

**JEFFERSON COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**AGENDA REQUEST**

**TO:** Board of Commissioners  
**FROM:** Frank Gifford, Central Services Director *FG*  
**DATE:** March 24, 2014  
**RE:** Supplemental Agreement – King County GIS Center

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**STATEMENT OF ISSUE:**

Jefferson County entered into a Professional Services Agreement with King County GIS Center for the purpose of receiving a GIS Needs Assessment. The King County GIS Center will not be able to complete the needs assessment prior to the designated completion date of March 31, 2014. The Supplemental Agreement will extend the completion date to June 30, 2014.

**ANALYSIS:**

Entering into the Supplemental Agreement will provide King County GIS Center with adequate time to complete the GIS Needs Assessment.

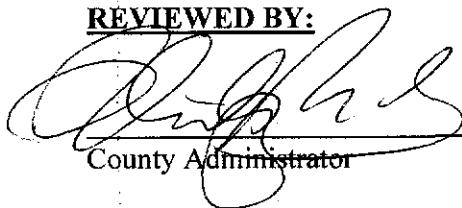
**FISCAL IMPACT:**

There is no additional cost to Jefferson County by extending the completion date.

**RECOMMENDATION:**

Approve and sign the Supplemental Agreement with King County GIS Center extending the completion date for the GIS needs assessment to June 30, 2014.

**REVIEWED BY:**

  
\_\_\_\_\_  
County Administrator

*3/18/14*  
\_\_\_\_\_  
Date

<b>Supplemental Agreement Number <u>1</u></b>	<b>Organization and Address</b> Dennis R. Higgins Jr., GISP Client Services Manager King County GIS Center KSC-NR-0706	
	201 South Jackson Street, Suite 706 Seattle, Washington 98104-3855	
	<b>Execution Date</b> February 10, 2014	<b>Completion Date</b> March 31, 2014
<b>Project Title</b> GIS Needs Assessment	<b>New Maximum Amount Payable</b> \$ 11,719.68	
<b>Description of Work</b> To conduct department interviews, document business process and IT infrastructure, provide a vision statement, strategic plan and an executive summary of Jefferson County's GIS.		

Jefferson County desires to supplement the agreement entered into with King County and executed on February 10, 2014.

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 SERVICES, is hereby changed to read:

No change

**II**

Section IV, TIME FOR PERFORMANCE, is amended to change the date for completion of the work to read: Work under this contract shall commence upon the giving of written notice by the County to the Consultant to proceed. Consultant shall perform all services and provide all work product required pursuant to this agreement by June 30, 2014.

**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.

Dennis Higgins  
Consultant

COUNTY OF JEFFERSON  
BOARD OF COMMISSIONERS

John Austin  
Consultant's Signature

John Austin, Chair

3/13/2014  
Date

Phil Johnson, Member

SEAL

David W. Sullivan, Member

ATTEST

Approved as to form only: 3/4/14  
David Alvarez  
David Alvarez Date  
Deputy Prosecuting Attorney

Carolyn Avery  
Deputy Clerk of the Board

**EXHIBIT A**

**TASK AND COST SHEET**

**Jefferson County Enterprise GIS Upgrade Phase 1 - GIS Needs Assessment and Strategic Planning**

Task	GIS Consultant	GIS Specialist	Total Hours	Total Cost per Task
<b>1. High-Level Assessment of Existing GIS Products and Services and Identification of Potential GIS products and services</b>				
1.1 Interviews with key staff - 3 person team up to 8 scheduled interviews	24.00	0.00	24.00	\$3,168
1.2 Document business process and IT infrastructure	0.00	28.00	28.00	\$3,360
<b>2. GIS Visioning</b>				
2.1 Vision Statement	14.00	0.00	14.00	\$1,848
2.2 Strategic Plan	14.00	0.00	14.00	\$1,848
2.3 Executive Summary	4.00	0.00	4.00	\$528
<b>Total Hours</b>	<b>56.00</b>	<b>28.00</b>	<b>84.00</b>	
<b>Hourly Billing Rate</b>	<b>\$132</b>	<b>\$120</b>		
<b>Subtotal</b>	<b>\$7,392.00</b>	<b>\$3,360.00</b>	<b>\$10,752.00</b>	<b>\$10,752.00</b>
<b>Total inc. 9% Sales Tax</b>	<b>\$8,057.28</b>	<b>\$3,662.40</b>	<b>\$11,719.68</b>	<b>\$11,719.68</b>
All reimbursables are covered in the above rate				