



Project title: Amendment No. 1 to Professional Services Agreement with Brown and Caldwell, Inc., for 2020 Water Filter Plant (WFP) Facilities Plan

City Council Agenda Item Cover Sheet

Council Bill #

Consideration: Amendment No. 1 to PSA with Brown and Caldwell, Inc.

Project: 2020 Water Filter Plant (WFP) Facilities Plan

Agenda dates requested:
3/18/2020

Partner/Supplier: Brown and Caldwell, Inc.

Location: Water Filter Plant

- Briefing
- Proposed action
- Consent X
- Action
- Ordinance
- Public hearing
 - Yes
 - X No

Preceding action: PSA

Fund: Fund 401 - Utilities

Budget amendment:
Yes X No

PowerPoint presentation:
Yes X No

Attachments:
Proposed Agreement

Department(s) involved:
Public Works, Legal

Contact person:
Zach Brown

Phone number:
425 257-8872

Email:
ZBrown@everettwa.gov

Fiscal summary statement: The City of Everett has an existing Professional Services Agreement with Brown and Caldwell, Inc. with a total compensation amount of \$464,605.00. This amendment seeks to provide \$52,448.00 in additional funds for a revised total compensation amount not to exceed \$517,053.00. Project funding is provided by Fund 401 – Utilities. There is \$1,322,500.00 budgeted for professional services related to this type of work.

Project summary statement: Public Works seeks to amend a Professional Services Agreement with Brown and Caldwell, Inc. to include additional valve condition and assessment services, extend the agreement completion date, and increase the total compensation. The original PSA was signed 8/27/19 and included a suite of assessment, analysis, report preparation, and capital improvement program development tasks for the 2020 Water Filter Plant Facilities Plan. This amendment revises the scope to provide additional specialty valve condition and assessment services to aid in identification of potentially critical valve and actuator deficiencies across all Water Filter Plant systems and assist in capital project planning and prioritization. This amendment will extend the contract completion date to December 31, 2021 and provide additional funds (\$52,448.00) to support the additional tasks.

Recommendation (exact action requested of Council): Authorize the Mayor to sign Amendment No. 1 to the Professional Services Agreement with Brown and Caldwell, Inc., to prepare the 2020 Water Filter Plant Facilities Plan to extend the contract completion date and increase the compensation by \$52,448.00 for a total amount not to exceed \$517,053.00.

Initialed by:

Department head

Administration

Council President

CITY

**AMENDMENT NO. 1
PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF EVERETT
AND BROWN AND CALDWELL, INC.**

This Amendment No. 1 is dated for reference purposes _____ 2020. It is by and between the City of Everett, a municipal corporation under the laws of the State of Washington ("City") and BROWN AND CALDWELL, INC. ("Service Provider").

RECITALS

A. The City and Service Provider are parties to the Professional Services Agreement dated AUGUST 27, 2019 (the "Agreement").

B. The City and the Service Provider desire to amend the Agreement for the purpose of AMENDING THE SCOPE OF SERVICES TO INCLUDE ADDITIONAL VALVE CONDITION AND CRITICALITY ASSESSMENT SERVICES, EXTENDING THE AGREEMENT COMPLETION DATE, AND INCREASING THE TOTAL COMPENSATION.

AGREEMENT

The City and Service Provider agree as follows:

1. The Agreement is modified so that time of beginning and completion are as follows:

Time of Beginning and Completion of Performance: This Agreement shall commence as of the date of execution of this Agreement and shall be completed by DECEMBER 31, 2021.

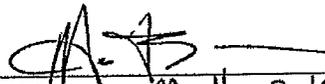
2. The Agreement is modified so that total compensation, including all services and expenses, shall not exceed FIVE HUNDRED SEVENTEEN THOUSAND FIFTY-THREE DOLLARS (\$517,053.00).
3. The Work is modified to add the Work shown on Exhibit A to this Amendment.
4. Regardless of the date(s) on which this Amendment is signed by the parties, the parties agree that the Agreement has been continuously in effect since AUGUST 27, 2019.
5. At the sole discretion of the City, the City may consent to the Service Provider's signature on this Amendment being by email, fax, pdf or other electronic means, in which case such Service Provider signature will be deemed an original signature for all purposes. The City will be deemed to have given such consent effective upon execution of this Amendment by the Mayor of the City.

6. All provisions in the Agreement shall remain in effect except as expressly modified by this Amendment.

CITY OF EVERETT
WASHINGTON

BROWN AND CALDWELL, INC.

By: _____
Cassie Franklin, Mayor

Signature: 
Typed/Printed Name: Martha S. Knowlton
Title: Vice President

Date

2/27/2020
Date

ATTEST:

Sharon Fuller, City Clerk
Date: _____



EXHIBIT A SCOPE OF WORK

City of Everett Contract Water Filtration Plant Facility Plan Scope of Services

Everett Water Filtration Plant Facility Plan Development

Project Understanding

The City of Everett Water Filtration Plant (WFP) is located adjacent to Lake Chaplain approximately 16 miles east of Everett, WA. The WFP provides water for over 600,000 people, which is approximately 75% of the population of Snohomish County. This critical piece of infrastructure supports the water supply in the north Puget Sound area and its continued operation is vital for the wellbeing of area residents and the economy of the City of Everett. The previous Facility Plan for the WFP was completed in 2002, and the City has identified a need to develop an updated plan that addresses critical capital project needs and capital planning for the WFP. This Facility Plan will focus on assessing the WFP's existing infrastructure, facility resiliency and reliability, and the ability of the WFP to meet future water quality regulations. The project deliverable will be a Facility Plan that includes an evaluation of the existing infrastructure and recommended CIP for plant improvements that meets WAC 246-290.

Scope of Work Summary and Work Breakdown Structure

The Consultant scope of work for the Project includes 12 tasks, which are identified in the following table.

Facility Plan Tasks	
Task 101	Condition and Criticality Assessment
Task 102	Resiliency, Reliability, and Redundancy Assessment
Task 103	Solids Dewatering Technology Assessment
Task 104	Regulatory and Water Quality Assessment
Task 105	Unit Process Performance Assessment
Task 106	Hydraulic Profile Assessment
Task 107	Capital Improvement Program Development
Task 108	Facility Plan
Task 109	Project Management
Task 110	Quality Assurance and Control
Task 111	Unidentified Services
Task 201	Valve Assessment

Scope Task Descriptions

Subconsultant Facility Plan Tasks:

Facility Plan tasks will focus on assessing, prioritizing, and developing projects to address key capital needs for the WFP. The Project includes assessments of: physical condition of WFP assets (including Everett staff interviews); resiliency, reliability and redundancy; solids dewatering technologies; water quality and regulations; and plant performance and capacity.

In support of this effort, J Bozeat & Associates LLC (Subconsultant) will provide the following services under Task 201.

Task 201 – Valve Assessment

Objective: Assess existing valves, actuators, and gearboxes, and identify deficiencies. Document the findings to serve as inputs to the City's asset management program and the Facility Plan capital improvement project identification and prioritization process.

Activities/Approach: This task includes the following activities:

Research and report the following information on assets (gates, valves, and actuators) 8-inch in diameter and larger:

- The asset make/manufacturer.
- The asset type (i.e. ball, gate, or butterfly valve).
- The asset function (modulating, throttling, or isolating).
- The date of installation of asset.
- Evaluate each asset material condition.
- Estimate remaining estimated asset useful life.
- Replacement recommendation (without recommending which manufacturer).
- Recommend operational and maintenance practices to extend asset life and preserve asset material condition.
- Verify that asset is properly installed and functioning as designed.
- Identify asset rating/capability (available torque).
- Identify asset exercise and provide recommended program.
- Identify asset parts to stock.
- Identify asset replacement lead time, after order is placed.
- Identify asset criticality versus replacement lead time.
- Provide asset method of repair as applicable.

In addition, work may include the following:

- Controls: provide input on upgrading/simplifying controls for future operations as applicable
- Future improvements/expansions: provide input on technologies for new applications at plant as applicable

Task Assumptions

- Work will be coordinated with existing City asset management protocols and processes. Asset and equipment numbering and naming will follow existing City asset management nomenclature.
- The on-site assessments will be conducted in accordance with City, Brown and Caldwell, and Subconsultant health and safety procedures, with appropriately trained City staff in attendance. The subconsultant will enter spaces that are typically occupied/entered by City Operations and

Maintenance staff. No permit-required confined space entry is to be performed by Subconsultant.

- Subconsultant effort under Task 201 is assumed to be conducted on an “as-requested” basis per City direction, and will be limited to an allocation of up to 200 hours.

Everett Responsibilities

- Provide existing asset information, maintenance records, and all pertinent plant information to support the assessments, including direction on assets requiring assessment.
- Participate in assessments with appropriate Plant staff.

Meetings

- Site assessments as requested by the City.

Work Products

- Asset evaluations, estimates and recommendations will be provided to BC in PDF format, within 15 working days of initial site visit; when required.

