

WHATCOM COUNTY COUNCIL AGENDA BILL

NO. 2017-316

CLEARANCES	Initial	Date	Date Received in Council Office	Agenda Date	Assigned to:
Originator:	Dee <i>SD</i>	10/10/17	RECEIVED OCT 31 2017 WHATCOM COUNTY COUNCIL	11/8/17	Finance Council
Division Head:	<i>MER</i>	10-27-2017			
Dept. Head:					
Prosecutor:	<i>dy</i>	10/11/17			
Purchasing/Budget:	<i>BB</i>	10/28/17			
Executive:	<i>TLB</i>	10/30/17			

TITLE OF DOCUMENT: *Contract Amendment #2 for Services Agreement – Building Assessment Studies and Cost Estimates for Capital Improvements at the Jail (Public Safety Building) and Work Center.*

ATTACHMENTS:

Proposed Contract Amendment #2 Documents

SEPA review required? () Yes (X) NO	Should Clerk schedule a hearing? () Yes (X) NO Requested Date:
SEPA review completed? () Yes (X) NO	

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE: *(If this item is an ordinance or requires a public hearing, you must provide the language for use in the required public notice. Be specific and cite RCW or WCC as appropriate. Be clear in explaining the intent of the action.)*

Request authorization for the County Executive to enter into a contract amendment between Whatcom County and design2LAST, Inc. for capital improvements at the Jail (Public Safety Building and the Work Center in the amount of \$543,000 for a total amended contact amount of \$913,287.20

COMMITTEE ACTION:

COUNCIL ACTION:

Related County Contract #:	Related File Numbers:	Ordinance or Resolution Number:
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Please Note: *Once adopted and signed, ordinances and resolutions are available for viewing and printing on the County’s website at: www.co.whatcom.wa.us/council.*

**WHATCOM COUNTY
ADMINISTRATIVE SERVICES**
Whatcom County Courthouse
311 Grand Ave, Suite 108
Bellingham, WA 98225-4083



FACILITIES MANAGEMENT
316 Lottie Street
Bellingham, WA 98225-4010
Phone: 360.778-5360
Fax: 360.778-5361
Facilities@co.whatcom.wa.us

MICHAEL RUSSELL
Facilities Manager

MEMO TO: Jack Louws, County Executive

FROM: Michael Russell, Facilities Manager

DATE: October 27, 2017

RE: Amendment #2 - Contract for Services Agreement – Building Assessment Studies and Cost Estimates for Capital Improvements at the Jail (Public Safety Building) and Work Center.

RECEIVED

OCT 30 2017

JACK LOUWS
COUNTY EXECUTIVE

Attached are two (2) originals of contract Amendment #2 for the Contract for Services Agreement – Building Assessment Studies and Cost Estimates for Capital Improvements at the Jail (Public Safety Building) and Work Center between Whatcom County and design2LAST, inc. for your review and signature.

▪ **Background and Purpose**

This Amendment is authorization for Design2Last and consultants to continue the project into Phase 2, Design and Construction and Phase 3, Construction Administration of the Proposed Scope of Work, and as is indicated by the overall project schedule of Phases in the contract.

Completed / Phase 1-A & 1-B: Preliminary Study, Assessment, and Cost Estimate Report Provide an overview of the code compliance, structural deficiencies, operational improvements, proposed solutions, and preliminary costs of suggested improvements. Prioritize the recommendations for implementation, with immediate, mid, and long-term phases and preliminary cost estimates along with life-cycle cost analysis of the building.

- Final Report was completed in November ^{OF 2016,} with a list of projects to address deficiencies at the Jail, along with preliminary cost estimates.

Phase 1-B: Detailed Investigation, Assessment, Project Scopes and Cost Reports.

This Contract Amendment provides authorization to continue the process towards Jail upgrades. Deliverables of this phase will provide design information and a detailed scope of work for refined cost estimates and the information necessary to formulate refined Project Budgets for continuation into Phases 2 & 3.

Whatcom County had decided to proceed following the ten tasks that were selected to further refine in phase I-B and now has decided to proceed with design (Phase 2) and Construction (Phase 3).

▪ **Funding Amount and Source**

Funding amount needed for this contract Amendment #2 is \$543,000. This contract funding is provided through the Jail Improvement Fund. A supplemental budget request for the \$390,000 will be requested in the next cycle for Council approval to fund the remaining balance of this amendment.

▪ **Differences from Previous Contract**

This project is a one-time agreement.

Please contact Michael Russell at extension 5365, if you have any questions or concerns regarding the terms of this agreement.

Enclosures

**WHATCOM COUNTY CONTRACT
INFORMATION SHEET**

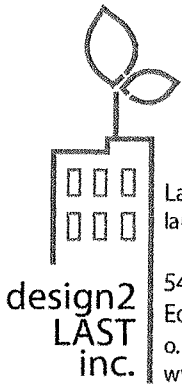
Whatcom County Contract No.

201607005-2

Originating Department:	Facilities Management
Contract or Grant Administrator:	Michael Russell
Contractor's / Agency Name:	design2LAST, inc.
Is this a New Contract? If not, is this an Amendment or Renewal to an Existing Contract? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: <u>201607005 - 1</u>	
Does contract require Council Approval? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If No, include WCC: _____ (see Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)	
Is this a grant agreement? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, grantor agency contract number(s): _____ CFDA#: _____	
Is this contract grant funded? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, Whatcom County grant contract number(s): _____	
Is this contract the result of a RFP or Bid process? Contract Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, RFP and Bid number(s): <u>16-13</u> Cost Center: <u>337100</u>	
Is this agreement excluded from E-Verify? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> If no, include Attachment D Contractor Declaration form.	
If YES, indicate exclusion(s) below: <input checked="" type="checkbox"/> Professional services agreement for certified/licensed professional. <input type="checkbox"/> Contract work is for less than \$100,000. <input type="checkbox"/> Contract for Commercial off the shelf items (COTS). <input type="checkbox"/> Contract work is for less than 120 days. <input type="checkbox"/> Work related subcontract less than \$25,000. <input type="checkbox"/> Interlocal Agreement (between Governments). <input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.	
Contract Amount:(sum of original contract amount and any prior amendments): \$ <u>370,287.20</u> This Amendment Amount: \$ <u>543,000.00</u> Total Amended Amount: \$ <u>913,287.20</u>	Contracts that require Council Approval (incl. agenda bill & memo) <ul style="list-style-type: none"> • Professional Services Agreement above \$20,000. • Bid is more than \$50,000. • Amendments that have either an increase greater than 10% or provide a \$10,000 increase in amount (whichever is greater) RENEWALS: Council approval is not required when exercising an option to renew that is provided in the original contract.
Summary of Scope: This contract Amendment #2 is between Whatcom County and design2LAST, inc. is for the Contract for Services Agreement, Building Assessment Studies and Cost Estimates for Capital Improvements at the Jail (Public Safety Building) and Work Center.	
Term of Contract:	Expiration Date: 12/31/18

Contract Routing:	1. Prepared by: <u>Dee Ebergson</u> <i>DE</i>	Date: <u>10/10/17</u>
	2. Attorney signoff: _____ <i>JG</i>	Date: <u>10/11/17</u>
	3. AS Finance reviewed: <u><i>blumack</i></u>	Date: <u>10/28/17</u>
	4. IT reviewed (if IT related): _____	Date: _____
	5. Contractor signed: _____ <i>✓</i>	Date: <u>10-25-17</u>
	6. Submitted to Exec.: _____ <i>✓</i>	Date: <u>10-30-17</u>
	7. Council approved (if necessary): _____	Date: _____
	8. Executive signed: _____	Date: _____
	9. Original to Council: _____	Date: _____

Exhibit "A"



Lauri Strauss, AIA LEED AP BD+C
lauri@design2LAST.com

543 Main St, Suite 101
Edmonds, WA 98020
o. 425.673.7269 c. 907.317.5040
www.design2LAST.com

25 September 2017

Garrett Maupin, Construction Coordinator, Whatcom County Facilities Management
316 Lottie Street,
Bellingham, WA 98225

RE: **Whatcom County Jail Improvements: Contract # 201607005 – Phase 2 and 3
Bellingham, WA**

Dear Mr. Maupin,

design2 LAST, inc is pleased to offer architectural and engineering design services to Whatcom County for the Jail Improvements project. Attached is our fee proposal information for the work to perform these services. The following documents are our understanding of the scope of services and deliverables we are to provide for Phase 2, Design and Construction Documents; and Phase 3, Construction Administration Services for this project.

Project Description

design2 LAST was retained by Whatcom County to perform building assessments on the existing Jail, (Public Safety Building) and the existing Work Center – formally known as Phase 1A. Whatcom County then selected ten tasks to further refine in Phase 1B with more detailed scope and costing. Whatcom County, following the recommendation of the team, has now decided to proceed with design (Phase 2) and construction (Phase 3) of the scope options recommended in Phase 1B (see Schedule 'A').

	Milestones*	Fee
Phase 2	Design Charrette	\$74,360
	50% Over-the-Shoulder review	\$76,430
	65% Design Development	\$56,000
	100% Design Draft	\$88,000
	100% Final Bid Documents	\$13,140
	Consulting Services During Bidding and Negotiations	\$10,787
	Phase 3	Construction Administration Services
*Refer to Schedule A for SCOPE OF SERVICES TRAVEL EXPENSES are included in the proposal *Refer to Schedule 'B' for milestone deliverables		\$543,000

Sub Consultants

design2 LAST has included the team members listed below for Phases 2 and 3:

Architects Rasmussen Triebelhorn (A-RT).....	Criminal Justice Facility Design and Operations
Sāzān Group.....	Mechanical, Electrical, and Fire Protection Engineering
Clevenger and Associates	Kitchen and Laundry Design
ProDims	Cost Estimating
SCBC Engineers.....	Structural Engineering - QC

Schedule

design2 LAST is prepared to begin work on this contract immediately. We will complete a design and construction schedule upon receiving approval on this proposal.

Fees

The fees listed above are offered as a lump sum basis. Each task will be invoiced by design2 LAST monthly on a percentage complete basis, and/or upon completion of a task. ~~The attached fee breakdown is confidential and issued for your information only.~~ Upon approval, this work can be added as amendment to our existing contract.

I thank you for this opportunity and look forward to continuing our work on this project. If you have any further questions regarding this proposal, please feel free to contact me.

Sincerely,



Lauri Strauss, AIA LEED AP BD&C, President and CEO

SCHEDULE 'A' SCOPE OF SERVICES

These scope options will be collectively referred to as the "Whatcom County Jail improvements" project for the Phase 2 and 3 efforts.

- 4-1 – Improvements to domestic water distribution piping system
- 4-2 – Improvements to condensate drain pans of the AHU cabinets
- 5-1 - Provide new wet pipe sprinkler protection in the second and third floor housing units
- 5-2 - Extend wet pipe and dry pipe sprinkler protection to unsprinklered non-housing areas
- 5-3 - Sprinkler system maintenance and repair
- 8-1 - Replace items that have exceeded their useful life
- 8-2 - Replace items that have an expected remaining life of less than five years
- 8-3 - Repair: Walk-In Cooler/Freezer, Disposer at Pot Wash
- 8-4 - Replace existing electrical panelboard serving kitchen equipment
- 9-1-9-11 - Replace/repair door hardware on commercial type doors.
- 10-1-10-12 - Replace all detention cell doors, including detention hardware. Replace specific hardware pieces identified on other detention doors listed.
- 12-1B - Provide UL924 listed "bugeye" emergency lighting units with integral batteries in critical jail spaces
- 12-2 - Provide UL924 listed "bugeye" emergency lighting units with integral batteries in elevator cabs
- 12-3 - Provide UL924 listed "bugeye" emergency lighting units with integral batteries in recreation area
- 12-4 - Re-circuit existing lighting in the dormitory spaces to provide additional emergency lighting beyond the current single lamp "night lights".
- 17-1 – Modify the sanitary drain from the kitchen to minimize backups and prevent water from flowing toward the cleanout
- 17-2 – Modify shower drains in the cells that are beginning to fail
- 17-3 – Seal the floor of first floor restroom next to the shower room in the north east corner of the building
- 17-4 – Modify the drain pipe in the clothes washing machine drain room and provide ventilation to the space to remove moisture and odors

Scope includes the following:

1. Additional field investigation by relevant disciplines prior to design effort.
2. Design Charrette – 4-6 hour meeting to include in-person participation of all design team members, facilities personnel, and Jail staff.
3. Design work and construction documents required to address the SCOPE OPTIONS listed above and confirmed by the charrette.
4. Plans and specifications showing the affected spaces only.
5. Electronic delivery (via dropbox or A360 site) of the 22"x34" drawing set and 8-1/2" x 11" specification booklet in PDF format for the Charrette report, 50% over-the-shoulder review, 65% submittal, 100% draft, and 100% final (Bid) submittals.
6. Web-based review conference of 50% documents with virtual participation by the design team.
7. Project Manager, Engineers, Justice Consultant, and Cost Estimator Participation at a 65% review conference at facilities office in Bellingham. Kitchen Consultant will participate via phone conference.
8. Project Manager Participation at the 100% review conference at facilities office in Bellingham. Engineers and consultants will all participate via phone or Web Conference.
9. Construction cost estimates for the Charrette, 50% over-the-shoulder review, 65% review, 100% draft, and 100% final (Bid) submittals to a level of detail comparable to the phase of design.
10. Four (4) Sets Hard Copies of the 22"x34" drawing set and 8-1/2" x 11" Specifications and Supplemental Information for the Charrette report, 65% review, 100% draft, and 100% final (Bid) submittals.
11. Coordination with the permitting agencies as required for the project scope.

12. Design team participation during the bidding and negotiating phase of the project: i.e. responding to bidder questions, issuing document clarifications, telephonic participation in a pre-bid conference, and consultation during contractor selection.
13. Design team participation in administration of the construction contract: i.e. responding to contractor questions, issuing document clarifications, review of contractor submittals, review of contractor schedule, review of contractor applications for payment, etc.
14. Project Manager will attend and lead the weekly construction meetings in Bellingham. Engineers and consultants will attend construction meetings when pertinent to their discipline, otherwise, their participation will be via phone or Web Conference.
15. Record drawings of work effort in affected spaces will be provided.
16. Participating in a pre-construction conference (Project manager in person, engineers and consultants via telephone).
17. Site observation visits and report of construction activities during the construction phase.

Exclusions

The following are not anticipated to be necessary for this contract and are not a part of the services described above. These services can be added to our contract at our standard hourly rates or on an "as needed" basis.

1. Detailed record drawings of the entire facility outside of the areas of work covered by this contract.

Rate Schedule

Additional effort not described in the scope above may be provided as requested on an hourly basis per the following rates:

Principal Architect/Project manager	\$175.00
Professional Engineer/Sr Architect	\$150.00
Drafting/Revit/AutoCAD	\$125.00

SCHEDULE 'B' DELIVERABLES

Electronic Delivery in PDF format (Included with all options)

All scope options will be included as one project, one set of documents. Each deliverable package includes:

- 22"x34" drawing sheets
 - Existing conditions/Demolition plans, drawings for new construction including plans, elevations, details, as necessary to describe the work
- 8 ½" x 11" sets:
 - Specifications (65%, 100% submittals only)
 - Supplemental Information
 - Design Analysis (Charrette, 50% submittals only)
 - Cost Estimate
 - Comments and responses from review meetings

Final Submittal will include electronically stamped documents.

Hard Copies

- Four (4) sets 24"x36", black and white, drawings on bond:
- Four (4) sets 8 ½" x 11" bound, black and white, specifications:
- Four (4) sets 8 ½" x 11", black and white, supplemental information, stapled

Additional sets can be added and will be charged at cost + 10%.

PROPOSAL FOR PROFESSIONAL SERVICES

CLIENT: Whatcom County Facilities Management
 316 Lottie Street, Bellingham, WA 98225
 Jack Louws, Whatcom County Executive
 Contact/Number Garrett H. Maupin, (360) 778-5375 d. (360) 410-9812 c.

Project Number 2016-013
 Project Name Whatcom County Jail Improvements
 Prepared By Lauri Strauss
 Date 8/31/2017

Direct Labor Costs										
Staffing	Principal	Project Manager	Sr Arch/Civil Engr	Architect/Drafting	Specifications	Intern/Travel time	3D rendering	Admin/WP	LEED AP	
Labor Code										
Rate	\$ 175.00	\$ 150.00	\$ 135.00	\$ 100.00	\$ 100.00	\$ 90.00	\$ 150.00	\$ 70.00	\$ 125.00	
Hours	59.00	947.00	88.00	228.00	34.00	0.00	0.00	54.00	0.00	
Total	\$ 10,325.00	\$ 142,050.00	\$ 11,880.00	\$ 22,800.00	\$ 3,400.00	\$ -	\$ -	\$ 3,780.00	\$ -	
Item a.	Direct Labor Costs					Total	\$ 194,235.00			
Item b.	Overhead charge applicable to Labor						\$ -			
Item c.	General and Administrative Overhead						\$ -			
Item d.	Material and incidental reproduction						\$ 5,500.00			
Item e.	% Handling Fee on material and incidental reproduction					10.00%	\$ 550.00			
Item f.	Unusual expenses peculiar to this project						\$ -			
Item g.	% Profit of subtotal of Items a,b,c, d & e						\$ -			
Item g.	% Profit of subtotal of Items b,c, d & e						\$ -			
	Total (a through g)						\$ 200,285.00			
Subcontracts for this contract (attach breakdown for each subcontract)										
Discipline	Justice Consult	Cost Estimate	Mechanical	Electrical	Kitchen					
Labor Code			Fire Protection							
Total	\$ 100,045.00	\$ 26,781.90	\$ 101,830.00	\$ 69,155.00	\$ 9,500.00	\$ -	\$ -	\$ -	\$ -	
Item h.	Subcontract Costs					Total	\$ 307,311.90			
	% Handling Fee on Subcontracts					10.00%	\$ 30,731.19			
	Total (h)						\$ 338,043.09			
Item i. Travel Expenses										
Airfare	Airfare Count			0			\$ -			
Per Diem w/ Lodging	Per Diem w/ Lodging Count			0	\$ 140.00		\$ -			
Per Diem meals only	Per Diem meals only Count			46	\$ 12.00		\$ 552.00			
Ground Transportation	Mileage .535	Ground Transportation Count			6948	\$ 0.535		\$ 3,717.18		
	% Handling Fee on Travel					10.00%	\$ 426.92			
	Total (i)						\$ 4,696.10			
TOTAL (a through i)								\$ 543,000.00		

Fee Summary



Lauri Strauss, President, CEO
 AIA, LEED AP BD+C
 543 Main St, Suite 101
 Edmonds, WA 98020
 907.317.5040
 lauri@design2LAST.com
 www.design2LAST.com

Fee Proposal Matrix by Discipline and Task

Proposal Number 2016-013
 Project Name Whatcom County Jail Improvements
 Prepared By Lauri Strauss

Discipline	Design Charrette	50% Over-the- Shoulder Review	65% Design	100% Draft Design	100% Final - Bid Documents	Bidding and Negotiations	Construction Admin Services	Task 800	Task 900	Contract Total
	Total	Total	Total	Total	Total	Total	Total	Total	Total	
design2 LAST EDWOSB	\$ 21,056.55	\$ 22,053.75	\$ 25,945.30	\$ 29,338.50	\$ 5,754.00	\$ 7,797.00	\$ 123,743.00	\$ -	\$ -	\$ 235,688.10
Justice Consult	\$ 7,390.00	\$ 17,315.00	\$ 13,865.00	\$ 13,625.00	\$ 1,570.00	\$ 890.00	\$ 45,390.00	\$ -	\$ -	\$ 100,045.00
Cost Estimate	\$ 7,528.45	\$ 6,037.50	\$ 4,798.45	\$ 7,315.00	\$ 1,102.50	\$ -	\$ -	\$ -	\$ -	\$ 26,781.90
Mechanical	\$ 19,460.00	\$ 15,525.00	\$ 5,475.00	\$ 22,644.00	\$ 2,616.00	\$ 900.00	\$ 35,210.00	\$ -	\$ -	\$ 101,830.00
Electrical	\$ 17,325.00	\$ 13,998.75	\$ 4,816.25	\$ 14,377.50	\$ 1,697.50	\$ 900.00	\$ 16,040.00	\$ -	\$ -	\$ 69,155.00
Kitchen	\$ 1,600.00	\$ 1,500.00	\$ 1,100.00	\$ 700.00	\$ 400.00	\$ 300.00	\$ 3,900.00	\$ -	\$ -	\$ 9,500.00
0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 74,360.00	\$ 76,430.00	\$ 56,000.00	\$ 88,000.00	\$ 13,140.00	\$ 10,787.00	\$ 224,283.00	\$ -	\$ -	\$ 543,000.00



EXHIBIT "B"

As consideration for the services provided pursuant to SCHEDULE "A" SCOPE OF SERVICES (pages 5 & 6) the County agrees to compensate the contractor five hundred forty-three thousand dollars (\$543,000).

Payments will be based on the following milestones:

Phase	Milestone	Fee
Phase II	Design Charrette	\$74,360
	50% Over-the-Shoulder Review	\$76,430
	65% Design Development	\$56,000
	100% Design Development	\$88,000
	100% Final Bid Documents	\$13,140
	Consulting Services During Bidding & Negotiations	\$10,787
Phase III	Construction Administration Services	\$224,283
	Total Fee	\$543,000

Fee will be due upon County acceptance of completed milestone