

Jefferson County
Board of Commissioners
Agenda Request

To: Board of Commissioners
Philip Morley, County Administrator

From: Frank Gifford, Public Works Director *FG*

Agenda Date: 2/13/2012

Subject: Contract Supplement--Port Hadlock Wastewater Facility
Preliminary Design Services

Statement of Issue:

Public Works is requesting Board consent to add scope and budget to the Port Hadlock Wastewater Facility Preliminary Design Services Contract with Tetra Tech, Inc.

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

The supplement funds local improvement district (LID) work, moving it forward under the preliminary design contract. The contract completion date is amended to be September 30, 2012.

This contract supplement extends the scope and budget for additional mailings, meetings and workshops between the consultant team and the County, and between the project team and the public, to implement outreach activities pertaining to LID formation. It also includes additional survey work for new lot certification requirements.

Fiscal Impact/Cost Benefit Analysis:

The cost estimate for the amended scope is \$107,981. Funds will come from the Tri-Area Sewer Fund 405.

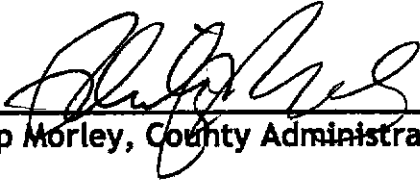
Recommendation:

Sign the attached contract amendment (3 originals) and return to Public Works for further processing.

Department Contact:

Joel Peterson, Project Manager, 385-9173

Reviewed By:



Philip Morley, County Administrator

Date

Supplemental Agreement Number <u> 1 </u>		Organization and Address: Tetra Tech, Inc. 1420 Fifth Avenue, Suite 600 Seattle, WA 98101	
Agreement Number:		Phone: (206) 883-9326	
Project Number: 40516930			
Original Contract Amount: \$599,395.92	Amount This Supplement: \$107,981.00	New Maximum Amount Payable: \$707,376.92	
Project Title: Port Hadlock Wastewater Facility Preliminary Design Services, Reclamation Plant and Influent Pipeline			
Description of Work: Supplemental Agreement #1 provides additional budget for ongoing Funding and Finance Strategy, Policy and Ordinances, and Public Outreach. This agreement also supplements the scope of work; adding Local Improvement District objectives, interlocal agreement support, and survey scope for lot certification requirements.			

The Local Agency of Jefferson County desires to supplement the agreement entered into with Tetra Tech, Inc and executed on April 25, 2011 and identified by project title “Port Hadlock Wastewater Facility Preliminary Design Services, Reclamation Plant and Influent Pipeline”.

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 II, SCOPE OF WORK, is hereby changed to read:

“The Scope of Work and projected level of effort required for this PROJECT is detailed in Exhibit “A”, along with Supplemental Agreement I “Exhibit AA”, attached hereto and by this reference made part of this AGREEMENT.”

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: “All work under this AGREEMENT shall be completed by September 30, 2012”. The completion date shown in the heading of this AGREEMENT shall be amended to read “9/30/2012”.

III

Section V, PAYMENT, shall be amended as follows:

"The CONSULTANT shall be paid by the AGENCY for completed work and services rendered under this AGREEMENT as provided in EXHIBIT "D", along with Supplemental Agreement 1 "Exhibit DD", attached hereto, and by reference made part of this AGREEMENT."

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.

TETRA TECH, INC.
Consultant



Consultant's Signature

2/2/12
Date

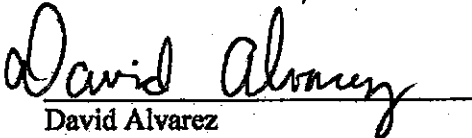
COUNTY OF JEFFERSON
BOARD OF COMMISSIONERS

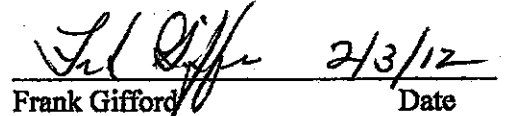
John Austin, Chair

Phil Johnson, Member

David W. Sullivan, Member

Approved as to form only this 30th
day of JANUARY, 2012.


David Alvarez
Deputy Prosecuting Attorney

 2/3/12
Frank Gifford Date
Public Works Director

PORT HADLOCK WASTEWATER FACILITY PRELIMINARY DESIGN SERVICES

AMENDMENT NO. 1

SCOPE OF WORK FOR PUBLIC OUTREACH IN SUPPORT OF LID FORMATION, FUNDING & FINANCE, AND SURVEY LOT CERTIFICATION

Background

This scope of work supplements the existing *Port Hadlock Wastewater Facility Preliminary Design Services, Reclamation Plant and Influent Pipeline* contract, entered into on April 25, 2011. This amendment extends the contract completion date to September 30, 2012. Additional scope and budget provides support to address the need and intent described below:

LID Outreach Support

As a result of meetings with the County and consultant team, considerations of preliminary-design components, advantage in moving more quickly with LID formation, the importance of involving the public to understand their perspectives and opinions, and to know public motivation with regard to implementing a municipal sewer system, the County has requested the consultant team revise the public outreach and involvement scope to provide public outreach services in support of LID formation.

The public involvement activities in support of LID formation are aimed to achieve the following objectives:

- Proactively help the public understand the purpose and process for developing a wastewater system for the Port Hadlock area and establishing a LID for the initial phase of the project.
- Support educating and updating County officials and BoCC
- Educate the public in the LID process and its requirements.
- Solicit public input that will inform the Port Hadlock wastewater system pre-design.
- Build public interest and trust in the pre-design and decision making process.
- Through public dialogue, determine the level of support for the sewer system LID as well as to garner support for its formation; and determine the boundaries of the initial phase of the project.
- Identify one or more key supporters of the project within the Pt. Hadlock/Irondale community to be the voice of public support, a resource for exchange of project information and to increase public understanding of the project.

Interlocal Agreement Support

The 2009 Sewer Advisory Group discussed the efficiency that could be realized from Public Utility District #1 participating at some level in the operation and management of the wastewater facility. The favorable discussions between PUD #1 and Jefferson County will be documented through written understanding and agreement. This new subtask is added to the policy development portion of the contract and provides budget for review and input from Tetra Tech and Katy Isaksen & Associates upon one draft agreement.

Funding and Finance Support

Task 1200 budget is supplemented to continue routine funding and finance support such as revising the project spending plan and supporting staff 's development of reports and presentations to the Board of County Commissioners and County Administrator.

Scope and budget are added to Task 1200 to support the following objectives:

- Assistance with a potential second application to the Public Works Trust Fund (PWTF) as part of the finance strategy for construction of the wastewater treatment plant and design and construction of the first phase collection system.
- Assistance with an on-site *Tech Team* project update with funding program administrators.
- Provide support for the grant/appropriation request efforts to be led by Strategies 360.
- Assist in sewer policy meetings with county officials

Right-of-Way Lot Certification

Jefferson County Department of Community Development (DCD) has implemented a Lot Certification requirement which applies to the right-of-way segregation from Parcel #901 112 001. One requirement of the Lot Certification is to conduct a survey of the boundary alteration and provide descriptions of the existing and newly formed parcels resulting from the segregation. Additional survey services are provided in this scope of work to conduct the required surveying work in support of this lot certification.

Detail of Additional Budget, Scope Activities and Work Products by Task

Task 600 – County Sewer Policies and Ordinances

600.04 Meetings with County Officials (Existing Subtask)

This subtask involves preparation for, and presentation at meetings with Jefferson County officials regarding development of sewer policies and corresponding ordinances in task series 600. Scope and budget is added to provide four (4) additional meetings with Jefferson County officials. It is anticipated that up to two (2) of the four meetings will be in session with the Board of County Commissioners for briefings on project components, LID formation strategy, activities, and results. (This would provide a total of five (5) meetings; one meeting remains in the project scope to-date.)

Assumptions:

- Up to two (2) meetings will be in session with the Board of County Commissioners, requiring additional preparation and presentation materials beyond that of County administration and staff meetings.
- Tetra Tech Project Manager scope is estimated at eight (8) hours per meeting with county officials and twelve (12) hours per Board meeting.
- Triangle & Associates scope is estimated at sixteen (16) hours for county official meetings and ten (10) hours for Board meeting.
- Katy Isaksen & Associates scope is estimated at three (3) meetings with work duration of eight (8) hours and two (2) meetings with work duration of (10) hours.

Deliverables:

- Meeting materials and summary documentation.

600.05 Interlocal Agreement Support (New Subtask)

This subtask includes review and support of County efforts to develop an interlocal agreement for sewer facility operations with *Public Utility District #1* to operate the new sewer system.

Assumptions:

- Provide input and review on one (1) draft version of an interlocal agreement prepared by Jefferson County.

Deliverables:

- Review comments and edits to one draft interlocal agreement between Jefferson County and Public Utility District No. 1.

Task 700 – Public Involvement**700.06 – LID Outreach Materials and Efforts (New Subtask)**

Subtask 700.06 involves preparing documents, such as newsletter, Frequently Asked Questions, information sheets comparing sewer with septic, information on comparing sewer costs with other types of property improvements, along with updating the website and providing ongoing updates and tracking of website and comments received.

Assumptions:

- Assume two newsletters, one FAQ document and one update, two information documents on comparison of sewer with septic and with other property improvements
- Assume one major website overhaul and monthly updates. Also, assume website comments every two weeks

Deliverables:

- Two newsletters, one FAQ document and one update, two information documents, and one (1) major website update along with monthly minor updates

700.07 – Support Group Formation and Meetings (New Subtask)

This subtask involves working with the County to identify a group of supporters for the wastewater project, convening them, and holding up to 4 meetings with that group. The intent is for this group to take the message to the community and work in generating support for the project, especially the initial phase of the project and formation of the LID, potentially creating a petition to form the LID. Consultants will work with the group, develop strategies and approaches for helping them dialogue with the community about the project and LID, facilitate their meetings, prepare presentations and complete follow up materials to meetings focused on action steps.

Assumptions:

- The County will be responsible for printing and postage for public notices, other mailings, and for making arrangements for suitable meeting venues. It will prepare maps and other graphics for meetings.
- Work to convene and participate in up to 4 meetings with support group.

Deliverables:

- Participate in the development of meeting materials, presentation materials, meeting agendas, and actions out of meetings

700.08 – LID Formation Support (New Subtask)

This subtask involves working on strategies and approaches, and materials that support efforts to determine the scope and reach of the initial phase LID boundary(ies). This subtask includes working with the County and the public support group to work with information regarding properties that support participation in the initial phase LID, and those that do not support participation in the initial phase. Information will be used to identify an optimal LID boundary based upon the public support, scope of the initial project, and planning level cost estimate.

Assumptions:

- Maps identifying level of interest for LID participation will be developed based upon feedback from the support group.
- Up to two updates will be made from the initial map.
- Collection system reach and extent within the recommended LID boundary will be updated and cost estimates will be made based upon the facility plan planning level unit costs.

Deliverables:

- Map showing proposed boundary, supporters, and non-supporters of the proposed LID.
- Updated collection system configuration within proposed LID boundary.
- Planning level cost estimate based upon updated collection system configuration.

Task 800 – Survey**800.05 – Right of Way Lot Certification (New Subtask)**

Conduct a field survey in support of a lot certification for the 75-foot right-of-way segregation from Parcel #901 112 001.

Tasks include the following:

- Field Survey of new property line created by ROW acquisition.
- Place survey monuments for all four corners of ROW rectangle—two for new line and whatever is necessary to monument the original (western) parcel corners, i.e. existing or new if none existing.
- Write description of original parcel.
- Write description of new [ROW] parcel.
- Write description of remainder of the original parcel.
- Submit draft survey sheet emailed to County's right-of-way manager for review.
- Develop record of survey sheet needs to include these elements:
 - Lot Certification Statement-sample text forthcoming from DCD. It references the exemption in Jefferson County Code used for the parcel segmentation.
 - Signature lines for Assessor, Treasurer, DCD Administrator
- Submit signed record of survey sheet in recordable format to right-of-way manger, who will have it recorded at the assessor's office.

Deliverables:

- Survey monuments placed for right-of-way.

- Written property descriptions.
- Draft record of survey for right-of-way.
- Final record of survey for right-of-way.

Task 1200 – Funding and Financing Strategy Development and Implementation

1200.05 – Grant/Loan Applications (Existing Subtask)

Prepare a PWTF application to be submitted in Spring 2012 for the next funding cycle.

Assumptions:

- Jefferson County will be the primary writer of the application.

Deliverable:

- Completed PWTF application to be submitted by Jefferson County.

1200.07 – Support Finance Coordination Efforts (Existing Subtask)

Provide additional budget to allow ongoing support of funding and finance coordination efforts to respond to funding needs as requested by the County. Provide funding and finance support to help prepare staff for meetings/briefings, update spending plan, attend meetings, and review and comment on meeting materials.

Assumptions:

- Four (4) updates to spending plan.
- Preparation and attendance at four BoCC briefings by funding and finance lead.
- Additional budget is provided for on an as needed basis as follows: 20 hours Tetra Tech project manager and 40 hours finance lead.
- Support the County in preparing for and holding one Tech Team meeting of funding program administrators in Port Hadlock in Spring 2012.
- Support the grant/appropriations request process to be led by Strategies 360.

Deliverables:

- Updated spending plans.
- Support materials for meetings.

Estimate of Professional Services

Jefferson County

Port Hadlock Wastewater Facility Pre-design Services
 Amendment No1 - LID Outreach Services & Lot Certification Survey Support

Proj. No.: 135-12562-11001

Date: 12/12/2011

Phase Description	TETRA TECH										Totals	Total Labor
	Project Manager / Kevin Dour	Project Engineer / Ray Vargas	GIS Analyst / Chris Hansen	CAD Drafting / Jeff Fullmer	Admin. / Roberta Johnson	Survey Mgr / Mike Root	Princ. Surveyor / Jason N.	Sr. CAD Tech / Raj Reddi	Surveyor / Jack Hartfel	Survey Instrument Tech		
Task 600.04												
Meeting w/ County Officials (4 add'l)	40										40	\$7,111
Task 600.05												
Interlocal Agreement Support	4										4	\$711
Task 700.06												
LID Outreach Materials and Efforts	4		8		4						16	\$2,395
Task 700.07												
Support Group (up to 4 mtgs)	24										24	\$4,267
Task 700.08												
LID Formation Support	8	24	16	16	4						68	\$9,353
Task 800.05												
R/W Lot Certification	4					6	16	16	18	18	78	\$9,258
Task 1200.05												
Grant/Loan Applications	4										4	\$711
Task 1200.07												
Support Finance Coord. Efforts	20										20	\$3,556
Tech Team	8										8	\$1,422
TOTAL HOURS	116	24	24	16	8	6	16	16	18	18	262	\$38,784
DIRECT JOB WAGES (DJW)	\$55.58	\$41.63	\$49.44	\$34.89	\$32.76	\$54.39	\$43.26	\$38.37	\$32.43	\$25.24		
Overhead (174.56%)	\$97.02	\$72.67	\$86.30	\$60.90	\$57.19	\$95.29	\$75.51	\$66.98	\$56.64	\$44.06		
Profit (16.8%)	\$25.18	\$18.86	\$22.40	\$15.81	\$14.84	\$24.73	\$19.60	\$17.38	\$14.70	\$11.43		
BILLING RATE	\$177.78	\$133.16	\$158.14	\$111.60	\$104.79	\$174.61	\$138.37	\$122.73	\$103.80	\$80.73		
LABOR SUBTOTALS	\$20,622	\$3,196	\$3,795	\$1,786	\$838	\$1,048	\$2,214	\$1,964	\$1,868	\$1,453		
EXPENSES												
Travel												\$110
Per Diem and Hotel												\$363
Printing, Publications & Communication												\$83
Computers		Hours	Rate	Mult								
- Basic @ \$2.76 per hour		230	2.76	x 1.00								\$635
- CAD @ \$14 per hour		32	14.00	x 1.00								\$448
Other Expenses												\$0
SUBTOTAL TETRA TECH												\$40,423
SUBCONSULTANTS												
Katy Isaksen Associates			\$34,850									
			(\$34,850 x 1.10)									\$38,335
Triangle Associates			\$26,567									
			(\$26,567 x 1.10)									\$29,223
											TOTAL AMENDMENT BUDGET	\$107,981

Notes:

1. Direct Job Wages and number of hours are for estimating purposes only. Invoices will be based on actual wages and hours of staff assigned to the project.
2. Direct job wages are subject to change to reflect periodic adjustments in Tetra Tech salary levels.
3. This Estimate of Professional Services is based on the attached "Definitions."

DEFINITIONS

"Reimbursable Expenses" include but are not limited to:

- Air Fare Expenses — Cost of ticket and travel to and from airport by public conveyances.
- Auto Lease Expenses — Basic charge, gas, oil, repairs, and insurance.
- Tetra Tech Auto Expenses — Cost of using Tetra Tech-owned vehicles at the current IRS mileage rate.
- Boat Expenses — Cost of using rental or leased boats at a fair commercial rate/hour.
- Meal Expenses — "Out-of-pocket" cost to employees while away from office on business.
- Lodging Expenses — "Out-of-pocket" cost to employees while away from office on business.
- Equipment Expenses — Cost of rental or lease of special equipment required to perform work.
- Lab Fee Expenses — Cost of consumable laboratory supplies and lab use.
- Computer Expenses — Cost for Tetra Tech and outside computers as follows:
 - Tetra Tech computers
 - CADD and technical computers: \$14.00/hour
 - All Other computers: \$3.00/hour
 - Outside computer hardware and software invoiced at cost to Tetra Tech.
- Production Expenses — Commercial and "in-office" printing, binding, and reproduction of reports and contract documents at invoice amount or a fair commercial rate.
- Miscellaneous Expenses — Direct job expenses and costs not defined in above categories, such as special licenses, additional "out-of-pocket" employee traveling costs, etc.

"Subconsultant Expenses" represent the cost of outside subconsultant technical services and expenses.

"Reimbursable Expense Factor" is an amount which takes into account Tetra Tech activities related to specific reimbursable expenses; e.g., excise tax, liability insurance, and special added administrative costs and fees not related to Tetra Tech wages, and as indicated in the Professional Services Agreement and/or Estimate of Professional Services.

TRIANGLE ASSOCIATES

Port Hadlock UGA - Public Involvement Services Modification
HOURLY RATE BUDGET

Exhibit DD

	Bob Wheeler	Chris Page	Claire Turpel	Denis Foster	Expense	Total
Task 600.04						
Meeting w/ County Officials	18		8			\$3,622.18
Task 700.06						
Public Outreach Materials	16		52		200.00	\$5,660.12
Task 700.07						
Support Group	40		40		400.00	\$9,558.40
Task 700.08						
LID Formation Support	20		40			\$5,577.40
Task 1200.05						
Grant/Loan Application	4		0			\$716.20
Task 1200.07						
Tech Team	8		0			\$1,432.40
Total Hours	106	0	140	0	\$600.00	\$26,566.70

Rates for the personnel listed above are as follows:

Bob Wheeler	\$179.05	Budget by person	
Chris Page	\$75.63	Bob Wheeler	\$18,979.30
Claire Turpel	\$49.91	Chris Page	\$0.00
Denis Foster	\$128.17	Claire Turpel	\$6,987.40
		Denis Foster	\$0.00
			<u>\$25,966.70</u>

**Katy Isaksen & Associates
Public Involvement Services Modification
HOURLY RATE BUDGET**

	<u>Katy Isaksen</u>	<u>Expense</u>	<u>Total</u>
Task 600.04			
Meeting w/ County Officials	44	\$100.00	\$5,600.00
Task 600.05			
Interlocal Agmnt support	4		\$500.00
Task 700.06			
Public Outreach Materials	12		\$1,500.00
Task 700.07			
Support Group	36	50.00	\$4,550.00
Task 700.08			
LID Formation Support	35	25.00	\$4,400.00
Task 1200.05			
Grant/Loan Applications	12		\$1,500.00
Task 1200.07			
Support Finance Coord. Eff.	56	50.00	\$7,050.00
Support 1 Tech Team Mtg	14	25.00	\$1,775.00
Support Strategies 360	24		\$3,000.00
Allowance for As-Needed	40		\$5,000.00
Total Hours	277	\$225.00	\$34,850.00

Rates for the personnel listed above are as follows:
Katy Isaksen \$125.00 \$34,625.00