

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: 4/21/2025

Subject: Contract Supplement #7 to Professional Services Agreement for Civil Engineering Services for the Quilcene Complete Streets Project

Statement of Issue:

Execution of a Standard Consultant Agreement Supplement with SCJ Alliance of Lacey, WA for a modification in schedule of Civil Engineering Services for the Quilcene Complete Streets project.

Analysis/Strategic Goals/Pro's & Con's:

This project is included in the officially adopted 2025-2030 TIP (Transportation Improvement Program) as well as in the 2025 Annual Construction Program, in each as Item No. 1. This project is funded through the WSDOT Pedestrian & Bicycle program, whose objective is to improve the transportation system so as to enhance safety & mobility for people who choose to walk or bike.

This Supplement will extend the completion date of the contract until 12/31/25.

Fiscal Impact/Cost Benefit Analysis:

This Supplemental Agreement does not change the value of the Professional Services Agreement. This project is funded by an \$884,165 WSDOT Pedestrian & Bicycle Program grant and two Public Infrastructure Fund (PIF) grants totaling \$302,767.

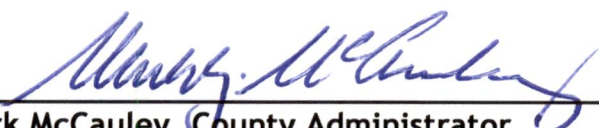
Recommendation:

The Board is asked to execute the two (2) originals of the Supplemental Agreement with SCJ Alliance, and return (1) signed original to Public Works (attn. Eric Kuzma).

Department Contact:

Eric Kuzma, (360) 385-9167

Reviewed By:


Mark McCauley, County Administrator

4/16/25
Date

CONTRACT REVIEW FORM

(INSTRUCTIONS ARE ON THE NEXT PAGE)

Clear Form

CONTRACT WITH: SCJ Alliance

Contract No: PW 2025-029

Contract For: Contract Supplement for: Civil Engineering Service Term: 12/31/2025

COUNTY DEPARTMENT:	Public Works
Contact Person:	Eric Kuzma
Contact Phone:	360-385-9167
Contact email:	ekuzma@co.jefferson.wa.us

AMOUNT: N/A (Original Contract \$111,838)

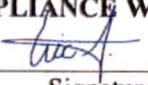
Revenue:	33403.61
Expenditure:	180.000.010.59500.41
Matching Funds Required:	No
Sources(s) of Matching Funds	N/A
Fund #	
Munis Org/Obj	

PROCESS:

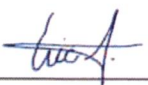
- | | |
|-------------------------------------|-------------------------------------|
| ☐ | Exempt from Bid Process |
| ☐ | Cooperative Purchase |
| ☐ | Competitive Sealed Bid |
| ☐ | Small Works Roster |
| ☐ | Vendor List Bid |
| ☐ | RFP or RFQ |
| ☒ | Other: Consultant Selection Process |

APPROVAL STEPS:

STEP 1: DEPARTMENT CERTIFIES COMPLIANCE WITH JCC [3.55.080](#) AND CHAPTER [42.23](#) RCW.

CERTIFIED: ☒ N/A: ☐  3/18/25
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: ☐  3/18/25
Signature Date

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

✓ Electronically approved by Risk Management on 3/20/2025.
Supplement extending contract term.

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

✓ Electronically approved as to form by PAO on 4/3/2025.
Supplement with standard language. Extends term only.

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

STEP 6: CONTRACTOR SIGNS

STEP 7: SUBMIT TO BOCC FOR APPROVAL



**Washington State
Department of Transportation**

Supplemental Agreement Number <u>07</u>		Organization and Address	
Original Agreement Number		Shea, Carr & Jewell, Inc. (dba SCJ Alliance) 8730 Tallon Lane NE, Suite 200 Lacey, WA 98516 Phone: 360-352-1465	
Project Number <u>0726.03</u>	Execution Date <u>08/13/18</u>	Completion Date <u>12/31/2025</u>	
Project Title <u>Quilcene Complete Streets PS&E</u>		New Maximum Amount Payable <u>\$111,838 (Maximum Amount Payable)</u>	
Description of Work <u>Extend the Contract Completion Date to 12/31/2025. No budget change.</u>			

The Local Agency of Jefferson County

desires to supplement the agreement entered in to with Shea, Carr & Jewell, Inc.

and executed on 08/13/18 and identified as Agreement No. SCJ Project No. 0726.03

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.

The changes to the agreement are described as follows:

I

Section 1, SCOPE OF WORK, is hereby changed to read:

No change.

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: Completion date: 12/31/25

III

Section V, PAYMENT, shall be amended as follows:

No change.

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.

If you concur with this supplement and agree to the changes as stated above, please sign in the Appropriate spaces below and return to this office for final action.

By: Scott Sawyer

By: _____


Consultant Signature

Approving Authority Signature

Date

Approved as to form only:

Exhibit "A"
Summary of Payments

	Basic Agreement	Supplement #1	Total
Direct Salary Cost	\$28,657		\$28,657
Overhead (Including Payroll Additives)	\$47,384		\$47,384
Direct Non-Salary Costs	\$26,627		\$26,627
Fixed Fee	\$9,170		\$9,170
Total	\$111,838		\$111,838