

**WHATCOM COUNTY CONTRACT
INFORMATION SHEET**

Whatcom County Contract No.
202204028-1

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:	KPFF, Inc.

Is this a New Contract? If not, is this an Amendment or Renewal to an Existing Contract? Yes No Yes No
 If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: 202204028

Does contract require Council Approval? Yes No If No, include WCC: _____
 Already approved? Council Approved Date: AB2022-697 (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)

Is this a grant agreement? Yes No If yes, grantor agency contract number(s): _____ CFDA#: _____

Is this contract grant funded? Yes No If yes, Whatcom County grant contract number(s): _____

Is this contract the result of a RFP or Bid process? Yes No If yes, RFP and Bid number(s): RFQ No. 21-71 Contract _____ Cost Center: 10855

Is this agreement excluded from E-Verify? No Yes If no, include Attachment D Contractor Declaration form.

If YES, indicate exclusion(s) below:

- Professional services agreement for certified/licensed professional. Goods and services provided due to an emergency
- Contract work is for less than \$100,000. Contract for Commercial off the shelf items (COTS).
- Contract work is for less than 120 days. Work related subcontract less than \$25,000.
- Interlocal Agreement (between Governments). Public Works - Local Agency/Federally Funded FHWA.

Contract Amount:(sum of original contract amount and any prior amendments):
 \$ 40,000.00
 This Amendment Amount:
 \$ 40,000.00
 Total Amended Amount:
 \$ 80,000.00

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 Professional Services Agreement Supplement No. 1 between Whatcom County and KPFF, Inc. to provide mechanical engineering support to the Whatcom County ferry program.

Term of Contract: Not to Exceed

Expiration Date: December 31, 2023

- | | | |
|-------------------|---|-------------------------|
| Contract Routing: | 1. Prepared by: <u>JEL</u> | Date: <u>11-15-2022</u> |
| | 2. Attorney signoff: <u>Christopher Quinn</u> | Date: <u>11/15/2022</u> |
| | 3. AS Finance reviewed: <u>M Caldwell</u> | Date: <u>11/15/22</u> |
| | 4. IT reviewed (if IT related): _____ | Date: _____ |
| | 5. Contractor signed: _____ | Date: _____ |
| | 6. Submitted to Exec.: _____ | Date: _____ |
| | 7. Council approved (if necessary): <u>Satpal Sidhu</u> | Date: _____ |
| | 8. Executive signed: _____ | Date: <u>12/14/2022</u> |
| | 9. Original to Council: _____ | Date: _____ |

**WHATCOM COUNTY
PUBLIC WORKS DEPARTMENT**

Elizabeth Kosa
Interim Director



James P. Karcher, 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 Honorable Members of the Whatcom County Council

Through: Elizabeth Kosa, Interim Director

From: James P. Karcher, P.E., County Engineer *JPK*
James E. Lee, P.E., Engineering Manager *JEL*

Date: November 15, 2022

Re: **On-Call Mechanical Engineering Support for the Ferry Program
Local Agency Standard Consultant Agreement
Supplement No. 1 with KPFF, Inc., WCC No. 202204028**

Enclosed for your review and DocuSign signature is the Local Agency Standard Consultant Agreement Supplement No. 1 between KPFF, Inc. and Whatcom County.

Requested Action

Public Works respectfully requests that the County Council authorize the County Executive to enter into a Local Agency Standard Consultant Agreement Supplement No.1 with KPFF, Inc. to provide on-call professional mechanical engineering support for the Whatcom County ferry program.

Project Background

Public Works is responsible for inspection, maintenance and repair of the Gooseberry Point and Lummi Island ferry terminal structures in support of the ferry system. This contract will allow Public Works to utilize KPFF, Inc. for specific tasks related to mechanical, hydraulic and electrical systems issues that may arise throughout the year. Individual task orders will be issued for these specific tasks.

This supplement adds an additional \$40,000.00 to the agreement and extends the completion date of the contract to December 31, 2023.

Funding Amount and Source

The not-to-exceed amount for the original agreement and Supplement No. 1 is \$80,000.00. Adequate budget authority exists for this expenditure.

Please contact James Lee at extension 6264 if you have any questions or concerns regarding the terms of this agreement.



**Washington State
Department of Transportation**

Supplemental Agreement Number <u>01</u>		Organization and Address	
Original Agreement Number 202204028		KPF, Inc. 1601 Fifth Avenue Suite 1600 Seattle, WA 98101 Phone: 360-255-2563	
Project Number On-Call	Execution Date	Completion Date 12/31/2023	
Project Title On-Call Support for the Whatcom County Ferry Program	New Maximum Amount Payable \$80,000.00		
Description of Work Provide on-call mechanical analysis and design services to support the Whatcom County Ferry Program.			

The Local Agency of Whatcom County

desires to supplement the agreement entered in to with KPF, Inc.

and executed on 4-15-2022 and identified as Agreement No. 202204028

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:

See attached Exhibit A-1

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: December 31, 2023

III

Section V, PAYMENT, shall be amended as follows:

Payment shall be increased by \$40,000.00

as set forth in the attached Exhibits, 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: _____
DocuSigned by:

 12/14/2022
3EC5C6C5279842D...
 Consultant Signature

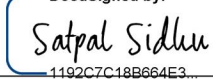
By: _____
DocuSigned by:

 12/14/2022
1192C7C18B664E3...
 Approving Authority Signature
 Date

Exhibit A ***Scope of Work***

The Consultant, KPFF, Inc., shall provide mechanical analysis and design services related to the Whatcom County Ferry Program on an on-call basis. The County shall issue task orders for specific assignments under this agreement. The task orders 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.

KPFF Consulting Engineers

Consultant Fee Summary

ANTE (11-15-2022)

Whatcom County On-Call Mechanical Engineering Services

Overhead (OH) Cost	144.97%
Fixed Fee (FF)	30.00%

Classification	Direct Hourly Rate	OH	FF	Hourly ANTE Rate
Principal	\$ 79.04	114.58	23.71	\$ 217.34
Project Manager	\$ 76.66	111.14	23.00	\$ 210.80
Technical Specialist	\$ 78.18	113.34	23.45	\$ 214.97
Senior Engineer II	\$ 74.54	108.07	22.36	\$ 204.97
Senior Engineer I	\$ 70.67	102.45	21.20	\$ 194.32
Project Engineer II	\$ 52.12	75.56	15.64	\$ 143.31
Project Engineer I	\$ 44.57	64.61	13.37	\$ 122.55
Design Engineer II	\$ 49.13	71.22	14.74	\$ 135.09
Design Engineer I	\$ 41.05	59.51	12.32	\$ 112.88
Intern	\$ 26.50	38.42	7.95	\$ 72.87
Senior Project Coordinator	\$ 45.25	65.60	13.58	\$ 124.42
Project Coordinator	\$ 40.08	58.10	12.02	\$ 110.21
CAD Drafter II	\$ 61.16	88.66	18.35	\$ 168.17
CAD Drafter I	\$ 49.62	71.93	14.89	\$ 136.44
Administration	\$ 31.50	45.67	9.45	\$ 86.62
Title 12	\$ -	0.00	0.00	\$ -
Title 13	\$ -	0.00	0.00	\$ -
Title 14	\$ -	0.00	0.00	\$ -
Title 15	\$ -	0.00	0.00	\$ -
Title 16	\$ -	0.00	0.00	\$ -
Title 17	\$ -	0.00	0.00	\$ -
Title 18	\$ -	0.00	0.00	\$ -
Title 19	\$ -	0.00	0.00	\$ -
Title 20	\$ -	0.00	0.00	\$ -



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

October 27, 2022

KPFF, Inc.
1601 Fifth Avenue, Ste 1600
Seattle, WA 98101-3665

Subject: Acceptance FYE 2022 ICR – Cognizant Review

Dear Marci Monroe-Jones:

We have accepted your firms FYE 2022 Indirect Cost Rate (ICR) based on the “Cognizant Review” from the Washington State Department of Transportation Audit Office as follows:

- Home Rate: 144.97%
- Home Facilities Capital Cost of Money (FCCM): 0.19%

- Field Rate: 109.91%
- Field Facilities Capital Cost of Money (FCCM): 0.04%

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.

Any other entity contracting with your 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 consultantrates@wsdot.wa.gov.

Regards;

Schatzie Harvey

Schatzie Harvey (Oct 27, 2022 11:26 PDT)
SCHATZIE HARVEY, CPA

Contract Services Manager

SH:ah