



**MEMORANDUM**

**TO:** Rob Fix  
**DATE:** March 14, 2017  
**FROM:** Adam Fulton, PE *AF*  
**COPIES:** Sylvia Goodwin, Sponsor  
Carl Hathcock, PE  
**SUBJECT:** Extend Sidewalk Mitchell Way  
Pacific Surveying & Engineering, Inc.: Professional Services Agreement

**ACTION REQUESTED**

Authorize the Executive Director to execute a Professional Services Agreement with Pacific Surveying & Engineering, Inc. to provide design and consulting services for the Extend Sidewalk Mitchell Way project in the amount of \$57,744 plus a 10% contingency for a total authorized amount of \$63,520.

**BACKGROUND**

This design effort involves 3,125 feet of new sidewalk along Airport Way, West Bakerview Road, and Williamson way. The design consists of the four following areas: a) 1,175 feet along the west side of Airport Way b) 875 feet along the north side of West Bakerview Road from the Mitchell Way intersection and extending east c) 325 feet along the south side of West Bakerview Road from the Williamson Way intersection west to the ARFF entrance d) 750 feet along the east side of Williamson Way from the entrance to 3928 Williamson Way extending south. The West Bakerview Road and Williamson Way areas will also include new curb and gutter.

Port staff has utilized the Request for Professional Services process to locate and select a consultant. Of the six responses, Pacific Surveying & Engineering was selected as the most knowledgeable, prepared, familiar, and best qualified to assist the staff with this investigation, permitting, and design work.

**FISCAL IMPACT**

Funding for this project will come from the 2017 Capital Improvements Program budget as follows:

<u>Account</u>	<u>Description</u>	<u>Budget</u>	<u>Amount</u>
#101-421	Extend Sidewalk Mitchell Way	\$250,000	\$63,520

**STRATEGIC PURPOSE**

This project is consistent with and contributes to the Planning and Development Division's 2017 Objective No. 3 which states, "Work with the Aviation, Facilities and Real Estate Divisions to complete Phase 1 landscape and sidewalks required under the Bellingham International Airport Binding Site Plan."

**RECOMMENDATION**

Approve Action Requested.

Attachments: Pacific Surveying & Engineering; Scope of Work



## Pacific Surveying & Engineering, Inc

land surveying • civil engineering • consulting • planning • gis

1812 Cornwall Avenue, Bellingham, WA 98225  
Phone 360.671.7387 Facsimile 360.671.4685 Email info@psurvey.com

March 9, 2017

### **Port of Bellingham**

P.O. Box 1677  
1801 Roeder Avenue  
Bellingham, Washington 98227-1677

**Attn: Carl Hathcock, PE**  
**Re: Extend Sidewalk Mitchell Way Project**

Dear Carl:

Pacific Surveying and Engineering (PSE) is pleased to present our scope and fee estimate for professional services on the Port of Bellingham's Extend Sidewalk Mitchell Way project. The project includes approximately 3,125 feet total of new sidewalk along Airport Way, West Bakerview Road, and Williamson Way. The new sidewalk areas are identified as Phase 1 Sidewalk improvements in the Bellingham International Airport PUD/BSP Sidewalk and Landscape Installation Plan Minor Amendment Clarification documents dated October 17, 2016.

The attached exhibit identifies the sidewalk improvement areas as Areas 1, 2, 3 and 4. This scope and fee includes preparing a topographic survey and design for all four areas in a single phase.

#### **Improvement Summary**

Area 1 is approximately 1,175 LF along Airport Way extending from 3871 Airport Way north to the radius point in the roadway. Improvements in this area include new sidewalk constructed at the back of the existing curb and new driveway sections at existing driveway locations.

Area 2 is approximately 875 LF along the north side of West Bakerview Road beginning at the intersection with Mitchell Way and extending east. Improvements in this area include new curb, gutter, sidewalk and driveway section locations to be determined.

Area 3 is approximately 325 LF along the south side of West Bakerview Road extending from the Williamson Way intersection west to the ARFF entrance. Improvements in this area include new curb, gutter, sidewalk, and driveway section locations to be determined.

Area 4 is approximately 750 LF along the east side of Williamson Way beginning at the north entrance to 3928 Williamson Way and extending south to the north entrance of 3836 Williamson Way. Improvements in this area include new curb, gutter, sidewalk, and driveway sections in existing driveway locations.

Our work is detailed below, with estimated fees listed on the attached scope of work and fee schedule.

## **SCOPE OF SERVICES**

### **Base Map Preparation**

We will provide a topographic survey of the proposed improvement areas. Contours will be presented on the map at 1-foot intervals. All above ground and located underground utilities will be presented on the topographic map. Underground utilities will be located using the one call utility locating service and the Port of Bellingham. Boundary lines, lease lines, and easements will be depicted on the map per record information.

Area 1 survey will not include work in Airport Way other than what is necessary for driveway improvements.

Areas 2, 3, and 4 will include full road survey within the project limits to determine road widths and design road sections. Only utilities located on the improvement side of the road centerline will be located and surveyed.

This scope and fee assumes Areas 1, 2, 3, and 4 will be surveyed and mapped in one phase.

### **Design Development**

Upon completion of the topographic survey, PSE will meet with the Port of Bellingham to finalize the horizontal sidewalk location including ramps and widths in Areas 2, 3, and 4. The horizontal location will be based on anticipated road sections in the areas of the proposed improvements. Driveway locations will also be determined for Areas 2 and 3, as well as any additional driveway locations requested within the project limits. After the Design Development meeting with the Port, PSE will prepare a Horizontal Control Plan showing the sidewalk and driveway improvement limits for review and approval.

Design Development Deliverables:

- Horizontal Control Plan (1 hard copy 24x36 and .pdf file)

### **30 Percent Design**

We will prepare a 30 percent design of the proposed sidewalk improvements for review and approval by the Port of Bellingham. The design will show proposed sidewalk widths and horizontal locations along the entire improvement corridor. The 30-percent design will identify existing utility infrastructure that will require modification due to the sidewalk improvements including stormwater conveyance system improvements.

The 30 percent design will include locations where new concrete pads will be installed around existing mailboxes, light poles, utility vaults, etc.

30 Percent Design Deliverables:

- 30 Percent Design plans (1 hard copy 24x36 and .pdf file)

### **90 Percent Design**

The project is expected to be on a fast track process and therefore we expect the 90% design drawings that will be submitted to the County for the Land Disturbance Permit (LDP) will also be used for bidding purposes. The 90 percent submittal will include plans, specifications and an engineer's construction estimate to be used for permitting and bidding. The engineer's construction estimate will be separated to provide subtotals for each of the four improvement areas. This scope and fee proposal assumes the project will be designed, permitted, and constructed in a single phase.

The plan set will include a site plan, grading plan, temporary erosion and sediment control plan, demolition plan, and necessary notes and details. Irrigation sleeves will be placed on the plans per locations identified by the Port's staff.

We will prepare a preliminary stormwater report for submittal to the County with the LDP. It is assumed for the purposes of this proposal that stormwater treatment facilities, detention facilities, and hydrologic / hydraulic modeling will not be required. It is assumed the improvements are within the benefit area of the SW Pond and pollution generating impervious surface area thresholds will not be exceeded. It is important to note that recent Washington State Supreme Court rulings have affected vesting rights of regional stormwater management facilities. This scope of work includes a preliminary meeting with Whatcom County to confirm assumptions in this scope and fee are accurate.

The Williamson Way improvements will likely impact a single fire hydrant. We anticipate the project will require resetting of the existing hydrant to accommodate the proposed sidewalk improvements. We have included budget to complete a Public Works Permit application with the City of Bellingham.

We will prepare technical specifications in WSDOT format and a bid form for inclusion with the Bid Solicitation Package prepared by the Port of Bellingham.

We will provide support services to the Port of Bellingham after the project has been advertised for bid. Support services include addressing contractor requests for information, attending a pre-bid meeting, and preparing minor bid addendum documents. Based on the scope of the project we have budgeted 12 hours of time for the bid support services related to the sidewalk improvement project.

**90 Percent Design Deliverables:**

- 90 Percent PS&E's (1 hard copy and .pdf file)
- Preliminary Stormwater Report (1 hard copy and .pdf file)
- LDP Application (1 hard copy and .pdf file)

**100 Percent Design**

The 100 percent design includes updating the 90 percent design drawings with addendums from the bid process and comments received from Whatcom County. We only anticipate one round of minor comments from the County.

**100 Percent Deliverables**

- 100 Percent Plans (1 hard copy 24x36 and .pdf file)

**Exclusions**

- Landscape / Sprinkler System Design
- Critical Areas Permitting / Exhibit Preparation
- Geotechnical Engineering / Report
- Street Lighting Design / Improvements
- Dry Utility Design / Coordination
- SEPA
- Whatcom County Pre-Application Request & Meeting

**Future Services**

This scope of work is complete upon delivery of the 100 percent design drawings. Construction administration assistance that may include material submittal review, responding to contractor requests for information, design revisions, monthly pay estimate review, inspections, construction staking, etc. may be added as an addendum to this contract at the time of construction.

**SCHEDULE, TERMS AND BUDGET**

We are prepared to begin our services immediately upon your authorization to proceed. We propose to accomplish our services on time and materials, not to exceed basis, in accordance with our 2017 Fee Schedule and the attached scope and budget spreadsheet, both of which are considered part of this proposal. Payment of fees associated with permits / applications / submittals / recording and filing will be made directly by the Client unless alternate arrangements have been made.

We appreciate the opportunity to submit this proposal, and look forward to working closely with you on this project. Please call if you have questions regarding this submittal. We assume that formal authorization to proceed will be provided via an approved Port of Bellingham task order or equivalent.

Thank you again for your consideration.

Sincerely,  
Pacific Surveying and Engineering, Inc.



David Galbraith, PE  
Project Engineer  
Principal

Enclosures

**PORT OF BELLINGHAM  
EXTEND SIDEWALK MITCHELL WAY PROJECT  
SCOPE AND BUDGET FOR PROFESSIONAL SERVICES**

March 9, 2017

Prepared by:  
**Pacific Surveying and Engineering, Inc.**  
1812 Cornwall Ave  
Bellingham, Washington 98225  
Phone: (360) 671-7387  
Fax: (360) 671-4685

Prepared for:  
**Carl Hathcock, PE**  
**Port of Bellingham**

ITEM	ESTIMATED BUDGET
<b>Base Map Preparation</b>	
Field Survey	
Base Map Drafting	
PLS Review	
<b>Subtotal</b>	<b>\$18,804.00</b>
<b>Design Development</b>	
Site Visit	
Meeting with Port of Bellingham	
Horizontal Control Plan	
Project Management / Correspondence	
<b>Subtotal</b>	<b>\$3,372.00</b>
<b>30 Percent Design</b>	
Site Visit	
Site Plan Preparation	
Stormwater Conveyance System Design	
Submittal	
Project Management / Correspondence / Meetings	
<b>Subtotal</b>	<b>\$9,696.00</b>
<b>90 Percent Design</b>	
Site Visit	
Cover, Notes, & Details	
Site Plan Preparation	
Stormwater Conveyance System Design	
City of Bellingham Public Works Permit - Resetting of Hydrant	
TESC Plan	
Cost Estimate	
Technical Specifications	
Bid Form	
Bid Support	
Preliminary Stormwater Report	
Land Disturbance Application	
Submittal	
Project Management / Correspondence / Meetings	
<b>Subtotal</b>	<b>\$23,448.00</b>
<b>100 Percent Design</b>	
Address County Comments ( 1 round of comments)	
Submittal	
<b>Subtotal</b>	<b>\$2,424.00</b>
<b>Total PSE Services Budget Estimate</b>	<b>\$57,744.00</b>

The following items are not part of this scope of services:

Construction Administration  
Construction Staking  
Critical Areas Delineation / Permitting / Coordination  
Boundary survey  
Title fees  
NPDES Stormwater Permit  
Stormwater Treatment and Detention System Design  
Stormwater Hydrologic Modeling  
SEPA  
Whatcom County Pre-Application Request & Meeting



**Legend**

- Washington Roads Labels
- Bellingham Streets Street View
- County Roads Detail
- Tax Parcels
- Call other values
- Care Facility
- Postal
- Subdivisions
- Schools
- Emergency Vehicle
- Bus
- Highway
- Highway Station or Platform
- Fire Stations
- City Boundary
- Urban Growth Area
- Trails
- Railroads
- Ferries
- Interstate Polygons
- Interstate
- Airport
- Open Channel Streams
- Parks

**Notes**  
 Project: 2017-11-28-114



THIS MAP IS NOT TO BE USED FOR NAVIGATION  
 The City of Bellingham has compiled this information for its own use and is not responsible for any use of this information by others. The information found herein is provided simply as a courtesy to the public and is not intended for any third party use in any official, professional or other authoritative capacity. Persons using this information do so at their own risk and by such use agree to defend, indemnify and hold harmless the City of Bellingham as to any claims, damages, liability, losses or suits arising out of such use. Contact the Whatcom County Assessors office, (800-675-8750) for the most up to date parcel information.





**PACIFIC SURVEYING & ENGINEERING SERVICES, INC.**  
**2017 FEE SCHEDULE**

**OFFICE**

**STANDARD**  
Hourly

PRINCIPAL ENGINEER	\$158
SENIOR PROJECT ENGINEER	\$128
PROJECT ENGINEER	\$117
PRINCIPAL LAND SURVEYOR	\$158
SENIOR PROJECT LAND SURVEYOR	\$128
PROJECT LAND SURVEYOR	\$117
SURVEY COORDINATOR	\$97
PRINCIPAL SCIENTIST	\$158
SENIOR PROJECT SCIENTIST	\$128
PROJECT SCIENTIST	\$117
STAFF SCIENTIST	\$92
PROJECT MANAGER	\$143
SENIOR CAD / GIS TECHNICIAN	\$112
CAD / GIS TECHNICIAN	\$87
ENGINEERING TECHNICIAN	\$107
SURVEY TECHNICIAN	\$82
OFFICE / CLERICAL	\$66
EXPERT WITNESS / COURT PREPARATION & APPEARANCE	\$265

**FIELD**

SENIOR FIELD SCIENTIST	\$128
FIELD SCIENTIST I	\$82
FIELD SCIENTIST II	\$92
FIELD TECHNICIAN	\$82
CONSTRUCTION INSPECTOR	\$97
SURVEY CREW CHIEF	\$92
1-PERSON SURVEY CREW	\$138
2-PERSON SURVEY CREW	\$189
3-PERSON SURVEY CREW	\$245
HYDROGRAPHIC SURVEY CREW	\$265

**OTHER**

SURVEY MONUMENTS	DIRECT COSTS - PLUS 15%
PER DIEM / TRAVEL	DIRECT COSTS - PLUS 15%
REPRODUCTION / COURIER	DIRECT COSTS - PLUS 15%
SUB-CONSULTANTS	DIRECT COSTS - PLUS 15%
SIGNAGE / TRAFFIC CONTROL	DIRECT COSTS - PLUS 15%
RENTAL EQUIPMENT	DIRECT COSTS - PLUS 15%
GPS	\$200/DAY PER UNIT PLUS CREW
MILEAGE	STANDARD FEDERAL RATE

The above hourly rates are based on an eight (8) hour workday. Hours beyond eight (8) per day, as well as work performed on nights and weekends, will be billed at 1.5 times the standard hourly rate. Work performed on federal holidays will be billed at 2.0 times the standard hourly rate. For prevailing wage projects, see applicable PSE prevailing wage fee schedule (varies by County).