

Jefferson County
Board of Commissioners
Agenda Request

To: Board of Commissioners
Mark McCauley, County Administrator

From: Monte Reinders, Public Works Director/County Engineer 

Agenda Date: December 18, 2023

Subject: Supplement #8 - Contract with Tetra Tech, Inc.
Final Design - Modification to Final Design, Extend bid support for the Treatment Plant and additional Ovivo coordination

Statement of Issue: The original contract with the County's sewer design consultant Tetra Tech, Inc. included final design and specifications for the Wastewater Treatment Plant (WWTP). Supplement #8 adds time for changes made to the WWTP plans, bid process and Ovivo coordination.

Analysis/Strategic Goals/Pro's & Con's: This Supplement completed the Plans and Specifications needed to go to advertisement and made design changes throughout the bid process for the WWTP. The following Scope of Work (SOW) has been added to the original contract as described in Exhibit A-1: revise multiple elements to the design (for example: diesel to propane generator, sidewalks, laboratory modifications, shop mezzanine, etc.); preparation of conformed plans and specifications (plans and specification which incorporate changes made during bidding); and additional engineering review for Ovivo change order. This SOW was not included in the original contract due to budget limitations and unknown elements at the time of original contract. The contract will be extended to April 30, 2024.

Fiscal Impact/Cost Benefit Analysis: The additional budget for this supplement is \$203,796.00.00 as detailed in Exhibit B to the Supplement. 100-percent of the cost is covered by County ARPA funds.

Recommendation: Please sign Supplement #8 were indicated and return executed originals to Public Works for further processing.

Department Contact: Samantha Harper, (360) 385-9175

Reviewed By:


Mark McCauley, County Administrator

12/13/23
Date

Supplemental Agreement Number: #8	Organization, Address, and Phone: Tetra Tech, Inc. 2003 Western Avenue, Suite 700 Seattle, WA 98101	
Agreement Number: N/A		
Project Number: 405 1693-6	Execution Date: 4/20/2020	Completion Date: 04/30/2024
Project Title: Port Hadlock Wastewater System – Final Wastewater Treatment Plant Design Changes	New Maximum Amount Payable (Including this Supplement): \$2,644,903.00	
Description of Work: Changes and extra resources to complete the final design and additional bid support for the Port Hadlock Wastewater Treatment Plant; additional engineering support for changes to Ovivo Contract.		

SUPPLEMENTAL AGREEMENT

Jefferson County hereby amends the agreement with Tetra Tech, Inc. (“the Agreement”), originally executed on April 20, 2020.

All provisions in the Agreement remain in effect, except as expressly modified by this Supplemental Agreement.

The changes to the Agreement are described as follows:

I.

Scope of Services is hereby changed to read:

Add Scope of Work (SOW) as described in Exhibit A-1 for completion of the Wastewater Treatment Plant (WWTP), including the extended bidding period for the WWTP construction bid and additional review of Ovivo’s submittal.

II.

Time for Performance is hereby changed to read:

The Agreement shall terminate on April 30, 2024 unless amended in writing prior to this date.

III.

Payment is hereby changed to read:

Add \$203,796.00 for work described in the attached SOW. See Exhibit B.

This Supplemental Agreement shall be effective upon execution by both parties. Work performed consistent with the Agreement prior to execution of this Supplemental Agreement is hereby ratified.

In witness whereof, the parties hereto have executed this Supplemental Agreement as shown below.

Tetra Tech, Inc.

COUNTY OF JEFFERSON
BOARD OF COMMISSIONERS

Kevin J. Dour, PE - Vice President

Consultant's Name

Kate Dean, District 1

Date



Consultant's Signature

Heidi Eisenhour, District 2

Date

December 11, 2023

Date

Greg Brotherton, District 3

Date

Approved as to form only:

PRE-APPROVED CONTRACT FORM

Philip C. Hunsucker Date
Chief Civil Deputy Prosecuting Attorney


Monte Reinders, P.E.

Public Works Director/County Engineer


Date

EXHIBIT A-1

SCOPE OF WORK

JEFFERSON COUNTY DEPARTMENT OF PUBLIC WORKS PORT HADLOCK WASTEWATER SYSTEM DESIGN UPDATE SERVICES

SUPPLEMENT NO 8

PHASE 2 TREATMENT PLANT DESIGN CHANGES

GENERAL – ADDITIONAL DESIGN SERVICES

The scope of services in this supplement provides additional services to incorporate design changes and additional design services associated with the Phase 2 Treatment Plant Construction Bid Package for the wastewater treatment plant design. These services are to incorporate the changes already incorporate and to be incorporated in to the Phase 2 Bidding Documents and are described in the tasks below.

TASK 200 – RECLAMATION PLANT & INFLUENT PIPELINE DESIGN UPDATE

Subtask 200.5 – 100% Plans, Specs, and Estimate (Phase 2 Treatment Plant Construction Package)

Finalize Task 200.5 100% Plans and Specifications. The following additional items were added or changed in the design since Supplement #7:

Incorporated into the Bid Documents Delivered on October 17, 2023:

1. Switch from diesel to propane generator. This required more vendor coordination than originally anticipated. Added a second smaller generator.
 - a. Structural updated slab design and calculations
 - b. Update civil site plan to show location of propane tank.
 - c. Mechanical updates to the drawings and specifications (ongoing)
 - d. Electrical updates to electrical site plan and specifications.
 - e. QA/QC (Ongoing)
2. Add FRP platform around EQ tank.
 - a. Civil drawing updates to remove grading around tank.
 - b. Structural updates to show FRP plan and sections. Structural develop and add three new FRP specifications.

- c. Process Mechanical update piping layout and equipment layout to accommodate FRP platform. Adjust pipe depths in the area to accommodate the adjusted grade.
- 3. Move backflow prevention devices from inside the buildings to outdoors.
 - a. Plumbing drawing updates to Administration and Chemical Building
 - b. Civil drawing updates
- 4. Adding trench drain to dewatering bins
 - a. Civil drawing updates
 - b. Mechanical drawing updates
 - c. Structural drawing updates
- 5. Add welded wire fence details.
- 6. Incorporating the County's specification updates posted on 10-02-2023.
- 7. Site Lighting Modifications
 - a. Incorporate County's comments on drawings.
 - b. Adjust specification per requested lighting manufacturers.
- 8. Administration Building – Add Mezzanine and Stair Structure
 - a. Architectural Drawing Updates and Spec Updates
 - b. Structural updates
 - c. Plumbing floor layout modifications.
 - d. Electrical lighting modifications.
- 9. Administration Building – Add Washer Dryer
 - a. Architectural Drawing Updates
 - b. Plumbing floor layout modifications.
- 10. Administration Building – Remove drinking fountains.
 - a. Architectural Drawing Updates
 - b. Plumbing floor layout modifications.
- 11. Administration Building - Muffle furnace and laboratory updates.
 - a. Architectural Drawing Updates
 - b. HVAC Drawing Updates
 - c. Electrical Drawing Updates

Items/Work to be Incorporated into the Bidding Documents by Addendum:

- 1. Site Plan 1 for Building Permit
- 2. Sidewalk Change
- 3. Propane Tank Change
- 4. Electrical Changes
- 5. HVAC – Design Review and final Pickups
- 6. Odor Control – Finalize Fan sizing
- 7. (PLACEHOLDER – Ovivio Submittal 88 hours reimbursement)
- 8. Design Coordination Meetings/Programming Design
- 9. Architectural Louvers
- 10. Design Coordination.

Work Products:

- Final Treatment Plant Plans and Specification package

- Final cost estimate
- Design revisions through Addendum.

Subtask 200.6 – Bid Support

The following scope items are added to Bid Support:

1. Phase 2 Treatment Plant Bid time Extension - Additional bid support for two week extension of bid to address contractor questions and addendum preparation. Estimated 40 additional hours of coordination for Lead Engineer and CAD.
2. Preparation of Confirmed Documents for the Phase 2 Treatment Plant Project.

Work Products:

- Responses to bidder questions and addenda.
- Conformed Plans and Specifications for the Phase 2 Treatment Plant Design.

Orig: PW 10.16.23

Ref: W. 209

Supplemental Agreement Number: #7	Organization, Address, and Phone: Tetra Tech, Inc. 2003 Western Avenue, Suite 700 Seattle, WA 98101	
Agreement Number: N/A		
Project Number: 405 1693-6	Execution Date: 4/20/2020	Completion Date: 12/31/2023
Project Title: Port Hadlock Wastewater System – Final Design Changes	New Maximum Amount Payable (Including this Supplement): \$2,441,107.00	
Description of Work: Changes to the final design of the Port Hadlock Wastewater Treatment Plant; final design for the Collection System for the Port Hadlock “Core Area”; engineering support for changes to Ovivo Contract.		

SUPPLEMENTAL AGREEMENT

Jefferson County hereby amends the agreement with Tetra Tech, Inc. (“the Agreement”), originally executed on April 20, 2020.

All provisions in the Agreement remain in effect, except as expressly modified by this Supplemental Agreement.

The changes to the Agreement are described as follows:

I.

Scope of Services is hereby changed to read:

Add Scope of Work (SOW) as described in Exhibit A-1 for completion of the Wastewater Treatment Plant (WWTP) and the low pressure sewer collection systems plans and specifications. Include splitting the yard pump station into an influent pump station and a yard pump station; additional review of Ovivo’s controls submittal; incorporation of County’s comments to the final WWTP design; final design for Phase 3 Low Pressure Sewer Collection contract.

II.

Time for Performance is hereby changed to read:

The Agreement shall terminate on December 31, 2023 unless amended in writing prior to this date.

III.

Payment is hereby changed to read:

Add \$294,932.00 for work described in the attached SOW. See Exhibit B.

Tetra Tech
Sup 7a Sewer/Wastewater

This Supplemental Agreement shall be effective upon execution by both parties. Work performed consistent with the Agreement prior to execution of this Supplemental Agreement is hereby ratified.

In witness whereof, the parties hereto have executed this Supplemental Agreement as shown below.

(Consultant Firm Name)

COUNTY OF JEFFERSON
BOARD OF COMMISSIONERS

Tetra Tech, Inc.

Consultant's Name



Consultant's Signature

October 9, 2023

Date



Kate Dean, District 1

10/10/23

Date



Heidi Eisenhour, District 2

10/10/23

Date



Greg Brotherton, District 3

10/10/23

Date

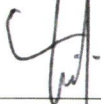
Approved as to form only:

PRE-APPROVED CONTRACT FORM

Philip C. Hunsucker

Date

Chief Civil Deputy Prosecuting Attorney



10/10/2023

For:

Monte Reinders, P.E.

Date

Public Works Director/County Engineer

EXHIBIT A-1

SCOPE OF WORK

JEFFERSON COUNTY DEPARTMENT OF PUBLIC WORKS PORT HADLOCK WASTEWATER SYSTEM DESIGN UPDATE SERVICES

SUPPLEMENT NO 7

PHASE 2 TREATMENT PLANT DESIGN CHANGES PHASE 3 – COLLECTION SYSTEM FINAL DESIGN

GENERAL – ADDITIONAL DESIGN SERVICES

The scope of services in this supplement provides additional services to incorporate design changes and additional design services associated with the Phase 2 Treatment Plant Construction Bid Package for the wastewater treatment plant design and incorporate drawing markups and field data from Jefferson County in to the Phase 3 Core Area Pressure Sewer Bid Package. These services are to incorporate the changes described in the tasks below and complete the designs for the Phase 2 and Phase 3 Bid Packages.

TASK 200 – RECLAMATION PLANT & INFLUENT PIPELINE DESIGN UPDATE

Subtask 200.5 – 100% Plans, Specs, and Estimate (Phase 2 Treatment Plant Construction Package)

Finalize Task 200.5 100% Plans and Specifications. This work is divided into the following tasks and subtasks:

1. Time spent to data on changes not included in the previous amendment including:
 - a. Influent Pipe Relocation and associated changes to the phase 1 and 2 drawings.
 - b. Coordination with Seton to package and send CAD files in a version suitable for Seton's version of AutoCAD.
 - c. CAD drafting time for the stormwater design (drafting time was not included)
2. EQ Tank Modification – Split the yard pump station into two, a pump station connected to the EQ tank and a separate drain pump station. This includes estimated time for the following subtasks:
 - a. Change coordination with other trades and the County.

- b. General sheet revisions (including process flow diagrams, design table and hydraulic profile)
 - c. Civil sheet revisions
 - d. Process sheet revisions
 - e. Structural sheet revisions
 - f. Electrical and I&C sheet revisions
 - g. Coordinating EQ transfer pump station design and controls with Ovivo.
- 3. Ovivo Submittal and programming proposal review
 - a. Review Ovivo's construction phase submittal.
 - b. Review Ovivo's programming proposal.
 - c. Update drawings and specifications to suit the agreed upon panel arrangement and Ovivo programming scope.
 - d. Coordination meetings/design coordination meetings with Ovivo to ensure the designs are coordinated.
- 4. Changes associated with the County's comments from August 25th, 2023. These changes include:
 - a. Adjusted the stormwater design.
 - b. Modifications to the influent valve and meter vault.
 - c. Changing the generator and fuel tank from a diesel unit to a propane driven unit.
 - d. Shifting HVAC within the administration building and chemical building.

Work Products:

- Final Treatment Plant Plans and Specification package
- Final cost estimate
- Review comments on Ovivo's construction phase submittal programming submittal.

TASK 1200 – PRESSURE SEWER COLLECTION SYSTEM

Subtask 1200.5 – Pressure Sewer 100% Plans, Specifications, and Estimate

Develop design documents for the pressure sewer pipe system to a bid-ready level. This work is broken out into the following:

1. General Design coordination and project coordination with Jefferson County.
2. Update the piping flow model
3. Update general sheets and plan and profiles per agreed upon County mark-ups
4. Develop new plan and profiles
5. Revised detail sheets per agreed upon County mark-ups
6. Update Traffic Control plans
7. Incorporate Cedar Avenue data into the drawings
8. Incorporate pothole data into the drawings.
9. Site visit
10. Finalize technical specifications.
11. Review the County's cost estimate and provide comments and feedback as necessary.

Assumptions:

- This is for the pressure sewer pipe system within street right-of-way and easements.

- The design team will provide draft drawings during development for County review and comment.
- This work does not include the on-site grinder pump systems which will be finalized and bid as Phase 4 – On-site Grinder Pump Systems. This will be funded under a future Supplement.

Work Products:

- Draft Pressure Sewer Collection System Plans and Specification
- Final Pressure Sewer Collection System Plans and Specification package
- Final cost estimate

Tetra Tech, Inc

Fully Burdened Rate Breakdown

27-Apr-23

Overhead rate 171.44%

Staff Member	Title	2020 Raw Rate	2021 Raw Rate	2022 Raw Rate	2023 Raw Rate	Overhead	BurdenedTotal	Effective Multiplier
Alan Flak	CAD	\$ 48.85	\$ 51.20	\$ 65.38	\$ 112.09	\$ 177.47	2.71	
Alex Buescher	Civil Engineer III	n/a	\$ 39.42	\$ 40.80	\$ 43.25	\$ 74.15	\$ 117.40	2.71
Alexandra Der	Engineer 2	\$ 41.19	\$ 45.19	\$ 46.54	\$ 48.65	\$ 83.41	\$ 132.06	2.71
Amy Murdick	Landscape Architect	\$ 46.39	\$ 48.08	\$ 50.00	\$ 61.88	\$ 106.09	\$ 167.97	2.71
Amy Rodriguez	Sr CAD Designer	n/a	\$ 37.64	\$ 38.94	\$ 40.48	\$ 69.40	\$ 109.88	2.71
Armin Agnish	Electrical Engineer 2	n/a	n/a	\$ 38.46	\$ 41.35	\$ 70.89	\$ 112.24	2.71
Banks Wason	Project Engineer 2		\$ 74.66	\$ 77.84	\$ 133.45	\$ 211.29	2.71	
Brett Boehmke	Engineer 3	na	\$ 40.38	\$ 48.08	\$ 82.43	\$ 130.51	2.71	
Bryan Thomasy	Senior CAD Designer 2	\$ 48.27	\$ 49.76	\$ 51.54	\$ 53.85	\$ 92.32	\$ 146.17	2.71
Dan Portman	Senior Consultant 1	\$ 44.23	\$ 45.12	\$ 46.68	\$ 49.04	\$ 84.07	\$ 133.11	2.71
Dan Lindsey	Project Engineer 2		\$ 71.15	\$ 73.08	\$ 125.29	\$ 198.37	2.71	
David Scott	Project Manager 2	\$ 67.69	\$ 70.10	\$ 72.55	\$ 75.82	\$ 129.99	\$ 205.81	2.71
Eric Dienst	Project Engineer 2	n/a	\$ 45.67	\$ 49.52	\$ 52.88	\$ 90.66	\$ 143.54	2.71
Gerard Scheller	Proj Mgr	n/a	\$ 75.99		\$	\$	#DIV/0!	
Gordon Munro	Sr. Project Manager	n/a	\$ 86.54	\$ 89.18	\$ 93.17	\$ 159.73	\$ 252.90	2.71
Grizelda Sarria	Senior Project Manager	\$ 75.48	\$ 78.13	\$ 86.06	\$ 147.54	\$ 233.60	2.71	
Hamid Naderi	Senior Structural Engineer	\$ 90.72	\$ 92.40	\$ 93.75	\$ 95.67	\$ 164.02	\$ 259.69	2.71
Hunter Bennett-Dagget	Engineer 3	\$ 44.67	\$ 46.35	\$ 50.96	\$ 87.37	\$ 138.33	2.71	
Ian Smith	Engineer 1	n/a	\$ 21.00	\$ 34.86	\$ 38.87	\$ 66.64	\$ 105.51	2.71
James McQuarrie	Sr Project Manager	n/a	\$ 98.56	\$ 100.96	\$ 104.09	\$ 178.45	\$ 282.54	2.71
Jacob Clevenger	Engineer 1		\$ 31.25	\$ 33.65	\$ 57.69	\$ 91.34	2.71	
Jerry Scheller	Project Mgr		\$ 78.27	\$	\$	\$	#DIV/0!	
Jim Santroch ⁽¹⁾⁽²⁾	Senior Project Manager	\$ 92.42	\$ 92.42	\$ 92.42	\$ 92.42	\$ 158.44	\$ 250.86	2.71
John Rice	Senior I&C Engineer	\$ 70.72	\$ 72.84	\$ 79.33	\$ 81.73	\$ 140.12	\$ 221.85	2.71
Kevin Axt	Project Engineer	n/a	\$ 63.23	\$ 65.45	\$ 68.72	\$ 117.81	\$ 186.53	2.71
Kevin Dour	Program Manager	\$ 86.25	\$ 87.55	\$ 91.35	\$ 95.67	\$ 164.02	\$ 259.69	2.71
Lauren Handell	Project Engineer 2	n/a	\$ 51.01	\$ 53.61	\$ 56.25	\$ 96.44	\$ 152.69	2.71
Lisa Fortney	Admin. Prof. 3	\$ 34.13	\$ 35.58	\$ 38.41	\$ 65.85	\$ 104.26	2.71	
Luke Ramirez	Mechanical Engineer	\$ 56.01	\$ 58.03	\$ 66.35	\$ 69.71	\$ 119.51	\$ 189.22	2.71
Mark Maxwell	Sr Project Manager		\$ 57.20	\$ 57.20	\$ 98.06	\$ 155.26	2.71	
Melissa Zargon	Engineer 1		\$ 33.17	\$ 34.62	\$ 59.35	\$ 93.97	2.71	
Michael J. Schumacher	Sr. CAD Designer 2	n/a	\$ 53.85	\$ 57.50	\$ 98.58	\$ 156.08	2.71	
Michael Sutherland	Project Engineer 1	n/a	\$ 63.22	\$ 66.83	\$ 74.04	\$ 126.93	\$ 200.97	2.71
Miro Bodsky	Sr Architect 2	n/a	\$ 73.75	\$ 75.96	\$ 79.38	\$ 136.09	\$ 215.47	2.71
Nahuel Bottarini	Engineer 1	n/a	\$ 30.77	\$ 34.62	\$ 38.46	\$ 65.94	\$ 104.40	2.71
Rick Morris	CAD Drafter	\$ 35.72	\$ 36.44	\$ 37.31	\$ 38.80	\$ 66.52	\$ 105.32	2.71
Ryan Maas	Structural Engineer	\$ 58.17	\$ 61.54	\$ 66.88	\$ 114.66	\$ 181.54	2.71	
Scott Bucholz	Sr Project Manager	n/a	\$ 76.97	\$ 81.25	\$ 85.10	\$ 145.90	\$ 231.00	2.71
Theodore, Dombrowski	Project Engineer 2		\$ 58.32	\$ 60.67	\$ 104.01	\$ 164.68	2.71	
Vanessa Reed	Project Controller V	n/a	\$ 41.00	\$ 45.84	\$	\$	#DIV/0!	
Wyatt Chancellor	Technician 2	n/a	\$ 35.77	\$ 40.87	\$ 43.27	\$ 74.18	\$ 117.45	2.71
Zsuzsanna Szecsk	Financial Analyst III	n/a	\$ 35.77	\$ 37.20	\$ 45.52	\$ 78.04	\$ 123.56	2.71

(1) Jim is an as needed retired status and has a lower rate because of reduced overhead with this status.

Price Proposal

Price Proposal
 Pt. Hadlock Ph.2 Treatment Plant Design

Submitted to: Jefferson County Department of Public Works (Attn: Samantha Harper)

Exhibit B

Contract Type Cost Plus

[illegible]

Jefferson County
Board of Commissioners
Agenda Request

To: Board of Commissioners
Mark McCauley, County Administrator

From: Monte Reinders, Public Works Director/County Engineer *b*

Agenda Date: October 16, 2023

Subject: Supplement #7 - Contract with Tetra Tech, Inc.
Final Design - Port Hadlock Sewer Collections and Modification to
Final Design for the Treatment Plant

Statement of Issue: The original contract with the County's sewer design consultant Tetra Tech, Inc. included final design and specifications for the Wastewater Treatment Plant (WWTP) and pressurized sewer collection system for the Core Area (Phase I). Supplement #7 adds scope and budget to complete the final plans and specifications for the low pressure sewer collection system and for changes made to the WWTP plans through the final design review process.

Analysis/Strategic Goals/Pro's & Con's: This Supplement will complete the Plans and Specifications needed to go to advertisement this October for the WWTP and this November for the low-pressure sewer (LPS) collections. The following Scope of Work (SOW) has been added to the original contract as described in Exhibit A-1: revise layout for equalization tank and the influent pump station; incorporate final design comments; additional engineering review for Ovivo change order; and final design for the LPS collection plans and specification. This SOW was not included in the original contract due to budget limitations and unknown elements at the time of original contract.

Fiscal Impact/Cost Benefit Analysis: The additional budget for this supplement is \$294,932.00 as detailed in Exhibit B to the Supplement. 100-percent of the cost is covered by County ARPA funds.

Recommendation: Please sign Supplement #7 were indicated and return executed originals to Public Works for further processing.

Department Contact: Samantha Harper, (360) 385-9175

Reviewed By:


Mark McCauley, County Administrator

10/10/23
Date

CONTRACT REVIEW FORM

(INSTRUCTIONS ARE ON THE NEXT PAGE)

Clear Form

CONTRACT WITH: Tetra Tech - Supplement No. 7

Contract No: PW 2023-097

Contract For: Final Design for Collections and Treatment Plant Term: 12/31/2023

COUNTY DEPARTMENT: Public Works

Contact Person: Samantha Harper

Contact Phone: 360-774-1104

Contact email: sharper@co.jefferson.wa.us

AMOUNT: \$261,243.00

Revenue: \$261,243.00 (ARPA)

Expenditure: \$261,243.00

Matching Funds Required: \$0

Sources(s) of Matching Funds Hadlock Sewer Fund

Fund # 53520

Munis Org/Obj

PROCESS:

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Exempt from Bid Process

Cooperative Purchase

Competitive Sealed Bid

Small Works Roster

Vendor List Bid

RFP or RFQ

Other: Supplement

APPROVAL STEPS:

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

CERTIFIED: ☒ N/A: ☐

Signature

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: ☐

Signature

Date

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

Electronically approved by Risk Management on 10/4/2023.

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

Electronically approved as to form by PAO on 10/4/2023.
PAO approved contract. No PAO signature needed.

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

2orig: PWS 8.23

Repin: 2029

Tetra Tech #6

Supplemental Agreement Number: #6		Organization, Address, and Phone: Tetra Tech, Inc. 1420 Fifth Avenue, Suite 600 Seattle, WA 98101	
Agreement Number: N/A			
Project Number: 405 1693-6		Execution Date: 4/20/2020	Completion Date: 12/31/2023
Project Title: Port Hadlock Wastewater System – Final Design		New Maximum Amount Payable (Including this Supplement): \$2,146,175	
Description of Work: Final design of the Port Hadlock Wastewater Treatment Plant and Collection System for the Port Hadlock “Core Area”.			

SUPPLEMENTAL AGREEMENT

Jefferson County hereby amends the agreement with Tetra Tech, Inc. (“the Agreement”), originally executed on April 20, 2020.

All provisions in the Agreement remain in effect, except as expressly modified by this Supplemental Agreement.

The changes to the Agreement are described as follows:

I.

Scope of Services is hereby changed to read:

Add Scope of Work (SOW) as described in Exhibit A-1 for completion of the Wastewater Treatment Plant (WWTP) plans and specifications. Include addition of a building over the WWTP; addition of an administrative and laboratory building; addition of odor control; addition of biosolids thickening equipment; changes to WWTP site layout to incorporate additions; bid support for the WWTP; construction assistance for the Phase 1 Site Work contract.

II.

Time for Performance is hereby changed to read:

The Agreement shall terminate on December 31, 2023 unless amended in writing prior to this date.

III.

Payment is hereby changed to read:

Add \$478,762 for work described in the attached SOW. See Exhibit B.

This Supplemental Agreement shall be effective upon execution by both parties. Work performed consistent with the Agreement prior to execution of this Supplemental Agreement is hereby ratified.

In witness whereof, the parties hereto have executed this Supplemental Agreement as shown below.

(Consultant Firm Name)

COUNTY OF JEFFERSON
BOARD OF COMMISSIONERS

Tetra Tech, Inc.

Consultant's Name


Consultant's Signature

5/2/2023

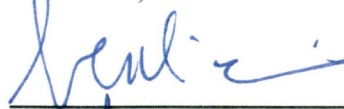
Date

Excused Absence

5/8/23

Kate Dean, District 1

Date


Heidi Eisenhour, District 2

5/8/23

Date



5/8/23

Greg Brotherton, District 3

Date

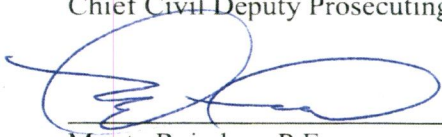
Approved as to form only:

PRE-APPROVED CONTRACT FORM

Philip C. Hunsucker

Date

Chief Civil Deputy Prosecuting Attorney


Monte Reinders, P.E.

5.2.23

Date

Public Works Director/County Engineer

EXHIBIT A-1

SCOPE OF WORK

JEFFERSON COUNTY DEPARTMENT OF PUBLIC WORKS PORT HADLOCK WASTEWATER SYSTEM DESIGN UPDATE SERVICES

SUPPLEMENT NO 6 ADDITIONAL TREATMENT PLANT DESIGN SERVICES

PHASE 2 TREATMENT PLANT CONSTRUCTION BID PACKAGE

GENERAL – ADDITIONAL DESIGN SERVICES

The scope of services in this supplement provides additional services to incorporate design changes and additional design services associated with the Phase 2 Treatment Plant Construction Bid Package for the wastewater treatment plant design. These services are to incorporate the changes described in the tasks below and complete the designs for the Phase 2 Treatment Plant Construction Bid Package.

TASK 100 – PROJECT MANAGEMENT (ADDITIONAL DESIGN)

This task includes supplemental budget to track, monitor, plan, and manage the work within the scope of this supplement for an additional 6 months – Extending the contract period of performance to December 31, 2023.

Work in this task is described as follows:

- Progress Updates - Progress updates will be held by telephone approximately every other week with the County to coordinate work activities and keep the County informed of progress to date. It is assumed the work within this supplement will be accomplished within 7 months of notice to proceed and there will be up to 12 progress updates during that period between the County and the Consultant Project Manager.
- Progress Reports and Billings - It will include brief monthly progress reports along with monthly invoices. Progress reports will contain information on major activities, anticipated actions, and outstanding issues to be resolved.

Work Products:

- Summary of Action Items and follow up.
- Monthly progress reports and invoices

TASK 200 – RECLAMATION PLANT & INFLUENT PIPELINE DESIGN UPDATE

Subtask 200.5 – 100% Plans, Specs, and Estimate (Phase 2 Treatment Plant Construction Package)

Add project scope additions, incorporate County plan markups – Submit bid ready plans and specifications. Provide cost estimate. Review Ovivo fabrication submittals.

Work activities to be completed in this task are as follows:

- Incorporate markups to the plans received by the County on from its review of the 100% Design Submittal.
- Incorporate project scope additions including the following:
 - Add administration building in lieu of trailer.
 - Add MBR Unit Enclosure
 - Add Odor Control
 - Add dual influent pipelines to Yard Piping Plan
 - Add partition to Equalization Tank
- Incorporate site plan revisions per workshop meetings with the County and Design Team.
- Update plant water system to incorporate scope additions.
- Incorporate electrical & fiber optic service revisions and add conduit sections.
- Update technical specifications to incorporate comments and add content for scope addition items listed above.
- Coordination with geotechnical engineer (HWA).
- Review of Ovivo's fabrication submittal
- Prepare cost estimate. Draft and final incorporating any County review comments.
- Provide pre-final check set to the County and incorporate any minor pickups

Work Products:

- Pre-final check set (plans and specifications)
- Draft cost estimate
- Final Treatment Plant Plans and Specification package
- Final cost estimate

Subtask 200.6 – Bid Support (Phase 2 Treatment Plant Construction Package)

Provide engineering support during bidding. Task and work items will be provided on an as-needed basis to answer questions and provide support to the County during bidding of the Phase 2 Treatment Plant Construction Package Bid.

Work in this task is described as follows:

- On-site bid walk through with potential bidders (up to three staff members to be on-site for a mandatory bid walk through.
- Respond to up to 6 requests for information (RFI's) during bidding.

- Develop up to 3 addenda.
- Up to 2 meetings with County staff during bidding.

Assumptions:

- Bidding period would be up to 4 weeks long.
- Work in this task will be provided on an as-needed basis.
- Up to three staff members would attend one bid walk through.
- Each RFI's during bidding would include up to 8 hours of engineering, 2 hours QA/QC, and 4 hours of CAD.
- Each addendum would include up to 16 hours of engineering, 2 hours QA/QC, and 8 hours of CAD.
- Each County meeting would include up to three staff members for two hours.

TASK 6000 – ENGINEERING SUPPORT DURING CONSTRUCTION

This task provides engineering support services during construction to include submittal reviews, respond to requests for information (RFI's), review of requests for change orders (RCO's), field visits during construction, and drafting of record drawings from contractor markups.

Subtask 6100 – Phase 1 Site Civil Construction Engineering Support

Scope of Work for Construction Support on this project is to include participation in meetings with the Contractor and County (both virtual and in-person), review of certain submittals (transmitted electronically), site inspections at key points during the project, change order review and assistance with preparation, and availability for email/phone questions by the County.

The following work items are anticipated:

1. Items/Submittal Reviews:
 - Structural Earth Wall
 - HDPE Pipe
 - Valves
2. On-line availability for questions/meetings:
 - 2 hours per week
3. Allowance for reviewing and assisting with change orders
 - Assume 10 staff hours

Assumptions:

- The County will perform contract administration and project inspection. The County will inspect and document the installation.

- The County will prepare a Record of Materials (ROM) and will approve Contractor Request for Approval of Materials (RAMs); however, for certain items/submittals the County will want Tetra Tech's review.
- The County has contracted with the Geotechnical Engineer of Record (HWA) to perform key inspections for construction of the wastewater percolation pond. The County will also contract with a material testing firm for compaction of soils, bases, and asphalt for everything other than the pond.
- The County has contracted with Van Aller Surveying for construction staking.

Price Proposal

Revision Date
May 02, 2021Revision Date
May 02, 2021

Supplement 6 - Treatment Plant Design Additions and Add'l Services
Submitted to Jefferson County (Attn: Monte Reinders)

Supplement 6 - Treatment Plant Design Additions and Add'l Services
Submitted to Jefferson County (Attn: Monte Reinders)

Contract Type: Cost Plus

Project Phase / Task		Start	End	Duration	Owner	Team	Resources	Cost	Progress	Issues	Notes
Project Phase 1: Initiation & Planning		2023-01-01	2023-01-31	31	John Doe	Team Alpha	10	\$10,000	100%	0	Project initiated successfully.
Project Phase 2: Analysis & Design		2023-02-01	2023-02-28	28	Jane Smith	Team Beta	12	\$12,000	90%	2	Design review completed.
Project Phase 3: Development & Testing		2023-03-01	2023-03-31	31	Mike Johnson	Team Gamma	15	\$15,000	75%	5	Development progress on track.
Project Phase 4: Deployment & Support		2023-04-01	2023-04-30	30	Sarah Lee	Team Delta	8	\$8,000	60%	3	Deployment planning in progress.
Project Phase 5: Review & Closeout		2023-05-01	2023-05-31	31	David Kim	Team Epsilon	5	\$5,000	40%	1	Final review and closeout.
Project Phase 6: Post-Project Evaluation		2023-06-01	2023-06-30	30	Emily White	Team Zeta	3	\$3,000	20%	0	Post-project evaluation.
Project Phase 7: Archiving & Reporting		2023-07-01	2023-07-31	31	Chris Brown	Team Eta	2	\$2,000	10%	0	Archiving and reporting.
Project Phase 8: Final Review & Sign-off		2023-08-01	2023-08-31	31	Alex Green	Team Theta	1	\$1,000	5%	0	Final review and sign-off.
Project Phase 9: Project Completion		2023-09-01	2023-09-30	30	Olivia Black	Team Iota	1	\$1,000	0%	0	Project completion.
Project Phase 10: Project Handover		2023-10-01	2023-10-31	31	Noah Grey	Team Kappa	1	\$1,000	0%	0	Project handover.
Project Phase 11: Project Archiving		2023-11-01	2023-11-30	30	Ava Blue	Team Lambda	1	\$1,000	0%	0	Project archiving.
Project Phase 12: Project Reporting		2023-12-01	2023-12-31	31	Liam Red	Team Mu	1	\$1,000	0%	0	Project reporting.
Project Phase 13: Project Evaluation		2024-01-01	2024-01-31	31	Mia Yellow	Team Nu	1	\$1,000	0%	0	Project evaluation.
Project Phase 14: Project Sign-off		2024-02-01	2024-02-28	28	Ethan Purple	Team Xi	1	\$1,000	0%	0	Project sign-off.
Project Phase 15: Project Completion		2024-03-01	2024-03-31	31	Aria Pink	Team Omicron	1	\$1,000	0%	0	Project completion.
Project Phase 16: Project Handover		2024-04-01	2024-04-30	30	Lucas Green	Team Pi	1	\$1,000	0%	0	Project handover.
Project Phase 17: Project Archiving		2024-05-01	2024-05-31	31	Sophia Blue	Team Rho	1	\$1,000	0%	0	Project archiving.
Project Phase 18: Project Reporting		2024-06-01	2024-06-30	30	Benjamin Red	Team Sigma	1	\$1,000	0%	0	Project reporting.
Project Phase 19: Project Evaluation		2024-07-01	2024-07-31	31	Charlotte Yellow	Team Tau	1	\$1,000	0%	0	Project evaluation.
Project Phase 20: Project Sign-off		2024-08-01	2024-08-31	31	William Purple	Team Upsilon	1	\$1,000	0%	0	Project sign-off.
Project Phase 21: Project Completion		2024-09-01	2024-09-30	30	Olivia Pink	Team Phi	1	\$1,000	0%	0	Project completion.
Project Phase 22: Project Handover		2024-10-01	2024-10-31	31	James Green	Team Chi	1	\$1,000	0%	0	Project handover.
Project Phase 23: Project Archiving		2024-11-01	2024-11-30	30	Ava Blue	Team Psi	1	\$1,000	0%	0	Project archiving.
Project Phase 24: Project Reporting		2024-12-01	2024-12-31	31	Lucas Red	Team Omega	1	\$1,000	0%	0	Project reporting.
Project Phase 25: Project Evaluation		2025-01-01	2025-01-31	31	Sophia Yellow	Team Alpha	1	\$1,000	0%	0	Project evaluation.
Project Phase 26: Project Sign-off		2025-02-01	2025-02-28	28	Benjamin Purple	Team Beta	1	\$1,000	0%	0	Project sign-off.
Project Phase 27: Project Completion		2025-03-01	2025-03-31	31	Charlotte Pink	Team Gamma	1	\$1,000	0%	0	Project completion.
Project Phase 28: Project Handover		2025-04-01	2025-04-30	30	William Green	Team Delta	1	\$1,000	0%	0	Project handover.
Project Phase 29: Project Archiving		2025-05-01	2025-05-31	31	Olivia Blue	Team Epsilon	1	\$1,000	0%	0	Project archiving.
Project Phase 30: Project Reporting		2025-06-01	2025-06-30	30	James Red	Team Zeta	1	\$1,000	0%	0	Project reporting.
Project Phase 31: Project Evaluation		2025-07-01	2025-07-31	31	Ava Yellow	Team Eta	1	\$1,000	0%	0	Project evaluation.
Project Phase 32: Project Sign-off		2025-08-01	2025-08-31	31	Lucas Purple	Team Theta	1	\$1,000	0%	0	Project sign-off.
Project Phase 33: Project Completion		2025-09-01	2025-09-30	30	Sophia Pink	Team Iota	1	\$1,000	0%	0	Project completion.
Project Phase 34: Project Handover		2025-10-01	2025-10-31	31	Benjamin Green	Team Kappa	1	\$1,000	0%	0	Project handover.
Project Phase 35: Project Archiving		2025-11-01	2025-11-30	30	Charlotte Blue	Team Lambda	1	\$1,000	0%	0	Project archiving.
Project Phase 36: Project Reporting		2025-12-01	2025-12-31	31	William Red	Team Mu	1	\$1,000	0%	0	Project reporting.
Project Phase 37: Project Evaluation		2026-01-01	2026-01-31	31	Olivia Yellow	Team Nu	1	\$1,000	0%	0	Project evaluation

Price Proposal

Revision Date
May 02, 2023

Port Hadlock
Superior & Treatment Plant (Large Addition and Add'l Services)
Submitted to: Jefferson County (John Moore, President)

Contract Type: Cost Plus

Contract Type: Civil Works										Total Price: 478,782	
Contracted to: Jefferson County (After Month Retention)											
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Jefferson County
Board of Commissioners
Agenda Request

To: Board of Commissioners
Mark McCauley, County Administrator

From: Monte Reinders, Public Works Director/County Engineer 

Agenda Date: May 8, 2023

Subject: Supplement #6 - Contract with Tetra Tech, Inc.
Final Design - Port Hadlock Sewer

Statement of Issue: The original contract with the County's sewer design consultant Tetra Tech, Inc. included final design and specifications for the Wastewater Treatment Plant (WWTP) and pressurized sewer collection system for the Core Area (Phase I). Supplement #6 adds scope and budget to complete the final plans and specifications for the WWTP elements of the project.

Analysis/Strategic Goals/Pro's & Con's: This Supplement will complete the Plans and Specifications needed to go to bid advertisement this fall for the WWTP elements of the Port Hadlock Wastewater Project. The following Scope of Work (SOW) has been added to the original contract as described in Exhibit A-1: addition of a building over the WWTP; addition of an administrative and laboratory building; addition of odor control; addition of biosolids thickening equipment; changes to WWTP site layout to incorporate additions. This SOW was not included in the original contract due to budget limitations; however, the current funding package will allow these elements to be added at this time rather than being deferred to a later date. This Supplement also includes bidding assistance for the WWTP and construction assistance for the Phase 1 Site Work contract which is occurring this summer/fall.

Fiscal Impact/Cost Benefit Analysis: The additional budget for this supplement is \$478,762 as detailed in Exhibit B to the Supplement. These costs are covered by County ARPA funds dedicated to this project.

Recommendation: Please sign Supplement #6 where indicated and return executed originals to Public Works for further processing.

Department Contact: Monte Reinders x242

Reviewed By:


Mark McCauley, County Administrator

5/3/23
Date

Clear form

CONTRACT REVIEW FORM

(INSTRUCTIONS ARE ON THE NEXT PAGE)

CONTRACT WITH: Tetra Tech - Supplement #6

Contract No: N/A

PW 2023-255

Contract For: Port Hadlock - Sewer Final Design

Term: 12/31/2023

COUNTY DEPARTMENT:	Public Works
Contact Person:	Monte Reinders
Contact Phone:	360.385.9242
Contact email:	mreinders@co.jefferson.wa.us

AMOUNT: 478,000 ~~\$350,000 (est.)~~
Revenue: 478,000 ~~350,000 (ARPA)~~
Expenditure: 350,000
Matching Funds Required: \$0
Sources(s) of Matching Funds: Hadlock Sewer Fund

PROCESS:

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

APPROVAL STEPS:

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

CERTIFIED: ☒ N/A: ☐

Monte Reinders

Signature

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: ☐

Monte Reinders

Signature

Date

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

✓ Electronically approved by Risk Management on 4/28/2023.

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

✓ Electronically approved as to form by PAO on 4/28/2023.
Pre-approved contract form.

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

Tetra Tech Supplemental Agreement # 5

FOR REFERENCE ONLY

Below are direct links to the previous supplemental agreements and the original agreement. To view these, either use the links below or navigate to the agreements from the Laserfiche Weblink Portal page <https://test.co.jefferson.wa.us/WeblinkExternal>. From this page open the Board of Commissioners folder, then open the Contracts folder. From there open the folder for the corresponding year and scroll to the Tetra Tech agreements within that year to locate the documents below.

Original Agreement – 4/21/2020

<https://test.co.jefferson.wa.us/WeblinkExternal/DocView.aspx?id=2384154>

Supplemental Agreement #1 – 11/2/2020

<https://test.co.jefferson.wa.us/WeblinkExternal/DocView.aspx?id=2601659>

Supplemental Agreement #2 – 11/22/2021

<https://test.co.jefferson.wa.us/WeblinkExternal/DocView.aspx?id=3338923>

Supplemental Agreement #3 – 2/14/2022

<https://test.co.jefferson.wa.us/WeblinkExternal/DocView.aspx?id=3399021>

Supplemental Agreement #3 – 11/7/2022

<https://test.co.jefferson.wa.us/WeblinkExternal/DocView.aspx?id=4120942>

Clear form

CONTRACT REVIEW FORM
(INSTRUCTIONS ARE ON THE NEXT PAGE)

CONTRACT WITH: Tetra Tech - Supplement #5

Contract No. 2023-013

Contract For: Port Hadlock - Sewer Final Design

Term: 6/30/2023

COUNTY DEPARTMENT:	Public Works
Contact Person:	Monte Reinders
Contact Phone:	360.385.9242
Contact email:	mreinders@co.jefferson.wa.us

AMOUNT: \$92,293

Revenue: \$92,293 (ARPA)

Expenditure: \$92,293

Matching Funds Required: \$0

Sources(s) of Matching Funds: Hadlock Sewer Fund

PROCESS:

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

APPROVAL STEPS:

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

CERTIFIED: ☒ N/A: ☐

Monte Reinders

Signature

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: ☐

Monte Reinders

Signature

Date

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

✓ Electronically approved by Risk Management on 2/3/2023.

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

✓ Electronically approved as to form by PAO on 2/5/2023.
Pre-approved contract form.

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

2orig: PW : } 11.7.22
CC: And.

Repin: 2029.

Supplemental Agreement Number: #4		Organization, Address, and Phone: Tetra Tech, Inc. 1420 Fifth Avenue, Suite 600 Seattle, WA 98101	
Agreement Number: N/A			
Project Number: 405 1693-5		Execution Date: 4/20/2020	Completion Date: 6/30/2023
Project Title: Port Hadlock Wastewater System – Final Design		Maximum Amount Payable: \$1,575,120 (no change)	
Description of Work: Final design of the Port Hadlock Wastewater Treatment Plant and Collection System for the Port Hadlock “Core Area”.			

Tetra Tech - Sup #4

SUPPLEMENTAL AGREEMENT

Jefferson County hereby amends the agreement with Tetra Tech, Inc. (“the Agreement”), originally executed on April 20, 2020.

All provisions in the Agreement remain in effect, except as expressly modified by this Supplemental Agreement.

The changes to the Agreement are described as follows:

I.

Scope of Services is hereby changed to read: No Change

II.

Time for Performance is hereby changed to read: The Agreement shall terminate on June 30, 2023 unless amended in writing prior to this date.

III.

Payment is hereby changed to read: No Change

This Supplemental Agreement shall be effective upon execution by both parties. Work performed consistent with the Agreement prior to execution of this Supplemental Agreement is hereby ratified.

In witness whereof, the parties hereto have executed this Supplemental Agreement as shown below.

(Consultant Firm Name)

COUNTY OF JEFFERSON
BOARD OF COMMISSIONERS

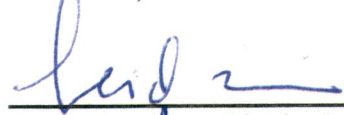
Tetra Tech, Inc. Kevin Dour
Consultant's Name


Consultant's Signature

10/31/2022
Date

Approved Telephonically

Kate Dean, District 1 11/7/22
Date

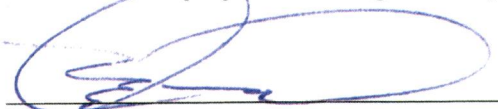

Heidi Eisenhour, District 2 11/7/22
Date


Greg Brotherton, District 3 11/7/22
Date

Approved as to form only:

PRE-APPROVED CONTRACT FORM

Philip C. Hunsucker Date
Chief Civil Deputy Prosecuting Attorney


Monte Reinders, P.E. 11/1/22
Public Works Director/County Engineer Date

Jefferson County
Board of Commissioners
Agenda Request

To: Board of Commissioners
Mark McCauley, County Administrator

From: Monte Reinders, Public Works Director/County Engineer 

Agenda Date: November 7, 2022

Subject: Supplement #4 - Contract with Tetra Tech, Inc.
Final Design - Port Hadlock Sewer

Statement of Issue: This contract with the County's sewer design team led by Tetra Tech, Inc. is for final design, specifications, and cost estimates for the wastewater treatment facility and pressurized sewer collection system for the Core Area (Phase I) as shown in the *Port Hadlock UGA Sewer Facility Plan Update, 2021*. Supplement #4 extends the completion date for this design contract through June 30, 2023.

Analysis/Strategic Goals/Pro's & Con's: Design of the wastewater treatment plant is 95% complete. Design of the sewer collection system is 90% complete. It is anticipated that there will be a scope/budget Supplement #5 in early 2023 for work remaining to address issues that have been discovered during the design process. In the meantime, it is necessary to execute this time extension Supplement #4 so that the contract does not lapse. The first phase of construction is anticipated to occur in mid-2023.

Fiscal Impact/Cost Benefit Analysis: There is no change to the budget (currently \$1,575,120) with this Supplement #4. The Washington State Legislature has provided \$1,422,000 as a direct appropriation through the Department of Commerce to fund this work. Remaining funds are coming through an allocation from Jefferson County's share of ARPA rescue funds.

Recommendation: Please sign three (3) originals of Supplement #4 and return two (2) fully executed originals to Public Works.

Department Contact: Monte Reinders x242

Reviewed By:


Mark McCauley, County Administrator

11/3/22
Date

Orig. PW 2.13.23

Retain: 2029

Supplemental Agreement Number: #5	Organization, Address, and Phone: Tetra Tech, Inc. 1420 Fifth Avenue, Suite 600 Seattle, WA 98101	
Agreement Number: N/A		
Project Number: 405 1693-5	Execution Date: 4/20/2020	Completion Date: 6/30/2023
Project Title: Port Hadlock Wastewater System – Final Design	Maximum Amount Payable: \$1,667,413	
Description of Work: Final design of the Port Hadlock Wastewater Treatment Plant and Collection System for the Port Hadlock “Core Area”.		

Tetra Tech, Amend 5

SUPPLEMENTAL AGREEMENT

Jefferson County hereby amends the agreement with Tetra Tech, Inc. (“the Agreement”), originally executed on April 20, 2020.

All provisions in the Agreement remain in effect, except as expressly modified by this Supplemental Agreement.

The changes to the Agreement are described as follows:

I.

Scope of Services is hereby changed to read:

Add Scope of Work (SOW) as described in Exhibit A-1 for completion of the Phase I Sitework Plans and Specifications.

II.

Time for Performance is hereby changed to read:

No Change. The Agreement shall terminate on June 30, 2023 unless amended in writing prior to this date.

III.

Payment is hereby changed to read:

Add \$72,293 for work described in the attached SOW. Add \$20,000 design reserve for unanticipated needs, only to be used with express written permission of the County. See Exhibit B.

This Supplemental Agreement shall be effective upon execution by both parties. Work performed consistent with the Agreement prior to execution of this Supplemental Agreement is hereby ratified.

In witness whereof, the parties hereto have executed this Supplemental Agreement as shown below.

(Consultant Firm Name)

COUNTY OF JEFFERSON
BOARD OF COMMISSIONERS

Tetra Tech, Inc.

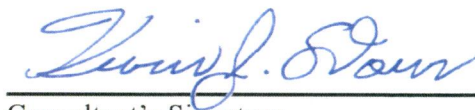
Consultant's Name



Kate Dean, District 1

2/13/23

Date



Consultant's Signature

Approved Telephonically

2/13/23

Heidi Eisenhour, District 2

Date

February 3, 2023

Date



Greg Brotherton, District 3

2/13/23

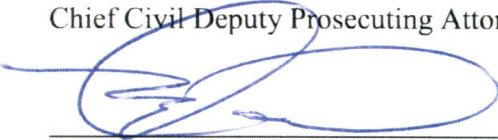
Date

Approved as to form only:

PRE-APPROVED CONTRACT FORM

Philip C. Hunsucker Date

Chief Civil Deputy Prosecuting Attorney



Monte Reinders, P.E.

2/6/23
Date

Public Works Director/County Engineer

EXHIBIT A-1

SCOPE OF WORK

JEFFERSON COUNTY DEPARTMENT OF PUBLIC WORKS PORT HADLOCK WASTEWATER SYSTEM DESIGN UPDATE SERVICES

SUPPLEMENT NO 5 ADDITIONAL TREATMENT PLANT DESIGN SERVICES

PHASE 1 TREATMENT PLANT SITE/CIVIL BID PACKAGE

GENERAL – ADDITIONAL DESIGN SERVICES

The scope of services in this supplement provides additional services to incorporate design changes and additional design services associated with the Phase 1 Treatment Plant Site/Civil Bid Package for the wastewater treatment plant design. These services are to incorporate the changes described in the tasks below and complete the designs for the Phase 1 Treatment Plant Civil Bid Package. treatment plant and collection system for bidding.

TASK 100 – PROJECT MANAGEMENT (ADDITIONAL DESIGN)

This task includes supplemental budget to track, monitor, plan, and manage the work within the scope of this supplement.

Work in this task is described as follows:

- Progress Updates - Progress updates will be held by telephone approximately every other week with the County to coordinate work activities and keep the County informed of progress to date. It is assumed the work within this supplement will be accomplished within 3 months of notice to proceed and there will be up to 2 progress updates during that period between the County and the Consultant Project Manager.
- Progress Reports and Billings - It will include brief monthly progress reports along with monthly invoices. Progress reports will contain information on major activities, anticipated actions, and outstanding issues to be resolved.

Work Products:

- Summary of Action Items and follow up.
- Monthly progress reports and invoices

TASK 200 – RECLAMATION PLANT & INFLUENT PIPELINE DESIGN UPDATE

Subtask 200.5 – 100% Plans, Specs, and Estimate (Phase 1 Treatment Plant Site/Civil Package)

Incorporate County plan markups, review WSDOT specification package and incorporate technical special provisions. Submit bid ready plans and specifications.

Work activities to be completed in this task are as follows:

- Incorporate markups to the plans received by the County on January 11, 2023, including the following:
 - Swap out sheet pile wall with welded wire wall.
 - Change single 10-inch influent sewer to two parallel 6-inch influent sewers.
 - Miscellaneous changes related to the work split between Phase 1 and 2.
 - Revise access road grading to drain to the east.
 - Re-size drainage swale (as necessary)
 - Add water line on percolation pond property
 - Incorporate water service revisions
- Incorporate electrical & fiber optic service revisions a add conduit sections.
- Review County's draft specification package in WSDOT format
- Review technical specifications and prepare special provisions for technical items such as pipe and materials
- Provide pre-final check set to the County and incorporate any minor pickups

Work Products:

- Pre-final check set (plans and specifications)
- Final Treatment Plant Plans and Specification package

TASK 5000 – UNANTICIPATED DESIGN RESERVE

This task provides a \$20,000 reserve budget to be used at the County's discretion. This budget is reserved will not be used without written authorization of scope and authorized budget to be used against this reserve.

EXHIBIT B

Revision Date Feb 01, 2023										Labor Plan												
Price Proposal										16 Resource												
Port Hadlock																						
135-12562-20003																						
Submitted to: Jefferson County (Attn: Monte Reinders)																						
Contract Type: Cost-Plus																						
Project Phases / Tasks	Schedule			Months	Won Days	Off Days	Won Days	Total Labor Hrs		Project Manager (Kevin Jour)	Sr Treatment Engineer (Jim Santoch)	Senior Engineer (Brandon Murray)	Masterwater Engineer (Eric Jerns)	Sr Engineer/Convergent (David Scott)	Mechanical Engineer (Alexandra Oehl)	Masterwater Engineer (Scott Buckholz)	Senior Stormwater Engineer (Kevin Axt)	Stormwater Engineer (Alex Ruescher)	Stormwater Sr DA (Jerry Schuler)	Project Engineer SW (Heck)	Sr Electrical Engineer (John Kline)	Senior CAD Engineer (Thomas)
	Start	Thru	End																			
PART A - RECLAMATION PLANT & INFLUENT PIPELINE																						
100 Project Management (Admin Design/B&R)																						
100.4 Additional Progress Meetings (2)	01/01/23	12/31/23		11.7			26	234	17	12	-	-	-	1	-	-	-	-	-	-	-	-
100.5 Progress Reports and Meetings	01/01/23	12/31/23		11.7			26	234	9	6												
200 Reclamation Plant & Influent Pipeline Design Update																						
200.3 100% Plans, Specs & Estimate (Complete outstanding items)																						
200.3.02 Review Stormwater Design	01/01/23	12/31/23		11.7			26	234	396	3	1	16	92	-	30	30	16	16	1	4	16	92
200.3.03 Review WWSR Design	01/01/23	12/31/23		11.7			26	234	396	3	1	16	92	-	30	30	16	16	1	4	16	92
200.3.04 Draft Influent and Effluent Design	01/01/23	12/31/23		11.7			26	234	24													
200.3.05 Make Changes to Design (Phase 1) Work Item	01/01/23	12/31/23		11.7			26	234	68	7					30							
200.3.10 Finalize Plant Water Line	01/01/23	12/31/23		11.7			26	234	16													
200.3.11 Review Access Road Grading	01/01/23	12/31/23		11.7			26	234	14													
200.3.12 Incorporate design service fees	01/01/23	12/31/23		11.7			26	234	11													
200.3.13 Review WWSR Design	01/01/23	12/31/23		11.7			26	234	40													
200.3.14 Review WWSR Design and 201 Technical Specifications	01/01/23	12/31/23		11.7			26	234	30	1		16	20									
5000 - Unanticipated Design Reserve																						
	01/01/23	12/31/23		11.7			26	234	-													
Totals																						
	01/01/23	12/31/23		11.7			26	413	15	2	16	92	1	30	30	16	16	1	4	16	92	

[illegible]

Jefferson County
Board of Commissioners
Agenda Request

To: Board of Commissioners
Mark McCauley, County Administrator

From: Monte Reinders, Public Works Director/County Engineer 

Agenda Date: February 13, 2023

Subject: Supplement #5 - Contract with Tetra Tech, Inc.
Final Design - Port Hadlock Sewer

Statement of Issue: This contract with the County's sewer design team led by Tetra Tech, Inc. is for final design and specifications for the wastewater treatment facility and pressurized sewer collection system for the Core Area (Phase I). Supplement #5 adds scope and budget to complete the final plans and specifications for the Phase I Site Work contract which is scheduled to go to bid at the end of February.

Analysis/Strategic Goals/Pro's & Con's: This Supplement will complete the Plans and Specifications needed to go to bid advertisement in late February on the Phase I Site Work contract for the Port Hadlock Sewer. The Phase I Site Work contract will include the earthwork for the wastewater percolation pond, utilities to the treatment plant site, access road to the site, parallel influent sewer lines leading to the site from SR-116, and main effluent sewer pipe leading to the percolation pond. Tetra Tech is addressing changes requested by the County and PUD to finalize the bid package. Many of the changes result in cost savings that will more than offset these design costs.

Fiscal Impact/Cost Benefit Analysis: The additional budget is \$72,293 as detailed in Exhibit B to the Supplement. An additional \$20,000 is included as a design contingency to cover unanticipated work bringing the total Supplement to \$92,293. These costs are covered by County ARPA funds dedicated to this project.

Recommendation: Please sign three (3) originals of Supplement #5 and return two (2) fully executed originals to Public Works.

Department Contact: Monte Reinders x242

Reviewed By:


Mark McCauley, County Administrator

2/8/23
Date

2019: PN
CC: PW } 2.14.22

Rebin: 2028

Supplemental Agreement Number: #3		Organization, Address, and Phone: Tetra Tech, Inc. 1420 Fifth Avenue, Suite 600 Seattle, WA 98101	
Agreement Number: N/A			
Project Number: 405 1693-5		Execution Date: 4/20/2020	Completion Date: 12/31/2022
Project Title: Port Hadlock Wastewater System – Final Design		New Maximum Amount Payable: \$1,575,120	
Description of Work: Final design of the Port Hadlock Wastewater Treatment Plant and Collection System for the Port Hadlock “Core Area”.			

Tetra Tech

SUPPLEMENTAL AGREEMENT

The Local Agency of Jefferson County hereby amends the agreement with Tetra Tech, Inc. (“the Agreement”), executed on April 20, 2020.

All provisions in the Agreement remain in effect, except as expressly modified by this Supplemental Agreement.

The changes to the Agreement are described as follows:

I.

Scope of Services is hereby changed to read: Additional work to perform a scoping study for future extension of sewer service to the Old Alcohol Plant area. Additional work to develop Operations/Maintenance/Administration cost estimates and perform rates studies at key milestone points in the project. All as described in attached Exhibit A.

II.

Time for Performance is hereby changed to read: No Change

III.

Payment is hereby changed to read: Additional payment not to exceed \$102,455 as described in Exhibit B, attached.

This Supplemental Agreement shall be effective upon execution by both parties. Work performed consistent with the Agreement prior to execution of this Supplemental Agreement is hereby ratified.

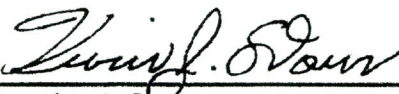
In witness whereof, the parties hereto have executed this Supplemental Agreement #3 as shown below.

(Consultant Firm Name)

COUNTY OF JEFFERSON
BOARD OF COMMISSIONERS

Tetra Tech, Inc.

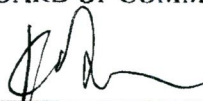
Consultant's Name



Consultant's Signature

2.3.22

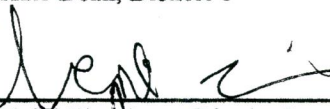
Date



Kate Dean, District 1

2/14/22

Date



Heidi Eisenhour, District 2

2/14/22

Date



Greg Brotherton, District 3

2/14/22

Date

Approved as to form only:



February 4, 2022

Philip C. Hunsucker

Date

Chief Civil Deputy Prosecuting Attorney

Monte Reinders

Digitally signed by Monte Reinders
DN: cn=JES, e=monte.reinders@co.jefferson.wa.us,
o=Jefferson County Public Works, ou=Public
Works Director, cn=Monte Reinders,
Date: 2022.02.03 12:07:32 -0800

Monte Reinders, P.E.

Date

Public Works Director/County Engineer

EXHIBIT A-1

SCOPE OF WORK

JEFFERSON COUNTY DEPARTMENT OF PUBLIC WORKS PORT HADLOCK WASTEWATER SYSTEM DESIGN UPDATE SERVICES

AMENDMENT NO. 1 FINANCIAL PLAN UPDATE AND OLD ALCOHOL PLANT PUMP STATION SCOPING STUDY

GENERAL

The scope of services in this amendment provides services for updating wastewater utility financial plan and provide a scoping study for the Old Alcohol Plant Pump Station.

The Old Alcohol Plant scoping study will better develop and define the pump station to an approximate 15% Design level. This pump station will provide wastewater service for the catchment area focused on the former Alcohol Plant located on Hadlock Bay Road. The purpose of this scoping study is to determine the preferred location and size/configuration of a pump station serving the Old Alcohol Plant sub-area and to develop a Class 3 cost estimate so Jefferson County and property owner can acquire funding to complete design and construction.

Key work items and outcome of the Old Alcohol Plant pump station study will be as follows:

- Provide adequate information to confirm that a pump station and force main serving the Old Alcohol Plant subarea can be tied directly in to the Core Area pressure sewer
- Review of septic system records to identify location of septic system equipment, drainfield, and building drains.
- Review of water use records and development of flow criteria to size the pump station.
- Determine preferred location of Pump Station.
- Determine pump station type, size and configuration at the Old Alcohol Plant area.
- Determine how the pump station force main will be tied in to the Core Area pressure sewer system in the vicinity of Scott Rd and Curtis Street – determine equipment type, size, and configuration.
- Coordination with WSDOT on the installation of the force main and variance request for open cut installation.
- Develop an estimated construction cost.

The services for updating the financial plan will provide better clarity on operation and maintenance costs and anticipated monthly O&M costs per customer and anticipated wastewater service rates.

Key work items and outcomes of the financial plan update services will be as follows:

- Update the operation and maintenance cost estimate for the Pt. Hadlock Treatment Plant & Collection System.
- Develop a rate study recommended rate structure to help clarify how rates will be charged.

SCOPE OF WORK

TASK 100 – PROJECT MANAGEMENT

This task includes supplemental budget to track, monitor, plan, and manage the work within the scope of this amendment.

Work in this task is described as follows:

- Health and Safety Plan - It is assumed there will be no field work on this project and the project-specific Health & Safety Plan (HASP) for the Core Area Design Project will largely apply for the work within this amendment. A review of the HASP and updates to the Health and Safety Checklist reflecting the work tasks of this amendment will be conducted.
- Progress Updates - Progress updates will be held by telephone approximately once a month, as needed, with the County to coordinate work activities and keep the County informed of progress to date. It is assumed this project will be accomplished within 3 months of notice to proceed and there will be up to 2 progress updates during that period between the County and the Consultant Project Manager.
- Progress Reports and Billings - It will include brief monthly progress reports along with monthly invoices. Progress reports will contain information on major activities, anticipated actions, and outstanding issues to be resolved.

Work Products:

- Updates/revision to project HASP.
- Summary of Action Items and follow up.
- Monthly progress reports and invoices

TASK 2000 – OLD ALCOHOL PLANT SCOPING STUDY

Subtask 2000.1 - Information Review & Criteria Development

The purpose of this task to review existing information, confirm site conditions, and confirm flow conditions. This information will inform the location and elevation of the Alcohol Plant Pump Station, pump type and size, wetwell geometry and size, and force main diameter.

Work activities to be completed in this task are as follows:

- Investigate the available septic system plans at the Alcohol Plant and marina.
- Site visit coordinated with County staff and property owners to confirm location of existing septic systems, building drains, possible pump station locations and other key site features.

- Determine the location of existing building drains and connections to the existing septic system(s).
- Identify a location for the pump station and configuration of connection building drains.
- Review flow analysis conducted during the Core Area design. Confirm estimates of average flow and develop anticipated peak instantaneous flows from the Old Alcohol Plant water records. Develop peaking factor to account for commercial use and hotel events.
- Review any water use data from the marina. Confirm average and anticipated peak instantaneous flows.
- Review Facility Plan information and estimate future flows for the sub-area for infill development.
- Identify pump size and force main diameter based upon existing and future flows.
- Identify wet well size and configuration

Work Product:

Technical memorandum documenting existing site conditions, existing water use, and design flows (both existing and future) for the Old Alcohol Plant Pump Station. The technical memorandum will identify the recommended pump type, size (identify one or more models) and force main diameter. A draft technical memorandum will be submitted to the County. Comments will be reviewed and incorporated in to a final technical memorandum. It is assumed there will be no field visits by the Consultant. Any field work will be conducted by County staff in coordination with the Consultant Team.

Subtask 2000.2 - Schematic Plans

The purpose of this task to develop a schematic design of the Old Alcohol Plant Pump Station, force main, and the Grinder Pump Transfer Station to approximately the 15% design level.

Work activities to be completed in this task are as follows:

- Locate and layout Old Alcohol Plant Pump Station based upon the information and conclusions developed in Task 2000.1.
- Locate and layout the Grinder Pump Transfer Station in the vicinity of Scott Rd and Curtis Street based upon the information and conclusions developed in Task 2000.1.
- No survey will be included in this task. County GIS maps including available LiDAR contours and aerial backgrounds will be used as a base map.
- Plan & Profile Drawings of the force main alignment along Hadlock Bay Rd and Oak Bay Rd that were developed during the 60% Core Area Design will be reused for this work product. The alignment will be adjusted to be within the travel lane, will be double-cased, and installed with open-cut construction. The drawings will be developed to the 15% Design Level and will be used to advance the discussions and negotiations with WSDOT in Task 2000.3.

Work Product:

- Schematic design plans and pipeline profiles for the Old Alcohol Plant Pump Station, the Grinder Pump Transfer Station and Force Main.
- These plans will be developed to approximately 15% Design level.

Subtask 2000.3 - Coordination with WSDOT

The purpose of this task to confirm the installation method and requirements for the force main along the Oak Bay Road section of SR 116 between the intersection with Hadlock Bay Road, past the intersection with Lower Hadlock Road, and West to Kively Center. Confirmation of the allowable installation method and WSDOT requirements is an important element of the cost estimate.

Work activities to completed in this task are as follows:

- Meet with WSDOT and discuss installation details and methods of construction of the Old Alcohol Plant force main in WSDOT right-of-way.
- Work with WSDOT to get confirmation assurances as to whether installation using open cut trenching is acceptable and will be allowed for installation of the force main.

Work Products:

- Meeting summaries.
- If possible, permissions (even if tentative) in writing from WSDOT for force main installation using open cut trenching along Oak Bay Rd.
- Summary of any requirements and next steps to get a variance from WSDOT.

Subtask 2000.4 - Cost Estimation

The purpose of this task is to provide a planning level cost estimate for the Old Alcohol Plant Pump Station, force main, and Grinder Pump Transfer Station based upon the schematic drawings developed in Task 2000.2 and project information documented in the Task 2000.1 Technical Memorandum.

Work activities to be completed in this task are as follows:

- Develop a draft AACE Class 3 cost estimate for the Old Alcohol Plant Pump Station, force main, and Grinder Pump Transfer Station.
- Identify any cost related risks or uncertainties such as market conditions, changes in assumed installation methods, geotechnical or excavation unknowns, etc.
- Review draft with the County.
- Incorporate any comments from the draft cost estimate.
- Submit final cost estimate.

Work Products:

- Draft Class 3 Cost Estimate.
- Meet to review draft.
- Final Class 3 Cost Estimate.

TASK 3000 – FINANCIAL UPDATE AND RATE STUDY

Subtask 3000.1 – Financial Update

This task includes the following work elements:

- Update financial model with 60% design cost estimates
- Update O&M Model with 60% design cost estimates
- Refine Financial and O&M Models with 90% cost estimates
- Refine Financial and O&M Models with 100% cost estimates
- Support management.

Subtask 3000.2 - Rate Study with Rates and Structure

This task includes the following work elements:

- Use cost estimates (Task 500) for revenue requirements
- Review local structures, including PUD
- Define customer classes for sewer utility
- Determine best rate structure for initial & future customers
- Develop rate alternatives for review
- Develop summary memo with rate recommendations
- Support management.

Schedule

Consultant shall complete Tasks 2000.1 through 2000.4 in 3 months from Notice to Proceed.

Consultant shall complete Task 3000.1 through 3000.2 within 9 months of Notice to Proceed.

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Port Hadlock - Treatment Plant & Collection System

Am #1 - Financial Plan Update & Old Alcohol Plant PS Scoping Study
Submitted to: Jefferson County (Attn: Monte Reinders)

Contract Type: Cost Plus

[illegible]

EXHIBIT B

Jefferson County
Board of Commissioners
Agenda Request

To: Board of Commissioners
Mark McCauley, Interim County Administrator

From: Monte Reinders, Public Works Director/County Engineer 

Agenda Date: February 14, 2022

Subject: Supplement #3 - Contract with Tetra Tech, Inc.
Final Design - Port Hadlock Sewer

Statement of Issue: Supplement #3 adds scope and budget to the Final Design contract with Tetra Tech, Inc. for the Port Hadlock Sewer project. Completion time remains unchanged.

Analysis/Strategic Goals/Pro's & Con's: The following scope and budget items are added to the current contract:

- Old Alcohol Plant sewer extension scoping study. \$37,477
This work will develop a concept level design to determine how the Old Alcohol Plant and marina properties could be connected to the Port Hadlock Sewer in the future. The Old Alcohol Plant is within the Urban Growth Area (UGA), and the Port Hadlock sewer system would benefit by having the additional flow and customer base provided by these properties. It is important to know how this area could be served by sewer so that provisions for its future connection to the Hadlock Phase I sewer area can be planned for now. Cost estimates for this extension/connection will be developed.
- Operations/Maintenance/Admin estimating and rate studies. \$64,978
This work will update the estimates for operations, maintenance, and administration costs for the Port Hadlock sewer. The O&M costs in the Sewer Facility Plan contained many assumptions that can be refined as more information is developed through the design phase. The Consultant will work with the County and the PUD to develop detailed costs for the operation, maintenance, and administration of the sewer system at key design milestones. This information will be used for rate setting and rate structure creation in a sewer ordinance.

Fiscal Impact/Cost Benefit Analysis: \$102,455. This additional work will be funded by the County through the Tri Area Sewer fund. The County has directed American Rescue Plan Act (ARPA) money into the Tri Area Sewer fund.

Recommendation: Please sign three (3) originals of Supplement #3 and return two (2) fully executed originals to Public Works.

Department Contact: Monte Reinders x242

Reviewed By:


Mark McCauley, Interim County Administrator

2/10/22
Date

Clear form

CONTRACT REVIEW FORM
(INSTRUCTIONS ARE ON THE NEXT PAGE)

CONTRACT WITH: Tetra Tech - Supplement #3

Contract No: *N/A PW 2022-013*

Contract For: Port Hadlock - Sewer Final Design

Term: 12/31/2022

COUNTY DEPARTMENT:	Public Works
Contact Person:	Monte Reinders
Contact Phone:	360.385.9242
Contact email:	mreinders@co.jefferson.wa.us

AMOUNT: \$102,455

PROCESS:

Revenue:	\$102,455 (ARPA)
Expenditure:	\$102,455
Matching Funds Required:	\$0
Sources(s) of Matching Funds	Hadlock Sewer Fund

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

APPROVAL STEPS:

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

CERTIFIED: ☒ N/A: ☐ Monte Reinders
Digitally signed by Monte Reinders
DN: cn=Monte Reinders, o=Jefferson County Public Works, ou=Public Works Director, cn=Monte Reinders
Date: 2022.02.02 11:45:30 -0800

Signature

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: ☐ Monte Reinders
Digitally signed by Monte Reinders
DN: cn=Monte Reinders, o=Jefferson County Public Works, ou=Public Works Director, cn=Monte Reinders
Date: 2022.02.02 11:45:30 -0800

Signature

Date

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

✓ Electronically approved by Risk Management on 2/4/2022.

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

✓ Electronically approved as to form by PAO on 2/4/2022.

This is a contract amendment. It's not a pre-approved form. PAO revised the signature page and signed it. Will send via email.

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

Orig: PW 11.22.21
CC: And.

Revised: 2028.

Supplemental Agreement Number: #2	Organization, Address, and Phone: Tetra Tech, Inc. 1420 Fifth Avenue, Suite 600 Seattle, WA 98101	
Agreement Number: N/A		
Project Number: 405 1693-5	Execution Date: 4/20/2020	Completion Date: 12/31/2022
Project Title: Port Hadlock Wastewater System – Final Design	New Maximum Amount Payable: \$1,472,665	
Description of Work: Final design of the Port Hadlock Wastewater Treatment Plant and Collection System for the Port Hadlock “Core Area”.		

Tetra Tech, Inc.

SUPPLEMENTAL AGREEMENT

The Local Agency of Jefferson County hereby amends the agreement with Tetra Tech, Inc. (“the Agreement”), executed on April 20, 2020.

All provisions in the Agreement remain in effect, except as expressly modified by this Supplemental Agreement.

The changes to the Agreement are described as follows:

I.

Scope of Services is hereby changed to read: No Change

II.

Time for Performance is hereby changed to read: The Agreement shall terminate on December 31, 2022 unless amended in writing prior to this date.

III.

Payment is hereby changed to read: No Change

This Supplemental Agreement shall be effective upon execution by both parties. Work performed consistent with the Agreement prior to execution of this Supplemental Agreement is hereby ratified.

In witness whereof, the parties hereto have executed this Supplemental Agreement #2 as shown below.

(Consultant Firm Name)

COUNTY OF JEFFERSON
BOARD OF COMMISSIONERS

Tetra Tech, Inc.

Consultant's Name

Kate Dean, District 1

Date



Consultant's Signature

Heidi Eisenhour, District 2

Date

November 16, 2021

Date

Greg Brotherton, District 3

Date

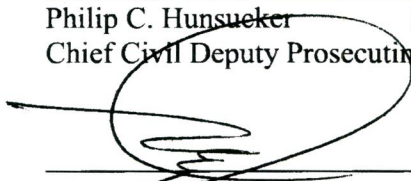
Approved as to form only:

PRE-APPROVED CONTRACT FORM

Philip C. Hunsucker

Date

Chief Civil Deputy Prosecuting Attorney



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

11/16/21
Date

Jefferson County
Board of Commissioners
Agenda Request

To: Board of Commissioners
Mark McCauley, Interim County Administrator

From: Monte Reinders, Public Works Director/County Engineer 

Agenda Date: November 22, 2021

Subject: Supplement #2 - Contract with Tetra Tech, Inc.
Final Design - Port Hadlock Sewer

Statement of Issue: Supplement #2 extends the completion date for this design contract. This contract with the County's sewer design team led by Tetra Tech, Inc. is for final design, specifications, and cost estimates for the sewer treatment facility and pressurized sewer collection system for the Port Hadlock "Core Area" as shown in the *Port Hadlock Wastewater System Value Engineering Review* completed in May 2019.

Analysis/Strategic Goals/Pro's & Con's: The *Port Hadlock Wastewater System Value Engineering Review* completed in May 2019 determined that significant initial costs savings could be realized by using newly available small, pre-packaged membrane bioreactor (MBR) equipment and a pressurized collection system. This will allow the sewer to start small in the Port Hadlock "Core Area" and grow as demand dictates. Design work is underway, currently at approximately 60% complete. Final completion is anticipated in summer 2022 with final approval by the Department of Ecology in September 2022.

Fiscal Impact/Cost Benefit Analysis: \$1,472,665. The Washington State Legislature has provided \$1,422,000 as a direct appropriation through the Department of Commerce to fund this work.

Recommendation: Please sign three (3) originals of Supplement #2 and return two (2) fully executed originals to Public Works.

Department Contact: Monte Reinders x242

Reviewed By:


Mark McCauley, Interim County Administrator

11/18/21
Date

CONTRACT REVIEW FORM
(INSTRUCTIONS ARE ON THE NEXT PAGE)

CONTRACT WITH: Tetra Tech - Supplement #2

Contract No: PW2021-097

Contract For: Port Hadlock - Sewer Final Design

Term: 12/31/2022

COUNTY DEPARTMENT:	Public Works
Contact Person:	Monte Reinders
Contact Phone:	360.385.9242
Contact email:	mreinders@co.jefferson.wa.us

AMOUNT: \$1,472,665

Revenue: \$1,422,000

Expenditure: \$1,472,665

Matching Funds Required: \$50,665

Sources(s) of Matching Funds: Hadlock Sewer Fund

PROCESS:

☐	Exempt from Bid Process
☐	Cooperative Purchase
☐	Competitive Sealed Bid
☐	Small Works Roster
☐	Vendor List Bid
☐	RFP or RFQ
☒	Other: Supplement for Time

APPROVAL STEPS:

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

CERTIFIED: ☒ N/A: ☐

Signature

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: ☐

Signature

Date

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

✓ Electronically approved by Risk Management on 11/12/2021.

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

✓ Electronically approved as to form by PAO on 11/12/2021.
Contract amendment

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

2019 PW 11/2/20
cc: And 11/19/20

Retain: 2027

Supplemental Agreement Number: #1		Organization, Address, and Phone: Tetra Tech, Inc. 1420 Fifth Avenue, Suite 600 Seattle, WA 98101	
Agreement Number: N/A			
Project Number: 405 1693-5		Execution Date:	Completion Date: 12/31/2021
Project Title: Port Hadlock Wastewater System – Final Design		New Maximum Amount Payable: \$1,472,665	
Description of Work: Final design of the Port Hadlock Wastewater Treatment Plant and Collection System for the Port Hadlock “Core Area”.			

SUPPLEMENTAL AGREEMENT

The Local Agency of Jefferson County hereby amends the agreement with Tetra Tech, Inc. (“the Agreement”), executed on April 20, 2020.

All provisions in the Agreement remain in effect, except as expressly modified by this Supplemental Agreement.

The changes to the Agreement are described as follows:

I.

Scope of Services is hereby changed to read: No Change

II.

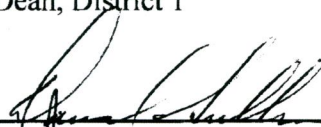
Time for Performance is hereby changed to read: The Agreement shall terminate on December 31, 2021 unless amended in writing prior to this date.

III.

Payment is hereby changed to read: No Change

This Supplemental Agreement shall be effective upon execution by both parties. Work performed consistent with the Agreement prior to execution of this Supplemental Agreement is hereby ratified.

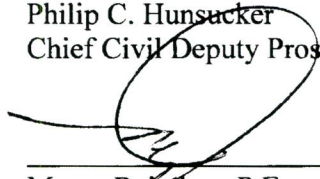
In witness whereof, the parties hereto have executed this Supplemental Agreement #1 as shown below.

(Consultant Firm Name)	COUNTY OF JEFFERSON BOARD OF COMMISSIONERS	
<u>Tetra Tech, Inc.</u>		<u>11/2/2020</u>
Consultant's Name	Kate Dean, District 1	Date
		<u>11/2/2020</u>
Consultant's Signature	David Sullivan, District 2	Date
<u>October 16, 2020</u>		<u>11/2/2020</u>
Date	Greg Brotherton, District 3	Date

Approved as to form only:

PRE-APPROVED CONTRACT FORM

Philip C. Hunsucker Date
Chief Civil Deputy Prosecuting Attorney


11/1/20
Monte Reinders, P.E. Date
Public Works Director/County Engineer

Jefferson County
Board of Commissioners
Agenda Request

To: Board of Commissioners
Philip Morley, County Administrator

From: Monte Reinders, Public Works Director/County Engineer 

Agenda Date: November 2, 2020

Subject: Supplement #1 - Contract with Tetra Tech, Inc.
Final Design - Port Hadlock Sewer

Statement of Issue: Supplement #1 extends the completion date for this design contract. This contract with the County's sewer design team led by Tetra Tech, Inc. is for final design, specifications, and cost estimates for the sewer treatment facility and pressurized sewer collection system for the Port Hadlock "Core Area" as shown in the *Port Hadlock Wastewater System Value Engineering Review* completed in May 2019.

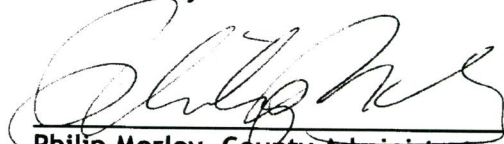
Analysis/Strategic Goals/Pro's & Con's: The *Port Hadlock Wastewater System Value Engineering Review* completed in May 2019 determined that significant initial costs savings could be realized by using newly available small, pre-packaged membrane bioreactor (MBR) equipment and a pressurized collection system. This will allow the sewer to start small in the Port Hadlock "Core Area" and grow as demand dictates. Design work is underway with the next major step being advertisement of bids to select an MBR equipment supplier.

Fiscal Impact/Cost Benefit Analysis: \$1,472,665. The Washington State Legislature recently provided \$1,422,000 as a direct appropriation through the Department of Commerce to fund this work.

Recommendation: Please sign three (3) originals of Supplement #1 and return two (2) fully executed originals to Public Works.

Department Contact: Monte Reinders x242

Reviewed By:


Philip Morley, County Administrator


Date

CONTRACT REVIEW FORM

PW 2020-061

CONTRACT WITH: Supplement #1 - Tetra Tech, Inc.

(Contractor/Consultant)

CONTRACT FOR: Port Hadlock Sewer Final Design

TERM: 12/31/2021

COUNTY DEPARTMENT:	<u>Public Works</u>
For More Information Contact:	<u>Monte Reinders</u>
Contact Phone #:	<u>(360) 385-9242</u>
RETURN TO:	<u>Chris Spall</u>
(Person in Department)	RETURN BY: <u>10/23/20</u>
	(Date)

AMOUNT: \$1,472,665

PROCESS:

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

Revenue: _____
Expenditure: _____
Matching Funds Required: _____
Sources(s) of Matching Funds: _____

Step 1:

REVIEW BY RISK MANAGEMENT

Review by: _____

Date Reviewed: _____

☒ APPROVED FORM

☐ Returned for revision (See Comments)

Comments _____

Step 2:

REVIEW BY PROSECUTING ATTORNEY

Review by: _____

Date Reviewed: 10/19/2020

☒ APPROVED AS TO FORM

☐ Returned for revision (See Comments)

Comments _____

Step 3: (If required) DEPARTMENT MAKES REVISIONS AND RESUBMITS TO RISK MANAGEMENT AND PROSECUTING ATTORNEY

Step 4: CONTRACTOR/CONSULTANT SIGNS APPROPRIATE NUMBER OF ORIGINALS

Step 5: SUBMIT TO BOCC FOR APPROVAL

Admin will submit originals and 2 copies of Contract and Review Form with Agenda Bill to BOCC Office.
Place "Sign Here" markers on all places the BOCC needs to sign.
MUST be in BOCC Office by 4:30 p.m. TUESDAY for the following Monday's agenda.
(This form is to stay with the contract throughout the contract review process and accompany the Agenda Bill.)

2 orig PW 4/21/20

Retain: 2026

PROFESSIONAL SERVICES AGREEMENT FOR

Port Hadlock Wastewater System – Final Design

THIS PROFESSIONAL SERVICES AGREEMENT ("this Agreement") is entered into between the County of Jefferson, a municipal corporation ("the County"), and Tetra Tech, Inc. ("the Consultant"), in consideration of the mutual benefits, terms, and conditions specified below.

1. Project Designation. The Consultant is retained by the County to complete final design of the Port Hadlock Wastewater Treatment Plant and Collection System for the Port Hadlock "Core Area". The project area is as described in the *Port Hadlock Wastewater System Value Engineering Review (April 2019)* completed by Tetra Tech, Inc.
2. Scope of Services. Consultant agrees to perform the services identified on Exhibit "A" attached hereto including the provision of all labor.
3. Time for Performance. Work under this Agreement shall commence upon the giving of written notice by the County to the Consultant to proceed. The Agreement shall terminate on December 31, 2020 unless amended in writing prior to this date. Time is of the essence in the performance of this Agreement.
4. Payment. The Consultant shall be paid by the County for completed work and for services rendered under this Agreement as follows:
 - a. Payment for the work provided by Consultant shall be made as provided on Exhibit "B" attached hereto, provided that the total amount of payment to Consultant shall not exceed \$1,472,665 without express written modification of the Agreement signed by the County.
 - b. The Consultant may submit invoices to the County once per month during the progress of the work for partial payment for project completed to date. Such vouchers will be checked by the County, and upon approval thereof, payment will be made to the Consultant in the amount approved. Payment of Consultant invoices shall be within 30 days of receipt by the County for any services not in dispute based on the terms of this Agreement.
 - c. Final payment of any balance due the Consultant of the total contract price earned will be made promptly upon its ascertainment and verification by the County after the completion of the work under this Agreement and its acceptance by the County.
 - d. Payment as provided in this section shall be full compensation for work performed, services rendered and for all materials, supplies, equipment and incidentals necessary to complete the work.
 - e. The Consultant's records and accounts pertaining to this Agreement are to be kept available for inspection by representatives of the County and state for a period of three (3) years after final payments. Copies shall be made available upon request.

5. Ownership and Use of Documents. All documents, drawings, specifications, and other materials produced by the Consultant in connection with the services rendered under this Agreement shall be the property of the County whether the project for which they are made is executed or not. The Consultant shall be permitted to retain copies, including reproducible copies, of drawings and specifications for information, reference and use in connection with Consultant's endeavors. Consultant shall not be held liable for reuse of documents or modifications thereof, including electronic data, by County or its representatives for any purpose other than the intent of this Agreement.
6. Compliance with laws. Consultant shall, in performing the services contemplated by this Agreement, faithfully observe and comply with all federal, state, and local laws, ordinances and regulations, applicable to the services to be rendered under this Agreement.
7. Indemnification. Consultant shall indemnify and hold harmless the County, its officers, and employees, from and against all claims, losses or liability, or any portion thereof, including reasonable attorney's fees and costs, arising from injury or death to persons, including injuries, sickness, disease or death to Consultant's own employees, or damage to property occasioned by a negligent act, omission or failure of the Consultant. Consultant shall be liable only to the extent of Consultant's proportional negligence. The Consultant specifically assumes potential liability for actions brought against the County by Consultant's employees, including all other persons engaged in the performance of any work or service required of the Consultant under this Agreement and, solely for the purpose of this indemnification and defense, the Consultant specifically waives any immunity under the state industrial insurance law, Title 51 R.C.W. The Consultant recognizes that this waiver was specifically entered into pursuant to provisions of R.C.W. 4.24.115 and was subject of mutual negotiation.
8. Insurance. Prior to commencing work, the Consultant shall obtain at its own cost and expense the following insurance coverage specified below and shall keep such coverage in force during the terms of the Agreement.

Commercial Automobile Liability Insurance providing bodily injury and property damage liability coverage for all owned and non-owned vehicles assigned to or used in the performance of the work for a combined single limit of not less than \$500,000 each occurrence with the County named as an additional insured in connection with the Consultant's performance of this Agreement. This insurance shall indicate on the certificate of insurance the following coverage: (a) Owned automobiles; (b) Hired automobiles; and, (3) Non-owned automobiles.

Commercial General Liability Insurance in an amount not less than a single limit of one million dollars (\$1,000,000) per occurrence and an aggregate of not less than two (2) times the occurrence amount (\$2,000,000.00 minimum) for bodily injury, including death and property damage, unless a greater amount is specified in the contract specifications. The insurance coverage shall contain no limitations on the scope of the protection provided and include the following minimum coverage:

- a. Broad Form Property Damage, with no employee exclusion;

- b. Personal Injury Liability, including extended bodily injury;
- c. Broad Form Contractual/Commercial Liability – including coverage for products and completed operations;
- d. Premises – Operations Liability (M&C);
- e. Independent Contractors and subcontractors;
- f. Blanket Contractual Liability.

Professional Liability Insurance. The Consultant shall maintain professional liability insurance against legal liability arising out of activity related to the performance of this Agreement, on a form acceptable to Jefferson County Risk Management in the amounts of not less than \$1,000,000 Each Claim and \$2,000,000 Aggregate. The professional liability insurance policy should be on an “occurrence” form. If the professional liability policy is “claims made,” then an extended reporting period coverage (tail coverage) shall be purchased for three (3) years after the end of this Agreement, at the Consultant’s sole expense. The Consultant agrees the Consultant’s insurance obligation to provide professional liability insurance shall survive the completion or termination of this Agreement for a minimum period of three (3) years.

The County shall be named as an “additional named insured” under all insurance policies required by this Agreement, except Professional Liability Insurance when not allowed by the insurer.

Such insurance coverage shall be evidenced by one of the following methods: (a) Certificate of Insurance; or, (b) Self-insurance through an irrevocable Letter of Credit from a qualified financial institution.

The Consultant shall furnish the County with properly executed certificates of insurance that, at a minimum, shall include: (a) The limits of overage; (b) The project name to which it applies; (c) The certificate holder as Jefferson County, Washington and its elected officials, officers, and employees with the address of Jefferson County Risk Management, P.O. Box 1220, Port Townsend, WA 98368, and, (d) A statement that the insurance policy shall not be canceled or allowed to expire except on thirty (30) days prior written notice to the County. If the proof of insurance or certificate indicating the County is an “additional insured” to a policy obtained by the Consultant refers to an endorsement (by number or name) but does not provide the full text of that endorsement, then it shall be the obligation of the Consultant to obtain the full text of that endorsement and forward that full text to the County. Certificates of coverage as required by this section shall be delivered to the County within fifteen (15) days of execution of this Agreement.

Failure of the Consultant to take out or maintain any required insurance shall not relieve the Consultant from any liability under the Agreement, nor shall the insurance requirements be construed to conflict with or otherwise limit the obligations concerning indemnification of the County.

The Consultant's insurers shall have no right of recovery or subrogation against the County (including its employees and other agents and agencies), it being the intention of the parties that the insurance policies, with the exception of Professional Liability Insurance, so affected shall protect both parties and be primary coverage for all losses covered by the above described insurance.

Insurance companies issuing the policy or policies shall have no recourse against the County (including its employees and other agents and agencies) for payment of any premiums or for assessments under any form of policy.

All deductibles in the above described insurance policies shall be assumed by and be at the sole risk of the Consultant.

Any deductibles or self-insured retention shall be declared to and approved by the County prior to the approval of this Agreement by the County. At the option of the County, the insurer shall reduce or eliminate deductibles or self-insured retention, or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Insurance companies issuing the Consultant's insurance policy or policies shall have no recourse against the County (including its employees and other agents and agencies) for payment of any premiums or for assessments under any form of insurance policy.

Any judgments for which the County may be liable, in excess of insured amounts required by this Agreement, or any portion thereof, may be withheld from payment due, or to become due, to the Consultant until the Consultant shall furnish additional security covering such judgment as may be determined by the County.

Any coverage for third party liability claims provided to the County by a "Risk Pool" created pursuant to Ch. 48.62 RCW shall be non-contributory with respect to any policy of insurance the Consultant must provide in order to comply with this Agreement.

The County may, upon the Consultant's failure to comply with all provisions of this Agreement relating to insurance, withhold payment or compensation that would otherwise be due to the Consultant.

The Consultant's liability insurance provisions shall be primary and noncontributory with respect to any insurance or self-insurance programs covering the County, its elected and appointed officers, officials, employees, and agents.

Any failure to comply with reporting provisions of the insurance policies shall not affect coverage provided to the County, its officers, officials, employees, or agents.

The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

The Consultant shall include all subconsultants as insured under its insurance policies or shall furnish separate certificates and endorsements for each subconsultant. All insurance provisions for subconsultants shall be subject to all the requirements stated herein.

The insurance limits mandated for any insurance coverage required by this Agreement are not intended to be an indication of exposure nor are they limitations on indemnification.

The Consultant shall maintain all required insurance policies in force from the time services commence until services are completed. Certificates, insurance policies, and endorsements expiring before completion of services shall be promptly replaced. All the insurance policies required by this Agreement shall provide that thirty (30) days prior to cancellation, suspension, reduction or material change in the policy, notice of same shall be given to the County Risk Manager by registered mail, return receipt requested.

The Consultant shall place insurance with insurers licensed to do business in the State of Washington and having A.M. Best Company ratings of no less than A-, with the exception that excess and umbrella coverage used to meet the requirements for limits of liability or gaps in coverage need not be placed with insurers or re-insurers licensed in the State of Washington.

The County reserves the right to request additional insurance on an individual basis for extra hazardous contracts and specific service agreements.

9. Worker's Compensation (Industrial Insurance).

If and only if the Consultant employs any person(s) in the status of employee or employees separate from or in addition to any equity owners, sole proprietor, partners, owners or shareholders of the Consultant, the Consultant shall maintain workers' compensation insurance at its own expense, as required by Title 51 RCW, for the term of this Agreement and shall provide evidence of coverage to Jefferson County Risk Management, upon request.

Worker's compensation insurance covering all employees with limits meeting all applicable state and federal laws. This coverage shall include Employer's Liability with limits meeting all applicable state and federal laws.

This coverage shall extend to any subconsultant that does not have their own worker's compensation and employer's liability insurance.

The Consultant expressly waives by mutual negotiation all immunity and limitations on liability, with respect to the County, under any industrial insurance act, disability benefit act, or other employee benefit act of any jurisdiction which would otherwise be applicable in the case of such claim.

If the County incurs any costs to enforce the provisions of this subsection, all cost and fees shall be recoverable from the Consultant.

10. Independent Contractor. The Consultant and the County agree that the Consultant is an independent contractor with respect to the services provided pursuant to this Agreement. The Consultant specifically has the right to direct and control Consultant's own activities, and the activities of its subconsultants, employees, agents, and representatives, in providing the agreed services in accordance with the specifications set out in this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties. Neither Consultant nor any employee of Consultant shall be entitled to any benefits accorded County employees by virtue of the services provided under this Agreement, including, but not limited to: retirement, vacation pay; holiday pay; sick leave pay; medical, dental, or other insurance benefits; fringe benefits; or any other rights or privileges afforded to Jefferson County employees. The County shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance program, otherwise assuming the duties of an employer with respect to Consultant, or any employee of Consultant.
11. Subcontracting Requirements.
- The Consultant is responsible for meeting all terms and conditions of this Agreement including standards of service, quality of materials and workmanship, costs, and schedules. Failure of a subconsultant to perform is no defense to a breach of this Agreement. The Consultant assumes responsibility for and all liability for the actions and quality of services performed by any subconsultant.
- Every subconsultant must agree in writing to follow every term of this Agreement. The Consultant must provide every subconsultant's written agreement to follow every term of this Agreement before the subconsultant can perform any services under this Agreement. The County Engineer or their designee must approve any proposed subconsultant in writing.
- Any dispute arising between the Consultant and any subconsultant or between subconsultant must be resolved without involvement of any kind on the part of the County and without detrimental impact on the Consultant's performance required by this Agreement.
12. Covenant Against Contingent Fees. The Consultant warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement, and that he has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the County shall have the right to annul this Agreement without liability or, in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.
13. Discrimination Prohibited. The Consultant, with regard to the work performed by it under this Agreement, will not discriminate on the grounds of race, color, national origin,

religion, creed, age, sex, or the presence of any physical or sensory handicap in the selection and retention of employees or procurement of materials or supplies.

14. No Assignment. The Consultant shall not sublet or assign any of the services covered by this Agreement without the express written consent of the County. Assignment does not include printing or other customary reimbursable expenses that may be provided in an agreement.
15. Non-Waiver. Waiver by the County of any provision of this Agreement or any time limitation provided for in this Agreement shall not constitute a waiver of any other provision.
16. Termination.
 - a. The County reserves the right to terminate this Agreement at any time by giving ten (10) days written notice to the Consultant.
 - b. In the event of the death of a member, partner, or officer of the Consultant, or any of its supervisory personnel assigned to the project, the surviving members of the Consultant hereby agree to complete the work under the terms of this Agreement, if requested to do so by the County. This section shall not be a bar to renegotiations of this Agreement between surviving members of the Consultant and the County, if the County so chooses.
17. Notices. All notices or other communications which any party desires or is required to give shall be given in writing and shall be deemed to have been given if hand-delivered, sent by facsimile, email, or mailed by depositing in the United States mail, prepaid to the party at the address listed below or such other address as a party may designate in writing from time to time. Notices to the County shall be sent to the following address:

Jefferson County Public Works
623 Sheridan Street
Port Townsend, WA 98368

Notices to Consultant shall be sent to the following address:

Tetra Tech Inc.
Attn: Keven Dour, P.E.
1420 Fifth Avenue, Suite 600
Seattle, Washington 98101
18. Integrated Agreement. This Agreement together with attachments or addenda, represents the entire and integrated Agreement between the County and the Consultant and supersedes all prior negotiations, representations, or agreements written or oral. No representation or promise not expressly contained in this Agreement has been made. This Agreement supersedes all prior or simultaneous representations, discussions, negotiations, and agreements, whether written or oral, by the County within the scope of this Agreement. The Consultant ratifies and adopts all statements, representations, warranties, covenants, and agreements contained in its proposal, and the supporting

material submitted by the Consultant, accepts this Agreement and agrees to all of the terms and conditions of this Agreement.

19. Modification of this Agreement. This Agreement may be amended only by written instrument signed by both County and Consultant.
20. Disputes. The Parties agree to use their best efforts to prevent and resolve disputes before they escalate into claims or legal actions. Any disputed issue not resolved pursuant to the terms of this Agreement shall be submitted in writing within 10 days to the Director of Public Works or County Engineer, whose decision in the matter shall be final, but shall be subject to judicial review. If either party deem it necessary to institute legal action or proceeding to enforce any right or obligation under this Agreement, each party in such action shall bear the cost of its own attorney's fees and court costs. Any legal action shall be initiated in the Superior Court of the State of Washington for Jefferson County. The parties agree that all questions shall be resolved by application of Washington law and that the parties have the right of appeal from such decisions of the Superior Court in accordance with the laws of the State of Washington. The Consultant hereby consents to the personal jurisdiction of the Superior Court of the State of Washington for Jefferson County.
21. Section Headings. The headings of the sections of this Agreement are for convenience of reference only and are not intended to restrict, affect, or be of any weight in the interpretation or construction of the provisions of the sections or this Agreement.
23. Limits of Any Waiver of Default. No consent by either party to, or waiver of, a breach by either party, whether express or implied, shall constitute a consent to, waiver of, or excuse of any other, different, or subsequent breach by either party.
24. No Oral Waiver. No term or provision of this Agreement will be considered waived by either party, and no breach excused by either party, unless such waiver or consent is in writing signed on behalf of the party against whom the waiver is asserted. Failure of a party to declare any breach or default immediately upon the occurrence thereof, or delay in taking any action in connection with, shall not waive such breach or default.
25. Severability. Provided it does not result in a material change in the terms of this Agreement, if any provision of this Agreement or the application of this Agreement to any person or circumstance shall be invalid, illegal, or unenforceable to any extent, the remainder of this Agreement and the application this Agreement shall not be affected and shall be enforceable to the fullest extent permitted by law.
26. Binding on Successors, Heirs and Assigns. This Agreement shall be binding upon and inure to the benefit of the parties' successors in interest, heirs, and assigns.
27. No Assignment. The Consultant shall not sell, assign, or transfer any of rights obtained by this Agreement without the express written consent of the County.

28. No Third-party Beneficiaries. The parties do not intend, and nothing in this Agreement shall be construed to mean, that any provision in this Agreement is for the benefit of any person or entity who is not a party.
29. Signature in Counterparts. The parties agree that separate copies of this Agreement may be signed by each of the parties and this Agreement shall have the same force and effect as if all the parties had signed the original.
30. Facsimile and Electronic Signatures. The parties agree that facsimile and electronic signatures shall have the same force and effect as original signatures.
31. Arms-Length Negotiations. The parties agree that this Agreement has been negotiated at arms-length, with the assistance and advice of competent, independent legal counsel.
32. Public Records Act. Notwithstanding the provisions of this Agreement to the contrary, to the extent any record, including any electronic, audio, paper or other media, is required to be kept or indexed as a public record in accordance with the Washington Public Records Act, Chapter 42.56 RCW, as may hereafter be amended, the Consultant agrees to maintain all records constituting public records and to produce or assist the County in producing such records, within the time frames and parameters set forth in state law. The Consultant further agrees that upon receipt of any written public record request, Consultant shall, within two business days, notify the County by providing a copy of the request per the notice provisions of this Agreement.

DATED this 20th day of April, 20 20.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

TETRA TECH, INC.
Name of Consultant

KD
Kate Dean, District 1

KEVIN J. DOOR
Consultant Representative (Please print)

Approved telephonically
David Sullivan, District 2

[Signature]
(Signature)

[Signature]
Greg Brotherton, District 3

VICE PRESIDENT
Title

MARCH 5, 2020
Date

Approved as to form only:

PRE-APPROVED CONTRACT FORM
Philip C. Hunsucker Date
Chief Civil Deputy Prosecuting Attorney

[Signature] 3.9.20
Monte Reinders, P.E. Date
Public Works Director/County Engineer

EXHIBIT A – SCOPE OF WORK

The Scope of Work is described on the following pages.

This page intentionally left blank.

EXHIBIT "A"
JEFFERSON COUNTY DEPARTMENT OF PUBLIC WORKS
PORT HADLOCK WASTEWATER SYSTEM
DESIGN UPDATE SERVICES

SCOPE OF SERVICES

GENERAL

This scope of services is organized in to two parts: Part A – Design Update of the Wastewater Treatment Facility and Influent Pipeline and Part B – Design of the Pressure Sewer Collection System.

The Part A scope of services is for an update to the final design of the Port Hadlock wastewater treatment facilities, completed in 2012. The facilities are based on the *Jefferson County Port Hadlock UGA Sewer Facility Plan dated September 2008* and a preliminary design prepared in 2011. The Part A scope of work updates the Membrane Bioreactor Design to include a modular membrane system as described in the *Port Hadlock Wastewater System Value Engineering Review (April 2019)*. The design update incorporates several cost savings measures identified in the Value Engineer Review deemed feasible to reduce the initial capital costs of the treatment system.

Additionally, this scope of work includes an initial phase collection system using a pressurized sewer and on-site grinder pump design (Part B). This initial collection system approach follows the recommendations in the Value Engineering Review deemed feasible to reduce the initial capital costs of the collection system.

The design work includes completion of contract drawings, specifications, cost estimate, and work tasks as described in this scope of work.

PART A – WASTEWATER TREATMENT FACILITY AND INFLUENT PIPELINE

The design in this scope of work for the wastewater treatment facilities include the following elements.

- Water Reclamation Plant - The reclamation plant will be in a closed quarry site purchased by Jefferson County; north of Lopeman Road, east of Creek Drive, next to a large wetland and wetland buffer zone. The plant will include a headworks, modular Membrane Bio-Reactors, UV disinfection, effluent pumping, sludge storage tank, and stormwater facilities. Future facilities not included in this design include a storage pond, more MBR' modular units to MBR basins, solids handling facilities, and an administration building.
- Influent and Effluent Pipelines – The influent pipeline will be a pressure pipe and will run approximately 1000 feet south from Ness's Corner Road to the headworks at the Water Reclamation plant. It will mostly be in a wetland buffer zone and partly in a wetland. There will be no updates to the 2012 design of the effluent pipeline.
- Water Reuse Facility – There will be no updates to the 2012 design of the reuse facility and effluent pipes.

- Wetland Mitigation – There will no updates to the 2012 design drawings for wetland mitigation.
- Permitting and Environmental Documentation are not included in this scope of work. They would be updated after design and prior to bidding under a separate scope of work.

In the following task descriptions, where reference is made to a specific number of pages in a work product, the intent is to better define the level of effort that is the basis of the budget for the project, and not a guarantee of a specific number of pages in the final product.

Where “County staff” is referenced, it is assumed that the County will invite designated parties to meetings as it deems necessary. The County will be responsible for public notification before public meetings.

The work products from this project will be submitted in hard copy and electronic format. Report files will be produced in Microsoft Word, Power Point, and Excel. CAD files will be produced in AutoCAD using Tt drafting standards.

TASK 100 – PROJECT MANAGEMENT (PART A & PART B)

This task includes work to plan and manage Part A and Part B of this scope of work. Subtasks are described below:

100.1 Project Plan

Tetra Tech (Tt) will update the project plan developed for the 2012 design to reflect the scope of work and management efforts for this project. The plan will identify project scope, individual work elements, budget for each element, responsible individuals for each work element, and schedule requirements incorporating both internal and external milestones.

Work Product:

- *Updated Project Plan.*

100.2 Health and Safety Plan

Tt will update the health and safety plan developed for the 2012 design within 10 days after Notice to Proceed. The purpose of a Health & Safety Plan (HASP) is to provide project-specific health and safety requirements for the planned scope of work. It will contain guidelines and directives and may include minimum standards, safety criteria, and emergency response information/procedures for Tetra Tech staff.

Work Product:

- *Updated Health and Safety Plan*

100.3 Startup Meeting

Tt will conduct a single startup meeting with County staff to initiate both Part A and Part B of this scope of work. The purpose of the meeting is to introduce significant members of the project team, concur on goals and milestones for the project, and agree on the project schedule and work products. A two-hour meeting will be held at Tetra Tech’s offices.

Work Products:

- *Agenda and meeting minutes.*

100.4 Progress Meetings

Progress meetings will be held periodically with the County to coordinate work activities and keep the County informed of progress to date. It is assumed there will be up to 12 meetings over a 12-month period attended by the project manager and project engineer; and several attended by other project staff as needed.

Meetings may also be held via conference call. It will prepare agendas and meeting minutes for distribution to the project team.

Work Products:

- *Agendas and meeting minutes.*

100.5 Progress Reports and Billings

It will include brief monthly progress reports along with monthly invoices. Progress reports will cover work activities for Part A and Part B scope of work and will contain information on major activities, anticipated actions, and outstanding issues to be resolved.

Work Products:

- *Monthly progress reports and invoices.*

100.6 Project Schedule

A project schedule including design and construction activities will be developed and tracked for the project to inform the County, Funding Agencies, and the public as part of the LID formation support services. The schedule will be updated monthly. The schedule will be prepared in MS Project. There will be up to 6 schedule updates over a 12-month period.

Work Products:

- *MS Project Schedule*
- *Up to six (6) schedule updates.*

TASK 200 RECLAMATION PLANT AND INFLUENT PIPELINE DESIGN UPDATE

This task involves development of the reclamation plant and influent pipelines updated design to the 100% level as described in the subtasks below:

200.1 Modular Membrane Equipment RFP

Develop a vendor Request for Proposal (RFP) for modular membrane equipment that meets the design and performance intent of the modular MBR equipment evaluated in the *Port Hadlock - Wastewater System Value Engineering Review (April 2019)*. Develop performance & evaluation criteria to include:

- Flow & load requirements for initial startup and forecasted.
- Effluent and disinfection requirements (Including Title 22).
- Reliability and redundancy requirements.
- Cost proposal requirements for initial capital, expansion, and operation & maintenance costs.
- Prepare an RFP and solicit responses from membrane equipment vendors.
- Review and evaluate responses and make a recommendation to Jefferson County.

Work Products:

- *RFP documents.*
- *Response to vendor questions.*
- *Review and evaluation of submitted proposal*
- *Recommendation to Jefferson County.*
- *Technical memorandum documenting the work products and evaluation.*

200.2 Membrane Equipment Contractor Coordination

Coordinate with the recommended Membrane Equipment Contractor (MEC), to integrate the selected modular MBR system into the reclamation plant design. Design coordination is estimated at 160 hours and is expected to include the following activities:

- Finalize the selected MEC's process design and equipment based upon current regulatory requirements, the MEC's proposal, and requirements specific to the Pt. Hadlock project.
- Negotiate changes from the MEC's proposal for equipment and services that result from design.
- Coordinate with MEC during their development of equipment system drawings and specifications for final design.
- Incorporate MEC's drawings and specifications into final reclamation plant design package.

200.3 Reclamation Plant and Influent Pipeline - Plans, Specs and Estimate

Update the plans, specifications and cost estimate (construction documents) prepared in 2012 to include the selected MEC's MBR treatment system and to reduce project scope in accordance with the *Port Hadlock – Wastewater System Value Engineering Review (April 2019)* by deferring the administration building and site development to bring down the initial project costs.

Drawings from the 2012 Design will be modified, reused, deleted, or replaced to update the design to include the modifications described in the Feasibility Study. Submittals for 60% Design, 90% Design and 100% Design will be developed and submitted. Budgets will be tracked and monitored per Design Phase – 200.3 – 60% Design, 200.4 – 90% Design and 200.5 – 100% Design.

Hour estimates for major work elements for each design submittal are developed and shown in the attached level of effort (Exhibit B) for the technical and work disciplines listed below:

- Subtasks 200.3.01 / 200.4.01 / 200.5.01 - General Plans (60%/90%/100% Design, Respectively)
- Subtasks 200.3.02 / 200.4.02 / 200.5.02 - Civil Plans (60%/90%/100% Design, Respectively)
- Subtasks 200.3.03 / 200.4.03 / 200.5.03 - Landscaping Plans (60%/90%/100% Design, Respectively)
- Subtasks 200.3.04 / 200.4.04 / 200.5.04 - Wetland Mitigation Plans (60%/90%/100% Design, Respectively)
- Subtasks 200.3.05 / 200.4.05 / 200.5.05 Structural Plans (60%/90%/100% Design, Respectively)
- Subtasks 200.3.06 / 200.4.06 / 200.5.06 Architectural Plans (60%/90%/100% Design, Respectively)
- Subtasks 200.3.07 / 200.4.07 / 200.5.07 Mechanical Plans (60%/90%/100% Design, Respectively)
- Subtasks 200.3.08 / 200.4.08 / 200.5.08 Electrical Plans (60%/90%/100% Design, Respectively)
- Subtasks 200.3.09 / 200.4.09 / 200.5.09 Instrumentation (60%/90%/100% Design, Respectively)
- Subtasks 200.3.10 / 200.4.10 / 200.5.10 CAD (60%/90%/100% Design, Respectively)
- Subtasks 200.3.11 / 200.4.11 / 200.45.11 Specifications (60%/90%/100% Design, Respectively)
- Subtasks 200.3.12 / 200.4.12 / 200.5.12 Cost Estimate (60%/90%/100% Design, Respectively)

The estimated drawing count is approximately 136 based upon the attached drawing list (Table 2). It is assumed that information and some content from the MBR vendor drawings will be used in the development of some of the design drawings. The contract drawings will be prepared in AutoCAD using Tt drafting standards.

For 60%, 90%, and 100% design submittals, develop technical specifications to the level of completion based on updating and revising the 2012 design specifications and associated County reviews. The County will have primary responsibility for Division 0. Provide 16 hours of assistance to the County with preparation of Division 0 of the specifications to include the advertisement for bid, bid form, and bid item descriptions.

Develop cost estimates for each submittal that identifies the cost items, quantities, and unit prices reflected in the 60%, 90% and 100% design plans and specifications.

Deliver a draft set of 60% and 90% design documents to Jefferson County for review and comment. Comments will be addressed and incorporated into the documents. No permitting, geotechnical evaluation, or survey will be conducted. It is assumed the products developed in 2012 will be used for this design update.

Work Products:

- *Draft 60% and 90% design plans, specification, and estimate for the reclamation plant and reuse facility.*
- *Final 100% design plans, specifications, and estimate.*

TASK 300 RECLAMATION PLANT AND INFLUENT PIPELINE DESIGN REVIEWS

300.1 QA/QC Design Review

Tetra Tech senior engineers for each design discipline will perform in-house Quality Control (QC) reviews on the 60% and 90% design documents. Quality Assurance (QA) reviews will be by Tt's QA manager.

300.2 County Design Reviews

Tetra Tech will submit 60% and 90 % design documents to the County Project Manager for County review. The County PM will coordinate the County comments and provide written review comments to Tetra Tech on submitted packages within 3 weeks.

Tetra Tech will provide written responses to County comments and conduct 60% and 90% design review meetings with County staff to discuss the comments and determine direction for next design submittal.

It is expected that these reviews will result in only minor changes to elements approved in previous reviews. If County staff request major changes or provide different directions, then the County Project Manager will evaluate the changes and differences with Tetra Tech and determine what change is needed and authorize additional work as required.

Work Products:

- *Meeting minutes and responses to County reviews.*

300.3 Ecology and DOH Design Reviews

Tetra Tech will submit 60% and 90% Reclamation Plant and Influent Pipeline design documents to Ecology and the Department of Health for preliminary review and 100% documents for final review and approval. Tetra Tech will provide written responses to Ecology and DOH reviews

Work Product:

- *Responses to Ecology reviews.*

**TABLE 2.
RECLAMATION PLANT, REUSE FACILITY,
INFLUENT AND EFFLUENT PIPELINES
FINAL DESIGN
ESTIMATED DRAWING LIST**

Sheet	Sheet No.	Description
GENERAL DRAWINGS		
1	G000	LOCATION AND VICINITY MAP
2	G001	DRAWING INDEX
3	G002	ABBREVIATIONS & REFERENCE DATA
4	G003	GENERAL SYMBOLS
5	G004	DESIGN DATA SHEET
6	G005	PROCESS FLOW DIAGRAM
7	G006	HYDRAULIC PROFILE
8	G007	CONVEYANCE KEY MAP
9	G008	OVERALL SITE PLAN
CIVIL DRAWINGS		
10	C001	CIVIL ABBREVIATIONS AND LEGEND
11	C002	EXISTING SITE PLAN AND SURVEY CONTROL
12	C003	BUFFERS, SETBACKS AND CONSTRUCTION ACCESS
13	C004	TESC PLAN
14	C005	TESC NOTES
15	C006	TESC DETAILS
16	C008	CIVIL DETAILS 1
17	C009	CIVIL DETAILS 2
18	C100	MBR SITE PLAN/YARD PIPING/STORMWATER PLAN-1
19	C101	MBR SITE PLAN/YARD PIPING/STORMWATER PLAN-2
20	C102	MBR SITE PLAN/YARD PIPING/STORMWATER PLAN-3
21	C103	MBR SITE PLAN/YARD PIPING/STORMWATER PLAN-4
22	C104	ACCESS ROAD STORMWATER PLAN-1
23	C105	ACCESS ROAD STORMWATER PLAN-2
24	C106	MBR SITE ROADWAY AND GRADING PLAN-1
25	C107	MBR SITE ROADWAY AND GRADING PLAN-2
26	C108	MBR SITE ROADWAY AND GRADING PLAN-3
27	C109	ACCESS ROAD ROADWAY AND GRADING PLAN-1
28	C110	ACCESS ROAD ROADWAY AND GRADING PLAN-2

**TABLE 2 (CONTINUED).
RECLAMATION PLANT, REUSE FACILITY,
INFLUENT AND EFFLUENT PIPELINES
FINAL DESIGN
ESTIMATED DRAWING LIST**

Sheet	Sheet No.	Description
30	C700	INFLUENT PRESSURE PIPELINE STA A1+00 TO A5+00
31	C701	INFLUENT PRESSURE PIPELINE STA A5+00 TO A10+00
32	C800	INFLUENT PRESSURE PIPELINE STA B0+00 TO B5+00
33	C801	INFLUENT PRESSURE PIPELINE STA B5+00 TO B10+00
<u>LANDSCAPE DRAWINGS</u>		
34	L100	LANDSCAPING KEY PLAN
35	L101	MBR SITE PLANTING PLAN -1
36	L102	MBR SITE PLANTING PLAN -2
37	L103	PLANTING PLAN ACCESS ROAD
38	L104	LANDSCAPING SCHEDULE & DETAILS
<u>ARCHITECTURAL DRAWINGS</u>		
39	A1	ARCHITECTURAL ABBREVIATIONS, SYMBOLS AND LEGEND
40	A2	CODE, BUILDING DATA & SCHEDULES
41	A201	LAB BUILDING FLOOR PLAN
42	A202	LAB BUILDING EXTERIOR ELEVATIONS
43	A205	LAB PLAN AND DETAILS
44	A206	LAB BUILDING EXTERIOR DETAILS
45	A207	LAB BUILDING EXTERIOR DETAILS

**TABLE 2 (CONTINUED).
RECLAMATION PLANT, REUSE FACILITY,
INFLUENT AND EFFLUENT PIPELINES
FINAL DESIGN
ESTIMATED DRAWING LIST**

Sheet	Sheet No.	Description
<u>STRUCTURAL DRAWINGS</u>		
46	S1	STRUCTURAL GENERAL NOTES
47	S2	TYPICAL CONCRETE DETAILS
48	S3	TYPICAL CONCRETE DETAILS
49	S4	TYPICAL EQUIPMENT PAD DETAILS
50	S5	TYPICAL METAL DETAILS
51	S6	TYPICAL MASONRY DETAILS
52	S200	LAB BUILDING FOUNDATION PLAN
53	S300	HEADWORKS PLAN & SECTIONS
54	S301	HEADWORKS DETAILS
55	S400	TREATMENT FACILITY PAD PLAN
56	S401	TREATMENT FACILITY TOP DECK & ROOF PLAN
57	S402	TREATMENT FACILITY SECTIONS
58	S403	TREATMENT FACILITY SECTIONS
59	S404	TREATMENT FACILITY SECTIONS AND DETAILS
60	S405	TREATMENT FACILITY SECTIONS AND DETAILS
61	S415	TREATMENT FACILITY DETAILS
62	S1000	STANDBY GENERATOR SLAB & DETAILS

**TABLE 2 (CONTINUED).
RECLAMATION PLANT, REUSE FACILITY,
INFLUENT AND EFFLUENT PIPELINES
FINAL DESIGN
ESTIMATED DRAWING LIST**

Sheet	Sheet No.	Description
<u>MECHANICAL DRAWINGS</u>		
63	M1	ABBREVIATIONS AND SYMBOLS
64	M2	TYPICAL PIPE PENETRATION DETAILS
65	M3	PIPE GUIDES AND HANGAR & SUPPORT SYSTEM TABLES
66	M6	DRAIN AND CLEANOUT DETAILS
67	M8	UNIT HEATER SCHEDULE
68	M9	HVAC EQUIPMENT SCHEDULES
69	M200	SAMPLE PREP BUILDING PLUMBING FOUNDATION PLAN
70	M202	SAMPLE PREP BUILDING HVAC PLAN
71	M300	HEADWORKS
72	M301	HEADWORKS ODOR CONTROL
73	M400	TREATMENT FACILITY EQUIPMENT PLAN
74	M401	TREATMENT FACILITY INTERMEDIATE PIPING PLAN
75	M402	TREATMENT FACILITY INTERMEDIATE PIPING PLAN
76	M403	TREATMENT FACILITY UPPER PIPING PLAN
77	M404	TREATMENT FACILITY PIPING SECTIONS
78	M405	TREATMENT FACILITY PIPING SECTIONS
79	M502	YARD PUMP STATIONS PLAN AND SECTIONS
80	M1000	STANDBY GENERATOR & FUEL SYSTEM PLAN
81	M1001	STANDBY GENERATOR & FUEL SYSTEM SECTIONS & DETAILS
<u>ELECTRICAL DRAWINGS</u>		
82	E1	ELECTRICAL LEGEND
83	E2	ELECTRICAL SITE PLAN
84	E3	LUMINAIRE SCHEDULE AND DETAILS
85	E4	ELECTRICAL INSTALLATION AND DETAILS -1
86	E5	ELECTRICAL INSTALLATION AND DETAILS -2
87	E6	CONDUIT AND WIRE SCHEDULES - 1
88	E7	CONDUIT AND WIRE SCHEDULES - 2
89	E8	ELECTRICAL GROUNDING SITE PLAN
90	E9	ONE-LINE DIAGRAM

**TABLE 2 (CONTINUED).
RECLAMATION PLANT, REUSE FACILITY,
INFLUENT AND EFFLUENT PIPELINES
FINAL DESIGN
ESTIMATED DRAWING LIST**

Sheet	Sheet No.	Description
91	E10	MCC-1 ELEVATION
92	E11	MCC-1 ONE LINE - 1
93	E12	MCC-1 ONE LINE - 2
94	E13	MCC-1 ONE LINE - 3
95	E16	PANELBOARD SCHEDULES
96	E17	SCHEMATICS 1
97	E18	SCHEMATICS 2
98	E19	SCHEMATICS 3
99	E20	SCHEMATICS 4
100	E400	TREATMENT FACILITY - UPPER POWER PLAN
101	E401	TREATMENT FACILITY - LOWER POWER PLAN
102	E402	TREATMENT FACILITY EQUIPMENT ROOM - 120 VOLT POWER PLAN
103	E403	TREATMENT FACILITY EQUIPMENT ROOM - 480 VOLT POWER PLAN
104	E406	TREATMENT FACILITY TANK -LIGHTING PLAN
105	E407	TREATMENT FACILITY EQUIPMENT ROOM -LIGHTING PLAN
106	E408	TREATMENT FACILITY TANK - UPPER INSTRUMENTATION PLAN
107	E409	TREATMENT FACILITY TANK - LOWER INSTRUMENTATION PLAN
108	E1000	STANDBY POWER PLAN

**TABLE 2 (CONTINUED).
RECLAMATION PLANT, REUSE FACILITY,
INFLUENT AND EFFLUENT PIPELINES
FINAL DESIGN
ESTIMATED DRAWING LIST**

Sheet	Sheet No.	Description
<u>PROCESS & INSTRUMENTATION DRAWINGS</u>		
109	I1	ABBREVIATIONS AND SYMBOLS
110	I2	CODES LEGEND
111	I3	SCADA SITE PLAN
112	I4	CONTROL SYSTEM ARCHITECTURE
113	I5	PANEL 1 LAYOUT
114	I6	PANEL 2 LAYOUT
115	I7	PANEL 3 LAYOUT
116	I8	PLC AND INSTRUMENT POWER
117	I9	LOCAL PANELS
118	I10	NETWORK & I/O INFORMATION
119	I11	NETWORK & I/O INFORMATION
120	I12	NETWORK & I/O INFORMATION
121	I13	NETWORK & I/O INFORMATION
122	I14	NETWORK & I/O INFORMATION
123	I15	SCHEMATICS
124	I16	SCHEMATICS
125	I17	SCHEMATICS
126	I300	FINE SCREENS
127	I400	SPLITTER BOX
129	I408	MEMBRANE BIOREACTOR BASIN 1
130	I409	MEMBRANE BIOREACTOR BASIN 2
130	I412	MEMBRANE BIOREACTOR BLOWERS
132	I413	CHEMICAL CLEANING
133	I414	PH ADJUSTMENT
134	I416	UV DISINFECTION
135	I417	PLANT WATER SYSTEMS
136	I501	YARD PUMP STATION

PART B – PRESSURE SEWER DESIGN

The following scope of services is for grinder pump pressure sewer design services. The scope and extent of the Phase 1 collection system will include the Core Area as shown in Figure 1 attached to this scope of work.

This scope of work includes design of the initial phase collection system (Core Area) identified in the *Port Hadlock Wastewater System Value Engineering Review (April 2019)* and will be consistent with the expansion plans for the wastewater system as described in the *Port Hadlock Wastewater Facility Plan (2008 – as Amended)*.

The Pressure Sewer Design Services will include the following:

- Update of the wastewater service area collection system model to confirm pressure sewer collection pipeline sizes and hydraulics.
- Development of construction drawings, specifications, and Engineer's opinion of probable construction cost.

In the following task descriptions, where reference is made to a specific number of pages in a work product, the intent is to better define the level of effort that is the basis of the budget for the project, and not a guarantee of a specific number of pages in the final product.

Where "County staff" is referenced, it is assumed that the County will invite designated parties to meetings as it deems necessary. The County will be responsible for public notification before public meetings.

The work products from this project will be submitted in hard copy and electronic format. Report files will be produced in Microsoft Word, Power Point, and Excel. CAD files will be produced in AutoCAD using Tt drafting standards.

Task 1200 PRESSURE SEWER DESIGN SERVICES

This task involves development of the pressure sewer system design documents for the initial phase collection system. Work of this task is described in the subtasks below:

1200.1 Collection System Model

Update and finalize the service area collection system model prepared during the *Port Hadlock – Wastewater System Value Engineering Review (April 2019)* to confirm pipe diameters, final pipe layout/configurations, grinder pump design criteria, and pipeline velocities/maintenance requirements. The collection system model will be created in a Excel Spreadsheet (or other pressurized pipe modeling software such as KYPipe). The model will be created under two planning conditions: for initial population and flows and for the 20-year projected population and flows. The model will be developed for the collection system within the entire service area in order to confirm pipe sizes and capacities for planned 20-year population growth within the Urban Growth Area (UGA).

The initial population will be based upon flows identified in the *Port Hadlock – Wastewater System Value Engineering Review (April 2019)* and future flows will be the same as developed and used in the *Pt. Hadlock UGA Sewer Facility Plan, September 2008 (as Amended)*.

Work Products

- Collection system model created in Excel or KYPipe.
- Updated collection system map of the sewer service area.
- Collection system model data files.

- *A summary report of model output including pipeline diameters, manhole inverts, pipe slopes, pipe lengths, pipe flow/capacity data, pump station wet well and pump size data, and force main diameters with lengths.*
- *Summary of existing and future population and flows corresponding to the population data in the 2008 Facility Plan (as Amended).*

1200.2 Survey and Mapping Support

Provide survey field and mapping services to develop a design base map for the Core Area.

This work task will include field work to measure centerline elevations, edge of pavement elevations, utilities based upon one-call services and key surface features. Existing utility maps and record drawings will be reviewed. Field data and record drawing information will be used to augment the County's existing GIS Map and LiDAR data. The base map will be produced in AutoCAD for use in design drawing development.

Budget estimate for surveying crew assumes approximately fifteen days in the field for survey data collection and 40 hours (over fifteen days) of office work for map research and base map development.

Work Products

- *Survey data summary of record drawings reviewed.*
- *AutoCAD file of base map incorporating field work, record drawing data, LiDAR, and GIS base map data.*

1200.3 Plans, Specs and Estimate

Develop the pressure sewer design to serve the Core Area with a grinder pump pressure sewer system as indicated in Figure 1. Submittals for 60% Design, 90% Design and 100% Design will be developed and submitted. Budgets will be tracked and monitored per Design Phase – 1200.3 – 60% Design, 1200.4 – 90% Design and 1200.5 – 100% Design.

Hour estimates for major work elements for each design submittal are developed and shown in the attached level of effort (Exhibit B) for the technical and work disciplines listed below:

- 1200.3.01 / 1200.4.01 / 1200.5.01 - General Plans (60%/90%/100% Design, Respectively)
- 1200.3.02 / 1200.4.02 / 1200.5.02 - Civil Plans (60%/90%/100% Design, Respectively)
- 1200.3.03 / 1200.4.03 / 1200.5.03 - Pressure Collection System Plans & Profiles (60%/90%/100% Design, Respectively)
- 1200.3.04 / 1200.4.04 / 1200.5.04 - Restoration Details (60%/90%/100% Design, Respectively)
- 1200.3.05 / 1200.4.05 / 1200.5.05 - Service Connection Details (60%/90%/100% Design, Respectively)
- 1200.3.06 / 1200.4.06 / 1200.5.06 - Grinder Pump Installation Details (60%/90%/100% Design, Respectively)
- 1200.3.07 / 1200.4.07 / 1200.5.07 - Electrical Plans (60%/90%/100% Design, Respectively)
- 1200.3.08 / 1200.4.08 / 1200.5.08 - Specifications (60%/90%/100% Design, Respectively)
- 1200.3.09 / 1200.4.09 / 1200.5.09 - Cost Estimate (60%/90%/100% Design, Respectively)
- 1200.3.10 / 1200.4.10 / 1200.5.10 – CAD (60%/90%/100% Design, Respectively)

The estimated drawing count is approximately 144 based upon the attached drawing list (Table 2). It is assumed that information and some content from the grinder pump equipment vendors will be used in the development of some of the design drawings. The contract drawings will be prepared in AutoCAD using Tt drafting standards. Service Connection Details, Grinder Pump Installation Details, Electrical Plans and Restoration Details will include site specific equipment and service line location details for the existing properties that will connect within the initial Core Service Area.

For 60%, 90%, and 100% design submittals, develop technical specifications to the designed level of completion. The County will have primary responsibility for Division 0. Provide 16 hours of assistance to the County with preparation of Division 0 of the specifications to include the advertisement for bid, bid form, and bid item descriptions.

Develop a cost estimate that identifies the cost items, quantities, and unit prices reflected in the 100% design plans and specifications.

Deliver a draft set of 60% and 90% design documents to Jefferson County for review and comment. Comments will be addressed and incorporated into the documents. No permitting, geotechnical evaluation, or survey will be conducted. It is assumed that some information from the products developed in 2012 will be used for this design update.

Work Products:

Draft 60% and 90% design plans, specification, and estimate for the Core Area pressure sewer system.

Final 100% design plans, specifications, and estimate.

TASK 1300 PRESSURE SEWER DESIGN REVIEWS

1300.1 QA/QC Design Review

Tetra Tech senior engineers for each design discipline will perform in-house Quality Control (QC) reviews on the 60% and 90% design documents. Quality Assurance (QA) reviews will be by Tt's QA manager.

1300.2 County Design Reviews

Tetra Tech will submit 60% and 90 % design documents to the County Project Manager for County review. The County PM will coordinate the County comments and provide written review comments to Tetra Tech on submitted packages within 3 weeks.

Tetra Tech will provide written responses to County comments and conduct 60% and 90% design review meetings with County staff to discuss the comments and determine direction for next design submittal.

It is expected that these reviews will result in only minor changes to elements approved in previous reviews. If County staff request major changes or provide different directions, then the County Project Manager will evaluate the changes and differences with Tetra Tech and determine what change is needed and authorize additional work as required.

Work Products:

Meeting minutes and responses to County reviews.

1300.3 Ecology and DOH Design Reviews

Tetra Tech will submit 60% and 90% design documents to Ecology and the Department of Health for preliminary review and 100% documents for final review and approval. Tetra Tech will provide written responses to Ecology and DOH reviews

Work Product:

Responses to Ecology reviews.

**TABLE 2.
RECLAMATION PLANT, REUSE FACILITY,
INFLUENT AND EFFLUENT PIPELINES
FINAL DESIGN
ESTIMATED DRAWING LIST**

Sheet	Sheet No.	Description
GENERAL DRAWINGS		
1	G000	LOCATION AND VICINITY MAP
2	G001	DRAWING INDEX
3	G002	ABBREVIATIONS & REFERENCE DATA
4	G003	GENERAL SYMBOLS
5	G004	DESIGN DATA SHEET
6	G005	HYDRAULIC PROFILE
7	G006	CONVEYANCE KEY MAP
CIVIL DRAWINGS		
10	C001	CIVIL ABBREVIATIONS AND LEGEND
11	C002	EXISTING SITE PLAN AND SURVEY CONTROL
12	C003	BUFFERS, SETBACKS AND CONSTRUCTION HAUL ROUTES
13	C004	TESC PLAN
14	C005	TESC NOTES
15	C006	TESC DETAILS
16	C007	CIVIL DETAILS 1
17	C008	CIVIL DETAILS 2
PRESSURE COLLECTION SYSTEM PLAN AND PROFILES		
18	C100	PRESSURE SEWER PLAN & PROFILE -1
19	C101	PRESSURE SEWER PLAN & PROFILE-2
20	C102	PRESSURE SEWER PLAN & PROFILE -3
21	C103	PRESSURE SEWER PLAN & PROFILE-4
22	C104	PRESSURE SEWER PLAN & PROFILE-5
23	C105	PRESSURE SEWER PLAN & PROFILE-6
24	C106	PRESSURE SEWER PLAN & PROFILE-7
25	C107	PRESSURE SEWER PLAN & PROFILE-8
26	C108	PRESSURE SEWER PLAN & PROFILE-9
27	C109	PRESSURE SEWER PLAN & PROFILE-10
28	C110	PRESSURE SEWER PLAN & PROFILE-11
29	C111	PRESSURE SEWER PLAN & PROFILE -12

**TABLE 2 (CONTINUED).
RECLAMATION PLANT, REUSE FACILITY,
INFLUENT AND EFFLUENT PIPELINES
FINAL DESIGN
ESTIMATED DRAWING LIST**

Sheet	Sheet No.	Description
30	C112	PRESSURE SEWER PLAN & PROFILE-13
31	C113	PRESSURE SEWER PLAN & PROFILE -14
32	C114	PRESSURE SEWER PLAN & PROFILE-15
33	C115	PRESSURE SEWER PLAN & PROFILE-16
34	C116	PRESSURE SEWER PLAN & PROFILE-17
35	C117	PRESSURE SEWER PLAN & PROFILE-18
36	C118	PRESSURE SEWER PLAN & PROFILE-19
37	C119	PRESSURE SEWER PLAN & PROFILE-20
38	C119	PRESSURE SEWER PLAN & PROFILE-21
39	C119	PRESSURE SEWER PLAN & PROFILE-22
40	C119	PRESSURE SEWER PLAN & PROFILE-23
41	C119	PRESSURE SEWER PLAN & PROFILE-24
42	C119	PRESSURE SEWER PLAN & PROFILE-25
43	C119	PRESSURE SEWER PLAN & PROFILE-26
44	C119	PRESSURE SEWER PLAN & PROFILE-27
45	C119	PRESSURE SEWER PLAN & PROFILE-28
46	C119	PRESSURE SEWER PLAN & PROFILE-29
47	C119	PRESSURE SEWER PLAN & PROFILE-30
48	C119	PRESSURE SEWER PLAN & PROFILE-31
49	C119	PRESSURE SEWER PLAN & PROFILE-32
50	C119	PRESSURE SEWER PLAN & PROFILE-33
51	C119	PRESSURE SEWER PLAN & PROFILE-34
52	C119	PRESSURE SEWER PLAN & PROFILE-35
53	C119	PRESSURE SEWER PLAN & PROFILE-36
54	C119	PRESSURE SEWER PLAN & PROFILE-37
55	C119	PRESSURE SEWER PLAN & PROFILE-38
56	C119	PRESSURE SEWER PLAN & PROFILE-38
57	C119	PRESSURE SEWER PLAN & PROFILE-40
58	C119	PRESSURE SEWER PLAN & PROFILE-41
59	C119	PRESSURE SEWER PLAN & PROFILE-42
60	C119	PRESSURE SEWER PLAN & PROFILE-43

**TABLE 2 (CONTINUED).
RECLAMATION PLANT, REUSE FACILITY,
INFLUENT AND EFFLUENT PIPELINES
FINAL DESIGN
ESTIMATED DRAWING LIST**

Sheet	Sheet No.	Description
61	C119	PRESSURE SEWER PLAN & PROFILE-44
62	C119	PRESSURE SEWER PLAN & PROFILE-45
63	C119	PRESSURE SEWER PLAN & PROFILE-46
64	C119	PRESSURE SEWER PLAN & PROFILE-47
65	C119	PRESSURE SEWER PLAN & PROFILE-48
66	C119	PRESSURE SEWER PLAN & PROFILE-49
67	C119	PRESSURE SEWER PLAN & PROFILE-50
68	C119	PRESSURE SEWER PLAN & PROFILE-51
69	C119	PRESSURE SEWER PLAN & PROFILE-52
70	C119	PRESSURE SEWER PLAN & PROFILE-53
71	C119	PRESSURE SEWER PLAN & PROFILE-54
72	C119	PRESSURE SEWER PLAN & PROFILE-55
73	C119	PRESSURE SEWER PLAN & PROFILE-56
74	C119	PRESSURE SEWER PLAN & PROFILE-57
75	C119	PRESSURE SEWER PLAN & PROFILE-58
76	C119	PRESSURE SEWER PLAN & PROFILE-59
77	C119	PRESSURE SEWER PLAN & PROFILE-60
78	C119	PRESSURE SEWER PLAN & PROFILE-61
79	C119	PRESSURE SEWER PLAN & PROFILE-62
80	C119	PRESSURE SEWER PLAN & PROFILE-63
81	C119	PRESSURE SEWER PLAN & PROFILE-64
82	C119	PRESSURE SEWER PLAN & PROFILE-65
83	C119	PRESSURE SEWER PLAN & PROFILE-66
84	C119	PRESSURE SEWER PLAN & PROFILE-67
85	C119	PRESSURE SEWER PLAN & PROFILE-68
86	C119	PRESSURE SEWER PLAN & PROFILE-69
87	C119	PRESSURE SEWER PLAN & PROFILE-70
88	C119	PRESSURE SEWER PLAN & PROFILE-71
89	C119	PRESSURE SEWER PLAN & PROFILE-72
90	C119	PRESSURE SEWER PLAN & PROFILE-73
91	C119	PRESSURE SEWER PLAN & PROFILE-74
92	C119	PRESSURE SEWER PLAN & PROFILE-75

**TABLE 2 (CONTINUED).
RECLAMATION PLANT, REUSE FACILITY,
INFLUENT AND EFFLUENT PIPELINES
FINAL DESIGN
ESTIMATED DRAWING LIST**

Sheet	Sheet No.	Description
93	C119	PRESSURE SEWER PLAN & PROFILE-76
94	C119	PRESSURE SEWER PLAN & PROFILE-77
95	C119	PRESSURE SEWER PLAN & PROFILE-78
96	C119	PRESSURE SEWER PLAN & PROFILE-79
<u>RESTORATION DETAILS</u>		
97	R100	RESTORATION KEY PLAN – NESS' CORNER ROAD - 1
98	R101	RESTORATION KEY PLAN – NESS' CORNER ROAD - 2
99	R102	NESS' CORNER ROAD RESTORATION DETAILS - 1
100	R103	NESS' CORNER ROAD RESTORATION DETAILS - 2
101	R104	RESTORATION KEY PLAN – CHIMACUM ROAD - 1
102	R105	RESTORATION KEY PLAN – CHIMACUM ROAD - 2
103	R106	CHIMACUM ROAD RESTORATION DETAILS - 1
104	R107	CHIMACUM ROAD RESTORATION DETAILS - 2
105	R108	RESTORATION KEY PLAN – LOCAL ROADS - 1
106	R109	RESTORATION KEY PLAN – LOCAL ROADS - 2
107	R110	RESTORATION KEY PLAN – LOCAL ROADS - 3
108	R111	RESTORATION KEY PLAN – LOCAL ROADS - 4
109	R112	LOCAL ROADS RESTORATION DETAILS - 1
110	R113	LOCAL ROADS RESTORATION DETAILS - 2
111	R114	LOCAL ROADS RESTORATION DETAILS - 3
112	R115	LOCAL ROAD RESTORATION DETAILS - 4
<u>PIPELINE & SERVICE CONNECTION DETAILS</u>		
113	P101	SERVICE CONNECTION PLANS – 1
114	P102	SERVICE CONNECTION PLANS – 2
115	P103	SERVICE CONNECTION PLANS – 3
116	P104	SERVICE CONNECTION PLANS – 4
117	P105	SERVICE CONNECTION DETAILS - 1
118	P106	SERVICE CONNECTION DETAILS - 2
119	P107	SERVICE CONNECTION DETAILS - 3
120	P108	SERVICE CONNECTION DETAILS - 4

**TABLE 2 (CONTINUED).
RECLAMATION PLANT, REUSE FACILITY,
INFLUENT AND EFFLUENT PIPELINES
FINAL DESIGN
ESTIMATED DRAWING LIST**

Sheet	Sheet No.	Description
<u>GRINDER PUMP INSTALLATION DETAILS</u>		
121	GP101	GRINDER PUMP INSTALLATION PLANS – 1
122	GP102	GRINDER PUMP INSTALLATION PLANS – 2
123	GP103	GRINDER PUMP INSTALLATION PLANS – 3
124	GP104	GRINDER PUMP INSTALLATION PLANS – 4
125	GP105	GRINDER PUMP INSTALLATION DETAILS - 1
126	GP106	GRINDER PUMP INSTALLATION DETAILS - 2
127	GP107	GRINDER PUMP INSTALLATION DETAILS - 3
128	GP108	GRINDER PUMP INSTALLATION DETAILS - 4
<u>ELECTRICAL DRAWINGS</u>		
129	E1	ELECTRICAL LEGEND
130	E2	ELECTRICAL SITE PLAN – TYPICAL - 1
131	E3	ELECTRICAL SITE PLAN – TYPICAL - 1
132	E4	ELECTRICAL INSTALLATION AND DETAILS -1
133	E5	ELECTRICAL INSTALLATION AND DETAILS -2
134	E6	CONDUIT AND WIRE SCHEDULES - 1
135	E7	CONDUIT AND WIRE SCHEDULES - 2
136	E8	ONE-LINE DIAGRAM – TYPICAL - 1
137	E9	ONE-LINE DIAGRAM – TYPICAL - 2

**TABLE 2 (CONTINUED).
RECLAMATION PLANT, REUSE FACILITY,
INFLUENT AND EFFLUENT PIPELINES
FINAL DESIGN
ESTIMATED DRAWING LIST**

Sheet	Sheet No.	Description
138	E10	TYPICAL CONTROL PANEL INSTALLATION - 1
139	E11	TYPICAL CONTROL PANEL INSTALLATION - 2
140	E12	TYPICAL CONTROL PANEL INSTALLATION - 3
141	E13	SCHEMATICS 1
142	E14	SCHEMATICS 2
143	E15	SCHEMATICS 3
144	E16	SCHEMATICS 4

EXHIBIT B – PAYMENT

The Payment Provisions are described on the following pages. Documents include:

- General Payment Provisions
- Project Budget and Hours
- Consultant Rates
- Audited Consultant Overhead

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General Payment Provisions

The CONSULTANT shall be paid by the AGENCY for completed SERVICES rendered under this AGREEMENT as provided hereinafter. Such payment shall be full compensation for SERVICES performed or SERVICES rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete SERVICES, specified in Exhibit A, "Scope of Work". The CONSULTANT shall conform to all applicable portions of 48 CFR Part 31 (www.ecfr.gov). The estimate in support of the Cost-Plus Fixed Fee amount is attached hereto in this Exhibit "B" and by this reference made part of this AGREEMENT.

- A. Actual Costs: Payment for all consulting services for this PROJECT shall be on the basis of the CONSULTANT'S actual cost plus a fixed fee. The actual cost shall include direct salary cost, indirect cost rate, and direct non-salary costs.
1. Direct (RAW) Labor Costs: The Direct (RAW) Labor Cost is the direct salary paid to principals, professional, technical, and clerical personnel for the time they are productively engaged in work necessary to fulfill the terms of this AGREEMENT. The CONSULTANT shall maintain support data to verify the direct salary costs billed to the AGENCY.
 2. Indirect Cost Rate (ICR) Costs: ICR Costs are those costs, other than direct costs, which are included as such on the books of the CONSULTANT in the normal everyday keeping of its books. Progress payments shall be made at the ICR rates shown in this Exhibit "B" of this AGREEMENT. Total ICR payment shall be based on Actual Costs. The AGENCY agrees to reimburse the CONSULTANT the actual ICR costs verified by audit, up to the Maximum Total Amount Payable, authorized under this AGREEMENT, when accumulated with all other Actual Costs. A summary of the CONSULTANT'S cost estimate and the ICR percentage is shown in this Exhibits "B", attached hereto and by this reference made part of this AGREEMENT. The AGENCY's Project Manager may perform an audit of the CONSULTANT'S books and records at any time during regular business hours to determine the actual ICR rate, if they so desire.
 3. Direct Non-Salary Costs: Direct Non-Salary Costs will be reimbursed at the Actual Cost to the CONSULTANT (excluding Meals, which are reimbursed at the per diem rates identified in this section). These charges may include, but are not limited to, the following items: travel, printing, long distance telephone, supplies, computer charges and fees of sub-consultants. Air or train travel will be reimbursed only to economy class levels unless otherwise approved by the AGENCY. The CONSULTANT shall comply with the rules and regulations regarding travel costs (excluding air, train, and rental car costs) in accordance with WSDOT's Accounting Manual M 13-82, Chapter 10 – Travel Rules and Procedures, and revisions thereto. Air, train, and rental car costs shall be reimbursed in accordance with 48 Code of Federal Regulations (CFR) Part 31.205-46 "Travel Costs." The billing for Direct Non-Salary Costs shall include an itemized listing of the charges directly identifiable with the PROJECT. The CONSULTANT shall maintain the original supporting documents in their office. Copies of the original supporting documents shall be supplied to the AGENCY upon request. All above charges must be necessary for the services provided under this AGREEMENT.

4. Fixed Fee: The Fixed Fee, which represents the CONSULTANT'S profit, is shown in Exhibit "B" of this AGREEMENT. This fee is based on the Scope of Work defined in this AGREEMENT and the estimated person-hours required to perform the stated Scope of Work. In the event the CONSULTANT enters into a supplemental AGREEMENT for additional work, the supplemental AGREEMENT may include provisions for the added costs and an appropriate additional fee. The Fixed Fee will be prorated and paid monthly in proportion to the percentage of work completed by the CONSULTANT and reported in the Monthly Progress Reports accompanying the billings. Any portion of the Fixed Fee earned but not previously paid in the progress payments will be covered in the final payment, subject to the provisions of Section F below entitled "Payment Upon Termination of Agreement."
 5. Maximum Total Amount Payable: The Maximum Total Amount Payable by the AGENCY to the CONSULTANT under this AGREEMENT shall not exceed the amount shown in the heading of this AGREEMENT. The Maximum Total Amount Payable does not include payment for Extra Work as stipulated below in the section "Extra Work." No minimum amount payable is guaranteed under this AGREEMENT.
- B. Monthly Progress Payments: The CONSULTANT may submit billings to the AGENCY for reimbursement of Actual Costs plus the ICR and calculated fee on a monthly basis during the progress of the work. Such billings shall be in a format approved by the AGENCY and accompanied by the monthly progress reports. The billings will be supported by an itemized listing for each item including Direct (RAW) Labor, Direct Non-Salary, and allowable ICR Costs to which will be added the prorated Fixed Fee. To provide a means of verifying the billed Direct (RAW) Labor costs for CONSULTANT employees, the AGENCY may conduct employee interviews. These interviews may consist of recording the names, titles, Direct (RAW) Labor rates, and present duties of those employees performing work on the PROJECT at the time of the interview.
- C. Final Payment: Final Payment of any balance due the CONSULTANT of the gross amount earned will be made promptly upon its verification by the AGENCY after the completion of the work under this AGREEMENT, contingent, if applicable, upon receipt of all PS&E, plans, maps, notes, reports, electronic data and other related documents which are required to be furnished under this AGREEMENT. Acceptance of such Final Payment by the CONSULTANT shall constitute a release of all claims for payment, which the CONSULTANT may have
- against the AGENCY unless such claims are specifically reserved in writing and transmitted to the AGENCY by the CONSULTANT prior to its acceptance. Said Final Payment shall not, however, be a bar to any claims that the AGENCY may have against the CONSULTANT or to any remedies the AGENCY may pursue with respect to such claims. The payment of any billing will not constitute agreement as to the appropriateness of any item.
- D. Inspection of Cost Records: The CONSULTANT and their sub-consultants shall keep available for inspection by representatives of the AGENCY, for a period of six (6) years after receipt of final payment, the cost records and accounts pertaining to this AGREEMENT and all items related to or bearing upon these records with the following exception: if any litigation, claim or audit arising out of, in connection with or related to this AGREEMENT is

initiated before the expiration of the six (6) year period, the cost records and accounts shall be retained until such litigation, claim, or audit involving the records is completed.

E. Extra Work:

1. The AGENCY may at any time, by written order, make changes within the general scope of this AGREEMENT in the SERVICES to be performed.
2. If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the SERVICES under this AGREEMENT, whether or not changed by the order, or otherwise affects any other terms and conditions of this AGREEMENT, the AGENCY shall make an equitable adjustment in the: (1) maximum amount payable; (2) delivery or completion schedule, or both; and (3) other affected terms and shall modify this AGREEMENT accordingly.
3. The CONSULTANT must submit any "request for equitable adjustment," hereafter referred to as "CLAIM," under this clause within thirty (30) days from the date of receipt of the written order. However, if the AGENCY decides that the facts justify it, the AGENCY may receive and act upon a CLAIM submitted before final payment of this AGREEMENT.
4. Failure to agree to any adjustment shall be a dispute under the section XI "Disputes" clause. However, nothing in this clause shall excuse the CONSULTANT from proceeding with the AGREEMENT as changed.
5. Notwithstanding the terms and conditions of paragraphs (1.) and (2.) above, the maximum amount payable for this AGREEMENT, shall not be increased or considered to be increased except by specific written supplement to this AGREEMENT.

F. Payment Upon Termination of Agreement:

In the event this AGREEMENT is terminated by the AGENCY, other than for default on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT for actual hours charged and any appropriate fixed fee percentage at the time of termination of this AGREEMENT, plus any direct non-salary costs incurred up to the time of termination of this AGREEMENT.

No payment shall be made for any SERVICES completed after ten (10) days following receipt by the CONSULTANT of the notice to terminate. If the accumulated payment made to the CONSULTANT prior to Notice of Termination exceeds the total amount that would be due when computed as set forth in paragraph two (2) of this section, then no final payment shall be due and the CONSULTANT shall immediately reimburse the AGENCY for any excess paid.

If the services of the CONSULTANT are terminated by the AGENCY for default on the part of the CONSULTANT, the above formula for payment shall not apply.

In the event of a termination for default, the amount to be paid to the CONSULTANT shall be determined by the AGENCY with consideration given to the actual costs incurred by the CONSULTANT in performing SERVICES to the date of termination, the amount of SERVICES originally required which was satisfactorily completed to date of termination, whether that SERVICE is in a form or a type which is usable to the AGENCY at the time of termination, the cost to the AGENCY of employing another firm to complete the SERVICES

required and the time which may be required to do so, and other factors which affect the value to the AGENCY of the SERVICES performed at the time of termination. Under no circumstances shall payment made under this subsection exceed the amount, which would have been made using the formula set forth in paragraph two (2) of this section.

If it is determined for any reason that the CONSULTANT was not in default or that the CONSULTANT's failure to perform is without the CONSULTANT's or its employee's fault or negligence, the termination shall be deemed to be a termination for the convenience of the AGENCY. In such an event, the CONSULTANT would be reimbursed for actual costs and appropriate fixed fee percentage in accordance with the termination for other than default clauses listed previously.

Payment for any part of the SERVICES by the AGENCY shall not constitute a waiver by the AGENCY of any remedies of any type it may have against the CONSULTANT for any breach of this AGREEMENT by the CONSULTANT, or for failure of the CONSULTANT to perform SERVICES required of it by the AGENCY. Forbearance of any rights under the AGREEMENT will not constitute waiver of entitlement to exercise those rights with respect to any future act or omission by the CONSULTANT.

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Tetra Tech, Inc*Consultant Rates*

23-Dec-19

Overhead rate**171.44%**

Staff Member	2020 Raw Rate	Overhead	BurdenedTotal	Effective Multiplier
Marcos Lopez	\$ 98.85	\$ 169.47	\$ 268.32	2.71
Jill Hudkins	\$ 109.13	\$ 187.09	\$ 296.22	2.71
Kevin Dour	\$ 86.25	\$ 147.87	\$ 234.12	2.71
Jim Santroch ⁽¹⁾	\$ 92.42	\$ 62.85	\$ 155.27	1.68
Andy Colby	\$ 45.87	\$ 78.64	\$ 124.51	2.71
Grizelda Saria	\$ 75.48	\$ 129.40	\$ 204.88	2.71
Candice Au-Yeung	\$ 55.38	\$ 94.94	\$ 150.32	2.71
Kevin Goss	\$ 69.71	\$ 119.51	\$ 189.22	2.71
Hunter Bennett-Dagget	\$ 44.67	\$ 76.58	\$ 121.25	2.71
Amy Murdick	\$ 46.39	\$ 79.53	\$ 125.92	2.71
Hamid Nadiri	\$ 90.72	\$ 155.53	\$ 246.25	2.71
Ryan Maas	\$ 58.17	\$ 99.73	\$ 157.90	2.71
Luke Ramirez	\$ 56.01	\$ 96.02	\$ 152.03	2.71
Alan Flak	\$ 48.85	\$ 83.75	\$ 132.60	2.71
John Rice	\$ 70.72	\$ 121.24	\$ 191.96	2.71
Randy Fritch	\$ 57.69	\$ 98.90	\$ 156.59	2.71
Krill Fortrith	\$ 39.13	\$ 67.08	\$ 106.21	2.71
CAD	\$ 40.00	\$ 68.58	\$ 108.58	2.71
Dan Portman	\$ 44.23	\$ 75.83	\$ 120.06	2.71
Lisa Fortney	\$ 34.13	\$ 58.51	\$ 92.64	2.71
Neil Thibert	\$ 69.53	\$ 119.20	\$ 188.73	2.71

(1) Jim is an as-needed retired status and has a lower rate because of reduced overhead with this status.

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**TETRA TECH, INC. ENGINEERING AND
ARCHITECTURE SERVICES
(A DIVISION OF TETRA TECH, INC.)**

**STATEMENT OF DIRECT LABOR, FRINGE BENEFITS
AND GENERAL OVERHEAD - WITH FIELD RATE**

Year Ended September 30, 2018

TETRA TECH, INC. ENGINEERING AND ARCHITECTURE SERVICES
(A DIVISION OF TETRA TECH, INC.)

STATEMENT OF DIRECT LABOR, FRINGE BENEFITS AND GENERAL OVERHEAD
- WITH FIELD RATE

Year Ended September 30, 2018

DESCRIPTION	FAR Reference	Total Expenses	Total Adjustments	Adjusted Expenses	Allocations	
					Proposed Home Office	Proposed Field Office
Direct Labor	(1)	\$ 58,566,430	\$ (3,140,310)	\$ 55,426,120	\$ 52,699,804	\$ 2,726,316
Overhead Costs - Fringe Benefits						
Time Off with Pay -						
Vacation/Holiday/Paid Leave		\$ 9,969,085	\$ -	\$ 9,969,085	\$ 9,677,589	\$ 291,496
Incentive Bonus		5,513,198	-	5,513,198	5,506,448	6,750
Payroll Taxes		7,030,503	-	7,030,503	6,763,590	266,913
Group Insurance and Workers Compensation		9,582,192	-	9,582,192	9,180,025	402,167
401k Plan		4,585,246	-	4,585,246	4,423,162	162,084
Other Employee Welfare and Benefits	(2)	822,765	(257,677)	565,088	557,056	8,032
Subtotal Overhead Costs - Fringe Benefits		37,502,989	(257,677)	37,245,312	36,107,870	1,137,442
Overhead Costs - Other						
Indirect Labor (support allocation)	(2),(8)	13,485,876	(514,667)	12,971,209	12,297,520	640,702
Indirect Labor (field labor allocation)		-	-	-	-	32,987
Indirect Labor Premium Overtime		253,769	-	253,769	133,322	114,549
Indirect Labor Premium Overtime (field labor allocation)		-	-	-	-	5,898
Travel, Meals and Entertainment	(4)	1,148,581	(206,733)	941,848	905,126	36,722
Recruiting, Relocation, Conferences and Dues	(5)	995,145	(31,695)	963,450	926,025	37,425
Hardware, Software and Equipment Related Costs		5,750,281	-	5,750,281	5,534,864	215,417
Technology Usage - Direct Cost Credit		(227)	-	(227)	(38)	(189)
Technology Usage - Transfer to G&A		(6,230)	-	(6,230)	(6,230)	-
Vehicle Related Costs (support allocation)		1,152,059	-	1,152,059	760,416	250,216
Vehicle Related Costs (field labor allocation)		-	-	-	-	141,427
Vehicle Usage - Direct Cost Credit (support allocation)		(694,549)	-	(694,549)	(454,668)	(153,257)
Vehicle Usage - Direct Cost Credit (field labor allocation)		-	-	-	-	(86,624)
Vehicle Usage - Transfer to G&A		(4,710)	-	(4,710)	(4,710)	-
Insurance		865,136	-	865,136	812,878	52,258
Taxes and Licenses		474,883	-	474,883	456,356	18,527
Professional, Outside Services and Fees	(6)	1,956,891	(136,718)	1,820,173	1,762,506	57,667
Office Supplies, Postage and Shipping		686,419	-	686,419	679,907	6,512
Telecommunications		1,276,010	-	1,276,010	1,230,734	45,276
Building Rent and Related Costs		8,165,830	-	8,165,830	8,139,861	25,969
Depreciation and Amortization		746,933	-	746,933	744,607	2,326
Bad Debts	(9)	544,291	(544,291)	-	-	-
Fines and Penalties	(7)	1,421	(1,421)	-	-	-
Other Overhead Costs	(13)	688,277	(257,625)	430,652	415,339	15,313
State Income Taxes		1,657,877	-	1,657,877	1,605,623	52,254
Subtotal Overhead Costs - Other		39,143,963	(1,693,150)	37,450,813	35,939,438	1,511,375

See Notes to the Statement of Direct Labor, Fringe Benefits and General Overhead with Field Rate

TETRA TECH, INC. ENGINEERING AND ARCHITECTURE SERVICES
(A DIVISION OF TETRA TECH, INC.)

STATEMENT OF DIRECT LABOR, FRINGE BENEFITS AND GENERAL OVERHEAD
- WITH FIELD RATE (CONTINUED)

Year Ended September 30, 2018

DESCRIPTION	FAR Reference	Total Expenses	Total Adjustments	Adjusted Expenses	Allocations	
					Proposed Home Office	Proposed Field Office
G&A Costs						
Bid and Proposal Labor	(3)	10,732,662	(3,199,442)	7,533,220	7,260,493	272,727
Marketing and Administrative Labor		6,137,871	-	6,137,871	5,903,781	234,090
Travel, Meals and Entertainment	(4)	3,778,040	(2,523,540)	1,254,400	1,199,264	55,136
Recruiting, Relocation, Conferences and Dues	(5)	465,358	(47,197)	418,161	400,110	18,051
Hardware, Software and Equipment Related Costs		4,338	-	4,338	4,126	212
Applied Technology Usage-Transfer from Overhead		6,230	-	6,230	6,230	-
Applied Vehicle Usage-Transfer from Overhead		4,710	-	4,710	4,710	-
Professional, Legal and Outside Service Fees	(6),(11)	671,542	(362,462)	309,080	294,743	14,337
Office Supplies, Postage and Shipping		(43,367)	-	(43,367)	(45,131)	1,764
Telecommunications		1,640	-	1,640	1,584	76
Contributions	(10)	44,887	(44,887)	-	-	-
Home Office Allocation	(2),(8)	4,401,133	(974,437)	3,426,696	3,269,897	156,799
Interest Income and Expense	(14)	(2,311)	2,311	-	-	-
Income From Minority Interest	(14)	(600,609)	600,609	-	-	-
Federal Income Tax Expense	(12)	6,363,578	(6,363,578)	-	-	-
Other G&A Costs	(13)	3,190	(3,209)	(19)	(19)	-
Subtotal G&A Costs		<u>31,968,892</u>	<u>(12,915,932)</u>	<u>19,052,960</u>	<u>18,299,768</u>	<u>753,192</u>
Total Indirect Costs		<u>\$ 108,615,844</u>	<u>\$ (14,866,759)</u>	<u>\$ 93,749,085</u>	<u>\$ 90,347,076</u>	<u>\$ 3,402,009</u>
Total Indirect Cost Rate				<u>169.14%</u>	<u>171.44%</u>	<u>124.78%</u>

See Notes to the Statement of Direct Labor, Fringe Benefits and General Overhead with Field Rate

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EXHIBIT C – ALLEGED CONSULTANT DESIGN ERROR PROCEDURES

The purpose of this exhibit is to establish a procedure to determine if a consultant's alleged design error is of a nature that exceeds the accepted standard of care. In addition, it will establish a uniform method for the resolution and/or cost recovery procedures in those instances where the agency believes it has suffered some material damage due to the alleged error by the consultant.

Step 1 Potential Consultant Design Error(s) is Identified by Agency's Project Manager

At the first indication of potential consultant design error(s), the first step in the process is for the Agency's project manager to notify the Director of Public Works or Agency Engineer regarding the potential design error(s). For federally funded highways projects, the Region Local Programs Engineer should be informed and involved in these procedures. (Note: The Director of Public Works or Agency Engineer may appoint an agency staff person other than the project manager, who has not been as directly involved in the project, to be responsible for the remaining steps in these procedures.)

Step 2 Project Manager Documents the Alleged Consultant Design Error(s)

After discussion of the alleged design error(s) and the magnitude of the alleged error(s), and with the Director of Public Works or Agency Engineer's concurrence, the project manager obtains more detailed documentation than is normally required on the project. Examples include: all decisions and descriptions of work; photographs, records of labor, materials and equipment.

Step 3 Contact the Consultant Regarding the Alleged Design Error(s)

If it is determined that there is a need to proceed further, the next step in the process is for the project manager to contact the consultant regarding the alleged design error(s) and the magnitude of the alleged error(s). The project manager and other appropriate agency staff should represent the agency and the consultant should be represented by their project manager and any personnel (including sub-consultants) deemed appropriate for the alleged design error(s) issue.

Step 4 Attempt to Resolve Alleged Design Error with Consultant

After the meeting(s) with the consultant have been completed regarding the consultant's alleged design error(s), there are three possible scenarios:

- It is determined via mutual agreement that there is not a consultant design error(s). If this is the case, then the process will not proceed beyond this point.
- It is determined via mutual agreement that a consultant design error(s) occurred. If this is the case, then the Director of Public Works or Agency Engineer, or their representatives, negotiate a settlement with the consultant. The settlement would be paid to the agency or the amount would be reduced from the consultant's agreement with the agency for the services on the project in which the design error took place. For federally funded highways projects, the agency is to provide Local Programs (LP), through the Region Local Programs Engineer, a summary of the settlement for review and to make adjustments, if any, as to how the settlement affects federal reimbursements. No further action is required.

- There is not a mutual agreement regarding the alleged consultant design error(s). The consultant may request that the alleged design error(s) issue be forwarded to the Director of Public Works or Agency Engineer for review. If the Director of Public Works or Agency Engineer, after review with their legal counsel, is not able to reach mutual agreement with the consultant, proceed to Step 5.

Step 5 Forward Documents to Local Programs

For federally funded highways projects all available information, including costs, should be forwarded through the Region Local Programs Engineer to LP for their review and consultation with the FHWA. LP will meet with representatives of the agency and the consultant to review the alleged design error(s), and attempt to find a resolution to the issue. If necessary, LP will request assistance from the Attorney General's Office for legal interpretation. LP will also identify how the alleged error(s) affects eligibility of project costs for federal reimbursement.

- If mutual agreement is reached, the agency and consultant adjust the scope of work and costs to reflect the agreed upon resolution. LP, in consultation with FHWA, will identify the amount of federal participation in the agreed upon resolution of the issue.
- If mutual agreement is not reached, the agency and consultant may seek settlement by arbitration or by litigation.

EXHIBIT D – CONSULTANT CLAIM PROCEDURES

The purpose of this exhibit is to describe a procedure regarding claim(s) on a consultant agreement. The following procedures should only be utilized on consultant claims greater than \$1,000. If the consultant's claim(s) are a total of \$1,000 or less, it would not be cost effective to proceed through the outlined steps. It is suggested that the Director of Public Works or Agency Engineer negotiate a fair and reasonable price for the consultant's claim(s) that total \$1,000 or less.

This exhibit will outline the procedures to be followed by the consultant and the agency to consider a potential claim by the consultant.

Step 1 Consultant Files a Claim with the Agency Project Manager

If the consultant determines that they were requested to perform additional services that were outside of the agreement's scope of work, they may be entitled to a claim. The first step that must be completed is the request for consideration of the claim to the Agency's project manager.

The consultant's claim must outline the following:

- Summation of hours by classification for each firm that is included in the claim;
- Any correspondence that directed the consultant to perform the additional work;
- Timeframe of the additional work that was outside of the project scope;
- Summary of direct labor dollars, overhead costs, profit and reimbursable costs associated with the additional work; and
- Explanation as to why the consultant believes the additional work was outside of the agreement scope of work.

Step 2 Review by Agency Personnel Regarding the Consultant's Claim for Additional Compensation

After the consultant has completed step 1, the next step in the process is to forward the request to the Agency's project manager. The project manager will review the consultant's claim and will meet with the Director of Public Works or Agency Engineer to determine if the Agency agrees with the claim. If the FHWA is participating in the project's funding, forward a copy of the consultant's claim and the Agency's recommendation for federal participation in the claim to the WSDOT Local Programs through the Region Local Programs Engineer. If the claim is not eligible for federal participation, payment will need to be from agency funds.

If the Agency project manager, Director of Public Works or Agency Engineer, WSDOT Local Programs (if applicable), and FHWA (if applicable) agree with the consultant's claim, send a request memo, including backup documentation to the consultant to either supplement the agreement, or create a new agreement for the claim. After the request has been approved, the Agency shall write the supplement and/or new agreement and pay the consultant the amount of the claim. Inform the consultant that the final payment for the agreement is subject to audit. No further action is needed regarding the claim procedures.

If the Agency does not agree with the consultant's claim, proceed to step 3 of the procedures.

Step 3 Preparation of Support Documentation Regarding Consultant's Claim(s)

If the Agency does not agree with the consultant's claim, the project manager shall prepare a summary for the Director of Public Works or Agency Engineer that included the following:

- Copy of information supplied by the consultant regarding the claim;
- Agency's summation of hours by classification for each firm that should be included in the claim;
- Any correspondence that directed the consultant to perform the additional work;
- Agency's summary of direct labor dollars, overhead costs, profit and reimbursable costs associated with the additional work;
- Explanation regarding those areas in which the Agency does/does not agree with the consultant's claim(s);
- Explanation to describe what has been instituted to preclude future consultant claim(s); and
- Recommendations to resolve the claim.

Step 4 Director of Public Works or Agency Engineer Reviews Consultant Claim and Agency Documentation

The Director of Public Works or Agency Engineer shall review and administratively approve or disapprove the claim, or portions thereof, which may include getting Agency Council or Commission approval (as appropriate to agency dispute resolution procedures). If the project involves federal participation, obtain concurrence from WSDOT Local Programs and FHWA regarding final settlement of the claim. If the claim is not eligible for federal participation, payment will need to be from agency funds.

Step 5 Informing Consultant of Decision Regarding the Claim

The Director of Public Works or Agency Engineer shall notify (in writing) the consultant of their final decision regarding the consultant's claim(s). Include the final dollar amount of the accepted claim(s) and rationale utilized for the decision.

Step 6 Preparation of Supplement or New Agreement for the Consultant's Claim(s)

The agency shall write the supplement and/or new agreement and pay the consultant the amount of the claim. Inform the consultant that the final payment for the agreement is subject to audit.

EXHIBIT E - Certification Regarding Debarment, Suspension and Other
Responsibility Matters - Primary Covered Transactions

- I. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - B. Have not within a three (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity(Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - D. Have not within a three (3) year period preceding this application / proposal had one or more public transactions (Federal, State and local) terminated for cause or default.
- II. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Tetra Tech, Inc.

Consultant (Firm Name)

Signature (Authorized Official of Consultant)

Date

Jefferson County
Board of Commissioners
Agenda Request

To: Board of Commissioners
Philip Morley, County Administrator

From: Monte Reinders, Public Works Director/County Engineer 

Agenda Date: April 20, 2020

Subject: Contract with Tetra Tech, Inc.
Final Design - Port Hadlock Sewer

Statement of Issue: This contract with the County's sewer design team led by Tetra Tech, Inc. is for final design, specifications, and cost estimates for the sewer treatment facility and pressurized sewer collection system for the Port Hadlock "Core Area" as shown in the *Port Hadlock Wastewater System Value Engineering Review* completed in May 2019.

Analysis/Strategic Goals/Pro's & Con's: The *Port Hadlock Wastewater System Value Engineering Review* completed in May 2019 determined that significant initial costs savings could be realized by using newly available small, pre-packaged membrane bioreactor (MBR) equipment and a pressurized collection system. This would allow the sewer to start small, just servicing the Port Hadlock "Core Area", and grow slowly as demand dictates. This work will provide final cost estimates for the County and property owners and position the project favorably for construction grants including possible infrastructure stimulus funding.

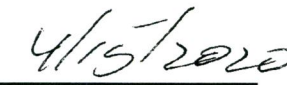
Fiscal Impact/Cost Benefit Analysis: \$1,472,665. The Washington State Legislature recently provided \$1,422,000 as a direct appropriation to fund this work.

Recommendation: Please sign three (3) contract originals and return two (2) fully executed originals to Public Works.

Department Contact: Monte Reinders x242

Reviewed By:


Philip Morley, County Administrator


Date

CONTRACT REVIEW FORM

PW 2020-011

CONTRACT WITH: Tetra Tech, Inc.

(Contractor/Consultant)

CONTRACT FOR: Port Hadlock Sewer Final Design

TERM: 12/31/2020

COUNTY DEPARTMENT:	<u>Public Works</u>
For More Information Contact:	<u>Monte Reinders</u>
Contact Phone #:	<u>(360) 385-9242</u>
RETURN TO:	<u>Chris Spall</u>
(Person in Department)	
RETURN BY:	<u>2/4/2020</u>
(Date)	

AMOUNT: \$1,472,665

PROCESS:

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

Revenue: _____

Expenditure: _____

Matching Funds Required: _____

Sources(s) of Matching Funds: _____

Step 1:

REVIEW BY RISK MANAGEMENT

Review by: _____

Date Reviewed: _____

☒ APPROVED FORM
Comments _____

☐ Returned for revision (See Comments)

Step 2:

REVIEW BY PROSECUTING ATTORNEY

Review by: _____

Date Reviewed: _____

☒ APPROVED AS TO FORM
Comments _____

☐ Returned for revision (See Comments)

Step 3: (If required) DEPARTMENT MAKES REVISIONS AND RESUBMITS TO RISK MANAGEMENT AND PROSECUTING ATTORNEY

Step 4: CONTRACTOR/CONSULTANT SIGNS APPROPRIATE NUMBER OF ORIGINALS

Step 5: SUBMIT TO BOCC FOR APPROVAL

Admin will submit originals and 2 copies of Contract and Review Form with Agenda Bill to BOCC Office.

Place "Sign Here" markers on all places the BOCC needs to sign.

MUST be in BOCC Office by 4:30 p.m. TUESDAY for the following Monday's agenda.

(This form is to stay with the contract throughout the contract review process and accompany the Agenda Bill.)