



**PROFESSIONAL SERVICES AGREEMENT**  
**2024 Street Preservation Program – STC0060024/STC0060324**

The City of Kirkland, Washington, a municipal corporation ("City") and CM Design Group, whose address is 1318 East Pike St, Seattle, WA 98122 ("Consultant"), agree and contract as follows.

In consideration of the mutual benefits and conditions set forth below, the parties agree as follows:

**I. SERVICES BY CONSULTANT**

- A. The Consultant agrees to perform the services described in Attachment A to this Agreement, which attachment is incorporated herein by reference.
- B. All services and duties shall be conducted and performed diligently, completely and in accordance with professional standards of conduct and performance.

**II. COMPENSATION**

- A. The total compensation to be paid to Consultant for these services shall not exceed \$87,628.00, as detailed in Attachment A.
- B. Payment to Consultant by the City in accordance with the payment ceiling specified above shall be the total compensation for all services performed under this Agreement and supporting documents hereto as well as all subcontractors' fees and expenses, supervision, labor, supplies, materials, equipment or the use thereof, reimbursable expenses, and other necessary incidentals.
- C. The Consultant shall be paid on the basis of invoices submitted. Invoicing will be on the basis of percentage complete or on the basis of time, whichever is applicable in accordance with the terms of this Agreement.
- D. The City shall have the right to withhold payment to Consultant for any services not completed in a satisfactory manner until such time as Consultant modifies such services to the satisfaction of the City.
- E. Unless otherwise specified in this Agreement, any payment shall be considered timely if a warrant is mailed or is available within 45 days of the date of actual receipt by the City of an invoice conforming in all respects to the terms of this Agreement.

**III. TERMINATION OF AGREEMENT**

The City or the Consultant may terminate or suspend this Agreement at any time, with or without cause, by giving ten (10) days' notice to the other in writing. In the event of termination, all finished or unfinished reports, or other material prepared by the Consultant pursuant to this Agreement, shall be provided to the City. In the event the City terminates prior to completion without cause, consultant may complete such analyses and records as may be necessary to place its files in order. Consultant shall be entitled to receive just and equitable compensation for any satisfactory services completed on the project prior to the date of termination, not to exceed the payment ceiling set forth above.

#### **IV. OWNERSHIP OF WORK PRODUCT**

- A. Ownership of the originals of any reports, data, studies, surveys, charts, maps, drawings, specifications, figures, photographs, memoranda, and any other documents which are developed, compiled or produced as a result of this Agreement, whether or not completed, shall be vested in the City. Any reuse of these materials by the City for projects or purposes other than those which fall within the scope of this Agreement or the project to which it relates, without written concurrence by the Consultant will be at the sole risk of the City.
- B. The City acknowledges the Consultant's plans and specifications as instruments of professional service. Nevertheless, the plans and specifications prepared under this Agreement shall become the property of the City upon completion of the services. The City agrees to hold harmless and indemnify consultant against all claims made against Consultant for damage or injury, including defense costs, arising out of any reuse of such plans and specifications by any third party without the written authorization of the Consultant.
- C. Methodology, materials, software, logic, and systems developed under this Agreement are the property of the Consultant and the City, and may be used as either the consultant or the City sees fit, including the right to revise or publish the same without limitation.
- D. The Consultant at such times and in such forms as the City may require, shall furnish to the City such statements, records, reports, data, and information as the City may request pertaining to matters covered by this Agreement. All of the reports, information, data, and other related materials, prepared or assembled by the Consultant under this Agreement and any information relating to personal, medical, and financial data will be treated as confidential only as allowed by Washington State laws regarding disclosure of public information, Chapter 42.56 RCW

The Consultant shall at any time during normal business hours and as often as the City may deem necessary, make available for examination all of its records and data with respect to all matters covered, directly or indirectly, by this Agreement and shall permit the City or its designated authorized representative to audit and inspect other data relating to all matters covered by this Agreement. The City shall receive a copy of all audit reports made by the agency or firm as to the Consultant's activities. The City may, at its discretion, conduct an audit, at its expense, using its own or outside auditors, of the Consultant's activities which relate, directly or indirectly, to the Agreement.

Consultant will provide all original operation and maintenance manuals, along with all warranties, from the manufacturer for any equipment or items installed or supplied to the City has part of this contracted project.

The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.

The foregoing records shall be maintained for a period of seven years after termination of this Agreement unless permission to destroy them is granted by

the Office of the Archivist in accordance with RCW Chapter 40.14 and by the City.

**V. GENERAL ADMINISTRATION AND MANAGEMENT**

The Senior Project Engineer for the City of Kirkland shall review and approve the Consultant's invoices to the City under this Agreement, shall have primary responsibility for overseeing and approving services to be performed by the Consultant, and shall coordinate all communications with the Consultant from the City.

**VI. COMPLETION DATE**

The estimated completion date for the Consultant's performance of the services specified in Section I is January 31<sup>st</sup>, 2025.

Consultant will diligently proceed with the services contracted for, but consultant shall not be held responsible for delays occasioned by factors beyond its control which could not reasonably have been foreseen at the time of the execution of this Agreement. If such a delay arises, Consultant shall forthwith notify the City.

**VII. SUCCESSORS AND ASSIGNS**

The Consultant shall not assign, transfer, convey, pledge, or otherwise dispose of this Agreement or any part of this Agreement without prior written consent of the City.

**VIII. NONDISCRIMINATION**

Consultant shall, in employment made possible or resulting from this Agreement, ensure that there shall be no unlawful discrimination against any employee or applicant for employment in violation of RCW 49.60.180, as currently written or hereafter amended, or other applicable law prohibiting discrimination, unless based upon a bona fide occupational qualification as provided in RCW 49.60.180 or as otherwise permitted by other applicable law. Further, no person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this Agreement in violation of RCW 49.60.215 or other applicable law prohibiting discrimination.

**IX. HOLD HARMLESS/INDEMNIFICATION**

To the greatest extent allowed by law the Contractor shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purpose of this indemnification.

This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

## **X. LIABILITY INSURANCE COVERAGE**

The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees. A failure to obtain and maintain such insurance or to file required certificates and endorsements shall be a material breach of this Agreement.

Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

### **A. Minimum Scope of Insurance**

Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be as least as broad as Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be as least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

### **B. Minimum Amounts of Insurance**

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

### **C. Other Insurance Provisions**

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance as respects the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.
2. The Consultant shall provide the City and all Additional Insureds for this services with written notice of any policy cancellation, within two business days of their receipt of such notice.

**D. Acceptability of Insurers**

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

**E. Verification of Coverage**

Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the services.

**F. Failure to Maintain Insurance**

Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of agreement, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

**G. City Full Availability of Consultant Limits**

If the Consultant maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Consultant.

**XI. COMPLIANCE WITH LAWS/BUSINESS LICENSE**

The Consultant shall comply with all applicable State, Federal, and City laws, ordinances, regulations, and codes. Consultant must obtain a City of Kirkland business license or otherwise comply with Kirkland Municipal Code Chapter 7.02.

**XII. FUTURE SUPPORT**

The City makes no commitment and assumes no obligations for the support of Consultant activities except as set forth in this Agreement.

**XIII. INDEPENDENT CONTRACTOR**

Consultant is and shall be at all times during the term of this Agreement an independent contractor and not an employee of the City. Consultant agrees that he or she is solely responsible for the payment of taxes applicable to the services performed under this Agreement and agrees to comply with all federal, state, and local laws regarding the reporting of taxes, maintenance of insurance and records, and all other requirements and obligations imposed on him or her as a result of his or her status as an independent contractor. Consultant is responsible for providing the office space and clerical support necessary for the performance of services under this Agreement. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance or unemployment compensation programs or otherwise assuming the duties of an employer with respect to the Consultant or any employee of Consultant.

#### **XIV. EXTENT OF AGREEMENT/MODIFICATION**

This Agreement, together with all attachments and addenda, represents the final and completely integrated Agreement between the parties regarding its subject matter and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instrument properly signed by both parties.

#### **XV. ADDITIONAL WORK**

The City may desire to have the Consultant perform work or render services in connection with the project other than provided for by the express intent of this Agreement. Any such work or services shall be considered as additional work, supplemental to this Agreement. This Agreement may be amended only by written instrument properly signed by both parties.

#### **XVI. NON-ENDORSEMENT**

As a result of the selection of a consultant to supply services to the City, the consultant agrees to make no reference to the City in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the City.

#### **XVII. NON-COLLUSION**

By signature below, the Consultant acknowledges that the person, firm, association, co-partnership or corporation herein named, has not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation or submission of a proposal to the City for consideration in the award of a contract on the specifications contained in this Agreement.

#### **XVIII. WAIVER**

Waiver by the City of any breach of any term or condition of this Agreement shall not be construed as a waiver of any other breach.

#### **XIX. ASSIGNMENT AND SUBCONTRACT**

The Consultant shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City.

**XX. DEBARMENT**

Recipient certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates written below:

CONSULTANT:

Signature: Catherine Mirkin

Printed Name: Catherine Mirkin

Title: Principal

Date: 1/11/2024

CITY OF KIRKLAND:

Signature: Julie Underwood  
Julie Underwood (Feb 20, 2024 13:22 PST)

Printed Name: Julie Underwood

Title: Deputy City Manager

Date: Feb 20, 2024

# 2024 Street Preservation Program

Street Overlay and Slurry Seal

**Exhibit A – Scope of Services**

City of Kirkland  
Public Works Department  
January 2024



2024 Street Preservation Program  
Exhibit A – Scope of Services

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## Scope of Work

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# 2024 Street Preservation Program

## Exhibit A – Scope of Services

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### Project Description

This project includes design support services for the preparation of plans and quantity take-offs for the City of Kirkland's 2024 Street Preservation Program. The project will be broken out into three tasks:

- 2024 Street Overlay Project
  - Basemapping
  - Plan preparation
  - Preparation of quantity take-offs
- 2024 Slurry Seal program
  - Plan preparation
- 2025 Street Overlay Design Development
  - Preliminary base mapping

The 2024 Street Overlay Project will resurface roughly 10.3 lane miles of roadway (see attached Exhibit A-1), and the slurry seal project will treat 25 lane-miles of residential streets in the City of Kirkland. The 2024 Street Overlay Program will include 5 lane-miles of basemapping.

Tasks on this project will include preparation of base maps, a storm drainage report, and quantity take-offs, and design/drafting support for preparation of engineering plans.

All work under this AGREEMENT shall be completed by **December 31, 2024**. The established completion time shall not be extended because of any delays attributable to the CONSULTANT, but may be extended by the CITY, in the event of unavoidable delays caused by government actions or other conditions beyond the control of the CONSULTANT. A prior supplemental agreement issued by the CITY is required to extend the established completion time.

#### ***DELIVERABLES FURNISHED BY THE CONSULTANT***

- ☐ Monthly invoices
- ☐ Monthly status reports
- ☐ Drainage report – optional
- ☐ 2024 Overlay – 50%-Final plan submittals, quantity take-offs
- ☐ 2024 Slurry Seal – Final Plans
- ☐ 2025 Overlay - Basemapping

#### ***ITEMS FURNISHED BY THE CITY***

- ☐ List of 2024 and 2025 roads for basemapping
- ☐ City of Kirkland plan sheet titleblock in AutoCAD Civil 3D 2023
- ☐ GIS information, aerial maps, or as-built plans for use in creating base map files
- ☐ GIS information for creating slurry seal plan sheets

#### ***DESIGN CRITERIA***

- ☐ CITY of Kirkland Utility Standards
- ☐ CITY of Kirkland Transportation Standards
- ☐ CITY of Kirkland Standard Details
- ☐ WSDOT Standard Plans
- ☐ AutoCAD 2023
- ☐ Microsoft Office 365

## 1. Project Management and Coordination

### A. Project Management

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The CONSULTANT is responsible for project management of the various work elements described within this document. These responsibilities shall include but shall not be limited to:

- Communication with team members.
- Identification of project scope changes and immediate discussion of them with CITY staff.

### B. Coordination Meetings

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**Progress meetings** shall be conducted as needed, and it is assumed there will be ten (10) coordination meetings. It is assumed meetings will be conducted by phone and last roughly 30 minutes.

On-site meetings shall be conducted after the basemapping is complete to determine the limits of pavement repair. The CONSULTANT shall be present at the meeting to document the locations identified by CITY staff.

### C. Invoices

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The CONSULTANT shall be paid for completed work and services rendered under this AGREEMENT. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work specified in the Scope of Work.

The CONSULTANT shall be proactive in discussing any potential budget problems and may present alternatives or make recommendations to alleviate the problem.

**Monthly invoices** for work completed to date will be submitted to the CITY. The invoices shall summarize budget, expenditures and percent expended for deliverable tasks during the billing period, percent expended of overall project elements and shall contain all elements outlined in the project contract. Invoices shall be submitted with the Monthly Status Report.

#### **DELIVERABLES**

- ☐ **Monthly invoices – one electronic copy**

## 2. 2024 Overlay Program

### A. GIS & Mapping Information

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The CONSULTANT will collect available GIS, as-built information (in AutoCAD and/or hard copy format), and aerial mapping available from the CITY and set up the basemap drawings based on that information.

### B. Field Data Collection

---

The CONSULTANT shall construct a project centerline for the basemap with stationing beginning at an identifiable point as determined by monuments or curb extensions from an intersecting street. The construction stationing will be generated using a wheel counter in the field.

# 2024 Street Preservation Program

## Exhibit A – Scope of Services

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While in the field generating the centerline stationing, the CONSULTANT shall also record all surface features from back of sidewalk to back of sidewalk or where no curb and sidewalk exists, five feet outside of the edge of pavement. This shall include utilities, driveway locations, intersecting street locations, and channelization.

### C. Base Maps

---

The CONSULTANT shall use the data collected in items A and B above to complete the basemap preparation at a scale of one (1) inch equals thirty (30) feet for the corridor.

#### **ASSUMPTIONS**

- Mapping will be prepared in AutoCAD 2020
- No underground utility mapping or topographic survey will be required from the CONSULTANT
- CITY GIS and/or as-built data will be used only to depict property lines and rights-of-way.

#### **DELIVERABLES**

- Basemapping in AutoCAD 2020 for street as described herein.

### D. Storm Drainage Technical Information Report

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It is not yet known if a Drainage Review in accordance with the Kirkland Municipal Code (KMC) Chapter 15.52 will be required for this project. If so, the CONSULTANT shall prepare a Simplified Storm Drainage Technical Information Report (TIR) per the 2016 King County Surface Water Design Manual (KCWSDM), and City of Kirkland's Addendum to the KCSWDM (PolicyD-10) using the City of Kirkland template for a Simplified TIR.

Water quality treatment may be required as part of this project and will be determined during the preparation of the TIR document. If required, the CONSULTANT will provide the design for a proprietary water quality treatment structure with a filter media systems such as a StormFilter, Filtera or Modular Wetland System.

No work will start on this task until authorized by the CITY.

#### **ASSUMPTIONS**

- ☐ Detention and upgrades to the existing storm sewer system will not be required for this project.
- ☐ Infiltration facilities will not be required for this project, so no Soils Report will be provided.

#### **DELIVERABLES**

- ☐ One (1) hard copy of the Draft Storm Drainage TIR at the time of the 50% PS&E submittal.
- ☐ One (1) hard copy of the Final Storm Drainage TIR at the time of the 90% PS&E submittal.

### E. Plans

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The CITY shall provide the CONSULTANT redline design comments on the base maps. The CONSULTANT will prepare initial plans based on the redline comments and provide updated plans to the CITY for review and additional design redlines. This process will continue with the CITY providing design direction for the overlay, channelization and curb ramp design. The CONSULTANT providing the drafting and design support needed to produce the plans. The plan set will include the following:

# 2024 Street Preservation Program

## Exhibit A – Scope of Services

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### **COVER SHEET, INDEX AND PROJECT LOCATION MAP**

*Provide an index listing plan sheet titles as they appear in the plan set, CITY map and project location, project title, and contract bid number as may be applicable. (Assume 1 sheet).*

### **VICINITY MAP**

*Provide a vicinity map illustrating the project limits (Assume 1 sheet)*

### **MISCELLANEOUS DETAILS SHEET**

*Provide details for construction elements (Assume 2 sheets)*

### **OVERLAY/CHANNELIZATION PLANS (1"=20')**

*Provide roadway plans for the work illustrating all roadway design elements including pavement repair areas, grinding, paving limits, minor drainage improvements, utility adjustments, minor curb and gutter and sidewalk replacement, edge treatment and channelization. The top view of the plan sheet will show the overlay design and the bottom view will show the channelization design (Assume 53 sheets).*

### **CURB RAMP PLANS (1"=5')**

*Provide curb ramp plans for the work illustrating the schematic layout for ADA compliant curb ramps. Plans shall include approximate tie-in locations, ramp and landing type and orientation. (Assume 47 sheets)*

### **ASSUMPTIONS**

- ☐ Selection of curb ramp type and schematic design will be completed by the CITY
- ☐ All reproduction for plans and specs will be by the CITY.
- ☐ Final plans will be stamped by the CITY.

### **DELIVERABLES**

There will not be formal submittals, but the rough schedule will include approximately four rounds of design and drafting as follows:

- ☐ 50% Submittal
- ☐ 90% Submittal
- ☐ 100% Submittal
- ☐ Final Submittal

## **F. Quantity Take-offs**

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The CONSULTANT shall prepare a detailed quantity take-off spreadsheet. The spreadsheet will break out quantities for individual streets and provide a combined total for all streets. The CONSULTANT will provide this information to the CITY for their use in preparing the cost estimate.

### **DELIVERABLES**

There will not be formal submittals, but the rough schedule will include approximately four quantity take-off submittals as follows:

- ☐ 50% Submittal
- ☐ 90% Submittal
- ☐ 100% Submittal
- ☐ Final Submittal

## **G. Construction Centerline Marking**

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The CONSULTANT shall mark the construction centerline for all overlay streets prior to the start of construction. The centerline will be marked every 50 feet and stationing corresponding to the design plan stationing will be labeled on the roadway using aerosol marking paint.

### ***DELIVERABLES***

Field markings for roadway centerline, every 50'

## **3. 2024 Slurry Seal Program**

### **A. Plan Preparation**

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The CONSULTANT will prepare the plans for the CITY Slurry Seal Project based on mapping and quantities provided by the CITY. The plan set will include the following:

- Cover sheet (1 sheet)
- Vicinity map (1 sheet)
- Smaller scale site maps for streets to be slurry sealed (2 sheets)
- Summary of Quantities sheet (1 sheet)

### ***DELIVERABLES***

- ☐ 90% Submittal
- ☐ Final Submittal

## **4. 2025 Overlay Program**

### **A. GIS & Mapping Information**

---

The CONSULTANT will collect available GIS, as-built information (in AutoCAD and/or hard copy format), and aerial mapping available from the CITY and set up the basemap drawings based on that information.

### **B. Field Data Collection**

---

The CONSULTANT shall construct a project centerline for the basemap with stationing beginning at an identifiable point as determined by monuments or curb extensions from an intersecting street. The construction stationing will be generated using a wheel counter in the field.

While in the field generating the centerline stationing, the CONSULTANT shall also record all surface features from back of sidewalk to back of sidewalk or where no curb and sidewalk exists, five feet outside of the edge of pavement. This shall include utilities, driveway locations, intersecting street locations, and channelization.

### **C. Base Maps**

---

The CONSULTANT shall use the data collected in items A and B above to complete the basemap preparation at a scale of one (1) inch equals thirty (30) feet for the corridor.

# 2023 Street Preservation Program

## Exhibit A – Scope of Services

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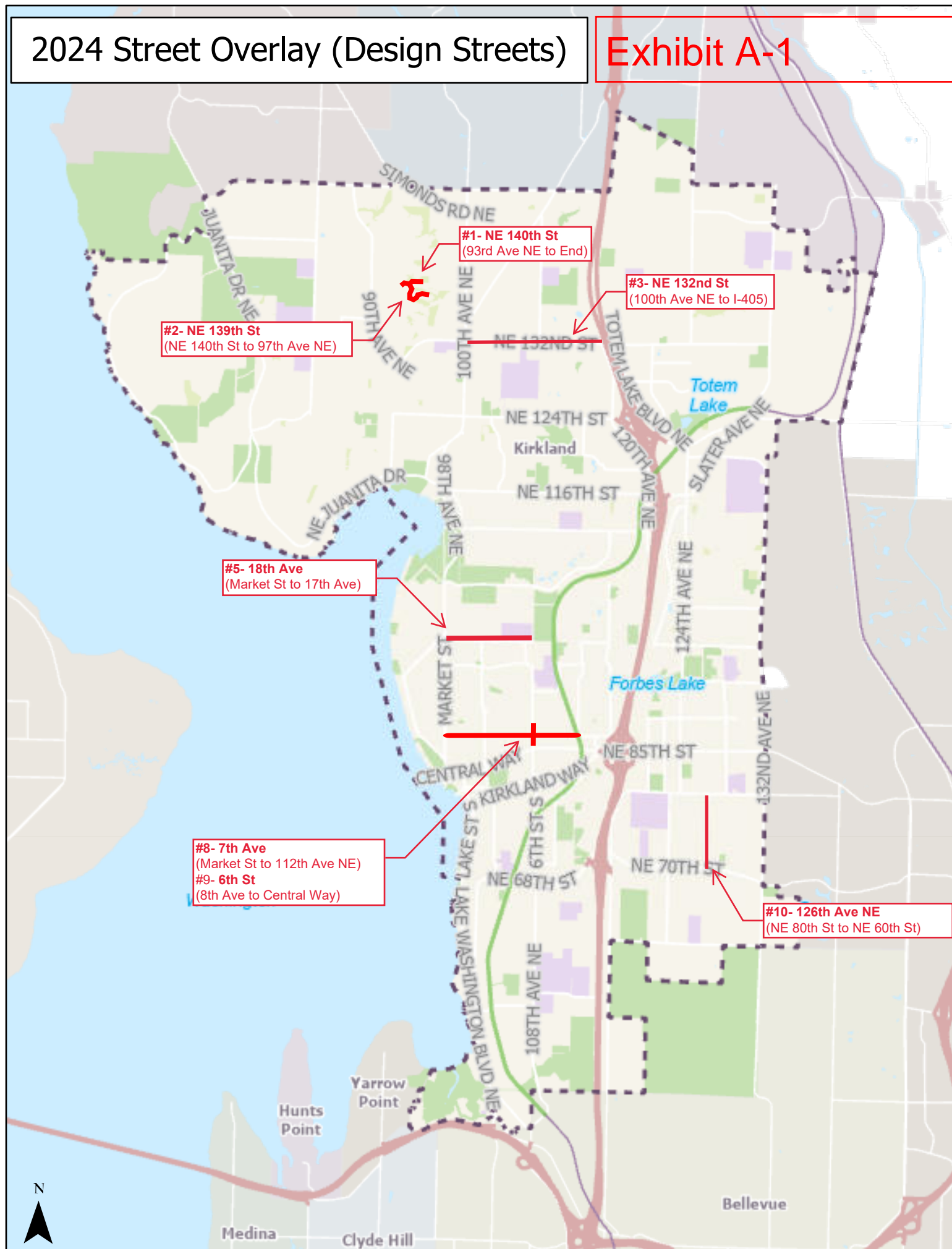
### ***ASSUMPTIONS***

- Mapping will be prepared in AutoCAD 2020
- No underground utility mapping or topographic survey will be required from the CONSULTANT
- CITY GIS and/or as-built data will be used only to depict property lines and rights-of-way.

### ***DELIVERABLES***

- Basemapping in AutoCAD 2020 for street as described herein.

# Exhibit A-1





2024 Street Preservation Program  
Design Hours

	Task	Principal	Design Eng 3	Design Eng 2	Design Eng 1	CAD Drafter	Labor Total
	Rate	\$195.00	\$130.00	\$115.00	\$108.00	\$85.00	
<b>1</b>	<b>PROJECT MANAGEMENT</b>						
A.	Project Management	4					\$780.00
B.	Coordination Meetings	4	4				\$1,300.00
C.	Invoices	6					\$1,170.00
	<b>Task 1 Total</b>	<b>14</b>	<b>4</b>				<b>\$3,250.00</b>
<b>2</b>	<b>2024 OVERLAY PROGRAM</b>						
A.	GIS & mapping information			2			\$230.00
B.	Field data collection			4			\$460.00
C.	Basemap preparation	2		12			\$1,770.00
D.	Storm Drainage TIR	2		16	2		\$2,446.00
E.	Plans						
	Cover Sheet, Vicinity Map, Quantities	2	4	16			\$2,750.00
	Miscellaneous Details	2	4	12			\$2,290.00
	Overlay/Channelization Plans	2	24	240			\$31,110.00
	Curb Ramp Plans	4	8	72			\$10,100.00
F.	Quantity take-offs	4	16	80			\$12,060.00
G.	Centerline striping			8	8		\$1,784.00
	<b>Task 2 Total</b>	<b>18</b>	<b>56</b>	<b>462</b>	<b>10</b>		<b>\$65,000.00</b>
<b>3</b>	<b>2024 SLURRY SEAL PROGRAM</b>						
	Plan Preparation	2	4	12			\$2,290.00
	<b>Task 3 Total</b>	<b>2</b>	<b>4</b>	<b>12</b>			<b>\$2,290.00</b>
<b>4</b>	<b>2025 OVERLAY PROGRAM</b>						
A.	GIS & mapping information			8	32		\$4,376.00
B.	Field data collection			24			\$2,760.00
C.	Basemap preparation	8		12	64		\$9,852.00
	<b>Task 4 Total</b>	<b>8</b>		<b>44</b>	<b>96</b>		<b>\$16,988.00</b>
	<b>PROJECT TOTALS</b>	<b>42</b>	<b>64</b>	<b>518</b>	<b>106</b>		<b>\$87,528.00</b>



Classification	Hrs.	x	Rate	=	Cost
Principal	42		\$195.00		\$8,190
Design Eng 3	64		\$130.00		\$8,320
Design Eng 2	518		\$115.00		\$59,570
Design Eng 1	106		\$108.00		\$11,448
CAD Drafter	0		\$85.00		\$0
<hr/>					
	Total Hrs.	730			

<b>Direct Salary Cost</b>	<b>\$87,528</b>
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**Direct Non-Salary Cost**

a) Copying			\$0	
b) Courier			\$50	
c) Mileage	150 Miles @	\$0.55 /Each	<u>\$50</u>	<b>\$100</b>

<b>Project Total</b>	<b>\$87,628</b>
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# CM Design - 2024 Street Preservation Program - 32400049


Final Audit Report

2024-02-20


Created:	2024-01-30
By:	Joey Vander Vaart (JVanderVaart@kirklandwa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAJBtLF6SC1TDMokyUYDFTINE_9wFAJuL

## "CM Design - 2024 Street Preservation Program - 32400049" History

-  Document created by Joey Vander Vaart (JVanderVaart@kirklandwa.gov)  
2024-01-30 - 11:59:54 PM GMT- IP address: 66.235.9.141
-  Document approval automatically delegated to Darcey Eilers (Deilers@kirklandwa.gov) by Leta Santangelo (LSantangelo@kirklandwa.gov)  
2024-01-31 - 0:01:11 AM GMT
-  Document emailed to Darcey Eilers (Deilers@kirklandwa.gov) for approval  
2024-01-31 - 0:01:12 AM GMT
-  Joey Vander Vaart (JVanderVaart@kirklandwa.gov) added alternate signer James Lopez (jlopez@kirklandwa.gov). The original signer Julie Underwood (junderwood@kirklandwa.gov) can still sign.  
2024-02-13 - 7:09:26 PM GMT- IP address: 66.235.9.141
-  Document approved by Darcey Eilers (Deilers@kirklandwa.gov)  
Approval Date: 2024-02-16 - 7:27:20 PM GMT - Time Source: server- IP address: 76.191.73.2
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-  Document e-signed by Julie Underwood (junderwood@kirklandwa.gov)  
Signature Date: 2024-02-20 - 9:22:03 PM GMT - Time Source: server- IP address: 76.191.73.2
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2024-02-20 - 10:02:34 PM GMT- IP address: 50.46.56.201

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Receipt Acknowledgement Date: 2024-02-20 - 10:02:40 PM GMT - Time Source: server- IP address: 50.46.56.201

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