

Jefferson County
Board of Commissioners
Agenda Request

To: Board of Commissioners
Philip Morley, County Administrator

From: Frank Gifford, Public Works Director *FG*

Agenda Date: April 18, 2011

Subject: Amendment No. 1 to Dept. of Ecology Grant No. G0800563

Statement of Issue:

Amendment No. 1 to Department of Ecology's Reclaimed Water Grant No. G0800563 updates the term of contract and modifies the scope of work and budget, allowing a final billing to the grant.

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

The grant assists Public Works in the planning and design of the Port Hadlock Wastewater Facility—a new reclaimed water facility.

Fiscal Impact/Cost Benefit Analysis:

The amendment allows a final billing for professional design services and deliverables for work completed up to February 28, 2011 for the amount of \$197,797.

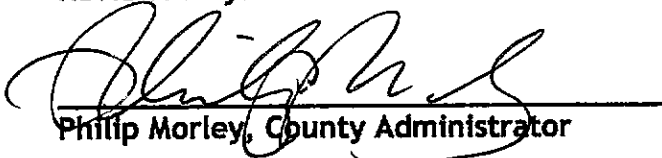
Recommendation:

The Public Works Department recommends the Board approve and sign the three contract amendment copies enclosed and return to Public Works for further processing.

Department Contact:

Monte Reinders, P.E. County Engineer

Reviewed By:


Philip Morley, County Administrator

4/16/11
Date



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

PO Box 47600 • Olympia, WA 98504-7600 • 360-407-6000
711 for Washington Relay Service • Persons with a speech disability can call 877-833-6341

March 24, 2011

Mr. Joel Peterson
Jefferson County
P.O. Box 2070
Port Townsend, WA 98368

**Re: Reclaimed Water Grants Program
Port Hadlock UGA Sewer Design Development Project
Amendment No. 1 to Ecology Grant Agreement No. G0800563**

Dear Joel:

Enclosed are three unsigned originals of the above-referenced amendment to the agreement between the Department of Ecology and Jefferson County for the Port Hadlock UGA Sewer Design Development project.

Please review the grant amendment carefully. If all is acceptable, please have the necessary officials sign the enclosed three originals of the amendment, and then return all three to me. One fully-executed original will be returned to you after signature by our Program Manager.

If you have any questions, please call me at (360) 407-7489.

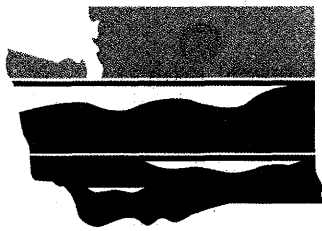
Sincerely,

Melanie Tyler
Grant Financial Manager
Water Quality Program

Enclosures

Cc: Dave Dougherty, Ecology, SWRO/WQ





DEPARTMENT OF
ECOLOGY
State of Washington

DEPARTMENT OF ECOLOGY
MAR 29 2011
WATER QUALITY PROGRAM

**AMENDMENT NO. 1
TO GRANT AGREEMENT NO. G0800563
BETWEEN
THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY
AND
JEFFERSON COUNTY**

PURPOSE: To amend the above-referenced grant agreement (AGREEMENT) between the state of Washington Department of Ecology (DEPARTMENT) and Jefferson County (RECIPIENT) for the Port Hadlock UGA Sewer Design Development Project (PROJECT). This amendment is needed to adjust the budget and scope for the project.

IT IS MUTUALLY AGREED that the AGREEMENT is amended as follows:

1. The Scope of Work for the project is amended to read as follows:

Task 1 - Project Administration/Management

- A. The RECIPIENT will administer the project. Responsibilities will include, but not be limited to: maintenance of project records; submittal of payment vouchers, fiscal forms, and progress reports; compliance with applicable procurement, contracting, and interlocal agreement requirements; attainment of all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items.
- B. The RECIPIENT will manage the project. Efforts will include conducting, coordinating, and scheduling project activities and assuring quality control. Every effort will be made to maintain effective communication with the RECIPIENT's designees, the DEPARTMENT, all affected local, state, or federal jurisdictions, and any interested individuals or groups. The RECIPIENT will carry out this project in accordance with any completion dates outlined in this agreement.
- C. The RECIPIENT will submit to the DEPARTMENT an electronic copy of each of the following documents:
 - Technical Memorandum for Site Selection Alternatives Analysis and Recommendations
 - Preliminary Environmental Review of Preferred Site
 - ESA Consultation – Correspondence from the Federal Services (NOAA/USFWS) and EPA on consultation and outcome

- Port Hadlock UGA Sewer System, Biological Assessment and Essential Fish Habitat Assessment
- Cultural Resources Survey
- Sewer Advisory Group Summary Recommendations
- Technical Memorandum for Development of Sewer System Policies and Sewer Ordinance
- MBR Equipment Contractor Evaluation Technical Memorandum
- MBR Bid Documents

The RECIPIENT will submit two copies of any document(s) which require DEPARTMENT approval. Once approval is given, one copy will be returned to the RECIPIENT. If the RECIPIENT needs more than one approved copy, the number of submittals should be adjusted accordingly.

D. Required Performance:

1. Effective administration and management of this grant project.
2. Maintenance of all project records.
3. Submittal of all required performance items, progress reports, financial vouchers, and maintenance of all project records.

Task 2 – Reclamation Plant Siting

- A. The Port Hadlock UGA Sewer Facility Plan identified potential sites for a Water Reclamation Plant and Effluent Reuse area. The RECIPIENT will select specific parcels and properties within the identified area most appropriate for locating the water reclamation facility and effluent reuse area.
- B. The RECIPIENT will coordinate with work efforts in Task 3 for Geotechnical & Environmental Assessments to determine which parcels provide the optimal proximity to Chimacum Creek for stream flow augmentation.
- C. The RECIPIENT will also identify candidate parcels, contact property owners, establish selection criteria, and determine which parcels are appropriate for site selection.
- D. Required Performance:
 1. Site selection alternatives analysis and recommendations

Task 3 – Biological Assessment for ESA compliance

- A. The RECIPIENT will prepare a Biological Assessment suitable for ESA-related consultation between EPA and the Services.
- B. Required Performance:
 1. Biological Assessment
 2. ESA Consultation letter
 3. Preferred Alternative Preliminary Environmental Review

Task 4 – Archaeological Assessment

- A. The RECIPIENT will conduct detailed background study and archaeological investigations to determine archaeological and historical background of the parcel(s). These will involve on-site investigations and historical record survey of the parcel and immediate area and consultation with the State Archaeological Office.
- B. Required Performance:
1. Archaeological Assessment of candidate parcel

Task 5 – County Sewer Policies & Ordinances

- A. The RECIPIENT will establish policies for defining when properties must connect, calculating connection charges, forming utility local improvement districts, and addressing the needs of low-income residents, as well as other policies involving the establishment and ongoing management of a sewer facility.
- B. Required Performance:
1. Sewer Advisory Group Summary Recommendations
 2. Technical Memorandum for Development of Sewer System Policies and Sewer Ordinance

Task 6 – MBR Evaluation and Selection

- A. The RECIPIENT will confirm and expand upon design criteria established in the facility plan. The following items will be evaluated for sizing, reliability, and equipment selection:
- Membrane bioreactor (MBR) system & equipment.
- B. Required Performance:
1. Technical memorandum detailing the evaluations, findings, and recommendations for the membrane bioreactor equipment
 2. Membrane bioreactor bid documents

Jefferson County
 Port Hadlock UGA Sewer Design Development Project
 Amendment No. 1 to G0800563

2. The PROJECT budget in the original AGREEMENT is no longer valid. The modified budget is as follows:

Elements (Objects & Tasks)	Total Eligible PROJECT Cost
1 - Project Administration/Management	\$11,000
2 - Reclamation Plant Siting	\$57,387
3 - Biological Assessment for ESA Compliance	\$80,867
4 - Archaeological Assessment	\$64,000
5 - County Sewer Policies & Ordinances	\$21,943
6 - MBR evaluation and Selection	\$28,533
Total	\$263,729
MATCHING REQUIREMENTS	
DEPARTMENT Share: 75% of TEC.	\$197,797
RECIPIENT Share: at least 25% of TEC	\$65,932

3. The grant expiration date is extended from June 30, 2010, to February 28, 2011.

FURTHER, this amendment will be effective January 31, 2008, the effective date of the original AGREEMENT.

Jefferson County
Port Hadlock UGA Sewer Design Development Project
Amendment No. 1 to G0800563

Except as expressly provided by this amendment, all other terms and conditions of the original AGREEMENT and all prior amendments thereto remain in full force and effect.

IN WITNESS WHEREOF, the parties have signed this amendment.

STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

COUNTY OF JEFFERSON

KELLY SUSEWIND, P.E., P.G. DATE
WATER QUALITY PROGRAM
MANAGER

JOHN AUSTIN, CHAIR DATE
JEFFERSON COUNTY BOARD OF
COMMISSIONERS

DAVID W. SULLIVAN, MEMBER DATE
JEFFERSON COUNTY BOARD OF
COMMISSIONERS

PHIL JOHNSON, MEMBER DATE
JEFFERSON COUNTY BOARD OF
COMMISSIONERS

Approved as to form only this 7th
day of APRIL, 2011

David Albany
DEPUTY PROSECUTING ATTORNEY

SEAL

ATTEST:

LORNA L. DELANEY DATE
CLERK OF THE BOARD

APPROVED AS TO FORM ONLY:
ASSISTANT ATTORNEY GENERAL
(Revised 05/05/09)

Frank Gifford 4/11/11
FRANK GIFFORD DATE
PUBLIC WORKS DIRECTOR