

**HIGHLINE WATER DISTRICT
KING COUNTY, WASHINGTON**

RESOLUTION 16-9-7A

RESOLUTION AUTHORIZING AMENDMENT #1 TO CONTRACT #14-50-06 WITH CAROLLO ENGINEERS, INC. FOR CONSULTING SERVICES TO ASSIST THE DISTRICT WITH THE FINAL PLAN DEVELOPMENT RELATING TO PROJECT 14-1 2016 COMPREHENSIVE WATER SYSTEM PLAN UPDATE

WHEREAS, by passage of Resolution 14-6-18A, the Board of Commissioners authorized Consultant Agreement for Services (Contract #14-50-06) with Carollo Engineers, Inc., for Project 14-1 2016 Comprehensive Water System Plan Update; and

WHEREAS, the District requested Carollo Engineers, Inc. submit a Scope of Services and Budget proposal for the Final Plan Development. The tasks to be undertaken include the following: ▪ Project Administration; ▪ Address Ecology Comments Regarding Water Rights; ▪ Prepare and Submit Record of Comment; ▪ Develop Final Draft Water System Plan; and

WHEREAS, the General Manager and District Engineer have reviewed the Scope of Services and Budget submitted on 8/26/16 by Carollo Engineers, Inc. for the Final Draft Water System Plan and recommend approval of this resolution.

NOW, THEREFORE, BE IT RESOLVED:

1. The Board of Commissioners approves Contract Amendment #1 for a not-to-exceed amount of \$27,295.00 (excluding sales tax).
2. The General Manager or Designee is authorized to execute Amendment #1 (referenced as Attachment-1 and incorporated herein) for Project 14-1 2016 Comprehensive Water System Plan Update.

ADOPTED BY THE BOARD OF COMMISSIONERS of Highline Water District, King County, Washington, at an open public meeting held on this **7th** day of **September 2016**.

BOARD OF COMMISSIONERS

Vince Koester, President



Daniel Johnson, Commissioner

Kathleen Quong-Vermeire, Commissioner

Todd Fultz, Secretary

George Landon, Commissioner



AMENDMENT #1

**CONSULTANT AGREEMENT FOR SERVICES
CAROLLO ENGINEERS, INC. – CONTRACT #14-50-06
PROJECT 14-1 2016 COMPREHENSIVE WATER SYSTEM PLAN**

Carollo Engineers, Inc. will undertake the additional work on a time-and-materials basis as described in their Scope of Services (Exhibit A) and Budget Estimate (Exhibit B) submitted on 8/26/16 for the Final Plan Development related to Project 14-1 2016 Comprehensive Water System Plan.

The current contract amount is \$227,194.00. The estimated cost for these additional services is \$27,295.00. The revised contract amount is \$254,489.00. The same standard general terms and conditions will apply as agreed to in Contract #14-50-06 dated 6/27/14.

Effective Date. The effective date of this Amendment shall be the date signed by an authorized representative of the District.

HIGHLINE WATER DISTRICT

CAROLLO ENGINEERS, INC.

By: _____
Matt Everett

By: _____

Title: General Manager _____

Title: _____

Date: _____

Date: _____

EXHIBIT A

HIGHLINE WATER DISTRICT WATER SYSTEM PLAN UPDATE AMENDMENT 1

SCOPE OF SERVICES

The following Scope of Services has been developed to assist the Highline Water District (District) with producing the FINAL draft of its 2016 Water System Plan (Plan).

PROJECT ASSUMPTIONS

- Carollo Engineers, Inc. will be referred to as "Consultant" in this document.
- The Highline Water District and its staff will be referred to as "District" in this document.
- All meetings will be held at District offices.
- The District will print and produce additional copies of all documents as necessary for its use.

TASKS

Task 1000 – Final Plan Development

1001. *Project Administration.*

- Manage project progress, including scope, budget, and schedule.
- Prepare and administer subcontracts with Consultant team members.
- Monthly progress reports and invoices.

1002. *Address Ecology Comments Regarding Water Rights.*

- Review and analyze Ecology comments in March 23, 2016 letter to District.
- Consult District regarding preliminary findings.
- Prepare response to Ecology's March 23, 2016 letter.
- Analyze and document District's water rights.
- Revise Chapter 5 to reflect the current status of the District's water rights.

1003. *Prepare and Submit Record of Comment*

- Prepare response to all agency review comments in a record of comment (ROC) log.
- Submit ROC log to Department of Health.

1004. *Develop Final Water System Plan*

- Incorporate into Plan all changes documented in ROC.
- Produce and deliver two PE-stamped notebook binders with CD of PDF copy of Plan and all electronic files.

1005. *Meetings and Presentations*

- Board Presentation.
- Up to two city council meeting presentations.

District Deliverables

- Review of ROC log prior to health submittal.

Consultant Deliverables

- Letter to Ecology.
- Record of Comment Log.
- Final Water System Plan.
- Monthly progress reports and invoices.

Meetings

- Water Rights Recommendations Meeting.
- Board Presentation.
- Up to two city council meetings.

TASK / DESCRIPTION	PM Kammereck \$ 200.00	Asst. PM Thurman \$ 138.00	GIS Christensen \$ 138.00	WP Hughes \$ 90.00	Total Hours	Carollo Labor Cost	Subconsultant Cost	Sub Markup @ 10%	Total Cost	OTHER DIRECT COSTS		TOTAL COST
										Travel and Printing	PECE \$11.70	
Task 1000 - Final Plan Development												
1001 Project Administration	8	4		4	16	\$ 2,512	\$ -	\$ -	\$ -	\$ -	\$ 187	\$ 2,699
1002 Address Ecology Comments Regarding Water Rights	4	8		4	16	\$ 2,284	\$ 8,750	\$ 875	\$ 9,625	\$ -	\$ 187	\$ 12,076
1003 Prepare and Submit Record of Comment	2	4			6	\$ 962	\$ -	\$ -	\$ -	\$ -	\$ 70	\$ 1,022
1004 Develop Final Water System Plan	4	16	2	20	42	\$ 5,084	\$ -	\$ -	\$ -	\$ 500	\$ 491	\$ 6,075
1005 Meetings and Presentations	15	12			27	\$ 4,856	\$ -	\$ -	\$ -	\$ 450	\$ 316	\$ 5,422
Total	33	44	2	28	107	\$ 15,468	\$ 8,750	\$ 875	\$ 9,625	\$ 950	\$ 1,262	\$ 27,295

Agenda Item No.: 5.1
Agenda Date: 9/07/16
Reviewed By: 

Subject: Authorize Amendment #1 – Carollo Engineers, Inc. - Contract #14-50-06
Assist the District with the Final Draft 2016 Comprehensive Water System Plan Update

CATEGORY	
<i>Executive</i>	<input type="checkbox"/>
<i>Administrative</i>	<input type="checkbox"/>
<i>Engineering/Operations</i>	<input checked="" type="checkbox"/>

FINANCIAL						
<i>Expenditures?</i>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<i>Budgeted?</i>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<i>Estimated Amount:</i>		\$	<u>27,295.00</u>		<i>Excludes sales tax</i>	

ATTACHMENTS:

1. Resolution 16-9-7A
2. Attachment-1 includes Amendment #1 w/Exhibit A-Scope of Services & Exhibit B-Budget Estimate

COMMENTS:

At the request of the District, Carollo Engineers, Inc. submitted a proposal on 8/26/16 for the Final Draft Plan Development for Project 14-1 2016 Comprehensive Water System Plan Update.

The General Manager and District Engineer have reviewed the Scope of Services and Budget Estimate and recommend approval of this resolution.