

## EXHIBIT A SCOPE OF WORK

Prepared for:

**Port of Olympia**  
**Marine Drive Pavement Restoration - Construction Management**  
May 1, 2025

### INTRODUCTION:

The Port of Olympia (PORT) is requesting engineering services from Skillings, Inc. (CONSULTANT) to provide construction contract administration for a project on Marine Dr. Pavement Restoration (PROJECT). The goal of this project is to restore the physical condition of the roadway and improve pedestrian safety with new ADA accessible ramps. The PORT has available funds from a combination of FMSIB funds and PORT funds for the project. All work must conform to appropriate state and City standards and requirements in accordance with the requirements of the WSDOT Local Agency Guidelines (LAG) Manual and the Construction Contract.

Skillings has experienced construction management staff and will assist the PORT with ad, bid, award, and construction administration. All our construction management practices follow the WSDOT Local Programs *Local Agency Guidelines (LAG) Manual* as a matter of practice because it is a proven way of doing business and meeting funding agency audit requirements. We will utilize our own contractor payment system that is designed specifically to follow the LAG Manual and to meet funding agency audit requirements. Our record keeping and contractor payment systems have enabled us to successfully pass several recent Local Programs project reviews. Skillings does not have a certified material testing facility; therefore, we will utilize either WSDOT Materials Laboratory or use a local certified laboratory for testing if required.

The following scope of services is based upon the assumptions outlined herein. Associated costs are detailed in EXHIBIT E-1

### ASSUMPTIONS:

This Scope of Services is based upon certain assumptions and exclusions identified below and under specific tasks. The following assumptions were used in the development of this scope of services:

- Services will be performed in accordance with WSDOT's LAG Manual and Construction Manual. The staff-hours proposed by the CONSULTANT are an estimate only and are subject to change based on the actual construction schedule and working hours of the Contractor.
- CONSULTANT will utilize CONSULTANT's own contract payment system.
- Should the PORT direct the CONSULTANT not to be on the project site for any reason, CONSULTANT is not responsible for performing any scope items listed under the corresponding tasks.
- Surveying and claims support are excluded from this scope.
- The CONSULTANT shall assume no responsibility for proper construction techniques or job site safety but will report to the Contractor and PORT any observed public safety concerns.

- The CONSULTANT will endeavor to protect the PORT against defects and deficiencies in the work of the Contractor but cannot guarantee the Contractors' performance and shall not be responsible for construction means, methods, measurements, techniques, sequences of procedures, or for safety precautions and programs in connection with the work performed by the construction contractor and any subcontractors.
- Construction contract duration of 45 working days.
- 20 additional working days will be estimated to cover such items as pre-construction activities, non-chargeable working days when construction services are provided, and project closeout.
- Work will be performed during daylight hours.
- CONSULTANT will be on-site 8 hours per day.
- CONSULTANT will not work on Holidays as defined in the WSDOT Standard Specifications, Saturdays or Sundays.
- CONSULTANT shall be compensated for construction additional on-site observation and administrative work for each additional construction day added to construction contract days due to contractor delays and for additional contract days added due to extra work or change orders to the construction contract.
- Undergrounding of the electrical system and communication utilities is not currently included in the construction project. The PORT intends to either negotiate with the successful Contractor to do the undergrounding in conjunction with the project or to do the construction with PORT staff. Construction management services for undergrounding utilities are included as an option for the PORT under Task 120.
- Contract time:
  - 45 working days = 9 weeks
  - Two weeks pre-construction effort
  - Two weeks closeout effort
  - Possible additional time for underground utilities
- Changes from these assumptions will be considered extra work and will be renegotiated as required, such as additional working days added to the contract time by change order(s).

#### **RESPONSIBILITIES OF THE PORT:**

- Provide CM oversight and approval authority for all construction activities.
- Process all contract documents through the PORT's approval process (e.g. CM invoices, construction contract, monthly pay estimates, change order execution, cost reduction proposals, time extensions, etc.).
- Provide and assist the CONSULTANT in utility coordination.
- Review the Pre-Construction Conference agenda and all hand-out materials, before the CONSULTANT conducts the Pre-Construction Conference.
- Coordinate and schedule any public meetings required before, during and after construction.
- Provide operations & maintenance interface with other PORT Staff for ongoing project issues.

**REFERENCES:**

The CONSULTANT shall perform services set forth in this SCOPE OF WORK on behalf of the PORT using procedures specified by the City and in compliance with the standards and requirements set forth in the following procedures, regulations and most current (at the time of execution of this agreement) adopted manuals which by reference, are made a part of this Agreement.

- Current (as of the date of execution of the agreement) PORT/CITY standards and ordinances:
- Current (as of the date of execution of the agreement) versions of the following publications and manuals shall be applicable when required by state or federal funding authorities:
  - *Standard Specifications for Road, Bridge, and Municipal Construction*, published by the Washington State Department of Transportation (WSDOT).
  - *Standard Plans for Road, Bridge, and Municipal Construction*, published by WSDOT.
  - *Local Agency Guidelines* (LAG Manual), published by WSDOT.
  - *Construction Manual*, published by WSDOT.

**CHANGE MANAGEMENT:**

This is a negotiated hourly rate contract with a not to exceed maximum. The levels of effort for various tasks are estimates and may vary. The contract will be managed to the contract maximum, not the task level budgets.

**Task 010 – Project Management**

Project management and quality reviews will be on-going during the course of the project. The project manager will maintain communication with CONSULTANT staff and PORT, will monitor the project's scope, schedule, and budget, will coordinate and communicate with staff, and other similar project management tasks.

**Tasks:**

1. Schedule, prepare for, and take part in up to 12 weekly communications with the PORT.
2. Prepare any supplements to the CONSULTANT Agreement.
3. CONSULTANT will prepare up to 3 monthly billings with progress reports with earned value worksheets.
4. Supervise the CONSULTANT's field personnel assigned to the project.
5. QA/QC of all Contract documents and work effort.

**Deliverables:**

- Document PORT direction to CONSULTANT.
- Agreement supplements as/if needed.
- Monthly invoices with progress reports and earned value worksheets.

**Task 020 – Construction Management**

The CONSULTANT will work closely with the PORT to provide the appropriate staff to oversee the Contract, coordinate and negotiate with the Contractor and making sure everything is up to code and ensure compliance with the Contract, the LAG Manual, and Construction Manual. This effort will include the following elements:

**Tasks:**

1. Prepare and transmit Contract Documents to the contractor for execution.
2. Review contractor's bond and insurance certificates for Contract compliance and inform PORT if acceptable.
3. Organize and chair the preconstruction conference.
  - a. Prepare agenda and list of attendees
  - b. Lead a pre-construction meeting
  - c. Document and prepare meeting minutes for distribution to attendees
4. Review and approve Contractor's submittals.
  - a. Shop drawings.
  - b. Subcontractor Request to Sublet forms.
  - c. Requests for Approval of Materials (RAMs)
5. Contractor coordination.
  - a. Respond to Contractor RFI's and defer to the Engineer of Record for a response when appropriate.
  - b. Respond to contractor questions which may arise as to the quality and acceptability of furnished materials, work performed, and to general questions raised by adjacent property owners or general public.
  - c. Liaison between the Contractor's management and the PORT's management personnel, acting as the direct point of contact for both parties.
  - d. Coordinate off-site fabrication inspection with independent testing authority, if needed.
  - e. Review ROM and material testing results and advise the Contractor accordingly.
  - f. Review monthly pay estimates with the Contractor and provide recommendation to the PORT for release of payment.
  - g. Facilitate coordination between the Contractor, PORT and project stakeholders regarding status and issues of construction activities.
  - h. Facilitate utility coordination for existing and new utility improvements.
6. Review and approve IDRs prepared by the construction inspector.
7. Review the Contractor's baseline project schedule, and
  - a. Monitor that schedule throughout the course of the project for compliance with the provisions of the Contract.
  - b. Request and review periodic schedule updates submitted by the Contractor.
8. Chair up to 12 weekly construction planning meetings, prepare notes as needed.
9. Prepare official correspondence to the Contractor and issue upon the Port's approval.
  - a. Issue field directives and stop work notices to the Contractor when necessary, with the PORT's approval.
  - b. Issue Correction Notices when appropriate.
10. Senior Project Engineer assume up to 2 field visits.

**Deliverables:**

- Contract Documents to Contractor
- Bond and insurance certificate review and advice
- Preconstruction Conference minutes
- Contractor's submittal reviews and approvals
- Contractor coordination
- IDR review and approval

- Schedule review and update coordination
- Weekly construction planning meetings
- Official contractor correspondence
- Field visit notes

### **Task 030 – Document Control**

The CONSULTANT shall provide document control services to be used to ensure compliance with the Contract, the LAG Manual, and Construction Manual and will include the following Tasks:

#### **Tasks:**

1. Record of Materials (ROM)
  - a. Request ROM from WSDOT during design phase.
  - b. Modify WSDOT provided ROM to fit LAG and project needs.
  - c. Maintain a material testing log that tracks the test date, type of material test, test result, specification requirement and action taken if a failed result is received from the Certified Material Testing Lab. Include in ROM format if possible.
2. Maintain electronic copies of all documents and paper Documents if required for WSDOT project reviews. Paper documents will be kept by the CONSULTANT until the end of the project at which time the Client will be provided with the paper documents.
3. Process; track and archive construction records including:
  - a. Inspectors Daily Reports (IDR's);
  - b. Requests for Information (RFI's);
  - c. Submittals such as shop drawings et al;
  - d. Requests for Approval of Materials (RAM's);
  - e. Statements of Working Days.
  - f. CONSULTANT shall maintain submittal and RFI logs to track when documents are received and returned to the contractor.
4. Compile and review inspector pay quantity and force account records and prepare monthly contractor progress estimates.
5. Review and archive project record documentation associated with:
  - a. Requests to Sublet,
  - b. Intents to Pay Prevailing Wage,
  - c. Certified Payroll,
  - d. Contractor employee wage interviews.
6. Review and archive:
  - a. DBE participation
  - b. Training goals documentation.
7. Maintain lists of:
  - a. Approved change orders,
  - b. Potential change orders. Potential change orders will have a force account estimate of the extra work related to that item(s), until an approved change order is executed.
  - c. Balance of management reserve fund

#### **Deliverables:**

- Record of Materials (ROM)
- Electronic construction records

- Paper construction records
- Monthly contractor progress estimates.
- Project record documentation
- Change order documentation.

<b>Task 040 – Field Observation</b>
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The CONSULTANT shall provide construction observation services. These services will help minimize the risk of non-compliant workmanship by the contractor. By providing observation oversight, the CONSULTANT shall assume no responsibility for proper construction techniques or job site safety but will report to the Contractor and PORT any known public safety concerns in a timely manner.

The CONSULTANT shall provide construction observation services for the following elements:

**Tasks:**

1. Provide digital photographs of:
  - a. the existing conditions (pre-construction)
  - b. during the course of the construction
  - c. final (post construction)
2. Prepare Inspector's Daily Reports (IDRs) recording the contractor's operations performed for each day the CONSULTANT is on site, logging:
  - a. Measurements for quantities of materials installed,
  - b. Log equipment and staff present,
  - c. Weather conditions, and
  - d. Any observed problems or construction issues.
3. Prepare Contract records for:
  - a. Daily Payment Notes,
  - b. Force Account Records,
  - c. DBE commercially useful function review
  - d. Wage rate interviews
4. Contractor field coordination:
  - a. Respond to contractor questions which may arise as to the quality and acceptability of furnished materials or work performed.
  - b. Respond to general questions raised by adjacent property owners or general public. Complaints or detailed questions shall be referred to the PORT.
  - c. Facilitate coordination with property owners, businesses, and other project stakeholders identified at the pre-construction conference.
  - d. Facilitate the Contractor's coordination of existing utilities within the project boundaries.
  - e. The Construction Inspector shall review monthly pay estimates with the Contractor and provide recommendations to the Resident Engineer and PORT.
5. Prepare field records and documents in accordance with the Record of Materials (ROM);
  - a. Coordinate with Office Engineer for changes and updates to the ROM.
  - b. Review the Record of Materials (ROM) against the material testing results and advise the Contractor accordingly.
6. For each day the CONSULTANT is on site monitor traffic control via photographs of traffic control set-up and work activities during the course of construction. Photographs will be in

digital format and cataloged by date.

7. Monitor the Contractor's compliance with water quality permits and the requirements of the TESC and SPCC Plans.
8. Attend weekly construction meetings.
9. Review the Contractor's construction record drawings on a weekly basis. The CONSULTANT Inspector will track and record field changes on drawings and use this information to verify the Contractor's construction record drawings.
10. Participate in the Project's final walk-through and assist in developing a list of any remaining deficiencies (punch list).
11. Report to the PORT the occurrence of any accidents on the site, any hazardous environmental conditions, or emergencies within the project limits.

**Deliverables:**

- Construction photographs
- IDRs
- Pay notes including force account, wage rate and DBE records
- Contractor field coordination
- ROM data
- Traffic control records
- Weekly construction planning meetings
- Record drawing coordination

<b>Task 050 – Materials Testing</b>
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Testing material in accordance with the LAG Manual is a good business practice and is a requirement to receive federal funding. This effort includes the following:

**Tasks:**

1. If required, the CONSULTANT will retain a material testing firm (Service Provider) or utilize WSDOT Olympic Region Materials Lab to perform soil and concrete testing which includes gradations, in-place density, Proctor compaction tests, concrete air entrainment, concrete test cylinders, and asphalt composition.

Service Provider costs are not included in the budget as an estimated expense. Should it be required a Contract Supplement will be negotiated.

If the WSDOT Olympic Region Materials Lab is utilized testing costs will be billed directly to the PORT by WSDOT under the State set aside in the Local Agency Agreement.

2. The CONSULTANT shall advise the Port regarding the status of the materials testing budget to allow funds to be added or removed as necessary.

**Deliverables:**

- If required - Materials testing services and test results

#### **Task 060 – Change Orders**

The CONSULTANT will prepare change orders in accordance with LAG Manual. We have estimated 20 hours for the level of effort. If additional effort is required the additional effort will be considered extra work and will be renegotiated as required.

##### **Tasks:**

1. The CONSULTANT shall prepare change order packages for review and approval by WSDOT local programs, this includes:
  - a. Reason for change order
  - b. Description of work
  - c. An independent cost estimate (ICE),
  - d. Change order forms with;
    - i. Description of work
    - ii. Materials to be used
    - iii. Construction methods
    - iv. Measurement
    - v. Payment
  - e. For force account work, daily force account records.
  - f. Negotiate price with Contractor

##### **Deliverables:**

- Change orders

#### **Task 070 – Survey Verification**

**No services will be provided under this section.** The Contractor is responsible for all construction surveying.

#### **Task 080 – Public Outreach**

Keeping the public informed during construction is important in delivering a successful project. With that in mind, the CONSULTANT staff shall provide limited assistance with project outreach.

Four hours for the Project Engineer and eight hours for the Construction Inspector are included in the budget for this task.

##### **Tasks:**

1. The CONSULTANT shall, under direction of the PORT, assist with delivering informational flyers for the upcoming construction activities, road closures, temporary traffic controls, and other pertinent information.
2. The CONSULTANT shall also assist the PORT in responding to questions and issues raised by private citizens and local businesses relative to the Project.

##### **Deliverables:**

- Public outreach as requested



## **Task 90 – Claims/Disputes Support**

**No services are provided under this section** unless requested by the PORT as a contract change via a negotiated cost or time and materials agreement.

## **Task 100 – Project Close-out**

Consultant will provide close-out documentation of the work completed on the project.

### **Tasks:**

1. Prior to substantial completion, the Consultant will provide the Contractor a punch list of items to be completed or repaired before acceptance of the project.
2. Contract Record Drawing (as-builts) prepared by Contractor and checked by CONSULTANT.
3. Finalize all pay quantities with the Contractor and the Port
4. Prepare a Final Estimate for the project and provide to the PORT with a recommendation to make final payment to the Contractor.
5. Check L&I website for affidavit of wages paid.
6. Prepare DRAFT “Notice of Completion of Public Works Contract” for PORT electronic submission to Washington State Departments of revenue, Labor and Industries, and Employment Security.
7. DRAFT project completion and acceptance letters for PORT signature.
8. Prepare documentation for the PORT in accordance with Chapter 53 of the Local Agency Guidelines. These include:
  - a. project completion letter,
  - b. materials certificates,
  - c. list of change orders,
  - d. WSDOT Final Acceptance Date.
9. Assist PORT with WSDOT project documentation review in accordance with Chapter 53 of the LAG (usually a pre-review mid-project and a final review)
10. Turn over all project documents and files to the PORT.

### **Deliverables:**

- Punch list
- Record drawings (as-builts)
- Resolution of final pay quantities and Final Estimate
- Completion Letter
- Material Certifications
- Comparison of Quantities
- DRAFT “Notice of Completion of Public Works Contract” with Affidavit of wages Paid referenced
- Project Documents
- Documentation review(s) with WSDOT

## **Task 120 – Utility Undergrounding Construction Management (non-Federal participation)**

Undergrounding of the electrical system and communication utilities is not currently included in the construction project. The PORT intends to either negotiate with the successful Contractor to do the undergrounding in conjunction with the project or to do the construction with PORT staff.

## **END SCOPE OF SERVICES**

The CONSULTANT and the PORT may negotiate additional services as requested by the PORT. These additional services will be considered extra work and will be renegotiated as required, such as:

- Claims/Disputes Support

Prepared by: Michael Adams, PE Date: 05/1/2025

Checked by: Patrick Skillings, PMP Date: 05/1/2025

**EXHIBIT B-1  
WORKFORCE SUMMARY**

24012	PORT OF OLYMPIA-MARINE DRIVE PAVEMENT RESTORATION PAVEMENT RESTORATION CONSTRUCTION MANAGEMENT	PRINCIPAL-IN-CHARGE	SENIOR PROJECT MANAGER	INSPECTOR	PROJECT ENGINEER	PROJECT ADMINISTRATOR
<b>TASK #</b>	<b>TASK DESCRIPTION</b>					
<b>10</b>	<b>PROJECT MANAGEMENT</b>					
1	Schedule, prepare for, and take part in up to 12 weekly communications with the Port.		12		12	
2	Prepare any supplements to the CONSULTANT Agreement.	2	4			8
3	Prepare up to 3 monthly billings with progress reports and earned value worksheets.	4	8			16
4	Supervise the Consultant's field personnel assigned to the project.	4	12			
5	QA/QC of all contract documents and work effort.	4	5		20	
<b>20</b>	<b>CONSTRUCTION MANAGEMENT</b>					
1	Prepare and transmit Contract Documents to the contractor for execution including DBE commitment letter.		2			
2	Review Contractor's bond and insurance certificates for Contract compliance and inform Port if acceptable.		2			
3	Organize and chair the pre-construction conference		4	2	4	
a	Prepare agenda and list of attendees.					
b	Lead a pre-construction meeting.					
c	Document and prepare meeting minutes for distribution to attendees.					
4	Review and approve Contractor's submittals.		4		12	
a	Shop drawings.					
b	Subcontractor Request to sublet forms.					
c	Requests for Approval of Materials (RAMs)					
5	Contractor Coordination		4	8	20	
a	Respond to Contractor RFIs and defer to the Engineer of Record for a response when appropriate.					
b	Respond to Contractor questions on quality and acceptability of furnished materials, work performed, general questions raised by property owners or general public.					
c	Liaison between the Contractor and the Port management, direct point of contact for both parties.					
d	Coordinate off-site fabrication inspection with independent testing authority, if needed.					

e	Review ROM and material testing results and advise the Contractor accordingly.					
f	Review monthly pay estimates with the Contractor and provide recommendation to the Port for release of payment.					
g	Facilitate coordination between the Contractor, Port and project stakeholders regarding status and issues of construction activities.					
h	Facilitate utility coordination for existing and new utility improvements.					
6	Review and approve IDRs prepared by the construction inspector.		16			
7	Review the Contractor's baseline project schedule, and		2		4	
a	Monitor that schedule throughout the course of the project for compliance with the provisions of the Contract.					
b	Request and review periodic schedule updates submitted by the Contractor.					
8	Chair up to 12 weekly construction planning meetings, prepare notes as needed.			12		
9	Prepare official correspondence to the Contractor and issue upon the Port's approval.		2		4	
a	Issue field directives and stop work notices to the Contractor when necessary, with the Port's approval.					
b	Issue Correction Notices when appropriate.					
10	Make up to 2 field visits.	2	8		4	
<b>30</b>	<b>DOCUMENT CONTROL</b>					
1	Record of Materials (ROM)		4		8	
a	Request ROM from WSDOT during design phase.					
b	Modify WSDOT provided ROM to fit LAG and project needs.					
c	Maintain a material testing log.					
2	Maintain electronic copies of all documents; paper documents are required for WSDOT project reviews.		2		20	
3	Process, track and archive construction records including:		4		20	
a	Inspector's Daily Reports (IDRs).					
b	Requests for Information (RFIs).					
c	Submittals such as shop drawings, et al.					
d	Requests for Approval of Materials (RAMs).					
e	Statement of Work Days.					
f	Maintain submittal and RFI logs to track when documents are received and returned to the contractor.					
4	Compile and review inspector pay quantity and force account records, and prepare monthly contractor progress estimates.		4		20	
5	Review and archive project record documentation associated with:		4		16	
a	Requests to Sublet.					
b	Intents to Pay Prevailing Wage.					

c	Certified Payroll.					
d	Contractor employee wage interviews.					
6	Review and archive:					
a	DBE participation.					
7	Maintain lists of:		2		12	
a	Approved change orders.					
b	Potential change orders. Potential change orders will have a force account estimate of the extra work requested to that item(s), until an approved change is executed.					
c	Balance of management reserve fund.					
<b>40</b>	<b>FIELD INSPECTION</b>					
1	Provide digital photographs of:			24	4	
a	Existing conditions (pre-construction).					
b	During the course of the construction.					
c	Final (post construction).					
2	Prepare Inspector's Daily Reports (IDRs)			44	12	
a	Measurements for quantities of materials installed.					
b	Log equipment and staff present.					
c	Weather conditions.					
d	Any observed problems or construction issues.					
3	Prepare Contract Records for:			80	20	
a	Daily Payment Notes.					
b	Force Account Records.					
c	DBE commercially useful function review.					
d	Wage rate interviews.					
4	Contractor field coordination:		12	72	20	
a	Respond to contractor questions which may arise as to the quality and acceptability of furnished materials or work performed.					
b	Respond to general questions raised by adjacent property owners or general public. Complaints or detail questions shall be referred to the Port.					
c	Facilitate coordination with property owners, businesses, and other project stakeholders identified at the preconstruction conference					
d	Facilitate the Contractor's coordination of existing utilities within the project boundaries.					
e	The Construction Inspector shall review pay estimates with the Contractor and provide recommendations to the Resident Engineer and Port.					
5	Prepare field records and documents in accordance with the Record of Materials (ROM):		8	20	20	
a	Coordinate with Office Engineer for changes and updates to the ROM.					
b	Review the Record of Materials (ROM) against the material testing results and advise the Contractor accordingly.					

6	For each day the Consultant is onsite, monitor traffic control and work activities via photographs.			45		
7	Monitor the Contractor's compliance with water quality permits and the requirements of the TESC and SPCC Plans.					
8	Attend weekly construction meetings. Hours in Task 20.					
9	Review the Contractor's construction record drawings on a weekly basis.		4	14	12	
10	Participate in the Project's final inspection and assist in developing a list of any remaining deficiencies (punch list).		4	8	8	
11	Report to the Port the occurrence of any accidents on the site, any hazardous environmental conditions, or emergencies within the project limits.			2		
<b>50</b>	<b>MATERIALS TESTING</b>					
1	Consultant will retain a material testing firm (Service Provider) or utilize WSDOT Olympic Region Materials Lab to perform required materials testing.					
2	Consultant will advise the Port regarding the status of the materials testing budget to allow funds to be added or removed as necessary.					
<b>60</b>	<b>CHANGE ORDERS</b>					
1	Prepare change order packages for review and approval by WSDOT local programs, this includes;		8	4	12	
a	Reason for change order.					
b	Description of work					
c	An independent cost estimate (ICE).					
d	Change order forms					
e	For force account work, daily force account records.					
f	Negotiate price with Contractor					
<b>70</b>	<b>SURVEY VERIFICATION</b>					
	<i>No services will be provided under this section. Contractor is responsible for all construction surveying.</i>					
<b>80</b>	<b>PUBLIC OUTREACH</b>					
1	Consultant shall, under the direction of the Port, assist with delivering information flyers for the upcoming construction activities, road closures, temporary traffic controls, and other pertinent information.		2	2	2	
2	Consultant shall also assist the Port in responding to questions and issues raised by private citizens and local business relative to the Project.		2	2		
<b>90</b>	<b>CLAIMS/DISPUTES SUPPORT</b>					
	<i>No services are provided under this section unless requested by the Port as a contract change via a negotiated cost or time and materials agreement.</i>					
<b>100</b>	<b>PROJECT CLOSE-OUT</b>					
1	Prior to substantial complete, the Consultant will provide the Contractor a punch list of items to be completed or repaired before acceptance of the project.		2	8		

2	Contract Record Drawing (as-builts) prepared by Contractor and checked by Consultant.	2	4	12	20	
3	Finalize all pay quantities with the Contractor and the Port.		4	8	20	
4	Prepare a Final Estimate, provide to the Port with a recommendation to make final payment to the Contractor.		2		8	
5	Check L&I website for affidavit of wages paid.		2			
6	Prepare DRAFT "Notice of Complete of Public Works Contractor" for Port electronic submission to Revenue, Labor and Industries, and Employment Security.		4			
7	Prepare DRAFT Project complete and acceptance letters for Port signature.		2		2	
8	Prepare documentation for the Port in accordance with Chapter 53 of the Local Agency Guidelines. These include:		2		8	
a	Project complete letter.					
b	Materials certificates.					
c	List of change orders.					
d	WSDOT Final Acceptance Date					
9	Assist Port with WSDOT project documentation review in accordance with Chapter 53 of the LAG (usually a pre-review, mid-project, and a final review).		2	4	8	
10	Turn over all project documents and files to the Port.		4		8	
<b>110</b>	<b>WATERLINE CONSTRUCTION MANAGEMENT (NON-FEDERAL PARTICIPATION)</b>					
1	Waterline construction coordination with CITY.					
2	Include CITY pay notes in Contractor pay estimates.					
3	Record drawings (as-builts).					
<b>120</b>	<b>UTILITY UNDERGROUNDING CONSTRUCTION</b>					
1	Underground construction coordination					
2	Record drawings (as-built plans).					
	<b>HOURS PER DISCIPLINE</b>	<b>18</b>	<b>173</b>	<b>371</b>	<b>360</b>	<b>24</b>

**EXHIBIT B-2**  
**Expense Summary**

Item	Description	Basis	Quantity	Rate	Total
1	Telephone	Month			\$0.00
2	Auto Rental	Each			\$0.00
3	Lodging	Day			\$0.00
4	Per Diem-Meal	Day			\$0.00
5	Photocopies - Blk & White	Each		\$0.10	\$0.00
6	Photocopies - Color	Each		\$0.35	\$0.00
7	Half Sized Prints	Each		\$0.50	\$0.00
8	Full Sized Prints	Each		\$6.00	\$0.00
9	Postage	Month			\$0.00
10	Shipping	Month			\$0.00
11	FAXs	Each			\$0.00
12	Miscellaneous Project Costs	Month			\$0.00
13	Miscellaneous Survey Costs	Estimated			\$0.00
14	InRoads Software	Month-No of years		\$950.00	\$0.00
15	Traffic Control	Estimated			\$0.00
	<b>Total Miscellaneous Expenses</b>				<b>\$0.00</b>
	Mileage	Per Mile	2700	0.7	\$1,890.00
	<b>Total Expenses</b>				<b>\$1,890.00</b>



## EXHIBIT B-3 COST SUMMARY

NEGOTIATED HOURLY RATE (NHR):						
Classification	Man Hours	X	Rate	=	Cost	
PRINCIPAL-IN-CHARGE	18		\$280.82	=	\$5,054.83	
SENIOR PROJECT MANAGER	173	X	\$310.57	=	\$53,727.93	
INSPECTOR	371	X	\$152.47	=	\$56,568.15	
PROJECT ENGINEER	360	X	\$249.01	=	\$89,642.23	
PROJECT ADMINISTRATOR	24	X	\$152.17	=	\$3,652.09	
Total Hours =	946				Total NHR =	\$208,645.22
REIMBURSABLES:						
Mileage	2,700	X	\$0.700	=	\$1,890.00	
Miscellaneous Expenses	\$0.00	X	0%	=	\$0.00	
			SUB TOTAL		Reimbursables =	\$1,890.00
SUBCONSULTANT COST (See Exhibit G):						
Geotechnical	\$0.00	X	15%	=	\$0.00	
Subconsultant 1	\$0.00	X	10%	=	\$0.00	
Subconsultant 2	\$0.00	X	10%	=	\$0.00	
Subconsultant 3	\$0.00	X	10%	=	\$0.00	
			SUB TOTAL		Subconsultants =	\$0.00
MANAGEMENT RESERVE FUND						
SUB TOTAL	\$210,535.22	X	0%	=		\$0.00
GRAND TOTAL						
			GRAND TOTAL	=		\$210,535.22
<div> <div>PREPARED BY: Michael Adams, PE</div> <div>DATE: 4/22/2025</div> </div> <div> <div>REVIEWED BY: Thomas E. Skillings, PE</div> <div>DATE: 4/22/2025</div> </div>						