

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

CONTRACT REVIEW FORM

(INSTRUCTIONS ARE ON THE NEXT PAGE)

Clear form

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: 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

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

Kate Dean, District 1

Date



Consultant's Signature

Heidi Eisenhour, District 2

Date

5/2/2023

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

5-2-23
Date

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.

Printed 5/2/2023

