TASK ORDER 3
TO
CONTRACT FOR ENGINEERING SERVICES

THIS TASK, made this day, by and between the City of Yakima, Yakima County, Washington, hereinafter referred to as the **CITY**, and Gray & Osborne, Inc., hereinafter referred to as the **ENGINEER**, hereby modifies the Contract for Engineering Services dated (by CITY) February 8, 2017, for additional services related to on-call engineering needs.

Add the attached Exhibit "A" covering professional engineering services requested by the City of Yakima for Task Order 3 – Primary Digester Cleaning at the City's Wastewater Treatment Facility, and Exhibit "B" with a "not to exceed" budget of $68,330.00.

IN WITNESS WHEREOF, the parties hereto have executed, or cause to be executed by their duly authorized officials, this TASK to the Contract for Engineering Services in triplicate on the respective dates indicated below.

GRAY & OSBORNE, INC.

By: _____
(Signature)

Name: Michael B. Johnson, P.E., President
GRAY & OSBORNE, INC.

Date: 3/7/18

CITY OF YAKIMA

By: _____
(Signature)

Name: _____
Cliff Moore, City Manager

Date: _____

"Equal Opportunity/Affirmative Action Employer"

TASK ORDER 3
EXHIBIT "A"

SCOPE OF WORK

CITY OF YAKIMA
WWTF – PRIMARY DIGESTER CLEANING

Based on our understanding of the project, this Scope of Work presents the professional engineering services requested by the City of Yakima for the City's Wastewater Treatment Facility located at 2220 East Viola Avenue, Yakima, WA 98901.

Project Understanding: Primary Digester No. 1 has not been cleaned and inspected since 1996. The City has seen an increased frequency of plugging in the supernatant lines and general issues with the digester due to what is believed to be a buildup of rags and debris.

The City desires to take Primary Digester No. 1 out of service for cleaning, structural repairs and recoating of the interior surfaces. At this time it is unknown what structural repairs may be required, as such, a structural inspection will be performed after the digester is cleaned to confirm assumptions made during the design phase. In addition, the digester mixer will be inspected and repaired/maintained as necessary while the digester is out of service.

The City has limited capacity in the primary digester system and therefore taking Primary Digester No. 1 out of service will need to be evaluated for the most cost-effective approach to maintain treatment.

SCOPE OF SERVICES

The proposed scope of services is described below.

Task 1 – Project Management

This task will incorporate overall project management as well as in-house quality assurance and quality control (QA/QC) reviews of all documents in order to address the relevant issues that may affect the project. The project management task also covers oversight of the project schedule and budget.

Task 2 – Engineering Memorandum

The Engineering Memorandum will evaluate the following items:

1. Options for processing an estimated 900,000 gallons of primary sludge prior to cleaning. Options may include the following:

    a. Ability to use the older (Sharples) centrifuge for processing primary sludge concurrently while processing secondary sludge with the newer

centrifuge. Consideration will need to be given to the capacity of the centrate piping system and the ability to run primary and secondary sludge to the newer centrifuge.

2. Options for temporary digester capacity. Options may include:

   a. Use of secondary digester as a primary digester through the use of a temporary heat exchanger or repiping of existing heat exchanger.
   b. Temporary heated tankage (baker tanks)
   c. Options to haul partially digested sludge to Natural Selection Farms.

3. Recommendations and conclusions for temporary operation of the digester system during cleaning.

4. Develop cost estimate for cleaning primary digester No. 1.

5. Meet with City staff to confirm conclusions and recommendations.

Task 3 – Contract Documents for Digester Cleaning

Services shall include the preparation of plans, technical specifications, contract documents and cost estimates for the Primary Digester No. 1 Cleaning Project. Plans, specifications and contract documents will be prepared in a City approved format for bid to be used by a general contractor in performing the construction work.

The extent of corrosion and potential structural repair inside Digester No. 1 cannot be determined until it is taken out of service and cleaned. The contract documents will be prepared such that any structural repair work determined by the Engineer will be paid for from bid items with set aside amounts in the contract documents.

This scope of work assumes that the interior of the digester will be recoated.

Three copies of preliminary plans, specifications cost estimates will be provided to the City at 50-percent and 90-percent levels of completion for review and comment. Gray & Osborne will review the documents with the City to obtain comments and/or suggested design revisions, and revise the documents accordingly.

Task 4 – Bid Services

Prepare final contract documents and assist the City with advertising the project for public bid. Provide four hard copies of the plans and specifications to the City along with a digital copy of the plans and specifications for the City's use.

Gray & Osborne will conduct a pre bid meeting and prepare minutes for inclusion in a City addendum. Gray & Osborne will respond to bidder's questions as requested by the City. Prepare addenda items for the City's inclusion in addenda that are issued.

Review each bid and verify the bidder's responsibility. Provide a letter of award recommendation to the City.

NOTE: This scope of work assumes that the City will perform the following work and therefore is not included in the Gray & Osborne scope of work.

- Submit advertisement to the paper of record and DJC.
- Distribute the Contract Documents.
- Maintain a plan holder's list.
- Finalize and distribute addenda.
- Conduct the bid opening.
- Develop and distribute a bid tab.
- Distribute and obtain required contract signatures and review bonds and insurance, for the final signed Contracts.

Task 5 – Services During Construction

- Coordinate and conduct a preconstruction conference to review the requirements of the plans and specifications of the project with the Contractor and to establish administrative procedures for the project.

- Provide submittal review/approval: Review shop drawings and submittals for compliance with design intent and general conformity with the Contract Documents.

- Provide construction correspondence: Act as liaison, on the City's behalf, between the City and Contractor to the extent provided in the Contract Documents and to administer the construction contract and prepare and transmit general construction correspondence, to include interpretation and/or clarification of the Contract Documents, preparation of weekly Contract Time Completion Statements, calculation and preparation of Pay Estimates, negotiation and preparation of Change Orders, and other general construction correspondence.

- Structural Field Inspection: Perform tank inspection to determine the extent of the structural repairs. Summarize the findings of the site visit in a brief letter report. Provide direction to the contractor regarding structural repair work.

- Coatings Field Inspection: Perform initial tank inspection to verify assumptions made during design regarding the specified coating system. Perform up to 5 inspections during the preparation and application of the coating system. Inspections will be performed by Gray & Osborne's NACE Level 3 inspector.

- Prepare and transmit letter informing the Contractor that Substantial Completion has been reached, subsequent to the preliminary walk-through and with the concurrence of the City.

- Prepare and transmit the preliminary and final punch lists, subsequent to their respective walk-throughs.

- Prepare and transmit a recommendation to the City to accept the project as complete.

INFORMATION TO BE PROVIDED BY CITY

We will work with the City to ensure that all of the information needed to complete the work is obtained. This information will include, but is not necessarily be limited to, the following:

1. Existing planning documents and record drawings to develop background information, including design criteria for the digesters.
2. Existing equipment operation and maintenance manuals.
3. Sludge production rates for the last 3 years.

SCHEDULE

The proposed schedule for completion Task 2, Engineering Memorandum is 30 days after the date this Task Order is executed.

The proposed schedule for completion of Task 3, Contract Documents for Cleaning, is 30 days after the review and concurrence of the engineering memorandum for digester cleaning. The City will issue a notice to proceed upon concurrence.

The proposed schedule for completion of Task 4 and 5, Bid and Construction Services, will be on an on-call basis dependent upon the final City bid advertisement schedule and the Contractor's on-site schedule.

PROJECT BUDGET

The maximum amount payable to Engineer for the completion of the work associated with this Scope of Work, including contingencies, salaries, overhead and direct non-salary costs shall be shown in the attached Exhibit "B."

EXHIBIT "B"

ENGINEERING SERVICES
SCOPE AND ESTIMATED COST

City of Yakima - Task Order No. 3
WWTF - Primary Digester Cleaning

Tasks	Principal Hours	Project Manager Hours	Project Engineer Hours	Structural Eng. Hours	Coatings Eng. Hours	AutoCAD/ GIS Tech./ Eng. Intern Hours
Project Management	8	8				
Engineering Memorandum	4	16	40			8
Contract Documents	4	24	80	8	16	24
Bid Services	2	6	6			
Services During Cleaning	2	40	60	24	64	16
Hour Estimate:	20	94	186	32	80	48
Fully Burdened Billing Rate Range:*	$112 to $177	$99 to $177	$106 to $150	$99 to $168	$99 to $168	$48 to $116
Estimated Fully Burdened Billing Rate:*	$150	$160	$150	$150	$150	$95
Fully Burdened Labor Cost:	$3,000	$15,040	$27,900	$4,800	$12,000	$4,560

Total Fully Burdened Labor Cost:	$	67,300
Direct Non-Salary Cost:		
Mileage & Expenses (Mileage @ current IRS rate)	$	1,030
TOTAL ESTIMATED COST:	**$**	**68,330**

* Actual professional fees will be based on the Schedule of Rates, Exhibit "C" of the original on-call services agreement. Estimated rates are for determining total estimated cost only.