

MINUTES OF THE CASHMERE CITY COUNCIL MEETING
MONDAY JUNE 12, 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 Pistorosi Jayne Stephenson Derrick Pratt	
Staff:	Kay Jones, Clerk-Treasurer Steve Croci, Director of Operations - digital	Chuck Zimmerman, City Attorney

ANNOUNCEMENTS

Mayor Fletcher announced Sunset Highway will be closed for 30 days and the detour signs have been set up. There will be access to businesses, but you will not be able to drive up Sunset Highway to get to Evergreen Drive.

Councilors Stephenson and Perry will be out of town and will not be attending the June 26th Council meeting.

PUBLIC COMMENTS

Bob and Gail Spurrell from Kent Washington requested permission to place a memorial bench at Riverside Park for Gail's brother Mike Spurrell. Mike was a river guide that lost his life when his raft flipped. Mike leaves behind family in Cashmere. They would like to place a bench in his honor close to the takeout. The Spurrells want to work with the city to get the bench purchased and placed as soon as possible, hopefully before his memorial on July 29th. There will be no cost to the city.

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 22, 2023, Regular Council Meeting
Payroll and Claims Packet Dated June 12, 2023

Claims Direct Pay and Check #42699 and #42709 through #42727 totaling \$339,851.89
Payroll direct Deposit and check #42695 through #42698 totaling \$83,833.20
Manual Replacement Check #42700 replacing Check #41930

Manual Replacement Check #42701 replacing Check #42001
Manual Replacement Check #42702 replacing Check #42408

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

HVAC COMPLETE SYSTEM REFIT FOR RIVERSIDE CENTER

There is no air conditioning at Riverside Center, the HVAC system needs to be repaired or entirely replaced. The Director called local contractors on the MRSC roster and the only contractor to submit an estimate for repair was Salcido Connect, Inc. in the amount of \$47,690, not including sales tax.

The repair is for materials and labor to replace a 10 Ton heat pump heating condenser and evaporator coil. The evaporator coil is no longer available so Salcido Connect will custom manufacture the part.

The other option is to replace the entire system, which could cost \$150,000 to \$200,000. This option would require design engineering, a new unit, and there would be additional costs for structure work to get a new unit in the attic space.

A couple council members questioned if there were PUD rebates available and whether the option of mini splits was discussed. A suggestion was made to have PUD come out and evaluate the Center and discuss options, including mini splits, before making any decisions.

MOVED by Councilor Stephenson and seconded by Councilor Pratt to table the Center HVAC System discussion for more information from the PUD regarding options and mini splits. Motion carried unanimously.

SELECTION OF CONTRACTOR FOR SCADA IMPROVEMENT PROJECT

Bids were solicited to make remote monitoring SCADA improvements to all water and wastewater facilities. The City received two bids, of which Farmers Electric was the low bidder at \$525,329. City staff recommendation was to select Farmers Electric for the SCADA Improvement project.

MOVED by Councilor Perry and seconded by Councilor Carlson to approve the selection of Farmers Electric for the SCADA Improvement project for the City's water and wastewater system. Motion carried unanimously.

GENERAL ENGINEERING TASK AUTHORIZATION NO. 4 – EMERGENCY GENERATOR IMPROVEMENTS

The City was awarded 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. RH2 Engineering provided Task Authorization No. 4 to provide general engineering services in the amount of \$48,660. The scope of work included preparing specifications and construction contract documents for the acquisition of one mobile generator and for the proposed improvements to the electrical systems at five City locations. Bidding and construction services are also included in the scope of work. The council had several questions regarding the scope of work, contract language and the cost.

MOVED by Councilor Carlson and seconded by Councilor Pratt to table the General Engineering Task Authorization No. 4 for answers and scope of work clarification. Motion carried unanimously.

POLICY FOR PLACING DONATIONS AND MEMORIALS IN CITY PARKS AND OPEN SPACES

Mayor Fletcher presented a draft policy to address donations and memorials in city parks and open spaces. The policy is to provide guidance and uniformity.

The consensus of the City Council was that a policy is needed and that it should be an administrative policy. The consensus was for the mayor to work with the Spurrells to refine the policy details regarding size and material and expedite their donation request.

PROGRESS REPORTS

Mayor Fletcher stressed the importance of getting a few projects ready to go, so when grants are available the City can apply. There is grant money available but without any projects ready the City will miss out. If the City's engineers do not have time to get a couple of projects designed, the mayor will have to fine someone that can. The City can't keep missing grant opportunities.

Director Croci reported that the Sunset Highway project is moving forward, and a portion of Sunset Highway from Mill Road to Goodwin Road will be closed for 30 days. No through traffic, but the businesses on Sunset will be accessible.

The 1050 PRV zone is almost complete, they are waiting for the vault lid to be constructed and delivered, which should be here by the end of the month.

The cleaning of the sand filters at cell #1 has been completed and the City Pool is ready for opening on June 15th.

Councilor Pistoresi stated that the mosquitoes are bad this year and questioned if the City ever sprays for mosquitoes. She would like to have a discussion regarding mosquitoes when planning for next year.

ADJOURNMENT

Mayor Fletcher adjourned the meeting at 7:01 p.m.

James Fletcher, Mayor

Attest:

Kay Jones, Clerk-Treasurer

Staff Summary

Date: 6/21/23
To: City Council
From: Steve Croci, Director of Operations
RE: Riverside Trail – repair and repave

The City requested MRSC Small Works Roster bids to repair and repave damaged portions of the Riverside Trail. The City received three bids. Moe Asphalt Patching and Sealcoating Inc. was the low bidder at \$32,984.94.

<u>Company</u>	<u>Bid</u>
Moe Asphalt	\$32,984.94
Quality Paving	\$49,953.87
J.M. Pacific	\$71,334.43

Staff Recommendation:

MOVE to approve Moe Asphalt Patching and Sealcoating Inc. to complete repair and repave Riverside Trail and authorize the mayor to sign documents.

Staff Summary

Date: 6/21/2023
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. The estimated cost to design and replace the system is three to four times the repair cost (\$150,000 to \$200,000). Chelan PUD does offer rebates for new systems. The rebate depends on what is designed and installed by certified contractors. Chelan PUD will not design a HVAC system for the city. Two options exist:

- 1.) Have Salcido repair system.
- 2.) Hire an HVAC engineer to design new system to meet today's standards.

Staff Recommendation:

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

May 25, 2023



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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.



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- 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



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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: 6/21/2023

To: City Council

From: Director of Operations Steve Croci

RE: RH2 – Revised 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, reduced the amount of work and revised the previous Task Authorization for the general engineering services associated with the emergency generator improvements. The estimated cost is \$38,662.

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 that RH2 Engineering, Inc., (RH2) 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 with the City whether new or used generators are preferred. *It is assumed the review will occur 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 occur 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 for the generator. Develop plan sheets for the proposed improvements to the electrical systems to facilitate the generator connection 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 90-percent design plans of the proposed electrical system modifications.
- 2.3 Provide the City with approximately 90-percent design plans for review and comment. *The City will provide comments via email that will be incorporated into the bid-ready 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 end documents.
- 2.6 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.
- 2.7 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.
- 2.8 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.
- 2.9 Maintain project files, perform ongoing client communications, and provide monthly invoices.

Provided by the City:

- Timely written review comments on the 90-percent, and bid-ready plans and specifications.

RH2 Deliverables:

- 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 one (1) addenda 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 one (1) 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 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 four (4) hours per visit for not more than two (2) 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 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.
- 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. This schedule is contingent on the timely performance of others. Deviations from the assumptions made herein may result in a modification to this schedule.

Fee for Services

The fee for services shall be on a time and expense basis and shall not exceed \$38,660.00 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

6/22/2023

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	28	\$ 5,248	\$ 324	\$ 5,572
Task 2	City Facilities Electrical Improvements Design	93	\$ 16,138	\$ 1,833	\$ 17,971
Task 3	Services During Bidding	33	\$ 5,831	\$ 283	\$ 6,114
Task 4	Services During Construction	46	\$ 8,248	\$ 756	\$ 9,004
PROJECT TOTAL		200	\$ 35,465	\$ 3,197	\$ 38,662