

KITTITAS COUNTY  
DEPARTMENT OF PUBLIC WORKS

**STAFF REPORT**

<b>SESSION DATE:</b>	November 17, 2015
<b>ACTION REQUESTED:</b>	Release the hold on project funding and allow the Public Works Director to move task funding within the approved contract amount
<b>BACKGROUND:</b>	<p>Public Works is working with Jacobs producing a watershed assessment for Naneum, Wilson and Cherry Creek watersheds. The original contract placed a hold on \$129,969 of the approved contract pending supplemental project funding. The supplemental funding is now in hand.</p> <p>Recently, Jacobs requested reallocating funding between various tasks within the contract. Public Works has reviewed the requested budget reallocation and believes the request to be in the best interest of the project.</p>
<b>INTERACTION:</b>	Jacobs
<b>RECOMMENDATION:</b>	Motion to approve the Resolution removing the funding hold on the approved contract and authorize the Director approve reallocating contract task budgets.
<b>HANDLING:</b>	Return the signed Resolution to Public Works
<b>ATTACHMENTS:</b>	Resolution
<b>LEAD STAFF:</b>	Mark R. Cook, Director of Public Works

**BOARD OF COUNTY COMMISSIONERS  
COUNTY OF KITTITAS  
STATE OF WASHINGTON**

**RESOLUTION NO. \_\_\_\_\_**

**WHEREAS:** Kittitas County entered into a professional services agreement, (Resolution number 2015-003), with Jacobs to perform a watershed assessment for the Naneum, Wilson and Cherry Creek watersheds totaling \$652,378.00; and

**WHEREAS:** The approved scope of work identified tasks contingent on supplemental project funding; and

**WHEREAS:** Public Works staff has secured supplemental state and federal grant funding allowing complete implementation of the scope of work;

**NOW, THEREFORE BE IT RESOLVED** the Kittitas County Board of County Commissioners declares it be in the best interest of the public, and does hereby authorize release of supplemental Jacobs contract funds implementing the entire scope of work authorized by Resolution 2015-003.

**DATED** this \_\_\_\_ day of \_\_\_\_\_, 2015, at Ellensburg, Washington.

**BOARD OF COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

\_\_\_\_\_  
Gary Berndt, Chair

\_\_\_\_\_  
Obie O'Brien, Vice-Chair

\_\_\_\_\_  
Paul Jewell, Commissioner

**ATTEST:**

\_\_\_\_\_  
Clerk of the Board



600 108th Avenue, N.E., Suite 700  
Bellevue, Washington 98004 U.S.A.  
1.425.452.8000 Fax 1.425 1212

October 8, 2015

Kittitas County Department of Public Works  
Attn: Mark Cook, Public Works Director  
Christina Wollman, Floodplain/Project Manager  
411 North Ruby Street, Suite 1  
Ellensburg, WA. 98926

RECEIVED  
OCT 14 2015  
KITITAS COUNTY  
DEPT OF PUBLICWORKS

Subject: Release of funding for the Naneum, Wilson, and Cherry Creek Watershed Assessment

Dear Mark and Christina:

As per our conversation(s) last week I am requesting that you release \$129,969 that was placed on hold at the time of contracting due to a delay in funding acquisition for the Naneum, Wilson, Cherry Creek Watershed Assessment. This funding was associated with portions of Tasks 01, 02, 03, 04, 06, 07, and 08. Jacobs has worked with you to be flexible in our project/budget management to bridge the funding gap and manage change. We have accomplished this by allocating funds from budgeted tasks to address project needs as they arise and track these changes in a project change management log. (see attached)

Our fee proposal for the assessment was \$652,378. It was our understanding, while this amount was authorized for expenditure, it is conditionally limited to \$522,409 until additional funds were acquired, and authorized by Kittitas County Public Works. This limitation is detailed within the attached LAG Contract Exhibit A1. (see attached)

I am asking to make a few changes to the allocation of the project budget due to the following needs of the project:

- Change No. 1 – Whiskey Creek Early Alternatives Analysis - Transfer \$5,000 from Task 100 Management Reserve to Jacobs Task 04 Alternative Screening.
- Change No. 5 – Eliminate Kramer Consulting (an Olympia based firm specializing in Stakeholder involvement) and transfer the \$17,951 to Jacobs Task 02. Jacobs has a local Project Manager and Deputy Project Manager at a lower base with no travel cost and relationships with local stakeholders. Jacobs has been providing stakeholder involvement by transferring funds from other tasks and supporting new tasks such as the Advisory Committee without requesting a budget supplement. This change would allow Jacobs to adjust the negative budget on Task 02 and to continue to provide supplemental stakeholder involvement for the project without request of a supplemental task budget change.

If you have any questions regarding this request, please contact me at 509-312-9398.

Sincerely,

Jason Smith  
Jacobs PNW Environmental Manager

Attachments: LAG Contract Exhibit A-1  
Project Change Management Log

## Exhibit A-1 Scope of Work

Project No. \_\_\_\_\_

See attached Scope of Work dated September 19, 2014; whereas the CONSULTANT shall not perform services exceeding the cumulative amount specified for the tasks in the Scope of Service and authorized by this contract. This Scope of Work prepared by the CLIENT is estimated to cost \$652,378. This amount is authorized for expenditure; however, it is conditionally limited to \$522,409 until additional funds are acquired and authorized by the CLIENT. Until that time, the following work totaling \$129,969 will be delayed and authorized at a later date and/or eliminated by the CLIENT:

Kramer Consulting Public Involvement/Floodplain by Design consistency (multiple sub-tasks) \$17,951; Task 100 Management Reserve \$28,997; Task 2.5 - Phase 1 Presentation (multiple sub-tasks/Three meetings) \$12,424; Task 2.6 - Alternative Screening Criteria Meetings and Preparation \$7,139; Task 6 - Complete Project GIS Database (Multiple sub-tasks) \$27,296; Task 7 - Present Results to TAG/LAG/Public \$11,021; Task 8 - Phase 2 Scope Development \$14,870; Task 9 - Fire Impact Analysis \$10,271

### Documents To Be Furnished By The Consultant

Jacobs Supplemental Assumptions by task number December 22, 2014

Level of Effort/Estimate December 24, 2014

Change Log

PROJECT: Naneum, Wilson, Cherry Creek Watershed Assessment

Project No: W3X70200

CLIENT: Kittitas County

Change No.	Description	Est. Hours	Est. Cost	Schedule Impact	Date Approved by PM	Date Client Notified	Date Client Approved	Comments / Status / Task
1	Early Alternative Evaluation of Whiskey Creek (Task 4).	Jacobs 8-120hrs / WSE 20-181hrs	Original estimate was \$5,000-\$44,312. Actual Cost was \$12,800.00 (will require \$5000 transfer from Management Reserve to Jacobs Task 4)	None known at this time	2/6/2015	2/6/2015	2/17/2015	Task 4 - We agreed to try to provide a brief memo with a reduced level of effort by WSE and Jacobs so that we could get to a quick answer for the City of Ellensburg without severely impacting our budget. Transfer of budget between tasks will occur after completion of the analysis.
2	Increasing Stakeholder Involvement	Increase in LOE for stakeholder involvement	Transfer of \$12,200 (94hrs) in level of effort from Tasks 02.3, 03.1, 03.4 and 09 to Tasks 01, and 02.1	None known at this time	3/24/2015	3/24/2015	4/2/2015	Multiple Tasks - This is an internal transfer of hours and budget from Tasks 02.3 - 18 hrs/\$2332; Task 03.1 - 8 hrs/\$1036; Task 03.4 - 28 hrs/\$3,627; Task 09 -40 hrs/\$5,182 to Task 01 +\$3,000+23 hrs; and Task 02.1 +71 hrs/\$9,200
3	Data Gap and Field Planning Workshop	Use of budget hours from Task 3.1 data gap workshop for Project Manager's	Estimated at \$5,000	None known at this time	6/5/2015	6/5/2015	6/8/2015	Task 3 - Approximately \$5,000 is estimated for the PM to support the Data Gap workshop. The cost for this support will need to come from Task 3.1.1 - Watershed Inventory. Additional stakeholder support after the workshop will need to be provided from the project's Management Reserve.
4	Processing solutions for Stream layer and RM Overlay	45-65	\$0 (Use \$7,300-\$9,300, update with actual cost)	3 week delay to baseline field maps /stream mile overlay.	8/20/2015	8/18/2015	8/18/2015	Task 3 - Processing solutions for Geo-imagery that does not meet quality needs for base stream layer in Geo-Database. GIS data needs to be at 1:1,200 scale or greater.
5	Stakeholder Engagement Adjustment	0 change transfer from sub to prime	\$0 (Transfer \$17,951)	None known at this time	8/20/2015	8/18/2015	8/28/2015	Task 2 - This is a 0 hour change to the budget. Eliminate Kramer Consulting and adjust Jacobs Stakeholder Involvement to meet current client needs.

[illegible]