



## City of Cashmere

101 Woodring Street  
Cashmere, WA 98815  
Ph (509) 782-3513 Fax (509) 782-2840  
Website [www.cityofcashmere.org](http://www.cityofcashmere.org)

CASHMERE CITY COUNCIL MEETING  
MONDAY, NOVEMBER 22, 2021, 6:00 P.M., CITY HALL

**DUE TO THE COVID-19 PANDEMIC AND THE GOVERNOR'S PROCLAMATION;  
THE PUBLIC CAN ATTEND IN PERSON, CALL-IN OR LOG-IN TO ZOOM TO  
PARTICIPATE IN THE CITY COUNCIL MEETING. PLEASE CALL-IN OR LOGIN 5  
MINUTES PRIOR TO MEETING.**

**To Join the Meeting Go To <https://zoom.us>  
Meeting ID: 882 719 9871 Passcode: 788276  
Audio Only: PH# 1-(253)-215-8782**

### AGENDA

CALL TO ORDER

FLAG SALUTE

ROLL CALL

ANNOUNCEMENTS

PUBLIC COMMENT PERIOD (For Items Not on the Agenda)

APPROVAL OF AGENDA

CONSENT AGENDA

1. Minutes of November 8, 2021, Regular Council Meeting
2. Payroll and Claims Packet Dated November 22, 2021

BUSINESS ITEMS

1. Alan Walker with Chelan Douglas Community Action Council
2. Public Hearing on final budget for 2022
3. Amendment No. 2 of Perteet Planning Task Assignment No. 2 East Cashmere Redevelopment Plan
4. Perteet Planning Task Assignment No. 4 General Planning Services for 2022
5. Wenatchee Valley Animal Care & Control Contract for Services 2022-2024
6. Scope of Work and Fee Proposal for Municipal Pool Deck Repairs
7. Scope of Work and Fee Proposal for 205 Railroad Avenue Improvements – engineering/survey services

PROGRESS REPORTS

ADJOURNMENT

TO ADDRESS THE COUNCIL, PLEASE BE RECOGNIZED BY THE MAYOR AND STATE YOUR NAME WHEN YOU BEGIN YOUR COMMENTS  
**Americans with Disabilities Act (ADA) accommodations provided upon request (48-hour notice required)**

MINUTES OF THE CASHMERE CITY COUNCIL MEETING  
MONDAY NOVEMBER 8, 2021 AT CASHMERE CITY HALL – In Person and Digital

OPENING

Mayor Jim Fletcher opened the regular City Council meeting via in person and digital conference at 6:00 p.m. at City Hall. City Clerk-Treasurer Kay Jones took minutes.

Due to the COVID-19 pandemic and the Governor's proclamation; public can attend the council meeting in person, by phone or by digital conference.

ATTENDANCE

	<u>Present</u>	<u>Not Present</u>
Mayor:	Jim Fletcher	
Council:	Vacant Chris Carlson - Digital Dave Erickson - Digital Jayne Stephenson - Digital Derrick Pratt	
Staff:	Kay Jones, Clerk-Treasurer Steve Croci, Director of Operations	

ANNOUNCEMENTS

Mayor Fletcher congratulated John Perry on winning the City Council election.

APPROVAL OF AGENDA

MOVED by Councilor Pratt and seconded by Councilor Stephenson to approve the agenda as presented. Motion carried 4-0.

CONSENT AGENDA

Minutes of October 25, 2021, Regular Council Meeting  
Payroll and Claims Packet Dated November 8, 2021

Claims Direct Pay and Check #41500 and #41502 through #41537 totaling \$81,910.28

Payroll Direct Pay and Check #41496 through #41499 totaling \$73,821.28

Manual Check #41495 replacing lost check #41297 and #41501 not needing prior approval

Acceptance of the Yakima and Peshastin Streets asphalt overlay project as completed

MOVED by Councilor Erickson and seconded by Councilor Pratt to approve the items on the Consent Agenda. Motion carried 4-0.

PUBLIC HEARING NOVEMBER 8, 2021 ON PRELIMINARY BUDGET FOR 2022

Mayor Fletcher gave a brief summary of the preliminary budget, using pie charts to show the percentage of categories in both revenues and expenditures.

The Mayor opened the Public Hearing at 6:16 p.m. to receive public comment on the Preliminary Budget for 2022. With no comments from the public the Hearing was closed at 6:16 p.m.

ORDINANCE NO. 1305 PROPERTY TAX LEVY

Last year's property tax levy amount was \$706,072. The City is allowed to levy an increase of 1% over last year's levy, which equates to \$7,060 plus any new construction. The proposed ordinance authorizes a general property tax levy estimated at \$716,683 to be collected in 2022.

MOVED by Councilor Carlson and seconded by Councilor Erickson to adopt Ordinance No 1305 property tax levy. Motion carried 4-0.

ORDINANCE NO. 1306 AUTHORIZING CONSTRUCTION AND MAINTENANCE OF AN OVERSIZED TEMPORARY DIRECTIONAL SIGN TO ASSIST WITH THE ROUTING OF TRUCK TRAFFIC

Since the closer of the Goodwin Bridge, Crunch Pak's directional issues with truck traffic for the loading zone on Sunset Highway has substantially increased. Even with current directional signs trucks are turning the wrong way which impedes traffic on Sunset Highway and South Division at the railroad crossing.

Crunch Pak applied for a sign permit they feel will help with directing the truck traffic on Sunset Hwy. However, due to the size and location of the sign it does not meet current sign code.

The proposed ordinance authorizes construction and maintenance of an oversized temporary directional sign to assist with the routing of truck traffic through the City on sunset Highway during the Goodwin bridge construction project. The sign permit is granted for a temporary period of eighteen (18) months.

Councilor Erickson voiced concern with the eighteen (18) months and suggested the time period be tied to the completion of the Goodwin Bridge.

MOVED by Councilor Pratt and seconded by Councilor Carlson to adopt Ordinance No 1306 authorizing construction and maintenance of an oversized temporary directional sign. Motion carried with 3 voting in favor and Councilor Erickson voting no.

LETTER REQUESTING ANNEXATION OF 5701 EVERGREEN DRIVE

Tucker Furniss & Sara Germain, owners of 5701 Evergreen Drive, submitted a letter of request for annexation of two parcels of land: Chelan County parcel number 23-19-05-120-300 and 23-19-05-120-250.

The North and East boundary lines of the properties are contiguous with current city limit boundaries and would be infilling a gap between county and city boundaries on Evergreen Drive. Both properties have city water and sewer service, and annexation would rezone them from Chelan County Multifamily to Cashmere Multifamily.

MOVED by Councilor Erickson and seconded by Councilor Stephenson to approve the request for annexation and authorize staff to move forward with the direct petition method. Motion carried 4-0.

SELECTION OF MANAGEMENT COMPANY FOR CITY WATER AND WASTEWATER UTILITIES

All three company's that were interviewed were highly qualified. The Mayor and Director Croci made site visits to cities contracting with the three finalist firms to speak with city managers and the utility operators employed by the respective firms.

Mayor Fletcher recommended the selection of Woodard and Curran as the management company for the City's water and wastewater utilities. The rational for selecting Woodard and Curran is they view contracting with smaller communities as a partnership. They seek to maintain small-town pride, with over 60 O&M clients that are carefully selected to ensure a good fit and similar values.

Mayor Fletcher discussed the next steps in the process after City Council approves the selection of Woodard and Curran.

MOVED by Councilor Carlson and seconded by Councilor Stephenson to approve the selection of Woodard & Curran as the management company for the City's water and wastewater utilities and to move forward with negotiating a contract. Motion carried 4-0.

PROGRESS REPORTS

Director Croci informed the Council of an emergency waterline project on West Pleasant. During the construction of a fourplex on West Pleasant it was discovered that the existing 2" water line is too old and corroded to tap into. The line needs to be replaced to accommodate the new service connection. The City will upgrade the 2" line with a 6" line and at the same time the City will upgrade the 4" fire hydrant to the current 6" standard. Due to several complaints of no pressure on West Pleasant it is likely the entire 2" line will need to be replaced where it ties into the 6" line. West Pleasant is zoned Multi-Family and the new 6" line will be adequate to accommodate future growth.

The garage doors for the Public Works building were delivered and are being installed.

The City crew repaired a water leak on White Birch Place.

Pace Engineering is drafting scope of works for bidding the pool repair project, the pressure reducing valve (PRV) on Olive Street and bringing utilities to the property on Railroad Avenue and Maple Street.

ADJOURNMENT

Mayor Fletcher adjourned the meeting at 7:12 p.m.

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James Fletcher, Mayor

Attest:

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Kay Jones, City Clerk-Treasurer



**CITY OF CASHMERE  
On-Call Planning Services Agreement**

*Formal Task Assignment Document*

Consultant: Perteet, Inc.

Task Number: 2

Amendment No.: 2

The general provisions and clauses of Agreement for On-Call Consultant Services dated February 25, 2020 shall be in full force and effect for this Task Assignment.

Location of Project: City of Cashmere

Project Title: East Cashmere Redevelopment Plan

Maximum Amount Payable Per Task Assignment: \$20,000 – No Change

Completion Date: December 31, 2022

Task No. 2, Amendment No. 1 extends time of completion to December 31, 2021. All provisions in the basic agreement remain in effect except as expressly modified by this amendment. If you concur in this amendment and agree to the changes as stated above, please sign below.

City of Cashmere Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Perteet Signature: Crystal L. Donner Date: 11/04/2021  
Crystal L. Donner, President



- Developing, assisting and/or providing guidance on State Environmental Policy Act, Hydraulic Permit Approval and other environmental permit activities.

**Assumptions:**

- Meetings may be in person or phone call.

City of Cashmere Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Perteeet Signature: Crystal L. Donner Date: 11/05/2021  
Crystal L. Donner, President



Project	Cashmere TO 4: General Planning Services 2022	Contract Start Date	1/1/2022	Last Update date	1
Client	City of Cashmere	Contract End Date	12/31/2023	Perteet Project No.	2
PM	Christina Wollman	Contract Duration:	23 Months		

Task	Billing Rate	Lead Planner/Manager	Accountant	Total Hours	Labor Dollars
		\$140.00	\$100.00		
Task 1: General Project Management	8.00	8.00	8.00	16.00	\$1,920.00
<b>Total Task 1: General Project Management</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>16.00</b>	<b>\$1,920.00</b>
Task 2: General Planning Services	56.00			56.00	\$7,840.00
<b>Total Task 2: General Planning Services</b>	<b>56.00</b>	<b>0.00</b>	<b>0.00</b>	<b>56.00</b>	<b>\$7,840.00</b>
<b>Total Hours</b>	<b>64.00</b>	<b>8.00</b>	<b>8.00</b>	<b>72.00</b>	
<b>Total Dollars</b>		<b>\$8,960.00</b>	<b>\$800.00</b>		<b>\$9,760.00</b>

<b>Expenses:</b>	
Mileage - \$.56	240
<b>Totals:</b>	<b>240</b>

<b>SUMMARY</b>		
Labor		\$9,760.00
Expenses		\$240.00
Subconsultants		\$0.00
<b>CONTRACT TOTAL</b>		<b>\$10,000.00</b>



**CITY OF CASHMERE  
On-Call Planning Services Agreement**

***Formal Task Assignment Document***

Consultant: Perteet, Inc.

Task Number: 4

The general provisions and clauses of Agreement for On-Call Consultant Services dated February 25, 2020 shall be in full force and effect for this Task Assignment

Location of Project: City of Cashmere

Project Title: General Planning Services

Maximum Amount Payable Per Task Assignment: \$10,000.00

Completion Date: December 31, 2022

Description of Work:

**Task 1: General Project Management**

- Prepare monthly invoice and progress reports
- Attend regular project update meetings, as scheduled by the City.
- Prepare project budgets and task orders for additional proposed work that sets forth the estimated costs and the estimated time for completion.

**Task 2: General Planning Services**

Provide technical assistance and training on planning services as authorized by the City which may include but are not limited to the following:

- Attend City Council meetings or staff meetings.
- Attend pre-application meetings.
- Review and analyze information to determine compliance with City codes for land use and building development, which may include:
  - Support the review of applications and plans for permit requirements and compliance with existing city environmental and land use codes.
  - Interpret codes relative to possible violations of zoning code and compliance with applicable State regulations.
- Make on-site field investigations.
- Use and instruct City staff on Geographic Information System (GIS) to capture, store, manipulate, analyze, manage, and present spatial or geographic data.
- Write grant applications and assist with grant management.
- Assist the City on planning and legislative issues, which may include:
  - Preparing staff reports for Planning Commission, City Council and/or Hearing Examiner.
  - Conducting studies; compiling data; preparing written and oral reports for the legislative and appointed review bodies related to land use planning, legislative amendments and the various permits processed by the City.
  - Developing, assisting and/or providing guidance on Comprehensive Plan, Shorelines Management Plan and other plans and programs.





## CONTRACT FOR SERVICES

THIS AGREEMENT, made and entered effective January 1, 2022 between the CITY OF CASHMERE, a municipal corporation, organized under the laws of the State of Washington, hereinafter called the "CITY" and the Wenatchee Valley Animal Care & Control, LLC, a non-profit corporation existing under the laws of the State of Washington, hereinafter called "WVAC" agreed as follows:

1. The term of this agreement shall be Three (3) years, from the 1st day of January, 2022 until the 31st day of December, 2024 or until terminated as provided herein.

2. WVACC, in consideration of the City's financial support which shall be delineated hereinafter, agrees to provide the following:

(a) To furnish and maintain the present animal shelter existing at 1474 S. Wenatchee Ave., Wenatchee, and all necessary equipment for handling stray animals, impounded animals, and animals received by WVACC from citizens of the City of Cashmere. These facilities shall include all kennels and facilities for the humane disposal of sick and injured animals with the exception of community/feral (unowned) cats.

(b) To keep the WVACC shelter open for the purpose of receiving animals and allows animals to be redeemed by citizens for a minimum of four hours each day, to be hours which are convenient to the citizens of the City of Cashmere, except legal holidays, and four additional days for training and meetings for shelter staff.

(c) To maintain twenty-four (24) hour phone services for the purpose of receiving complaints from the citizens of the City, and to answer and respond to complaints during the hours of 8:00 a.m. to 5:00 p.m., Monday through Sunday,

answering all inquiries from said citizens of the City.

(d) To enforce all state laws pertaining to animals and all city ordinances pertaining to the control and licensing of animals, the disposal of animals, and any and all other regulations relative to domestic animals within the City of Cashmere. In addition to maintaining the phone service, a person shall be on call to respond to emergency situations and to respond to complaints within the limitations of WVACC personnel in order to provide the service as specified herein.

(e) To employ a person or persons who shall enforce the laws and regulations as specified in subparagraph (d) by investigating complaints, impounding animals, securing evidence of violations of city ordinances or state laws, and furnishing reports of said violations to the appropriate city officials and also appearing in court in the case of prosecution of any of these violations. The person or persons so employed to perform its obligations under this agreement shall be employees of WVACC and not employees of the City.

(f) License Issuance. The WVACC shall issue dog licenses as required by the ordinances of the City, shall collect and retain the required fees, and shall maintain the appropriate records. Animals sold by the WVACC to private individuals residing in the City shall not be released to their new owners until a valid City license is obtained. The WVACC is responsible for administration of the licensing program, including payment for all labor and materials required.

(g) To maintain complete records of fees collected, animals received, animals disposed of, complaints received and investigations conducted and shall make such records available for the City's inspection at all reasonable times at the place of business of WVACC.

(h) The City shall defend, indemnify, and hold WVACC harmless for claims, losses, demands and causes of action arising from WVACC's services to the City pursuant to the agreement in the event any claims, losses, demand, and/or causes of action result from WVACC enforcement of City Animal Control ordinances and are based upon said animal control ordinances being enforceable as written WVACC shall defend, indemnify and hold the City harmless for all other claims, losses, demands and causes of action arising from WVACC's services to the city pursuant to this agreement. WVACC shall submit to the City a Certificate of Insurance evidencing commercial General Liability Insurance of one million dollars combined single limits per occurrence, and a copy of the endorsement naming the City as an additional insured. WVACC will also carry one million dollars of automobile liability coverage as well as two million General Aggregate coverage.

(i) To furnish all equipment and supplies used in performing WVACC's obligations arising from this agreement, except equipment and supplies which the City shall furnish from time to time at it's own volition.

(j) To provide public information and information regarding the proper treatment of domestic animals.

3. The City hereby agrees as follows:

(a) To permit WVACC as partial compensation for the services as specified herein, to retain all license fees, impounding, board, and vaccination fees collected by WVACC.

(b) To pay WVACC from the City's funds the amount specified in this agreement.

(c) The City shall cooperate with WVACC to see that each employee of WVACC who is employed to enforce any obligations assumed hereunder shall have the authority to act on behalf of the City to issue citations for violations of animal ordinances.

(d) To consult with WVACC and its employees and to educate Humane and its employees of the city ordinances.

4. The City shall pay to WVACC the sum of \$18,765.31 for a period commencing on the first day of January, 2022 and \$19,328.27 for 2023 and \$19,908.12 for 2024. Said payments shall be in twelve equal increments. Each payment to be made at the end of each calendar month from the date of the commencement of this agreement.

5. Assignment. The Wenatchee Valley Animal Care & Control, LLC is a not for profit subsidiary of the Wenatchee Valley Humane Society.

6. This agreement may be discontinued by either party at any time by directing a written notice to the other at least ninety (90) days in advance of the intended termination date.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures and the day and year above written.

WENATCHEE VALLEY  
ANIMAL CARE & CONTROL

APPROVED BY THE CITY COUNCIL OF  
THE CITY OF CASHMERE

\_\_\_\_\_  
Executive Director, Taylor Sharp

\_\_\_\_\_  
Mayor, Jeff Gomes

1474 S. Wenatchee Ave

101 Woodring St.

Wenatchee, WA 98801

Cashmere, WA 98815

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

# Staff Summary

**Date:** 11/18/2021

**To:** City Council

**From:** Steve Croci, Director of Operations

**RE:** Pace Engineering Scope of Services – Municipal Pool Deck Repairs

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The additional scope of service's is to rebid the municipal pool deck repairs. The work will be advertised publicly for competitive bids. The estimate fee is \$3,000.

**Staff Recommendation:**

MOVE to approve the additional scope of services for Pace Engineering to modify bid specifications for pool deck repairs.

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November 08, 2021

Steve Croci  
Director of Operations  
City of Cashmere  
101 Woodring Street  
Cashmere, WA. 98815

**Subject: *Municipal Pool Deck Repairs  
Additional Scope of Services and Fee Proposal***

Dear Steve:

PACE Engineers, Inc. is pleased to submit our additional services proposal for the ***Municipal Pool Deck Repairs***. This proposal is based on our information exchange regarding this supplemental work during our November 3, 2021 discussions. The supplemental work will include revising the bid documents for rebid using the open public bidding process.

**Scope of Services**

The proposed scope of services will include project management, coordination with project team members, revisions to project specifications for rebid of the project. Attachment A provides further detail.

**Fee Estimate**

We propose to provide the services listed in Attachment A on a time and expense basis in accordance with the attached hourly rate schedule. Our estimate of fees by task is as follows:

<b>Task</b>	<b>Estimated Fee</b>
Modifying project specifications	\$3,000
Reimbursable Expenses (reprographics & mileage)	\$0
<b>Total Estimated Fee</b>	<b>\$3,000</b>

This estimate is based on the expected level of effort and associated staff time. If it appears PACE's fees will exceed the estimate, we will suspend services until receipt of written authorization to proceed.

**The scope of services and related fee are based on the following assumptions:**

**Assumptions**

*See Attachment A for assumptions, exclusions, and client provided information.*

**Project Schedule**

*See Attachment A for the anticipated schedule.*

**Terms and Conditions**

*The scope of services would be provided under the terms of the 2020 on-call services agreement between PACE and the City of Cashmere.*

In summary, we have developed a scope of services and budget based on our present knowledge of the proposed project. If there are additional services or items not addressed in the scope or have any questions do not hesitate to contact us at 509-662-1762 or robinn@paceengrs.com.

If you concur with this proposal, please sign the bottom of this letter. Please return one copy of the entire proposal to our Wenatchee office. Electronic scan or facsimile are acceptable.

Sincerely,

PACE Engineers, Inc.



Robin Nelson, P.E.  
Sr. Principal Engineer

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Client Signature	Title	Date
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Attachments:

- Attachment A – Scope of Services
- Attachment B – Fee Estimate Detail



## **ATTACHMENT A**

### **City of Cashmere Municipal Pool Leak Mitigation Project Additional Services - Design Phase**

#### **Scope of Services**

##### **PROJECT UNDERSTANDING**

The original bid documents for the City Pool Leak Mitigation project was sent to three qualified bidders in early 2021 and received on one bid. The single bid received exceeded the funding threshold for small works roster bid procedures. The project was not awarded at that time. The following additional scope of services is intended to modify the bid specifications to follow open public bid solicitation requirements with the goal of rebidding the pool improvements this year. The goal is to complete the improvements in 2022 in a work window of March through May 2022 and September to November 2022. This would allow the pool to be in service between June and August of next year.

##### **TASKS**

- 1. Project Management:** Provide general project management/administrative services throughout the project. Coordinate staff, provide oversight, track budgets, monitor schedules, conduct quality reviews, and prepare bi-weekly status reports.
- 2. Bid Document Development:** PACE will complete the appropriate modifications to the bid specifications to rebid the project using conventional public bid solicitation.

##### **SCHEDULE**

The goal is to have approved bid documents ready for advertisement in early December 2021.



**PACE Engineers**

**Project Budget Worksheet - 2021 Wenatchee Rates**

Project Name: **Muni. Pool Leak Mitigation - Expanded Scope**      Prepared By: **PKM**  
 Project #: **20451**      Billing Group #:      Location: **Cashmere, WA**      Date: **11/8/2021**

Staff Type # (See Labor Rates Table)	Staff Type Hourly Rate	Task #	Class	Rate	Hours	Total
1	\$240	13	92	\$120	2.0	\$ 480
2	\$180	13	92	\$120	16.0	\$ 2,520
<b>Design Phase Services</b>						
1.0	Project Management					
2.0	Revise Boileplate					

Hours Total	4.0	6.0	8.0			18.0
Labor Total	\$ 960	\$ 1,080	\$ 960			\$ 3,000

Expenses	rate/hurit	Cost
Postage/Courier		\$ -
Printer		\$ -
Photo/Video		\$ -
Mileage/Travel/Per Diem		\$ -
Miscellaneous - Reprographics		\$ -
Technology Fee (2% of labor)		\$ -
<b>Total</b>		\$ -

Subconsultants		
Utility Locate		
Mechanical Engineer		
Electrical Engineer		
Geotechnical Engineer		
& C Engineer		
Subconsultant Subtotal		
Markup	15%	
<b>Total</b>		

PAGE Billed Labor Total	\$ 3,000
Reimbursable Expenses	\$ -
Subconsultants	\$ -
<b>Total Project Budget</b>	<b>\$ 3,000</b>

# Staff Summary

**Date:** 11/18/2021

**To:** City Council

**From:** Steve Croci, Director of Operations

**RE:** PACE Engineering – 205 Railroad Ave. Improvements

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The proposed scope is to provide engineering service's to extend water and sewer to the City's property at 205 Railroad. Designs would be based on PACE Engineering's November 30, 2020 feasibility study for that property. The cost is \$13,070.

**Staff Recommendation:**

MOVE to approve the scope of services for PACE Engineering to provide engineering service's to extend water and sewer to 205 Railroad Ave.

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November 10, 2021

Steve Croci  
 Director of Operations  
 City of Cashmere  
 101 Woodring Street  
 Cashmere, WA 98815

**Subject: 205 Railroad Avenue Improvements  
 Proposal for Professional Civil Engineering/Survey Services  
 Scope of Services and Fee Proposal**

Dear Steve:

PACE Engineers, Inc. is pleased to submit this supplemental proposal for the development on the property located at 205 Railroad Avenue in Cashmere, Washington. This proposal is based on the information provided during our November 3, 2021 meeting with City Staff.

#### Scope of Services

The proposed scope of services includes extending water and sewer service to the property located at 205 Railroad Avenue. PACE will prepare the necessary design drawings for the project along with the construction contract documents and technical specifications.

#### Fee Estimate

We propose to provide the services listed in Attachment A on a time and expense basis in accordance with the attached hourly rate schedule. Our estimate of fees by task is as follows:

Task	Estimated Fee
Project Management	\$ 960
Design Phase	\$ 3,856
Bidding	\$ 6,684
Construction Phase	\$ 1,570
<b>Total Estimated Fee</b>	<b>\$ 13,070</b>

This estimate is based on the expected level of effort and associated staff time. If it appears PACE's fees will exceed the estimate, we will suspend services until receipt of written authorization to proceed.

**The scope of services and related fee are based on the following assumptions:**

#### Assumptions & Exclusions

See Attachment A for assumptions, exclusions, and client provided information.

#### Project Schedule

See Attachment A for the anticipated schedule.

November 10, 2021  
Steve Croci  
City of Cashmere  
Page 2 of 2

**Terms and Conditions**

*The scope of services would be provided under the terms of the 2020 on call services agreement between PACE and the City of Cashmere.*

In summary, we have developed a scope of services and budget based on our present knowledge of the proposed project. If there are additional services or items not addressed in the scope or you have any questions do not hesitate to contact us at 509-662-1762 or robinn@paceengrs.com.

If you concur with this proposal, please sign the bottom of this letter and the attached PACE Terms and Conditions. Please return one copy of the entire proposal to our Wenatchee office. Electronic or facsimile are acceptable.

Sincerely,

PACE Engineers, Inc.



Robin Nelson, PE  
Vice President/Sr. Principal Engineer

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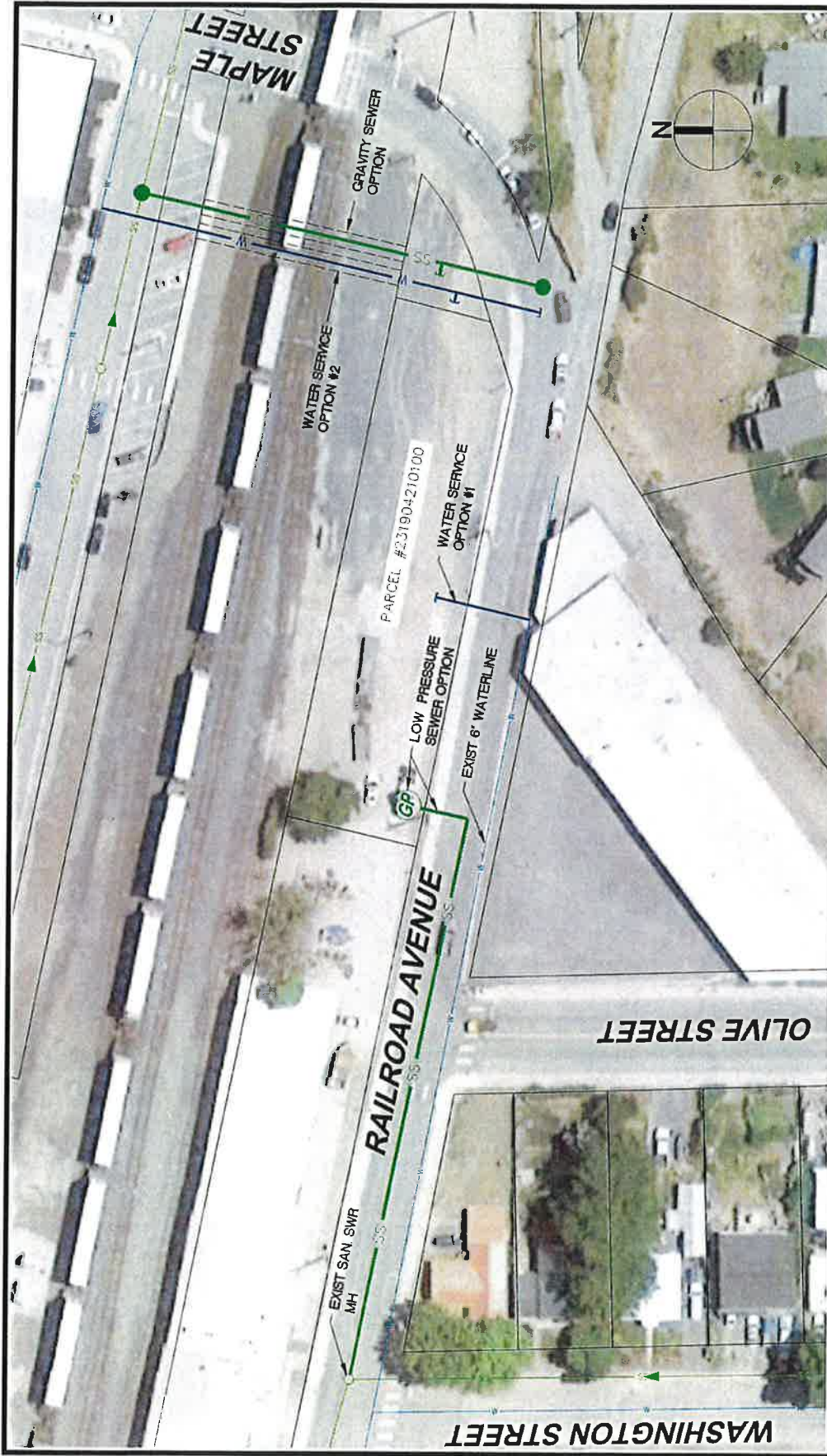
Client Signature

Title

Date

**Attachments:**

- Attachment A – Scope of Services
- Attachment B – Fee Estimate Detail



**FIGURE No. 1**  
**CITY OF CASHMERE**  
**PARCEL #20949**  
**WATER AND SEWER AVAILABILITY**

## ATTACHMENT A

### City of Cashmere 205 Railroad Avenue Water and Sewer Service Extensions

#### Scope of Services

#### PROJECT UNDERSTANDING

The property located at 205 Railroad Avenue is currently vacant. The City of Cashmere desires to extend water and sewer services to this property consistent with Option #1 of the feasibility study prepared by PACE Engineers dated November 30, 2020. See Figure 1 attached herewith.

The following scope of services is intended to design the improvements, deliver construction documents, and provide bidding support services. Construction phase services are not included in this scope of work but could be added as supplemental services at the City's discretion.

#### TASKS

1. **Project Management** - Provide general project management/administrative services throughout the project. Coordinate staff, provide oversight, track budgets, monitor schedules, conduct quality reviews, and prepare monthly status reports.

Deliverables: Bi-weekly status reports

2. **Site Visit & Collect System Information** – Conduct a site visit with City staff to review existing conditions. Review all available mapping and system information with City staff and prepare a summary of additional information needed.

3. **Topographic Survey** – PACE will complete a topographic survey within the project limits defined as:

The Railroad Avenue right-of-way corridor from the intersection with Washington Street to Maple Street intersection. Within this area PACE will provide the following:

Topographic mapping (1' contours)

Planimetric mapping (hardscape features, fences, channelization, etc.)

Utility mapping (storm sewer, sanitary sewer mainline, power, water, gas, and communication)

Right of way resolution

Deliverable: Topographic base map showing the above listed items tied to the NAD83-2011 Epoch 2010 horizontal datum and NAVD 88 vertical datum as derived from GPS measurements. Map will be provided in electronic file format to serve as the background for the construction plans.

4. **Construction Document Preparation**

- 4.1. **Prepare Draft Construction Plans** – Prepare draft construction plans showing the topographic base map, watermain and sanitary sewer alignments and associated details. Draft plans will provide sufficient detail to show the scope of the construction

and assess potential utility conflicts, constructability issues, property encroachments, and maintenance concerns.

Deliverable: Draft construction plans in 11 x 17 size, copies as requested provided at reproduction expense plus markup.

- 4.2. Prepare Draft Engineer's Estimate** – Prepare a draft engineer's estimate based on the scope of construction shown in the draft plans.

Deliverable: Engineer's estimate in hard copy and electronic file format.

- 4.3. Utility Coordination** – Contact electrical, cable television, telephone, and any other wire utilities located within the construction limits to determine if relocation (underground or overhead) will be necessary. Provide assistance to the City as requested to determine responsibility for relocation and method of including in the construction scope. Coordinate with the utilities during preparation of draft and final construction plans.

- 4.4. Draft Construction Plan Review Meeting** – Meet with City staff to review draft construction plans and engineer's estimate. Provide draft construction plans to other affected utilities for review and comment.

- 4.5. Final Construction Documents** – Prepare final construction plans and specifications with draft review comments incorporated. Final plans will have sufficient detail for bidding and construction. Specifications will be based on the Washington State Department of Transportation Standard Specifications for Road, Bridge, and Municipal Construction. The general requirements of the WSDOT Standard Specifications will serve as the contract general conditions unless other contract conditions are provided by the City. Special provisions to the Standard Specifications will be prepared as necessary. Construction documents will be submitted to the City Attorney for review prior to finalizing.

Deliverable: Final construction plans and specifications in hard copy and electronic file (PDF). Number of hard copies delivered will be as requested and provided at reproduction time and expense.

- 4.6. Final Engineer's Estimate** - Prepare a final engineer's estimate based on the scope of the final construction plans.

Deliverable: Engineer's estimate in hard copy and electronic file format.

## **5. Bidding Phase Services**

- 5.1. Bid Advertisement and Construction Document Posting** – Prepare a bid advertisement for the City's use. Assist the City in posting the construction documents and soliciting bids through the City's preferred web-based service.

Deliverable: Five (5) hardcopies of bid documents for City use.

- 5.2. Bidding Assistance** – Respond to bidder questions and issue addenda as necessary.



**5.3. Bid Opening** – Conduct the bid opening at City Hall. Check bids and prepare a tabulation of all bids received for distribution and posting.

**5.4. Recommendation of Award** – Review the low bidder's qualifications and, as appropriate, issue a recommendation of award for City Council action.

**6. Construction Phase Services (Supplemental Services)**

**6.1. Issue Notice to Proceed** - Prepare Notice to Proceed and issue to contractor. Notice to Proceed will specify contract time and completion date.

**6.2. Preconstruction Conference** – Distribute a preconstruction conference notice to affected utility purveyors and agencies. Conduct the conference to review the construction scope, schedule, and administrative procedures.

**6.3. Engineering Support** – Review submittals, track schedule, respond to requests for information and plan clarification. Prepare change orders as necessary. Conduct site visits as requested and as necessary to monitor progress and work quality. Review contractor pay requests and submit for City approval. Conduct final inspection with City staff, establish substantial completion and warranty dates, and prepare closeout documentation for final payment and retainage release.

Deliverables: Submittal reviews, substantial completion letter, and other construction correspondence in hard copy and electronic file form as requested.

**6.4. Construction Inspection** - Photograph pre-existing conditions, monitor compliance with the plans and specifications, document daily progress, photograph work prior to backfilling, and track pay quantities.

Deliverable: Daily inspection reports in hard copy and electronic file form.

**6.5. Record Drawings** – Prepare record drawings based on contractor provided as-built information.

Deliverable: Record drawings in hardcopy (mylar) and electronic file formats.

**FEE**

The scope of services will be provided on a time and expense basis in accordance with PACE's on-call services agreement with the City.

**SCHEDULE**

It is understood a Summer-Fall 2022 construction is desired. PACE and the City will establish a mutually agreeable schedule to achieve this objective.



# Attachment B

PACE Engineers

## Project Budget Worksheet - 2021 Wenatchee Standard Rates

Project Name: **205 Railroad Ave. Water and Sewer Services**      Location: **City of Cashmere**      Prepared By: **R. Nelson & J. Walker**  
 Project #: \_\_\_\_\_      Billing Group #: \_\_\_\_\_      Task #: \_\_\_\_\_      Date: **11/10/2021**

Staff Type # (See Labor Rates Table)	Labor Hours by Classification						Hour Total	Dollar Total
	1	2	3	4	5	6		
Staff Type Hourly Rate	\$240	\$190	\$144	\$120	\$185	\$222	\$120	
Drawing/Task Title	Sr. Principal Engineer	Project Manager	Project Designer	Sr. Project Administrator	Sr. Principal Surveyor	Sr. Two-Person Crew	Survey Tech V	
1. Project Management QA/QC	4							
2. Site Visit & Collect System Information		2			4	8	8	\$960
3. Topographic Survey								\$380
4. Construction Plans & Specifications								\$3,476
4.1 Draft Construction Plans		4	8					\$1,912
4.2 Draft Engineers Estimate		2						\$380
4.3 Utility Coordination		4						\$760
4.4 Plan Review Meeting		2						\$380
4.5 Final Construction Documents		4	8					\$2,872
4.6 Final Engineers Estimate		2						\$380
5. Bid Phase								
5.1 Bid advertisement				2				\$240
5.2 Bid Assistance		4						\$760
5.3 Bid opening		2						\$380
5.4 Recommendation of Award		1						\$190
6 Construction Phase Services (NIC)								
(Supplement Services not included in this estimate)								
Hours Total	4.0	27.0	16.0	10.0	4.0	8.0	8.0	77.0
Labor Total	\$960	\$5,130	\$2,304	\$1,200	\$740	\$1,776	\$960	\$13,070.00

Expenses	Reimbursable rate/unit	Quantity	Subcontractors
Postage/Courier			Utility Locate
Plotter			Mechanical Engineer
Photo/Video			Electrical Engineer
Mileage/Travel/Per Diem			Geotechnical Engineer
Miscellaneous			I & C Engineer
Technology Fee (2% of labor)			Subcontractor
			Markup
			Total

PACE Billed Labor Total	\$13,070.00
Reimbursable Expenses	
Subcontractors	
<b>Total Project Budget</b>	<b>\$13,070.00</b>