

**WHATCOM COUNTY CONTRACT  
INFORMATION SHEET**

Whatcom County Contract No.  
202101028-3

Originating Department:	Public Works - Design & Construction
Division/Program: <i>(i.e. Dept. Division and Program)</i>	905900 / Construction
Contract or Grant Administrator:	James p. Karcher, P.E., County Engineer
Contractor's / Agency Name:	Wilson Engineering LLC

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 #: 202101028

Does contract require Council Approval? Yes  No  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  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. 20-66 Contract \_\_\_\_\_ Cost Center: \_\_\_\_\_

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): \$ <u>100,000.00</u> This Amendment Amount: \$ <u>100,000.00</u> Total Amended Amount: \$ <u>200,000.00</u> Summary of Scope:	Council approval required for; all property leases, contracts or bid awards <b>exceeding \$40,000</b> , 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> 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.
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**Local Agency Professional Services Agreement Supplement No. 3 between Whatcom County and Wilson Engineering LLC to provide Professional Land Surveying support to the Whatcom County.**

Term of Contract: Not to Exceed	Expiration Date: December 31, 2023
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Contract Routing:

1. Prepared by: <u>Jesse Allen</u>	Date: <u>12/19/22</u>
2. Attorney signoff: <u>Christopher Quinn</u>	Date: <u>12/27/22</u>
3. AS Finance reviewed: <u>M Caldwell</u>	Date: <u>12/21/22</u>
4. IT reviewed (if IT related): _____	Date: _____
5. Contractor signed: _____	Date: _____
6. Submitted to Exec.: _____	Date: _____
7. Council approved (if necessary): <u>AB2023-056</u>	Date: _____
8. Executive signed: <u>Tyler Schneider, Deputy Executive</u>	Date: <u>1/31/2023</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  
The Honorable Members of the Whatcom County Council

**Through:** Elizabeth Kosa, Interim Director

**From:** Josh Cihak P.E., Engineering Manager *JC*  
Jesse J. Allen, PLS, Engineering Supervisor *JJA*

**Date:** December 19, 2022

**Subject:** **Local Agency Standard Consultant Agreement  
For Professional Land Surveying Services  
Supplement No. 3 with Wilson Engineering LLC,  
WCC No. 202101028**

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Enclosed for your review and DocuSign signature is the Local Agency Standard Consultant Agreement Supplement No. 3 between Wilson Engineering LLC 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. 3 with Wilson Engineering LLC to provide on-call Professional Land Surveying services support to Whatcom County Public Works.

**Background and Purpose**

Whatcom County Public Works, at times, requires additional professional land surveying services due to the following: workload capacity; work outside our expertise; and independent opinions. This contract will provide for these professional land surveying services.

This supplement adds an additional \$100,000.00 to the agreement.

**Funding Amount and Source**

The not-to-exceed amount for the original agreement and Supplement No. 3 is \$200,000.00. This is a task order based contract that is utilized by multiple Public Works Divisions (Design/Construction, Bridge and Hydraulics, Stormwater, River and Flood, etc.). As such, multiple funding sources will be utilized during work under this contract.

Please contact Jesse Allen at extension 6311, if you have any questions or concerns regarding the terms of this agreement.

**Washington State  
Department of Transportation**

202101028-3

<b>Supplemental Agreement Number <u>3</u></b>		Organization and Address	
Original Agreement Number 202101028		Wilson Engineering LLC	
Project Number On-call		Execution Date 1/27/21	Completion Date 12/31/2023
Project Title On-Call Professional Land Surveying Services 2021		New Maximum Amount Payable \$200,000.00	
Description of Work No change to description of work or scope. This supplement modifies the maximum amount payable and provides an updated 2023 Amount Not to Exceed Table (attached), with no change to the agreement's scope of work.			

The Local Agency of Whatcom Countydesires to supplement the agreement entered in to with Wilson Engineering LLCand executed on 1/27/21 and identified as Agreement No. 202101028

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:

No Change

**II**Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: No Change**III**

Section V, PAYMENT, shall be amended as follows:

The maximum amount payable is increased by \$100,000.00 to a total of \$200,000.00. The wage rates and indirect cost rates are to be replaced as summarized in the attached Actuals not to Exceed (ANTE) table attached.

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:  
  
D3871A656FE4433... 1/31/2023  
 Consultant Signature

By: \_\_\_\_\_  
DocuSigned by:  
  
513FC4B01FE0423...  
 Approving Authority Signature

1/31/2023

Date

## Wilson Engineering 2023 Ante Sheet

**WSDOT - On-Call Land Survey Services  
Required to Complete A&E Projects  
Contract No.:2023 WCPW On-Call Survey  
Support**

Position Classification	Direct Salary Rate	ICR	Profit	Max Rate Per Hour
	<b>2023</b>	<b>135.72%</b>	<b>26.05%</b>	
Sr. Professional Surveyor	\$63.95	\$86.79	\$16.66	\$167.40
Professional Surveyor	\$51.92	\$70.47	\$13.53	\$135.91
SR. Survey Technician (LSIT)	\$45.00	\$61.07	\$11.72	\$117.80
Survey RWSurvey Techician	\$37.50	\$50.90	\$9.77	\$98.16
Crew Chief	\$42.40	\$57.55	\$11.05	\$110.99
Survey Technician	\$37.50	\$50.90	\$9.77	\$98.16
Hydrographer	\$63.95	\$86.79	\$16.66	\$167.40
Bathy Survey Crew Member	\$42.40	\$57.55	\$11.05	\$110.99
UAV/UAS Pilot	\$47.40	\$64.33	\$12.35	\$124.08
Jr. Field Survey Tech	\$25.00	\$33.93	\$6.51	\$65.44
Sr. CAD Design Technician	\$47.20	\$64.06	\$12.30	\$123.56
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
Construction Site Surveyor*	\$80.33	\$109.02	\$20.93	\$210.28
Assistant Construction Site Surveyor*	\$79.62	\$108.06	\$20.74	\$208.42
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00

\*Per 2023 WA State Prevailing Wage Table

OH used is from            (enter FYE from letter) ICR



**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](http://www.wsdot.wa.gov)

April 4, 2022

Wilson Engineering, LLC  
805 Dupont Street, Suite 7  
Bellingham, WA 98225

Subject: Acceptance FYE 2021 ICR – Risk Assessment Review

Dear Andrew Law:

Based on Washington State Department of Transportation's (WSDOT) Risk Assessment review of your Indirect Cost Rate (ICR), we have accepted your proposed FYE 2021 ICR of 135.72%. This rate will be applicable for 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 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](mailto:consultantrates@wsdot.wa.gov).

Regards;

A handwritten signature in blue ink that reads 'Erik K. Jonson'.

ERIK K. JONSON  
Contract Services Manager

Apr 5, 2022

EKJ:mya