

**WHATCOM COUNTY
ADMINISTRATIVE SERVICES**
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ROB NEY
Facilities Director

MEMORANDUM

TO: Satpal Singh Sidhu, County Executive

FROM: Rob Ney, Facilities Director

DATE: July 03, 2025

RE: Budget Authority Request for the New Justice Center

Narrative Summary – Budget Authority Request Update

This report accompanies the updated Budget Authority Forecast through the end of Q1 2026 and provides a detailed breakdown of the proposed \$4,000,000 in additional expenditure authority being requested. This authority is essential to maintain project momentum through early 2026 and support critical activities including consultant work, permitting, geotechnical services, and pre-construction planning.

Expenditure Detail – Forecast Through Q1 2026

Category	Estimated Amount	Description
County Personnel	\$200,000	Internal staff time, interfund services, training, and limited operational support.
Professional Services	\$4,738,522	Includes all contracted external consultant and vendor services detailed below.
• STV (Owner's Rep)	\$813,982	Scope includes project coordination, meeting facilitation, planning, and validation.
• NW Ecological Services	\$172,600	Wetland delineation, permitting support, and future mitigation planning.
• Auditor	\$100,000	Financial auditing and cost controls for validation and GMP phases.
• Geotechnical Services	\$200,000	Site-specific investigations required for permitting and early design.

Category	Estimated Amount	Description
• Design-Builder	\$3,400,000	Early involvement scope through validation phase.
• Legal (Perkins Coie)	\$24,014	Legal review and procurement support.
• Other Transfers	\$27,926	Includes earlier allocations from legacy project setup.
Permitting	Included in above	Covered within consultant scope (e.g., STV, NW Ecological).
Construction / Other	Minimal in this phase	No construction funding included; this phase is pre-GMP only.
Contingency (5%)	\$420,000	Held within indirect to manage unknowns across all categories.

Note: "Construction" will be addressed in a separate future request once the GMP is established.

Time Horizon & Next Steps

The \$4M in requested authority is projected to carry the project through **March 31, 2026**, covering the entire **Design-Builder validation phase** and associated preparatory work. This time frame allows for:

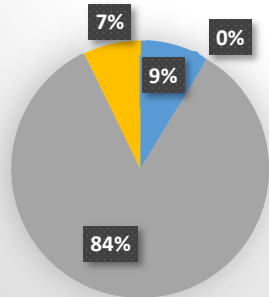
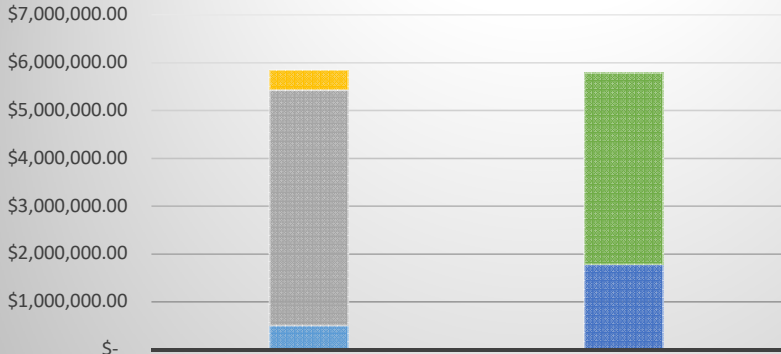
- Finalizing scoping and early design deliverables
- Advancing mitigation and permitting strategy
- Continuing owner's rep, audit, legal, and planning services

This is **not a request for full design or construction funds**. Future budget authority will be requested in **phased increments**, likely timed with:

1. Completion of the validation phase and establishment of the GMP
2. Finalization of the mitigation approach and permitting submittals
3. Approval milestones for project delivery schedule and scope

Transparency and Oversight

This request is intentionally structured to avoid presenting an open-ended or "blank check" scenario. The breakdown provided here ensures accountability and will be refined as scopes are finalized. Regular updates will continue to be provided to Council, FFAB, and Executive staff to ensure full visibility into cost, progress, and timing.

WJC - BUDGET AUTHORITY FORECASTING (END OF Q1 26)													
BILLED EXPENDITURES TO-DATE					ADDITIONAL FORECAST END OF Q1 2026 (7 Mo)			COMBINED TOTAL FORECASTING END OF Q1 2026 (7 Mo)					
Current Budget Authority	Billed Exp. (DIRECT)	Billed Exp. (INDIRECT)	Billed Exp. (TOTAL)	Est. Remaining Budget Authority	Forecast Exp. (DIRECT)	Forecast Exp. (INDIRECT)	Forecast Exp. (TOTAL)	Combined Exp. (DIRECT)	Combined Exp. (INDIRECT)	Combined Exp. (TOTAL)	Budget Authority Update		
\$ 1,785,000.00	\$ 508,519.78	\$ -	\$ 508,519.78	\$ 1,276,480.22	\$ 4,917,095.68	\$ 420,000.00	\$ 5,337,095.68	\$ 5,425,615.46	\$ 420,000.00	\$ 5,845,615.46	\$ 4,000,000.00		
								<div><h3>Q1 '26 FORECAST EXPENDITURES</h3><div><div>Billed Exp. (DIRECT)</div><div>Billed Exp. (INDIRECT)</div><div>Forecast Exp. (DIRECT)</div><div>Forecast Exp. (INDIRECT)</div></div></div> <div><h3>Budget Authority (BA) Request</h3><div><div>Adjusted BA</div><div>Current BA</div><div>Forecast Exp. (INDIRECT)</div><div>Forecast Exp. (DIRECT)</div><div>Billed Exp. (INDIRECT)</div><div>Billed Exp. (DIRECT)</div></div></div>					
DIRECT					DIRECT								
Direct billing rate	\$ 173,131.77				Direct billing rate	\$ 200,000.00							
Tools and equipment	\$ 1,094.92				Tools and equipment	\$ 1,500.00							
Other services-interfund	\$ 5,172.61				Other services-interfund	\$ -							
Other	\$ 3,750.53				Other	\$ -							
Registration and tuition	\$ 2,307.81				Registration and tuition	\$ 1,500.00							
Meeting refreshments	\$ 915.63				Meeting refreshments	\$ 1,500.00							
Other miscellaneous	\$ 21.80				Other miscellaneous	\$ -							
Office and operating supplies	\$ 59.78				Office and operating supplies	\$ 500.00							
Education and training	\$ 960.61				Education and training	\$ 1,500.00							
CONSULTANTS	BILLED TO-DATE				CONSULTANTS	NEW	REMAINING						
NW ECOLOGICAL SERVICES LLC	\$ 40,120.00				NW ECOLOGICAL SERVICES LLC	\$ 50,000.00	\$ 122,600.00						
PFM FINANCIAL ADVISORS LLC	\$ 15,113.75				PFM FINANCIAL ADVISORS LLC	\$ -	\$ -						
STV CONSTRUCTION INC	\$ 221,958.07				STV CONSTRUCTION INC	\$ 500,000.00	\$ 313,981.93						
PERKINS COIE LLP	\$ 15,986.25				PERKINS COIE LLP	\$ -	\$ 24,013.75						
OTHER HISTORICAL TRANSFER	\$ 27,926.25				DESIGN BUILDER	\$ 3,400,000.00	\$ -						
		AUDITOR	\$ 100,000.00	\$ -									
		GEOTECHNICAL SERVICES	\$ 200,000.00	\$ -									
	Total	\$ 508,519.78	Total	\$ 4,917,095.68									
INDIRECT					INDIRECT								
		\$ -	\$ -		CONTINGENCY (5%)	\$ 420,000.00	\$ -						
	Total	\$ -	\$ -		Total	\$ 420,000.00							
Last Updated: 7/2/2025													

NOTES & CLARIFICATIONS

- Budget Authority Overview**
 - Current Budget Authority: \$1,785,000
 - Total Forecasted Need through Q1 2026: \$5,785,000
 - Additional Budget Authority Requested: \$4,000,000
- Cost Classification**
 - Costs are categorized as **Direct** or **Indirect**:
 - Direct Costs** include contracted consultant services, vendor scopes, and invoiced work tied to defined deliverables (e.g., STV, DLZ, wetland consultant, geotechnical services).
 - Indirect Costs** represent internal support, general project overhead, and contingency not yet tied to a specific contract or task order.
 - A 5% contingency is included under Indirect to account for unforeseen needs and scope adjustments. This amount is not yet allocated and will only be expended with justification and appropriate authorization.
- Forecasting Assumptions**
 - Forecasts are based on current project knowledge, anticipated scope, and procurement timelines. These figures are subject to refinement as work progresses, particularly following Design-Builder onboarding and final scoping.
- Pending Scope Definition – Mitigation Strategy**
 - The Facilities Division is currently developing the final wetland mitigation strategy.
 - Budget authority for mitigation-related costs will be requested separately, once all key unknowns (property strategy, regulatory coordination, and preferred mitigation type) are resolved.
- Disclaimer**
 - This document is provided as a budget forecasting tool to support timely Council engagement and funding authorization. All figures are preliminary and may be updated as scopes and responsibilities are finalized.

