

CITY COUNCIL AGENDA ITEM COVER SHEET

Category: Consent Agenda
Meeting: City Council - Jan 12 2026
Presenter: Paul Bucich, Public Works Director
Previous Dates: 12/08/2025

Subject: **Flaura's Acres Design Contract**

Attachments: [Att 1 - Professional Services Contract for Flaura's Acres Design](#)

REVIEWED BY:

Name:	Date Approved:
Matthew Huish, City Manager	January 8, 2026
Sue Hagener, Finance Director	January 7, 2026
Kristina Nelson-Gross, City Attorney	January 7, 2026
Heather Robley, City Clerk	January 7, 2026

EXECUTIVE SUMMARY:

The City of Sequim has received funding from multiple funding sources for the design and construction of sewer, water, and street infrastructure located within the Flaura's Acres development. Public Works is recommending that the City enter into a Professional Services Contract with United Engineering to complete the design of this project.

BACKGROUND, ANALYSIS, DISCUSSION:

Flaura's Acres is a Homeowners Association (HOA) located in an island of unincorporated Clallam County within the jurisdictional boundaries of Sequim. A deteriorating on-site septic system and aging water system operated by the HOA put the HOA at risk of system de-certification; they also lack adequate fire pressure and operating personnel. An engineering report and the Washington Department of Health recommended a connection to the City's sewer and water systems, which the City is undertaking with funding from the Departments of Health and Ecology. Additionally, the City has received grant funding to construct curb/gutter/sidewalk/streetlights on the inside of the looped roadway through the development.

A Request for Qualifications (RFQ) was advertised in November 2025 for professional services to complete the design of the sewer, water, and street infrastructure needed to support Flaura's Acres. United Engineering was the only firm to submit a Statement of Qualifications (SOQ) in response to the RFQ. As United Engineering had previously completed the preliminary design for the sanitary

sewer project utilized for the funding application, Staff are confident that United Engineering is qualified to complete the remainder of the design components.

The City of Sequim, Clallam County, and Flaura's Acres HOA intend to pursue annexation into the City of Sequim concurrently with the design and construction of the sewer system, water services, and street upgrades to City standards.

FINANCIAL IMPLICATIONS:

The design is expected to cost \$77,696.00 and is funded by the Department of Ecology Forgivable Loan (Sewer), Department of Health Grant (Water), and Department of Commerce Grant (Streets) as identified by proportion in each funding agreement.

RECOMMENDED ACTION:

Staff recommend that the City Council award the Contract to United Engineering for Flaura's Acres Design in the amount of \$77,696.00 with a 10% contingency for a total of \$85,465.60 and authorize the City Manager to enter into the Professional Services Contract.

A public hearing is required for this item. is not required for this item.

MOTION:

If approved as part of the Consent Agenda, no further action is needed; this effectively represents unanimous approval to award the contract to United Engineering in the amount of \$77,696.00 with a 10% contingency for a total of \$85,465.60 and authorize the City Manager to enter into the Professional Services Contract.

If removed from the Consent Agenda, the following motion may be used:

I move to award the contract to United Engineering in the amount of \$77,696.00 with a 10% contingency for a total of \$85,465.60 and authorize the City Manager to enter into the Professional Services Contract.

PROFESSIONAL SERVICES CONTRACT
FOR
 ARCHITECT/LANDSCAPE ARCHITECT – ENGINEER – SURVEYOR SERVICES
(RCW CHAPTER 39.80)

I. Contract #PWP-172NC Design	II. Brief Description: Flaura’s Acres Design III. Expiration Date: May 1, 2026
CONSULTANT United Engineering, Inc PO Box 45 Sequim, WA 98382 Contact: Zachary Slota, PE Phone: 360-912-5191 Email: zachary@gounitedengineering.com	CITY OF SEQUIM – Department: Public Works Contact: Nick Dostie 152 West Cedar Street Sequim WA 98382 Phone: 360-582-2474 Email: ndostie@sequimwa.gov

THIS CONTRACT is made and entered into on the Effective Date below, by and between the City of Sequim, a Municipal Corporation of the State of Washington (“City”), and United Engineering, Inc. (“Consultant”), collectively the “Parties”.

RECITALS

WHEREAS, in accordance with the Qualifications-Based Selection (QBS) process required by RCW 39.80, City reviewed the qualifications of the firms and individuals who timely responded to a published and posted RFQ and compared their qualifications to the City’s needs; and

WHEREAS, upon completion of its QBS process the City determined that the undersigned Consultant is highly qualified to render the professional services desired by the City; and

WHEREAS, Consultant agrees to render the professional services set forth in this Contract and described more specifically in Appendix A;

NOW, THEREFORE, in consideration of the foregoing and of the mutual promises hereinafter expressed and intending to be bound hereby, the Parties mutually agree as follows:

1. SCOPE OF SERVICES; CHANGES TO SCOPE: In exchange for the compensation paid by City under this Contract, Consultant agrees to provide the professional services and deliverables specified in Appendix A, attached and incorporated into this Contract, before the end of the Contract Term and any mutually agreed extensions.

If any amendment or cumulation of amendments to this Contract is proposed that will exceed the total compensation allowed under this Contract, plus any contingency, those amendment(s) must be approved by the City Council, regardless of whether the initial contract or amendment(s) fell within the City Manager’s signing authority.

Substantial changes to the scope of services described in this Contract or in the solicitation that resulted in award of this Contract must be reviewed by the City for determination of whether the change warrants that the work be awarded as a new separate contract. The body that makes this determination will depend on the amount of the revised total compensation. Changes in scope that raise the proposed compensation above the City Manager's signing authority must be approved by Council.

2. COMPENSATION: Consultant will be compensated for actual expenses, not to exceed \$77,696.00 at the billing rates listed in Appendix B, attached and incorporated into this Contract. Consultant may submit an invoice for payment no more frequently than once per month. Invoices must specify names of key personnel, number of hours worked by task, and receipts for other actual expenses incurred, such as for materials and travel.

3. PREPAYMENT: City will not make any advance payments before performance by Consultant under this Contract.

4. PAYMENT OF TAXES BY THE CITY: Any applicable sales tax is included in the Contract price.

5. CONTRACT TERM: The Contract Term begins on Effective Date below and ends no later than 5/1/2026 The Contract Term may be extended by written amendment executed by both Parties. See ¶6.

6. EXTENSION; RENEWAL: This Contract will not automatically extend beyond the expiration of the Contract Term. If City desires to extend, City will notify Consultant prior to the scheduled expiration of the Contract Term. Failure to provide such notice before the expiration date does not prohibit the Parties from negotiating an extension. This Contract was awarded after a qualifications-based solicitation process and is therefore not eligible for renewal. However, nothing in this section prohibits the Parties from executing a new contract based on a future solicitation process.

7. TERMINATION OF CONTRACT: This Contract may be terminated, without cause, by either Party at any time with a minimum of 14 calendar days' prior written notice to the other party. In addition to the rights and remedies under this Contract, the City retains the right to seek any other rights and remedies provided by law. The City also retains the right to include in the termination notice a direction that Consultant cease performing any services during the 14-day notice period. Consultant is entitled to payment for any services rendered prior to (a) the termination date, or (b) the date of receipt of notice to cease services, whichever occurs sooner.

8. FORCE MAJEURE: Consultant is not responsible for delay or default caused by fire, flood, riot, acts of God, or war if the event is beyond Consultant's reasonable control and Consultant gives notice to City immediately upon occurrence of the event causing the delay or default or that is reasonably expected to cause a delay or default.

9. INDEPENDENT ENTITY: Consultant is an independent entity under this Contract and is not a City employee for any purpose. All personnel rendering services are, for all purposes, Consultant's employees. Consultant retains sole discretion in the manner and means of carrying out Consultant's activities and responsibilities under this Contract, except to the extent specified in this Contract.

10. BUSINESS LICENSE: City requires Consultant to have a current Washington state business license with City of Sequim endorsement before execution of this Contract or, by mutual agreement when time is of the essence, after execution but before any compensation is paid. The City will verify Consultant's business license status before execution of this Contract. Allowing a business license to be suspended or to lapse during the Contract term will be considered a breach. Business licenses are obtained and renewed

through the State of Washington Department of Revenue: <https://dor.wa.gov/manage-business/city-license-endorsements/sequim>

11. WORK PRODUCT, EQUIPMENT, AND MATERIALS: All work product, equipment, or materials created or purchased under this Contract belong to City and must be delivered to City at City's request upon termination of this Contract. Consultant agrees that all materials prepared under this Contract are "works for hire" within the meaning of U.S. copyright law and assigns City all rights and interests Consultant may have in the materials it prepares under this Contract, including any right to derivative use of the material. Consultant will execute all necessary documents to enable City to protect its rights under this section.

12. SPOILIATION; NOTICE OF POTENTIAL CLAIMS: Consultant must promptly notify City of all potential claims that arise or result from this Contract. Consultant must also take all objectively reasonable steps to preserve all physical evidence and information that may be relevant to the circumstances surrounding a potential claim, while maintaining public safety. Consultant also grants City the opportunity to review and inspect the evidence, including the scene of an accident. Notwithstanding the foregoing, the rights and obligations above do not apply in circumstances where Consultant and City are opposing parties to a legal matter, and such notification and access would be contrary to the interests of either party in the legal proceedings.

13. APPLICABLE LAW AND VENUE: This Contract is governed by and construed in accordance with the laws of the State of Washington without regard to conflict of laws provisions. Any action to enforce the terms of this Contract must be adjudicated exclusively in Clallam County.

14. ALTERNATIVE DISPUTE RESOLUTION; JURY TRIAL: City does not agree to any form of binding arbitration, mediation, or other forms of mandatory alternative dispute resolution. The Parties may enforce their rights and remedies in judicial proceedings. City does not waive any right to a jury trial. However, the Parties agree to attempt to mediate in good faith before any litigation is commenced.

15. NONDISCRIMINATION AND COMPLIANCE WITH LAWS: Consultant agrees to comply with all laws, rules, and policies, including those relating to nondiscrimination, accessibility and civil rights. Consultant agrees to timely file all required reports, make required payroll deductions, and timely pay all taxes and premiums owed, including sales and use taxes and unemployment compensation and workers' compensation premiums. Consultant must have and keep current at all times during the term of this Contract all licenses and permits required by law.

16. INDEMNITY AND HOLD HARMLESS; RCW TITLE 51 PROVISIONS: To the fullest extent of the law, Consultant and City agree to defend, indemnify, and hold the other harmless, and their respective officers, employees, agents, and representatives, from and against liability for all claims, losses, damages, and expenses, including reasonable attorneys' fees, to the extent such claims, losses, damages, or expenses are caused by the indemnifying Party's acts, errors, or omissions. Consultant must promptly pay any judgment rendered against the City or any City personnel for any such claims or liabilities.

If claims, losses, damages, or expenses are caused by the joint or concurrent negligence of Consultant and City, each Party is responsible and liable in proportion to its own negligence.

If a court of competent jurisdiction determines that Consultant's services are covered under RCW 4.24.115, Consultant's obligation to defend, indemnify, and hold harmless is only to the extent of Consultant's negligence.

It is specifically and expressly understood that this indemnification constitutes Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, as to the City only for the purposes of this indemnification. Waiver of Title 51 immunity allows Consultant's employees to sue Consultant, along with any other potentially liable parties, for injuries they incur on the City's premises during performance of this Contract. This waiver has been mutually negotiated and agreed to by both Parties as signified by their initials here: **ZNS Consultant Authorized City Official.**

No employees. If this box is checked, by executing this Contract Consultant is certifying under penalty of perjury under Washington state law that Consultant is a sole proprietor and currently has no employees. Consultant further certifies that any future employee(s) hired during the pendency of this Contract are prohibited from performing any aspect of this Contract unless and until the Parties have executed an amendment to this Contract that includes a Title 51 Waiver of Industrial Insurance.

17. INSURANCE: Consultant must obtain and maintain without interruption insurance of the types required below and, if available under the insurance type, must name the City as an additional insured in a form acceptable to the City Attorney. The insurance, its scope of coverage, and limits must not be construed to limit the Consultant's liability to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage must be at least as broad as Insurance Services Office (ISO) form CA 00 01. If necessary, the policy will be endorsed to provide contractual liability coverage. The minimum combined single limit for bodily injury and property damage must be \$1,000,000 per accident.

Commercial General Liability insurance must be written on a form at least as broad as ISO occurrence form CG 00 01 and cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability Insurance must be endorsed to provide a per project general aggregate limit, using ISO form CG 25 03 05 09 or an endorsement providing at least as broad coverage. The City must be named as an additional insured under Consultant's Commercial General Liability insurance policy with respect to the work performed for City using ISO additional insured endorsement CG 20 10 01 and CG 20 37 10 01 or substitute endorsements providing equivalent coverage. The minimum limits must be no less than \$2,000,000 for each occurrence, \$3,000,000 general aggregate, and a \$2,000,000 products-completed operations aggregate limit.

Excess or Umbrella Liability insurance must have limits of not less than \$5,000,000 per occurrence and annual aggregate. The Excess or Umbrella Liability requirement and limits may be satisfied instead through the Consultant's Commercial General Liability and Automobile Liability insurance, or any combination thereof that achieves the overall required limits. Excess or Umbrella Liability insurance is excess over and at least as broad in coverage as the Consultant's Commercial General Liability and Automobile Liability insurance. The Excess or Umbrella insurance coverage will drop down when underlying policy aggregate limits are exhausted.

Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

Professional Liability/Errors & Omissions insurance appropriate to the Consultant's profession in the amount of \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

Insurance certificates and endorsements must be sent via mail or email from Consultant's insurance broker/agent to the City. Additional Insured Endorsements must not (i) exclude "contractual liability"; (ii) restrict coverage to the "sole" liability of the Consultant; (iii) exclude "third-party-over-actions"; or (iv) contain any other exclusions contrary to this Contract. Consultant's Automobile Liability and Commercial General Liability insurance policies must contain or be endorsed to contain that they are primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City is excess of the Consultant's insurance and does not contribute with it.

If Consultant maintains higher insurance limits than the minimums shown above, the City must be insured for the full available limits maintained by Consultant, regardless of whether such limits are greater than those required by this Contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by Consultant.

Consultant must provide the City with written notice of any policy cancellation within two business days of Consultant's receipt of such notice. Consultant's failure to maintain the required insurance constitutes a material breach of this Contract. If there is such a breach, the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate this Contract. In the alternative, at its discretion the City may obtain or renew such insurance and pay the premiums due. Any money spent in this circumstance must be repaid to the City on demand or the City may exercise its sole discretion to offset such amounts against funds due to the Consultant.

18. ASSIGNMENT; SUBCONTRACTS; AUTHORITY: Consultant may not assign, subcontract, or otherwise transfer or delegate any rights or duties without City's express written consent. Consultant is solely responsible for the performance of the services specified in Appendix A. Consultant does not have authority to contract for or incur obligations on City's behalf.

19. ENTIRE CONTRACT; MODIFICATIONS: This Contract constitutes the entire contract between the Parties. There are no understandings, agreements, or representations, oral or written, not specified within this Contract. This Contract may not be modified, supplemented, or amended in any manner except in writing signed by both Parties.

20. SEVERABILITY; FRUSTRATION OF PURPOSE: If any provision of this Contract is declared by a court having jurisdiction to be illegal or unenforceable, the validity of the remaining provisions is unaffected, and, if possible, the rights and obligations of the Parties are to be construed and enforced as if the Contract did not contain that provision.

After Contract execution, if a principal purpose of this Contract is found to be substantially frustrated without the fault of the Party invoking this clause, due to the occurrence of an event whose non-occurrence was a basic assumption on which this Contract was made, such Party may be discharged from future performance obligations. This clause does not apply if the frustrating event was foreseeable and the risk was allocated by the terms of this Contract or if the frustration is merely due to a loss of profitability or minor inconvenience. For purposes of this section, "frustration of purpose" means that the frustrated purpose essentially renders the reason for entering into the Contract meaningless.

21. CONFIDENTIALITY; PROPRIETARY MATERIAL: Consultant must not use or disclose any information it receives from City under this Contract that City has previously identified as confidential or exempt from public disclosure except as necessary to carry out the purposes of this Contract or as authorized in advance by City in writing. City must not disclose any information it receives from Consultant that Consultant has previously identified as confidential or proprietary in the manner described below, and that City determines in its sole discretion is protected from mandatory public disclosure under a specific

exception to the Public Records Act, RCW 42.56. The Parties' duty to maintain confidentiality of information under this section continues beyond the term of this Contract.

If Consultant shares any material with the City that Consultant believes is its own confidential or proprietary material and not subject to any disclosure laws that bind the City, that material must be provided to the City in duplicate, with one copy redacted and the other not redacted, along with a written explanation of Consultant's legal basis for exempting the material from potential public disclosure.

22. SURVIVAL OF CERTAIN PROVISIONS: The provisions of this Contract and any appendix, attachment, or exhibit that by reasonable implication contemplate continued performance, rights, or compliance beyond expiration or termination of the Contract, survive the Contract and will continue to be enforceable. Without limiting the generality of this provision, the Consultant's obligations to provide insurance and to indemnify the City will survive for a period equal to any and all relevant statutes of limitation, plus the time necessary to fully resolve any claims, matters, or actions begun within that period.

23. NOTICES: All formal notices required to be given under this Contract must be (1) personally delivered to the service address below, or (2) mailed by certified mail, return receipt requested. If mailed, delivery is deemed to have occurred three business days after the notice is deposited in the U.S. Postal Service. The Parties' addresses for formal notice purposes are as follows unless an alternate address is later provided in writing:

TO CITY:	TO CONSULTANT:
City of Sequim Attn: City Clerk 152 West Cedar Street Sequim WA 98382 (360) 681-3428 With separate copy addressed to City Attorney. Certified mail is not required for attorney's copy.	United Engineering, Inc Attn: Zachary Slota, PE PO Box 45 Sequim WA 98382 360-912-5191

Each Party is responsible for timely notifying the other Party of any change in the above notice address or contact person.

This provision is not intended to apply to normal project communications, which may be conducted by telephone, email, in person, or through other mutually agreeable means of communication.

24. CITY AUDIT: All records, regardless of physical form, and the accounting practices and procedures of Consultant relevant to this Contract are subject to examination by the City or the City's designee. Consultant must maintain all such records for at least three years following completion of this contract and must coordinate with the City Clerk or designated Records Official prior to their disposal.

25. COMPLIANCE WITH RECORDS LAWS: Consultant understands that the City must disclose any non-exempt public record related to this Contract when required to do so pursuant to the Public Records Act or other lawful disclosure request, without regard to the location of the record or which Party possesses it. Records that Consultant has identified as confidential or proprietary (see ¶21) may be exempt from disclosure; however, the City's Public Records Officer (Clerk) makes the final decision on exempt status and will release all non-exempt records unless Consultant obtains a court order to the contrary within 30 calendar days of receiving notice from the City of the request for disclosure.

Consultant agrees to contact the City immediately upon receiving a request for documents related to this Contract and to comply with the City's instructions on how to respond to the request. If the City receives a request for records that Consultant has previously specifically identified as confidential or proprietary, the Clerk will provide Consultant with notice of the request so that Consultant can seek a court order preventing disclosure. The Clerk's notice to Consultant will be issued in compliance with the City's adopted public disclosure guidelines on third-party notice and not the Notice provisions in this Contract.

Consultant further agrees to retain all records related to this Contract for the required Washington State Archivist retention period (RCW 40.14), which can be obtained from the City Clerk, and which is no shorter than six years following completion or termination of this Contract. City and Consultant can, by mutual written agreement, transfer possession of all records to the City at any time within the retention period. Consultant must not delete or destroy any potential public record without first consulting with the City Clerk and documenting the destruction as required by the Clerk.

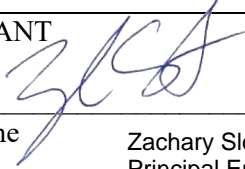
Consultant agrees to fully cooperate with City instructions and deadlines when responding to a records request. City agrees to reimburse Consultant for Consultant's time spent in collecting and reviewing records if Consultant expends more than four hours on the task and provides a detailed invoice of time and activity to City. The total amount the City will pay for Consultant's time spent on responding to a records request related to this Contract is \$500. ***This provision is subject to negotiation at the time of execution or in a future amendment, but unless an adjustment is agreed to in the initial or subsequent amendment(s), the \$500 cap remains in effect.***

26. TAXPAYER ID: Consultant's federal employer ID number is 83-3431125. City will require a completed and signed W-9 form prior to payment.

27. EFFECTIVENESS OF CONTRACT: This Contract is not effective until fully executed by the Parties.

[City Use Only] The **Effective Date** of this Contract is the ____ day of _____, 20__.

Persons executing this Contract warrant and represent that they are authorized to do so on behalf of their respective Party and are authorized to bind that Party to the terms and conditions of this Contract.

<p>CONSULTANT</p>  <hr/> <p>Printed Name Zachary Slota Title Principal Engineer Date of Signature: 12/29/2025</p> <p>(Remember to initial where indicated on previous pages)</p>	<p>CITY OF SEQUIM</p> <hr/> <p>Matthew B. Huish, City Manager Date of Signature: _____</p> <p>DEPARTMENT APPROVAL:</p> <hr/> <p>Paul A. Bucich, PW Director Date of Signature: _____</p> <p>Finance Director Review: <input type="checkbox"/></p> <p>APPROVED AS TO FORM:</p> <hr/> <p>Kristina Nelson-Gross, City Attorney Date of Signature: _____</p>
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APPENDIX A

SCOPE OF SERVICES

Kickoff and Coordination

- Task K1 — Kickoff Meeting: Hold meeting with City, United Engineering, and other interested stakeholders to confirm scope, file exchange, assumptions, milestones, review windows, and single points of contact.
- Task K2 — Data Transfer and Field Check: Obtain United Engineering files, City record drawings, and perform a field verification to confirm critical tie-ins and obvious conflicts.

30% Design Milestone

- Task 30.1 — Basis of Design and Assumptions: Prepare a concise Basis of Design memo that documents design criteria for sewer, looped water main (min 8"), pavement section for inside loop, and stormwater strategy consistent with SWMMWW.
- Task 30.2 — Concept Layouts: Produce concept plan sheets showing proposed sewer routing, water loop alignment and preliminary profiles, roadway footprint (inside of loop), and conceptual stormwater conveyance/treatment areas.
- Task 30.3 — Preliminary Hydraulic Checks: Run screening-level hydraulic checks for water system pressures/flows and sewer capacities to confirm feasibility of proposed alignments.
- Task 30.4 — Preliminary Cost Estimate and Risk Log: Provide order-of-magnitude construction cost and identify top project risks and mitigation strategies.
- Task 30.5 — Coordination and Review: Submit 30% package and hold a review meeting with City and United Engineering to capture comments and confirm path forward.

60% Design Milestone

- Task 60.1 — Refined Layouts and Profiles: Develop refined plan/profile sheets with finalized horizontal alignments, vertical profiles for sewer and water, service/lateral approximate locations, and roadway typical sections for the inside loop.
- Task 60.2 — Stormwater Design Development: Complete hydrology/hydraulic calculations and sizing for conveyance and treatment consistent with SWMMWW; define BMP locations and temporary ESC measures.
- Task 60.3 — Technical Specifications Draft: Prepare draft technical specification sections covering water, sewer, stormwater, pavement, erosion control, and utility decommissioning requirements.
- Task 60.4 — Updated Cost Estimate and Constructability Review: Produce an updated engineer's estimate and perform constructability review to identify staging, traffic control, and utility conflict resolutions.
- Task 60.5 — Coordination and Comment Resolution: Provide 60% package to City and United Engineering, compile comments, and log required design changes. Hold a milestone review meeting.

90% Design Milestone

- Task 90.1 — Complete Design Documentation: Finalize plan sheets with all details (typical details, erosion control, sequencing, utility abandonment notes) and complete plan/profile coordination across disciplines.
- Task 90.2 — Final Technical Calculations and Reports: Complete and finalize hydraulic calculations, stormwater report, and any required technical appendices for permits and funding compliance.

- Task 90.3 — Spec and Bid Document Draft: Produce near-final technical specifications, special provisions, draft bid schedule, and quantity takeoffs.
- Task 90.4 — QA/QC and Internal Review: Conduct full QA/QC review and resolve outstanding issues.
- Task 90.5 — Stakeholder Review Meeting: Deliver 90% package, host review session with City and United Engineering, and document any final clarifications or edits required before finalization.

Final Documents / Bid-Ready Package

- Task F1 — Incorporate 90% Comments and Finalize: Integrate all review comments, finalize plans, specifications, special provisions, and contract quantities.
- Task F2 — Final Engineer’s Estimate and Bid Documents: Issue final engineer’s estimate, complete bid proposal forms, bid schedule, and prepare addenda templates.
- Task F3 — Production and Handover: Produce final electronic PDF plan set and specification book formatted for City advertisement; provide editable CAD/DWG and quantity spreadsheets if requested.
- Task F4 — Bid Support Preparation: Prepare a bidder Q&A plan and designate contact for addenda and clarification during advertisement period (construction phase services optional and to be negotiated).

APPENDIX B

HOURLY RATES OF PAY BY TASK

12/4/2025	United Engineering, Inc. Flaura's Acres Project Scope of Work/Budget		
	Principal Engineer	Technical Assistant	Outside Cost
	\$ 206.00	\$ 130.00	
Soil Investigation			
Infiltration Testing	4	10	
Lab Testing/Equipment			\$ 1,000.00
	\$ 824.00	\$ 1,300.00	
Construction Plans			
Demo Plan	20		
Construction SWPPP/TESC	20		
Water System Design	40		
Sewer System Design	16		
Grading/Roadways Design	40		
Stormwater Design/Report	48		
Specifications/Bid Documents	40		
Review Revisions	40		
	\$ 54,384.00	\$ -	
Project Administration			
Administrative, Meetings, Site Visits, Contingency	58		
	\$ 11,948.00		
Bid Phase Support			
RFI Response, Addenda preparation, Revisions	40		
	\$ 8,240.00	\$ -	
	\$ 75,396.00	\$ 1,300.00	\$ 1,000.00
	Total		\$ 77,696.00