



Elizabeth Kosa  
DIRECTOR

Doug Ranney, P.E.  
County Engineer  
322 N. Commercial Street, Ste 301  
Bellingham, WA 98225-4042  
Phone: (360) 778-6210  
Fax: (360) 778-6211

# Memorandum

**To:** The Honorable Satpal Singh Sidhu, Whatcom County Executive and the Honorable Members of the Whatcom County Council

**Through:** Elizabeth Kosa, Director *LBF*

**From:** Doug Ranney, P.E., County Engineer *DWR*  
Joshua L. Cihak, P.E., Engineering Manager *JL*

**Date:** November 19, 2024

**Re:** **Point Roberts Drainage Study; WCC No. 202307024**  
**Supplemental Agreement No. 02**

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Enclosed for your review and DocuSign signature is Supplemental Agreement No. 02 for the above-referenced contract between Tetra Tech, Inc. and Whatcom County.

## Requested Action

Public Works respectfully requests that the County Council authorize the County Executive to execute the attached Supplemental Agreement No. 02 for consultant A&E services supporting the Point Roberts Drainage Study.

## Background and Purpose

Supplemental Agreement No. 02 will support final surface water planning and design services, public outreach, and development of a drainage management plan related to stormwater problems in the Point Roberts area.

## Funding Amount and Source

The maximum consideration for Phase 2 (of two) of this contract is \$86,783.00 for a total amended contract amount of \$215,528.00. Whatcom County will be using local road and stormwater funds for the design of this project with budgeted amounts of \$300,000 and \$80,000, respectively.

Please note that budget increases for certain Phase 1 tasks are included in the Phase 2 amendment amount. This additional compensation accounts for: (a) extra in-scope effort needed to successfully complete Phase 1 tasks, and (b) out-of-scope effort initially classified as Phase 2 work, but then later determined as necessary for completion of Phase 1 tasks. This additional effort was authorized to ensure Phase 1 deliverables met the detail and quality standards of the county and Point Roberts community. The consultant did not realize they had exceeded the original not to exceed amount until their invoice cycle following completion of Phase 1. At that time, all project work was halted until additional budget could be authorized. Further explanation of these budget increases is included in the Phase 1 services section of Exhibit A for the Supplemental Agreement No. 2.

Please contact Eric Vavra, at extension 6287, if you have any questions or concerns regarding the terms of this agreement.