (2 person) Hours
1 Project Management	16	24					
2 Survey and Mapping		4			16	16	24
3 Utility Data Acquisition		1	2		4		
4 Geotechnical Investigation and Report	1	4	2				
5 Cultural Resource Survey	1	2	1				
6 Design Plans, Specifications, and Cost Estimates							
6.1 - 30% Design Level	2	60	165		16		
6.2 - 60% Design Level	2	60	100	12	36		
6.3 - 90% Design Level	2	30	80	8	24		
7 Public Involvement Process	1	5	4		16		
8 Environmental Permitting		2	4				
9 Final Design	1	16	80	4	24		
10 Quality Assurance/Quality Control	6	6	10	2			
Hour Estimate:	32	214	448	26	136	16	24
Fully Burdened Billing Rate Range:*	\$138 to \$205	\$125 to \$205	\$119 to \$148	\$120 to \$190	\$50 to \$134	\$118 to \$155	\$171 to \$230
Estimated Fully Burdened Billing Rate:*	\$180	\$160	\$130	\$180	\$90	\$150	\$220
Fully Burdened Labor Cost:	\$5,760	\$34,240	\$58,240	\$4,680	\$12,240	\$2,400	\$5,280

Total Fully Burdened Labor Cost:	\$ 122,840
Direct Non-Salary Cost:	
Mileage & Expenses (mileage @ current IRS rate)	\$ 546
Printing	\$ 100
Subconsultants:	
PanGEO (Task 4)	\$ 14,975
Cultural Resource Consultants (Task 5)	\$ 3,665
Subconsultant Overhead (10%)	\$ 1,864
TOTAL ESTIMATED COST:	\$ 143,990

* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.