

**Amendment No. 2
Professional Services Agreement for Engineering Services**

Project and Task No.: 135-48600-16001

This is an amendment to the Agreement made on the 9th day of November, 2017, between **City of Stevenson** (Client) and **Tetra Tech** (Consultant).

Client and Consultant agree to specific changes to the referenced Agreement for **City of Stevenson General Sewer Plan / Wastewater Facility Plan Update** as described in Attachment A. Consultant agrees to perform the services in consideration of the compensation described in Attachment A and in accordance with the terms of the Agreement.

This Amendment consists of this document together with Attachment A – Amendment 2 Scope of Work. This Amendment to the Agreement between the Client and Consultant supersedes all prior written and oral understandings.

In executing this Amendment, the undersigned also acknowledge their authority to bind the parties to all terms and conditions.

In witness whereof, the parties hereto have made and executed this Amendment as of the day and year first written.

City of Stevenson
PO Box 371/7121 E. Loop Road
Stevenson, WA 98648
509.427.5970
Eric Hansen
eric@ci.stevenson.wa.us

Tetra Tech, Inc.
15350 SW Sequoia Parkway, Suite 220
Portland, OR 97224
503.598.2525
Cyndy Bratz
cyndy.bratz@tetrattech.com

By _____
Client's Authorized Signature

By  _____
Consultant's Authorized Signature

Printed Name

Gordon Munro

Printed Name

Title

Senior Project Manager

Title



Professional Services Agreement
Amendment No. 2
Attachment A – Amendment 2 Scope of Work

Client: City of Stevenson

Project Description: General Sewer Plan / Wastewater Facility Plan Update

Amendments to Scope of Services

Effort /
Cost Assumed

See attached Amendment 2 Scope of Work

\$21,381

Special Assumptions - none

Amendments to Project Schedule

Date

Work to be completed by

June 2018

Method of Compensation

- Lump Sum** Compensation for these services shall be a lump sum.
- Cost Plus Fixed Fee** Compensation for these services will be based on Tt direct labor cost plus actual overhead, plus reimbursable expenses, plus subcontracted services times a factor of _____, plus a fixed fee of \$ _____ (Direct labor and overhead rates are subject to change to reflect actual Tt costs.)
- Standard Rates** Compensation for these services will be based on Tt staff efforts, times their standard billing rate, plus subcontracted services (with no markup), plus reimbursable expense (with no markup).

Supplemental Terms and Conditions

City of Stevenson

Wastewater Facility Plan

Amendment 2 Scope of Work

November 8, 2017

GENERAL

Tetra Tech, Inc. is currently completing the City of Stevenson Wastewater Facility Plan, per the February 19, 2016 contract with the City of Stevenson. Amendment 2 to the contract covers additional financial subtasks and developing a Plan to Maintain Adequate Capacity for the Stevenson Wastewater Treatment Plant (WWTP), as required by Ecology. This scope of work for the amendment modifies the previous scope of work by adding tasks to assist the City in responding to comments from the Washington Department of Ecology (Ecology) regarding compliance with the City's National Pollutant Discharge Elimination System (NPDES) permit for the Stevenson WWTP.

The NPDES permit compliance schedule shown as Attachment A shows an outline of the required work, color coded to indicate work to be performed by Tetra Tech to assist the City. The following list identifies the modified and additional tasks required to complete this work:

- Task 1—Project Management (Amendment)
- Task 10—Financial (Amendment)
- Task 14—Administration and Liaison (Amendment)
- Task 23—Compliance Plan

Work will proceed according to this scope of work and the associated schedule and budget. A detailed description of the work to be performed under each task is provided below.

The work products from this project will be submitted in hard copy and electronic format. Report files will be produced in Microsoft Word. CAD files will be produced in AutoCAD. GIS files will be produced in ESRI's ArcGIS in data formats.

This scope assumes that existing GIS data for this project will be acquired through the Skamania County GIS systems and that any fees for accessing the County GIS information will be paid directly by the City.

TASK 1—PROJECT MANAGEMENT (AMENDMENT 2)

Additional project management effort includes monitoring budgets, preparing and reviewing invoices and quality assurance review of deliverables for additional work through January 2018.

TASK 10—FINANCIAL (AMENDMENT 2)

This task provides an overview of future financial impacts associated with implementing the Wastewater Facility Plan, but is not a complete rate study. Tetra Tech’s subconsultant, Katy Isaksen & Associates (KI&A), will work with Tetra Tech and the City to complete the financial chapter of the Wastewater Facility Plan.

10.7 Assistance with Implementation

KI&A has already provided assistance to city staff regarding implementation of the SDC update.

Assumptions:

- Includes 4 hours of KI&A assistance.

10.8 Respond to Ecology Comments

Tetra Tech will forward City and Ecology comments on the financial information provided in the Draft General Sewer Plan and Wastewater Facilities Plan Update to KI&A. KI&A, will review and discuss comments and their resolution with Tetra Tech. KI&A will address these comments, for final review by Tetra Tech and the City.

Assumptions:

- Edited financial language and information will be reviewed by Tetra Tech and the City.
- Includes 4 hours of KI&A assistance.

10.9 Update Financial Outlook

Tetra Tech will provide estimates for capital and O&M costs for the recommended improvements to be implemented in the six-year period.

KI&A will update the six-year financial projection (of sewer utility revenues and expenses) using city adopted SDCs and high strength rate revenue.

Assumptions:

- This subtask includes one update.

10.10 Contingency

A contingency will be provided for additional work on financial items.

Assumptions:

- Prior agreement to scope and budget will be required prior to commencement of work.
- More than one request for additional services by the city may be submitted.
- Work products to be determined at the time of each agreement

Work Products:

Final financial chapter. Updated financial outlook.

TASK 14—ADMINISTRATION AND LIAISON (AMENDMENT 2)

This task involves meetings and liaisons with the City and Ecology regarding the Compliance Plan

14.5 Additional City Council Meetings

One Tetra Tech staff attended and presented at additional City Council meetings as follows:

- May 18 City Council meeting
- August 2 Special Council meeting

Assumptions:

One Tetra Tech engineer attended these meetings, presented and participated in discussions.

This work has been completed.

Work Products:

PowerPoint presentations and handouts.

14.6 Additional Ecology Meeting

One Tetra Tech staff attended a meeting with Ecology and the beverage industry representatives on September 6 to discuss Ecology's process and requirements for industrial permitting.

Assumptions:

One Tetra Tech engineer attended this meeting and participated in discussions.

This work has been completed.

TASK 23—COMPLIANCE PLAN

Tetra Tech will assist with tasks as requested by the City, which are related to the Administrative Order dated July 6, 2017. Since Tetra Tech developed the NPDES Permit Compliance Schedule (in response to the Administrative Order), the City has requested additional work from Tetra Tech related to staying in compliance with the Administrative Order. This work includes:

- Assistance with drafting three Quarterly Compliance Reports (Tetra Tech has drafted two reports to date)
- Assistance with Pretreatment Approach
- Assistance with Plan to Maintain Adequate Capacity

Assumptions:

This task includes work which has been requested by the City.

Includes 18 hours of Tetra Tech assistance.

TASK 24—FURTHER ASSISTANCE WITH COMPLIANCE PLAN

This task will include engineering services as requested by the City.

Assumptions:

Prior agreement to scope and budget will be completed immediately following each request from the City for additional work.

More than one request for engineering services by the City may be submitted.

Email agreement regarding scope, budget and notice to proceed with work is acceptable.

Includes 10 hours of Tetra Tech assistance.

Work Products:

To be determined at the time of each agreement.

Stevenson Facility Plan, Amend 2

Contract Amendment 2
Submitted to: City of Stevenson (Attn: Eric Hansen, PWD)

Contract Type: T&M

Labor Plan

9 Resource

Price Summary / Totals

Task Pricing Totals	21,381
Specify Add'l Fees on Setup Technology Use Fee	0
Total Price	21,381

Pricing by Resource

Project Phases / Tasks	Schedule			Total Labor Hrs	Project Manager (Jim Santorch)	QA/QC (Mark Hopson)	Sr Civil Engineer (Gordon Murray)	Sr Sanitary Engineer (Cindy Brazz)	Civil Engineer - sewers (Erik Nordholm)	Civil Engineer - treatment (Hunter Bennett-Dagert)	Electrical Engineer (Randy Frisch)	Editor (Dan Forman)	Administrative (Becky Conolly)	Labor				Task Pricing Totals	
	From	Thru	Months											Labor Rate Esc.	Katy (Kalsen & Assoc)	Travel	Mat'ls & Equip		ODCs
Task 1 - Project Management (Amendment)				8															
Task 10 - Financial (Amendment)				12															
Task 14 - Administration and Liaison (Amendment)				13															
14.5 Additional City Council Meetings				9															
14.6 Additional Ecology meeting				4															
Task 23 Compliance Plan				18															
23.1 Quarterly Compliance Reports				4															
23.2 Assistance with Pretreatment Approach				8															
23.3 Assistance with Plan to Maintain Adequate Capacity				6															
Task 24 Further Assistance with Compliance Plan				10															
Totals				61				31	23	4	4	4	4	4	9,461	11,740	180	-	21,381

