

**WEST SOUND UTILITY DISTRICT
RESOLUTION 641-17**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS
AUTHORIZING AN ADDENDUM TO THE PROFESSIONAL
SERVICES CONTRACT WITH BHC ENGINEERS, INC. TO PROVIDE
ADDITIONAL FINAL DESIGN SERVICES FOR
WELL #1 RESERVOIR AND WELL #22 PROJECTS**

WHEREAS, on September 21, 2015, the District selected BHC Engineers, Inc. to perform preliminary engineering services for the development of a new Well #1 reservoir and installation of Well #2 pump house; and

WHEREAS, on May 16, 2016, the District approved a contract addendum to expand the scope of engineering services by having BHC provide final design and construction document preparation services for the Well #1 reservoir and pump house and Well #22 pump house;

WHEREAS, as a result of the complexity of these two capital projects, additional engineering services from BHC are needed to address issues from our Well#1 Reservoir project contractor, T-Bailey, and the final preparation of revised plans for the Well #22 pump house project; **NOW, THEREFORE**,

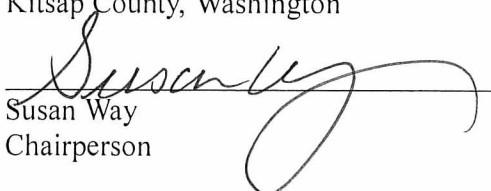
THE BOARD OF COMMISSIONERS OF WEST SOUND UTILITY DISTRICT HEREBY RESOLVES:

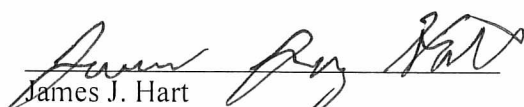
Section 1. The Board of Commissioners hereby approves the attached addendum to the professional services contract (Exhibit "A") from BHC Engineers, Inc. for addition engineering, design and construction document services for the Well #1 reservoir and pump house and Well #22 pump house.

Section 2. The General Manager is hereby authorized to execute the addendum to this professional service contract with BHC Engineers, Inc. for an additional amount not to exceed \$22,300, plus an additional contingency amount of \$10,000 for potential engineering services during the bidding and construction phase.

APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a Board meeting scheduled on February 21, 2017.

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington


Susan Way
Chairperson


James J. Hart
Vice Chairperson

Not in Attendance
Jerry Lundberg, Secretary

**ATTACHMENT A
Amendment #3
West Sound Utility District
Well #22 Well House Design Revisions and On-Call Services
Scope of Work
Engineering Services**

Project Summary

The following is a summary of scopes of work and budgets issued to date:

Item	Description	Approval Date	Amount
Original Contract	Pre-Design of Well House and Reservoir	September 28, 2015	\$55,260
Amendment #1	Reservoir and Pump Station Evaluation	April 5, 2016	\$9,688
Amendment #2	Design of Well #22 Well House and Well #1/5 Reservoir and Pump Station	May 20, 2016	\$112,752
Total			\$177,700

Project Understanding

West Sound Utility District (the District) received construction bids on October 12, 2016 for the Well #22 Well House and Well #1/5 Reservoir and Booster Pump Station. The Well #1/5 Reservoir and Booster Pump Station project was awarded and is currently in construction. The bids for the Well #22 Well House exceeded the District's budget, and the District requested BHC revise the design so that the project can be re-advertised.

In addition to the design revisions for Well #22, BHC is assisting the District with engineering services during construction on an as-needed basis. These services are covered under Task 6: On-call Services.

The additional engineering services requested by the District include Project Management, Coordination and QA/QC (Task 1), Well #22 Well House Re-Design (Task 5), and On-Call Services (Task 6), as described below.

Scope of Work**Task 1: Project Management, Coordination and QA/QC**

Project Management, Coordination and QA/QC is for the remainder of the project, estimated to be approximately 8 months (until August 2017).

- a. Coordinate with District staff and project team.
- b. Prepare and submit monthly invoices.
- c. A senior level principal will review all documents before they are submitted to the District as part of the BHC QA/QC Program. The review will be both a constructability review and document review to ensure the documents meet industry standards of care. This review will occur at the 100% complete design stage.

Task 1 – Deliverables:

- a. Monthly invoices.

Task 5: Well #22 Well House Design Revisions

The District requested that BHC make the following revisions to the Well #22 design:

- Specify a permanent CMU building with a roof hatch to access the wellhead, rather than a removable building. The building should have double doors that allow easy access to the inside of the building and the wellhead.
- Specify the well pump as inverter ready instead of inverter duty
- Open up the well pump specification as much as possible to encourage more competition, and provide some other alternatives to the Hydroflo pump and associated motor.

The District was not in favor of changing the MCC specification, removing the requirement to provide Allen Bradley equipment, or removing the requirement for the contractor to program the system.

Task 5 – District Responsibilities:

- a. District to review and approve final Well #22 Well House site configuration.
- b. District to review and provide comments on submittals within one week of delivery.

Task 5 – Assumptions:

- a. Structural and foundation design for the building will be by others.
- b. Plans will be developed in AutoCAD.
- c. The opinion of probable construction cost (OPCC) will be subject to levels of accuracy and contingency percentages recommended by AACE International (formerly the American Association of Cost Engineers) for different design development levels.

Task 5 – Deliverables:

- a. 90% Completion – One electronic (PDF) copy of the 90% complete contract documents, including drawings, specifications, and OPCC.
- b. 100% Completion – One electronic (PDF) copy of the stamped 100% complete contract documents. Electronic deliverables will also be made available in original Word, Excel, or AutoCAD file format.

Task 6: On-Call Services

The District has requested that BHC provide On-Call services during bidding and construction for the Well #22 Well House and Well #1/5 Reservoir and Booster Pump Station projects. The District will perform all bidding activities including posting the bid advertisement, providing bid packages to bidders, and serving as the main point of contact for the bidders. The District will provide construction management and will address typical construction services such as construction oversight, site visits, submittal reviews, change order review, and other construction activities.

The District may use this On-Call Services task for other bidding and construction items such as:

- a. Preparing addenda, as needed.
- b. Reviewing a limited number of shop drawings or submittals.
- c. Addressing contractor requests for information (RFIs).

- d. Performing site visits or inspections.
- e. Attending meetings.
- f. Reviewing proposals for changes in the work or design.
- g. Preparing record drawings.
- h. Assisting with final inspections and punch lists.
- i. Assisting with start-up and commissioning.

Task 6 – District Responsibilities:

- a. Bidding services.
- b. Overall day-to-day construction management.
- c. Retain and coordinate site visits by qualified special inspectors for Special Inspections required by the building permit.
- d. Retain and coordinate site visits by NACE qualified coating inspector for field painting of reservoir.
- e. Certify that special inspections as required by the building permit have been performed and any deficiencies corrected.
- f. Prepare construction completion certificate and submit to DOH.

Task 6 – Assumptions:

- a. This On-Call Services task will be used only when requested and authorized by the District.
- b. Submittals and their reviews shall be in electronic form so far as practicable.
- c. On-Call Services will be limited to the total amount shown in Exhibit C. If additional On-Call Services are needed by the District, the budget will be modified to allow for these additional services.

Task 6 – Deliverables:

These deliverables will be provided as needed or as requested by the District:

- a. Addenda
- b. Shop drawing/submittal/RFI/change reviews.
- c. Inspection reports.

2/8/2017, 3:46 PM

ATTACHMENT B

Amendment #3

West Sound Utility District

Well #22 Well House Design Revisions and On-Call Services

Fee Proposal

February 8, 2017

	Principal In Charge	Project Manager	Structural Engineer	Electrical Engineer	Staff Engineer	CADD	Admin/Clerical	BHC Labor	BHC Labor	BHC Labor	BHC Expenses	BHC Sub-Task
	Dem	Gross	Dahl	Gibson	Cunningham	\$105	Pierson, Siffeman	Cost	Hours	Cost	(3% labor)	Cost
	\$200	\$200	\$200	\$197	\$131		\$78					
Estimated Engineering Costs												
TASK 1 - Project Management, Coordination and Quality Assurance/Quality Control												
1.1 District and Project Team Coordination		4							4	\$800	\$69	\$869
1.2 Monthly Invoices		4					4		8	\$1,113		\$1,113
1.3 QA/QC of Deliverables	2								2	\$400		\$400
Task Total Hours	2	8	0	0	0	0	4		14	\$0		\$0
Task Total Cost	\$400	\$1,600	\$0	\$0	\$0	\$0	\$313		HR SUMS OK	\$2,313	\$69	\$2,383
									OK	COST SUMS OK		COST SUMS OK
										TOTAL SUB-TASK		\$2,383
TASK 5 - Well #22 Well House Re-Design												
5.1 90% Completion		6	10	14	24	26	4		84	\$12,130	\$407	\$12,537
5.2 100% Completion		2	1	1	2	2	2		10	\$1,424		\$1,424
Task Total Hours	0	8	11	15	26	28	6		94	\$0		\$0
Task Total Cost	\$0	\$1,600	\$2,200	\$2,958	\$3,393	\$2,934	\$470		HR SUMS OK	\$13,555	\$407	\$13,961
									OK	COST SUMS OK		COST SUMS OK
										TOTAL SUB-TASK		\$13,961
TASK 6 - On-Call Services - DISCRETIONARY PER DISTRICT												
6.1 On-Call Services		4	4	8	20				36	\$5,788	\$174	\$5,961
Task Total Hours	0	4	4	8	20	0	0		36	\$0		\$0
Task Total Cost	\$0	\$800	\$800	\$1,578	\$2,610	\$0	\$0		HR SUMS OK	\$5,788	\$174	\$5,961
									OK	COST SUMS OK		COST SUMS OK
										TOTAL SUB-TASK		\$5,961
TOTAL PROJECT HOURS	2	20	15	23	46	28	10		144			\$5,961
TOTAL PROJECT COSTS	\$400	\$4,000	\$3,000	\$4,536	\$6,003	\$2,934	\$783		HR SUMS OK	\$21,655	\$650	\$22,300

AMENDMENT OF PROFESSIONAL SERVICES AGREEMENT

THIS AMENDMENT is made and entered into this 8th day of February, 2017, by and between West Sound Utility District hereinafter referred to as "CLIENT", and BHC CONSULTANTS, LLC, hereinafter referred to as "BHC".

IN CONSIDERATION of the covenants hereinafter set forth, the parties hereto mutually agree that the Agreement between the parties made and entered into on the 28 day of September, 2015, is amended as follows:

BHC shall perform for CLIENT the following additional services: See Attachment A, Amendment #3 - Well #22 Well House Design Revisions and On-Call Services.

CLIENT shall compensate *BHC* for the additional services in the Not-to-Exceed amount of \$22,300 (Attachment B) in accordance with the terms of the Agreement. The total Not-to-Exceed amount for the contract is now \$200,000.00.

All other terms of the Agreement remain in effect.

BHC CONSULTANTS, LLC

By: _____

Title: _____

Date: _____

WEST SOUND UTILITY DISTRICT

By: _____

Title: _____

Date: _____

AMENDMENT OF PROFESSIONAL SERVICES AGREEMENT

THIS AMENDMENT is made and entered into this 8th day of February, 2017, by and between West Sound Utility District hereinafter referred to as "CLIENT", and BHC CONSULTANTS, LLC, hereinafter referred to as "BHC".

IN CONSIDERATION of the covenants hereinafter set forth, the parties hereto mutually agree that the Agreement between the parties made and entered into on the 28 day of September, 2015, is amended as follows:

BHC shall perform for CLIENT the following additional services: See Attachment A, Amendment #3 - Well #22 Well House Design Revisions and On-Call Services.

CLIENT shall compensate *BHC* for the additional services in the Not-to-Exceed amount of \$22,300 (Attachment B) in accordance with the terms of the Agreement. The total Not-to-Exceed amount for the contract is now \$200,000.00.

All other terms of the Agreement remain in effect.

BHC CONSULTANTS, LLC

By: _____

Title: _____

Date: _____

WEST SOUND UTILITY DISTRICT

By: _____

Title: _____

Date: _____