

PUBLIC UTILITY DISTRICT NO. 1 OF SKAGIT COUNTY
BOARD OF COMMISSIONERS

AGENDA
JANUARY 23, 2024
4:30 PM

The public is invited to attend in person or via Zoom.

Join Meeting via Zoom: <https://skagitpud.zoom.us/j/82082590753?pwd=ZkUrVGE4T2xXK3NUV1ZRK2pxUDlxdz09>

Meeting ID: 820 8259 0753

Passcode: 009457

Or dial: 1-253-215-8782

Please turn your audio and video off during the meeting. Use the "Raise Hand" feature if you would like to speak during Audience Comments. If you have a question or comment for the Board, please submit it by 5 p.m. the Monday prior to the meeting by calling (360) 848-4460 or send an email to pud@skagitpud.org

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

1. Approval of Agenda 1/23/24
2. Approval of Minutes 1/9/24 Regular Meeting
3. Ratification of Voucher 1/16/24
4. Voucher Approval 1/23/24

4th QUARTER 2023 FINANCIALS

AUDIENCE COMMENTS

OLD BUSINESS

5. General Manager's Report
6. Operations Department Update

NEW BUSINESS

7. [Annual Accounts Receivable Adjustment for Uncollectible Accounts - Action](#)
8. [Recommendation to Award: Pipeline Relocation on SR-20 at Olson Creek and Pipeline Relocation on SR-9 North of Kalloch Road Project - Action](#)
9. [Recommendation to Award: Modification of Design Contract for the Pipeline Relocation at SR-9 North of Kalloch Road Project with Aspect Consulting LLC - Action](#)
10. [Recommendation to Award: Modification of Design Contract for the Pipeline Relocation on SR-20 at Olson Creek with Aspect Consulting LLC - Action](#)

INFORMATION

11. [Amendment to Sedro-Woolley Fire Hydrant Agreement](#)
12. [Monthly Budget Status - December 2023](#)
13. [Judy Reservoir Data Report](#)

COMMISSIONER COMMENTS

ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE COMMISSION
PUBLIC UTILITY DISTRICT NO. 1 OF SKAGIT COUNTY, WASHINGTON

January 9, 2024

The regular meeting of the Commission of Public Utility District No. 1 was held in the Aqua Room of the utility located at 1415 Freeway Drive, Mount Vernon, Washington.

The meeting was called to order at 4:30 p.m. Commissioners in attendance were Joe Lindquist, president; Andrew Miller, vice president; and Corrin Hamburg, secretary.

Also in attendance were: Kevin Tate, Shannon Patiño, Nick Semrau, Pete Gilbert, Brian Henshaw, Mark Handzlik, Mike Fox, Kathy White, Bill Trueman, Wendy LaRocque, and Mark Semrau, Sam Shipp, Chris Shaff, Alistair Boudreaux.

Participating remotely were: Courtney Shilling and Chris Shaff

Commissioner Lindquist led the Pledge of Allegiance.

COMMISSION DISCLOSURE OF CONFLICTS OF INTEREST

Commissioner Hamburg stated that she does not foresee any conflicts of interest with her employment with the city of Anacortes but will recuse in any instances of conflicting business before the Board.

Commissioner Lindquist and Miller confirmed that they are not aware of any conflicts of interest.

CONSENT AGENDA

Commissioner Miller moved to approve the Consent Agenda for January 9, 2024, as presented.

1. Approval of Agenda 1/9/24
2. Approval of Minutes 12/12/23 Regular Meeting
3. Ratification of Voucher 12/19/23 No. 3114 (\$4,187,094.10)
Accounts Payable Voucher No. 28122-28182 (\$3,612,398.69)
Electronic Funds Transfer (\$351,646.13)
Payroll Electronic Funds Transfer No. 042464-042549 (\$222,949.28)
Ratification of Voucher 12/26/2023 No. 3115 (\$63,085.36)
Accounts Payable Voucher No. 28183-28210
Ratification of Voucher 12/29/2023 No. 3116 (630,024.61)
Accounts Payable Voucher 28211-28256 (\$318,166.49)
Electronic Funds Transfer (\$82,378.26)
Payroll Electronic Funds Transfer No. 042722-042807 (\$229,479.86)
4. Voucher Approval 1/9/24 No. 3116 (\$1,798,798.00)
Accounts Payable Voucher No. 28040 – 28121 (\$679,012.94)
Electronic Funds Transfer (\$1,119,785.06)

The motion passed unanimously.

AUDIENCE COMMENTS

None.

OLD BUSINESS

5. General Manager's Report: Acting General Manager Tate provided an update on the following:
 - Former Engineering Manager Greg Peterka, who served from 1980-2010, passed away. Peterka was instrumental in various capital improvement projects, including the construction of the Judy Reservoir Water Treatment Plant and the Skagit River Diversion Pump Station, and was very involved in water quality.
 - In preparation for potential winter weather conditions, the PUD will test the CodeRED Alert System to ensure communications regarding delayed starts or suspended operations due to inclement weather can be sent to all employees.

Commissioner Hamburg mentioned that there will be WPUDA meetings from January 10-12 and inquired whether Commissioner Miller and Acting Manager Tate would attend the Legislative Reception. Commissioner Miller confirmed his attendance, and Manager Tate confirmed he would not attend.

6. Engineering Department Update: Engineering Manager Handzlik provided an Engineering Department update on the following:
 - Pipe replacement projects, including the College Way: Urban to LaVenture, Skagit Country Club, NW Burlington, West Mount Vernon, and East Victoria.
 - Major Capital projects, including several Water Treatment Plant improvements such as the generator replacement, disinfection study, and the W-1 Pump System replacement.
 - Additional projects, including the SR-9 and SR-20 Fish Passage projects, the Judy to Sedro-Woolley Transmission Line Project, reservoir maintenance projects, and the PUD Campus Replacement Project.
 - Administrative work, including the Fidalgo Island Water System Transfer, 2024 Water System Plan, and establishing infrastructure replacement goals
 - Filling the vacant project inspector position with existing staff while development is slow; and
 - The Judy Reservoir Water Treatment Plant stormwater permitting resolution.
7. Update to Sedro-Woolley Fire Hydrant Agreement: Acting General Manager Tate explained that an amendment to the Sedro-Woolley Fire Hydrant Agreement is needed to replace a fire hydrant that was identified and not included in the original agreement.

Commissioner Hamburg moved to authorize the general manager to execute the Sedro-Woolley Fire Hydrant Agreement.

The motion passed unanimously.

NEW BUSINESS

8. Recommendation to Award – West Mount Vernon Pipeline Replacement Project
Capital Project Engineer Shaff presented the recommendation to award Colarcurcio Brothers, Inc., for constructing the West Mount Vernon Pipeline Replacement Project that will provide fire suppression flow to the area and assist in sustaining pressures during fire flow events.

Commissioner Miller moved to authorize the general manager to enter into a contract with Colarcurcio Brothers, Inc., in the amount of \$659,097.34 for the construction of the West Mount Vernon Pipeline Replacement Project.

The motion passed unanimously.

9. 2024 Water Rate Update
Finance Manager Henshaw informed the board that the 2024 water rate update was for information only and has been set by Resolution 2266-19, adopted in November 2019, and determines the water rates for 2020-2024. Henshaw also highlighted the water rate tables that are not included in the resolution but are in the updated Appendix A of the Water Policy Manual. A brief discussion ensued.

INFORMATION

10. Designation of Acting General Manager in Absence of the Present General Manager
11. Judy Reservoir Data Report

COMMISSIONER COMMENTS

None.

EXECUTIVE SESSION

At 4:57 p.m., Commissioner Lindquist recessed the regular meeting to discuss potential litigation pursuant to RCW 42.30.110(1)(i)(ii) for a duration of approximately 15 minutes, reconvening at 5:15 p.m.

The executive session ended at 5:15 p.m., and the regular meeting was reconvened.

CLOSED SESSION

At 5:15 p.m., Commissioner Lindquist recessed the regular meeting to discuss the collective bargaining proposal pursuant to RCW 42.30.140 for a duration of approximately 20-30 minutes, reconvening at 5:35 p.m.

The closed session ended at 5:28 p.m.

ADJOURNMENT

Having no further business to come before the board, Commissioner Lindquist moved for adjournment. The motion passed, and the meeting on January 9, 2024, was adjourned at 5:28 p.m.

ATTEST

Joe Lindquist, President

Corrin Hamburg, Secretary

Andrew Miller, Vice President

We, the undersigned Board of Commissioners of Public Utility District No. 1 of Skagit County, Washington, do hereby certify that the merchandise and /or services hereinafter specified have been received and are hereby approved for payment in the amount of \$561,198.37 this 16th day of January, 2024.

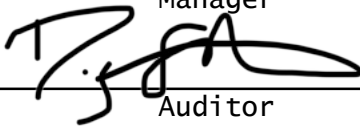
The total is comprised of the following:

Accounts Payable voucher No. from 28312 through 28362 in the amount of \$237,944.01, Electronic Funds Transfer in the amount of \$90,801.20. Payroll Electronic Funds Transfers and checks No. 042808 through 042893 in the amount of \$232,453.16.

Attest:

Kevin Tate

Manager



Auditor

President

Vice - President

Secretary

Date: 01/16/2024

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Voucher	Claimant	Amount
28312	ALLEN & PATRICIA SZABO	181.88
28313	BADGER METER INC	2,909.60
28314 - EDI	BANNER BANK	248.13
28315	BERG VAULT CO OF WA INC	494.82
28316	BUILDERS EXCHANGE OF	154.95
28317	CAROLLO ENGINEERS INC	5,509.40
28318	COMCAST BUSINESS	121.82
28319	COPY & PRINT STORE	1,696.61
28320	DAILY JOURNAL OF COMMERCE	397.30
28321 - EDI	ELECTRONIC FEDERAL TAX PAYMENT	82,981.64
28322 - EDI	EMPOWER RETIREMENT	815.00
28323	ENTERPRISE FM TRUST	986.54
28324	ERIC & COWEENA WHITE	36.90
28325	EUROFINS EATON ANALYTICAL LLC	1,520.00
28326	FERGUSON ENTERPRISES INC	2,904.96
28327	GOKON LLC	412.56
28328	GEOTEST SERVICES, INC.	2,123.45
28329	GET SIMPLE BOX OF BURLINGTON	5,987.26
28330	WETRC	3,700.00
28331	THE HOSE SHOP INC	42.57
28332	HYDROLOGY NORTHWEST INC	2,539.38
28333	ICONIX WATERWORKS (US) INC	4,471.69
28334	JULIA ALVAREZ	65.76
28335	KAYE- SMITH ENTERPRISES INC	646.38
28336	KENT D BRUCE CO LLC	342.01
28337	LAUTENBACH INDUSTRIES INC	21.00

Voucher	Claimant	Amount
28338	MARK W AMMONS	225.00
28339	MERC SOLLID	120.87
28340	NATIONAL SAFETY INC	5,255.58
28341	NORTH COAST ELECTRIC COMPANY	146.30
28342	NORTHSTAR CHEMICAL INC	14,955.11
28343	NURNBERG SCIENTIFIC	190.70
28344	NW AMBULANCE	6,662.60
28345	ODP BUSINESS SOLUTIONS, LLC	122.53
28346	PLATT ELECTRIC SUPPLY	212.81
28347	PUGET SOUND ENERGY	10,045.68
28348	PURMS JOINT SELF INS FUND	132,895.61
28349	SAP AMERICA INC	2,133.00
28350	SKAGIT COUNCIL OF GOVERNMENTS	1,686.00
28351	SKAGIT FARMERS SUPPLY	27.07
28352	SKAGIT REGIONAL HEALTH	92.00
28353	TACOMA SCREW PRODUCTS INC	18.18
28354	TMG SERVICES INC	7,485.91
28355	TRANE US INC	6,515.84
28356	USABLUEBOOK	3,789.63
28357	UTILITIES UNDERGROUND LOCATION	345.72
28358 - EDI	WA STATE SUPPORT REGISTRY	844.89
28359 - EDI	WA STATE TREASURER	5,798.23
28360	WASHINGTON PUD ASSOCIATION	5,495.00
28361	ASTOUND BUSINESS SOLUTIONS LLC	2,256.03
28362 - EDI	ZIPLY FIBER	113.31
		328,745.21



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January 23, 2024

MEMORANDUM

TO: George Sidhu, P.E., General Manager

FROM: Brian Henshaw, Finance Manager

SUBJECT: Annual Accounts Receivable Adjustment for Uncollectible Accounts - *Action*

Requested Action:

Authorize the General Manager to write-off the amount of \$38,856 from accounts receivable.

Background:

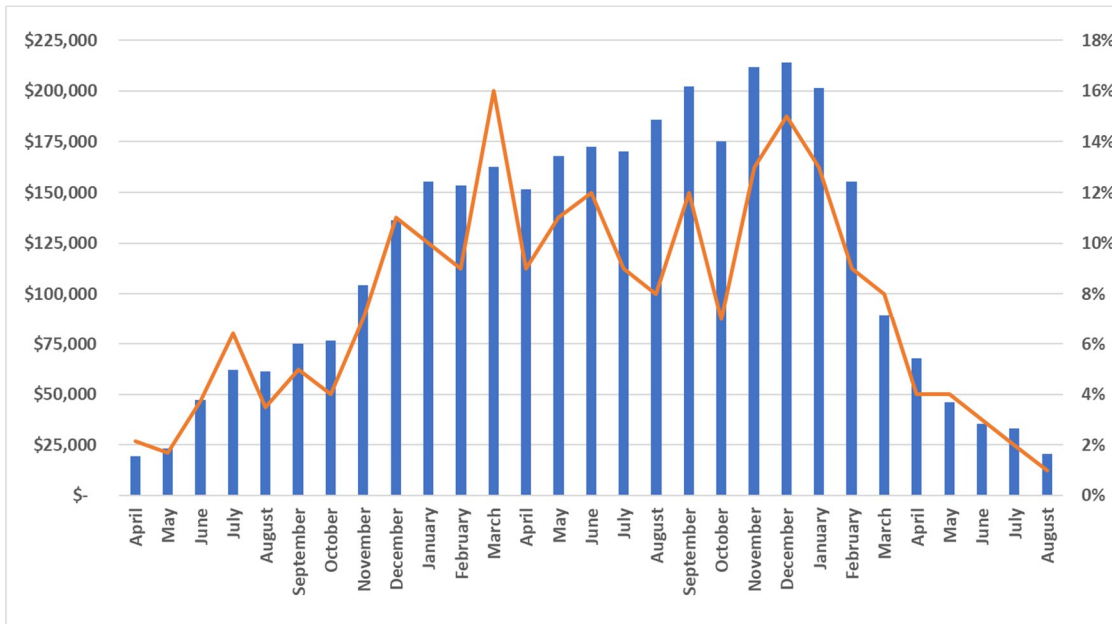
Enclosed is the summary of uncollected water customer accounts that have been pursued for collection by PUD staff and Skagit Bonded Collectors (SBC). Staff have determined that the likelihood of future collections on these accounts is remote, and therefore, an adjustment to the accounts receivable balance is necessary. Although these accounts are classified as uncollectible, SBC will continue to pursue payment. In 2023, collections from previously written-off accounts totaled \$13,174.

The PUD continues to have a strong collection record, as 99.9% of our \$31,916,843 of water sales was collected in 2023. This year's write-off is \$53,886 less than the prior 12 months due to an unusually high number of accounts in arrears during the COVID moratorium.

Fiscal Impact:

The write-off consists of \$38,856 that was deemed uncollectable between January 1, and December 31, 2023.

Enclosures: 1. [2023 Annual Write-off of Uncollectible Graphs](#)



Public Utility District No. 1 of Skagit County

Summary of Uncollectible Accounts

Water Accounts

January 1, 2023 - December 31, 2023

	<u>Sales</u>	<u>Write Offs</u>	<u>% Collected</u>	<u># Accounts</u>	<u>Average</u>
2023	\$31,916,843	\$38,856	99.88%	183	\$212
2022	\$29,854,382	\$92,742	99.69%	219	\$423
2021	\$27,376,901	\$43,774	99.84%	111	\$394
2020	\$24,567,984	\$24,514	99.90%	143	\$171
2019	\$24,020,573	\$27,523	99.89%	154	\$179

<u>Location</u>	<u>Bad Debt</u>	<u>Uncollectable Accounts</u>	<u>Average</u>
MOUNT VERNON	\$ 16,706	81	\$ 206
SEDRO WOOLLEY	\$ 10,856	48	\$ 226
BURLINGTON	\$ 6,075	36	\$ 169
CONCRETE	\$ 1,874	5	\$ 375
CEDARGROVE	\$ 1,580	4	\$ 395
UNKNOWN	\$ 1,069	6	\$ 178
ANACORTES	\$ 110	1	\$ 110
MARBLEMOUNT	\$ 587	2	\$ 294
GRAND TOTAL	\$ 38,857	183	\$ 212



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January 23, 2024

MEMORANDUM

TO: George Sidhu, P.E., General Manager

FROM: Mark Handzlik, P.E., Engineering Manager

SUBJECT: Recommendation to Award: Pipeline Relocation on SR-20 at Olson Creek and Pipeline Relocation on SR-9 North of Kalloch Road Project - *Action*

Requested Action:

Authorize the General Manger to enter into a contract with Earthwork Solutions LLC in the amount of \$800,531.05 for construction of the Pipeline Relocation on SR-20 at Olson Creek and Pipeline Relocation on SR-9 North of Kalloch Road Project. In addition, authorize the General Manager to combine budget line items for the these pipeline relocation projects and increase the total combined budget by \$200,000.

Background:

This project includes two pipeline relocations required by WSDOT in order to facilitate culvert replacement projects slated for construction this spring. The work is divided between two bid schedules under one contract. Both projects will utilize horizontal direction drilling in order to ensure the least amount of impact on the creek crossings. Approximately 900 LF of waterline will be relocated on SR-20, Olson Creek, and approximately 610 LF of waterline will be relocated on SR-9, tributary to Hansen Creek.

The project was advertised for bids on January 4, 2024, and ten bid proposals were received on the closing date of January 18, 2024. Bids were opened at 11:01 AM in the PUD Aqua Room. The bid results are as follows:

Ranking	Company	Bid Amount	Corrected Bid
	Engineer's Estimate	\$1,163,040.84	
1	Earthwork	\$780,298.87	\$800,531.05
2	Interwest	\$879,087.90	
3	Faber	\$960,761.39	
4	SRV	\$965,198.79	
5	Trico	\$1,283,241.49	
6	Strider	\$1,437,994.32	
7	Konnerup	\$1,460,090.94	\$1,404,717.11
8	InDepth	\$1,641,244.65	
9	Redpoint	\$1,975,103.86	
10	Tiger	\$2,197,998.84	

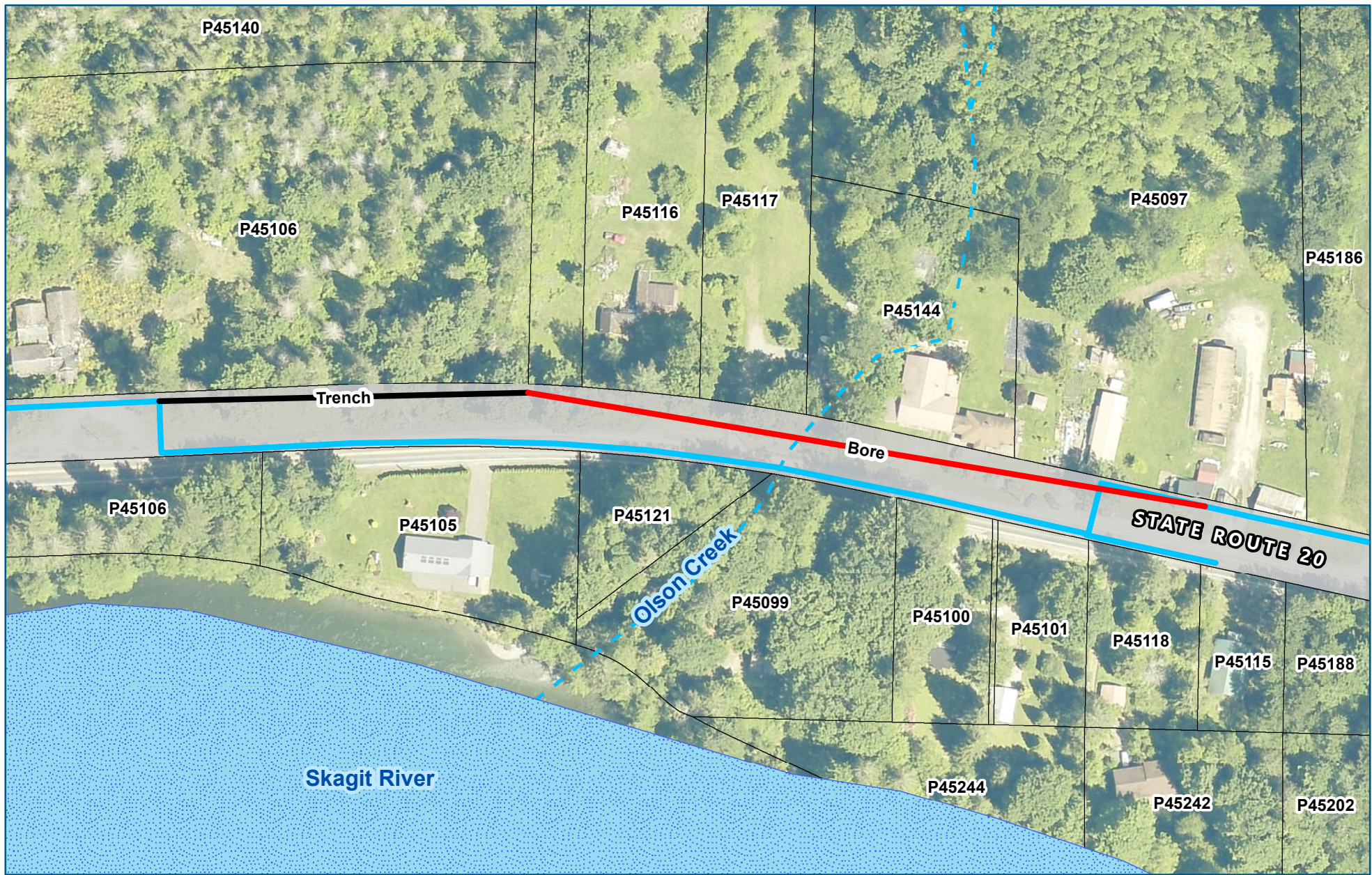
Earthwork Solutions LLC was the apparent low bidder after the bid opening. Upon review of their bid proposal, comparison to the bidding requirements and checking of references, they were deemed to be responsive and responsible.

Fiscal Impact:








The Skagit PUD 2024 Budget has \$525,000 allocated for SR-20 (Schedule A) and \$450,000 allocated for Pipeline Relocation at SR-9 (Schedule B) for a total of \$975,000. In this request is a budget increase of \$200,000 that will increase the total combined budget to \$1,175,000.

This project which is part of the 39th District Waterline Relocations is partially funded by a Local and Community Projects Grant through the Washington State Department of Commerce in the amount of \$600,000 (\$582,000 with 3% admin fee). This funding was intended to be used for permitting, design and construction. This brings the PUD's project liability to \$593,000.

- Enclosures:
1. [Vicinity Maps](#)
 2. [Pipeline Relocation on SR2 Bid Tabulations](#)
 3. [SR20 and 9 Budget Summary](#)



**Schedule A:
Pipeline Relocation on SR-20 at Olson Creek**

-  Existing Water Main
-  Proposed Water Main Bore Installation
-  Proposed Water Main Trench Installation
-  DNR Waterbodies
-  DNR Water Courses
-  Skagit County Parcels
-  WSDOT Right-Of-Way

This map was created from available public records and existing map sources, not from field surveys. While great care was taken in this process, maps from different sources rarely agree as to the precise location of geographic features. The relative positioning of map features to one another results from combining different map sources without field verification.

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0 50 100 200 Feet

NAD 1983 StatePlane Washington North FIPS 4601 Feet
Author: wilson
1/18/2024



Schedule B: Pipeline Relocation on SR-9 at Hansen Creek

- Existing Water Main
- Proposed Water Main Bore Installation
- DNR Waterbodies
- - - DNR Water Courses
- Skagit County Parcels
- Right-Of-Way



0 100 200 400 Feet

NAD 1983 StatePlane Washington North FIPS 4601 Feet
 Author: wilson
 1/18/2024

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Schedule A: Pipeline Relocation on SR-20 at Olson Creek					Earthwork		Interwest		Faber		SRV		TRICO		Strider		Konnerup		InDepth		Redpoint		Tiger				
Item	Construction Description	Quantity	Unit	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost		
A1	Mobilization	1	LS	\$ 52,000.00	\$ 52,000.00	\$ 40,000.00	\$ 40,000.00	47,951.20	\$ 47,951.20	32,648.00	\$ 32,648.00	45,000.00	\$ 45,000.00	43,250.00	\$ 43,250.00	75,000.00	\$ 75,000.00	40,000.00	\$ 40,000.00	65,000.00	\$ 65,000.00	56,696.00	\$ 56,696.00	80,000.00	\$ 80,000.00		
A2	SPPC Plan, TESC Plan, Contractors Safety Plan and Site-Specific Safety Plan	1	LS	\$ 1,500.00	\$ 1,500.00	\$ 5,750.00	\$ 5,750.00	1,400.00	\$ 1,400.00	2,025.00	\$ 2,025.00	650.00	\$ 650.00	500.00	\$ 500.00	2,000.00	\$ 2,000.00	1,000.00	\$ 1,000.00	2,000.00	\$ 2,000.00	7,324.00	\$ 7,324.00	225.00	\$ 225.00		
A3	Bore Plan and Record Drawings	1	LS	\$ 3,000.00	\$ 3,000.00	\$ 4,025.00	\$ 4,025.00	3,200.00	\$ 3,200.00	4,502.00	\$ 4,502.00	8,000.00	\$ 8,000.00	7,700.00	\$ 7,700.00	9,500.00	\$ 9,500.00	8,190.00	\$ 8,190.00	8,000.00	\$ 8,000.00	7,966.00	\$ 7,966.00	7,610.00	\$ 7,610.00		
A4	Install and Maintain Temporary Erosion Control and Water Pollution Control Measures	1	LS	\$ 3,000.00	\$ 3,000.00	\$ 4,025.00	\$ 4,025.00	3,300.00	\$ 3,300.00	10,332.00	\$ 10,332.00	5,000.00	\$ 5,000.00	2,800.00	\$ 2,800.00	3,500.00	\$ 3,500.00	2,000.00	\$ 2,000.00	2,000.00	\$ 2,000.00	3,258.00	\$ 3,258.00	5,510.00	\$ 5,510.00		
A5	Traffic Control Supervisor	20	Days	\$ 300.00	\$ 6,000.00	\$ 293.25	\$ 5,865.00	205.00	\$ 4,100.00	782.00	\$ 15,640.00	135.00	\$ 2,700.00	167.00	\$ 3,340.00	450.00	\$ 9,000.00	800.00	\$ 16,000.00	500.00	\$ 10,000.00	1,158.00	\$ 23,160.00	840.00	\$ 16,800.00		
A6	Flaggers and Spotters	480	Hours	\$ 70.00	\$ 33,600.00	\$ 63.25	\$ 30,360.00	70.00	\$ 33,600.00	75.00	\$ 36,000.00	90.00	\$ 43,200.00	70.00	\$ 33,600.00	74.00	\$ 35,520.00	75.00	\$ 36,000.00	65.00	\$ 31,200.00	105.00	\$ 50,400.00	68.00	\$ 32,640.00		
A7	Traffic Control Signs and Devices	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 575.00	\$ 575.00	3,900.00	\$ 3,900.00	4,204.00	\$ 4,204.00	3,500.00	\$ 3,500.00	2,250.00	\$ 2,250.00	3,000.00	\$ 3,000.00	2,000.00	\$ 2,000.00	5,000.00	\$ 5,000.00	1,795.00	\$ 1,795.00	520.00	\$ 520.00		
A8	Portable Changeable Message Sign	25	Days	\$ 275.00	\$ 6,875.00	\$ 69.00	\$ 1,725.00	132.00	\$ 3,300.00	120.00	\$ 3,000.00	150.00	\$ 3,750.00	320.00	\$ 8,000.00	125.00	\$ 3,125.00	200.00	\$ 5,000.00	175.00	\$ 4,375.00	129.00	\$ 3,225.00	125.00	\$ 3,125.00		
A9	Transportable Attenuator	25	Days	\$ 440.00	\$ 11,000.00	\$ 207.00	\$ 5,175.00	248.00	\$ 6,200.00	336.00	\$ 8,400.00	315.00	\$ 7,875.00	615.00	\$ 15,375.00	750.00	\$ 18,750.00	500.00	\$ 12,500.00	200.00	\$ 5,000.00	562.00	\$ 14,050.00	250.00	\$ 6,250.00		
A10	Porthole Existing Utilities	1	LS	\$ 3,000.00	\$ 3,000.00	\$ 2,760.00	\$ 2,760.00	3,200.00	\$ 3,200.00	4,678.00	\$ 4,678.00	4,950.00	\$ 4,950.00	1,950.00	\$ 1,950.00	3,750.00	\$ 3,750.00	2,500.00	\$ 2,500.00	7,500.00	\$ 7,500.00	3,733.00	\$ 3,733.00	2,150.00	\$ 2,150.00		
A11	Furnish and Install Adequate Site and Trench Safety Systems in Accordance with Chapter 49.17 RCW	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 5,175.00	\$ 5,175.00	1,700.00	\$ 1,700.00	7,927.00	\$ 7,927.00	9,400.00	\$ 9,400.00	1,200.00	\$ 1,200.00	32,500.00	\$ 32,500.00	40,000.00	\$ 40,000.00	50,000.00	\$ 50,000.00	29,099.00	\$ 29,099.00	734,000.00	\$ 734,000.00		
A12	Horizontal Directional Drill for Installation of 16-inch Fused HDPE Pipe	610	LF	\$ 300.00	\$ 183,000.00	\$ 299.00	\$ 182,390.00	365.00	\$ 222,650.00	276.00	\$ 168,360.00	296.00	\$ 180,560.00	790.00	\$ 481,900.00	790.00	\$ 481,900.00	825.00	\$ 503,250.00	815.00	\$ 497,150.00	883.00	\$ 538,630.00	765.00	\$ 466,650.00		
A13	Furnish and Install Fused 16-Inch IPS HDPE 4710 DR11 in HDD Borehole	610	LF	\$ 230.00	\$ 140,300.00	\$ 74.75	\$ 45,597.50	66.00	\$ 40,260.00	128.00	\$ 78,080.00	85.00	\$ 51,850.00	119.00	\$ 72,590.00	125.00	\$ 76,250.00	125.19	\$ 76,365.90	175.00	\$ 106,750.00	130.00	\$ 79,300.00	115.00	\$ 70,150.00		
A14	Furnish and Install 8-inch Fused C-900 PVC SDR18 Pipe in Casing	670	LF	\$ 115.00	\$ 77,050.00	\$ 79.35	\$ 53,164.50	88.00	\$ 58,960.00	87.00	\$ 58,290.00	107.00	\$ 71,690.00	86.00	\$ 57,620.00	95.00	\$ 63,650.00	21.36	\$ 14,311.20	115.00	\$ 77,050.00	131.00	\$ 87,770.00	99.50	\$ 66,665.00		
A15	Furnish and Install Engineer-Ordered Over Excavation	20	CY	\$ 60.00	\$ 1,200.00	\$ 52.90	\$ 1,058.00	59.00	\$ 1,180.00	65.00	\$ 1,300.00	47.00	\$ 940.00	33.00	\$ 660.00	70.00	\$ 1,400.00	45.00	\$ 900.00	25.00	\$ 500.00	106.00	\$ 2,120.00	56.00	\$ 1,120.00		
A16	Furnish and Install Engineer-Ordered Trench Stabilization Material	30	Tons	\$ 95.00	\$ 2,850.00	\$ 46.00	\$ 1,380.00	55.00	\$ 1,650.00	74.00	\$ 2,220.00	43.00	\$ 1,290.00	33.00	\$ 990.00	25.00	\$ 750.00	50.00	\$ 1,500.00	35.00	\$ 1,050.00	82.00	\$ 2,460.00	67.00	\$ 2,010.00		
A17	Furnish and Install 8-inch C-900 PVC Pipe, Including Trench Excavation, Backfill, and Compaction	257	LF	\$ 95.00	\$ 24,415.00	\$ 80.50	\$ 20,688.50	80.00	\$ 20,560.00	81.00	\$ 20,817.00	145.00	\$ 37,265.00	86.00	\$ 22,102.00	55.00	\$ 14,135.00	100.00	\$ 25,700.00	90.00	\$ 23,130.00	139.00	\$ 35,723.00	150.00	\$ 38,550.00		
A18	Furnish and Install 14-inch Steel Casing Under 48-inch Culvert Pipes, Including Trench Excavation, Backfill, and Compaction	50	LF	\$ 300.00	\$ 15,000.00	\$ 497.95	\$ 24,897.50	400.00	\$ 20,000.00	1,369.00	\$ 68,450.00	425.00	\$ 21,250.00	320.00	\$ 16,000.00	325.00	\$ 16,250.00	182.63	\$ 9,131.50	650.00	\$ 32,500.00	380.00	\$ 19,000.00	335.00	\$ 16,750.00		
A19	Furnish and Install 8-inch 11 1/2" DI Ell	6	Each	\$ 800.00	\$ 4,800.00	\$ 632.50	\$ 3,795.00	750.00	\$ 4,500.00	1,211.00	\$ 7,266.00	635.00	\$ 3,810.00	730.00	\$ 4,380.00	650.00	\$ 3,900.00	411.80	\$ 2,470.80	375.00	\$ 2,250.00	657.00	\$ 3,942.00	555.00	\$ 3,330.00		
A20	Furnish and Install 8-inch Gate Valve	3	Each	\$ 2,500.00	\$ 7,500.00	\$ 2,932.50	\$ 8,797.50	2,580.00	\$ 7,740.00	3,744.00	\$ 11,232.00	3,400.00	\$ 10,200.00	2,700.00	\$ 8,100.00	3,000.00	\$ 9,000.00	2,500.00	\$ 7,500.00	2,150.00	\$ 6,450.00	3,842.00	\$ 11,526.00	1,770.00	\$ 5,310.00		
A21	Waterline Flushing, Pressure Testing, Disinfection and Bac-T Testing	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 5,750.00	\$ 5,750.00	4,550.00	\$ 4,550.00	4,145.00	\$ 4,145.00	9,800.00	\$ 9,800.00	1,550.00	\$ 1,550.00	1,500.00	\$ 1,500.00	10,000.00	\$ 10,000.00	15,000.00	\$ 15,000.00	2,807.00	\$ 2,807.00	2,690.00	\$ 2,690.00		
A22	Connection Work for Tie-in at Sta. 31+00	1	LS	\$ 4,000.00	\$ 4,000.00	\$ 2,875.00	\$ 2,875.00	3,050.00	\$ 3,050.00	3,116.00	\$ 3,116.00	3,600.00	\$ 3,600.00	1,950.00	\$ 1,950.00	4,250.00	\$ 4,250.00	3,500.00	\$ 3,500.00	5,000.00	\$ 5,000.00	4,916.00	\$ 4,916.00	5,810.00	\$ 5,810.00		
A23	Connection Work for Tie-in at Sta. 39+85	1	LS	\$ 4,000.00	\$ 4,000.00	\$ 2,875.00	\$ 2,875.00	3,050.00	\$ 3,050.00	3,626.00	\$ 3,626.00	3,600.00	\$ 3,600.00	1,950.00	\$ 1,950.00	4,500.00	\$ 4,500.00	3,500.00	\$ 3,500.00	7,500.00	\$ 7,500.00	4,916.00	\$ 4,916.00	7,240.00	\$ 7,240.00		
A24	Furnish and Install Crushed Surfacing Material, Top Course	150	Tons	\$ 45.00	\$ 6,750.00	\$ 46.00	\$ 6,900.00	28.50	\$ 4,275.00	51.00	\$ 7,650.00	53.00	\$ 7,950.00	40.00	\$ 6,000.00	50.00	\$ 7,500.00	32.50	\$ 4,875.00	35.00	\$ 5,250.00	79.00	\$ 11,850.00	97.00	\$ 14,550.00		
A25	Right-of-Way and Property Restoration	1	LS	\$ 6,000.00	\$ 6,000.00	\$ 5,750.00	\$ 5,750.00	4,900.00	\$ 4,900.00	6,413.00	\$ 6,413.00	7,000.00	\$ 7,000.00	4,750.00	\$ 4,750.00	10,000.00	\$ 10,000.00	5,000.00	\$ 5,000.00	10,000.00	\$ 10,000.00	25,857.00	\$ 25,857.00	2,150.00	\$ 2,150.00		
	Subtotal			\$ 611,840.00		\$ 471,353.50		\$ 509,176.20		\$ 570,321.00		\$ 544,830.00		\$ 800,507.00		\$ 890,630.00		\$ 833,194.40		\$ 979,655.00		\$ 52,012.00		\$ 1,031,523.00		\$ 1,591,805.00	
	Washington State Sales Tax			0.086	\$ 52,618.24	0.086	\$ 40,536.40	0.086	\$ 49,047.61	0.086	\$ 48,855.38	0.086	\$ 68,843.60	0.086	\$ 76,594.18	0.086	\$ 71,654.72	0.086	\$ 84,250.33	0.086	\$ 88,710.98	0.086	\$ 7,324.00	0.086	\$ 88,710.98	0.086	\$ 136,895.23
	Schedule A, Total Cost			\$ 664,458.24		\$ 511,889.90		\$ 552,965.35		\$ 619,368.61		\$ 591,685.38		\$ 869,350.60		\$ 967,224.18		\$ 904,849.12		\$ 1,063,905.33		\$ 7,966.00		\$ 1,120,233.98		\$ 1,728,700.23	
Schedule B: Pipeline Relocation at SR-9 North of Kalloch Road					Earthwork		Interwest		Faber		SRV		TRICO		Strider		Konnerup		InDepth		Redpoint		Tiger				
Item	Construction Description	Quantity	Unit	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost		
B1	Mobilization	1	LS	\$ 50,000.00	\$ 50,000.00	\$ 20,000.00	\$ 20,000.00	29,000.00	\$ 29,000.00	22,980.00	\$ 22,980.00	38,000.00	\$ 38,000.00	34,000.00	\$ 34,000.00	40,000.00	\$ 40,000.00	40,000.00	\$ 40,000.00	45,000.00	\$ 45,000.00	52,012.00	\$ 52,012.00	50,000.00	\$ 50,000.00		
B2	SPPC Plan, TESC Plan, Contractors Safety Plan and Site-Specific Safety Plan	1	LS	\$ 2,000.00	\$ 2,000.00	\$ 575.00	\$ 575.00	1,400.00	\$ 1,400.00	2,025.00	\$ 2,025.00	500.00	\$ 500.00	500.00	\$ 500.00	2,000.00	\$ 2,000.00	1,000.00	\$ 1,000.00	2,000.00	\$ 2,000.00	7,324.00	\$ 7,324.00	225.00	\$ 225.00		
B3	Bore Plan and Record Drawings	1	LS	\$ 3,000.00	\$ 3,000.00	\$ 2,875.00	\$ 2,875.00	3,200.00	\$ 3,200.00	4,502.00	\$ 4,502.00	6,500.00	\$ 6,500.00	7,700.00	\$ 7,700.00	7,500.00	\$ 7,500.00	8,190.00	\$ 8,190.00	8,000.00	\$ 8,000.00	7,966.00	\$ 7,966.00	7,610.00	\$ 7,610.00		
B4	Install and Maintain Temporary Erosion Control and Water Pollution Control Measures	1	LS	\$ 1,500.00	\$ 1,500.00	\$ 2,875.00	\$ 2,875.00	777.00	\$ 777.00	2,304.00	\$ 2,304.00	4,000.00	\$ 4,000.00	2,850.00	\$ 2,850.00	1,500.00	\$ 1,500.00	2,000.00	\$ 2,000.00	1,000.00	\$ 1,000.00	1,971.00	\$ 1,971.00	2,610.00	\$ 2,610.00		
B5	Traffic Control Supervisor	15	Days	\$ 500.00	\$ 7,500.00	\$ 293.25	\$ 4,398.75	205.00																			

Pipe Relocation Budget SR9 and SR20	
Pipeline Relocation on SR20 at Olson Creek (A)	
2024 Budget	\$ 525,000.00
Estimated (projected)	\$ 423,862.56
Aspect (Design)	\$ 118,645.00
Aspect (Construction Services)	\$ 15,268.00
Construction	\$ 288,641.15
Permits	\$ 1,308.41

Pipeline Relocation at SR9 N of Kalloch Road (B)	
2024 Budget	\$ 450,000.00
Estimated	\$ 643,073.24
Aspect (Design)	\$ 118,645.00
Aspect Construction Services	\$ 11,305.00
Construction	\$ 511,889.90
Permits	\$1,233.34

Projected Budget Projects A+ B	
Estimate SR 20 Project	\$ 423,862.56
Estimated SR 9 Project	\$ 643,073.24
Added material testing and contingency budget	\$ 108,064.20
Project Total A+B	\$ 1,175,000.00

Funding Source	
Commerce Infrastructure Assistance Grant (net)	\$ 582,000.00
PUD Funding	\$ 593,000.00



1415 Freeway Drive | Mount Vernon, Washington 98273 | (360) 424-7104 | SkagitPUD.org

January 23, 2024

MEMORANDUM

TO: George Sidhu, P.E., General Manager

FROM: Mark Handzlik, P.E, Engineering Manager

SUBJECT: Recommendation to Award: Modification of Design Contract for the Pipeline Relocation at SR-9 North of Kalloch Road Project with Aspect Consulting LLC to include Construction Support - *Action*

Requested Action:

Authorize the General Manager to modify an existing contract with Aspect Consulting LLC., by adding \$11,305 to include construction support and inspection services related to the Pipeline Relocation at SR-9 North of Kalloch Road Project.

Background:

On June 5, 2023, Skagit PUD entered into a contract with Aspect Consulting for design and permitting support for the Pipeline Relocation on SR-9 North of Kalloch Road Project in the amount of \$118,645. Task 8 - Construction Support was left as a placeholder and has since been updated in the attached modification now that the design is complete.

With the award of the construction contract, it is requested that this modification be awarded. The services provided will assist engineering staff in reviewing preliminary submittals, such as the HDD plan. The attached scope and budget for construction support, i.e., construction and inspection services that will be conducted on a time and materials basis, as per the attached scope and budget.

This modification increases the contract amount over the authority granted to the general manager.

Fiscal Impact:

Funding for this project will come from the approved budgets for the SR9 and SR20 Fish Passage projects. With the additional \$11,305 added to the contract the revised total will be \$129,950.

Enclosures:

1. [Aspect SR9 Contract](#)
2. [CC01 SR9 Task 8 Construction Support](#)

TASK ORDER

Contract # CONTRACT - 2023 - 000386

Job Identity #

Pursuant to the terms and conditions of the Agreement for Services with ASPECT CONSULTING LLC under Contract # PSA exp 02/01/2027 dated February 01, 2023, Vendor shall perform design and permitting support for the Pipeline Relocation on State Route 9, north of Kalloch Road project,

to PUBLIC UTILITY DISTRICT NO. 1 OF SKAGIT COUNTY for the services as described in Vendor’s proposal hereto attached and made a part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Task Order to be executed and instituted as of the date of the last signature below.

ASPECT CONSULTING LLC

PUBLIC UTILITY DISTRICT NO. 1
OF SKAGIT COUNTY

Erik O. Andersen


General Manager

Erik O. Andersen Principal Engineer

George Sidhu General Manager

June 5, 2023
Date

June 5, 2023
Date

Pipeline Relocation at SR 9 N of Kalloch Rd

Sedro Woolley, Washington
Aspect Project No. 230205
Skagit PUD Job ID: CP15741

Aspect Consulting LLC (Aspect) thanks you for this opportunity to provide the Public Utility District No. 1 of Skagit County (Skagit PUD) with this proposed scope of work for the design and permitting of a new trenchless watermain crossing (Project) under the State Route (SR) 9 highway embankment and Hansen Creek, north of Kalloch Road in Sedro-Woolley, Washington (Site). Herein we provide our Project understanding, proposed scope of work, schedule, and fee estimate for your consideration.

Project Understanding

Hansen Creek crosses SR 9 north of Sedro-Woolley north of the intersection with Kalloch Road. The culvert crossing is reportedly a 24-inch CMP culvert and is designated as a partial blockage by the Washington State Department of Transportation (WSDOT). It is our understanding this culvert will be replaced with a fish-passable structure in March 2024.

Skagit PUD has an 8-inch ductile iron (DI) pipeline along the west side of SR 9 that was installed in 1993 and crosses over the culvert. Skagit PUD plans to replace the 8-inch DI pipeline with a new watermain below the proposed culvert foundation elevation. The new watermain will be installed using horizontal directional drilling (HDD) methods and will connect to the existing watermain on either side of the crossing. The proposed improvements will be designed and constructed in accordance with Skagit PUD and State standards. We understand the Project is to be constructed in January or February of 2023.

Proposed Scope of Work

We will complete design and permitting tasks for the Project. Specific elements of our proposed scope of work include:

- Complete a geotechnical engineering investigation and evaluation.
- Complete a utility accommodation application for submittal to WSDOT.
- Provide support during the GEO 21-02 and SEPA permitting process.
- Develop preliminary (60% and 90%) and final (100%) plans (including the traffic control plan), specifications, and estimate (PS&E) for the proposed improvements.
- Provide construction support during the watermain replacement.
- Provide general project management and coordination with Skagit PUD, Project stakeholders, subcontractors, and internal staff as required to complete the work.

Our proposed scope of work is described in additional detail below.

Task 01 – Meetings and Project Management

Project management work and assumptions include:

Watermain Relocation on SR-9 at Hansen Creek
May 19, 2023

- **Shared Microsoft Teams Site.** Skagit PUD will set up a Microsoft Team shared environment to facilitate collaboration, assign tasks using Microsoft Planner, and centrally locate project files and information. The Consultant’s team will have guest access to the Team site.
- **Project Schedule.** We will prepare a project schedule. Skagit PUD will review and approve the project schedule baseline. Skagit PUD and Consultant’s project managers will collaboratively update the project schedule throughout the project lifecycle.
- **Team Coordination.** We will assemble, coordinate, and manage our project team, including subconsultants.
- **Contract Budget and Schedule.** We will manage resources, workload, task assignments, and the contract budget to meet the project objectives within budget and on schedule.
- **Progress Reports and Invoices.** We will prepare monthly activity reports and invoices that describe the work completed, outline the work to be performed in the next month, and address any issues or concerns with project execution. These reports and invoices will be electronically transmitted to the PUD project manager. PUD and our project managers will discuss project status through a monthly progress conference call.

Deliverables:

- Project baseline schedule
- Monthly progress reports and invoices

Task 02 – Site and Project Review

On April 28, 2023, we participated in a kickoff meeting with Skagit PUD to discuss the Site and Project to develop an understanding of Project details and schedule. We will review WSDOT culvert replacement plans and reports for the Site. We will review Skagit PUD’s existing watermain as-built details and concepts for the intended watermain replacement. We will review WSDOT or Skagit PUD requirements for the utility undercrossing, as appropriate for the Site.

We will perform a Site reconnaissance to observe Site features, including the existing culvert undercrossing, the potential tie-in locations, and evaluate Site access for geotechnical explorations as well as for HDD construction.

Task 03 – Site Investigation

We will coordinate and execute a Site survey and a subsurface exploration program including drilled soil borings, laboratory testing, and groundwater monitoring.

Site Survey and Cultural Resources

We will subcontract a licensed surveyor in the State of Washington to complete a Site boundary and topographic survey. All field activities will be coordinated with you and the appropriate Project stakeholders prior to start-up of any work at the Site.

We will subcontract an archeologist to provide on-call, and as-needed cultural resources support services, which may include preparation of an Inadvertent Discovery Plan (IDP), and inspection of soil samples retrieved from the subsurface explorations. In collaboration with Skagit PUD, Aspect

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will engage the cultural resources consultant to the extent needed to satisfy WSDOT and other agency permit requirements.

Subsurface Explorations

We plan to conduct a subsurface exploration program that consists of three drilled soil borings. All field activities will be coordinated with Skagit PUD and the appropriate Project stakeholders prior to start-up of any work at the Site. A minimum of 3 business days prior to our explorations, we will visit the Site to mark the exploration locations in white paint and/or stakes for planning and utility locating. We will use the public one-call utility locating service and also subcontract with a private utility locating service to clear the proposed areas of exploration. We should be provided with any drawings or other information available on utility locations within the limits of the Site. Our fee does not include utility repair costs. We will take reasonable precautions to reduce the potential for damage to utilities; however, Aspect does not assume responsibility for the cost of repairing utilities that are unmarked or incorrectly marked.

We will advance two exploratory soil borings in WSDOT Right-of-Way (ROW) in the vicinity of the launch and receiving pits on either end of the crossing. The third soil boring will be drilled near the culvert crossing. We anticipate the borings will be located in the existing asphalt pavement in the SR 9 ROW, so we assume a ROW single-lane closure and traffic controls will be required for the drilling. The borings will be advanced using hollow stem auger techniques from a truck mounted drill rig by a driller operating under subcontract to Aspect. We will conduct density testing and collect samples in accordance with Standard Penetration Test (SPT) methods, in general accordance with ASTM International (ASTM) Method D1586.

The borings will extend up to approximately 40 feet below the existing road surface. Two of the borings will be backfilled with bentonite chips per Washington State regulations and with surface patching with quick-dry concrete dyed black to match the surrounding conditions. One of the borings will be completed as a 4-inch-diameter monitoring well for groundwater monitoring and equipped with a water-level data logger. The borings will include flush mounted well monuments set in concrete. Aspect will develop each well.

Split spoon samples will be collected for laboratory testing. If fine-grained materials are encountered, we will attempt to collect a Shelby Tube sample from the fine-grained soil unit.

Lab Testing

Selected soil samples from the drilled soil borings will be submitted to a geotechnical engineering laboratory for testing and determination of index and engineering properties. Laboratory tests may include natural moisture content, grain size distribution, moisture-density (compaction) relationships, Atterberg Limits (if fine-grained, cohesive soil is encountered). Lab testing will be completed in general accordance with the applicable American Society for Testing and Materials (ASTM) methods.

Groundwater Monitoring

We will complete two rounds of groundwater monitoring approximately 2 months and 4 months after the initial installation of the monitoring well. The results of the groundwater monitoring will be plotted and shared with the design team.

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Assumptions

- All work will be within the existing WSDOT ROW and no rights-of-entry or landowner coordination will be required prior to our explorations. If WSDOT requires additional explorations within the WSDOT ROW, the work will be completed under a separate scope.
- We will provide a traffic control plan and traffic controls for the drilling event.
- A ROW permit will be prepared and obtained by Aspect.
- Drilling of the borings will take up to 2 days, we assume no delays or unique constraints.
- We assume drill cuttings will be drummed and hauled off-Site.
- Our scope of work does not include restoration (other than backfilling and pavement patching as needed) or revegetation of areas cleared for equipment access.

Task 04 – Geotechnical Engineering Analysis and Reporting

Using the data from the explorations, we will complete geotechnical engineering analyses to support design and permitting of the Project, including trenchless construction techniques, temporary excavations and shoring, construction dewatering, and mitigation of potential impacts to existing facilities.

Geotechnical Analysis

Our geotechnical engineering analyses for the Project will incorporate the results of our previous work, subsurface explorations, and laboratory testing, and will include:

- Development of a geologic cross section along the proposed pipe alignment.
- Trenchless construction recommendations including:
 - Evaluation of hydraulic fracture ('frac-out') risk and maximum allowable drilling fluid pressures for HDD methods.
 - Evaluation of potential surface settlement.
 - Evaluation of potential impacts to the WSDOT roadway, existing culvert, and proposed culvert. We will provide recommendations to mitigate risks of impacts, including horizontal setbacks and/or vertical separation and/or construction monitoring.
- Characterization of the seasonal groundwater depth and development of recommendations for contractor-designed construction dewatering systems.

Geotechnical Reporting

We will summarize the results of our investigation, analyses, conclusions, and design recommendations in a draft geotechnical engineering report that will include the following:

- Project and Site description
- Results of the subsurface explorations
- Exploration logs, Site plan, and cross section showing the exploration locations and subsurface conditions
- Laboratory test results

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- Geotechnical engineering design conclusions and recommendations
- Groundwater monitoring data

Assumptions

- We have assumed one round of draft report revisions in our scope where Skagit PUD and WSDOT will each provide written comments for resolution and incorporation into the final report.

Task 05 – WSDOT Permitting and Coordination

We will prepare a utility accommodation application package for submittal to WSDOT and lead coordination with WSDOT as required to receive an approved franchise agreement for the proposed crossing. We have included the following subtasks:

Utility Accommodation Application Package

We will prepare a draft utility accommodation application package for Skagit PUD review and comment, then finalize the application for submittal to WSDOT. We will subsequently address any WSDOT comments and resubmit a final package for approval. We will utilize existing information already compiled by Skagit PUD to the maximum extent practical. In our experience, the utility accommodation package includes the following specific components:

- Utility Accommodation Application Form (WSDOT Form No. 224-696)
- Utility Facility Description Form (WSDOT Form No. 224-697)
- WSDOT ROW Plans
- Vicinity map
- Photo array of existing site conditions
- Plan and profile sheets for the crossing, including applicable details and cross sections (to be extracted from PS&E package prepare under Task 3)
- A cover letter with narrative description describing any additional construction information not addressed in the plans and details
- Documentation of individual sureties or blanket bond for construction of the crossing, amount as determined by WSDOT. We assume Skagit PUD will obtain any required bonds and provide documentation that can be included in the final application package.
- Proof of insurance coverage documentation (commercial general liability, business automobile liability, and employer liability) meeting WSDOTs requirements, for any work in the WSDOT ROW. We assume Skagit PUD will provide any required proof of insurance documentation that can be included in the final application package.

WSDOT Coordination

In our experience, it will be necessary to coordinate with WSDOT throughout the permit process to check permit status, ask clarifying questions, and respond to WSDOT comments. Our scope includes up to five hours for phone/email communications and/or video meetings with WSDOT personnel.

Watermain Relocation on SR-9 at Hansen Creek
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Assumptions

- Our scope assumes WSDOT will provide a single round of consolidated comments on the application package for resolution and incorporation into a final package.
- Skagit PUD will pay all WSDOT permitting and review fees associated with the Project.
- Skagit PUD will obtain all required bonds and insurance and provide documentation that Aspect can include in the application package.
- We assume WSDOT will not require environmental permits, joint use agreements, or safety plans. We assume no variances from WSDOT's utility accommodation standards will be required.
- We assume no other permits are required for the Project, including from the Department of Ecology, the Department of Fish and Wildlife, the U.S. Army Corps of Engineers, United States Forest Services, railroads, or other Federal, State, Local regulatory, and tribal agencies.
- This task includes Geo 21-02 and SEPA permitting support assistance.

Task 06 – Plans, Specifications, and Estimates (PS&E)

We will prepare construction drawings (plans), technical specifications, and opinions of probable construction costs (estimates) iteratively, with 60 percent, 90 percent, and 100 percent submittals. The construction drawings will utilize Skagit PUD's standard details to the extent they are applicable. We assume the drawings will be 1" = 20' scale so the crossing fits on one 22" by 34" sheet. The technical specifications will be based on Skagit PUD's Design and Construction Standards and Specifications. Where necessary, we will supplement the specifications with WSDOT/ American Public Works Association (APWA) local agency general special provisions (GSPs) and/or other Project-specific modifications. The opinions of probable construction costs will be based on a parametric, unit cost basis. Bid item unit prices will be based on recent local agency bid results for similar work and WSDOT Unit Bid Analysis data.

Preliminary PS&E

We will prepare a PS&E package that contains the following construction drawings:

- Cover Sheet (1 page)
- General project information (Notes, Legends, Abbreviations, etc.) (1 page)
- Site Demolition, Erosion and Sediment Control, and Horizontal Control Plan (1 page)
- Watermain Plan and Profile (1 page)
- Surface Restoration Plan (1 page)
- Water and Site Details (1 page)
- Temporary Traffic Control Plan (1 page)

The technical specifications will consist of Divisions 2 through 9 of the WSDOT/ American Public Works Association (APWA) local agency general special provisions (GSPs) with Project-specific modifications.

Watermain Relocation on SR-9 at Hansen Creek
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Final PS&E

We assume WSDOT will review the preliminary PS&E and provide a consolidated set of comments within three weeks of receipt. We will address the comments, make requested revisions, and prepare a final PS&E package that Skagit PUD can use to bid the work. We will provide the PS&E package to Skagit PUD for review prior to finalization.

The final plans and specifications will be stamped with the seal of a professional engineer registered in the State of Washington.

Assumptions

- Our temporary traffic control plan will be based on WSDOT's typical work zone traffic control plan standards.
- PS&E packages will be provided in three electronic PDF deliverables at each stage (preliminary and final). Hard copies or full-size prints will not be provided.
- Skagit PUD will provide their desired format for the technical specifications as a Microsoft word document (.doc) for Aspect to use as a template.
- We assume Skagit PUD will prepare the front-end bid documents, including, but not limited to: call for bids, information to bidders, bidding requirement forms and checklists, bid proposal and bond forms, contract forms, contract general provisions, and state prevailing wage rates. Aspect's scope includes preparation of technical specifications only (special provisions, WSDOT Divisions 2 through 9). We assume Skagit PUD will provide Division 1 of the technical specifications (general provisions).

Task 07 – Bidding Support

We assume Skagit PUD will lead the bidding and award process but may require support from Aspect to respond to bidder questions, attend meetings, assist with the development of addenda, and/or attend the bid opening. Our scope includes up to 20 hours of bidding support, to be provided as requested by Skagit PUD on an as-needed basis.

This scope does not include services during construction. We assume services during construction, if requested, will be completed under a separate scope.

Task 08 – Construction Support

The scope and fee for this project task will be provided upon request by Skagit PUD.

Schedule

We are ready to begin work on this Project immediately. We will provide a conceptual relocation plan for the Project in July of 2023. The Utility Accommodation Application Package, including the final PS&E, will be submitted prior to October 1, 2023. We understand Skagit PUD's goal is to construct the Project in January or February of 2024. A more detailed schedule will be provided as part of Task 1.

Watermain Relocation on SR-9 at Hansen Creek
May 19, 2023

Costs

The services described above will be billed on a time and materials basis in accordance with the attached Schedule of Charges, with a base budget of \$ 118,645. A breakdown of our time and materials fee by major task is attached.

The above Services will be billed on a time and materials basis in accordance with the attached Schedule of Charges. We will notify you and obtain your authorization if additional effort above and beyond the estimated scope of this work is required. We will use a Contract Change Form to request your authorization for any changes to the above description of Services. This cost proposal is valid for 90 days unless extended in writing by Aspect.

[https://aspectconsultingllc365.sharepoint.com/sites/SkagitSkagitPUDPUD/Shared Documents/Skagit PUD Watermain Replacement Projects/01_SR 9 at Hansen Creek - 230205/Contracts/Proposal Material/230205-A_Proposal_20230504_Watermain SR 9 at Hanson Creek.docx](https://aspectconsultingllc365.sharepoint.com/sites/SkagitSkagitPUDPUD/Shared%20Documents/SkagitPUDWatermainReplacementProjects/01_SR9atHansenCreek-230205/Contracts/ProposalMaterial/230205-A_Proposal_20230504_WatermainSR9atHansonCreek.docx)

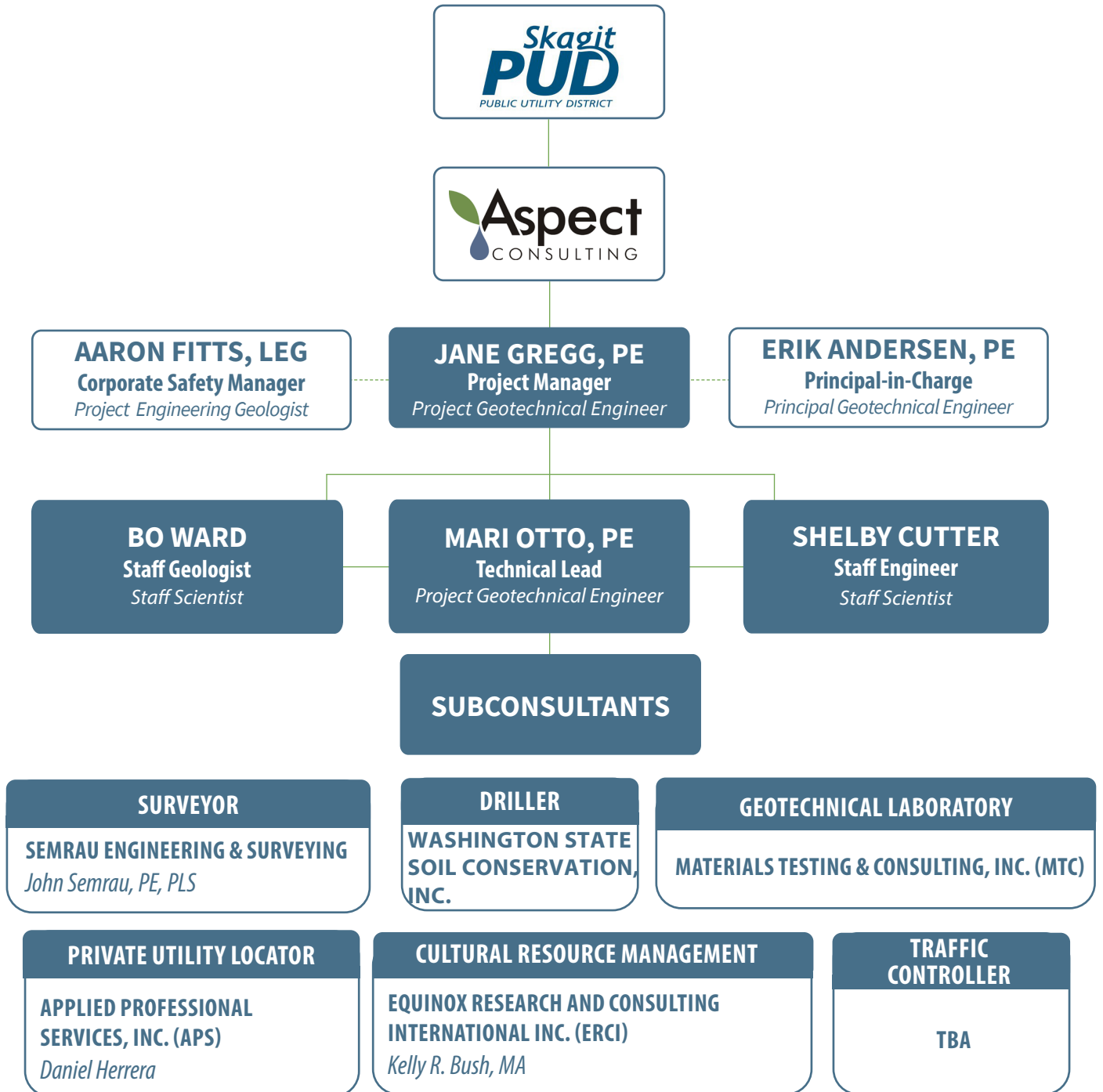


Skagit PUD - SR 9 at Hansen Creek Watermain Replacement

Project Management Plan

Job Number:	230205	Date Authorized:	
Project Manager:	Jane R. Gregg	Budget:	
Rate Schedule	2023 Aspect Standard		

Work Element	Labor Budget Basis in Hours							Total Labor Budget	Other Direct Charges (ODC)	Subcontractor Cost	Total Cost
	PIC \$ 289.00	Project Manager \$ 189.00	Technical Lead \$ 204.00	Staff Engineer \$ 161.00	Sr. CAD \$ 157.00	Sr. Editor \$ 140.00	Coordinator \$ 128.00				
Task 01 - Meetings and Project Management											
Status Communications & Meetings	6	12	4					\$ 4,818			\$ 4,818
Invoicing and Status Reports		6					8	\$ 2,158			\$ 2,158
Task 02 - Site and Project Review											
Project Review & Kickoff Meeting	6	7	4					\$ 3,873	\$ 200		\$ 4,073
Site Reconnaissance & Boring Mark-out		5						\$ 945	\$ 100		\$ 1,045
Task 03 - Site Investigation											
Site Survey	0.5	2						\$ 523		\$ 7,500	\$ 8,023
Cultural Resources	0.5	2						\$ 523		\$ 6,500	\$ 7,023
Subsurface Investigation											
ROW Permit for Drilling Event	1	2		2				\$ 989	\$ 500		\$ 1,489
Private Utility Locator				2				\$ 322		\$ 400	\$ 722
Drilling Event, Including Aspect Labor and Drilling Subcontractor	1	2		22				\$ 4,209	\$ 200	\$ 15,000	\$ 19,409
Traffic Control Subcontractor (2 Day Lane Closure)		1		1				\$ 350		\$ 3,400	\$ 3,750
Sample Reviews and Logging		1	8	8				\$ 3,109			\$ 3,109
Laboratory Testing	0.5		1	2				\$ 671		\$ 1,800	\$ 2,471
Groundwater Monitoring	0.5	1	1	8				\$ 1,826	\$ 100		\$ 1,926
Task 04 - Geotechnical Engineering Analysis and Reporting											
Geotechnical Analysis	2	2	29	10	4			\$ 9,110			\$ 9,110
Preliminary Geotechnical Design Report	3	5	11	4	2.5	6		\$ 5,933			\$ 5,933
Final Geotechnical Design Report	2	4	4		0.5	4		\$ 2,789			\$ 2,789
Task 05 - WSDOT Permitting and Coordination											
Permit Application Package & County Coordination	1	12	4					\$ 3,373			\$ 3,373
Coordination with WSDOT	1	4						\$ 1,045			\$ 1,045
SEPA permitting support	1	6	2					\$ 1,831			\$ 1,831
Task 06 - Plans, Specifications, and Estimates (PS&E)											
Preliminary PS&E	5	17	44		68	4		\$ 24,870			\$ 24,870
Final PS&E	3	6	10		10			\$ 5,611			\$ 5,611
Task 07 - Bid Support											
	2	12	6					\$ 4,070			\$ 4,070
Task 08 - Construction Support											
Total	36	109	128	59	85	14	8	\$ 82,945	\$ 1,100	\$ 34,600	\$ 118,645





May 9, 2023

Wendy LaRocque, Environmental Compliance Coordinator
Skagit PUD
1415 Freeway Drive
Mount Vernon, WA 98273

Re: Aspect Consulting – Equal Opportunity Employer

Dear Wendy:

Aspect Consulting, LLC (Aspect) is an equal opportunity employer. We believe every employee has the right to work in an environment that is free from all forms of unlawful discrimination. Consistent with applicable laws, Aspect makes all decisions involving any facet of the employment relationship without regard to race, color, sex, pregnancy, creed, religion, age, marital or nursing mother status, national origin, ancestry, citizenship, the presence of any sensory, mental, or physical disability, medical or genetic information, military or veteran status, sexual orientation, gender identity, gender expression, or any other status or characteristic protected by applicable local, state, or federal law. Discrimination and/or harassment based on any of those factors are inconsistent with our philosophy of doing business and will not be tolerated. This policy of non-discrimination applies to all aspects of recruiting and employment, including compensation, benefits, advancement, transfers, and reductions in force

Sincerely,

Aspectconsulting, LLC

A handwritten signature in blue ink, appearing to read "Lindsay Pearsall".

Lindsay Pearsall, CPC, CTS
Director of Human Resources
lpearsall@aspectconsulting.com



Contract Change

Client: Public Utility District No. 1 of Skagit County (Skagit PUD) Attn: Wendy LaRocque, Project Manager 1415 Freeway Drive, Mount Vernon, WA 98273	Date: January 19, 2024
	Contract No.: 1
	Project No.: 230205
Project Name: Schedule B: Pipeline Relocation at SR-9 North of Kalloch Rd Sedro Woolley, Washington	
Subject: Contract Change for Task 08 - Construction Support	

Description of Work	Cost
<p>Aspect Consulting (Aspect) will perform professional services related to construction support and inspections for the new trenchless pipeline crossing (Project) under the State Route (SR) 9 highway and Hansen Creek, north of Kalloch Road in Sedro-Woolley, Washington (Site). A summary description of the various construction support activities is below. Effort for this change order assumes a construction duration of 4 weeks.</p> <p>Project management: includes 3 hours related to contract administration and general project team meetings.</p> <p>Contractor submittal review and RFI responses: Responding to contractor questions/ modifications on the design. Assumes up to 3 total hours for submittal review and responses to RFIs.</p> <p>Construction meetings: Assumes up to 5 total hours for construction meetings.</p> <p>Site Visits: Assumes up to 4 full-day Site visits to observe excavations and/or HDD by an Aspect engineer or scientist.</p> <p>Field Reporting: We will produce a field report for each site visit. Field reports will be provided to Skagit PUD and the construction team.</p> <p>Aspect will provide these services on an on-call and as requested basis. There is uncertainty as to the sequence and means and methods by which the contractor will complete the work. Additionally, weather, WSDOT, and other factors which are outside of Aspect’s control. may require a greater level of effort than we have assumed herein. If it becomes evident that a budget supplement is needed, Aspect will contact Skagit PUD to discuss the situation.</p>	<p>Time and Materials (Not to exceed without written or verbal approval)</p> <p>\$11,305</p>

This contract order incorporates the Terms and Conditions and Schedule of Charges of the Master Services Agreement between Aspect Consulting and Client dated March 7, 2023. Except as amended above, these terms, conditions, and rates apply to this contract order.

ASPECT CONSULTING, LLC <i>a limited liability company</i>	By:
	Printed Name: Erik Andersen, PE Senior Principal Geotechnical Engineer

OFFICE LOCATIONS

WASHINGTON: [Bainbridge Island](#) | [Bellingham](#) | [Olympia](#) | [Seattle](#) | [Wenatchee](#) | [Yakima](#)

OREGON: [Bend](#) | [Portland](#)

www.aspectconsulting.com

CLIENT	By:
	Printed Name/Date:

Document1



1415 Freeway Drive | Mount Vernon, Washington 98273 | (360) 424-7104 | SkagitPUD.org

January 23, 2024

MEMORANDUM

TO: George Sidhu, P.E., General Manager

FROM: Mark Handzlik, P.E, Engineering Manager

SUBJECT: Recommendation to Award: Modification of Design Contract for the Pipeline Relocation on SR-20 at Olson Creek with Aspect Consulting LLC to include Construction Support - *Action*

Requested Action:

Authorize the general manager to modify an existing contract with Aspect Consulting LLC., by adding \$15,268 to include construction support and inspection services related to the Pipeline Relocation on SR-20 at Olson Creek Project.

Background:

On June 5, 2023, Skagit PUD entered into a contract with Aspect Consulting for design and permitting support for the Pipeline Relocation on SR-20 at Olson Creek in the amount of \$118,645. Task 8 - Construction Support was left as a placeholder and has since been updated in the attached modification now that the design is complete.

With the award of the construction contract, it is requested that this modification be awarded. The services provided will assist engineering staff in reviewing preliminary submittals, such as the HDD plan. The attached scope and budget for construction support, i.e., construction and inspection services that will be conducted on a time and materials basis, as per the attached scope and budget.

This modification pushes the contract amount over the authority granted to the general manager.

Fiscal Impact:

Funding for this project will come from the approved budgets for the SR9 and SR20 Fish Passage projects. With the additional \$15,268 added to the contract the revised total will be \$133,913.

- Enclosures:
- 1. [CC01 SR20 Task 8 Construction Support](#)
 - 2. [SR-20 Aspect Contract](#)



Contract Change

Client: Public Utility District No. 1 of Skagit County (Skagit PUD) Attn: Wendy LaRocque, Project Manager 1415 Freeway Drive, Mount Vernon, WA 98273	Date: January 19, 2024
	Contract No.: 1
	Project No.: 230203
Project Name: Schedule A: Pipeline Relocation on SR-20 at Olson Creek Marblemount, Washington	
Subject: Contract Change for Task 08 - Construction Support	

Description of Work	Cost
<p>Aspect Consulting (Aspect) will perform professional services related to construction support and inspections for the new pipeline crossing (Project) under the State Route (SR) 20 highway and Olson Creek, east of Ranger Station Road in Marblemount, Washington (Site). This pipeline installation includes both trenched and trenchless sections. A summary description of the various construction support activities is below. Effort for this change order assumes a construction duration of 5 weeks.</p> <p>Project management: includes 3 hours related to contract administration and general project team meetings.</p> <p>Contractor submittal review and RFI responses: Responding to contractor questions/ modifications on the design. Assumes up to 4 total hours for submittal review and responses to RFIs.</p> <p>Construction meetings: Assumes up to 6 total hours for construction meetings.</p> <p>Site Visits: Assumes up to 6 full-day Site visits to observe excavations and/or HDD by an Aspect engineer or scientist.</p> <p>Field Reporting: We will produce a field report for each site visit. Field reports will be provided to Skagit PUD and the construction team.</p> <p>Aspect will provide these services on an on-call and as requested basis. There is uncertainty as to the sequence and means and methods by which the contractor will complete the work. Additionally, weather, WSDOT, and other factors which are outside of Aspect’s control. may require a greater level of effort than we have assumed herein. If it becomes evident that a budget supplement is needed, Aspect will contact Skagit PUD to discuss the situation.</p>	<p>Time and Materials (Not to exceed without written or verbal approval)</p> <p>\$15,268</p>
<p>This contract order incorporates the Terms and Conditions and Schedule of Charges of the Master Services Agreement between Aspect Consulting and Client dated March 7, 2023. Except as amended above, these terms, conditions, and rates apply to this contract order.</p>	

OFFICE LOCATIONS

WASHINGTON: [Bainbridge Island](#) | [Bellingham](#) | [Olympia](#) | [Seattle](#) | [Wenatchee](#) | [Yakima](#)

OREGON: [Bend](#) | [Portland](#)

www.aspectconsulting.com

ASPECT CONSULTING, LLC <i>a limited liability company</i>	By:
	Printed Name: Erik Andersen, PE Senior Principal Geotechnical Engineer
CLIENT	By:
	Printed Name/Date:

Document1

TASK ORDER

Contract # CONTRACT - 2023 - 000386

Job Identity #

Pursuant to the terms and conditions of the Agreement for Services with ASPECT CONSULTING LLC under Contract # PSA exp 02/01/2027 dated February 01, 2023, Vendor shall perform design and permitting support for the Pipeline Relocation on State Route 9, north of Kalloch Road project,

to PUBLIC UTILITY DISTRICT NO. 1 OF SKAGIT COUNTY for the services as described in Vendor’s proposal hereto attached and made a part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Task Order to be executed and instituted as of the date of the last signature below.

ASPECT CONSULTING LLC

PUBLIC UTILITY DISTRICT NO. 1
OF SKAGIT COUNTY

Erik O. Andersen


General Manager

Erik O. Andersen Principal Engineer

George Sidhu General Manager

June 5, 2023
Date

June 5, 2023
Date

Pipeline Relocation on SR 20 at Olson Creek

Marblemount, Washington
Aspect Project No. 230203
Skagit PUD Job ID: CP16277

Aspect Consulting LLC (Aspect) thanks you for this opportunity to provide the Public Utility District No. 1 of Skagit County (Skagit PUD) with this proposed scope of work for the design and permitting of a new trenchless watermain crossing (Project) under the State Route (SR) 20 highway embankment and Olson Creek, east of Ranger Station Road in Marblemount, Washington (Site). Herein we provide our Project understanding, proposed scope of work, schedule, and fee estimate for your consideration.

Project Understanding

Olson Creek crosses SR 20 north in Marblemount at MP 105.4 east of the intersection with Ranger Station Road. The culvert crossing is reportedly an 8-foot diameter steel culvert and is designated as a partial blockage by the Washington State Department of Transportation (WSDOT). It is our understanding that this culvert will be replaced with a fish-passable structure in May 2024.

Skagit PUD has an 8-inch C-900PVC pipeline along the south side of SR 20 that was installed in 2007. The pipeline was installed in a 16-inch steel casing and crosses over the top of the existing culvert. The design drawings show the casing has 36 inches of soil cover and 12 inches of separation from the top of the existing culvert. Skagit PUD plans to replace the 8-inch PVC pipeline with a new watermain below the proposed culvert foundation elevation. The new watermain will be installed using horizontal directional drilling (HDD) methods and will connect to the existing watermain on either side of the crossing. The proposed improvements will be designed and constructed in accordance with Skagit PUD and State standards. We understand the Project is to be constructed in February or March of 2024.

Proposed Scope of Work

We will complete design and permitting tasks for the Project. Specific elements of our proposed scope of work include:

- Complete a geotechnical engineering investigation and evaluation.
- Complete a utility accommodation application for submittal to WSDOT.
- Provide support during the GEO 21-02 and SEPA permitting process.
- Develop preliminary (60% and 90%) and final (100%) plans (including the traffic control plan), specifications, and estimate (PS&E) for the proposed improvements.
- Provide construction support during the watermain replacement.
- Provide general project management and coordination with Skagit PUD, Project stakeholders (including Atkinson Construction, LLC a subsidiary of Clark Construction Group, LLC), subcontractors, and internal staff as required to complete the work.

Our proposed scope of work is described in additional detail below.

Watermain Relocation on SR-20 at Olson Creek
May 19, 2023

Task 01 – Meetings and Project Management

Project management work and assumptions include:

- **Shared Microsoft Teams Site.** Skagit PUD will set up a Microsoft Team shared environment to facilitate collaboration, assign tasks using Microsoft Planner, and centrally locate project files and information. The Consultant’s team will have guest access to the Team site.
- **Project Schedule.** We will prepare a project schedule. Skagit PUD will review and approve the project schedule baseline. Skagit PUD and Consultant’s project managers will collaboratively update the project schedule throughout the project lifecycle.
- **Team Coordination.** We will assemble, coordinate, and manage our project team, including subconsultants.
- **Contract Budget and Schedule.** We will manage resources, workload, task assignments, and the contract budget to meet the project objectives within budget and on schedule.
- **Progress Reports and Invoices.** We will prepare monthly activity reports and invoices that describe the work completed, outline the work to be performed in the next month, and address any issues or concerns with project execution. These reports and invoices will be electronically transmitted to the PUD project manager. PUD and our project managers will discuss project status through a monthly progress conference call.

Deliverables:

- Project baseline schedule
- Monthly progress reports and invoices

Task 02 – Site and Project Review

On April 28, 2023, we participated in a kickoff meeting with Skagit PUD to discuss the Site and Project to develop an understanding of Project details and schedule. We will review WSDOT culvert replacement plans and reports for the Site. We will review Skagit PUD’s existing watermain as-built details and concepts for the intended watermain replacement. We will review WSDOT or Skagit PUD requirements for the utility undercrossing, as appropriate for the Site.

We will perform a Site reconnaissance to observe Site features, including the existing culvert undercrossing, the potential tie-in locations, and evaluate Site access for geotechnical explorations as well as for HDD construction.

Task 03 – Site Investigation

We will coordinate and execute a Site survey and a subsurface exploration program including drilled soil borings, laboratory testing, and groundwater monitoring.

Site Survey and Cultural Resources

We will subcontract a licensed surveyor in the State of Washington to complete a Site boundary and topographic survey. All field activities will be coordinated with you and the appropriate Project stakeholders prior to start-up of any work at the Site.

Watermain Relocation on SR-20 at Olson Creek
May 19, 2023

We will subcontract an archeologist to provide on-call, and as-needed cultural resources support services, which may include preparation of an Inadvertent Discovery Plan (IDP), and inspection of soil samples retrieved from the subsurface explorations. In collaboration with Skagit PUD, Aspect will engage the cultural resources consultant to the extent needed to satisfy WSDOT and other agency permit requirements.

Subsurface Explorations

We plan to conduct a subsurface exploration program that consists of three drilled soil borings. All field activities will be coordinated with Skagit PUD and the appropriate Project stakeholders prior to start-up of any work at the Site. A minimum of 3 business days prior to our explorations, we will visit the Site to mark the exploration locations in white paint and/or stakes for planning and utility locating. We will use the public one-call utility locating service and also subcontract with a private utility locating service to clear the proposed areas of exploration. We should be provided with any drawings or other information available on utility locations within the limits of the Site. Our fee does not include utility repair costs. We will take reasonable precautions to reduce the potential for damage to utilities; however, Aspect does not assume responsibility for the cost of repairing utilities that are unmarked or incorrectly marked.

We will advance two exploratory soil borings in WSDOT Right-of-Way (ROW) in the vicinity of the launch and receiving pits on either end of the crossing. The third soil boring will be drilled near the culvert crossing. We anticipate the borings will be located in the existing asphalt pavement in the SR 20 ROW, so we assume a ROW single-lane closure and traffic controls will be required for the drilling. The borings will be advanced using hollow stem auger techniques from a truck mounted drill rig by a driller operating under subcontract to Aspect. We will conduct density testing and collect samples in accordance with Standard Penetration Test (SPT) methods, in general accordance with ASTM International (ASTM) Method D1586.

The borings will extend up to approximately 40 feet below the existing road surface. Two of the borings will be backfilled with bentonite chips per Washington State regulations and with surface patching with quick-dry concrete dyed black to match the surrounding conditions. One of the borings will be completed as a 4-inch-diameter monitoring well for groundwater monitoring and equipped with a water-level data logger. The borings will include flush mounted well monuments set in concrete. Aspect will develop each well.

Split spoon samples will be collected for laboratory testing. If fine-grained materials are encountered, we will attempt to collect a Shelby Tube sample from the fine-grained soil unit.

Lab Testing

Selected soil samples from the drilled soil borings will be submitted to a geotechnical engineering laboratory for testing and determination of index and engineering properties. Laboratory tests may include natural moisture content, grain size distribution, moisture-density (compaction) relationships, Atterberg Limits (if fine-grained, cohesive soil is encountered). Lab testing will be completed in general accordance with the applicable American Society for Testing and Materials (ASTM) methods.

Watermain Relocation on SR-20 at Olson Creek
May 19, 2023

Groundwater Monitoring

We will complete two rounds of groundwater monitoring approximately 2 months and 4 months after the initial installation of the monitoring well. The results of the groundwater monitoring will be plotted and shared with the design team.

Assumptions

- All work will be within the existing WSDOT ROW and no rights-of-entry or landowner coordination will be required prior to our explorations. If WSDOT requires additional explorations within the WSDOT ROW, the work will be completed under a separate scope.
- We will provide a traffic control plan and traffic controls for the drilling event.
- A ROW permit will be prepared and obtained by Aspect.
- Drilling of the borings will take up to 2 days, we assume no delays or unique constraints.
- We assume drill cuttings will be drummed and hauled off-Site.
- Our scope of work does not include restoration (other than backfilling and pavement patching as needed) or revegetation of areas cleared for equipment access.

Task 04 – Geotechnical Engineering Analysis and Reporting

Using the data from the explorations, we will complete geotechnical engineering analyses to support design and permitting of the Project, including trenchless construction techniques, temporary excavations and shoring, construction dewatering, and mitigation of potential impacts to existing facilities.

Geotechnical Analysis

Our geotechnical engineering analyses for the Project will incorporate the results of our previous work, subsurface explorations, and laboratory testing, and will include:

- Development of a geologic cross section along the proposed pipe alignment.
- Trenchless construction recommendations including:
 - Evaluation of hydraulic fracture ('frac-out') risk and maximum allowable drilling fluid pressures for HDD methods.
 - Evaluation of potential surface settlement.
 - Evaluation of potential impacts to the WSDOT roadway, existing culvert, and proposed culvert. We will provide recommendations to mitigate risks of impacts, including horizontal setbacks and/or vertical separation and/or construction monitoring.
- Characterization of the seasonal groundwater depth and development of recommendations for contractor-designed construction dewatering systems.

Geotechnical Reporting

We will summarize the results of our investigation, analyses, conclusions, and design recommendations in a draft geotechnical engineering report that will include the following:

- Project and Site description

Watermain Relocation on SR-20 at Olson Creek
May 19, 2023

- Results of the subsurface explorations
- Exploration logs, Site plan, and cross section showing the exploration locations and subsurface conditions
- Laboratory test results
- Geotechnical engineering design conclusions and recommendations
- Groundwater monitoring data

Assumptions

- We have assumed one round of draft report revisions in our scope where Skagit PUD and WSDOT will each provide written comments for resolution and incorporation into the final report.

Task 05 – WSDOT Permitting and Coordination

We will prepare a utility accommodation application package for submittal to WSDOT and lead coordination with WSDOT as required to receive an approved franchise agreement for the proposed crossing. We have included the following subtasks:

Utility Accommodation Application Package

We will prepare a draft utility accommodation application package for Skagit PUD review and comment, then finalize the application for submittal to WSDOT. We will subsequently address any WSDOT comments and resubmit a final package for approval. We will utilize existing information already compiled by Skagit PUD to the maximum extent practical. In our experience, the utility accommodation package includes the following specific components:

- Utility Accommodation Application Form (WSDOT Form No. 224-696)
- Utility Facility Description Form (WSDOT Form No. 224-697)
- WSDOT ROW Plans
- Vicinity map
- Photo array of existing site conditions
- Plan and profile sheets for the crossing, including applicable details and cross sections (to be extracted from PS&E package prepared under Task 3)
- A cover letter with narrative description describing any additional construction information not addressed in the plans and details
- Documentation of individual sureties or blanket bond for construction of the crossing, amount as determined by WSDOT. We assume Skagit PUD will obtain any required bonds and provide documentation that can be included in the final application package.
- Proof of insurance coverage documentation (commercial general liability, business automobile liability, and employer liability) meeting WSDOT's requirements, for any work in the WSDOT ROW. We assume the City will provide any required proof of insurance documentation that can be included in the final application package.

Watermain Relocation on SR-20 at Olson Creek
May 19, 2023

WSDOT Coordination

In our experience, it will be necessary to coordinate with WSDOT throughout the permit process to check permit status, ask clarifying questions, and respond to WSDOT comments. Our scope includes up to five hours for phone/email communications and/or video meetings with WSDOT personnel.

Assumptions

- Our scope assumes WSDOT will provide a single round of consolidated comments on the application package for resolution and incorporation into a final package.
- Skagit PUD will pay all WSDOT permitting, and review fees associated with the Project.
- Skagit PUD will obtain all required bonds and insurance and provide documentation Aspect can include in the application package.
- We assume WSDOT will not require environmental permits, joint use agreements, or safety plans. We assume no variances from WSDOT's utility accommodation standards will be required.
- We assume no other permits are required for the Project, including from the Department of Ecology, the Department of Fish and Wildlife, the U.S. Army Corps of Engineers, United States Forest Services, railroads, or other Federal, State, Local regulatory, and tribal agencies.
- This task includes Geo 21-02 and SEPA permitting support assistance.

Task 06 –Plans, Specifications, and Estimates (PS&E)

We will prepare construction drawings (plans), technical specifications, and opinions of probable construction costs (estimates) iteratively, with 60 percent, 90 percent, and 100 percent submittals. The construction drawings will utilize Skagit PUD's standard details to the extent they are applicable. We assume the drawings will be 1" = 20' scale so the crossing fits on one 22" by 34" sheet. The technical specifications will be based on Skagit PUD's Design and Construction Standards and Specifications. Where necessary, we will supplement the specifications with WSDOT/ American Public Works Association (APWA) local agency general special provisions (GSPs) and/or other Project-specific modifications. The opinions of probable construction costs will be based on a parametric, unit cost basis. Bid item unit prices will be based on recent local agency bid results for similar work and WSDOT Unit Bid Analysis data.

Preliminary PS&E

We will prepare a PS&E package that contains the following construction drawings:

- Cover Sheet (1 page)
- General project information (Notes, Legends, Abbreviations, etc.) (1 page)
- Site Demolition, Erosion and Sediment Control, and Horizontal Control Plan (1 page)
- Watermain Plan and Profile (1 page)
- Surface Restoration Plan (1 page)
- Water and Site Details (1 page)

Watermain Relocation on SR-20 at Olson Creek
May 19, 2023

- Temporary Traffic Control Plan (1 page)

The technical specifications will consist of Divisions 2 through 9 of the WSDOT/ American Public Works Association (APWA) local agency general special provisions (GSPs) with Project-specific modifications.

Final PS&E

We assume WSDOT will review the preliminary PS&E and provide a consolidated set of comments within three weeks of receipt. We will address the comments, make requested revisions, and prepare a final PS&E package Skagit PUD can use to bid the work. We will provide the PS&E package to Skagit PUD for review prior to finalization.

The final plans and specifications will be stamped with the seal of a professional engineer registered in the State of Washington.

Assumptions

- Our temporary traffic control plan will be based on WSDOT's typical work zone traffic control plan standards.
- PS&E packages will be provided in three electronic PDF deliverables at each stage (preliminary and final). Hard copies or full-size prints will not be provided.
- Skagit PUD will provide their desired format for the technical specifications as a Microsoft word document (.doc) for Aspect to use as a template.
- We assume Skagit PUD will prepare the front-end bid documents, including, but not limited to, call for bids, information to bidders, bidding requirement forms and checklists, bid proposal and bond forms, contract forms, contract general provisions, and state prevailing wage rates. Aspect's scope includes preparation of technical specifications only (special provisions, WSDOT Divisions 2 through 9). We assume Skagit PUD will provide Division 1 of the technical specifications (general provisions).

Task 07 – Bidding Support

We assume Skagit PUD will lead the bidding and award process but may require support from Aspect to respond to bidder questions, attend meetings, assist with the development of addenda, and/or attend the bid opening. Our scope includes up to 20 hours of bidding support, to be provided as requested by Skagit PUD on an as-needed basis.

This scope does not include services during construction. We assume services during construction, if requested, will be completed under a separate scope.

Task 08 – Construction Support

The scope and fee for this project task will be provided upon request by Skagit PUD.

Schedule

We are ready to begin work on this Project immediately. We will provide a conceptual relocation plan for the Project in July of 2023. The Utility Accommodation Application Package, including the final PS&E, will be submitted prior to November 1, 2023. We understand Skagit PUD's goal is

Watermain Relocation on SR-20 at Olson Creek
May 19, 2023

to construct the Project in February or March of 2024. A more detailed schedule will be provided as part of Task 1.

Costs

The services described above will be billed on a time and materials basis in accordance with the attached Schedule of Charges, with a base budget of \$ 118,645. A breakdown of our time and materials fee by major task is attached.

The above Services will be billed on a time and materials basis in accordance with the attached Schedule of Charges. We will notify you and obtain your authorization if additional effort above and beyond the estimated scope of this work is required. We will use a Contract Change Form to request your authorization for any changes to the above description of Services. This cost proposal is valid for 90 days unless extended in writing by Aspect.

https://aspectconsultingllc365.sharepoint.com/sites/SkagitCountyPUD/Shared Documents/Skagit PUD Watermain Replacement Projects/02_SR 20 at Olson Creek - 230203/Contracts/Proposal Material/230203-A_Proposal_20230505_Watermain SR 20 at Olson Creek_tracked changes.docx



Skagit PUD - SR 20 at Olson Creek Watermain Replacement

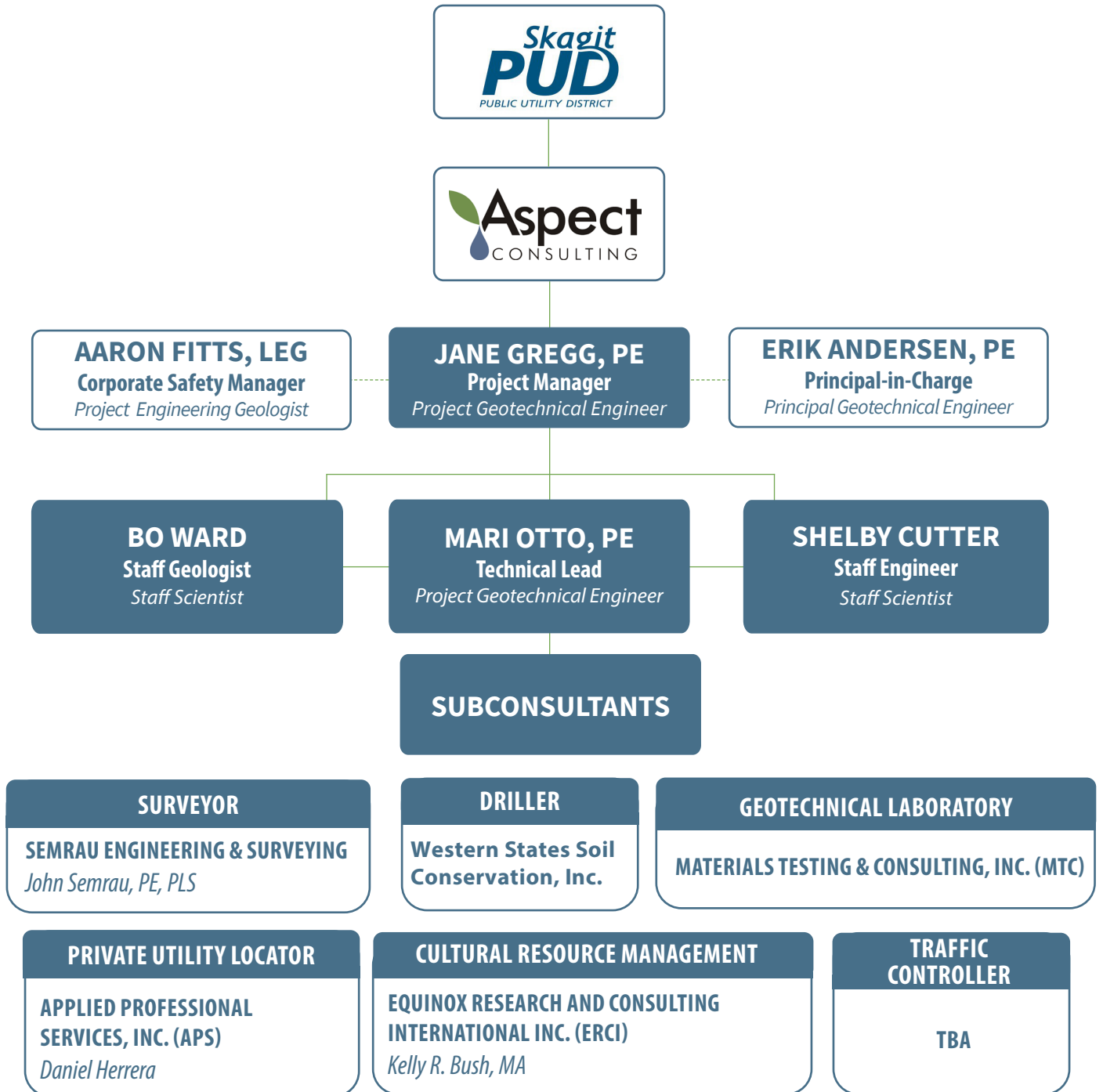
Project Management Plan

Job Number: 230203
 Project Manager: Jane R. Gregg
 Rate Schedule: 2023 Aspect Standard

Date Authorized:

Budget:

Work Element	Labor Budget Basis in Hours							Total Labor Budget	Other Direct Charges (ODC)	Subcontractor Cost	Total Cost
	PIC	Project Manager	Technical Lead	Staff Engineer	Sr. CAD	Sr. Editor	Coordinator				
Task 01 - Meetings and Project Management											
Status Communications & Meetings	6	12	4					\$ 4,818			\$ 4,818
Invoicing and Status Reports		6					8	\$ 2,158			\$ 2,158
Task 02 - Site and Project Review											
Project Review & Kickoff Meeting	6	7	4					\$ 3,873	\$ 200		\$ 4,073
Site Reconnaissance & Boring Mark-out		5						\$ 945	\$ 100		\$ 1,045
Task 03 - Site Investigation											
Site Survey	0.5	2						\$ 523		\$ 7,500	\$ 8,023
Cultural Resources	0.5	2						\$ 523		\$ 6,500	\$ 7,023
Subsurface Investigation											
ROW Permit for Drilling Event	1	2		2				\$ 989	\$ 500		\$ 1,489
Private Utility Locator				2				\$ 322		\$ 400	\$ 722
Drilling Event, Including Aspect Labor and Drilling Subcontractor	1	2		22				\$ 4,209	\$ 200	\$ 15,000	\$ 19,409
Traffic Control Subcontractor (2 Day Lane Closure)		1		1				\$ 350		\$ 3,400	\$ 3,750
Sample Reviews and Logging		1	8	8				\$ 3,109			\$ 3,109
Laboratory Testing	0.5		1	2				\$ 671		\$ 1,800	\$ 2,471
Groundwater Monitoring	0.5	1	1	8				\$ 1,826	\$ 100		\$ 1,926
Task 04 - Geotechnical Engineering Analysis and Reporting											
Geotechnical Analysis	2	2	29	10	4			\$ 9,110			\$ 9,110
Preliminary Geotechnical Design Report	3	5	11	4	2.5	6		\$ 5,933			\$ 5,933
Final Geotechnical Design Report	2	4	4		0.5	4		\$ 2,789			\$ 2,789
Task 05 - WSDOT Permitting and Coordination											
Permit Application Package & County Coordination	1	12	4					\$ 3,373			\$ 3,373
Coordination with WSDOT	1	4						\$ 1,045			\$ 1,045
SEPA permitting support	1	6	2					\$ 1,831			\$ 1,831
Task 06 - Plans, Specifications, and Estimates (PS&E)											
Preliminary PS&E	5	17	44		68	4		\$ 24,870			\$ 24,870
Final PS&E	3	6	10		10			\$ 5,611			\$ 5,611
Task 07 - Bid Support	2	12	6					\$ 4,070			\$ 4,070
Task 08 - Construction Support											
Total	36	109	128	59	85	14	8	\$ 82,945	\$ 1,100	\$ 34,600	\$ 118,645





May 9, 2023

Wendy LaRocque, Environmental Compliance Coordinator
Skagit PUD
1415 Freeway Drive
Mount Vernon, WA 98273

Re: Aspect Consulting – Equal Opportunity Employer

Dear Wendy:

Aspect Consulting, LLC (Aspect) is an equal opportunity employer. We believe every employee has the right to work in an environment that is free from all forms of unlawful discrimination. Consistent with applicable laws, Aspect makes all decisions involving any facet of the employment relationship without regard to race, color, sex, pregnancy, creed, religion, age, marital or nursing mother status, national origin, ancestry, citizenship, the presence of any sensory, mental, or physical disability, medical or genetic information, military or veteran status, sexual orientation, gender identity, gender expression, or any other status or characteristic protected by applicable local, state, or federal law. Discrimination and/or harassment based on any of those factors are inconsistent with our philosophy of doing business and will not be tolerated. This policy of non-discrimination applies to all aspects of recruiting and employment, including compensation, benefits, advancement, transfers, and reductions in force

Sincerely,

Aspectconsulting, LLC

A handwritten signature in blue ink, appearing to read "Lindsay Pearsall".

Lindsay Pearsall, CPC, CTS
Director of Human Resources
lpearsall@aspectconsulting.com



1415 Freeway Drive | Mount Vernon, Washington 98273 | (360) 424-7104 | SkagitPUD.org

January 23, 2024

MEMORANDUM

TO: Board of Commissioners
FROM: Kevin Tate, Acting General Manager
SUBJECT: Amendment to Sedro-Woolley Fire Hydrant Agreement

Requested Action:
Information only.

Background:

At the Skagit PUD regular board meeting on January 9, 2024, the board authorized the General Manager to execute the amendment to the Sedro-Woolley Fire Hydrant Agreement. The amendment includes the addition of a scissor-type fire hydrant that was not included in the original list of hydrants that should be replaced to improve performance and longevity.

The amended agreement was also presented to the Sedro-Woolley City Council at their regular city council meeting on January 10, 2024, to authorize Mayor Johnson to amend the interlocal agreement with Skagit PUD to allow the replacement of one additional fire hydrant. The motion passed, authorizing the signing of the Sedro-Woolley Fire Hydrant Agreement Amendment.

Fiscal Impact:

The cost to replace the additional fire hydrant will be reimbursed by the city, per the terms of the original agreement.

Enclosures: 1. [First Amendment to 2022 Fire Hydrant Agreement](#)

**AMENDMENT 1 TO THE PUBLIC FIRE HYDRANT TRANSFER AGREEMENT
BETWEEN SKAGIT PUBLIC UTILITY DISTRICT AND THE CITY OF SEDRO-
WOOLLEY, SIGNED ON OCTOBER 26, 2022**

WHEREAS, the City of Sedro-Woolley (the City) and Skagit Public Utility District (Skagit PUD) entered into an interlocal agreement on October 26, 2022 to facilitate maintenance of fire hydrants in the City and their transfer of ownership to Skagit PUD; and

WHEREAS, Skagit PUD completed the initial maintenance work planned in the agreement and is prepared to bill the City for this work; and

WHEREAS, Skagit PUD discovered an additional hydrant located at Marshall Avenue and 7th Street, number 67966, that needs replacement; and

WHEREAS, Skagit PUD has proposed an updated Exhibit B to the agreement that includes this hydrant; and

WHEREAS, having as many hydrants working in the system as possible is critical to fire suppression safety within the City of Sedro-Woolley, and

WHEREAS, the additional hydrant work will fit within the contracted not to exceed amount of \$50,000 for initial work performed on the hydrants by Skagit PUD but will require an extension of the timeframe for the work to be completed.

NOW THEREFORE, Exhibit B to the agreement is amended, as attached, to add the new hydrant and the City of Sedro-Woolley will be billed by Skagit PUD for this additional work under the contract. In addition, Section H. of the Interlocal Agreement is Amended to read:

H. Cost Sharing. The City shall pay the District and amount not to exceed \$50,000 to provide immediate repairs to specific hydrants in the water system according to the system assessment done by the District, as listed in Exhibit B. The repair work will be completed concurrently with the maintenance conducted ~~in the first year of ownership~~ by June 30, 2024. The District will invoice the City for this work. Should the costs of the repairs exceed \$50,000, the City and the District agree to reopen this section of the contract to address the additional expenses. District shall be solely responsible for all Maintenance Costs. The City shall have no financial responsibility to the District

related to the Public Fire Water Facilities and Maintenance Costs unless specifically provided for herein.

The parties have agreed to this amendment on the _____ day of January 2024.

SIGNED this ____ day of January, 2024.

City of Sedro Woolley, a Washington municipal corporation.



Mayor Julia Johnson

Approved as to Form:

DocuSigned by:


8E783717B449479...

Nikki Thompson
City Attorney

Public Utility District No. 1 of Skagit County, a Washington municipal corporation

DocuSigned by:


F437E25DD7B3499...

General Manager

Approved as to Form:

DocuSigned by:


B63ED9AA3D2A457

Peter Gilbert, District Counsel

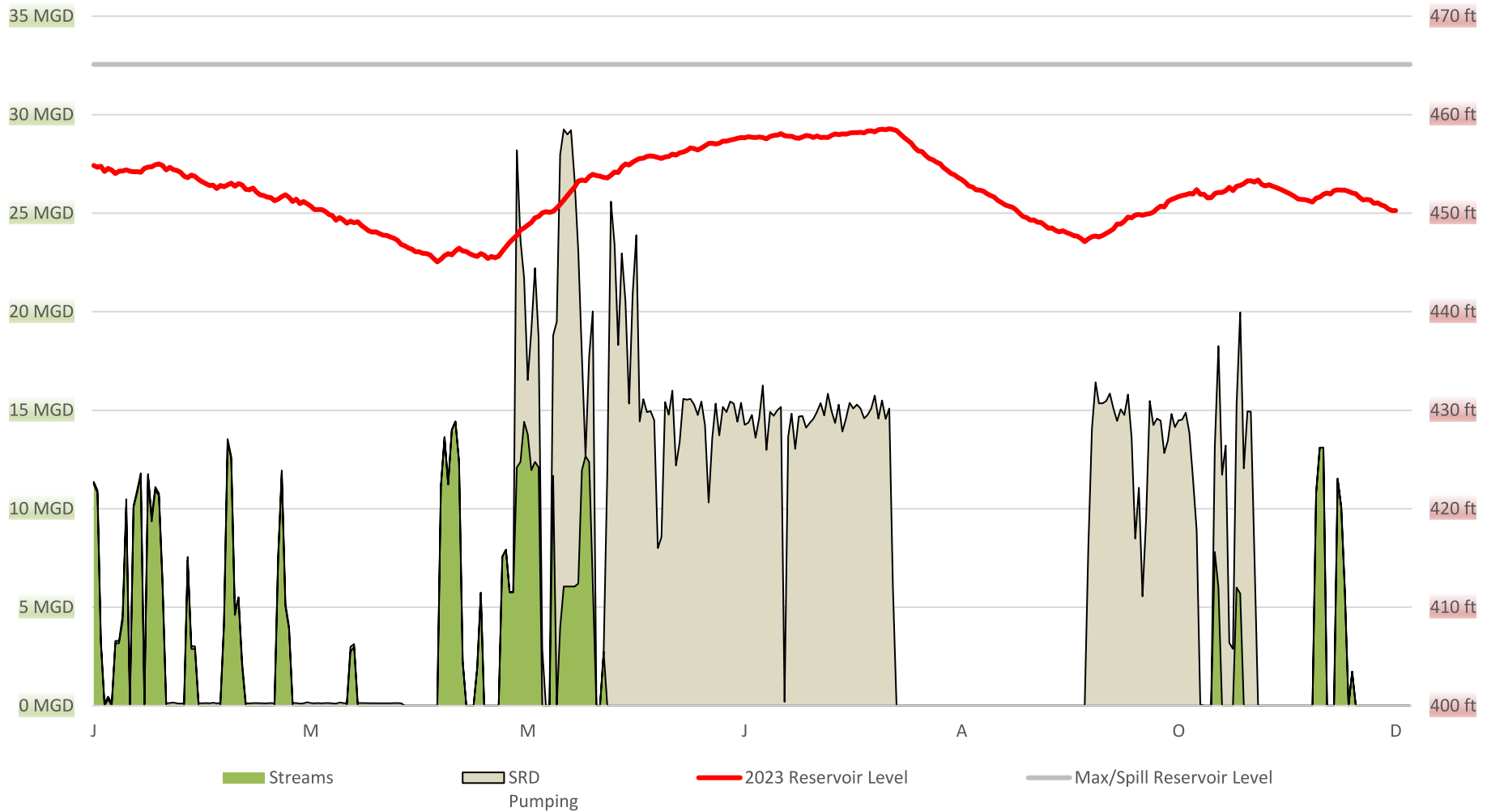
PUBLIC UTILITY DISTRICT NO. 1 OF SKAGIT COUNTY
DECEMBER 2023

	Current Month	YTD 2022	YTD 2023	Percent Change	Budget 2023	Budget to Actual %
Beginning Reserves		\$ 34,209,831	\$ 43,479,084	27%		
Revenues						
Residential & Multi-family	\$ 1,821,726	\$ 21,162,621	\$ 22,666,967	7%	\$ 22,050,000	103%
Comm. Gov't & Agriculture	\$ 722,029	7,210,666	8,202,345	14%	7,471,000	110%
Resale	\$ 10,812	181,844	206,365	13%	210,000	98%
Irrigation	\$ 18,149	815,791	838,995	3%	840,000	100%
Water Sales	\$ 2,572,716	\$ 29,370,921	\$ 31,914,671	9%	\$ 30,571,000	104%
Other Water Sales	\$ 45,484	667,610	851,272	28%	483,000	176%
Non-operating Revenue	\$ (130,937)	662,643 (a)	1,935,770	192%	537,083	360%
Work & Service Orders	\$ (1,613)	830,109 (b)	482,979	-42%	750,000	64%
System Development Fees	\$ 125,843	1,038,128 (b)	1,023,642	-1%	1,000,000	102%
Total Revenues	\$ 2,611,492	\$ 32,569,410	\$ 36,208,334	11%	\$ 33,341,083	109%
Operating Expenses						
Salary/Wages/Benefits	\$ 879,069	9,911,686	10,534,704	6%	11,806,755	89%
WTP - Water, Power, Chem.	\$ 129,736	1,420,085	1,486,739	5%	1,450,565	102%
Repairs & Maintenance	\$ 219,550	1,447,769 (c)	1,291,583	-11%	1,732,342	75%
Tech./SCADA/Support	\$ 225,107	869,053 (d)	980,914	13%	671,954	146%
Professional Services	\$ 50,385	345,305 (d)	313,637	-9%	699,587	45%
Goods & Services	\$ 234,986	1,895,745 (e)	2,177,355	15%	2,316,492	94%
Utility & Other Taxes	\$ 90,000	1,413,886	1,618,913	15%	1,566,520	103%
Construction in Progress	\$ (246,394)	(1,140,632) (f)	(1,118,156)	-2%	(1,430,000)	78%
Total Operating Expenses	\$ 2,166,710	\$ 16,162,896	\$ 17,285,689	7%	\$ 18,814,215	92%
Capital Expenses						
Labor	\$ 56,778	985,712	1,149,548	17%	1,601,987	72%
Other Expenses (Equip, Inv, G&S)	\$ 6,372,950	24,792,456	21,746,953	-12%	36,398,013	60%
Capital Expenses	\$ 6,429,728	\$ 25,778,168	\$ 22,896,501	-11%	\$ 38,000,000	60%
Debt (Principal & Interest)	\$ 387,722	3,837,000	4,652,659	21%	4,652,659	100%
Total Capital & Debt Service	\$ 6,817,450	\$ 29,615,168	\$ 27,549,160	-7%	\$ 42,652,659	65%
Total Expenses	\$ 8,399,888	\$ 45,778,064	\$ 44,834,849	-2%	\$ 61,466,874	73%
Revenue Fund		\$ 33,976,725	\$ 31,726,384	-7%		
System Development Fees		4,435,042	5,541,110	25%		
Bond & Debt Reserve		2,157,969	1,989,514	-8%		
Ending Estimated Reserves		\$ 40,569,736	\$ 39,257,008	-3%		

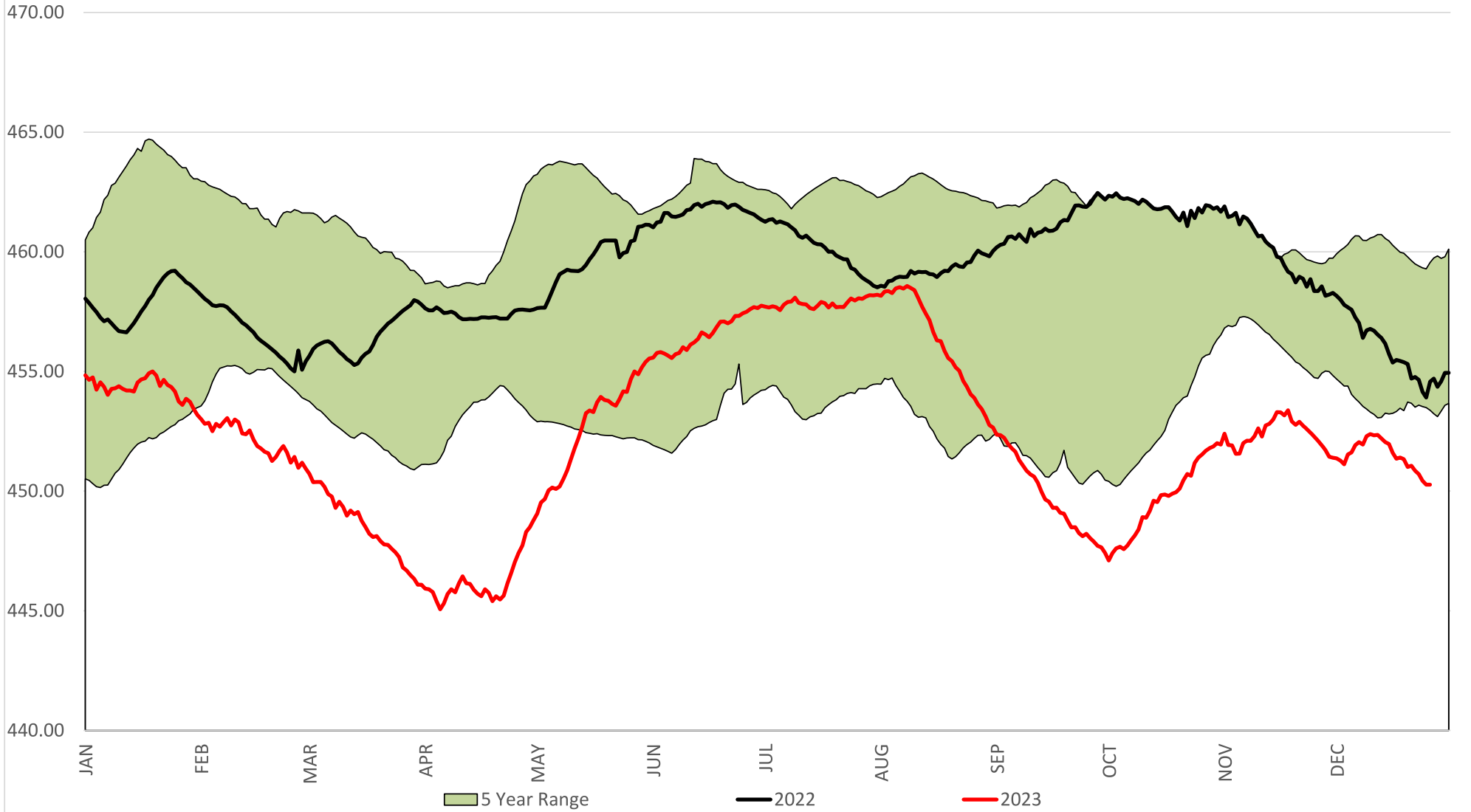
- (a) Increase Interest on Investments
- (b) Decrease in service orders & new services
- (c) Timing of projects & repairs
- (d) Timing of Projects, repairs & Purchases
- (e) Insurance, utilities, & general inflationary increases

2023 Judy Reservoir Inflows & Elevation

December 20 Elevation:	451.33 (ft)
December 27 Elevation:	450.27 (ft)
Change in Elevation:	-1.06 (- 12.7 Inches)
Spillway Elevation:	465.10
Stream Inflow YTD:	602.94 MG
Skagit River YTD:	1987.21 MG



5-YEAR JUDY RESERVOIR ELEVATIONS



2023: Source Water Allocation

Source Type, MG, % of Total Source

