

**WHATCOM COUNTY CONTRACT
INFORMATION SHEET**

Whatcom County Contract No. _____

Originating Department:	Public Works - Bridge & Hydraulic
Division/Program: <i>(i.e. Dept. Division and Program)</i>	9050/Road Engineering
Contract or Grant Administrator:	James E. Lee, P.E., Engineering Manager
Contractor's / Agency Name:	Sargent Engineers, Inc.
Is this a New Contract? If not, is this an Amendment or Renewal to an Existing Contract? Yes <input checked="" type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: <u>201911029</u>	
Does contract require Council Approval? Yes <input checked="" type="radio"/> No <input type="radio"/> If No, include WCC: _____ Already approved? Council Approved Date: _____ (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)	
Is this a grant agreement? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, grantor agency contract number(s): _____ CFDA#: _____	
Is this contract grant funded? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, Whatcom County grant contract number(s): _____	
Is this contract the result of a RFP or Bid process? Yes <input checked="" type="radio"/> No <input type="radio"/> If yes, RFP and Bid number(s): <u>RFQ#19-01</u> Contract _____ Cost Center: <u>10855</u>	
Is this agreement excluded from E-Verify? No <input type="radio"/> Yes <input checked="" type="radio"/> If no, include Attachment D Contractor Declaration form.	
If YES, indicate exclusion(s) below: <input checked="" type="checkbox"/> Professional services agreement for certified/licensed professional. <input type="checkbox"/> Goods and services provided due to an emergency <input type="checkbox"/> Contract work is for less than \$100,000. <input type="checkbox"/> Contract for Commercial off the shelf items (COTS). <input type="checkbox"/> Contract work is for less than 120 days. <input type="checkbox"/> Work related subcontract less than \$25,000. <input type="checkbox"/> Interlocal Agreement (between Governments). <input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.	
Contract Amount:(sum of original contract amount and any prior amendments): \$ <u>45,000</u> This Amendment Amount: \$ <u>30,000</u> Total Amended Amount: \$ <u>75,000</u>	Council approval required for; all property leases, contracts or bid awards exceeding \$40,000 , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, except when: 1. Exercising an option contained in a contract previously approved by the council. 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. 3. Bid or award is for supplies. 4. Equipment is included in Exhibit "B" of the Budget Ordinance. 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.
Summary of Scope: _____	
Local Agency Standard Consultant Agreement Supplement No. 1 between Whatcom County and Sargent Engineers, Inc. to provide structural engineering support to the Whatcom County bridge program.	
Term of Contract: Not to Exceed	Expiration Date: 12-31-2021

Contract Routing:	1. Prepared by: <u>JEL</u>	Date: <u>10/30/2020</u>
	2. Attorney signoff: <u>Christopher Quinn</u>	Date: <u>11/04/2020</u>
	3. AS Finance reviewed: <u>M Caldwell</u>	Date: <u>11/04/2020</u>
	4. IT reviewed (if IT related): _____	Date: _____
	5. Contractor signed: _____	Date: _____
	6. Submitted to Exec.: _____	Date: _____
	7. Council approved (if necessary): _____	Date: _____
	8. Executive signed: _____	Date: _____
	9. Original to Council: _____	Date: _____



**Washington State
Department of Transportation**

Supplemental Agreement Number 1		Organization and Address	
Original Agreement Number 201911029		Sargent Engineers 320 Ronlee Lane NW Olympia, WA 98502	
Project Number On-Call		Execution Date December 4, 2019	Completion Date December 31, 2021
Project Title On-Call Support for the Whatcom County Bridge Program		New Maximum Amount Payable \$75,000	
Description of Work The Consultant, Sargent Engineers, Inc., shall provide structural analysis and design services in support of the Whatcom County Bridge Program on an on-call basis for 2021. Please see Exhibit A for detailed scope of work.			

The Local Agency of Whatcom County

desires to supplement the agreement entered in to with Sargent Engineers, Inc.

and executed on December 4, 2019 and identified as Agreement No. 201911029

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

Provide on-call structural analysis and design services to support the Whatcom County Bridge Program during 2021.

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: Contract completion date is extended to 12-31-2021.

III

Section V, PAYMENT, shall be amended as follows:

Payment shall be increased by \$30,000

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.

By: Sargent Engineers, Inc. By: Whatcom County

[Signature] Consultant Signature [Signature] Approving Authority Signature

Approved as to form:

Approved by CQ on 11/4/2020
Christopher Quinn Date
Senior Civil Deputy Prosecuting Attorney

Date

Exhibit A - Scope of Work

The Consultant, Sargent Engineering, Inc., shall provide structural analysis and design services related to the Whatcom County Bridge Program on an on-call basis. The County shall define the scope of the task, the nature of the products and deliverables, and the allowable expenses to be billed for that task in accordance with Exhibit D. Only those expenses specifically approved by the County in a task order shall be compensable under this agreement.

The County makes no express or implied guarantees as the minimum amount of expenditures that shall be requested and approved under this agreement.

**Actuals Not To Exceed (ANTE)
Rates Table**

**Sargent Engineers, Inc.
320 Ronlee Lane NW
Olympia, WA 98502**

Job Classifications	Direct Labor Rate NTE	Overhead 200.00% NTE	Fixed Fee 30.00% NTE	All Inclusive Hourly Billing Rate NTE
Principals	\$65.00	\$130.00	\$19.50	\$214.50
Senior Engineers	\$60.00	\$120.00	\$18.00	\$198.00
Senior Project Engineers	\$60.00	\$120.00	\$18.00	\$198.00
Project Engineers	\$52.00	\$104.00	\$15.60	\$171.60
Design Engineers	\$44.00	\$88.00	\$13.20	\$145.20
Engineering Technician	\$36.00	\$72.00	\$10.80	\$118.80
Engineering Intern	\$29.00	\$58.00	\$8.70	\$95.70
Drafter II	\$35.00	\$70.00	\$10.50	\$115.50
Business Manager	\$49.00	\$98.00	\$14.70	\$161.70
Business Associate	\$34.00	\$68.00	\$10.20	\$112.20
Clerical	\$29.00	\$58.00	\$8.70	\$95.70

Exhibit D



**Washington State
Department of Transportation**

Development Division
Contract Services Office
PO Box 47408
Olympia, WA 98504-7408
7345 Linderson Way SW
Tumwater, WA 98501-6504

TTY: 1-800-833-6388
www.wsdot.wa.gov

April 24, 2020

Sargent Engineers, Inc.
320 Ronlee Lane NW
Olympia, WA 98502

Subject: Acceptance FYE 2019 ICR – CPA Report

Dear Molly Cichosz:

We have accepted your firms FYE 2019 Indirect Cost Rate (ICR) of 201.67% of direct labor based on the “Independent CPA Report,” prepared by Shannon & Associates, LLP. This rate will be applicable for WSDOT Agreements and Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

This was not a cognizant review. Any other entity contracting with the firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at **(360) 705-7019** or via email consultanrates@wsdot.wa.gov.

Regards;

ERIK K. JONSON
Contract Services Manager

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