

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.

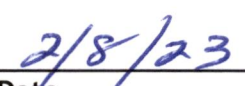
Fiscal Impact/Cost Benefit Analysis: The additional budget is \$72,293 as detailed in Exhibit B to the Supplement. An additional \$20,000 is included as a design contingency to cover unanticipated work bringing the total Supplement to \$92,293. These costs are covered by County ARPA funds dedicated to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


Date

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>

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**

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”.		

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)

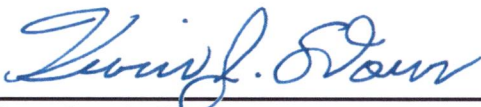
COUNTY OF JEFFERSON
BOARD OF COMMISSIONERS

Tetra Tech, Inc.

Consultant's Name

Kate Dean, District 1

Date



Consultant's Signature

Heidi Eisenhour, District 2

Date

February 3, 2023

Date

Greg Brotherton, District 3

Date

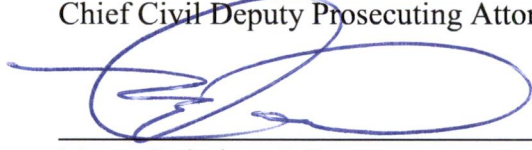
Approved as to form only:

PRE-APPROVED CONTRACT FORM

Philip C. Hunsucker

Date

Chief Civil Deputy Prosecuting Attorney

 2/6/23

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 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

TE Price Proposal							Revision Date Feb 01, 2023		Labor Plan											
							16 Resource													
Port Hadlock																				
135-12562-20003																				
Submitted to: Jefferson County (Attn: Monte Reinders)																				
Contract Type: Cost Plus																				
Project Phases / Tasks	Schedule			Work Days Off	Work Days	Total Labor Hrs	Project Manager (Kevin Dour)	Sr Treatment Engineer (Jim Santroch)	Senior Engineer (Gordon Munro)	Wastewater Engineer (Eric Diers)	Sr Engineer Conveyance (David Scott)	Mechanical Engineer (Alexandra Der)	Wastewater Engineer (Scott Buckoltz)	Senior Stormwater Engineer (Kevin Axt)	Stormwater Engineer (Alex Buescher)	Stormwater Sr QA (Jerry Schreier)	Process Engineer SW (Hack)	Sr Electrical Engineer (John Rice)	Senior CAD (Bryan Thomas)	
	From	Thru	Months																	
						413	15	2	16	92	1	30	30	16	16	1	4	16	92	
PART A - RECLAMATION PLANT & INFLUENT PIPELINE						-														
100 Project Management (Addn'l Design/B&R)						17	12	-	-	-	1	-	-	-	-	-	-	-	-	
100.4 Additional Progress Meetings (2)	01/01/23	12/31/23	11.7	26	234	8	6				1									
100.5 Progress Reports and Billings	01/01/23	12/31/23	11.7	26	234	9	6													
200 Reclamation Plant & Influent Pipeline Design Update						396	3	2	16	92	-	30	30	16	16	1	4	16	92	
200.5 100% Plans, Specs & Estimate (Complete outstanding items)						598	5	2	16	92	-	30	30	16	16	1	4	16	92	
200.5.02 - Revise Stormwater Ditch Design	01/01/23	12/31/23	11.7	26	234	53				16				15	16	1	4			
200.5.07 - Welded Wire Wall Design	01/01/23	12/31/23	11.7	26	234	78				16			30						24	
200.5.08 - Dual 6-inch Influent Line Design	01/01/23	12/31/23	11.7	26	234	24				8									8	
200.5.09 - Misc. Changes to Phase 1 and Phase 2 Work Split	01/01/23	12/31/23	11.7	26	234	88		2				30							28	
200.5.10 - Percolation Pond Water Line	01/01/23	12/31/23	11.7	26	234	26				8									8	
200.5.11 - Rive&s Access Road Grading	01/01/23	12/31/23	11.7	26	234	24				8									8	
200.5.12 - Incorporate Water Service Revisions	01/01/23	12/31/23	11.7	26	234	24				8									8	
200.5.13 - Incorporate Electrical & Other service locations and Provisions	01/01/23	12/31/23	11.7	26	234	40				8								16	8	
200.5.14 - Review County's WSDOT Spec and add Technical Special Provisions	01/01/23	12/31/23	11.7	26	234	39	3		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			413	15	2	16	92	1	30	30	16	16	1	4	16	92	

EXHIBIT B

 Price Proposal						Revision Date: Feb 01, 2023							
Port Hadlock													
135-12562-20003													
Submitted to: Jefferson County (Attn: Monte Reinders)													
Contract Type: Cost Plus													
Project Phases / Tasks	Schedule			Work Days Off	Work Days	Project Engineer SW (Hack)	Sr Electrical Engineer (John Rice)	Senior CAD (Bryan Thomas)	Sr CAD Technician (Rick Morris)	Admin (Lisa Fortney)	Landscape Designer (Amy Mordick)	Unit Rate Qty's	
	From	Thru	Months									Items >	Fleet Vehicles
												Unit Rate >	\$0.55
												Unit >	mile
												Charged to >	M&E
						4	16	92	76	4	2	Quantities >	200
PART A - RECLAMATION PLANT & INFLUENT PIPELINE													
100 Project Management (Addn'l Design/B&R)						-	-	-	-	-	4	-	200
100.4 Additional Progress Meetings (2)											1		200
100.5 Progress Reports and Billings											3		
200 Reclamation Plant & Influent Pipeline Design Update						4	16	92	76	-	2		-
200.5 100% Plans, Specs & Estimate (Complete outstanding items)						4	16	92	76	-	2		-
200.5.02 - Revise Stormwater Ditch Design						4							
200.5.07 - Welded Wire Wall Design								24	8				
200.5.08 - Dual 6-inch Influent Line Design								8	8				
200.5.09 - Misc. Changes to Phase 1 and Phase 2 Work Split								28	28				
200.5.10 - Percolation Pond Water Line								8	8		2		
200.5.11 - Rive4s Access Road Grading								8	8				
200.5.12 - Incorporate Water Service Revisions								8	8				
200.5.13 - Incorp. Electrical & Fiber service revisions and Conduits							16	8	8				
200.5.14 - Review County's WSDOT Spec and add Technical Special Pro													
5000 - Unanticipated Design Reserve													
Totals						4	16	92	76	4	2	Quantities >	200

EXHIBIT B

 Price Proposal		Revision Date: Feb 01, 2023		Price Summary / Totals									
Port Hadlock		135-12562-20003		Submitted to: Jefferson County (Attn: Monte Reinders)		Task Pricing Totals		84,061					
						12.90% CP Fee (applied to Labor)		8,233					
						Technology Use Fee							
Contract Type: Cost Plus				Total Price		92,293							
Pricing by Resource													
Project Phases / Tasks		Schedule			Labor Rate Esc.	Labor	Subs	Travel	Mat'l's & Equip	ODCs	Task Pricing Totals		
		From	Thru	Months	Work Days Cnt	Work Days							
PART A - RECLAMATION PLANT & INFLUENT PIPELINE											-		
100 Project Management (Addr'l Design/B&F)													
100.4 Additional Progress Meetings (2)		01/01/23	12/31/23	11.7	26	234	3,739	-	132	110	-	3,981	
100.5 Progress Reports and Billings		01/01/23	12/31/23	11.7	26	234	1,368		132	110		2,130	
							1,371					1,871	
200 Reclamation Plant & Influent Pipeline Design Update													
200.5 100% Plans, Specs & Estimate (Complete outstanding items)							60,080	-	-	-	-	60,080	
200.5.01 - Revise Stormwater Ditch Design		01/01/23	12/31/23	11.7	26	234	60,380	-	-	-	-	60,080	
200.5.07 - Welded Wire Wall Design		01/01/23	12/31/23	11.7	26	234	7,843					7,843	
200.5.08 - Dual 6-inch Influent Line Design		01/01/23	12/31/23	11.7	26	234	13,577					13,577	
200.5.09 - Misc. Changes to Phase 1 and Phase 2 Work Split		01/01/23	12/31/23	11.7	26	234	3,160					3,160	
200.5.10 - Percolation Pond Water Line		01/01/23	12/31/23	11.7	26	234	3,160					3,160	
200.5.11 - River Access Road Grading		01/01/23	12/31/23	11.7	26	234	11,314					11,314	
200.5.12 - Incorporate Water Service Revisions		01/01/23	12/31/23	11.7	26	234	3,459					3,459	
200.5.13 - Incorp. Electrical & Fiber service revisions and Conduits		01/01/23	12/31/23	11.7	26	234	3,160					3,160	
200.5.14 - Review County's WSDOT Spec and add Technical Special Provisions		01/01/23	12/31/23	11.7	26	234	6,710					6,710	
							7,696					7,696	
5000 - Unanticipated Design Reserve		01/01/23	12/31/23	11.7	26	234		20,000				20,000	
Totals		01/01/23	12/31/23	11.7			0.00%	63,819	20,000	132	110	-	84,061