

CLARK COUNTY STAFF REPORT

DEPARTMENT: Public Works / Fleet Services / Safety & Asset Management

DATE: November 4, 2015

REQUESTED ACTION: Approve a Design Work Plan agreement with MKE & Associates Inc. for the amount of \$18,200.

____ Consent ____ Hearing X County Manager

PUBLIC WORKS GOALS:

- ☒ Provide safe and efficient transportation systems in Clark County
- ☐ Create and maintain a vibrant system of parks, trails and green spaces
- ☒ Continue responsible stewardship of public funds
- ☐ Promote family-wage job creation and economic development to support a thriving community
- ☐ Maintain a healthy, desirable quality of life
- ☐ Increase partnerships and foster an engaged, informed community
- ☒ Cultivate a nimble, responsive work force
- ☐ Make Public Works a great place to work

BACKGROUND

This project aligns with Public Works Strategic Plan 2015-2016 – Goal #23, Update and Implement Emergency Response Plan.

The agreement with MKE & Associates will provide electrical and civil engineering services to generate drawing(s) and specifications for the permit and bid processes and provide for construction support services during the installation of a stand-by diesel generator. The generator will serve as a dependable and automatically deployable backup power supply system for buildings A, A1, B and B1 at the 78th Street Maintenance and Operations facility. At this time, these 4 buildings do not have a secondary power supply that would allow the department to adequately sustain continuity of operations (COOP) for an extended period of time in the event of an emergency response or long term power outage at this facility.

COUNCIL POLICY IMPLICATIONS

None.

ADMINISTRATIVE POLICY IMPLICATIONS

None.

COMMUNITY OUTREACH

None.

BUDGET IMPLICATIONS

YES	NO	
X		Action falls within existing budget capacity.
	X	Action falls within existing budget capacity but requires a change of purpose within existing appropriation
	X	Additional budget capacity is necessary and will be requested at the next supplemental. If YES, please complete the budget impact statement. If YES, this action will be referred to the county council with a recommendation from the county manager.

PW15-093

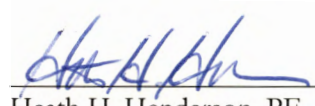
BUDGET DETAILS

Local Fund Dollar Amount	\$18,200
Grant Fund Dollar Amount	\$0
Account	Road Fund
Company Name	MKE & Associates, Inc.

DISTRIBUTION:

Board staff will post all staff reports to The Grid. <http://www.clark.wa.gov/thegrid/>

Scott Rood
Fleet Division Manager




Heath H. Henderson, PE
Public Works Director/County Engineer

APPROVED: _____
CLARK COUNTY, WASHINGTON
BOARD OF COUNTY COUNCILORS

DATE: _____

SR# _____

APPROVED: 

Mark McCauley, Acting County Manager

DATE: 11/10/15

PW15-093



Clark County Public Works - Stand-By Generator
4700 NE 78th St., Vancouver, WA 98665
DESIGN WORK PLAN
November 3, 2015

I. PROJECT DESCRIPTION

Provide Electrical engineering services to generate drawing(s) and specifications for the permit, bid and construction of a stand-by diesel generator at the Clark County Public Works 78th Street Site in Vancouver, WA.

II. SCOPE OF WORK

General:

- Meet on site to discuss electrical connection options.
- Conduct code reviews and contact local authorities as required.
- Submit documents at 90% for design review and final Permit set.
- Provide bid services including one pre-bid meeting and responding to contractor questions during bid.
- Provide construction services including responding to contractor questions during construction, reviewing contractor submittals and pay requests, and conduct up to four (4) site visits during construction with observation reports.

Electrical:

- Design electrical drawings and specifications for new diesel stand-by generator sized to support current electrical service load at the four existing separate buildings on the project site.
- The two existing electrical services will be combined into a single electrical service at the generator location, fed into a single automatic transfer switch and service distribution panel.
- Coordinate modification of electrical service with Clark PUD.

Structural:

- MKE will retain the services of a Registered Structural Engineer to design the concrete pad to support the generator and fuel tank.

Civil:

- MKE will retain the services of a Registered Civil Engineer to generate the documents necessary for a Type 1 Site Plan Review (and other related Civil work with Clark County. Reference the attached proposal from Robertson Engineering.

Assumptions:

- Site Plan drawings in AutoCAD R10 or later format to be provided to MKE for use in generating the necessary documents. Plans to include topographical survey that includes site boundary, right-of-way dedications, easements, and site structure locations.
- On Site Construction Administration (other than identified above) is not included.
- Division "0" Contract Administration specifications are generated and administered by the owner.
- Document reproduction of engineered drawings and specifications for bid and construction purposes is provided by the owner.
- No new electrical load is being added to the project site.
- Alternate bid items are not included.
- MKE will not be responsible for creating "Record Drawings".

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Deliverables:

- Contract documents (Drawings and Specifications) for 90% review and issue for permit.
- All drawings in Auto CAD R14.

III. PROJECT CONTACTS

Clark County Facilities

Mark McCauley
mark.mccauley@clark.wa.gov

Phone: (360) 397-2232

MKE & Associates, Inc.

Mark Garand, Associate
markg@mke-inc.com

Phone: (503) 892-1188
FAX: (503) 892-1190

IV. FEES

For the services described herein, MKE & Associates proposes the following fees:

	DD	CD	Bid	CA	Total
<i>Electrical:</i>	\$1,200	\$3,200	\$1,100	\$2,200	\$7,700
<i>Civil: (Base)</i>					\$7,000 (NTE)
<i>Civil:</i>					\$2,500 (NTE)
<i>(SEPA - if necessary)</i>					
<i>Structural:</i>					\$1,000

\$18,200

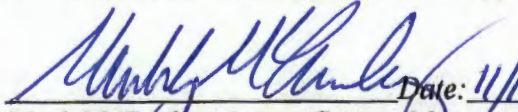
***Note:** See attached fee proposal from Robertson Engineering.

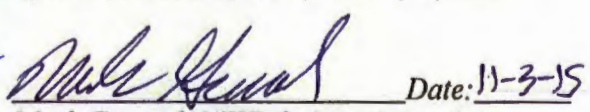
Invoices for services will be submitted on a monthly basis. Payments due which exceed 90 days from date of invoice may be subject to a monthly charge of 1.5% of the unpaid balance (18% annual).

Changes to the design after work has substantially started will be considered extra services and billed on an hourly basis in addition to the fee given above.

Reimbursable expenses will be billed separately and in addition to our stated fee. Reimbursable expenses will be billed at 1.1 times our cost and shall include plotting, printing, travel, and messenger delivery service charges.

Please endorse and return the attached copy authorizing us to proceed, based upon this proposal.


Date: 11/19/15
Mark McCauley, Acting County Manager
Dept. of Public Works, Clark County


Date: 11-3-15
Mark Garand, MKE & Associates, Inc.

PROPOSAL



610 Esther Street, Suite 102, Vancouver, WA 98660
(360) 975-4995 | www.robertsonengineering.us

To: Mark Garand, PE
MKE & Associates, Inc.
markg@MKE-inc.com

From: Chris Robertson, PE
Robertson Engineering, PC
chris@robertsonengineering.us

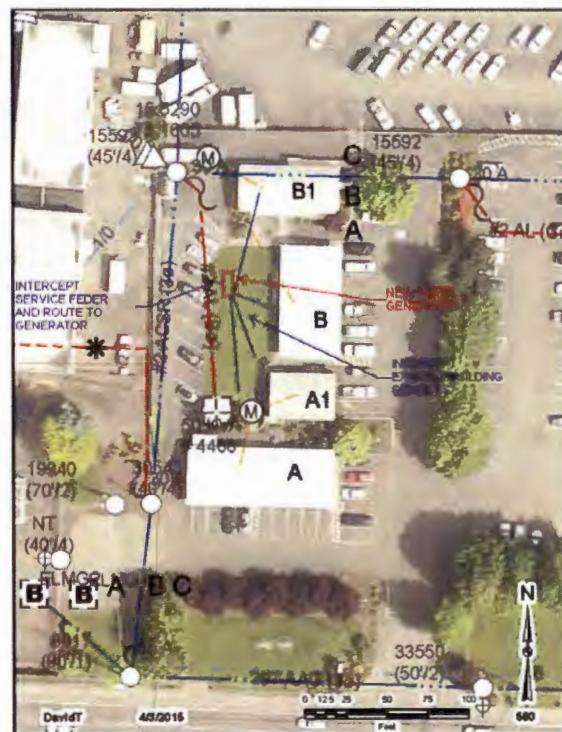
Date: October 18, 2015

Re: Clark County Operations Center Stand-by Generator – Scope and Fee Proposal

This is a proposal for professional services associated with a proposed diesel stand-by generator for Clark County Operations at their 78th Street Campus. The owner intends to install a 14' long x 4' wide x 9' tall generator, including above ground diesel storage in the range of 300-600 gallons (to be determined). The generator is proposed to be placed in the center of campus at the approximate location shown below. There is no proposed enclosure or roof structure.

In performing the preliminary research for this proposal, Robertson Engineering had preliminary discussions with Amy Wooten at Clark County Community Development (Planning). Based on those discussions, we anticipate that this project will require a Type I Site Plan Review as well as a CARA permit. It is assumed that the project will be exempt from SEPA requirements, however we have included SEPA as an Optional Task in the event the County deems it required. An archaeological pre-determination will be required based on the County's probability model, and we have included a fee for that work in our proposal (from a subconsultant).

This parcel is zoned Light Industrial (IL) subject to Clark County's urban development code requirements. Based on Clark County's Stormwater Flow Chart for Urban Redevelopment, it appears the only applicable Minimum Requirements is #2 (Erosion Control). Therefore, this proposal anticipates that new water quality and disposal/flow-control facilities will not be required with this project.



SCOPE OF SERVICES

Robertson Engineering will perform the land-use services required to prepare and submit for the Type I Site Plan Review (Clark County). Civil engineering services are limited to the site plan with limited pavement restoration. This proposal includes the following specific tasks:

Task 1 – Archaeological Predetermination

As a sub-consultant, Archaeological Services of Clark County will perform a predetermination of the subject project area, including a site visit, review of existing records, maps and documentation, summary report and submittal to DAHP.

Task 2 – Site Design

Layout, design, and prepare drawings and details for the site plan as required for the Type I submittal. This task includes all site related drawings such as site dimensioning, demolition plan, etc., as well as all site related details.

Task 3 – Land-Use/Permitting

This project will be permitted through Clark County. Type I Site Plan is anticipated (see discussion above). Robertson Engineering will prepare the permit applications, including a comprehensive narrative addressing how the proposed application meets the County Code and review criteria. This task includes Preliminary Type I submittal meeting and standard review (non-expedited). Also includes submittal and processing of final site plan review application.

Task 4 – CARA Permit

This site is within a Category 2 recharge area. Above ground storage tanks require a CARA permit. Robertson Engineering will prepare the permit application and include with the Type I (concurrent review).

Optional Task – SEPA

Prepare the SEPA environmental checklist for review by Clark County (lead agency).

PROJECT ASSUMPTIONS

1. Topographic survey/AutoCAD base is required to perform the work, and shall be provided by others. Preparation and recordation of boundary survey, easements, right-of-way dedications, covenants and similar documents are not included at this time.
2. Traffic study is assumed not required.
3. Site geotechnical report not required for civil work or land-use permitting. If required for generator slab design, it shall be supplied by others.
4. Structural slab design by others.
5. Archaeology is required.
6. Wetland, habitat, or other critical area work assumed not required.
7. Site and any street lighting design and plans assumed not required.
8. Public street improvements assumed not required.

9. SEPA assumed not required.
10. Off-site utility extensions are not included.
11. Research of as-built utilities limited to the extent necessary to accomplish the required plans.
12. Services for bidding and construction phase are not included at this time.

FEE

For Tasks 1-4, Robertson Engineering, PC proposes to be compensated on a time and materials basis per our standard rates with a not to-exceed fee limit of \$7,000.

- This fee limit includes lump sum services for the archaeological subconsultant at cost without mark-up (\$850).
- All reproduction expenses will be billed as a reimbursable expenses at cost without mark-up. The fee stated above includes a \$200 allowance.

For the Optional Task (SEPA), Robertson Engineering, PC proposes to be compensated on a time and materials basis per our standard rates with a not to-exceed fee limit of \$2,500.

TERMS OF THE AGREEMENT

Changes to the scope of services or project assumptions that result in significant revisions to our work will be considered additional services. The fee for additional services will be discussed and mutually agreed upon by the client and Robertson Engineering, PC prior to performing those services.

Robertson Engineering will invoice on a monthly basis, with payment due within 30 days. Amounts past due will be subject to interest charges (1% monthly).

If you agree with this proposal, please sign on the space provided and return or email the signed copy to Robertson Engineering. We will begin work immediately upon receipt.

AUTHORIZATION

BY: _____

TITLE: _____

DATE: _____