

# AGENDA

## Soap Lake City Council

### Soap Lake Community & Senior Center

121 2<sup>nd</sup> Ave SE, Soap Lake, WA 98851

Wednesday, March 20, 2024 @5:30pm

City of Soap Lake, PO Box 1270, 239 2<sup>nd</sup> Ave SE, Soap Lake, WA 98851, (509)246-1211

The Soap Lake City Council Chambers are handicap accessible. Arrangements to reasonably accommodate the needs of special classes of citizens, including handicap accessibility or interpreter, will be made upon receiving twenty-four (24) hour advance notice.

The City reserves the right to call an Executive Session anytime during a Council Meeting according to RCW 42.30.110

#### AGENDA ITEMS

**1. CALL TO ORDER 5:30 PM, PLEDGE OF ALLEGIANCE**

**2. ROLL CALL**

**3. CONSENT AGENDA**

- Regular Council Meeting Minutes – March 6, 2024
- Claims and Payroll

**4. MAYOR'S MESSAGE**

**5. REPORTS OF CITY OFFICERS**

**6. REPORTS OF STANDING/SPECIAL COMMITTEES**

**7. PUBLIC COMMENT**

**8. OLD BUSINESS**

**9. NEW BUSINESS**

- A. Supplemental Agreement for Construction Engineering for Daisy Street Sidewalk Improvements
- B. Supplemental Agreement for Construction Engineering for Daisy Street Pedestrian Crossing Improvements
- C. Policy Change- Discussion of City Expenditures or Allotment of Funds
- D. City Contract

**10. EXECUTIVE SESSION – Performance of a Public Employee 42.30.110(1)(g)**

**11. EXECUTIVE SESSION – Complaint against a Public officer or Employee 42.30.110(1)(f)**

**12. NEXT ORDINANCE #1343; NEXT RESOLUTION #1012**

**13. COMMENTS**

**14. ADJOURNMENT**

Public Comment can be submitted in writing to City Hall drop box or e-mailed no later than noon on the meeting date. If emailing, write "For Public Comment" in the subject line and send to: <https://www.soaplakewa.gov/contact-city-of-soap-lake>

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

March 6, 2024

### CALL TO ORDER

Mayor DuPuy called the regular council meeting to order at 5:30 pm.

### ROLL CALL

Council Members Present: Carson, Gorman, Sharp, Taylor and Woodhouse.

City Staff Members Present: Police Chief Cox, City Planner Kovach, Deputy Clerk Olson and Administrative Assistant Siebert.

### AGENDA ITEMS

- **CONSENT AGENDA**
  - A. Regular Council Meeting Minutes – February 21, 2024
  - B. Claim EFTs & Claims #23085-23119 in the amount of \$101,352.70
  - C. Payroll EFTs & Claims #26434-26440 in the amount of \$24,235.89
- **MAYOR'S MESSAGE**
- **REPORTS OF CITY OFFICERS**
- **REPORTS OF STANDING/SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
- **NEW BUSINESS**
  - A. Traffic Safety Grant Acceptance
  - B. Special Event Permit – Easter Egg Hunt
- **NEXT ORDINANCE #1343; NEXT RESOLUTION #1012**
- **COMMENTS**
- **ADJOURNMENT**

Mayor asked for a motion to excuse Councilmembers Bryson and Carlson and City Attorney Sears. **M/Woodhouse, S/Taylor**; to excuse Councilmembers Bryson and Carlson and Attorney Sears from this evening's meeting. **Motion carried unanimously.**

### CONSENT AGENDA

**M/Sharp, S/Carson**; to accept the consent agenda as presented. **Motion carried unanimously.**

### MAYOR'S MESSAGE

Mayor was approached by CJ Forest, who will be incorporating a Disc Golf Course into the existing Lava Links Course. This should be complete by the end of the year.

Public Work's employees were able to get some of the trees trimmed in Smokiam Park. They should have this completed soon.

The School District will be partnering with the City as Safe Streets Passage grants become available for the areas of Main and Hwy 17 and Division and 6<sup>th</sup> Ave. since these areas are high foot traffic for students walking to and from school.

The generator at Smokiam Park has failed once power was restored after the recent PUD sub-station fire. The cost to replace the control panel is over \$9,000.00 and to replace the whole generator would cost over \$53,000.00. The Mayor has been speaking with Gray & Osborne engineers about the sewer lift station grant monies and that the generator replacement may be part of this upgrade/replacement project.

### **REPORTS OF CITY OFFICERS**

Police Chief Cox – Initiative 2113 has rolled back much of the pursuit law that became quite restrictive a few years ago. It will go into effect on June 6<sup>th</sup> and Officers will be trained on updated policy.

City Planner Kovach – recent permits include: 1 single family new build, 1 deck construction, 1 carport construction and 1 kitchen remodel.

New state codes go into effect March 15<sup>th</sup>. Highlights of changes will be in an upcoming report. Businesses along Daisy and Main may receive letters stating SLMC for window coverings. Many windows are covered with paper or plastic, restricting the visibility, and this is not allowed per code.

Tim Babak, Public Works employee- the sensor controller for the lights along E Main was recently changed out after the lights were not working for a few days. Some trees have been trimmed in the Park and more will be done in the coming days. The Skid Steer has been delivered and employees will soon be able to use it for the roadway repairs

Mayor DuPuy said that the City will be hiring a part-time employee to help for the next 6 months.

Deputy Clerk Olson – presented her report in printed form to Councilmembers.

### **REPORTS OF STANDING/SPECIAL COMMITTEES**

The Lake Liaison Committee will hold a meeting at the Senior and Community Center on Friday, March 15<sup>th</sup> at 1:30 PM. The Stormwater Manager for Moses Lake will be giving a presentation. This will be an open, public meeting and all are invited to attend.

### **PUBLIC COMMENT**

Thomas Page, 636 Aster St S – would like notes added to the Resolution/Ordinance so the public can know what is being presented ahead of the meeting time. He is also glad that the trees are being trimmed in the Park area.

Marcia Neihart, 419 W Main St – the pot hole that was filled with gravel is already empty and cars speed by and make a lot of noise.

The Mayor commented that the asphalt will be available after March 15<sup>th</sup>.

### **OLD BUSINESS**

None

**NEW BUSINESS**

- A. Traffic Safety Grant Acceptance – **M/Sharp, S/Gorman**; to accept the Traffic Safety Grant from WASPC in the amount of \$3000.00 for the purchase of one lidar unit. **Motion carried unanimously.** The grant number is CFDA#20.600
- B. Special Event Permit – Easter Egg Hunt – **M/Sharp, S/Gorman**; to accept the Special Event Permit for the Easter Egg Hunt as presented. **Motion carried unanimously.** Event will start at 10:00 AM for the general public. A separate time for children with special needs will be held from 9:30-10:00.

**Next Ordinance #1343; Next Resolution #1012**

**COMMENTS**

Councilmember Gorman commented to Mr. Page that the resolution and ordinance numbers are called out to stay on track for the next number to use. Resolution and Ordinances that are for discussion/acceptance are listed on the agenda.

**ADJOURNMENT**

**M/Gorman, S/Taylor**; move to adjourn at 5:53 PM. **Motion carried unanimously.**

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Allen DuPuy, Mayor

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Jody Siebert, Administrative Assistant



SL-24-Demo-001					
<b>Name</b>	McKay PHD#4	2023 Code Valuation Table combines Occupancy by Construction type for a cost per sf to calculate valuation per area type (i.e R-3 conditioned space and U unconditioned). Utility, sprinkler, or remodel permits are based just on contractor valuation. N/A for Flat Fees per Resolution.			
<b>Address</b>	127 2nd SW				
<b>Description</b>	Incinerator DEMO				
		X	=	X	= \$0.00
		Occ. Group	Const. Type	ICC Cost / sf	Area in S.F. Valuation
		X	=	X	= \$0.00
		Occ. Group	Const. Type	ICC Cost / sf	Area in S.F. Valuation
<b>Date Approved</b>	1/5/23	Contractor Valuation =		<b>Total Valuation</b>	<b>\$0.00</b>

SL-24-R-001					
<b>Name</b>	Nick Pearson	2023 Code Valuation Table combines Occupancy by Construction type for a cost per sf to calculate valuation per area type (i.e R-3 conditioned space and U unconditioned). Utility, sprinkler, or remodel permits are based just on contractor valuation. N/A for Flat Fees per Resolution.			
<b>Address</b>	315 3rd SE				
<b>Description</b>	Front Porch Addition				
		U	X	VB	= \$64.19 X 146 = \$9,371.74
		Occ. Group	Const. Type	ICC Cost / sf	Area in S.F. Valuation
		X	=	X	= \$0.00
		Occ. Group	Const. Type	ICC Cost / sf	Area in S.F. Valuation
<b>Date Approved</b>	1/11/24	Contractor Valuation =		<b>Total Valuation</b>	<b>\$9,371.74</b>

SL-24-C-002					
<b>Name</b>	Bill Stevens	2023 Code Valuation Table combines Occupancy by Construction type for a cost per sf to calculate valuation per area type (i.e R-3 conditioned space and U unconditioned). Utility, sprinkler, or remodel permits are based just on contractor valuation. N/A for Flat Fees per Resolution.			
<b>Address</b>	14 S Cannan				
<b>Description</b>	Restaurant remodel T.I.				
		X	=	X	= \$0.00
		Occ. Group	Const. Type	ICC Cost / sf	Area in S.F. Valuation
		X	=	X	= \$0.00
		Occ. Group	Const. Type	ICC Cost / sf	Area in S.F. Valuation
<b>Date Approved</b>	1/16/24	Contractor Valuation =		<b>Total Valuation</b>	<b>\$25,000.00</b>

SL-24-R-003					
<b>Name</b>	Joe Clark	2023 Code Valuation Table combines Occupancy by Construction type for a cost per sf to calculate valuation per area type (i.e R-3 conditioned space and U unconditioned). Utility, sprinkler, or remodel permits are based just on contractor valuation. N/A for Flat Fees per Resolution.			
<b>Address</b>	45 Birch S				
<b>Description</b>	Permit ADU and Rental Inspection of primary Residence				
		R-3	X	VB	= \$165.67 X = \$0.00
		Occ. Group	Const. Type	ICC Cost / sf	Area in S.F. Valuation
		X	=	X	= \$0.00
		Occ. Group	Const. Type	ICC Cost / sf	Area in S.F. Valuation
<b>Date Approved</b>	1/19/24	Contractor Valuation =		<b>Total Valuation</b>	<b>\$32,500.00</b>

SL-24-C-004					
<b>Name</b>	Ron Yenney	2023 Code Valuation Table combines Occupancy by Construction type for a cost per sf to calculate valuation per area type (i.e R-3 conditioned space and U unconditioned). Utility, sprinkler, or remodel permits are based just on contractor valuation. N/A for Flat Fees per Resolution.			
<b>Address</b>	413 Lakemoor				
<b>Description</b>	Extend Expired Permit				
		X	=	X	= \$0.00
		Occ. Group	Const. Type	ICC Cost / sf	Area in S.F. Valuation
		X	=	X	= \$0.00
		Occ. Group	Const. Type	ICC Cost / sf	Area in S.F. Valuation
<b>Date Approved</b>	1/29/24	Contractor Valuation =		<b>Total Valuation</b>	<b>\$7,000.00</b>

SL-24-R-005					
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<b>Name</b> Hector Matus <b>Address</b> 22 3rd SE <b>Description</b> Remodel of Existing ADU  <b>Date Approved</b> 1/30/24	2023 Code Valuation Table combines Occupancy by Construction type for a cost per sf to calculate valuation per area type (i.e R-3 conditioned space and U unconditioned). Utility, sprinkler, or remodel permits are based just on contractor valuation. N/A for Flat Fees per Resolution.				
		x	=	x	=
	Occ. Group	Const. Type	ICC Cost / sf	Area in S.F.	Valuation
				288	\$0.00
	x	=	x	=	
Occ. Group	Const. Type	ICC Cost / sf	Area in S.F.	Valuation	
			0	\$0.00	
		Contractor Valuation =	\$20,000.00	<b>Total Valuation</b>	<b>\$20,000.00</b>

Calculation Note:  
 Schedule defines range from X to Y by valuation,  
 with base fee A and additional fee B per 1000  
**Total Valuation** falls between X and Y  
 $A + ((\text{Total Valuation}-X)/1000) \times B = \text{Permit Fee}$

<b>Monthly Total Valuation</b>
<b>\$93,871.74</b>



<b>SL-24-R-006</b>		<p><b>Name</b> Fred Slipper  <b>Address</b> 116 Fir N  <b>Description</b> Deck addition</p>		<p>2023 Code Valuation Table combines Occupancy by Construction type for a cost per sf to calculate valuation per area type (i.e R-3 conditioned space and U unconditioned), Utility, sprinkler, or remodel permits are based just on contractor valuation. N/A for Flat Fees per Resolution.</p>	
X		=	X	=	\$0.00
Occ. Group	Const. Type	ICC Cost / sf	Area in S.F.		Valuation
X		=	X	=	\$0.00
Occ. Group	Const. Type	ICC Cost / sf	Area in S.F.		Valuation
Contractor Valuation = \$5,000.00				<b>Total Valuation</b>	<b>\$5,000.00</b>
<b>SL-24-R-007</b>		<p><b>Name</b> Ilya Didok  <b>Address</b> 21 8th Ave SE  <b>Description</b> Carport</p>		<p>2023 Code Valuation Table combines Occupancy by Construction type for a cost per sf to calculate valuation per area type (i.e R-3 conditioned space and U unconditioned), Utility, sprinkler, or remodel permits are based just on contractor valuation. N/A for Flat Fees per Resolution.</p>	
U	VB	=	X	=	\$18,486.72
Occ. Group	Const. Type	ICC Cost / sf	Area in S.F.		Valuation
X		=	X	=	\$0.00
Occ. Group	Const. Type	ICC Cost / sf	Area in S.F.		Valuation
Contractor Valuation = \$18,486.72				<b>Total Valuation</b>	<b>\$18,486.72</b>
<b>SL-24-BLA-018</b>		<p><b>Name</b> Mark Novik  <b>Address</b> Block 8 Lakemore  <b>Description</b> Boundary Line adjustment for 17 parcels for development</p>		<p>2023 Code Valuation Table combines Occupancy by Construction type for a cost per sf to calculate valuation per area type (i.e R-3 conditioned space and U unconditioned), Utility, sprinkler, or remodel permits are based just on contractor valuation. N/A for Flat Fees per Resolution.</p>	
X		=	X	=	\$0.00
Occ. Group	Const. Type	ICC Cost / sf	Area in S.F.		Valuation
X		=	X	=	\$0.00
Occ. Group	Const. Type	ICC Cost / sf	Area in S.F.		Valuation
Contractor Valuation = \$0.00				<b>Total Valuation</b>	<b>\$0.00</b>
<b>SL-24-R-008</b>					

<b>Name</b>	Yuri Babak	2023 Code Valuation Table combines Occupancy by Construction type for a cost per sf to calculate valuation per area type (i.e R-3 conditioned space and U unconditioned), Utility, sprinkler, or remodel permits are based just on contractor valuation. N/A for Flat Fees per Resolution.									
<b>Address</b>	112 N Fir	R-3	X	VB	=	\$165.67	X	1637	=	\$271,201.79	
<b>Description</b>	SFR	Occ. Group		Const. Type		ICC Cost / sf		Area in S.F.		Valuation	
<b>Date Approved</b>	2/20/24	U	X	VB	=	\$64.19	X	443	=	\$28,436.17	
		Occ. Group		Const. Type		ICC Cost / sf		Area in S.F.		Valuation	
		<b>Contractor Valuation =</b>								<b>Total Valuation</b>	<b>\$299,637.96</b>
SL-24-C-009											
<b>Name</b>	Art Wenholz	2023 Code Valuation Table combines Occupancy by Construction type for a cost per sf to calculate valuation per area type (i.e R-3 conditioned space and U unconditioned), Utility, sprinkler, or remodel permits are based just on contractor valuation. N/A for Flat Fees per Resolution.									
<b>Address</b>	214 Daisy S	B	X	VB	=	\$177.81	X	180	=	\$32,005.80	
<b>Description</b>	BBQ Hut	Occ. Group		Const. Type		ICC Cost / sf		Area in S.F.		Valuation	
<b>Date Approved</b>	2/28/24		X		=		X	0	=	\$0.00	
		Occ. Group		Const. Type		ICC Cost / sf		Area in S.F.		Valuation	
		<b>Contractor Valuation =</b>								<b>Total Valuation</b>	<b>\$32,005.80</b>
<p>Calculation Note:                  Schedule defines range from <b>X</b> to <b>Y</b> by valuation,                  with base fee <b>A</b> and additional fee <b>B</b> per 1000  <b>Total Valuation</b> falls between <b>X</b> and <b>Y</b>  <math>A + ((\text{Total Valuation} - X) / 1000) \times B = \text{Permit Fee}</math></p>											
										<b>Monthly Total Valuation</b>	
										<b>\$355,130.48</b>	



# 2021 State Building Code Changes

## HIGHLIGHTS

(Effective March 15th, 2024)

Applies to new construction and additions, or a change of use.



2021 International Building Code (IBC)



2021 International Residential Code (IRC)

## IBC Changes

### EV CHARGING INFRASTRUCTURE (WS IBC 429 and Table 429.2)

New parking lots/garages need to provide the following mix of EV charging options.



Commercial parking lots:  
10% EV Charging Stalls (Includes charger and cable) ,  
10% EV Ready Stalls (Outlet for charging), 10% EV Capable Stalls (Have raceway installed for future use).

Multifamily parking lots:  
10% EV Charging Stalls (Includes charger and cable) ,  
25% EV Ready Stalls (outlet for charging), 10% EV Capable Stalls (Have raceway installed for future use).

### CONTAINER HOMES (WS IBC 3115)

Using Intermodal Shipping Containers as a building element is specifically addressed in the code now.



# ICC A117.1 Changes (Accessibility)

Larger space requirements to accommodate electric wheelchairs for accessible facilities.

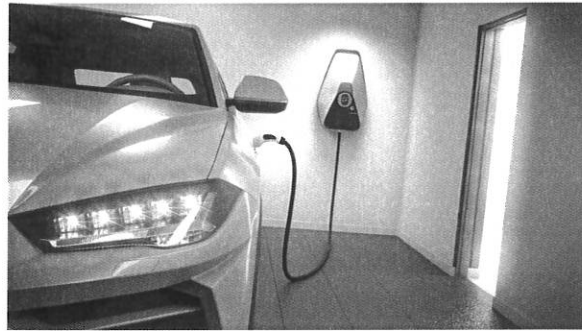
67" Turning space in new buildings (up from 60")

30" x 52" Clear floor space in new buildings (up from 30" x 48")

## IRC Changes

EV CHARGING (WS IRC R309.6.)

Requirement for homes with a garage or carport to have a dedicated 40 amp circuit to a charger, outlet, or junction box.



DOORS BETWEEN HOUSE AND GARAGE (IRC R302.5.1.)

It is clarified that self latching doors are required (not just self closing).

SMOKE ALARMS(WS IRC 314.3)

Additional smoke alarms needed in raised ceiling rooms outside of bedrooms.

SLAB VAPOR PROTECTION (IRC R506.2.3.)

10 mil underslab vapor barrier required (instead of 6 mil)

COMMERCIAL COOKING APPLIANCES(IRC G2447.2.)

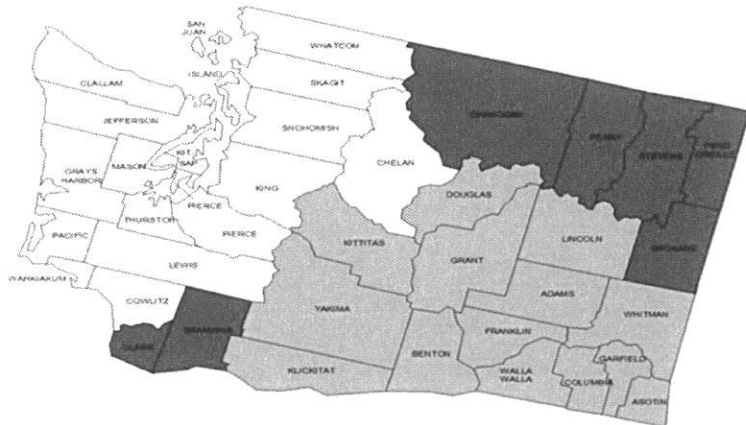
Commercial cooking appliances are prohibited in residences because of lack of safety features.

RADON TESTING (IRC APPENDIX AF)

Requirements for Radon Testing if unvented crawl spaces are used.

CONTAINER HOMES (WS IRC 301.1.4 - Points to IBC 3115)  
Using Intermodal Shipping Containers as a building element is specifically addressed in the code now.

[FIGURE AF 101 EPA MAP OF RADON ZONES LEGEND]



ZONE 1 HIGH POTENTIAL (GREATER THAN 4 pCi/L) [Red/Darkest]  
ZONE 2 MODERATE POTENTIAL (FROM 2 TO 4 pCi/L) [Orange/Midrange]  
ZONE 3 LOW POTENTIAL (LESS THAN 2 pCi/L) [Yellow/Lightest]



# WSEC Changes

## Residential



BUILDING ENVELOPE (R402)  
R-60 Ceiling Insulation required (Up from R-49)

Continuous Insulation on the exterior walls (Up from 0, using only stud cavity insulation)

4' perimeter Slab Insulation (Up from 2ft)

Air Leakage reduced to 4 Air Changes per Hour (Down from 5 ACH)

### WATER HEATERS (WSEC R403.5.5. & WSEC R403.5.7.)

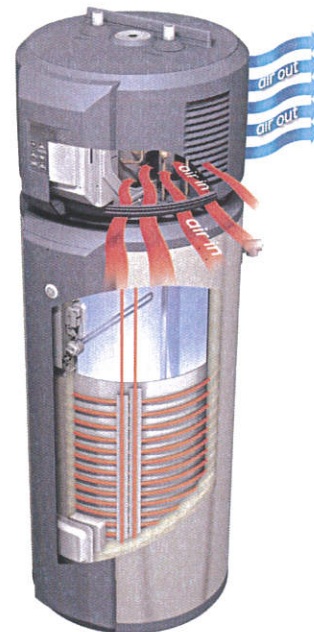
Water heaters must be in conditioned space and heat pump type (Some exceptions) Replaced existing ones do not need to be moved inside.

### HEATING EQUIPMENT (WSEC R403.13.)

Heat pump heating is required (some exceptions and allowed with supplemental heat)  
Replaced heating equipment (HVAC and Water Heater) without heat pump is OK, if no more heating capacity is added.

### LIGHTING (WSEC R404)

Dimmer or sensor control now required (WSEC R404.2.)  
Replacing 10% (Down from 50%) of lighting required meeting new energy code (WSEC R503.1.4 Exc.)



a

## Commercial

New Commercial buildings have similar new requirements as residential. See the full description of changes in the attached document.



CITY OF SOAP LAKE
City Council Meeting – Agenda Memo

For Office Use Only:

Council Meeting Date: March 20, 2024

Contact Person: Michael Woodkey, P.E.

Phone: 509-453-4833

E-mail: mwoodkey@g-o.com

Agenda Subject: Supplemental Agreement for Construction Engineering for Daisy Street Sidewalk Improvements

Table with 2 columns: Selection, Item. Items include Bid Opening, Consent Agenda, Public Hearing, Committee Report, Old Business, New Business (checked), Miscellaneous, Information Only.

- 1. Purpose Statement: The purpose of this agenda item is to review the engineering Consultant Supplemental Agreement for the Daisy Street (SR 17) Sidewalk Improvements, Phase I.
2. Background / Alternatives: In May 2021, the City was notified that it received federal funding (STBG TA Set Aside) for the construction of sidewalk improvements along Daisy Street from 3rd Ave SE to Main Ave E. This Consultant Agreement includes Construction Engineering for the project.
3. Attachments: The Draft Consultant Agreement is attached.
4. Fiscal Impact: The total project funding is \$326,206, which includes a \$14,956 City match and \$311,250 grant award of STBG TA Set-Aside funds. This Consultant Agreement for Construction Engineering is for \$30,250 which is included in the \$311,250 total project cost.
5. Staff Impact: Gray & Osborne will provide invoices to the City and work with staff to administer the project. Anticipated labor impact is 10-20 hours.
6. Legal Review: The City may have the Consultant Supplemental Agreement reviewed by the City Attorney. This agreement modifies only the technical scope of work and does not modify the conditions of the original agreement, which was previously reviewed.
7. Recommendation: Approve the Consultant Agreement with Gray & Osborne, Inc.
8. Suggested Motion / Recommended Action: I move to approve the Consultant Supplemental Agreement for construction engineering services related to the Daisy Street (SR 17) Sidewalk Improvements, Phase I with Gray & Osborne.

Reviewed by Legal Counsel: \_\_\_\_\_

Approved for Agenda: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_





## **EXHIBIT A-1**

### **SCOPE OF WORK**

#### **CITY OF SOAP LAKE DAISY STREET (SR 17) SIDEWALK IMPROVEMENTS, PHASE I SUPPLEMENTAL AGREEMENT NO. 1**

### **INTRODUCTION**

This scope amends the Scope of Work approved by the City of Soap Lake on April 26, 2022.

The Consultant shall perform those tasks as listed herein to assist the City during the construction phase of the project, to include coordination with regulatory and funding agencies, adjacent property owners, utility companies, and the Contractor.

### **CONSTRUCTION MANAGEMENT SERVICES**

It is the intent of this scope to provide sufficient services for the duration of the contract (40 working days).

<u>Task No.</u>	<u>Task</u>
1.	Project Management – Provide overall project management to include resource allocation management, client contact, and coordination with various project stakeholders including, but not limited to, WSDOT Local Programs, City, Contractor, CA Agency (WSDOT), abutting property owners (as needed), utility companies, and regulatory agencies during the construction phase of project.
2.	Preconstruction Services
a.	Assist the City in contract execution (Contractor and City).
b.	Organize and lead the preconstruction conference (prepare agenda in accordance with appendix 52.101 of the LAG Manual, send out invitations, conduct meeting, and prepare/distribute meeting minutes) in accordance with appendix 52.102 of the LAG Manual, Coordinate with the City to issue a Notice to Proceed. Coordinate with WSDOT Local Programs.
c.	Review Contractor’s schedule, and provide comments to Contractor and Agency as applicable.

3. Contract Administration
  - a. Assist the City with preparation of reimbursement requests to WSDOT.
  - b. Provide quality control in accordance with Chapters 52.1 and 52.3 of the LAG, submittal/RAM/QPL review; manage the Record of Materials (ROM) prepared by WSDOT with submittal information; and material testing information, and verify allocations are made in accordance with the requirements of the Contract Documents. Review/track traffic control files.
  - c. Track, review and evaluate Request for Information from Contractor. Manage responses to RFIs.
  - d. Contractor and subcontractor certified payroll review/tracking (City to provide access to L&I payroll website for project); review/approve of requests to sublet, statement of intent to pay prevailing wages, certified payroll report; complete wage rate interviews.
  - e. DBE Tracking: confirm DBE meets contract requirements, conduct commercially useful function surveys, track/submit monthly DBE report to WSDOT in accordance with Section 1-08.1, to confirm goal is met. Conduct on-site interviews as necessary.
  - f. Prepare monthly progress (pay) estimates and review with Contractor and City. Prepare WSDOT backup for quantities paid each month. Assist City with WSDOT project billing forms.
  - g. Prepare up to two change orders in accordance with Chapter 52.5 and Appendix 52.106 of the LAG Manual. Represent the City's interest in negotiation of change order with the Contractor. Provide independent estimate and record quantity measurements of material, equipment and manpower for determining costs for change orders. Coordinate with WSDOT to obtain Blue Book rates on equipment as may be applicable. Prepare change orders for execution by the City and Contractor subject to approval of the City, CA Agency (WSDOT). This task does not include any work for new or additional design tasks nor additional survey work as may be related thereto depending on the nature of the change order(s).

- h. Conduct construction meetings with the Project Manager, the Contractor, City's representative, various regulatory or funding personnel, utility companies, and other stakeholders deemed necessary to help facilitate construction and construction coordination. Note: this item assumes 1 meeting/site visits by the Project Manager.
  - i. At substantial completion, coordinate with the City, Local Programs (WSDOT) in accordance with chapter 52.81 of the LAG Manual, and resident inspector, and prepare a punchlist of items to be completed or corrected.
  - j. Coordinate final walk-thru of the project with the City, Contractor, inspector, WSDOT, and Project Manager prior to recommending project acceptance.
  - k. Provide copies of all project paperwork to the City and WSDOT.
4. Field Inspection
- a. Provide part time on-site observation services (up to 80 hours over the course of 40 days) to observe the progress of the work and determine, in general, that the work is proceeding in accordance with the Contract Documents and notify Contractor of non-compliance. Review means and methods employed by Contractor and materials delivered to the site. Provide field documentation to include: Inspector's Daily Report, field note records, Weekly Quantity Reports, Weekly Working Day Reports, and Daily Report of Force Account Worked, wage rate interviews, DBE Commercially Useful Function Reports and other pertinent documentation. Confirm quantities for payment with Contractor in the field. Verify material acceptance in accordance with contract/specification requirements.
5. Survey Staking
- a. Provide control points as shown in the Plans to allow for construction staking.
  - b. Provide one-time construction staking for:
    - i. Curb Stakes;
6. Material Testing (Subcontract: AAR Testing and Inspection, Inc)



- a. Coordinate and provide material and compaction testing services with a qualified subconsultant (AAR Testing and Inspection, Inc.) Material testing will include 102 hours total for soil compaction, gravel compaction, asphalt compaction, and concrete testing.
  - b. Review material testing results and arrange for additional testing as needed.
7. Project Closeout Services
- a. Assist the City in closing out the project, prepare notice of completion form, project voucher, including WSDOT Local Programs final audit, in compliance with State and Federal law.
  - b. Prepare and sign materials certification form.
  - c. Provide project files to the City and WSDOT if requested.

**EXHIBIT A**

**Summary of Payments**

	<b>Basic Agreement</b>	<b>Supplement 1</b>	<b>Total</b>
Direct Salary Cost	\$9,368	\$4,984	\$14,352
Overhead (Including Payroll Additives)	\$17,813	\$9,195	\$27,008
Direct Non-Salary Costs	\$1,063	\$14,576	\$15,639
Fixed Fee	\$2,506	\$1,495	\$4,001
Total	\$30,750	\$30,250	\$61,000

## EXHIBIT D-1

### CONSULTANT FEE DETERMINATION - SUMMARY SHEET (COST PLUS FIXED FEE)

**Project:** City of Soap Lake - Daisy Street (SR 17) Sidewalk Improvements, Phase I

**Construction Supplement Engineering Costs**

Direct Salary Cost (DSC):

Discipline Required	Estimated Hours	Estimated Rate			Estimated Amount
		\$	to	\$	
Principal-in-Charge	2	\$46	to	\$58 \$70	\$116
Project Manager	12	\$42	to	\$58 \$70	\$696
Project Engineer	20	\$38	to	\$46 \$52	\$920
Field Inspector	60	\$38	to	\$38 \$52	\$2,280
Professional Land Surveyor	6	\$38	to	\$52 \$57	\$312
Field Survey Crew (2 Person)	10	\$55	to	\$66 \$88	\$660

Subtotal Direct Labor Costs (DLC): \$ 4,984

Indirect Labor Costs (Overhead) @ 190.15% x DLC: \$ 9,477

Fee @ 30% x DLC: \$ 1,495

Direct Non-Salary Cost:

Mileage (4,168 at \$0.67/mile) \$ 1,117

Testing Services \$ 13,177

**TOTAL ESTIMATED COST:** **\$ 30,250**









**Washington State  
Department of Transportation**

Development Division  
Contract Services Office  
PO Box 47408  
Olympia, WA 98504-7408  
7345 Linderson Way SW  
Tumwater, WA 98501-6504

TTY: 1-800-833-6388  
[www.wsdot.wa.gov](http://www.wsdot.wa.gov)

October 4, 2023

AAR Testing Laboratories, Inc.  
7126 180th Avenue NE, Suite C101  
Redmond, WA 98052

Subject: Acceptance FYE 2022 ICR – Audit Office Review

Dear Michele Guerrini:

Transmitted herewith is the WSDOT Audit Office's memo of "Acceptance" of your firm's FYE 2022 Indirect Cost Rate (ICR) of 117.99% of direct labor. This rate will be applicable for WSDOT Agreements and Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

This was not a cognizant review. Any other entity contracting with your firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at **(360) 704-6397** or via email [consultanrates@wsdot.wa.gov](mailto:consultanrates@wsdot.wa.gov).

Regards,

*Schatzie Harvey*

Schatzie Harvey (Oct 5, 2023 15:59 PDT)

SCHATZIE HARVEY, CPA  
Contract Services Manager

SH:leg



CITY OF SOAP LAKE
City Council Meeting – Agenda Memo

For Office Use Only:

Council Meeting Date: March 20, 2024

Contact Person: Michael Woodkey, P.E.

Phone: 509-453-4833

E-mail: mwoodkey@g-o.com

Agenda Subject: Supplemental Agreement for
Construction Engineering for Daisy Street Pedestrian
Crossing Improvements

Table with 2 columns: Selection, Item Name. Items include Bid Opening, Consent Agenda, Public Hearing, Committee Report, Old Business, New Business (checked), Miscellaneous, Information Only.

- 1. Purpose Statement: The purpose of this agenda item is to review the engineering Consultant Supplemental Agreement for the Daisy Street Pedestrian Crossing Improvements.
2. Background / Alternatives: In December 2018, the City was notified that it State Pedestrian and Bicycle Program funding for the construction of a pedestrian crossing signal at the intersection of Daisy Street (SR 17) and 3rd Ave SE. This Consultant Agreement includes construction engineering for the project.
3. Attachments: The Draft Consultant Agreement is attached.
4. Fiscal Impact: The total project budget is \$63,400, which is 100% grant funding for the WSDOT Ped/Bike program. This Consultant Supplemental Agreement for Construction Engineering is for \$13,000 which is included in the \$63,400 total project budget.
5. Staff Impact: Gray & Osborne will provide invoices to the City and work with staff to administer the project. Anticipated labor impact is 10-20 hours.
6. Legal Review: The City may have the Consultant Supplemental Agreement reviewed by the City Attorney. This agreement modifies only the technical scope of work and does not modify the conditions of the original agreement, which was previously reviewed.
7. Recommendation: Approve the Consultant Agreement with Gray & Osborne, Inc.
8. Suggested Motion / Recommended Action: I move to approve the Consultant Supplemental Agreement for construction engineering services related to the Daisy Street Pedestrian Crossing Improvements with Gray & Osborne.

Reviewed by Legal Counsel: \_\_\_\_\_

Approved for Agenda: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**Washington State  
Department of Transportation**

<b>Supplemental Agreement Number 1</b>		Organization and Address	
Original Agreement Number 23822		Gray & Osborne, Inc. 1130 Rainier Avenue, South, Suite 300 Seattle, WA 98144	
Project Number HLP PB19(025)		Execution Date	Completion Date 12/31/2026
Project Title Daisy Street Pedestrian Crossing Improvements		New Maximum Amount Payable \$23,000	
Description of Work Construction engineering services			

The Local Agency of City of Soap Lake  
desires to supplement the agreement entered in to with Gray & Osborne, Inc.  
and executed on March 15, 2023 and identified as Agreement No. \_\_\_\_\_

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.  
The changes to the agreement are described as follows:

**I**

Section 1, SCOPE OF WORK, is hereby changed to read:  
See attached Exhibit A-1.

**II**

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days  
for completion of the work to read: Work shall be completed by December 31, 2026

**III**

Section V, PAYMENT, shall be amended as follows:  
The amount shall be supplemented by \$13,000, for a total new Maximum Amount Payable of \$23,000.

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.  
If you concur with this supplement and agree to the changes as stated above, please sign in the Appropriate  
spaces below and return to this office for final action.

By: \_\_\_\_\_ By: \_\_\_\_\_

\_\_\_\_\_  
Consultant Signature

\_\_\_\_\_  
Approving Authority Signature

\_\_\_\_\_  
Date



**EXHIBIT A-1**  
**SCOPE OF WORK**  
**CITY OF SOAP LAKE**  
**DAISY STREET PEDESTRIAN CROSSING IMPROVEMENTS**  
**SUPPLEMENTAL AGREEMENT NO. 1**

**INTRODUCTION**

This scope amends the Scope of Work approved by the City of Soap Lake on March 15, 2023.

The Consultant shall perform those tasks as listed herein to assist the City during the construction phase of the project, to include coordination with regulatory and funding agencies, adjacent property owners, utility companies, and the Contractor. It is anticipated that this work will be completed in conjunction with the City of Soap Lake - Daisy Street (SR 17) Sidewalk Improvements, Phase I (TAP 0017 (056)).

**CONSTRUCTION MANAGEMENT SERVICES**

It is the intent of this scope to provide sufficient services for the duration of the contract (40 working days).

<u>Task No.</u>	<u>Task</u>
1.	Project Management – Provide overall project management to include resource allocation management, client contact, and coordination with various project stakeholders including, but not limited to, WSDOT Local Programs, City, Contractor, CA Agency (WSDOT), abutting property owners (as needed), utility companies, and regulatory agencies during the construction phase of project.
2.	Preconstruction Services
a.	Assist the City in contract execution (Contractor and City).
b.	Organize and lead the preconstruction conference (prepare agenda in accordance with appendix 52.101 of the LAG Manual, send out invitations, conduct meeting, and prepare/distribute meeting minutes) in accordance with appendix 52.102 of the LAG Manual, Coordinate with the City to issue a Notice to Proceed. Coordinate with WSDOT Local Programs.

- c. Review Contractor's schedule, and provide comments to Contractor and Agency as applicable.
3. Contract Administration
- a. Assist the City with preparation of reimbursement requests to WSDOT.
  - b. Provide quality control in accordance with Chapters 52.1 and 52.3 of the LAG, submittal/RAM/QPL review; manage the Record of Materials (ROM) prepared by WSDOT with submittal information; and material testing information, and verify allocations are made in accordance with the requirements of the Contract Documents. Review/track traffic control files.
  - c. Track, review and evaluate Request for Information from Contractor. Manage responses to RFIs.
  - d. Contractor and subcontractor certified payroll review/tracking (City to provide access to L&I payroll website for project); review/approve of requests to sublet, statement of intent to pay prevailing wages, certified payroll report; complete wage rate interviews.
  - e. DBE Tracking: confirm DBE meets contract requirements, conduct commercially useful function surveys, track/submit monthly DBE report to WSDOT in accordance with Section 1-08.1, to confirm goal is met. Conduct on-site interviews as necessary.
  - f. Prepare monthly progress (pay) estimates and review with Contractor and City. Prepare WSDOT backup for quantities paid each month. Assist City with WSDOT project billing forms.
  - g. Prepare one change order in accordance with Chapter 52.5 and Appendix 52.106 of the LAG Manual. Represent the City's interest in negotiation of change order with the Contractor. Provide independent estimate and record quantity measurements of material, equipment and manpower for determining costs for change orders. Coordinate with WSDOT to obtain Blue Book rates on equipment as may be applicable. Prepare change orders for execution by the City and Contractor subject to approval of the City, CA Agency (WSDOT). This task does not include any work for new or additional design tasks nor additional survey work as

may be related thereto depending on the nature of the change order(s).

- h. Conduct construction meeting with the Project Manager, the Contractor, City's representative, various regulatory or funding personnel, utility companies, and other stakeholders deemed necessary to help facilitate construction and construction coordination. Note: this item assumes 1 meeting/site visit by the Project Manager.
- i. At substantial completion, coordinate with the City, Local Programs (WSDOT) in accordance with chapter 52.81 of the LAG Manual, and resident inspector, and prepare a punchlist of items to be completed or corrected.
- j. Coordinate final walk-thru of the project with the City, Contractor, inspector, WSDOT, and Project Manager prior to recommending project acceptance.
- k. Provide copies of all project paperwork to the City and WSDOT.

4. Field Inspection

- a. Provide part time on-site observation services (up to 40 hours over the course of 40 days) to observe the progress of the work and determine, in general, that the work is proceeding in accordance with the Contract Documents and notify Contractor of non-compliance. Review means and methods employed by Contractor and materials delivered to the site. Provide field documentation to include: Inspector's Daily Report, field note records, Weekly Quantity Reports, Weekly Working Day Reports, and Daily Report of Force Account Worked, wage rate interviews, DBE Commercially Useful Function Reports and other pertinent documentation. Confirm quantities for payment with Contractor in the field. Verify material acceptance in accordance with contract/specification requirements.

5. Survey Staking

- a. Provide one-time construction staking for:
  - i. RRFB Sign Location;

6. Project Closeout Services

- a. Assist the City in closing out the project, prepare notice of completion form, project voucher, including WSDOT Local Programs final audit, in compliance with State and Federal law.
- b. Prepare and sign materials certification form.
- c. Provide project files to the City and WSDOT if requested.

**EXHIBIT A**

**Summary of Payments**

	<b>Basic Agreement</b>	<b>Supplement 1</b>	<b>Total</b>
Direct Salary Cost	\$3,090	\$3,978	\$7,068
Overhead (Including Payroll Additives)	\$5,701	\$7,234	\$12,935
Direct Non-Salary Costs	\$282	\$595	\$877
Fixed Fee	\$927	\$1,193	\$2,120
Total	\$10,000	\$13,000	\$23,000



## EXHIBIT D-1

### CONSULTANT FEE DETERMINATION - SUMMARY SHEET (COST PLUS FIXED FEE)

**Project:** City of Soap Lake - Daisy Street (SR 17) Sidewalk Improvements, Phase I

#### Construction Supplement Engineering Costs

Direct Salary Cost (DSC):

Discipline Required	Estimated Hours	Estimated Rate				Estimated Amount
Principal-in-Charge	1	\$46	to	\$58	\$70	\$58
Project Manager	16	\$42	to	\$58	\$70	\$928
Project Engineer	32	\$38	to	\$46	\$52	\$1,472
Field Inspector	40	\$38	to	\$38	\$52	\$1,520

Subtotal Direct Labor Costs (DLC): \$ 3,978

Indirect Labor Costs (Overhead) @ 181.86% x DLC: \$ 7,234

Fee @ 30% x DLC: \$ 1,193

Direct Non-Salary Cost:

Mileage (888 at \$0.67/mile) \$ 595

**TOTAL ESTIMATED COST: \$ 13,000**