

Jefferson County
Board of Commissioners
Agenda Request

To: Board of Commissioners
Mark McCauley, County Administrator

From: Monte Reinders, P.E., Public Works Director/County Engineer 

Agenda Date: April 14, 2025

Subject: Supplemental Agreement No. 2 with Sargent Engineers, Inc. for Little Quilcene River Bridge Replacement, County Project No. 18020970, Federal Aid No. BRS-Q161(010)

Statement of Issue: Local Agency Supplemental Agreement No. 2 with Sargent Engineers, Inc. of Olympia, Washington for the Little Quilcene River Bridge Replacement.

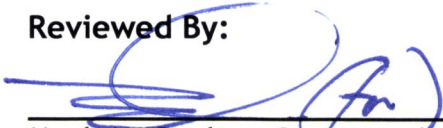
Analysis/Strategic Goals/Pro's & Con's: The Little Quilcene River Bridge, located at Center Road MP 14.62, is classified as structurally deficient, functionally obsolete, and has load restrictions for single unit trucks. Replacement of this bridge is of high importance because Center Road is Jefferson County's main north-south route for freight mobility and the travelling public. Public Works was awarded federal funding for bridge replacement in 2021. Sargent Engineers was hired by Public Works in 2022 for bridge design, and is currently working on PS&E and permitting for the bridge replacement. This agreement provides for preparation of legal descriptions for temporary and permanent easements, which was not included in the original scope of work.

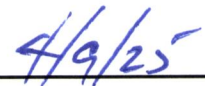
Fiscal Impact/Cost Benefit Analysis: The cost of this supplement is \$5,870, which will increase the maximum amount payable under this agreement from \$529,268 to \$535,138. This will be funded at 100% by FHWA.

Recommendation: Public Works recommends that the Board execute all three originals of the Supplemental Agreement with Sargent Engineers, Inc., and return two to Public Works for further processing.

Department Contact: Mark Thurston, P.E., Project Manager, 385-9210.

Reviewed By:


Mark McCauley, County Administrator


Date

CONTRACT REVIEW FORM
(INSTRUCTIONS ARE ON THE NEXT PAGE)

Clear Form

CONTRACT WITH: Sargent Engineers, Inc.

Contract No: PW2025-030

Contract For: Little Quilcene River Bridge Replacement

Term: December 31, 2026

COUNTY DEPARTMENT: Public Works

Contact Person: Mark Thurston / Chris Spall

Contact Phone: ext. 210 / ext. 208

Contact email: mthurston@co.jefferson.wa.us / cspall@co.jefferson.wa.us

AMOUNT: \$5,870

Revenue: 18033320.333133.20970

Expenditure: 18059500.41.000

Matching Funds Required: No

Sources(s) of Matching Funds

Fund #

Munis Org/Obj

PROCESS:

- ☐ Exempt from Bid Process
☐ Cooperative Purchase
☐ Competitive Sealed Bid
☐ Small Works Roster
☐ Vendor List Bid
☐ RFP or RFQ
☒ Other: Consultant Supplemental Agreement

APPROVAL STEPS:

STEP 1: DEPARTMENT CERTIFIES COMPLIANCE WITH JCC 3.55.080 AND CHAPTER 42.23 RCW.

CERTIFIED: ☒ N/A: ☐

Mark Thurston
Signature

3/20/25
Date

STEP 2: DEPARTMENT CERTIFIES THE PERSON PROPOSED FOR CONTRACTING WITH THE COUNTY (CONTRACTOR) HAS NOT BEEN DEBARRED BY ANY FEDERAL, STATE, OR LOCAL AGENCY.

CERTIFIED: ☒ N/A: ☐

Mark Thurston
Signature

3/20/25
Date

STEP 3: RISK MANAGEMENT REVIEW (will be added electronically through Laserfiche):

✓ Electronically approved by Risk Management on 4/3/2025.

STEP 4: PROSECUTING ATTORNEY REVIEW (will be added electronically through Laserfiche):

✓ Electronically approved as to form by PAO on 4/3/2025.
Supplemental for increase in max payable. Pre-approved form. No PAO signature required.

STEP 5: DEPARTMENT MAKES REVISIONS & RESUBMITS TO RISK MANAGEMENT AND PROSECUTING ATTORNEY(IF REQUIRED).

STEP 6: CONTRACTOR SIGNS

STEP 7: SUBMIT TO BOCC FOR APPROVAL



**Washington State
Department of Transportation**

Supplemental Agreement Number 2		Organization and Address	
Original Agreement Number LQBR-2022		Sargent Engineers, Inc. 320 Ronlee Ln NW Olympia, WA 98502 Phone: (360) 867-9284	
Project Number	Execution Date August 15, 2022	Completion Date December 31, 2026	
Project Title Little Quilcene River Bridge Replacement	New Maximum Amount Payable \$535,138		
Description of Work Work consists of preparing legal descriptions for temporary and permanent easements.			

The Local Agency of Jefferson County Public Works
desires to supplement the agreement entered in to with Sargent Engineers, Inc.
and executed on August 15, 2022 and identified as Agreement No. LQRB-2022
All provisions in the basic agreement remain in effect except as expressly modified by this supplement.
The changes to the agreement are described as follows:

I

Section 1, SCOPE OF WORK, is hereby changed to read:
Preparation of written property acquisition descriptions as described in attached Exhibit B.

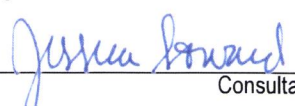
II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: No change

III

Section V, PAYMENT, shall be amended as follows:
The cost of this supplement is \$5,870 increasing the Maximum Amount Payable to \$535,138.

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.
If you concur with this supplement and agree to the changes as stated above, please sign in the Appropriate spaces below and return to this office for final action.

By: Jessica Soward, Sargent Engineers By: _____
 _____
Consultant Signature Approving Authority Signature Date

Approved as to form only:

PRE-APPROVED CONTRACT 02/28/2023
Philip C. Hunsucker,
Chief Civil Deputy Prosecuting Attorney

Exhibit "A"
Summary of Payments

Original						
Estimated Costs	Sargent	Subconsultants				Total
		Aspect Consulting	Watershed Science	Clearway	Skillings	
NHR Labor Cost	\$ 186,403	\$ 25,664	\$ 39,823	\$ 124,100	\$ 86,376	\$ 462,366
Direct Non-Salary Costs	\$ 94	\$ 20,507	\$ 173	\$ 30,610	\$ 8,564	\$ 59,948
Total	\$ 186,497	\$ 46,171	\$ 39,996	\$ 154,710	\$ 94,940	\$ 522,314

Supplement #1						
Estimated Costs	Sargent	Subconsultants				Total
		Aspect Consulting	Watershed Science	Clearway	Skillings	
NHR Labor Cost	\$ -	\$ -	\$ -	\$ -	\$ 6,849	\$ 6,849
Direct Non-Salary Costs	\$ -	\$ -	\$ -	\$ -	\$ 105	\$ 105
Total	\$ -	\$ -	\$ -	\$ -	\$ 6,954	\$ 6,954

Supplement #2						
Estimated Costs	Sargent	Subconsultants				Total
		Aspect Consulting	Watershed Science	Clearway	Skillings	
NHR Labor Cost	\$ -	\$ -	\$ -	\$ -	\$ 5,870	\$ 5,870
Direct Non-Salary Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ 5,870	\$ 5,870

Original + Supplement #1 + Supplement #2						
Estimated Costs	Sargent	Subconsultants				Total
		Aspect Consulting	Watershed Science	Clearway	Skillings	
NHR Labor Cost	\$ 186,403	\$ 25,664	\$ 39,823	\$ 124,100	\$ 99,095	\$ 475,085
Direct Non-Salary Costs	\$ 94	\$ 20,507	\$ 173	\$ 30,610	\$ 8,669	\$ 60,053
Total	\$ 186,497	\$ 46,171	\$ 39,996	\$ 154,710	\$ 107,764	\$ 535,138

Project Name:
Little Quilcene River Bridge Replacement

Project Number: 22067

Agreement Date: 12/17/2024

Client: Sargent Engineers Inc.

The following scope of work is not included in the Agreement Scope of Work or approved supplements:

Jefferson County and Sargent has requested that Skillings, Inc. prepare up to eight total legal descriptions for temporary and permanent easements (see attachment) that meet the requirements of the WSDOT Right of Way Manual for the following parcels:

- 968400014 – 1 legal description each for a temporary and permanent easement
- 968400015 – 1 legal description each for a temporary and permanent easement
- 702134015 – 1 legal description for a permanent easement
- 702134018 – 1 legal description for a temporary easement
- 702134026 – 1 legal description each for a temporary and permanent easement

The County will provide the CAD file with the linework for temporary and permanent easements for Skillings, Inc. to develop the legal descriptions. The County will also order and provide the required title reports for the parcels listed.

The County will be preparing the accompanying easement exhibits for the parcels, and will be signing and stamping the legal descriptions and easement exhibits.

County has requested that the work be completed prior to the end of 2024.

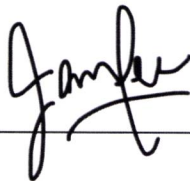
Client Representative: Sargent Engineers, Inc. on behalf of Jefferson County Dept. of Public Works

Effect on Schedule: To be determined.

Effect on Budget: Increase of \$5,870 (Estimated).

Submitted by: _____

Ian Y. Lee



Date: 12/17/2024