

Jefferson County
Board of Commissioners
Agenda Request

To: Board of Commissioners
Mark McCauley, County Administrator

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

Agenda Date: August 29, 2024

Subject: Public Works Board Construction Loan Contract Amendment for
Snow Creek Road MP 0.84 Culvert Replacement
County Project Number 18020310

Statement of Issue: Execution of the attached Public Works Board Construction Loan Contract Amendment is necessary to amend the loan amount for the Snow Creek Road MP 0.84 Culvert Replacement project.

Analysis/Strategic Goals/Pro's & Con's: The culvert at Snow Creek Road Milepost 0.84 was replaced in 2023 using funding from a FEMA Hazard Mitigation Grant and a Public Works Board Construction Loan. The original maximum amount of the loan was \$500,000, but Jefferson County only needed \$156,483 to complete the project. This contract amendment is necessary to amend the final loan amount and transition into the loan payment phase.

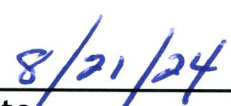
Fiscal Impact/Cost Benefit Analysis: The total amount of the Public Works Board Construction Loan is \$156,483.41. This will be paid back from the County Road Fund over a 20-year term at 0.25% interest.

Recommendation: The Board is requested to authorize the Chair of the Board to Docusign the Public Works Board Construction Loan Contract Amendment. The document will be routed to the Chair of the Board via DocuSign following Board approval.

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

Reviewed By:


Mark McCauley, County Administrator


Date

CONTRACT REVIEW FORM
(INSTRUCTIONS ARE ON THE NEXT PAGE)

PW 2024-108

CONTRACT WITH: Public Works Board
(Name of Contractor/Consultant) PC22-96103-047
Contract No.

COUNTY DEPARTMENT:	Public Works
Contact Person:	Mark Thurston
Contact Phone:	ext. 210
Contact email:	Return to: Chris Spall, ext. 208

AMOUNT: \$500,000
Revenue: 333.20.22
Expenditure: 595
Matching Funds Required: Yes
Sources(s) of Matching Funds: FEMA, PWB Loan

PROCESS:

☐	Exempt from Bid Process
☐	Cooperative Purchase
☐	Competitive Sealed Bid
☐	Small Works Roster
☐	Vendor List Bid
☐	RFP or RFQ
☐	Other: PWB Construction Loan Contract

APPROVAL STEPS:

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

CERTIFIED: ☐ N/A: ☒ Mark Thurston 8/12/24
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: ☒ Mark Thurston 8/12/24
Signature Date

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

✓ Electronically approved by Risk Management on 8/14/2024.
State agreement - cannot change.

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

✓ Electronically approved as to form by PAO on 8/15/2024.
Amendment to State Contract.

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

AMENDMENT FACE SHEET

Contract Number: PC22-96103-047

PROJECT COMPLETION AMENDMENT - X

PUBLIC WORKS BOARD CONSTRUCTION CONTRACT

1. Contractor Jefferson County 623 Sheridan St. Port Townsend, WA 98368		2. Contractor Doing Business As (optional) N/A	
3. Contractor Representative Mark Thurston		4. Public Works Board Representative Max Wedding	
5. Original Contract Amount \$500,000.00	6. De-Obligation \$343,516.59	7. Final Contract Amount \$156,483.41	
8. Amendment Funding Source Federal: ☐ State: ☒ Other: ☐ N/A: ☐	9. Amendment Start Date Amendment Execution Date	10. Amendment End Date June 1, 2041	
11. Federal Funds (as applicable): N/A		Federal Agency N/A	CFDA N/A
12. Tax ID# N/A	13. SWV# 0002430-06	14. UBI# 161-001-169	15. UEI# N/A
16. Amendment Purpose The purpose of this Amendment is to certify the project completion for this Washington State Public Works Board (Board) Contract (Contract). The Board and Contractor acknowledge and accept the terms of this Amendment, along with the original Contract, all documents incorporated into the original Contract, and those incorporated into this Amendment. The parties execute this Amendment on the date signed below to start as of the date and year referenced above. The rights and obligations of both parties are governed by the Contract, as amended herein, and the following other documents incorporated by reference: Attachment I: Certified Project Completion Report. A copy of this Amendment shall be attached to and made a part of the original Contract between the Board and the Contractor. Any reference in the original Contract to the "Agreement" or the "Contract" shall mean this "Agreement as Amended" or "Contract as Amended," respectively.			
FOR THE CONTRACTOR _____ Signature _____ Print Name _____ Title _____ Date		FOR PUBLIC WORKS BOARD _____ Kathryn A. Gardow, Public Works Board Chair _____ Date APPROVED AS TO FORM ONLY _____ Signature on File Dawn C. Cortez Assistant Attorney General	

Approved as to form only:



August 15, 2024

Philip C. Hunsucker, Date
 Chief Civil Deputy Prosecuting Attorney

AMENDMENT DECLARATIONS

<i>Amendment Title</i>	Completion Amendment
<i>Amendment Number</i>	Amendment X

CLIENT INFORMATION

<i>Legal Name</i>	Jefferson County
<i>Contract Number</i>	PC22-96103-047

PROJECT INFORMATION

<i>Title</i>	Snow Creek Road Milepost 0.84 Culvert Replacement
<i>Project City</i>	Port Townsend
<i>Project State</i>	Washington
<i>Project Zip</i>	98368

Contract TERMS and CONDITIONS

<i>Contract Amount</i>	\$500,000.00
<i>Loan Amount</i>	\$500,000.00
<i>Grant Amount</i>	\$0.00
<i>De-obligation</i>	\$343,516.59
<i>Loan Forgiveness</i>	5% / \$7,824.17
<i>Final Loan Amount</i>	\$148,659.24
<i>Final Grant Amount</i>	\$0.00
<i>Loan Term - Original</i>	20 years
<i>Loan Term - Revised</i>	20 years
<i>Current Interest Rate</i>	0.47%
<i>Final Interest Rate</i>	0.25%
<i>Earliest Date for Cost Reimbursement</i>	August 6, 2021
<i>Payment Month</i>	June 1

SPECIAL TERMS AND CONDITIONS GOVERNING THIS CONTRACT

n/a

LOAN SECURITY CONDITION GOVERNING THIS CONTRACT

This loan is a general obligation of the LOCAL GOVERNMENT.

SCOPE OF WORK

The Snow Creek Road Milepost 0.84 Culvert Replacement project removes and replaces an existing culvert and road embankment.

The project costs may include but are not limited to: engineering, cultural and historical resources, environmental documentation, review, permits, public involvement, bid documents and construction. The project needs to meet all applicable Local, State, and/or Federal standards.

AMENDMENT TERMS AND CONDITIONS

Contract Number: PC22-96103-047

**PUBLIC WORKS BOARD
PROJECT COMPLETION AMENDMENT
CONSTRUCTION CONTRACTS**

The purpose of this Amendment is to acknowledge the project has been certified as complete and the final Contract amount and any interest rate and loan term on the above referenced Contract have been adjusted, if necessary, as reflected below.

The amount of the Contract shall be the Final Contract Amount as identified on the Declarations Page. The interest rate shall be the Final Interest Rate as identified on the Declarations Page, per annum on the outstanding balance. The term of the Contract shall be the Loan Term – Revised as identified on the Declarations Page.

ATTACHMENT I: CERTIFIED PROJECT COMPLETION REPORT

PUBLIC WORKS BOARD - CONSTRUCTION CONTRACTS

Contract Number: PC22-96103-047
Project Name: Snow Creek Road Milepost 0.84 Culvert
Replacement

Contractor: Jefferson County
Address: 623 Sheridan St.
Port Townsend, WA 98368

Original or Extended Project Completion Date: 11/5/2026

Chief Executive Officer Certification

The Chief Executive Officer of the Contractor certifies that:

- To the best of their knowledge, the financial information and data provided in this report is true and correct as of the signature date indicated below and no project costs listed in this report were incurred prior to the Earliest Date for Cost Reimbursement as stated on the Declarations Page; and
- Records supporting the information provided in this report are on file and will be made available by the Contractor upon request.



Signature of Chief Executive Officer

MONTE REINDERS

Print Name

PUBLIC WORKS DIRECTOR

Title

8/13/24

Date of Signature

Project Engineer or Consultant Certification

The Project Engineer or Consultant of the Contractor certifies that:

- To the best of his/her knowledge, the data provided in this report is true and correct as of the signature date indicated below;
- The project was completed in accordance with the Contract's Scope of Work; and
- The loan term is 20 years. If the client is eligible for and selected a performance incentive to extend the term, the engineer agrees the life of the asset is at least as long as the term of the loan.
- The project was completed on 10/19/2023.
(Actual Date of Project Completion)



Signature of Project Engineer or Consultant

Mark Thurston

Print Name

Project Manager

Title

8/12/24

Date of Signature