



## PARKS & PUBLIC WORKS COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING

Tuesday, May 07, 2024, at 5:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

### COMMITTEE MEMBERS

Chair: Ethan Benson

Councilmembers: Bryan Holloway and Catherine Cotton

*This meeting will be conducted in person and remotely using teleconferencing technology provided by Zoom.*

**Join by Telephone:** To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **867 8554 3964** and Password **1700050121** if prompted.

Press \*9 to raise your hand to speak. Raising your hand signals the meeting moderator that you have a comment.  
Press \*6 to mute and unmute.

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- 1) Click this [link](#).
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **867 8554 3964**; Enter Password **1700050121**
- 4) Please confirm that your audio works prior to participating.

### CALL TO ORDER & ROLL CALL

### AGENDA APPROVAL

**PUBLIC COMMENTS (online public comments will not be taken).**

### MINUTES

- [1.](#) Approval of minutes dated April 16, 2024.

### AGENDA BILLS

- [2.](#) **AB24-058:** Meadowbrook Bridge Restoration

### DISCUSSION

3. Reclaimed Water Reservoir Project Update
4. King Street Closure
5. Introduction of the Mayor's Proposed 2025-2030 CIP ("Non-Utilities")

### ADJOURNMENT



## PARKS & PUBLIC WORKS COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING MINUTES APRIL 16, 2024

*This meeting was conducted in person and remotely using teleconferencing technology provided by Zoom.*

### CALL TO ORDER

Chair Ethan Benson called the meeting to order at 5:00 pm.

**Committee Members:** Councilmembers Ethan Benson, Bryan Holloway, and Catherine Cotton.

Mayor Katherine Ross was also present.

#### **City Staff:**

Michael Chambless, City Administrator; Deana Dean, City Clerk; Dylan Gamble, CIP Manager; Phil Bennett, Stormwater & Urban Forestry Superintendent; Drew Bouta, Finance Director; and Jimmie Betts, IT Support.

**AGENDA APPROVAL** – The agenda was approved as presented.

**PUBLIC COMMENTS** – There were no public comments.

### MINUTES

1. The minutes from the April 2, 2024, were approved as presented.

### AGENDA BILLS

2. **AB24-048:** 2023 Stormwater and Urban Forestry Annual Report. Stormwater & Urban Forestry Superintendent Phil Bennett spoke to this item and reviewed the annual report. Committee comments and questions followed.
3. **AB24-046:** Task Order 38 Amendment with Northwest Hydraulic Consultants (NHC) for Sandy Cove Bank Stabilization. CIP Manager Dylan Gamble spoke to this item. Discussion followed. This item is approved to move forward at the April 22, 2024, City Council meeting under Committee Reports.

### DISCUSSION:

4. Community Center Expansion Update provided by Parks & Public Works Director Jeff Hamlin and included an alternative development approach. A funding strategy will be forthcoming. Chair Benson encouraged this item be brought to Council.
5. Home Demolition – 7702 Railroad Ave SE. Update provided by Dylan Gamble who noted the city purchased this property in early January. The costs and complexity of the project has increased as the

inspection resulted in the discovery of a lot of lead. To properly demolish the home, the city will need to contain all the lead and soil contaminated by the lead. Discussion followed.

6. Director Reports. Director Hamlin reported the department is nearly fully staffed with parks down one employee. Interviews are scheduled for next week.

**ADJOURNMENT** - The meeting was adjourned at 6:00 pm.

DRAFT

*Minutes taken by Deana Dean, City Clerk.  
Recorded meeting audio is available on the City website after the meeting.  
Minutes approved at the \_\_\_\_\_, 2024, Parks & Public Works Committee Meeting.*



# BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

**AB24-058**  
**May 13, 2024**  
**Committee Report**

Item 2.

## AGENDA BILL INFORMATION

<b>TITLE:</b>	<b>AB24-058:</b> Task Order #20 under the existing City of Snoqualmie (City) on-call Professional Services contract with Otak, Inc. (Otak).	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed:
<b>PROPOSED ACTION:</b>	Approve Task Order #20 under the existing City of Snoqualmie (City) on-call Professional Services contract with Otak, Inc. (Otak).	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>REVIEW:</b>	Department Director Finance Legal City Administrator	Jeff Hamlin Janna Walker David Linehan Mike Chambless	5/2/2024 5/1/2024 Click or tap to enter a date. Click or tap to enter a date.
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<b>DEPARTMENT:</b>	Parks & Public Works		
<b>STAFF:</b>	Hind Ahmed		
<b>COMMITTEE:</b>	Parks & Public Works	<b>COMMITTEE DATE:</b> May 7, 2024	
<b>EXHIBITS:</b>	1. Task Order 20 2. Exhibit A (scope) 3. Exhibit B (fees) 4. Original On-Call Contract 5. Contract Cover Sheet (incomplete) 6. CIP Sheet		

<b>AMOUNT OF EXPENDITURE</b>	\$ \$117,296
<b>AMOUNT BUDGETED</b>	\$ 1,744,000
<b>APPROPRIATION REQUESTED</b>	\$ 0

## SUMMARY

### INTRODUCTION

This agenda bill is to approve the use of Otak Inc.'s professional services to evaluate the structural integrity, paint condition, and scour repair of Meadowbrook Bridge. Additionally, Otak will review the proposed work by King County (County) in the vicinity of the bridge to gauge its potential effects on scour, permitting requirements, and assist in refining the scope of the Capital Improvement Project (CIP).

### BACKGROUND

The Meadowbrook Bridge spans over the Snoqualmie River, carrying Meadowbrook Way SE and connecting with SE Reinig Rd at its northern end. Originally completed in 1921, the bridge has undergone various enhancements over the years. The most recent major improvements took place from 2005 to 2006. During this period, the bridge's traffic lanes on the truss span were reduced to convert it from a substandard two-lane bridge to a traffic-controlled one-lane bridge, eliminating the need for weight posting.

The scope of the 2023-2024 CIP project included load rating and painting. The load rating aspect was successfully completed, adhering to current FHWA guidelines. The assessment revealed the necessity of posting weight limits for specific truck configurations on the bridge. Consequently, the bridge is presently restricted for certain truck configurations based on its load rating. This underscores the urgency of investigating updates to the CIP project scope to determine the required restoration measures.

## **ANALYSIS**

Based on the load rating results and the latest inspection report, it appears that simply painting the bridge as initially planned might not be enough. The bridge requires a thorough assessment of its structural integrity to determine the necessary scope of work for restoring its condition.

Additionally, with the County revetment project underway near the bridge pier, which is expected to affect the bridge pier, it's essential to coordinate between the County and the City to ensure alignment of both projects. Consequently, the City requires professional services to assess the updated needs of the bridge and to coordinate with the County throughout their planning phase.

The professional services scope for the Meadowbrook Bridge restoration project includes:

- Project Management and Coordination
- Initial Assessment and Support
- Ongoing Support: coordinating with the county and updating the bridge's needs.

Therefore, Parks and Public Works is seeking Council approval to add Task #20 to the on-call professional services contract for professional services on the Meadowbrook bridge restoration project and authorize the Mayor to sign.

## **BUDGET IMPACTS**

Administration recommends approving a contract with Otak Inc. in the amount of \$117,296 to evaluate structural integrity, paint condition, and scour repair of Meadowbrook Bridge. The City incorporated this project into the 2023-2028 Capital Improvement Plan (CIP) (See Exhibit #6). The 2023-24 Amended Budget appropriates \$1,744,000 for this project in the Non-Utilities Capital Fund (#310), with a life-of-project budget of \$1,869,000. Currently \$101,670 has been spent in the current biennium and \$2,484 is encumbered for contracts within the project, leaving \$1,639,845 for new contracts. If the proposed contract is approved, the available budget for the current biennium would be \$1,522,549. Therefore, sufficient appropriation exists within the 2023-24 Biennial Budget (Non-Utilities Capital Fund #310) to fund the contract.

### Meadowbrook Bridge Restoration Project

	Life-of-Project Budget <i>(Two Bienniums)</i>	2023-2024 Biennial Budget
<b>Beginning Budget</b>	\$ 1,869,000	\$ 1,744,000
<b>Expenditures</b>	\$ (174,717)	\$ (101,670)
<b>Outstanding Contract Value <i>(Previously Approved)</i></b>	\$ (2,484)	\$ (2,484)
<b>Current Available Budget</b>	\$ 1,691,799	\$ 1,639,845
<b>Value of this Contract <i>(AB24-058)</i></b>	\$ (117,296)	\$ (117,296)
<b>Available Budget / (Shortfall) after AB24-058</b>	\$ 1,574,503	\$ 1,522,549

#### NEXT STEPS

Following Council approval staff will work with the Mayor to execute the final contract agreement with Otak.

#### PROPOSED ACTION

Move to approve Task Order 20 with Otak, Inc. Meadowbrook Bridge restoration and authorize the Mayor to sign.

**TASK ORDER NO. 20**

**Agreement for Professional Services**

**Meadowbrook Bridge Meadowbrook Bridge Support**

This Agreement is made this \_\_\_ day of \_\_\_\_\_, by and between Otak, Inc. (“Otak”) and the City of Snoqualmie (“City”).

Otak has an Agreement dated January 23, 2017 with the City, which is herein referred to as the Prime Agreement, and which provides for Otak to perform unspecified professional engineering services on an on-call basis, with specific work items to be identified in subsequent Task Orders.

The professional services which the City has employed Otak to perform under this Agreement constitute Task Order No. 20 under the provisions of the Prime Agreement and are generally described as follows:

1. **Scope of Work.** Otak shall perform services as directed by the City Director of Public Works, to support City of Snoqualmie efforts with identify capital improvements for the Meadowbrook Bridge restoration project. The scope of work to be completed is attached as Exhibit A.
2. **Period of Service.** The period of services provided under this Task Order shall begin upon the City issuing a notice to proceed, and expire on June 31, 2027.
3. **Compensation.** The City shall pay Otak on a time and materials basis as agreed to in the Prime Agreement, provided the total compensation payable under this Task Order shall not exceed \$ 117,296.00 without the authorization of the City. The fee estimate attached as Exhibit B shows a budget for the tasks described above.
4. **Additional Contract Requirements.** All other contract requirements are as specified in the Prime Agreement.

In Witness Whereof, the parties hereto have executed this Agreement effective as of the day and year first above written.

**City of Snoqualmie**

**Otak, Inc.**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

Attested: \_\_\_\_\_

by City Clerk





April 18, 2024

Hind Ahmed, Project Engineer  
City of Snoqualmie  
PO Box 987  
Snoqualmie, WA 98065

**Re: Task Order #20 for Professional Services  
City of Snoqualmie On-Call Contract  
Meadowbrook Bridge Support  
Otak Project No. 032703.U**

Dear Hind:

The City is requesting services to support City efforts to identify capital improvements and obtain funding for the Meadowbrook Bridge that carries Meadowbrook Way SE over the Snoqualmie River. Work is to be completed as a task order under the existing City of Snoqualmie (City) on-call services contract with Otak, Inc. (Otak). This contract (“Agreement for Professional Services”) is dated January 23, 2017, and a copy was received by Otak on April 10, 2017.

Work in this scope of work is in addition to and follows work provided by Otak under previously completed Task Order #17 (Otak Project No. 032703.Q) and summarized in the Meadowbrook Bridge Funding Rehabilitation and Replacement Options report, dated April 14, 2023.

**Task 1 – Project Management and Coordination**

Otak’s project manager will provide direction and coordinate preparation of deliverables. The project manager will monitor the project planned budget and schedule versus actual progress and take corrective actions if necessary. Otak will prepare and submit monthly invoices and a brief progress report to reflect progress over the last billing period. Otak’s project manager will maintain regular communication with the City’s project manager.

*Assumptions:*

- Level of effort assumes 36 months of work.

*Deliverables:*

- Monthly invoices and progress reports will be prepared and submitted to the City.

**Task 2 – Initial Assessment and Support**

Otak will review available bridge, hydraulic, and scour reports; and assess the structural, paint, and scour conditions of the existing bridge as needed to support the City’s current efforts to identify work to be included in the City’s Capital Improvement Plan. Otak will review planned work by King County near the bridge to assess impacts to the scour and permitting.

**Task Order #20 Meadowbrook Bridge Support**

Otak will develop a draft memorandum of priorities, risks, timelines, and cost estimates for structural, painting, and scour repairs and submit to the City. Timelines will include typical permitting schedules and construction durations. The City will review the draft memo. Otak will meet with the City to discuss City review comments on the draft memo. Otak will update the report based on City review comments, finalize, and submit to the City.

**Assumptions:**

- 4-month duration for this task.
- Bridge analysis will not be performed in this task.
- Hydrologic and hydraulic calculations for scour analysis will not be performed in this task.

**Deliverables:**

- Draft Initial Assessment Memo (MS Word).
- Final Initial Assessment Memo (PDF).

**Task 3 – Ongoing Support**

Otak will assist the City with additional structural, hydraulic, scour, permitting, and other assessments and assistance as requested by the City to support City efforts in identifying and prioritizing City projects, revising the Capital Improvement Project (CIP) scope, and pursuing funding for repair and/or replacement of the existing bridge.

Assumed level of effort is shown in the attached fee spreadsheet. Level of effort assumes 4 meetings with King County regarding County improvements near the existing bridge, 12 meetings with the City (approximately 4 meetings per year for 3 years), 2 site visits, and internal quality control reviews of work produced by Otak.

**Assumptions:**

- 4 meetings with King County
- 12 meetings with City staff
- 2 site visits

**Deliverables:**

- Email and/or memo of information as requested.

**FEE ESTIMATE**

The following summarizes the fee breakdown for this scope of work:

Task	Total
Task 1 – Project Management	\$ 28,536.00
Task 2 – Initial Assessment and Support	\$ 25,940.00
Task 3 – Ongoing Support	\$ 62,520.00
Direct Expenses	\$ 300.00
<b>Total</b>	<b>\$ 117,296.00</b>

This estimate includes assumed level of effort for undefined services with the total not-to-exceed as shown. Otak will track budget remaining and notify the City when charges are near to the total. Services requested that are projected to exceed the total will be amended to this scope of work and approved by the City prior to performance.

*Task Order #20 Meadowbrook Bridge Support***SCHEDULE**

The following schedule is assumed:

- NTP issued: May 1, 2024.
- Draft Initial Assessment Memo: June 28, 2024.
- Final Initial Assessment Memo: August 30, 2024.

The project duration assumes 36 months of support from NTP, ending April 30 2027.

## Meadowbrook Bridge Funding

Fee Estimate

Otak, Inc.

Otak Project # 32703.U

<i>Task</i>	<i>Description</i>	PIC/Sr. PM Civil	Civil Engineer X (Bridge)	Civil Engineer X (Hydraulic)	Scientist V	Project Coord. II	<i>Total Hours</i>	<i>Total Budget by Task</i>
<b>1</b>	<b>Project Management and Coordination</b>	<b>72</b>				<b>38</b>	<b>110</b>	<b>\$ 28,536.00</b>
	General PM & Coordination	36				2	38	\$ 11,616.00
	Invoices	36				36	72	\$ 16,920.00
<b>2</b>	<b>Initial Assessment</b>	<b>2</b>	<b>44</b>	<b>44</b>	<b>20</b>		<b>110</b>	<b>\$ 25,940.00</b>
	Draft Report	1	24	24	8		57	\$ 13,562.00
	Final Report	1	16	16	8		41	\$ 9,658.00
	Meetings with City		1	1	1		3	\$ 680.00
	Internal Meetings/Coordination		2	2	2		6	\$ 1,360.00
	Comment responses on Draft Report		1	1	1		3	\$ 680.00
<b>3</b>	<b>Ongoing Support</b>	<b>12</b>	<b>88</b>	<b>104</b>	<b>62</b>		<b>266</b>	<b>\$ 62,520.00</b>
	12 meetings with City		12	12	12		36	\$ 8,160.00
	4 meetings with King County		4	4	2		10	\$ 2,336.00
	Site Visits		8	8			16	\$ 3,904.00
	Ongoing Support	12	64	80	48		204	\$ 48,120.00
								\$ -
								\$ -
								\$ -
	<i>Total Hours</i>	86	132	148	82	38	486	
	<i>Annualized Billing Rate</i>	\$ 314.00	\$ 244.00	\$ 244.00	\$ 192.00	\$ 156.00		
	<i>Total Labor Cost</i>	\$ 27,004.00	\$ 32,208.00	\$ 36,112.00	\$ 15,744.00	\$ 5,928.00		\$ 116,996.00
	<i>Direct Expenses</i>							\$ 300.00
	<b>Project Total</b>							<b>\$ 117,296.00</b>

## Meadowbrook Bridge Funding

Fee Estimate

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	<i>Direct Expenses</i>							\$ 300.00
	<b>Project Total</b>							<b>\$ 117,296.00</b>

APR 10 2017

RECEIVED

**AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AGREEMENT, made this 23<sup>rd</sup> day of January, 2017, by and between OTAK INC., hereinafter called "Otak", and the City of Snoqualmie, Washington, hereinafter called "the City".

**RECITALS**

- 1.1 The City is a municipal corporation of the State of Washington, located in King County.
- 1.2 Otak is a corporation engaged in the practice of providing professional environmental consulting services.
- 1.3 The City is in need of professional environmental services on an "on-call" basis to support planning staff and to provide advice in connection with various planning activities and development proposal review in the City.
- 1.4 The City has determined that Otak is qualified to provide required professional environmental services.

UPON the foregoing premises, and in consideration of the mutual promises set forth below, the parties agree as follows.

**AGREEMENT**

2.1 **CONTRACT DOCUMENTS.** This Agreement, the attachments hereto, Task Orders, Scopes of Work and Budget, and any written modifications thereto, shall constitute the entire agreement between Otak and the City for the conduct of all work hereunder.

2.2 **OBJECTIVE AND SCOPE OF WORK.** The objective of this Agreement is to provide for Otak's availability to provide professional environmental services on an "on-call" basis as directed by the City. The Task Orders and Scopes of Work shall include all services necessary to accomplish work to be specified therein as may be authorized during the duration of this Agreement.

2.3 **TASK ORDERS.**

2.3.1 The City, in entering into this Agreement, does not guarantee that any environmental services will be requested nor guarantee any specific dollar amount of work during the term of this Agreement.

2.3.2 Requests by the City for professional environmental services under this Agreement shall be given by written Task Orders to Otak. The Task Orders shall describe the work to be done, and specify the desired commencement and completion dates for the work.

2.3.3 Otak shall respond in writing within seven (7) calendar days after receipt of a Task Order with a proposed scope of work, cost estimate, and schedule for completing the requested services.

2.3.4 The final Scope of Work and Budget for each Task Order shall be confirmed in writing by the City.

2.3.5 Otak shall initiate the specified work consistent with the schedule included within the final Scope of Work and Budget for each Task Order.

2.3.6 If the City requests Otak to perform work or render services in connection with a Task Order assignment in addition to or other than work provided for by the Scope of Work of the Task Order, such work will be considered as Extra Work and will be specified as to its nature and scope in a written supplement to the Task Order. Such work shall not proceed until the supplement to the Task Order is authorized in writing by the City.

2.4 TERM. This Agreement shall be in effect from and after its execution by the parties, and shall remain in effect until terminated as hereinafter provided.

2.5 COMPENSATION. The City agrees to compensate Otak on an hourly basis for services rendered under this Agreement, on the basis of the Otak "Billing Rates," (attached "Exhibit A") unless other rates are established by mutual written agreement. "Billing Rates" shall be adjusted annually as proposed by Otak and agreed to by the City. "Reimbursable Expenses" shall be those costs for mileage (IRS rate) incurred directly for work on a Task Order given by the City. Any revision to Otak's "Billing Rates" shall be communicated to the City in writing sixty (60) days prior to the date when the revision is to become effective.

2.6 PAYMENT. Otak shall submit monthly statements for services rendered and expenses incurred for each Task Order, which shall be due in full within thirty (30) days after receipt by the City.

2.7 STANDARD OF PROFESSIONAL CARE. Otak shall perform all services under this Agreement in accordance with the usual and customary standards of professional care. Otak makes no other warranty, express or implied.

2.8. OWNERSHIP OF WORK PRODUCTS. All work products generated or otherwise produced by Otak under the terms of this Agreement shall be deemed to be the property of the City. The City acknowledges that its use of such work product for any purpose other than the Task Order for which it was prepared is at the City's own risk.

2.9 THE CITY'S RESPONSIBILITIES.

2.9.1 The City shall provide all criteria and full information as to the City's requirements and designate a person with authority to act on the City's behalf on all matters concerning each Task Order, which shall be the Director of Community Development, unless another person is specified.

2.9.2 The City shall furnish to Otak all existing studies, reports and other available data and services of others pertinent to each Task Order, and obtain additional reports and data as required; and Otak shall be entitled to rely upon all such information and services in

performing services hereunder.

2.9.3 The City shall arrange for access to and make all provisions for Otak to enter upon public and private property as required for Otak to perform services hereunder.

2.10 INSURANCE COVERAGE. Otak shall maintain general and automotive liability insurance for the duration of this Agreement to provide comprehensive coverage for public liability and property damage. Such insurance covering public liability shall be in the sum of not less than one million dollars (\$1,000,000) single limit. Insurance covering property damage shall be in the sum of not less than one million dollars (\$1,000,000) single limit. Otak shall maintain professional liability insurance for the duration of this Agreement to provide coverage for liability arising out of any negligent performance of professional services by Otak under this Agreement. Insurance covering professional liability shall be in the sum of not less than one million dollars (\$1,000,000) single limit. Otak shall provide the City with a certificate of insurance showing such insurance to be in force within twenty (20) days after execution of this Agreement.

2.11 HOLD HARMLESS. Otak shall hold the City, and its officers, agents and employees, harmless from all suits, claims, or liabilities of any nature, including attorney's fees, costs, and expenses, for or on account of injuries or damages to any person or property resulting from the negligent acts or omissions of Otak and its agents, employees and subcontractors. In the event of joint or concurring negligence on the part of Otak and the City, Otak shall hold the City harmless in proportion to the percentage of such negligence.

2.12 OTAK AN INDEPENDENT CONTRACTOR. Otak and the City agree that Otak is an independent contractor and not an agent of the City, and that Otak is subject, as an employer, to all applicable employment statutes.

2.13 NO SUBLET. Neither Otak nor the City shall assign or sublet this Agreement or any part thereof without the written consent of the other party.

2.14 CONFLICT OF INTEREST. Otak agrees to and shall notify the City of any potential conflicts of interest in Otak's client base and shall obtain written permission from the City prior to providing services to third parties where a conflict or potential conflict of interest is apparent. If the City determines in its sole discretion that a conflict is irreconcilable, the City reserves the right to terminate this Agreement.

2.15 TERMINATION. This Agreement may be terminated, with or without cause, by either party upon ninety (90) days' written notice. Upon termination, compensation for all work completed through the termination date, including all retained amounts, shall be due. Upon receipt of compensation, all completed and partially completed work products shall become the property of the City.

2.16 APPLICABLE LAWS. Otak shall be cognizant of all Federal and state laws and local ordinances which in any manner affect those engaged or employed in the work or which in any manner affect the conduct of the work, and shall at all times observe and comply with all such existing laws and ordinances.



2.17 JURISDICTION AND VENUE. This Agreement shall be governed by the laws of the State of Washington. Venue of any action hereon shall be in King County, Washington.

2.18 SEVERABILITY. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be null and void to the extent of such conflict but the remainder of this Agreement shall be given full force and effect.

2.19 NOTICES.

2.18.1 Any notices by the City to Otak shall be given to the following address:

Otak, Inc.  
Attn: ~~Kevin O'Brien, PhD~~ Jeff Gray,  
11241 Willows Road NE, Suite 200 jeff.gray@otak.com  
Redmond, WA 98052

2.18.2 Any notices by Otak to the City shall be given to the following address:

~~Robert J. Larson~~ Rick Rudometkin  
City Administrator  
P.O. Box 987  
Snoqualmie, WA 98065

With a copy to:

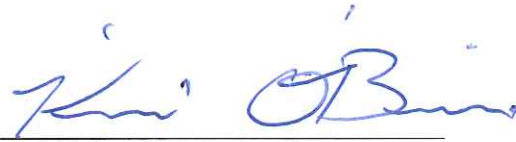
Bob C. Sterbank  
City Attorney  
P.O. Box 987  
Snoqualmie, WA 98065

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this 23<sup>rd</sup> day of January, 2017.

CITY OF SNOQUALMIE

OTAK, INC.

By:   
Matthew R. Larson, Mayor

By:   
Kevin O'Brien, PhD, Project Manager

**EXHIBIT A****SCHEDULE OF BILLING RATES AND CHARGES**

Consulting services from Otak will be billed on a time and materials basis.

Effective January 1, 2017.

PIC/Sr. PM Architecture	\$225
Sr. PM - Architecture	\$165
Project Manager / Design	\$120
Architect IV	\$125
Architect III	\$114
Architect II	\$100
Architect I	\$94
Architectural Tech V	\$105
Architectural Tech IV	\$93
Architectural Tech III	\$82
Architectural Tech II	\$72
Architectural Tech I	\$65
3D/Visualization Spec II	\$101
Sr. PIC/Sr. PM Civil	\$230
PIC/Sr. PM Civil	\$195
Civil Engineer X	\$169
Civil Engineer IX	\$159
Civil Engineer VIII	\$145
Civil Engineer VII	\$135
Civil Engineer VI	\$126
Civil Engineer V	\$119
Civil Engineer IV	\$108
Civil Engineer III	\$102
Civil Engineer II	\$90
Civil Engineer I	\$83
Engineering Designer V	\$111
Engineering Designer IV	\$95
Engineering Designer III	\$83
Engineering Designer II	\$78
Engineering Designer I	\$69
Engineering Tech VI	\$107
Engineering Tech V	\$94
Engineering Tech IV	\$82
Engineering Tech III	\$72
Engineering Tech II	\$64
Engineering Tech I	\$56
Sr. PIC/Sr. PM LA/Mst Pln	\$225
PIC/Sr. PM LA/Master Plan	\$180
Landscape Architect V	\$115
Landscape Architect IV	\$105
Landscape Architect III	\$100
Landscape Architect II	\$90
Landscape Architect I	\$80

Landscape Technician III	\$89
Landscape Technician II	\$69
Landscape Technician I	\$62
Urban Designer V	\$159
Urban Designer IV	\$140
Urban Designer III	\$118
Urban Designer II	\$111
PIC/Sr. PM Planner	\$225
Sr. PM, Planner II	\$174
Sr Proj. Mgr. - Planner I	\$149
Planner III	\$128
Planner II	\$100
Planner I	\$79
Planner Associate IV	\$94
Planner Associate III	\$82
Planner Associate II	\$75
Planner Associate I	\$61
Sr. GIS Specialist Planner	\$89
GIS Specialist - Planner	\$76
Planning/GIS Intern	\$54
PIC/Scientist	\$180
Scientist V	\$135
Scientist IV	\$123
Scientist III	\$112
Scientist II	\$75
Scientist I	\$62
Environmental Specialist	\$115
PIC/PLS - Sr. Manager	\$195
PLS Sr. Manager	\$150
PLS - Project Manager	\$120
Sr PLS	\$115
Professional Land Surveyor	\$106
Survey Technician	\$86
Srv Tch II, Sr. Fld Pr Ch	\$85
Sr. Field Survey Tech II	\$75
Sr. Field Survey Tech I	\$60
Field Survey Tech	\$55
Contract Admin	\$100
Project Admin. Asst	\$68
Graphics Specialist	\$90

As of January 1, 2017, mileage will be billed at \$0.535/mile, adjusting at intervals to conform with federal guidelines. Rates will be adjusted yearly at approximately four (4%) percent. Any other expenses shall be subject to prior approval by the City and shall be reimbursed at cost, without markup.



Otak, Inc.

APR 10 2017

RECEIVED

38624 SE River St  
PO Box 987  
Snoqualmie, WA 98065

Office: 425-888-5337  
Fax: 425-831-6041

[www.ci.snoqualmie.wa.us](http://www.ci.snoqualmie.wa.us)

April 6, 2017

Otak  
Attn: Kevin O'Brien  
11241 Willows Rd NE; Ste 200  
Redmond, WA 98052

***RE: On-call Contract***

Dear Mr. Penrose,

Please find enclosed the signed on-call contract for services with the City of Snoqualmie. Please sign both copies, retain one copy for your records and return one to the City.

Please feel free to call me at 425-888-5337 if you have any questions.

Sincerely,

Gwyn Berry  
Planning Technician



# CITY OF SNOQUALMIE CONTRACT ROUTING SHEET

Item 2.

### ORIGINATING DEPARTMENT INFO

Contract Name: Meadowbrook Bridge Support  
Department: Parks & Public Works  
Staff Person: Hind Ahmed  
Date of Request: 04/29/24 Date Due: 05/01/24

**Contract No: 24-XXX**

### DOCUMENT TYPE

Professional Services Agreement If other: A/E

### CONTRACTOR / VENDOR / CONSULTANT INFO

Name: Otak, Inc  
Address: 11241 Willows Rd NE; Suite 200; Redmond, WA 98052  
Phone: 425-822-4446

### PROJECT TITLE (if relevant)

Project Phase: Analysis

Type of Person or Entity Corporation: State where entity formed: WA Debarred or Suspended:  Yes  No  
Signature name: Doug Sarkkinen, Title Contractor Email: bob.doherty@otak.com  
Tax ID#: 93-0788869 [Snoqualmie Business Lic. #](#): 108506 If none, date when application submitted:  
Non Profit:  Yes  No Completed W9  Yes  No

### SCOPE OF WORK - EXHIBIT A

Attach a complete and detailed description of the services or scope of work, including completion date for each phase of work and location of work as EXHIBIT A to the contract. Additional exhibits may apply and should be included as needed.

### TERM/COMPENSATION

Commencement Date 00/00/24 Completion Date: 6/30/2027 Contract Extension:  Yes  No  
Total Compensation: \$117,296.00 Not to Exceed: \$117,296.00  
(Include expenses and sales tax, if any. If calculated on hourly labor charge, attach schedules of employees' titles and hourly rates)  
Reimbursable Expenses:  Yes  No If yes, maximum dollar amount: \$  
Certificate of Insurance Required:  Yes  No (If yes, certificate must be attached before agreement is signed)

### PURCHASING & CONTRACTING REQUIREMENTS (see [Snoqualmie Municipal Code \(SMC\) §2.90 Contracts](#))

Procurement Category: Architectural, Engineering (A&E)  
Selection Process/Procedure Used: Architect & Engineer List  
Approval Authority (Two approvers required):  Staff  Manager  Director  Mayor or City Admin.  City Council

### CONTRACT ROUTING & APPROVALS (INITIALED & DATED BY APPROVER)

Date Approved by City Council, if required:

- Director Name:
- Finance (Drew Bouta)
- City Attorney:

### SIGNATURES COLLECTED

- Manager (if required):
- Director (if required):
- Mayor or City Administrator (if required):

### ACCOUNTING INFORMATION / OTHER NOTES

Applicable Account Codes & Descriptions:

- Signed Copy Back to Originating Department
- Forward Original to Deb Estrada, City Clerk
- Forward Original to Reina McCauley, Deputy City Clerk



# CITY OF SNOQUALMIE CONTRACT ROUTING SHEET

Item 2.



TRANSPORTATION CAPITAL PROJECT OR PROGRAM

MEADOWBROOK BRIDGE RESTORATION PROJECT

**CIP Project ID:** TBD  
**Department:** Transportation  
**Project Status:** Analysis  
**Project Location:** Meadowbrook Bridge  
**Project Contact:** Jeff Hamlin

**Previously Spent:** \$125,000  
**Current Project Budget:** \$1,869,000  
**Original Budget at CIP Inception:** N/A  
**Years Project in CIP:** 0  
**Contact Email:** jhamlin@snoqualmiewa.gov

**Description:**

Based on recent inspection from King County Bridge Division, the Meadowbrook Bridge requires maintenance and repair activities, including structural welding and repairs, painting, and a load rating update.

**Photo or Map:**



**Community Impact:**

The intent of this project is to provide necessary ongoing maintenance of the Meadowbrook Bridge. Timely repairs and application of protective coatings is the most cost efficient means to provide for long-term function and safety of the bridge asset.

**Operating Impact:**

This project is not expected to impact the operating budget.

**Budget:**

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	12%	\$ 225,000	\$ 125,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	8%	\$ 152,584	\$ -	\$ 70,492	\$ 82,092	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	54%	\$ 1,017,227	\$ -	\$ 469,947	\$ 547,280	\$ -	\$ -	\$ -	\$ -	\$ -
Const. Manage	8%	\$ 152,584	\$ -	\$ 70,492	\$ 82,092	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	11%	\$ 203,445	\$ -	\$ 93,989	\$ 109,456	\$ -	\$ -	\$ -	\$ -	\$ -
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	3%	\$ 65,360	\$ -	\$ 32,680	\$ 32,680	\$ -	\$ -	\$ -	\$ -	\$ -
Other	3%	\$ 52,800	\$ -	\$ 26,400	\$ 26,400	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>100%</b>	<b>\$ 1,869,000</b>	<b>\$ 125,000</b>	<b>\$ 864,000</b>	<b>\$ 880,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Operating		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**TOTAL PROJECT BUDGET:** \$1,869,000  
**TOTAL OPERATING BUDGET:** \$0

**Anticipated Funding Mix:**

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Util. & Trans. Taxes	\$ 282,000	\$ 125,000	\$ -	\$ 157,000	\$ -	\$ -	\$ -	\$ -
Real Estate Excise Tax	\$ 715,000	\$ -	\$ 432,000	\$ 283,000	\$ -	\$ -	\$ -	\$ -
Grants	\$ 872,000	\$ -	\$ 432,000	\$ 440,000	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 1,869,000</b>	<b>\$ 125,000</b>	<b>\$ 864,000</b>	<b>\$ 880,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Fiscal Notes:**  
**TOTAL FUNDING SOURCES:** \$1,869,000  
**FUTURE FUNDING REQUIREMENTS:** \$0