

**AMENDMENT NO. 19
TO
CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES**

THIS AMENDMENT, by and between the City of Okanogan, Washington, hereinafter referred to as the Agency, and Gray & Osborne, Inc., hereinafter referred to as the Engineer, hereby modifies the contract for engineering services dated (by Agency) July 16, 2013, for additional services related to the Agency's On-Call Engineering Services.

Lead Service Line Inventory Assistance

See attached Exhibits A and B for scope and fee. The total estimated engineering cost to provide these services is \$17,800 as shown on Exhibit B.

IN WITNESS WHEREOF, the parties hereto have executed, or cause to be executed by their duly authorized officials, this AMENDMENT to the Contract for Engineering Services in duplicate on the respective dates indicated below.

GRAY & OSBORNE, INC.

CITY OF OKANOGAN

By: 
(Signature)

By: _____
(Signature)

Name: Michael B. Johnson, P.E., President
GRAY & OSBORNE, INC.

Name: _____
(Print)

Date: 2/28/24

Date: _____

"Equal Opportunity/Affirmative Action Employer"

EXHIBIT A

SCOPE OF WORK

CITY OF OKANOGAN LEAD SERVICE LINE INVENTORY ASSISTANCE

The EPA issued a Lead and Copper Rule Revision that went into effect on December 16, 2021. As part of this ruling, jurisdictions are required to prepare an inventory that classifies both the public and private portions of water service lines as:

- Lead
- Galvanized requiring replacement
- Non-lead
- Lead status unknown

Other required information includes addresses and the basis of how the material was classified (historical record, install date, service size (i.e., > 4-inch), or field inspection). This inventory is due to the Washington State Department of Health (DOH) by October 16, 2024. In addition, any person served by a “lead,” “galvanized requiring replacement,” or “lead status unknown” type of service has to be notified within 30 days of completing the inventory.

In light of this requirement, Gray & Osborne offers the following scope to assist the City in preparing the initial inventory and in providing information needed for property owner notification. It should be noted that the following efforts provide a preliminary inventory and assistance in preparing documents for future field inspections. This scope does not include doing actual field investigations or anything beyond working with existing GIS-based data or historical City documents. The costs associated with these tasks is provided in Exhibit B.

SCOPE OF WORK

Task 1 – Project Management

Services shall include overall project management and oversight of the project work by the Project Manager. This shall include:

- A. Overall project management and oversight of the work;
- B. Coordination of the project with the City;
- C. Procurement of sufficient staff resources to dedicate to the project;
- D. Management and control of project budget and schedule;
- E. Management of monthly progress reports and invoices.

Task 2 – Historical Research

- A. Since the use of lead services was banned in the U.S in 1986, DOH allows a utility to designate any structure newer than 1986 as not having a lead service. Gray & Osborne will first work with City staff who will provide Gray & Osborne a database (in Excel or similar format) that consists of a list of meters and their install dates. This information will be tied to the City's existing meter information in CAD/GIS, if available, so as to graphically determine which properties may potentially have service lines older than 1986.
- B. If there are remaining serviced properties without install dates, Gray & Osborne will work under the assumption that any structure built after 1986 does not have a lead service. To determine which homes are newer than 1986, Gray & Osborne will obtain electronic County assessor's information listing the year structures were constructed for each developed parcel within the City.
- C. In addition, Gray & Osborne will work with City staff to determine where recent water main projects have occurred to rule out the possibility of the public portion of these water service lines containing lead. Additional water service maintenance records or development record drawings may be available from City staff. This data, as it pertains to the material of the service line, will be collected and incorporated into GIS as necessary. This scope assumes a maximum of 16 hours related to incorporating existing City water related data into GIS. Any hours needed beyond this will require an amendment to this Contract.

Task 3 – Prepare Initial Inventory/Base Map

- A. The past water meter data and/or assessor's data information collected in Task 2 will be incorporated into GIS to prepare a base map that will visually demonstrate which parcels have the potential to have lead services both on the public and private side. This map may serve as an aid for City staff to determine where further investigation may be necessary (i.e., field investigation and/or further documentation research). Within GIS, attributes will be added to the data to document how the service material was classified (historical record, install date, service size (i.e., > 4-inch), or field inspection).
- B. Some of the City's current meter location data is in AutoCAD format. It is intended that Gray & Osborne will convert this information into GIS format and provide a water meter layer utilizing a symbol to visually demonstrate the status of knowing whether the potential for lead line exists on both the public and private side of the meter. This scope does not intend for service lines to be drawn in GIS, only the meter symbols will be used to signify service status where their location is known. The meter layer will contain a field to help inventory the known status of the

pipe material per the EPA's four designations ("lead," "galvanized requiring replacement," "lead status unknown," or "non-lead").

Task 4 – Prepare Initial Excel-based Inventory and Memorandum

- A. The previous City and/or assessor's data will be attached to County parcel information within GIS which will then be exported into an Excel file to serve as the basis for an initial lead service inventory. This inventory will provide the parcel owner and mailing address which City staff may utilize to notify those customers that have a "lead," "galvanized requiring replacement," or "lead status unknown" classification for their water service.
- B. In addition, a short memorandum will be prepared to describe the process on how this initial inventory was compiled. If necessary, Gray & Osborne staff can assist City staff with a presentation to the City Council.

Task 5 – Provide Notification Letters

- A. Once the inventory list is created, the City is required to notify property owners if their service lines were determined to be classified as "lead," "galvanized requiring replacement," or "lead status unknown" within 30 days of completing the inventory. Gray & Osborne will prepare a letter of notification template for the City to mail out. This letter will contain a self-reporting form for property owners to report their service line material to the City. It is intended that City staff will be responsible for preparing the individual letters and tabulating responses.

Task 6 – Provide Randomized List

- A. With the remaining properties listed as having an "unknown" material status for their water service line, Gray & Osborne will utilize DOH's recommendation on how to prepare a list of services which will be inspected in the field. Using Excel, properties with an unknown service line material will be selected randomly so as to provide a proper statistical analysis of service lines throughout the City. The number of properties to be inspected will be based upon the number of service lines found to be unknown.

DELIVERABLES

The following deliverables shall be provided to the City, as noted below, for review and approval:

- Preliminary base map in GIS and PDF format indicating lead status of various service line elements.
- Inventory database on lead status for the public and private side service lines in Excel format.

- Memorandum describing the process for determination of lead status.
- Notification letter template to notify property owners if their lead status was determined to be classified as “lead,” “galvanized requiring replacement,” or “lead status unknown.”
- Randomized list for statistical evaluation of properties with an “unknown” material status.

CITY SUPPLIED SERVICES

The following will be supplied by the City:

1. Information related to last known service line replacement date and material used.
2. Information related to date of construction for structures served by the City’s water system.
3. List of historical records of water system improvement projects. It is assumed that a majority of this information is already available to Gray & Osborne from previous work completed for the City.
4. Tabulated results of self-reported service line material reports.

SERVICES NOT INCLUDED

The following services are not included in this contract. If desired by the City, they will be added under a future agreement.

- Field investigation/excavation to determine service line material type.

BUDGET

The maximum amount payable to the Engineer for completion of all work associated with this Scope of Work, including contingencies, salaries, overhead, direct non-salary costs, and net fee shall be as shown in the attached Exhibit B. This amount shall not be exceeded without prior written authorization of the City.

EXHIBIT B

ENGINEERING SERVICES SCOPE AND ESTIMATED COST

City of Okanogan - Lead Service Line Inventory Assistance

Tasks	Project Manager Hours	Engineer-In- Training Hours	AutoCAD/ GIS Tech./ Eng. Intern Hours
1 Project Management	8		
2 Historical Research		8	10
3 Prepare Initial Inventory/Base Map	4	16	44
4 Prepare Initial Inventory and Memo	4	8	4
5 Provide Notification Letters	1	2	
6 Provide Randomized List	1	2	2
Hour Estimate:	18	36	60
Fully Burdened Billing Rate Range:*	\$150 to \$245	\$100 to \$180	\$65 to \$175
Estimated Fully Burdened Billing Rate:*	\$195	\$155	\$140
Fully Burdened Labor Cost:	\$3,510	\$5,580	\$8,400

Total Fully Burdened Labor Cost: \$ 17,490

Direct Non-Salary Cost:

Mileage & Expenses (Mileage @ current IRS rate) \$ 310

TOTAL ESTIMATED COST: \$ 17,800

* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.