

MINUTES OF THE CASHMERE CITY COUNCIL MEETING
MONDAY MAY 22, 2023, AT CASHMERE CITY HALL – In-Person and Digital

OPENING

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

The 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:	John Perry Chris Carlson Shela Pistoresi Jayne Stephenson Derrick Pratt	
Staff:	Kay Jones, Clerk-Treasurer Steve Croci, Director of Operations	Chuck Zimmerman, City Attorney

ANNOUNCEMENTS

PUBLIC COMMENTS

No public present.

APPROVAL OF AGENDA

MOVED by Councilor Carlson and seconded by Councilor Pratt to approve the agenda as submitted. Motion carried unanimously.

CONSENT AGENDA

Minutes of May 8, 2023, Regular Council Meeting
Payroll and Claims Packet Dated May 22, 2023

Claims Direct Pay and Check #42671 through #42694 totaling \$56,423.30

MOVED by Councilor Carlson and seconded by Councilor Stephenson to approve the items on the Consent Agenda. Motion carried unanimously.

EMPLOYMENT EXPRESS RATE SHEET FOR MAINTENANCE/LABORERS

As previously discussed, the sand filter basins at the water treatment plant are scheduled for a complete cleaning. Last year the City did a maintenance cleaning to eliminate the issue of air bubbles in the water. Cleaning the filters is very labor-intensive and the City will need to hire approximately ten people. The project is estimated to take one week for each basin.

Express Employment will find people for the project. The billed hourly rate at Express Employment is \$27.00.

The mayor has already signed the rate sheet to enable Express Employment to start recruiting people. Staff is asking the council to ratify the mayor's signing of the Express Employment Rate Sheet.

MOVED by Councilor Pratt and seconded by Councilor Pistoresi to ratify the approval of the Express Employment Rate Sheet in the amount of \$27.00. Motion carried unanimously.

FOOD BANK - RIVER STEET STORAGE BUILDING RENTAL AGREEMENT

The Food Bank has requested the termination notice in the current building rental agreement to be amended from 6-months to a 12-month notification. They believe it would be very difficult to find another suitable location, get everything moved and organized within the 6-month timeline.

MOVED by Councilor Stephenson and seconded by Councilor Carlson to approve the rental agreement amendment to a 12-month termination notice. Motion carried unanimously.

PROGRESS REPORTS

Director Croci reported that the Sunset Highway project will start on Tuesday and the road will be closed for 30 days.

The S. Division PRV project is moving along, the line extension is in, and the contractor will be replacing service lines and repaving. Then the PRV will be installed.

The public works crew is working on getting the pool ready for opening day, fixing irrigation lines and getting the cemetery ready for Memorial Day.

Only one bidder showed up for the pre-bid walk through for the SCADA Improvement project.

W&C Project Manager Dorien McElroy stated the 8th grade field trip to the WWTP was a success. They had 140 students in one day, half in the morning and half in the afternoon. Next year they will make a few adjustments; one being they will do two mornings. It was getting to hot for the afternoon session.

The W&C crew has been working on cleaning the sand filters in Cell #1, finishing up the meter project, ordered evaporative coolers for the WWTP, completed the arch flash study and sent out for review, and they're working with Crunch Pak to resolve the issue of not receiving SCADA data.

ADJOURNMENT

Mayor Fletcher adjourned the meeting at 6:27 p.m.

James Fletcher, Mayor

Attest:

Kay Jones, Clerk-Treasurer

Staff Summary

Date: 6/8/2023
To: City Council
From: Director of Operations Steve Croci
RE: HVAC – Riverside Center

The HVAC unit does not work at the Riverside Center and no air conditioning is available. A few local contractors on the MRSC roster were contacted. Only Salcido Connect provided an estimate to repair the existing system for \$47,690 without tax. Estimated cost to replace the system is three to four times repair costs (\$150,000 to \$200,000).

Staff Recommendation:

MOVE to approve Salcido Connection to repair HVAC system and authorize Mayor to sign documents.

May 25, 2023



THE SALCIDO
CONNECTION, INC.

SERVICE & CONSTRUCTION CONTRACTORS
"SUPERIOR SERVICE WITH INTEGRITY"

Customer: City of Cashmere
Attention: Steve Croci, Director of Operations
Project: HVAC Complete System Refit
Location: Community Center
201 Riverside Drive
Cashmere, WA 98815

Proposal: We propose complete Mechanical/Electrical Additions and Refit at the City of Cashmere Community Center in Cashmere WA for the establishment of a new Condensing unit and Evaporator coil combination refitting the existing Trane heating and cooling system all in accordance with the associated; Walk-through, Basic on-site conditions and Verbal job descriptions, ***with the exception of the exclusions listed below.*** This proposal specifically acknowledges and includes No Addendums.

Scope of Work (All in accordance with associated Walk-through, Basic on-site conditions and Verbal job descriptions):

We Agree to Provide the Following,

- Recovery and disposal of existing R-22 refrigerant.
- Removal and disposal of existing Condenser, Evaporator Coil and Line Set where exposed.
- Provision and installation of a 10-ton R410A Carrier Heat Pump Condensing unit, to be set in the same location as the existing Trane unit.
- Provision and installation of a Custom R410A Evaporator coil, to be set into existing Trane Fan Coil in existing Evaporator location.
- Replacement of Existing Fire/Smoke detector with new.
- Replacement of existing Economizer controls with new code required digital version.
- Programmable Heat Pump thermostat with day/night set-backs.
- All Copper Line Set, Fittings, TXV's, Check Valve Networks, Liquid Line Filter and insulation required for new line set and evaporator coil installation.
- Flush and test with high pressure nitrogen, double evacuation and Charge with Refrigerant.
- Electrical required to reconnect equipment to existing circuits
- Line Voltage electrical permit required to complete work.
- All Crane Service required to replace existing Condensing unit in current location.
- Proposal Provides for Washington State Prevailing wage rates as set per Chelan county.
- Due to market volatility, please make sure to review the 'Increased Costs' and 'Escalation' clauses below.

10-Ton Heat Pump Heating Condenser and Evaporator Coil Replacement Labor: \$ 20,587.00
10-Ton Heat Pump Heating Condenser and Evaporator Coil Replacement Materials: \$ 27,103.00
10-Ton Heat Pump Heating Condenser and Evaporator Coil Replacement Complete: \$ 47,690.00* **
(Does not include applicable sales tax)

*** If any additional issues arise with the existing Fan Coil after the replacement of the condenser and evaporator coil will need to be addressed at that time and are not covered under this proposal.**

Exclusions:

Contract does not include or provide for:

- Updating any previously installed equipment or Ductwork if required to achieve Local & State code compliance, unless specified and agreed to in the scope of work.
- Washington State Sales Tax.
- Asbestos Abatement (if any discovered).
- This proposal is based upon straight time labor. Any request by the purchaser for overtime work shall be considered an extra above and beyond the "Base Cost" of this proposal, unless otherwise specified and agreed to in the scope of work.



**THE SALCIDO
CONNECTION, INC.**

SERVICE & CONSTRUCTION CONTRACTORS
"SUPERIOR SERVICE WITH INTEGRITY."

- All other scopes of work, including additional Electrical, Primary Controls, Fire controls, Telephone, Data, Fiber Optic, Lighting, Plumbing or any item not specifically identified in the scope of work above.
- Provision of any job specific Additional Bonding or Insurance not specified or agreed to in the scope of work.
- Proposal is based solely on data provided by basic onsite conditions and verbal job descriptions. The Salcido Connection Inc. shall not be held liable for errors or omissions in design by others that require reengineering.
- Any deviation from original plan requiring additional materials and time to complete will be an extra charge, design time to be included.
- Provision of any staging or man-lift equipment required to complete scope of work.
- Startup or commissioning of equipment for the purpose of providing heat in home to facilitate completion. Doing so will permanently Void all Warranties Associated with any equipment listed in the scope of work.
- Any carpentry (structural or trim), plastering, patching or painting required to repair any finishes disturbed while completing job unless otherwise specified and agreed to in the scope of work.
- Any penetrations in concrete/brick/cinder-block walls, floors or ceilings unless otherwise specified and agreed to in the scope of work.
- Any additions or modifications required by local officials that may be required to conform to building or mechanical codes.
- Any Provision of new or replacement circuits for primary power to the system components or for upgrading existing circuits to code compliance.
- Updating or bringing up to code any existing or previously installed electrical work that is outside the agreed upon scope of work.
- Repairing or bringing up to code of any existing or previously installed electrical work, outside of agreed upon scope, that may be deemed a hazard item by L&I upon inspection of SCI scope of work.
- Repair of any electrical work that is related to agreed-upon scope that could not have been foreseen due to concealment or faulty equipment that was working properly during original site visit.

TERMS:

INCREASED COSTS: The total price specified in this proposal is based upon labor, material, and equipment costs ("Base Costs") in effect on the date hereof. The Salcido Connection Inc shall be reimbursed for all costs incurred in excess of Base Costs, plus reasonable overhead, and profit, provided such excess costs are incurred for reasons beyond the control of The Salcido Connection Inc. If the equipment or materials included in this proposal become unavailable for reasons beyond the control and without the fault of The Salcido Connection Inc., then in the case of unavailability The Salcido Connection Inc shall be excused from furnishing said equipment or materials or be reimbursed for the difference between the cost of the equipment or materials unavailable and the cost of a reasonable available substitute thereof.

ESCALATION:

Due to market volatility, all appreciable equipment and material market cost increases from vendors will be passed onto the customer. In the event of significant delay or price increase of material and/or equipment that may occur during the performance of the Proposal Contract through no fault of Salcido Connection Inc., the contract sum, time of contract completion or contract requirements shall be equitably adjusted by Change Order as simply stated or in accordance with the Change Order procedures Provided by additional Contract Documents.

ON SITE CONDITIONS: Proposal price is strictly contingent upon having unobstructed access to all areas and equipment required to complete work. Any labor required to remove obstruction or gain access will be billed out as an "Extra Cost" unless otherwise specified and agreed to in the scope of work. Purchaser also agrees to ensure The Salcido Connection Inc with all reasonably required field utilities, (electricity, toilets, water, safe ingress and egress to the job-site), unless otherwise specified and agreed to in the scope of work.

LOSS, DAMAGE OR DELAYS: Owner shall defend, indemnify, and hold harmless The Salcido Connection Inc, and its subcontractors, from and against any and all claims, demands, causes of action, damages, liabilities, losses and expenses



**THE SALCIDO
CONNECTION, INC.**

SERVICE & CONSTRUCTION CONTRACTORS
"SUPERIOR SERVICE WITH INTEGRITY."

arising from the project and/or the contract to the extent caused by the fault of the Owner, Owners consultants, design professionals, agents or condition of Owners property. The Salcido Connection Inc shall not be liable for any loss, delay, injury or damage that may be caused by circumstances beyond its control including, but not restricted to acts of God, war, civil commotion, acts of government, fire, wildlife, theft, corrosion, floods, freeze-ups, strikes, lock-outs, riot, explosions, differences with workman, quarantine, legal restrictions, delays in transportation, malicious mischief. IN NO EVENT SHALL THE SALCIDO CONNECTION INC BE LIABLE FOR BUSINESS INTERRUPTION LOSSES OR CONSEQUENTIAL OR SPECULATIVE DAMAGES.

**10-Ton Heat Pump Heating Condenser and Evaporator Coil Replacement Complete: \$ 47,690.00* **
(Does not include applicable sales tax)**

*** If any additional issues arise with the existing Fan Coil after the replacement of the condenser and evaporator coil will need to be addressed at that time and are not covered under this proposal.**

ACCEPTANCE:

I understand that the above contract price will be billed 50% down, with the remainder due upon completion of the associated work. Any delays in completion beyond the control and without the fault of The Salcido Connection Inc. will require purchaser to make timely progress payments based on percentage of completion. Invoices will be submitted monthly. A 1.5% interest charge will be added for late payment beyond the normal 30-day billing period. Agreement to provide services, as stated, is valid if approved within 30 days of the date of this proposal. Approvals beyond 30 days are subject to re-negotiation of scope and fee.

If you wish to proceed with this Contract execution will not begin until this signed Proposal has been received. Please completely review the terms and conditions, sign and return original proposal to The Salcido Connection Inc. via mail, email or FAX (509) 886-3631. If you have any questions or need further explanation of this Scope of Work document, please feel free to contact me at our office or directly anytime at (509) 881-9454.

** Additionally, if you would prefer for our Scope to increase or decrease in a specific area of responsibility, just let us know and we will accommodate.

Our mission statement is to deliver to our customers "Superior Service with Integrity." To that end, we strive to provide the highest quality service, repairs, and installations in the quickest timeframes possible. Our resolve is to be the best, not the cheapest. You may not find our proposals to be the least cost up front, but our commitment to quality workmanship and our dedication to stand behind our work help ensure that your upfront investment will be well worth it.

Thank you for the opportunity.

Yours very truly,

The Salcido Connection, Inc.
Garth Davis
Strategic Projects Manager

Date

Authorized Signature

Customer: City of Cashmere
Attention: Steve Croci, Director of Operations
Project: HVAC Complete System Refit
Location: Community Center
201 Riverside Drive
Cashmere, WA 98815

Staff Summary

Date: 6/8/2023
To: City Council
From: Director of Operations Steve Croci
RE: SCADA Improvements

Bids were solicited to make remote monitoring/SCADA improvements to all water and wastewater facilities. Bids were received from two companies. Farmers Electric was the low bidder at \$525,328.64.

Staff Recommendation:

MOVE to approve selection of Farmers Electric to make SCADA Improvements the city's water and wastewater system and authorize Mayor to sign documents.



June 8th, 2023

City Council
City of Cashmere
101 Woodring St
Cashmere, WA 98815

Sent via: Email

**Subject: Evaluation of Bids and Recommendation of Award for the
City SCADA Improvements**

Dear City of Cashmere City Council:

This letter presents our recommendation of award and summarizes our review of the two bids received on June 6th, 2023, for the City SCADA Improvements Project.

Formal bids were requested for this project on May 3rd, 2023. Two proposals were received by the City of Cashmere (City) at the time of bid opening on Tuesday, June 6, 2023 at 2:00 PM.

Farmers Electric II, LLC (Farmers) of Othello, Washington, is the apparent low bidder. Their bid is \$485,068.00 without WSST.

The submitted bids ranged from a low of \$485,068.00 to a high of \$644,000.00 without WSST. The low bid for the project is approximately 11.4 percent above RH2's opinion of probable construction cost of \$435,408.00 without WSST. While the bid is over the Engineer's estimate, we feel that this low bid is a good price that matches existing market conditions at time of bid opening.

Per the Instructions to Bidders, the proposal is evaluated on the following items:

1. Contractor qualifications;
2. Bid price; and
3. Compliance with the specification.

Farmers Electric has included a bid bond from Suretec Insurance Company in the amount of 5 percent of the bid. Suretech Insurance Company is listed by the State of Washington as active and has a rating by AM Best of A+ (Superior).



**WASHINGTON
LOCATIONS**

Bellingham
Bothell (Corporate)
East Wenatchee
Issaquah
Richland
Tacoma

**OREGON
LOCATIONS**

Medford
Portland

Based on the language of the contract, and the conditions listed above, we consider Farmers Electric proposal to be in compliance with the contract requirements.

In summary, we recommend award of the City SCADA Improvements Project to Farmers Electric.

Sincerely,

RH2 ENGINEERING, INC.

A handwritten signature in blue ink, appearing to read "Clayton Anderson".

Clayton Anderson, PE

Project Manager

RP

Enclosure: Bid Tabulation



Item No.	Description	Quantity	Unit	Engineer's Estimate		Apparent Low		Bid Analysis			Other Bidders	
				Unit Price	Extended	Unit Price	Extended	Δ Unit Price	Δ Extended	Percent Over(Under)	Unit Price	Extended
1	Mobilization	1	L.S.	\$ 58,903.00	\$58,903	\$ 48,000.00	\$ 48,000.00	(\$10,903.00)	(\$10,903.00)	-19%	\$ 64,000.00	\$ 64,000.00
2	West Lift Station Improvements	1	L.S.	\$ 37,128.00	\$37,128	\$ 43,267.00	\$ 43,267.00	\$6,139.00	\$ 6,139.00	17%	\$ 60,000.00	\$ 60,000.00
3	East Lift Station Improvements	1	L.S.	\$ 48,602.00	\$48,602	\$ 66,300.00	\$ 66,300.00	\$17,698.00	\$ 17,698.00	36%	\$ 63,000.00	\$ 63,000.00
4	City Lift Station Improvements	1	L.S.	\$ 32,802.00	\$32,802	\$ 31,904.00	\$ 31,904.00	(\$898.00)	(\$898.00)	-3%	\$ 42,000.00	\$ 42,000.00
5	Museum Lift Station Improvements	1	L.S.	\$ 24,017.00	\$24,017	\$ 37,887.00	\$ 37,887.00	\$13,870.00	\$ 13,870.00	58%	\$ 44,000.00	\$ 44,000.00
6	Water Treatment Plant Improvements	1	L.S.	\$ 75,226.00	\$75,226	\$ 102,852.00	\$ 102,852.00	\$27,626.00	\$ 27,626.00	37%	\$ 61,000.00	\$ 61,000.00
7	City Hall Improvements	1	L.S.	\$ 11,582.00	\$11,582	\$ 26,637.00	\$ 26,637.00	\$15,055.00	\$ 15,055.00	130%	\$ 40,000.00	\$ 40,000.00
8	Well No. 4 Improvements	1	L.S.	\$ 44,702.00	\$44,702	\$ 26,094.00	\$ 26,094.00	(\$18,608.00)	(\$18,608.00)	-42%	\$ 40,000.00	\$ 40,000.00
9	Well No. 10 Improvements	1	L.S.	\$ 37,885.00	\$37,885	\$ 28,507.00	\$ 28,507.00	(\$9,378.00)	\$ 9,378.00	-25%	\$ 80,000.00	\$ 80,000.00
10	Sherman Reservoir Improvements	1	L.S.	\$ 27,736.00	\$27,736	\$ 36,382.00	\$ 36,382.00	\$8,646.00	\$ 8,646.00	31%	\$ 90,000.00	\$ 90,000.00
11	Kennedy Reservoir Improvements	1	L.S.	\$ 36,825.00	\$36,825	\$ 37,238.00	\$ 37,238.00	\$413.00	\$ 413.00	1%	\$ 60,000.00	\$ 60,000.00
				Pre-Tax Subtotal (Basis of Award)	\$ 435,408.00	Pre-Tax Subtotal (Basis of Award)	\$ 485,068.00					
				Sales Tax Total	\$ 35,138.86	Sales Tax Total	\$ 40,260.64					
				Total	\$ 471,546.86	Total	\$ 525,328.64					

Staff Summary

Date: 6/8/2023
To: City Council
From: Director of Operations Steve Croci
RE: RH2 – Task Authorization 4 – Emergency Generator Improvements

The City received a grant to purchase a trailer mounted generator and install connections at five water/wastewater facilities for quick connection in the event of a power outage. The City's engineer, RH2, was asked to generate a Task Authorization to provide general engineering services associated with the emergency generator improvements. The estimated cost is \$48,660.

Staff Recommendation:

MOVE to approve RH2's Task Authorization 4 to provide general engineering services for emergency generator improvements and authorize Mayor to sign documents.

Task Authorization No. 4
City of Cashmere
General Engineering Services
Emergency Generator Improvements

June 2023

RH2 Project No. CA 220026.04

In accordance with our Professional Engineering Services Agreement for General Services, effective January 1, 2022, this Task Authorization outlines the Scope of Work for the Emergency Generator Improvements. The work will be performed and invoiced in compliance with the terms and conditions listed in the governing Agreement and any issued Contract Amendments.

Background

The City of Cashmere (City) has requested RH2 Engineering, Inc., (RH2) to evaluate the generator capacities needed to operate the domestic wastewater treatment plant (WWTP), Museum Lift Station, Sherman Booster Pump Station (BPS), Well No. 4, Well No. 10, and Vista Heights BPS.

Recently, the City has experienced power outages at all of these locations. The only site currently set up to connect to a portable generator is Vista Heights; however, Vista Heights was configured to hook up to a generator provided by the Public Utility District No. 1 of Chelan County (District). The District has not been able to provide a generator during times of outages, so the City has asked to standardize the type of generator connection used at Vista Heights at the other five locations. The City also has asked for a single trailer mounted generator that is compatible with the City locations mentioned in this Scope of Work. The proposed generator would be capable of powering one site at a time and be stored at the WWTP while not in use.

RH2 deliverables will be provided in electronic PDF unless otherwise specified.

Scope of Work

Task 1 – Generator Design

Objective: Prepare specifications and construction contract documents for the competitive bidding of the acquisition of one (1) mobile generator.

Approach:

- 1.1 Review the generator sizing needs of the City to confirm the generator size that is compatible with the City facilities. Prepare a generator sizing report for review by the City. *It is assumed the sizing report will be generated using Cummins Power Suite online software.*
- 1.2 Attend a meeting to review generator sizing report with the City and identify generator manufacturers to solicit quotations for project cost opinions. Review whether new or used generators are preferred by the City. *It is assumed the review will be via telephone or teleconference. Agenda and minutes to be provided electronically by RH2.*
- 1.3 Coordinate with generator manufacturers on quotations for new or used generators.

- 1.4 Prepare 95-percent bid documents for the procurement of the generators. *It is assumed the bid documents will include RH2 standard front-end and technical specifications submitted electronically.*
- 1.5 Submit the 95-percent bid documents to the City for review. Revise bid documents according to the City's comments and prepare a bid-ready set. *It is assumed the review will be via telephone or teleconference. Agenda and minutes to be provided electronically by RH2.*
- 1.6 Maintain project files, perform ongoing client communications, and provide monthly invoices.

Assumptions:

- *Generator sizing criteria will be the same as provided to RH2 during the preliminary design report from 2017.*
- *RH2 will rely upon the accuracy and completeness of any information, data, and materials generated or produced by the City or others in relation to this Scope of Work.*

Provided by the City:

- Attendance at the generator sizing and 95-percent bid document review meetings.

RH2 Deliverables:

- Generator sizing report.
- Attendance at and agenda and minutes for generator sizing and 95-percent bid document reviews.
- 95-percent bid documents.
- Monthly invoices.

Task 2 – City Facilities Electrical Improvements Design

Objective: Prepare plans, specifications, and construction contract documents for the competitive bidding of the proposed electrical improvements. Develop plan sheets for the proposed improvements to the electrical systems at the five (5) City locations.

Approach:

- 2.1 Attend one (1) site visit for each of the City's five (5) locations. Review existing electrical systems and discuss improvements for each site. Document the City's existing practices for connection of backup power generators to the equipment. Identify potential issues for connection of the generators to each electrical system.
- 2.2 Develop 60-percent design plans of the proposed electrical system modifications.
- 2.3 Provide the City approximately 60-percent design plans for review and comment. *The City will provide comments via email that will be incorporated into the 90-percent design review documents.*
- 2.4 Develop technical specifications for equipment, materials, and construction tasks using RH2 standard technical specifications format.

- 2.5 Develop construction contract documents using RH2 standard front ends.
- 2.6 Update the design plans and technical specifications to incorporate the City's 60-percent review comments and provide 90-percent design plans and technical specifications to the City for review and comment. Cover sheet, general information sheet, miscellaneous details, and construction notes will be prepared at this stage. Attend one (1) meeting on site to discuss the City's review comments.
- 2.7 Perform an in-house quality assurance and quality control (QA/QC) review of the 90-percent design plans and technical specifications. Revise the plans and specifications based on the City's 90-percent review and the QA/QC review and prepare the bid-ready documents.
- 2.8 Prepare an Engineer's opinion of probable construction cost (OPCC) based on information supplied by material vendors and similar projects adjusted for anticipated bidding conditions.
- 2.9 Provide the final review documents to the City for review including design plans, technical specifications, and construction contract documents. Meet with City staff to review the final review design documents. Revise the final review design documents according to the City's comments and prepare bid-ready documents.
- 2.10 Maintain project files, perform ongoing client communications, and provide monthly invoices.

Provided by the City:

- Written review comments on the 60-percent, 90-percent, and bid-ready plans and specifications.

RH2 Deliverables:

- 60-percent, 90-percent, and final review plans for review.
- Final review documents and technical specifications at 90-percent completion for review.
- OPCC.
- Meeting agenda and minutes for 90-percent on-site review meeting.
- Monthly invoices.

Task 3 – Services During Bidding

Objective: Provide engineering services during the bidding phase of the project for separate bidding of the generators and electrical improvements.

Approach:

- 3.1 Prepare bid documents hard copies. Two (2) sets of documents will be produced for each project: one (1) set will be delivered to the City; and one (1) set will remain at RH2 for use during bidding. Provide a PDF version of the plans and specifications to the City. Submit bid packages to an online plan center (e.g., Quest CDN).

- 3.2 Prepare bid advertisements and coordinate the timing and placement of the bid advertisements with the City. *The City will submit the advertisements to the appropriate publications and pay any advertising fees.*
- 3.3 Respond to contractor and supplier questions during bidding, review product pre-qualification requirements, and document responses.
- 3.4 Prepare up to three (3) addenda total if requested to clarify, revise, or change construction plans, technical specifications, or project conditions during the bidding process.
- 3.5 Attend one (1) pre-bid walkthrough meeting with the City. Respond to contractor or supplier questions after the walkthrough is completed and document responses.
- 3.6 Attend the bid openings, prepare bid tabulations, and post results online.
- 3.7 Assist the City with the evaluation of the qualifications and references for the apparent low bidders and prepare recommendation of bid award letters.
- 3.8 Revise plans and specifications to conform with bid addenda and create a PDF version of each set of project documents.
- 3.9 Maintain project files, perform client communications, and provide monthly invoices.

Assumptions:

- *The City will pay bid advertisement fees directly, and an online plan center (e.g., Quest CDN) will be used to distribute the bid documents to prospective bidders.*
- *RH2 will perform services during bidding up to the amount included in the attached Fee Estimate. Additional effort, if needed, will be mutually determined by RH2 and the City prior to RH2 performing extra work.*
- *The City will be responsible for notifications of award and execution of construction contracts.*

Provided by the City:

- Submittal of the advertisements to the appropriate publications.

RH2 Deliverables:

- Four (4) sets of half-size (11-inch by 17-inch) bidding documents for use by the City and RH2 in the bid administration.
- Responses to vendor and bidder questions during the bidding phases.
- Up to three (3) addenda.
- Attendance at pre-bid walkthrough.
- Two (2) bid tabulations.
- Reference check of lowest bidders.
- Two (2) recommendation of award letters.
- Conformed plans and specifications.

- Monthly invoices.

Task 4 – Services During Construction

Objective: Assist the City during the acquisition of the generators and the construction phase of the improvements. *It is assumed the City will perform the day-to-day construction administration; RH2 will provide only the following limited services during construction.*

Approach:

- 4.1 Prepare agenda for and attend the pre-construction conference for the electrical improvements project. Prepare pre-construction conference minutes.
- 4.2 Receive and review project submittals and maintain a submittal list.
- 4.3 Respond in writing to requests for information (RFIs). Correspond via email and written letters with the City and the contractor to document construction issues. *It is anticipated that three (3) hours will be required for this subtask.*
- 4.4 Review and prepare change orders, if requested, and deliver to the City for processing.
- 4.5 Provide part-time observation services of the contractor's work. Prepare observation reports for RH2's on-site observations. *RH2 will not make exhaustive or continuous on-site visits but will visit the site during construction operations for approximately six (6) hours per visit for a total of four (4) visits. Following each visit, RH2 will inform the City of the progress of the work and may recommend rejection of observed work if it fails to conform to the construction contract documents.*
- 4.6 Review progress pay estimate submittals from the contractor. Prepare progress payments using the City's standard format.
- 4.7 Assist the City with testing and startup of the electrical improvements. Prepare the project punchlist and attend the final project walkthrough with the City and the contractor.
- 4.8 Revise plans with as-built information received from the contractor and the City. Compile final project documentation and deliver to the City. *Documents will include observation reports, digital photos, and other documents described in this Scope of Work.*
- 4.9 Maintain project files, perform ongoing client communications, and provide monthly invoices.

Assumptions:

- *RH2 is not responsible for site safety or for the contractor's failure to perform their work in accordance with the construction documents, nor is RH2 responsible for directing the contractor in the contractor's work, selecting means or methods of construction, or ensuring proper construction techniques.*
- *The City will manage and execute the construction phase of the project.*
- *The City will provide full-time inspection during construction as needed.*

- *RH2 will perform services during construction up to the amount included in the attached Fee Estimate. Additional effort, if needed, will be mutually determined by RH2 and the City prior to RH2 performing extra work.*

Provided by the City:

- Construction notes and revisions.

RH2 Deliverables:

- Agenda and minutes for pre-construction conference.
- Submittal review documentation.
- RFIs.
- Correspondence with the City and contractor.
- Change order documentation.
- Construction observation reports.
- Progress payments.
- Attendance at final project walkthrough.
- Punchlist.
- As-constructed record drawings.
- Monthly invoices.

Project Schedule

RH2 can schedule site visits within three (3) weeks of contract execution and bid-ready documents are anticipated to be provided within eight (8) weeks of contract execution.

Fee for Services

The fee for services shall be on a time and expense basis and shall not exceed \$48,660.00 as shown on attached **Exhibit A, Fee Estimate** without prior written authorization of City of Cashmere.

RH2 Engineering, Inc.



Signature

Paul R. Cross, Executive Vice President

Print Name/Title

6/7/2023

Date

City of Cashmere

Signature

Print Name/Title

Date

EXHIBIT A

Fee Estimate

Task Authorization No. 4

City of Cashmere

General Engineering Services

Emergency Generator Improvements

Jun-23

Description		Total Hours	Total Labor	Total Expense	Total Cost
Task 1	Generator Design	31	\$ 5,759	\$ 364	\$ 6,123
Task 2	City Facilities Electrical Improvements Design	100	\$ 17,255	\$ 2,026	\$ 19,281
Task 3	Services During Bidding	35	\$ 6,217	\$ 293	\$ 6,510
Task 4	Services During Construction	86	\$ 14,969	\$ 1,777	\$ 16,746
PROJECT TOTAL		252	\$ 44,200	\$ 4,460	\$ 48,660

DRAFT

POLICY FOR DONATIONS/MEMORIALS IN CITY PARKS AND OPEN SPACE

INTENT:

Parks and public open space areas are to be open, aesthetically pleasing, and usable by the public. Donations of improvements or memorials that commemorate or remember a special individual can be part of the open space experience provided they are designed and located appropriately. However, because public open space is a precious commodity, and the integrity of the City's natural and recreational areas must be protected, the design, installation, and maintenance of donated park improvements requires standardized policies.

Offers for donating park improvements or memorials in City public parks and/or open space areas are to be coordinated by the City to evaluate the design, site selection, installation, and maintenance of all donated improvements. The City has established the following policies.

DONATION CRITERIA:

1. Offers to donate improvements in city parks shall be reviewed for its location, design, and materials suitable for public-park quality-durability consistent with use in City parks and compatible with any adopted master plan for the park or open space, and any cultural or habitat resource considerations. Acceptance of any donation is at the sole discretion of the City.
2. A donation may include a memorial in honor of a deceased person, or an event deemed to merit such an honor. The City may require donors to provide long term maintenance of all or parts of a memorial. [e.g. 9/11 memorial; Vern Dronen memorial; Brent Holladay memorial pump track]
3. Any donation and its location, design, and materials shall be compatible with any adopted master plan for the park or open space, and any cultural or habitat resource considerations. The memorial itself, and all artwork contained in it, must be appropriate for viewing by all ages of the general public
4. The cost of fabrication and installation of a donation shall be borne by the donor.
5. The City reserves the right to remove or relocate any donation for any reason. A reasonable effort will be made to contact the donor prior to the removal. Depending on the nature of the donation, the City may request a Waiver of Rights pursuant to the Visual Artists Rights Act prior to the installation of the memorial. (See, 17 U.S.C. § 106A(e)(1))
6. Naming of a donation or City Property requires Council approval, upon documentation and consideration of proposed name as a significant lifetime contributor to the City of Cashmere, such as: donating land... a major endowment/benefactor to city park development.

DONATION STANDARDS:

1. Trees - Tree selection and planting locations will be chosen based on species, topography, soil condition, light exposure, mature plant size, maintenance requirements, and appropriateness for placement; and will be mutually agreed upon by the applicant and the City. The City does not guarantee the memorial tree's viability. Trees approved for donation on city property are included on the attached list.
 - a. Plaque - Recognition of the donor may be placed on a 4 in. X 4 in. metal sheet located on a 4 x 4 Post adjacent to the tree.
2. Park Furnishings: Includes benches, picnic tables, trash receptacles, recreational equipment, etc. Furnishings selected from a vendor of approved park and recreation equipment, matching in style, color or features to other equipment existing in the city park.
 - a. Plaque - Recognition of the donor may be placed on a 4 in. X 4 in. metal sheet located on the furnishing or equipment or on a 4 x 4 post near the furnishing.
3. Other: Substantial or unique donations/memorials [e.g. 9/11 memorial; Vern Dronen memorial; Brent Holladay memorial pump track] provide a broad community benefit that are consistent with the Comprehensive Park Development Plan and meet the intent and criteria of this policy. Council approval and a long-term maintenance agreement are required.
 - a. Plaques - Maximum size 12 in. X 12 in. bronze mounted on stone, or metallic copper with black text, no pictures may be included on a park furnishing that is donated by an applicant.
 - b. Signs - No larger than 2 ft. X 4 ft. placed in area of donated major park development.

DONATION PROPOSAL APPROVAL PROCESS:

1. A proposal to donate to a park improvement such as a tree, park furniture or small play equipment, shall be completed in writing submitted to the Director. Donors should propose improvements selected from a list of options provided by the city, and consistent with this Policy. Proposals are reviewed administratively by the Director or designee. The suitability of any memorial's requested location shall be determined by the Director in his/her sole discretion. The Director may identify an alternative location as more appropriate.
2. A donation proposal involving other, unique major improvements must include as much detail as possible including: the design, size, preferred location, materials, colors, maintenance plan, installation information, timeframe, purpose or historic significance, and such other information as the Director deems necessary for an evaluation of the proposal. Upon recommendation of the Director the City Council may approve the donation request, with applicable conditions and maintenance agreements.

City Park / Open Space Donation/Memorial Application

Donated furnishings or trees must be pre-approved by the City.

Date of Application: _____

Type of Memorial: (circle one) TREE PARK FURNISHING OTHER

Donor Name: _____

Donor Address: _____ City: _____

State: _____ Zip: _____ Phone No.: _____

Name of person honored by memorial: _____

PARK _____ Location _____

Tree Type: _____

Park Furnishing: _____

Other: _____

Plaque/Sign Wording: _____

The Donor understands and accepts the memorial may be moved or removed by the City, at the City's discretion if damaged, worn out, tree dies or becomes diseased, or the location interferes with other park developments or becomes a public safety concern.

Donor Signature: _____ Date: _____