## WHATCOM COUNTY CONTRACT INFORMATION SHEET

Whatcom County Contract No.

Originating Department:	Public Works								
Division/Program: (i.e. Dept. Division and Program)	Stormwater - 907620								
Contract or Grant Administrator:	Kraig Olason, Stormwater Program Manager								
Contractor's / Agency Name:	Tetra Tech, Inc.								
Is this a New Contract? If not, is this an Amendment or Re Yes No O If Amendment or Renewal, (per	newal to an Existing Contract?  WCC 3.08.100 (a)) Original Contract #:  201906008								
Does contract require Council Approval? Yes O No O Already approved? Council Approved Date:	If No, include WCC:  (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)								
Is this a grant agreement? Yes No O If yes, grantor agency contract	number(s): CFDA#:								
Is this contract grant funded? Yes O No O If yes, Whatcom County gran	t contract number(s):								
Is this contract the result of a RFP or Bid process?  Yes No If yes, RFP and Bid number(s):  RFC	Contract  17-01 Cost Center: 123501								
Is this agreement excluded from E-Verify? No O Yes	If no, include Attachment D Contractor Declaration form.								
amount and any prior amendments):  \$ 38,285.00	Contract for Commercial off the shelf items (COTS).  Work related subcontract less than \$25,000.  Public Works - Local Agency/Federally Funded FHWA.  Toval required for; all property leases, contracts or bid awards exceeding professional service contract amendments that have an increase greater or 10% of contract amount, whichever is greater, except when:  In an option contained in a contract previously approved by the council at is for design, construction, r-o-w acquisition, prof. services, or other costs approved by council in a capital budget appropriation ordinance.								
4 Equipm	ward is for supplies. ent is included in Exhibit "B" of the Budget Ordinance.								
5. Contrac	t is for manufacturer's technical support and hardware maintenance of								
Martin Control of the Martin Control	ic systems and/or technical support and software maintenance from the er of proprietary software currently used by Whatcom County.								
This contract amendment provides the construction management services for the drainage mprovements on Leeward Way near Southgate Road. This contract also includes engineering support services during construction.									
Term of Contract: N/A	Expiration Date: September 15, 2021								
Contract Routing:  1. Prepared by: Ben Kuiken  2. Attorney signoff: Christopher Quinn	Date: August 25, 2020 Date: 8/29/2020								
3. AS Finance reviewed: M Caldwell	Date: 8/28/2020								
4. IT reviewed (if IT related):	Date:								
5. Contractor signed:	Date:								
6. Submitted to Exec.:	Date:								
7. Council approved (if necessary):	Date:								
Executive signed:     Original to Council:	Date: Date:								
7. Original to Council.	Date.								

Whatcom County Contract No	

### Amendment No. 3 Whatcom County Contract No. 201906008 CONTRACT BETWEEN WHATCOM COUNTY AND TetraTech, Inc.

THIS AMENDMENT is to the Contract between Whatcom County and Tetra Tech, Inc, dated September 15, 2020 and designated "Whatcom County Contract No.201906008". In consideration of the mutual benefits to be derived, the parties agree to the following:

This Amendment extends the term of this Agreement through September 15, 2021, and increases the maximum consideration by \$23,268.00 to a total consideration of \$61,553.00.

This Amendment also adds the following: Exhibit A - Scope of Work, Exhibit B - Budget, and Certificate of Insurance

Unless specifically amended by this agreement, all other terms and conditions of the original contract shall remain in full force and effect.

This Amendment takes effect: September 15, 2020, regardless of the date of signature.

IN WITNESS WHEREOF, Whatcom County and Tetra Tech, Inc. have executed this Amendment on the date and year below written.

DATED this	_ day of	_, 20

#### CONTRACTOR:

CONTRACTOR NAME

derry Scheller, P.E., Senior Project Manager

STATE OF WASHINGTON )

) ss. COUNTY OF WHATCOM

before me personally appeared

of the Tetra Tech

and who executed the above instrument and who

acknowledged to me the act of signing and sealing thereof.

LEEWARD WAY DRAINAGE IMPROVEMENTS **AMENDMENT NO. 3 TO CONTRACT 201906008** 

WHATCOM COUNTY:	
Recommended for Approval:	
Jon Hutchings, Public Works Director Date	
Approved as to form:	
Christopher Quinn Date	020
Senior Deputy Prosecuting Attorney-Civil Division	
Approved: Accepted for Whatcom County:	
By: Satpal Singh Sidhu, Whatcom County Executive	
STATE OF WASHINGTON ) ) ss	
COUNTY OF WHATCOM )	
On this day of, 20, before me pe Executive of Whatcom County, who executed the above instrument an	rsonally appeared Satpal Singh Sidhu, to me known to be the d who acknowledged to me the act of signing and sealing thereof.
ī.	NOTARY PUBLIC in and for the State of Washington,, printed name. residing at My commission expires

## **CONTRACTOR INFORMATION:**

Tetra Tech, Inc. Jerry Scheller, P.E., Senior Project Manager 1420 Fifth Avenue, Suite 650 Seattle, WA 98101

Contact Phone: 206-883-9414 Contact FAX: 206-883-9301

Contact Email: jerry.scheller@tetratech.com

## **EXHIBIT A - SCOPE OF WORK**

# LEEWARD WAY DRAINAGE IMPROVEMENTS AMENDMENT NO. 3 TO CONTRACT 201906008

This scope of work describes additional tasks needed for Construction Management Services for the drainage improvements on Leeward Way near Southgate Road.

The following tasks include a description of the additional work involved and the associated amended or additional deliverable(s) for these tasks.

## TASK 1 CONSTRUCTION SUPPORT

Tetra Tech will provide the following additional engineering assistance during construction.

- Pre-construction meeting One consultant representative will attend a pre-construction meeting.
- RFI Review Review 3 requests for information (RFI)
- Contractor Submittal Review Review 6 Contractor provided submittals.
- Material Submittal Review Review 3 Request for Approval of Materials (RAM)
- Contract Change Orders Prepare up to 3 contract Change Orders.
- Onsite Meetings At least one Consultant representative will attend three onsite meetings with Whatcom County and Contractor staff. The schedule of the meeting will be determined during the construction period.
- Phone Meetings At least one consultant representative will participate by phone in up to 6, one-hour meetings, with Whatcom County and Contractor staff. The schedule of the meetings will be determined during the construction period.
- Punchlist Walkthrough At least one Consultant representative will attend an onsite meeting to perform a walkthrough of the project with Whatcom County and Contractor staff. The schedule of the meeting will be determined during the construction period.
- Record Drawing preparation per Whatcom County As-Built/Record Drawing Policy and Procedures.

#### **Assumptions**

- All administrative coordination and contract management activities with the Contractor will be performed by Whatcom County.
- The process for submitting RFI's will be discussed with the Contractor at the Pre-construction meeting.
- The County will perform plan and material reviews when feasible. The County Engineer may consult with the Engineer
  of Record as necessary. Engineer may review a material submittal (Request for Approval of Materials), and/or review
  contractor provided plans (For Example: Bypass plan, traffic control plan, TESC plan, Safety Plans, TERO Compliance
  Plan, etc.)
- Change Order preparation assistance at 8 hours per change order.
- Preconstruction meeting will be a remote meeting (i.e. Zoom, GoToMeeting, Skype, etc.) and assumes 2 hours.
- Onsite meeting assumes three site visits at 6 hours per visit.
- Onsite meeting for a punchlist walkthrough is assumed to be 6 hours.
- Phone coordination meetings assume 1 hour per meeting.
- The complete Record Drawings for the project will be reviewed twice by County Staff.
- Reference to "Engineer" in the Project Specifications directing onsite Contractor operations during working periods apply to Whatcom County's Project Engineer.
- Engineering direction to the Contractor regarding engineering design issues will be through Whatcom County's Project Engineer.

- Whatcom County Project Engineer will lead all meetings including developing the agenda and preparing meeting minutes.
- The processing time for RFI responses, and change orders will be determined with input from the contractor and Whatcom County at the pre-construction meeting.
- Whatcom County's Project Engineer will prepare the punchlist and coordinate resolution of listed items with the Contractor.
- Tetra Tech is not responsible for proper construction means, methods, techniques; or for the failure of any other entity to
  perform its work in accordance with laws, contracts, regulations, or County's expectations.
- This scope of services assumes a six-month project duration.

#### **Deliverables**

- Review up to 3 RFI submittals.
- Review up to 6 Contractor provided submittals.
- Prepare 3 contract Change Orders
- Attend 1 pre-construction site meeting.
- Attend 3 on-site meetings.
- Attend 1 Punchlist walkthrough meeting.
- Participate by phone in up to 6 construction coordination meetings.
- Record drawings.

## TASK 2: PROJECT MANAGEMENT

Provide ongoing project management and coordination with the project team.

- Coordinate labor, meeting key scheduling milestones, and maintaining budget.
- Prepare six monthly progress reports which include a summary table comparing amount expended and remaining budget.

## **Deliverables**

Monthly invoices and progress reports.

## **EXHIBIT B - BUDGET**

#### LEEWARD WAY DRAINAGE IMPROVEMENTS **AMENDMENT NO. 3 TO CONTRACT 201906008**

<b>™</b> Price Proposal		Labor Plan							Price Summary / Totals				
Price Proposal			5 Resource								Task Prici	ng Totals	23,268
Leeward Way Drainage Improvements BIII Rate>			198.00	183,00	156,00	114,00	127 00	119.00	101 00	Specify Add'l Fees on Setup			0
Amendment 3 Services during Construction	1			_		_					echnology		
Amendment 3 Services during Construction						-			_		cemiology	OSC TCC	
	Proj Area >	Eng	Eng	Eng	Eng	Eng	Eng	Admin	Admin			(	23,268
Submitted to: Whatcom County Public Works													
	1	ı	_	_				<u>.</u> 6					
	1	age	Senior Civil Enginee	Senior Civil Engineer				Legal Contracts/Senior Admin					
C44 Ture TOA4	1	Project Manager	200	E	<u>ت</u>	<b>a</b>	<b>a</b>	dz,				- 1	Task
Contract Type: T&M		ម្ត	2	,₹	Civil Engineer	Civil Engineel	CAD Designer	o ptr				- 1	Pricing
	Total	ğ	<u> </u>	ia	표	필	å O	Legal Co Admin	Admin			- 1	
	Labor Hrs	7.	Ę	æ	Š	Š	ชี	Ag be	Add	Labor	Subs	Travel	Totals
Project Phases / Tasks	145	11	13	59	2	48	2	8	2	23,038		230	23,268
Task 1. Construction Support	130	6	13	59	2	48	2			20,759		230	20,989
1.1 Precon	2			2						366		230	596
1.2 Submittal Review	28	4	8	10		6				4,998			4,998
1.3 Response to RFI	11	2		3		6				1,683			1,683
1.4 Change Orders	23		3	10	2	8				3,648			3,648
1.5 Onisite meeting	18			18						3,294			3,294
1.6 Weekly phone conference during construction	8	ı	2	6						1,494		- 1	1,494
1,7 Punchlist walkthrough	6	ı		6						1,098		- 1	1,098
1.8 Record drawings	34			4		28	2			4,178			4,178
Task 2. Project Management	15	5	74			34			2	2,279		_	2,279
2.1 Project Administration	6	2						2	2				890
2.2 Progress Reporting	9	3						6		1,389			1,389
Total	als 145	11	13	59	- 2	-48	2		2	23,038		230	23,268

#### Budget Narrative

Contract amounts shall not exceed the total budget referenced (above). As consideration for services provided in Exhibit A, Scope of Work, the County agrees to compensate the contractor according to the hourly rates provided in the project budget (Exhibit B). Other reasonable expenses incurred in the course of performing the duties herein shall be reimbursed including mileage at the current IRS rate. Lodging and per diem shall not exceed the GSA rate for the location where services are provided. Other expenditures such as printing, postage, and telephone charges shall be reimbursed at actual cost plus 10%. Expense reimbursement requests must be accompanied by copies of paid invoices. Any work performed prior to the effective date or continuing after the completion date of the contract, unless otherwise agreed upon in writing, will be at the contractor's expense.

2. Hourly rates are subject to a 3% annual escalation, with County approval.



## CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on onfer rights to the certificate holder in lieu of such endorse

this certificate does not come rights to the certificate florder in fled of sach endorse	ementiaj.						
PRODUCER	CONTACT NAME:						
Aon Risk Insurance Services West, Inc. Los Angeles CA Office	PHONE (A/C, No., Ext): (866) 283-7122 [AX. No.): (800) 363-0105						
Los Angeles CA Office 707 Wilshire Boulevard Suite 2600	E-MAIL ADDRESS:						
Los Angeles CA 90017-0460 USA		INSURER(S) AFFORDING COV	ERAGE	NAIC#			
INSURED	INSURER A:	Zurich American Ins Co	0	16535			
Tetra Tech, Inc. 17885 Von Karman Ave., Suite 500	INSURER B:	Lexington Insurance Co	ompany	19437			
Irvine CA 92614 USA	INSURER C:						
	INSURER D:						
	INSURER E:						
	INSURER F:						

COVERAGES 570083606319 CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS,

							·	Limits shown	are as requested
INSR LTR		TYPE OF INSURANCE	ADDL	SUBR	POLICY NUMBER	(MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY  CLAIMS-MADE X OCCUR				GL0181740601	10/01/2019	10/01/2020	Enon occormizator	\$1,000,000
								DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
								MED EXP (Any one person)	\$10,000
						1	1	PERSONAL & ADV INJURY	\$2,000,000
	GEN	I'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$4,000,000
		POLICY X JECT X LOC						PRODUCTS - COMP/OP AGG	\$4,000,000
		OTHER:							
Α	AU1	OMOBILE LIABILITY			BAP1857085-01	10/01/2019	10/01/2020	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
	×	ANY AUTO				•		BODILY INJURY ( Per person)	
	7	SCHEDULED						BODILY INJURY (Per accident)	
	-	AUTOS ONLY HIRED AUTOS ONLY AUTOS NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	
		ONLY							
		UMBRELLA LIAB OCCUR						EACH OCCURRENCE	
		EXCESS LIAB CLAIMS-MADE						AGGREGATE	
		DED RETENTION							
		RKERS COMPENSATION AND PLOYERS LIABILITY						PER STATUTE OTH-	
	ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER (Mandatory in NH)		N/A				1	E.L. EACH ACCIDENT	
			N/A					E.L. DISEASE-EA EMPLOYEE	
	RE	es, describe under SCRIPTION OF OPERATIONS below						E.L. DISEASE-POLICY LIMIT	
В	Er	v Contr Prof			028182375 Prof/Poll Liab - Claims M SIR applies per policy ter	' '	10/01/2021 tions	Each Claim Aggregate	\$1,000,000 \$1,000,000
DESC	RIPTI	ON OF OPERATIONS / LOCATIONS / VEHICLES (ACC	ORD 101	Additio	nal Remarks Schedule, may be attached if more	space is required)			

RE: Job Description: Tetra Tech will prepare preliminary and final design documents for construction of the Leeward Way Drainage Improvements project using accepted engineering practices, and Whatcom County engineering guidance and standards. Whatcom County is included as Additional Insured in accordance with the policy provisions of the General Liability policy as required by written contract. General Liability policy evidenced herein is Primary and Non-Contributory to other insurance

Whatcom County Attn: Jon Hutchings 322 N. Commercial Street, Suite 224 Bellingham WA 98225 USA

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

Aon Rish Insurance Services West, Inc.

AGENCY CUSTOMER ID:

570000036654

LOC#:



## **ADDITIONAL REMARKS SCHEDULE**

Page \_ of \_

AGENCY		NAMED INSURED
Aon Risk Insurance Services West, Inc.		Tetra Tech, Inc.
POLICY NUMBER		
See Certificate Numbe 570083606319		
CARRIER	NAIC CODE	
See Certificate Numbe 570083606319		EFFECTIVE DATE:

ADDITIONAL REMA		370083606319		EFFECTIVE DATE:			
THIS ADDITIONAL F		M IS A SCHEDULE	TO ACORD FORM	,			
FORM NUMBER:	ACORD 25	FORM TITLE:					
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