

**PUBLIC UTILITY DISTRICT No. 1
of Whatcom County**

Agenda for the Regular Meeting of March 11, 2025
8:15 a.m. at the PUD Office
(Zoom, & Teleconference)

1. Call to Order | Pledge of Allegiance
2. Approval of Agenda (2 minutes)
3. Consent Agenda (5 minutes)
 - a) Approval of the Minutes of the Regular Meeting of February 25, 2025
 - b) Approval of Claims for March 11, 2025
4. Public Comment (10 minutes – Individual speakers: 3 minutes)
5. General Manager Report (20 minutes)
6. Bonneville Power Administration Discussion (30 minutes)
7. Operations Report (10 minutes)
8. Old Business (30 minutes)
 - a) Broadband Update
 - b) Adjudication Update
 - c) Geothermal Update
 - d) Strategic Plan Update
9. New Business (30 minutes)
 - a) Annual OPMA/PRA Training (30-40 minutes)
 - b) Action 1: Approve Amendment 3 To Work Order No. 2 With Consor For Additional Engineering Services For A Cost Not To Exceed Amount Of Four Million Four Hundred Ninety-Two Thousand Nine Hundred Fifty-Three Dollars (**\$4,492,953**) And Authorize The District's General Manager To Execute The Amendment.
10. Commissioner Reports (10 minutes)
 - a) Upcoming Per Diem Requests
Commissioner Arnett: None as of publication
Commissioner Ury: None as of publication
Commissioner Deshmane: None as of publication
11. Public Comment (10 minutes– Individual speakers: 3 minutes)
12. Executive Session: (30 Minutes Potential Litigation, No action will be taken)
13. Adjourn (Estimated 10:20 AM)

Notice:

All Commissioners will participate either via Zoom/internet or teleconference.

The public meeting can be accessed;

By internet: <https://us02web.zoom.us/j/83914621498>

NOTE: IF ATTENDING VIA ZOOM WE WOULD APPRECIATE YOUR FULL NAME FOR THE COMMISSION RECORD THOUGH IT IS NOT REQUIRED

<p>Or telephone: Dial 1 (253) 215 8782 or 1 (253) 205 0468 Webinar ID: 839 1462 1498</p>
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2025 BOARD OF COMMISSIONERS

JAIME ARNETT
ATUL DESHMANE
EDDY URY

February 25 and March 11, 2025 |8:15 a.m.| Regular Meetings

Meetings to be held at the District Office

1705 Trigg Road, Ferndale, WA 98248

or other location announced

Contact: Chris Heimgartner, General Manager (360) 384-4288 x 119

info@pudwhatcom.org

www.pudwhatcom.org

Attendee Report

Report Generated 2/25/2025 10:19

Topic	Webinar ID	Actual Start Time	Actual Duration (Unique Viewers	Total User	Max Conc	Enable Registration
February 28	75 7212 9427	2/25/2025 8:04	78	10	16	7	No

Panelist Details

Attended	User Name (Original Email)	Join Time	Leave Time	Time in Se	Is Guest	Country/Region Name
Yes	Atul Deshmane atuldeshmane@pu	2/25/2025 8:06	2/25/2025 9:21	76	Yes	India
Yes	Paul Siegmund paulsiegmund@pu	2/25/2025 8:10	2/25/2025 9:21	72	No	United States
Yes	Brian Walters brianwalters@pud	2/25/2025 8:33	2/25/2025 9:21	49	No	United States
Yes	Whatcom PUD zoom@pudwhatcc	2/25/2025 8:07	2/25/2025 9:21	75	No	United States
Yes	Joseph Shay, Whatcom PUD (Board	2/25/2025 8:09	2/25/2025 9:21	73	Yes	United States
Yes	Aaron Peterson aaronpeterson@pu	2/25/2025 8:04	2/25/2025 9:21	78	No	United States

Attendee Details

Attended	User Name (Original Email)	Join Time	Leave Time	Time in Se	Is Guest	Country/Region Name
Yes	garrettl	2/25/2025 8:09	2/25/2025 9:21	73	Yes	United States
Yes	Stephanie Hooper stephaniehooper@	2/25/2025 8:10	2/25/2025 9:21	72	No	United States
Yes	Devin Crabtree devincrabtree@pu	2/25/2025 8:33	2/25/2025 9:21	48	No	United States
Yes	Dave Olson	2/25/2025 9:08	2/25/2025 9:21	14	Yes	United States
Yes	Rebecca Schlotter rebeccas@pudwh	2/25/2025 8:09	2/25/2025 9:21	72	No	United States
Yes	Whatcom PUD zoom@pudwhatcc	2/25/2025 8:04	2/25/2025 8:07	3	No	United States
Yes	Jon Littlefield	2/25/2025 8:04	2/25/2025 8:39	35	Yes	United States
Yes	Tyler McDevitt	2/25/2025 8:14	2/25/2025 9:21	68	Yes	United States
Yes	Joseph Shay, Whatcom PUD (Board	2/25/2025 8:04	2/25/2025 8:09	5	Yes	United States
Yes	Annette Smith - V annettesmith@puc	2/25/2025 8:12	2/25/2025 9:21	70	No	United States

**MINUTES OF THE REGULAR
MEETING OF THE COMMISSION
February 25, 2025**

1. Call to Order | Pledge of Allegiance

The regular meeting of the Board of Commissioners of Public Utility District No. 1 of Whatcom County was called to order at 8:15 a.m. by Commissioner Atul Deshmane. Said meeting was open to the public and notice thereof had been given as required by law.

Those present at the meeting included:

COMMISSION AND STAFF

Atul Deshmane	Commissioner
Jaime Arnett	Commissioner
Eddy Ury	Commissioner
Jon Sitkin	Legal Counsel
Aaron Peterson	IT/SCADA Technician
Andrew Entrikin	Director – Broadband and New Power Supply
Paul Siegmund	Manager - Automation & Technology Services
Annette Smith	Director of Finance
Brian Walters	Assistant General Manager
Garrett Love-Smith	Engineering Manager
Devin Crabtree	Chief Water Operator
Jon Littlefield	Electrical Systems Supervisor
Joseph Shay	Clerk of the Board / Records
Kurt Wank	Assistant General Manager
Rebecca Schlotterback	Contracts and Regulatory Compliance Manager
Stephanie Hooper	Accountant I

VISITORS

Dave Olson	Citizen
Tyler McDevitt	Citizen
Todd Lagestee	Citizen

2. Approval of Agenda

ACTION:

Commissioner Arnett made a motion to approve the agenda. Commissioner Ury seconded the motion. The motion passed unanimously.

3. Approval of Consent Agenda

a) Approval of the Minutes of Regular Commission Meeting of February 11, 2025 & Approval of the Claims of February 25, 2025:

Commissioner Arnett made a motion to approve the consent agenda as a whole including both the minutes and the claims. Commissioner Ury seconded the motion. The motion passed unanimously.

Claims of January 14, 2025:

ADP RESOURCES LLC	28,857.20
ALUMICHEM CANADA INC (formerly WATERHOUSE ENV.)	31,367.80
ANVIL CORPORATION	745.00
BIRCH EQUIPMENT COMPANY	14,904.11
BONNEVILLE POWER ADMINISTRATION	625,534.00
CENTRAL WELDING SUPPLY	105.53
CHMELIK SITKIN & DAVIS	14,844.00
COMCAST	322.09
COMCAST - NWRC	300.00
COMPLETE DESIGN INC	400.00
CRITICAL INSIGHT INC	7,250.00

CULLIGAN NORTHWEST	306.57
ESRI	2,806.75
FEDERAL EXPRESS	66.39
FERNDAL ACE HARDWARE	5.00
GATEWAY CONTROLS	1,745.09
GUARDIAN SECURITY SYSTEMS, INC	242.38
HARDWARE SALES, INC .	170.20
HEIMGARTNER, CHRIS	459.74
INDUSTRIAL RESOURCES, INC	2,000.00
INTERNAL REVENUE SERVICE	27,426.61
MALLORY SAFETY & SUPPLY LLC	426.99
MASSMUTUAL RETIREMENT SVCS LLC	11,960.00
NEL/SON DISTRIBUTING DBA NELSON-REISNER	1,736.54
NORTHWEST FENCE, INC	32,487.68
NORTHWEST FIBER DBA ZIPLY FIBER	868.40
ODP BUSINESS SOLUTIONS LLC	564.10
P&P EXCAVATING, LLC	1,871.36
PAYLOCITY	470.64
PAYROLL	294,294.79
PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	201.92
PLATT ELECTRIC SUPPLY CO	895.89
PORTAL WAY FARM & GARDEN	132.96
PUBLIC UTILITY RISK MANAGEMENT SERVICES	5,535.86
PUGET SOUND ENERGY, INC	955.22
STAR RENTALS	1,708.88
ULINE, INC.	105.64
WA FEDERAL VISA CARD MEMBER SERVICES	14,123.68
WA ST DEPT OF REV PRIVLGE	232,581.47
WA ST DEPT OF REVENUE - EXCISE TAX	98,111.54
WASHINGTON ALARM, INC.	190.59
WESTERN CONFERENCE OF TEAMSTERS	10,048.50
GRAND TOTAL	\$ 1,469,131.11

4. Public Comment – None

5. General Manager’s Report – Kurt Wank, Assistant General Manager reported that a declaration of emergency was issued in regard to the 115kv transmission line. During a routine inspection there were hot spots found at the 3-way switch for the line. Mr. Wank informed the commission that staff is reaching out to the proper firms to correct the issue.

6. Operations Report – Kurt Wank, Assistant General Manager reported that the PUD has made it out of frazil ice season. The Assistant General Manager noted that staff had rented equipment just in case it was needed to combat frazil ice buildup. During the recent cold snap there was only one day where the temperature of the river got close enough for ice to form but luckily it did not and the PUD was able to avoid issues with frazil ice on the intakes.

7. Old Business

a) Bond Sale Report – Annette Smith, Director of Finance reported that the bond sale went well and that the PUD is in the final stages of rapping up the bond process.

b) Broadband Update – Andrew Entrikin, Director of Broadband and New Power Supply reported to the commission regarding the progress at the Point Roberts project and the progress on the BEAD grant process. Mr. Entrikin noted that staff are just waiting on final permitting packages and the IRU from Whidbey Telecom to continue moving forward with the Point Roberts Project. Mr. Entrikin also reported that WSBO has begun reaching out to agencies who submitted BEAD grants during the first round. He believes the Port has been in contact with WSBO this week and he will be following up with them to report back at the next regular commission meet.

c) **Adjudication Update** – John Sitkin, Legal Counsel updated the commission on the recent developments related to the upcoming adjudication proceedings.

d) **Geothermal Update** – No updated information since the previous meeting.

e) **Strategic Plan Update** – No updated information since the previous meeting.

8. New Business

a) Action 1: Approval Action 1: Approve Work Order No.4 with Complete Design Inc for Engineering Services Related to the District’s Intalco and PetroGas Isolation Valves. Commissioners and staff discussed the work order proposed by Complete Design, Inc. Commissioner Arnett made a motion to approve the work order. Commissioner Ury seconded the motion. The motion passed unanimously.

b) Resolution 1: Approve Resolution No. 872 Authorizing Cancellation Of Warrant For Consor North America Inc. Commissioner Arnett made a motion to approve Resolution No. 872. Commissioner Ury seconded the motion. The motion passed unanimously.

9. Commission Reports/Per Diem Requests:

Commissioner Arnett reported on that WRIA 1 was cancelled. Commissioner Arnett reported on her attendance at the recent WPUDA meetings. She expressed her concerns about the recent staffing cuts to BPA from DOGE. Discussion was had regarding those cuts and what potential action the commission would take. The Commission requested the scheduling of a Special Commission Meeting for March 7th 2025 at 3:00 PM via zoom to discuss the issues at BPA as well as other upcoming state and federal legislation that may impact PUD No. 1 of Whatcom County.

Commissioner Ury reported on his attendance at the recent WPUDA meetings and Lobby Day on the hill. Commissioner Ury also reported concerns on upcoming legislation that he would like to see discussed at the Special Commission Meeting.

Commissioner Deshmane reported on his attendance at WPUDA and noted legislation that he would like to discuss at the special meeting.

10. Public Comment – None

11. Executive Session

None.

12. Adjourn

There being no further business Commissioner Arnett adjourned the meeting at 9:21 a.m.

Atul Deshmane, President/Commissioner

Jaime Arnett, Vice President/Commissioner

Eddy Ury, Secretary/Commissioner

Commission Clerk Note:

Video recordings of the Whatcom PUD Commission Meetings are available online at the following link on the PUD’s Website: <https://www.pudwhatcom.org/the-commission/agenda-packets-meeting-minutes-recordings/>

Action Memo

To: Commissioners Arnett, Deshmane, and Ury
From: Kurt Wank – Assistant General Manager
Date: March 11, 2025
Re: Approve Amendment No. 3 to Work Order No. 2 with Consor

Requested Action: APPROVE AMENDMENT 3 TO WORK ORDER NO. 2 WITH CONSOR FOR ADDITIONAL ENGINEERING SERVICES FOR A COST NOT TO EXCEED AMOUNT OF FOUR MILLION FOUR HUNDRED NINETY-TWO THOUSAND NINE HUNDRED FIFTY-THREE DOLLARS (**\$4,492,953**) AND AUTHORIZE THE DISTRICT'S GENERAL MANAGER TO EXECUTE THE AMENDMENT.

Background:

Amendment 1 to Work Order No. 2

Work Order No. 2 (WO2), which was approved by the Commission on August 24, 2021 covers Consor's Scope of Services related to design, permitting, bidding, and construction services associated with the rebuild of Water Treatment Plant No. 1 (WTP1). At the time WO2 was executed, the bidding and construction services portion of the work tasks to be performed by Consor only applied to the utilidor portion of the WTP1 rebuild. The utilidor portion included development of the overall facilities campus plan and upgrades to the piping system between the Nooksack River intake facility and the treatment plant on the west side of Ferndale Road. Construction of the utilidor was determined necessary to be completed first and prior to the City of Ferndale's and Corps of Engineers' planned project to improve the levee in the vicinity of the intake. The budget approved for WO2 was One Million Eight Hundred Forty-Four Thousand Eight Hundred Seventy-Two Dollars (\$1,844,872).

After WO2 was executed and Consor began implementing its Scope of Services, the District learned the City of Ferndale was planning to re-route Ferndale Road, as part of the levee project work. This would have future impact on the District's WTP1 rebuild, including the plan to increase capacity of the industrial water supply main leaving the WTP1. The District approached Consor about an expansion of the original Scope of Services to be performed under WO2.

This expansion of services included investigating options for re-locating a new supply main so as to avoid the proposed new route of Ferndale Road; preliminary design of the option selected by the District and other associated services. This expansion in scope resulted in Amendment 1 to WO2, which was approved by the Commission on January 10, 2023. The budget addition for Amendment 1 was Two Hundred Eighty-Five Thousand Five Dollars (\$285,005).

Amendment 2 to Work Order No. 2

The services performed under Amendment 2 to WO2 represented a further expansion of the Scope of Services, which had been prompted by the District and developed in consultation with Consor. The amendment included an expansion in design elements of the utilidor portion of the overall project; more value engineering to investigate ways to reduce cost of design elements and construction of the project;

expansion of bidding services; inclusion of additional design elements; and modification of existing design elements.

This expansion in scope resulted in Amendment 2 to WO2, which was approved by the Commission on June 25, 2024. The budget addition for Amendment 2 was One Million One Hundred Thirteen Thousand Forty-Seven Dollars (\$1,113,047).

Amendment 3 to Work Order No. 2

The services to be performed under Amendment 3 to WO2 represent a complete design of the full campus of a rebuilt Water Treatment Plant 1. The services to be performed have been detailed by Consor in a Scope of Services document submitted to the District in final form on March 3, 2025. This document is the basis for Amendment 3, which is included with this memo. The additional services fall within the following categories:

- 1) Project Management
- 2) Permitting
- 3) Final Design
- 4) Bid Period Services
- 5) Retain and Manage Sub-Consultants
- 6) Unanticipated Services

If approved, Amendment 3 expands Consor’s services to include permitting, final design, subconsultants, and bid period services of the full campus of the Water Treatment Plant 1. The amendment will cover rebuild of Water Treatment Plant 1, ground improvements, UAB, tie-in to existing Intake, demolition of existing Plant 1, portion of transmission line, and SCADA.

If approved by the Commission, Amendment 3 will increase the overall budget for WO2 by Four Million Four Hundred Ninety-Two Thousand Nine Hundred Fifty-Three Dollars (\$4,492,953). The following table summarizes the budget increases for WO2 and the three amendments:

WO2 TASKS	ORIGINAL BUDGET	AMENDMENT 1	AMENDMENT 2	AMENDMENT 3	TOTAL
1.Project Mgt.	213,530	18,777	85,304	324,721	642,332
2.Pre-Design	505,171	34,500	331,365		871,036
3.Permitting	36,795	5,058		28,754	70,607
4.Final Design	139,173	113,444	50,524	2,041,156	2,344,297
5.Bid Services	20,737	7,522	11,556	55,822	95,637
6.Subconsultants	840,371	85,254	609,298	1,942,500	3,477,423
7.Unanticipated	89,095	20,450	25,000	100,000	234,545
Totals:	\$1,844,872	\$285,005	\$1,113,047	\$4,492,953	\$7,735,877

Fiscal Impact: Approval of Amendment No. 3 to WO2 with Consor will have no fiscal impact on the District's approved 2025 Annual Budget as it has been accounted for within RW-38.

Recommended Action: APPROVE AMENDMENT NO. 3 TO WORK ORDER NO. 2 WITH CONSOR FOR ADDITIONAL ENGINEERING SERVICES FOR A COST NOT TO EXCEED AMOUNT OF FOUR MILLION FOUR HUNDRED NINETY-TWO THOUSAND NINE HUNDRED FIFTY-THREE DOLLARS (**\$4,492,953**) AND AUTHORIZE THE DISTRICT'S GENERAL MANAGER TO EXECUTE THE AMENDMENT.

**AMENDMENT NO. 3
(2025)
to
WORK ORDER NO. 2
(2021)**

**Services for:
PUBLIC UTILITY DISTRICT NO. 1 OF WHATCOM COUNTY**

**Performed by:
CONSOR NORTH AMERICA INC.**

This Amendment No. 3 to Work Order No. 2 is issued pursuant to the STANDARD AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES (“Agreement”) dated June 23, 2020, between PUBLIC UTILITY DISTRICT NO.1 OF WHATCOM COUNTY (“District”, “Whatcom PUD”, or “PUD”) and MURRAYSMITH, INC., now doing business as CONSOR NORTH AMERICA INC. (“Conсор” or “Engineer”) and which is hereby incorporated into the Agreement by this reference.

BACKGROUND

The District’s Commission approved Work Order No. 2 with Murraysmith (now Consor) on August 24, 2021. The bundle of services now being provided by Consor is associated with the design, permitting, and construction of a re-build of Water Treatment Plant No.1 (WTP1).

The existing work order amendments cover design of the project and bidding and construction services through Utilidor Access Building (UAB) portion of the project, which includes construction of a utilidor and new piping under Ferndale Road between the intake and treatment facilities at WTP, as well as a portion of transmission piping to account for the Ferndale levee work.

If approved, Amendment No. 3 expands Consor’s services to include permitting, final design, subconsultants, and bid period services of the full campus of WTP1. The amendment will cover rebuild of WTP1, ground improvements, UAB, tie-in to existing intake, demolition of existing WTP1, portion of transmission line, and SCADA.

SCOPE OF SERVICES

District staff in collaboration with Consor developed the Scope of Services (“Work Scope” or “Scope”) encompassed in this Amendment No. 3. In general, Consor as the engineer will complete the final design of the Utilidor, Utilidor Access Building, and WTP1. Bid period activities and permitting will also be part of the services provided. There are six specific major tasks to be performed:

- Task 1: Project Management
- Task 2: Permitting
- Task 3: Final Design
- Task 4: Bid Period Services
- Task 5: Retain and Manage Sub-Consultants
- Task 6: Unanticipated Services

The services to be performed are detailed in a final Amendment document submitted by Consor to the District on March 3, 2025 and which is available for review. The summary of services described above are to be considered consistent with and the same as Consor's Amendment 3 document.

COST FOR SERVICES

The additional cost not to exceed amount for the Scope of Services described above and to be provided by Consor under this Amendment No. 3 to Work Order No. 2 is Four Million Four Hundred Ninety-Two Thousand Nine Hundred Fifty-Three Dollars (\$4,492,953). This amount increases the overall budget total for Work Order No. 2 to Seven Million Seven Hundred Thirty-Five Thousand Eight Hundred Seventy-Seven Dollars (\$7,735,877). The amount listed includes labor, materials, and allowable expenses. Consor shall not exceed the total amount listed above, without prior approval of the District's General Manager. The District will be invoiced by Consor for actual hours worked and expenses incurred up to the work order budget maximum.

SCHEDULE

The Scope performed under this Amendment No. 3 will be initiated only with approval by the District's Project Manager. Such approval may be in the form of an email, fax, or letter.

AUTHORIZING SIGNATURES

This Amendment No. 3 to Work Order No. 2 is effective as of the date signed by Whatcom PUD's General Manager.

**PUBLIC UTILITY DISTRICT NO. 1
OF WHATCOM COUNTY**

CONSOR NORTH AMERICA INC.

By: _____

By: _____

Name: Chris Heimgartner

Name: _____

Title: General Manager

Title: _____

Date: _____

Date: _____

EXHIBIT A

AMENDMENT NO. 3 TO WORK ORDER 2

SCOPE OF SERVICES
WATER TREATMENT PLANT 1
PUBLIC UTILITY DISTRICT NUMBER 1 OF
WHATCOM COUNTY

Introduction

Conсор North America, Inc. (Conсор) has developed this Scope of Services (scope) and accompanying fee estimate to provide engineering services for the Water Treatment Plant 1 (WTP1) project final design and bid period services. The scope is a continuation of the WTP1 preliminary design and Utilidor Build 60% design.

The consultant team is led by Conсор as the prime consultant and includes sub-consultants CG Engineering for structural engineering services, The Driftmier Architects, P.S. for architectural services, Environmental Science Associates (ESA) for permitting and cultural resources, Industrial Systems Inc. (IS) for electrical, instrumentation, and controls, Ciani & Hatch Engineering for geotechnical engineering services, Rensch Engineering, LLC for HVAC and plumbing, and Northwest Corrosion for corrosion control design.

Statement of Understanding

Located on the Nooksack River just south of downtown Ferndale, WTP1 was constructed in 1965. The intake pumps were replaced in 1998, and the structure was expanded and modified in 2003. Whatcom PUD is currently in the process of upgrading the intake screens' air backwash supply.

With a maximum rated capacity of 11.7 million gallons per day (MGD), WTP1 does not meet the operating demand of 21.0 MGD or even the average day demand (ADD) of 12.5 MGD. Many of the mechanical components of WTP1 have reached or exceeded their expected service life. Currently, WTP1 is unreliable due to its age and is unable to provide sufficient capacity and therefore is not able to provide redundant treatment capacity for WTP2.

The proposed improvements are based on the WTP1 Preliminary Design Report by Conсор in March 2024 and the Utilidor 60% design completed in December 2024. The WTP1 improvements include:

- Raw Water Mains crossing of Ferndale Road in the Utilidor
- Ground Improvements
- Utilidor Access Building (UAB)
- Site Civil work to accommodate the new WTP1

- Treated Water Conveyance
- Clearwell and High-Head Pump Station
- Treatment and Control Building
- Treatment Processes, e.g., sand traps, flash mixers, flocculation and sedimentation basins, and other improvements to complete the new WTP1
- Demolition of the existing WTP1
- SCADA Control System Backbone

Scope of Services

To maximize the available information and consequently to minimize costs associated with the Project, all tasks include the following four (4) components.

- Objective: Summary of the goals that will be achieved by each task
- Activities: Specific project elements and efforts that will be completed by the Consor project team
- Deliverables: The finished product that will be delivered to Whatcom PUD
- Assumptions: Assumptions used to develop each task

Specific Tasks

Whatcom PUD staff will be actively engaged throughout the project, utilizing a series of workshops and presentations to solicit Whatcom PUD input and develop consensus at key points in the design process. Tasks in this Scope of Services include:

- Task 1 – Project Management
- Task 2 – Permitting and Cultural Resources
- Task 3 – Final Design
- Task 4 – Bid Period Services
- Task 5 – Sub-consultants
- Task 6 – Unanticipated Services

A detailed breakdown of the tasks and subtasks that comprise the Scope of Services follows and aligns with the tasks included in the Fee Estimate included as **Exhibit B**.

Task 1 - Project Management

Objective

Provide overall leadership and team strategic guidance aligned with Whatcom PUD staff objectives. Coordinate, monitor, and control the project resources to meet the technical, communication, and contractual obligations required for implementing the project scope.

Activities

1.1 Invoices/Status Reports

Prepare monthly invoices, including expenditures by task, hours worked by project personnel, and other direct expenses with the associated backup documentation. Monthly status reports to accompany each

invoice and include comparisons of monthly expenditures and cumulative charges to budget by Task, including cost-to-complete, earned value, cash flow, and sub-consultant participation. Monthly status reports to include schedule update, when applicable.

1.2 Coordination with Whatcom PUD Staff

Prepare for and attend bi-weekly project meetings with Whatcom PUD staff. Submit a weekly project update email to Whatcom PUD project manager (PM) including the status of each work task. Whatcom PUD PM to be copied on all email communications with Whatcom PUD staff.

1.3 Coordination with Subconsultants

Coordinate with and manage subconsultants on specific tasks, scope, and budget to facilitate execution of the scope. Prepare for and attend monthly design meeting.

1.4 Project Management Plan Updates

Update the Project Management Plan (PMP) that includes the signed contract, work assignments, project work plans, communication protocol, quality control plan, schedule, health and safety plan (HASp), and invoicing procedures.

1.5 Decision Log

Develop, maintain, and monitor a decision log to document major project decisions. Decision log will be a Microsoft Excel file with access provided to the consulting team and Whatcom PUD staff.

1.6 Quality Management

Perform quality management for project deliverables, including quality control/quality assurance management and coordination with subject matter experts. Perform constructability review at 60% design level. Submit QA/QC tracking forms with each deliverable to Whatcom PUD.

Deliverables

- Monthly invoice and status report covering:
 - Work on the project performed during the previous month
 - Meetings attended
 - Problems encountered and actions taken for their resolution
 - Potential impacts to submittal dates, budget shortfalls or optional services
 - Budget Analysis
 - Updated monthly schedule, when applicable
 - Issues requiring project team action
- Weekly status emails
- PMP update in PDF format
- Decision log form

Assumptions

- Notice to Proceed date by March 17, 2025.

- Project duration is anticipated to be 18 months assuming that the regulatory review period does not exceed 6 months.
- Whatcom PUD reviews:
 - Review period for deliverables is 10 working days except for the 90% design deliverable which will be 20 days.
 - Whatcom PUD review comments will be compiled into a single document before submitting to Consor.
- Bi-weekly meetings between Consor and Whatcom PUD are assumed to be 60 minutes in length and will occur virtually via telephone or Microsoft Teams.
- Monthly one-hour meetings with subconsultants will occur virtually via telephone or Microsoft Teams.
- Assume 18 progress payments/status reports.

Task 2 – Permitting

Objective

Provide services to assist Whatcom PUD in obtaining permits and approvals necessary to construct the proposed project. Support ESA to complete the environmental documentation and permitting. Provide timely and thorough responses to regulatory agencies.

Activities

2.1 Permitting

Coordinate permitting for the project performed under Task 5.3.

Deliverables

- See Task 5.3.

Assumptions

- See Task 5.3.

Task 3 – Final Design

Objective

Develop the WTP1 preliminary design to 60%, 90%, and 100% levels of completion. Anticipated drawings for the final design plan set are provided as **Exhibit C**. The project will include design of the following components.

- 1 - General Sheets
- 2 - Ferndale Road Crossing Utilidor
- 3 - Utilidor Access Building
- 4 - Civil & Stormwater Improvements

- 5 - Treated Water Conveyance
- 6 - Clearwell and High Head Pump Station
- 7 - Treatment Plant 1 Building
- 8 - Plate Settlers and Misc. Treatment Processes
- 9 - Sludge Removal
- 10 - SCADA/Control System Backbone

Activities

Develop design for the following components up to 100% levels of completion.

3.1 60% Design

Develop the WTP1 preliminary design from 30% level to approximately 60% completion. Combine with 60% UAB plans and technical specifications. Provide approximately 258 of 439 construction drawings in the 60% Design Submittal for the General, Erosion Control, Demolition, Civil, Structural, Mechanical, Process and Instrumentation Diagrams (P&IDs), Electrical and Instrumentation and Controls (E&IC) design disciplines. The 60% Design Submittal to include construction drawings, major equipment specifications, and 60% Engineer's OPCC.

Conduct review meetings following 60% deliverables with Whatcom PUD staff in a workshop setting virtually via telephone or Microsoft Teams.

3.2 90% Design

Develop the UAB and WTP1 60% design to approximately 90% completion. Provide approximately 439 of 439 construction drawings in the 90% Design Submittal for the General, Erosion Control, Demolition, Civil, Structural, Mechanical, P&IDs, and E&IC design disciplines. The 90% Design Submittal to include construction drawings, full specifications, and 90% Engineer's OPCC.

Conduct review meetings following 90% deliverables with Whatcom PUD staff in a workshop setting virtually via telephone or Microsoft Teams.

3.3 100% Design

Develop the UAB and WTP1 90% design to 100% completion. Provide 439 of 439 construction drawings in the 100% Design Submittal for the General, Erosion Control, Demolition, Civil, Structural, Mechanical, P&IDs, and E&IC design disciplines. The 100% Design Submittal to include construction drawings, full specifications, and 100% Engineer's OPCC.

Deliverables

- Meeting agendas, minutes, and supporting materials, draft and final in PDF format
- The 60% submittal includes design plans at half size (11x17), technical specifications for major equipment, and OPCC in PDF format.
- The 90% and 100% submittals include design plans at half size (11x17), contract documents, and OPCC in PDF format. The 100% submittal includes bid ready documents to be used for project bidding and construction.

Assumptions

- The SCADA/Control System Backbone design components are included in Tasks 3.1 through 3.3.
- Incorporate standard front end contract documents, provided by Whatcom PUD, into complete contract document with approved modifications by Consor.
- Provide Washington Professional Engineer's Stamp with signature and date on final bid ready edition of the contract documents.
- Whatcom PUD distributes all design review packages and bid documents for the project.
- Equipment selection determined by Whatcom PUD SCADA system supplier/integrator.
- The current CSI MasterFormat specifications to be used.
- Whatcom PUD will provide review comments within 10 days after submittal except for the 90% design which will be 20 days.

Task 4 – Bid Period Services

Objective

Provide support to Whatcom PUD staff during bidding to select the lowest responsive and responsible Bidder, assuming Whatcom PUD will lead the bidding process including advertisements for bids and distribution of documents, with technical support provided by the project team.

Activities

4.1 Bid Period Services

Pre-Bid Meeting

Prepare a meeting agenda and attend the Pre-Bid Meeting with Whatcom PUD staff, Contractors, and other parties interested in the project. Provide sign-in sheets for the meeting and document questions and informal responses during the meeting, with formal responses issued as part of Addenda.

Responses to Bidder Inquiries

Assist Whatcom PUD with responses to Bidder inquiries and questions. Questions and inquiries that require clarification to all Bidders will be issued via Addenda.

Addenda

Prepare addenda for Whatcom PUD's review and distribution to respond to Bidder questions and inquiries and provide clarification of Contract Documents, as necessary.

Bid Evaluation Support

Following the Bid Opening, conduct an evaluation of all bids and prepare a Bid Tabulation spreadsheet. Conduct a review of qualifications for the three (3) lowest bidders. Summarize the evaluation of bids and Bidder evaluation of the three (3) lowest Bidders and prepare an Engineer's Recommendation of Award for consideration by Whatcom PUD.

Conformed Contract Documents

Following bidding and prior to the start of construction, prepare Conformed Contract Documents incorporating design changes and additional information provided in Addenda during the bidding process.

Deliverables

- One (1) electronic (PDF) copy of the Pre-Bid Meeting agenda
- One (1) electronic (PDF) copy of the scanned sign-in sheet(s) from the Pre-Bid Meeting
- One (1) electronic (PDF) copy of each addendum
- One (1) electronic (PDF) copy of the Engineer's Recommendation of Award, including Bid Tabulation and summary of the evaluation of the three (3) lowest Bidders
- Three (3) hard copies and one (1) electronic (PDF) copy of the Conformed Contract Documents, including Project Manual and 11x17 construction drawings

Assumptions

- The bidding process will be led by Whatcom PUD with support from Consor to respond to Bidder inquiries and preparing addenda.
- Pre-Bid Meeting will be attended by five (5) Consor staff.
- The Pre-Bid Meeting will be conducted at the WTP1 site.
- No responses to Bidder inquiries and questions within one (1) week of the Bid Opening date will be provided unless the Bid Opening Date and Time are adjusted.
- Responses to Bidder inquiries will be documented in addenda issued during the bidding process for full disclosure and maintaining a fair bidding process.
- For budgetary purposes, three (3) addenda are estimated.
- The Bid Evaluation task is anticipated to involve a limited (up to three (3)) investigation of bidders based on the minimum qualifications established for the project and reference checks.
- Support services for a Bidder protest or higher-level evaluation of Bidder qualifications is not included in this task.
- Conformed Contract Documents will not be wet stamped.
- Electronic copies, AutoCAD or similar format, will be provided to the General Contractor for reference only and to use at their own risk.

Task 5 – Subconsultants

Objective

Provide for the specialty services provided by Consor subconsultants for the project.

Activities

6.1 Structural Engineering Services

See attached **Exhibit D** for structural engineering services provided by CG Engineering.

6.2 Architectural Services

See attached **Exhibit E** for architectural services provided by The Driftmier Architects, P.S.

6.3 Permitting and Cultural Resources Services

See attached **Exhibit F** for permitting and cultural resources services provided by ESA.

6.4 Electrical, Instrumentation, and Controls Engineering Services

See attached **Exhibit G** for electrical, instrumentation, and controls engineering services provided by IS.

6.5 Geotechnical Engineering Services

See attached **Exhibit H** for geotechnical engineering services provided by Ciani & Hatch Engineering.

6.6 Building HVAC and Plumbing

See attached **Exhibit I** for building HVAC and plumbing services provided by Rensch Engineering, LLC.

Deliverables

- See attached subconsultant Scopes of Services

Assumptions

- See attached subconsultant Scopes of Services

Task 6 – Unanticipated Services

Objective

Unanticipated services authorized under this task are at Whatcom PUD's discretion. Consor will provide scope and fee estimate for additional services when requested by Whatcom PUD and will commence work only when written authorization is provided by Whatcom PUD.

Budget

Payment will be made at the Billing rates for personnel working directly on the project, which will be made at Consor's Hourly Rates, plus Direct Expenses incurred. Billing rates are as shown in the table below. Subconsultants, when required by Consor, will be charged at actual costs plus a 10 percent fee to cover administration and overhead costs. Direct expenses will be paid at the rates shown in the table below.

Estimated Schedule

The recombined 60% design for the WTP1 is estimated to begin in March 2025 and conclude in May 2026. Bidding is estimated to start in June 2026 with the bid opening in August 2026. A more detailed project schedule will be developed after Notice to Proceed is provided by Whatcom PUD.