

On-Call General Civil Engineering Support
Contact #2025-42
Task Order #1

Consultant Name:	Osborn Consulting, Inc.
Task Order Name:	Miller Street Storm Line Replacement Design
Original Contract Amount:	\$100,000.00
Previous Contract Amendment(s) Total Amounts:	n/a
New Contract Total:	\$100,000.00
Contract Task Order #1 Estimated Amount:	\$79,330.00
Contract Funds Not Yet Expended:	\$20,670.00
Original Contract Date:	6/16/2025
New Contract Completion Date:	n/a
Contract Change or Amendment Required	No

Reason for Contract Task Order #1:

- This Task Order authorizes Osborn Consulting to provide engineering design services for the Miller Street Improvement Project, including project management, utility coordination, and preparation of 60%, 90%, and bid-ready design documents. The purpose of this task order is to advance the project from concept through final design and prepare plans, specifications, and estimates suitable for public bidding.

Description of Work included in Contract Task Order #1:

- Under this Task Order, Osborn Consulting will provide professional engineering services to support the Miller Street Storm Replacement Project through project management and final design phases.
- Project management tasks will include status reporting, task order management, and ongoing coordination with the City Project Manager to ensure efficient communication, progress tracking, and timely deliverables.
- Final design services will advance the project through the 60%, 90%, and bid document stages. Work at the 60% design level will include conducting a site visit, performing utility coordination, preparing engineering drawings, developing a list of special provisions, producing an engineer's estimate, and drafting the Technical Information Report (TIR).
- At the 90% design level, Osborn will facilitate a comment resolution meeting, complete associated comment responses, continue utility coordination, update

drawings, refine the engineer's estimate, update special provisions, and finalize the Technical Information Report (TIR).

- Finally, during the bid document phase, the Consultant will conduct a comment resolution meeting, prepare stamped and signed drawings, and compile the special provisions and specification package to complete the bid-ready deliverables.

All other terms of the contract remain the same.

The City of Duvall hereby accepts the above-described Task Order and authorizes the performance of the changes specified. This instrument constitutes allowed use of the Contract as provided for.

	City of Duvall	Contractor	
Recommended By:	 _____ Steven Leniszewski Public Works Director	 <small>Laura Ruppert (Oct 31, 2025 13:37:25 PDT)</small> _____ Authorized Representative	31/10/2025 _____ Date
		Firm Name:	<u>Osborn Consulting, Inc.</u> 1800 112 th Ave NE Suite 220E
		Address:	<u>Bellevue, WA</u>

EXHIBIT A

SCOPE OF WORK

Project:	Duvall Stormwater Services On-Call - TO 01 NE Miller Street Conveyance
Consultant:	Osborn Consulting, Inc.
Contract Number:	C2025-45

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BACKGROUND

The City of Duvall (City) is modifying an existing stormwater pipe along NE Miller Street that discharges to Coe Clemons Creek (a tributary to Snoqualmie River). The project proposes to address reports of flooding and ponding water along the north side of NE Miller St. Open grate stormwater structures are proposed to collect roadway runoff and the existing stormwater pipe will be relocated to the existing edge of pavement. The relocated pipe will be connected to an existing downstream pipe upstream of the outfall to Coe Clemons Creek.

The purpose of this task order is to develop and progress the design through bid ready plans, specifications, and cost estimates (PS&E).

SCOPE OF WORK

The following sections outline the Consultant scope of work for the task order.

Task 1 Project Management

This task covers the management, administration, and coordination of the work by the Consultant including project management, preparation of monthly invoices, and overall coordination with the City.

Assumptions

- The duration of the task order will be six (6) months.
- All submittals will be made electronically. No hard copies to be provided.

Subtask 1.1 Status Reporting

Monthly invoices will be prepared by the Consultant per City requirements for work activities for the prior month. Invoices will include back-up material for all expenses and the City voucher.

The invoices will be submitted electronically with attached monthly status reports describing the following:

- Services completed during the month.
- Financial status summary.

Client Responsibility

- Review and processing of monthly invoices.

Assumptions

- Total of six (6) invoices will be prepared for the duration of the task order.
- The budget for this task order will be managed at the task level.

Deliverables

- Monthly invoices.

Subtask 1.2 Task Order Management

The Consultant Project Manager will be responsible for the task order set up and close out, management of the Consultant team, and overall administration of the task order contract.

Subtask 1.3 Coordination with City Project Manager & Kick-Off Meeting

The Consultant will attend bi-weekly (every other week) conference call meetings with the City Project Manager for the duration of the task order to discuss progress, upcoming milestones, and action items.

Client Responsibility

- Attendance in conference call meetings.

Assumptions

- All meetings will be held virtually using Microsoft Teams, or similar platform.
- One Consultant staff member will attend up to twelve (12) meetings with the City Project Manager, lasting thirty (30) minutes each.

Task 2 Final Design

This task involves the design of a relocated stormwater conveyance system that will convey on-site and off-site runoff to an existing discharge location. This task will consist of progressing the design to bid ready documents.

This task is broken down into three subtasks; 60% Design, 90% PS&E, and Bid Ready Documents. Steps for each task are described below.

Client Responsibility

- The City will obtain any necessary rights of entry.
- The City will review and provide comments to the Consultant following all phases of design.
- The City will provide current versions of the City's Special Provisions.
- The City will provide utility coordination with telecommunication services. Water and sewer utilities are City owned, and any required coordination and relocations will be provided by the City.
- The City will provide construction management services.
- The City will provide a survey base map with control points developed under a separate contract (stamped PDF and AutoCAD survey files).
- The City will prepare a Critical Areas Report.
- The City will apply for a sensitive areas waiver and does not anticipate the need for environmental permitting.

Assumptions

- All submittals will be made electronically. No hard copies will be provided.
- The project will not trigger flow control or water quality requirements and is considered to be a Targeted Drainage Review. Development of a Full Drainage Review is not included in the scope.
- Any water quality treatment provided will be opportunity based.
- Relevant codes and current standards will be followed, including the City of Duvall Public Works Development Design Standards and the 2026 WSDOT Standard Plans and Specifications.
- The Consultant drafting standard will be followed for development of the plans.
- Construction support is not included in this task, however, may be performed as a future task under a separate contract.
- All existing data will be transferred to the Consultant in digital format from the City via SharePoint.
- No design for temporary drainage is assumed for this scope. The contractor will design and install temporary drainage systems for management of stormwater and dewatering flow during construction.
- The City will supply the Consultant with the current version of the City of Duvall's Special Provisions. The City will be responsible for the development of the Division 0 and Division 1 specifications.
- The stormwater design will be in accordance with the 2021 King County Surface Water Design Manual and the 2021 King County Stormwater Pollution Prevention Manual.
- The design drawings for this task will consist of the following (total of up to 15 sheets):

- Cover sheet (1 sheet)
- General Notes (1 sheets)
- Legend and Abbreviations (1 sheet)
- Horizontal Alignment and Survey Control Plan (up to 2 sheets)
- Erosion Control and Site Preparation Plan (up to 2 sheets)
- Erosion Control and Site Preparation Details (1 sheet)
- Storm Drainage Plan and Profile (up to 2 sheets)
- Storm Drainage Details (up to 2 sheets)
- Site Restoration Plan (up to 2 sheets)
- Site Restoration Details (1 sheet)
- City comments from each design phase to be incorporated into the following design phase.
- A 1-hr comment resolution meeting will be held at the beginning of the 90% and Bid Ready phases.
- For all deliverables, the City will provide consolidated review comments, screened for duplicates and conflicting edits.
- Minimal amount of comments is assumed to be incorporated into the bid documents following the 90% submittal review.
- Design and modifications to the existing stormwater elements east of the NE Miller Street right-of-way are not included in this scope of work.

Subtask 2.1 60% Design:

The task will include the identification of the primary project constraints, site visit, the development of the initial stormwater pipe alignment and approach, and the required utility coordination.

Deliverables

- Survey Request
- Site Visit (up to 4 hours in duration)
- 60% Design Drawings
- List of Special Provisions
- 60% Cost Estimate
- Draft Targeted Drainage Report

Subtask 2.2 90% PS&E:

This task will advance the design to 90% PS&E documents.

Deliverables

- 90% Design Drawings
- Draft Special Provisions
- 90% Cost Estimate

- 60% Comment Responses
- Final Targeted Drainage Report

Subtask 2.3 Bid Documents:

This task will focus on the development of bid ready documents. Deliverables will be stamped and signed by the Consultant.

Deliverables

- Design Drawings (stamped and signed)
- Special Provisions and Specification Package (stamped and signed)
- Cost Estimate
- 90% Design Review Meeting Minutes and Comment Responses

Project Title: City of Duvall On-Call Consulting Services - TO1 - Miller St Conveyance
Contract #: C2025-42
Amendment #:

TASK ID	SUB TASK ID	TASK DESCRIPTION	OSBORN CONSULTING							Task Estimated Cost	Total Est. Hours	% of Total Contract Value	
			Principal	Senior PM/QC	Project Engineer I	Engineer I	Design Technician I	Senior Project Accountant	Technical Editor				Expense
			\$ 310.00	\$ 282.00	\$ 190.00	\$ 123.00	\$ 118.00	\$ 174.00	\$ 155.00	1.00			
1		PROJECT MANAGEMENT											
	1.1	Status Reporting		6	6			12			\$ 4,920.00		
	1.2	Task Order Management	2	6	6			2			\$ 3,800.00		
	1.3	Coordination with City Project Manager		2	12						\$ 2,844.00		
		SUBTOTAL	2	14	24	0	0	14	0	\$ -	\$ 11,564.00	54	14.6%
2		FINAL DESIGN											
	2.1	60% Design									\$ -		
		Site Visit			4	4					\$ 1,252.00		
		Utility Coordination			10	4							
		Drawings	2	8	16	28	40				\$ 14,080.00		
		List of Special Provisions		2	8						\$ 2,084.00		
		Estimate		4	6	8					\$ 3,252.00		
		Draft TIR	2	6	24	32			8		\$ 12,048.00		
	2.2	90% Design									\$ -		
		Comment Resolution Meeting & Comment Responses			2	2					\$ 626.00		
		Utility Coordination			8	4					\$ 2,012.00		
		Drawings	2	2	8	16	20				\$ 7,032.00		
		Estimate		2	4	8					\$ 2,308.00		
		Special Provisions	2	4	8				8		\$ 4,508.00		
		Final TIR	2	4	10	20			4		\$ 6,728.00		
	2.3	Bid Documents (includes comment resolution meeting)									\$ -		
		Comment Resolution Meeting & Comment Responses			2	2					\$ 626.00		
		Drawings (stamped and signed)		2	8	6	6				\$ 3,530.00		
		Special Provisions and Specification Package		4	8				8		\$ 3,888.00		
		Estimate		1	2	6					\$ 1,400.00		
											\$ -		
		SUBTOTAL	10	39	128	140	66	0	28	\$ -	\$ 67,766.00	411	85.4%
		TOTAL ESTIMATE FOR ALL TASKS (hrs)	12	53	152	140	66	14	28		465	465	hours
		TOTAL ESTIMATE FOR ALL TASKS (\$)	\$ 3,720	\$ 14,946	\$ 28,880	\$ 17,220	\$ 7,788	\$ 2,436	\$ 4,340	\$ -	\$ 79,330.00		fee est.

	Fee	Hours	% Total
LABOR ESTIMATE			
OSBORN CONSULTING	\$ 79,330.00		100%
TOTAL ESTIMATE	\$ 79,330.00		100.0%







City of Duvall TO1 - Miller Street Drain

Final Audit Report

2025-10-31

Created:	2025-10-30
By:	Paige Doebrich (paigev@osbornconsulting.com)
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