

# WHATCOM COUNTY CONTRACT INFORMATION SHEET

Whatcom County Contract No. \_\_\_\_\_

Originating Department: _____	
Division/Program: <i>(i.e. Dept. Division and Program)</i> _____	
Contract or Grant Administrator: _____	
Contractor's / Agency Name: _____	
<p>Is this a New Contract?    If not, is this an Amendment or Renewal to an Existing Contract?    Yes    No</p> <p>Yes    No    If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: _____</p> <p>Does contract require Council Approval?    Yes    No    If No, include WCC: _____</p> <p>Already approved? Council Approved Date: _____ (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)</p> <p>Is this a grant agreement?    Yes    No    If yes, grantor agency contract number(s): _____ ALN: _____</p> <p><small>Complete ALN field if contract involves direct federal grants/ cooperative agreements or pass-through federal funds.</small></p> <p>Is this contract grant funded?    Yes    No    If yes, Whatcom County grant contract number(s): _____</p> <p>Is this contract the result of a RFP or Bid process?    Contract</p> <p>Yes    No    If yes, RFP and Bid number(s): _____ Cost Center: _____</p> <p>Is this agreement excluded from E-Verify?    No    Yes    If no, include Attachment D Contractor Declaration form.</p> <p>If YES, indicate exclusion(s) below:</p> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Professional services agreement for certified/licensed professional.         <input type="checkbox"/> Contract work is for less than \$100,000.         <input type="checkbox"/> Contract work is for less than 120 days.         <input type="checkbox"/> Interlocal Agreement (between Governments).       </div> <div> <input type="checkbox"/> Goods and services provided due to an emergency         <input type="checkbox"/> Contract for Commercial off the shelf items (COTS).         <input type="checkbox"/> Work related subcontract less than \$25,000.         <input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.       </div> </div>	
<p>Contract Amount:(sum of original contract amount and any prior amendments): \$ _____</p> <p>This Amendment Amount: \$ _____</p> <p>Total Amended Amount: \$ _____</p>	<p>Council approval required for; all property leases, all Interlocal agreements, <b>contracts or bid awards exceeding \$75,000</b>, and <b>grants exceeding \$40,000</b> and and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, <b>except when:</b></p> <ol style="list-style-type: none"> <li>1. Exercising an option contained in a contract previously approved by the council.</li> <li>2. Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance.</li> <li>3. Bid or award is for supplies.</li> <li>4. Equipment is included in Exhibit "B" of the Budget Ordinance.</li> <li>5. Contract is for manufacturer's technical support and hardware maintenance of electronic systems and/or technical support and software maintenance from the developer of proprietary software currently used by Whatcom County.</li> </ol>
Summary of Scope: _____	
Term of Contract: _____	Expiration Date: _____

Contract Routing:	1. Prepared by: _____ 2. Attorney signoff: _____ 3. AS Finance reviewed: _____ 4. IT reviewed (if IT related): _____ 5. Contractor signed: _____ 6. Executive contract review: _____ 7. Council approved, if necessary: _____ 8. Executive signed: _____ 9. Original to Council: _____	Date: _____ Date: _____ Date: _____ Date: _____ Date: _____ Date: _____ Date: _____ Date: _____
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**INTERLOCAL AGREEMENT UNDER CHAPTER 39.34 RCW FOR THE INCLUSION OF THE  
BIRCH BAY WATER AND SEWER DISTRICT’S UTILITY RELOCATION CONSTRUCTION  
INTO THE CONSTRUCTION CONTRACT OF THE LORA LANE DRAINAGE AND TIDE  
GATE MODIFICATIONS PROJECT; PROJECT NO: SWBB23-06**

This Interlocal Agreement (“Agreement”) is made and entered into by and between the Birch Bay Water & Sewer District, a Washington municipal government agency (hereinafter referred to as the “District”), and Whatcom County, a municipal corporation (hereinafter referred to as the “County”). District and County may be referred to herein individually as “Party” or collectively as “Parties.”

WHEREAS, this Agreement is entered into pursuant to Chapter 39.34 RCW; and

WHEREAS, flooding has been a recurring problem at Birch Bay Leisure Park; and

WHEREAS, a failing 48-inch corrugated metal culvert and the tide gate’s inability to discharge upland surface water during high tides have further contributed to these chronic flooding issues; and

WHEREAS, the District's wastewater treatment facilities have been overwhelmed with stormwater during these flooding events, placing undue stress on the system; and

WHEREAS, hydraulic analysis recommends replacing the culvert and improving the tide gate to address these flooding challenges and significantly reduce flood risk by improving drainage capacity; and

WHEREAS, the Birch Bay Watershed and Aquatic Resources Management District (BBWARM) has a joint project with Birch Bay Leisure Park to replace the current drainage system; and

WHEREAS, the County retained Tetra Tech, Inc, an engineering consultant (hereinafter referred to as the “Consultant”), to design the drainage improvements at the intersection of Birch Bay Drive and Lora Lane; and

WHEREAS, the County has allocated BBWARM funds the drainage improvements planned for construction in summer of 2026; and

WHEREAS, the District owns and operates a sewer main, an asbestos concrete water main, and a ductile iron water main on Birch Bay Drive and Lora Lane that are subject to a utility franchise agreement between the District and the County, making the District responsible to relocate and/or modify the mains as required under the terms of the utility franchise agreement; and

WHEREAS, the District wishes to replace the asbestos concrete water main on Birch Bay Drive with a fourteen (14) inch ductile iron water main; and

WHEREAS, the District wishes to replace the eight (8) inch ductile iron water main on Lora Lane in kind to be located outside the boundaries of the project; and

WHEREAS, the District wishes to protect the existing eighteen (18) inch sewer main with all known and reasonably available engineering controls; and

**WHEREAS**, the District wishes to utilize the Consultant that the County has contracted to design the drainage improvements for the design of the District's water main relocation; and

**WHEREAS**, the District wishes to utilize the County's contractor that will be selected through the County's purchasing policies to construct the waterline replacement; and

**WHEREAS**, both the District and County agree that it will be mutually beneficial for both Parties to incorporate the District's water main relocation work into the drainage improvements construction contract; and

**WHEREAS**, the above recitals are a material part of this Agreement.

**NOW, THEREFORE**, the Parties agree as follows:

## **SECTION 1. PURPOSE OF AGREEMENT**

The purpose of this Agreement is to define the obligations and responsibilities of the County and the District in implementing the incorporation of the District's utility relocation construction into the Lora Lane Drainage and Tide Gate Modifications Project No. SWBB23-06 construction contract.

## **SECTION 2. PARTY RESPONSIBILITIES**

### **A. BIRCH BAY WATER & SEWER DISTRICT**

1. Provide comments on the plans, specifications, and estimate at the 90% and 100% design milestones.
2. Assist the County with development of bid specifications for the utility relocation construction portion of the project.
3. Provide all preliminary design and construction approvals associated with the utility relocation construction, including but not limited to: construction materials approvals, construction sequencing approvals, water main testing, etc.
4. Provide specialized inspection of water main installation during construction as required by the District. Coordinate with Whatcom County Public Works staff as necessary.
5. Provide payment to the County for all costs associated with the relocation of the District's water main and the protection of the District's sewer main, including engineering and/or construction items, every quarter as invoiced by the County, provided such payments are limited by the District's total financial obligation cap set forth in this Section below.
6. Provide necessary District approvals for this agreement and provide general administrative activities as detailed above to fulfill the District's contractual obligations.
7. Pre-Execution Authorization and Payment Commitment.  
Prior to full execution of this Agreement, the District will provide written authorization to the County permitting the County to direct its Consultant to proceed with limited preliminary engineering and design services related to the District's utility relocation work. Any such authorization shall:

- a. Be in writing and signed by an authorized representative of the District;
  - b. Identify the scope of authorized preliminary services; and
  - c. Specify a maximum reimbursable amount for such services.
8. Reimbursement Obligation and Limitation.
  - a) Upon execution of this Agreement, the District agrees to reimburse the County for costs incurred pursuant to the District's written pre-execution authorization, up to the maximum reimbursable amount specified therein. The District shall have no obligation to reimburse the County for costs incurred beyond the expressly authorized scope or amount, nor for any costs incurred in the absence of such written authorization.

The District shall be financially responsible for all costs associated with the bid items identified as "Ductile Iron Pipe for Water Main 8-Inch Diameter" and "Ductile Iron Pipe for Water Main 14-Inch Diameter." The bid item numbers and descriptions may be modified during the final design phase; however, the removal, disposal, and replacement of the District's existing 8-inch and 14-inch water mains shall remain the sole financial responsibility of the District. Any modification to the District's financial responsibility following bid award shall require a written amendment executed by both Parties. The bid amount shall include all labor, materials, and plus applicable taxes.

## B. WHATCOM COUNTY

1. Serve as the lead agency for the joint project described in this Agreement. As lead agency, the County shall be responsible for preparing specifications, advertising for bids, overseeing the competitive bidding process, and awarding the contract for construction of the project. The County shall consult with the District regarding technical specifications for replacement of the water main.
2. Comply with the public works bidding and contracting requirements applicable to counties, including but not limited to those set forth in Chapter 39.04 RCW. The County shall award the contract to the lowest responsible bidder submitting a responsive bid, and shall ensure that the bidding and contract award process satisfies all applicable legal requirements.
3. Obtain necessary rights-of-way, easements, permits, and approvals to facilitate the Drainage Improvements Project No. SWBB23-06.
4. Coordinate with the Consultant and the District to design the District's utility relocation and incorporate necessary components into the bid documents including construction contract document's Plans and Specifications.
5. Provide the Consultant with the District's design review comments and ensure that the Consultant incorporates the District's comments into the final design.
6. Establish and maintain a budget for the project. Communicate the project budget to the District, indicating the portion of the overall budget that is the District's responsibility. Provide written notice to the District if the County intends to exceed the established project budget for utility construction and relocation.
7. Pre-Execution Authorization.

Prior to full execution of this Agreement, the County may direct the Consultant to proceed with limited preliminary engineering and design services for the District's utility relocation

work only upon receipt of written authorization from the District, and subject to a maximum reimbursable amount of \$ 12,000.00 \_\_\_\_.

8. The County shall have no obligation to continue such work absent full execution of this Agreement, and the District shall have no obligation to reimburse costs incurred beyond the expressly authorized amount.
9. Require the construction contractor awarded the contract to name the District as an additional insured prior to the contractor commencing work on the project.
10. Coordinate with the District specialized inspection requirements during construction.
11. Invoice the District every quarter for the utility relocation engineering and/or construction costs incurred by the County for that period.
12. Provide necessary County Council and Executive approval for this agreement and provide general administrative activities as detailed above to fulfill the County's contractual obligations.

### **SECTION 3. PAYMENT**

In accordance with the current franchise agreement, the District is responsible for the engineering and construction contract costs associated with the utility relocation work. The County will provide the District with a quarterly invoice that clearly itemizes those engineering and construction costs. The District will pay the County for itemized costs as invoiced periodically at the frequency noted above, or as agreed to by the Parties, within thirty (30) days of receipt of said invoice, using its own budgeted funds or other available funds.

### **SECTION 4. TERM OF AGREEMENT**

The period of performance for this Agreement shall begin on the date of execution and shall cease upon completion of the drainage improvements contract and completion of all project closeout paperwork, including the final resolution of any potential construction claims associated with the District's utility relocation work.

### **SECTION 5. AGREEMENT ALTERATIONS AND AMENDMENTS**

This Agreement may be amended by mutual agreement of the Parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each Party.

### **SECTION 6. DISPUTES**

In the event that a dispute arises under this Agreement, a dispute board shall resolve the dispute in the manner set forth in this section. The Parties shall each appoint a member to the dispute resolution board. The members appointed by the Parties shall appoint a third member. The dispute board shall evaluate the facts, contract terms, and applicable statutes and rules and make a determination of the dispute. The determination of the dispute board shall be final and binding on the Parties hereto. In the performance of this Agreement, it is mutually understood and agreed upon by the Parties hereto that this Agreement shall be governed by the laws and regulations of the State of Washington and the federal government, both as to interpretation and performance.

## **SECTION 7. INDEMNIFICATION**

Each Party agrees to protect, defend, appear, save harmless and indemnify the other Party from and against all claims, suits, and actions arising from the intentional or negligent acts or omissions of that Party, its agents or employees in the performance of this Agreement.

## **SECTION 8. ASSIGNMENT**

The obligations to be performed by the Parties under this Agreement are not assignable or delegable by any Party in whole or in part, without the prior written consent of the other Party.

## **SECTION 9. WAIVER**

A failure of any of the Parties to exercise its rights under this Agreement shall not preclude that Party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the Party and attached to the original Agreement.

## **SECTION 10. TERMINATION**

### 10.1 Termination Without Cause.

Either Party may terminate this Agreement without cause upon providing sixty (60) days' written notice to the other Party. Such notice shall be delivered by certified mail, return receipt requested, or by another mutually agreed written delivery method, to the other Party's last known address for purposes of notice under this Agreement.

### 10.2 Effect of Termination.

Termination of this Agreement shall not relieve either Party of responsibility for obligations incurred or performances rendered in accordance with this Agreement through the effective date of termination. The Parties acknowledge that this Agreement is separate from, and does not govern, the County's contractual relationships with its consultant(s) or construction contractor(s).

### 10.3 Allocation of Costs Attributable to District Utility Relocation Work.

In the event this Agreement is terminated for any reason after execution, the District shall remain responsible for reimbursing the County for costs incurred through the effective date of termination that are directly attributable to, and reasonably allocable to, the District's utility relocation work. Such reimbursable costs may include, but are not limited to:

- a. Engineering, design, and necessary inspection services performed for or on behalf of the District;
- b. Construction costs, including labor, materials, equipment, and subcontractor costs allocable to the District's utility relocation work;
- c. Reasonable contractor demobilization or termination costs to the extent allocable to the District's utility relocation work; and
- d. Claims, change orders, or settlement amounts reasonably and necessarily arising from or related to the District's utility relocation work, provided the County has taken reasonable steps to mitigate such costs.

### 10.4 Documentation, Invoicing, and Review.

Following termination, the County shall provide the District with an itemized invoice and reasonable supporting documentation for costs described in this Section, including evidence of the County's efforts to mitigate such costs. The Parties shall cooperate in good faith to review such costs to confirm that they are

attributable to the District's utility relocation work. The District shall remit payment for undisputed amounts within thirty (30) days of receipt of the invoice. Any disputed amounts shall be addressed pursuant to Section 6 (Disputes).

#### 10.5 Disposition of Property.

Upon termination, property acquired pursuant to this Agreement shall be disposed of in accordance with the purpose for which the property was acquired and applicable law, unless otherwise agreed to in writing by the Parties.

#### 10.6 Survival.

The obligations of the Parties under this Section 10 shall survive termination or expiration of this Agreement.

### **SECTION 11. AUDIT AND RECORDS**

During the term of this Agreement and for a period of not less than three (3) years from the date of project completion, both Parties shall maintain all records and accounts pertaining to the engineering and construction of the utility relocation work. Such records shall be made available, during normal business hours and as often as necessary, for inspection and audit by the other Party, State of Washington, and/or Federal Government. Copies of any records, accounts, documents or other data pertaining to the utility relocation work shall be furnished upon request, with the requesting party responsible for the cost of any copies provided. If any litigation, claim or audit is commenced, the records and accounts along with supporting documentation shall be retained until any litigation, claim or audit finding has been resolved, even if such litigation, claim or audit continues past the three-year retention period.

### **SECTION 12. SEVERABILITY**

If any provision of this Agreement, or any provision of a document incorporated by reference, is held invalid, such invalidity shall not affect the other provisions of this Agreement. The remaining provisions shall continue in full force and effect, provided that such remainder conforms to the requirements of applicable law and remain consistent with the fundamental purpose of this Agreement. To this end, the provisions of this Agreement are declared to be severable.

### **SECTION 13. INTEGRATION OF AGREEMENT**

This Agreement contains all the terms and conditions agreed upon by the Parties. No other understanding, whether oral or written, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the Parties hereto.

### **SECTION 14. CONTRACT MANAGEMENT**

No new separate legal or administrative entity is created to administer the provisions of this Agreement. No agent, employee, servant, or representative of either Party shall be deemed to be an employee, agent, servant, or representative of the other party for any purpose. Each Party will be solely responsible for its acts and for the acts of its agents, employees, and servants during the term of this Agreement. The Contract Administrator for each Party shall be responsible for and shall be the contact person for all communications regarding the performance of this Agreement.

The Contract Administrator for the County is:

Cody Swan, Project Engineer

Whatcom County Public Works  
322 N. Commercial Street, Suite 301  
Bellingham, WA 98225  
(360) 778-6210  
[cswan@co.whatcom.wa.us](mailto:cswan@co.whatcom.wa.us)

The Contract Administrator for the District is:

Mike Kim, Operations Manager  
Birch Bay Water & Sewer District  
7096 Point Whitehorn Road  
Blaine, WA 98230  
(360) 371-7100  
[MikeKim@bbwsd.com](mailto:MikeKim@bbwsd.com)

#### SECTION 15. COUNTERPARTS

This Agreement may be executed in multiple counterparts and each shall be deemed an original, but all of which together constitute a single instrument.

#### SECTION 16. EFFECTIVE DATE

This Agreement shall be in full force and effects upon full execution by the Parties and filing with the Whatcom County Auditor or posting on each Party's website, whichever method of filing is chosen.

IN WITNESS WHEREOF, the parties have executed this Agreement.

#### BIRCH BAY WATER & SEWER DISTRICT

By: *Jodi Macmillan*  
Title: *General Manager*  
Date: *1/9/26*

Approved as to form:

By: *Robert Carmichael*  
Name/Title: District Legal Counsel

#### WHATCOM COUNTY

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved as to form:

Approved by Chris Quinn via email 01.13.2026  
Christopher Quinn  
Chief Civil Deputy Prosecuting Attorney