



Agenda
Benton County Emergency Services Executive Board
Thursday, February 22, 2024 ~ 7:30 AM
Richland City Hall ~ Council Chambers
625 Swift Boulevard

Benton County Emergency Services (BCES) Executive Board Meeting

Call to Order

Attendance

Approval of Agenda (Approved by Motion) Voting Members: All voting members except Benton Public Utility District

Public Comments: Please limit public comments to 2 minutes per speaker.

Consent Calendar: Items on the Consent Calendar have been distributed to Benton County Emergency Services Executive Board members in advance for reading and study, are considered to be routine, and will be enacted by one motion of the Board with no discussion. Board members may transfer individual Items of Business for deliberation before voting. Voting Members: All voting members except Benton Public Utility District.

1. Approval of the DRAFT January 25, 2024 Benton County Emergency Services Executive Board Regular Meeting Minutes
 - Jon Amundson, City Manager

Director's Report:

2. Manager's Report
 - Jay Atwood, BCES Executive Director

Items of Business:

Benton County Emergency Services (BCES) (Approved by Motion): Voting Members: Cities of Kennewick, Pasco and Richland; Benton and Franklin County - 2 votes each. Benton County Fire District; Cities of Benton City, Prosser and West Richland - 1 vote each.

3. Carry-over of Grant and Project Funds from Year Ending 2023 - Approval
 - Jay Atwood, BCES Executive Director
4. Interlocal Agreement - Discussion
 - Jay Atwood, BCES Executive Director

Benton County Emergency Management (BCEM) (Approved by Motion): Voting Members: Cities of Kennewick and Richland; Benton County - 2 votes each. Cities of West Richland, Prosser and Benton City - 1 vote each.

Southeast Communications Center (SECOMM) (Approved by Motion): Voting Members: Cities of Kennewick, Pasco and Richland; Benton and Franklin County - 2 votes each. Cities of Prosser and West Richland; Benton County Fire Districts - 1 vote each.

800MHz System (Approved by Motion): Voting Members: Cities of Kennewick and Richland; Benton County - 2 votes each.

5. Amendment to ADCOMM Contract 281-21 - Approval
 - Jay Atwood, BCES Executive Director

Benton County Microwave System (Approved by Motion): Voting Members: Cities of Kennewick and Richland; Benton County - 2 votes each. Benton Public Utility District - 1 vote each.

Strategic Advisory Team (SAT):

BCES/BiPIN Consolidation:

Discussion Items:

Adjournment

Richland City Hall is ADA accessible. Any individual who has difficulty attending the meeting in-person may request to provide comments remotely. (Ch. 42.30 RCW) Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the meeting by calling the City Clerk's Office at 509-942-7389.



BENTON COUNTY EMERGENCY SERVICES AGENDA ITEM COVERSHEET

Meeting Date: 2/22/2024

Agenda Category: Consent Calendar:

Prepared By: Jon Amundson, City Manager

Subject:

Approval of the DRAFT January 25, 2024 Benton County Emergency Services Executive Board Regular Meeting Minutes

Recommended Motion:

Summary:

DRAFT minutes from the January 25, 2024 Benton County Emergency Services Executive Board Regular Meeting are presented for the Board's consideration and approval.

Fiscal Impact:

Attachments:

- I. 022224 January 25, 2024 DRAFT BCES Meeting Minutes



MINUTES – January 25, 2024 - 7:30 AM
BENTON COUNTY EMERGENCY SERVICES EXECUTIVE BOARD
REGULAR MEETING
Richland City Manager’s Conference Room ~ 625 Swift Blvd
Richland, WA 99352

Call to Order

The meeting was called to order at 7:30 a.m. by Richland Assistant City Manager Drew Florence.

Attendance

Members

Michael Alvarez	Benton County (2 Votes)
Mike Gonzalez <i>(Remote)</i>	Franklin County (2 Votes)
Lisa Beaton	City of Kennewick (2 Votes)
Adam Lincoln <i>(Remote)</i>	City of Pasco (2 Votes)
Drew Florence <i>(in for Jon Amundson)</i>	City of Richland (2 Votes)
Thomas Glover	City of Prosser (1 Vote)
Brent Gerry <i>(Remote)</i>	City of West Richland (1 Vote)
Bill Reed <i>(Remote)</i>	City of Benton City (1 Vote)
Lonnie Click	Benton County Fire Districts (1 Vote)

Absent

Jon Amundson	City of Richland (2 Votes)
Duane Szendre	Benton PUD (1 Vote, Microwave Only)

Also Present: BCES Director Jay Atwood; SECOMM Manager Kim Lettrick; BCEM Manager Deanna Davis; BCES IS Manager Doug deGraaf *(Remote)*; Technical Systems Coordinator Craig Hamilton; Accounting Specialist Jordan George; Administrative Assistant/Board Secretary Carole Cimrhakl

Other Attendees: Franklin County IS Assistant Director Liz Cupples; Franklin County Sheriff Jim Raymond *(Remote)*; Franklin County Electronics and Instrumentation Technician Michael Namchek; Benton County Deputy Administrator Matt Rasmussen; Benton County Sheriff Commander Mat Clarke; Benton County Fire District 4 Chief Paul Carlyle; Interim Prosser Police Chief John Markus *(Remote)*; West Richland Police Chief Thomas Grego *(Remote)*; Richland Fire Chief Tom Huntington; Richland Finance Director Brandon Allen

Approval of Agenda

THOMAS GLOVER MOVED AND MICHAEL ALVAREZ SECONDED THE MOTION TO APPROVE THE AGENDA. ALL WERE IN FAVOR. MOTION CARRIED 14-0.

Public Comments

There were no public comments.

Approval of Consent Calendar

I. Minutes – Drew Florence

Approve the DRAFT Minutes of the Benton County Emergency Services Executive Board Special Meeting held December 6, 2023.

2. Approve the DRAFT Minutes of the Benton County Emergency Services Executive Board Special Meeting held January 18, 2024.

MICHAEL ALVAREZ MOVED AND LISA BEATON SECONDED THE MOTION TO APPROVE THE CONSENT CALENDAR. ALL WERE IN FAVOR. MOTION CARRIED 14-0.

Director's Report

3. Manager's Report

Emergency Management Manager Deanna Davis encouraged board members to attend the Columbia Generating Station (CGS) Ingestion Exercise. This exercise occurs once every 8 years and takes place on February 6 and 7, 2024. This exercise is in preparation for the Federal Emergency Management Agency (FEMA) evaluated exercise scheduled for March 26 & 27, 2024.

A FEMA Risk Map process to remap the water areas around our community has been completed. The draft map may have taken into consideration areas that weren't in the flood plain before or areas that were in the flood plain that no longer are. A calendar invitation to review and comment has been sent out.

A probationary dispatch employee was terminated. Currently, we have nineteen in background and three are in the post conditional phase. The three could begin training March 4th with the potential to add a couple more to the class. There are three other that are in the middle of the process (background checks) and three more are in suitability assessments/integrity interviews. Another ten are in pre-hire screening and 21 others have been invited to take CritiCall and typing tests.

Two supervisor positions remain to be filled. These positions will be open to both internal and external candidates.

An agreement was reached with the Teamsters on behalf of the dispatchers and the contract was approved by the Richland City Council last week.

Jay Atwood praised both Doug deGraaf and Craig Hamilton for their management of multiple projects, dealing with issues from various systems and hardware, and investigating new technologies over the past few months.

A "School of Leadership" for employee development (for SECOMM) has kicked off. This is a once-a-month leadership training program for our Lead dispatchers that will continue for the next nine months. The program will help develop their skill set and will also play a part in the plan for Leads to have more of an on-shift supervisor presence.

Motorola has agreed to guarantee their microwave quote through March 31st, 2024. This will be the last extension they will approve as their costs have risen. Assistant City Manager Drew Florence added that the revised Interlocal Agreement (ILA) has been sent out to each

jurisdiction's legal team by Richland City Attorney Heather Kintzley and there are a few replies still outstanding. Once all replies are received, the comments will be incorporated accordingly.

BCES Information Systems Manager Doug deGraaf and Adcomm Engineer John Conley are in Shreveport Louisiana today to inspect the shelter for Red Mountain. Labor and Industries gave their approval of the shelter yesterday.

Assistant City Manager Drew Florence updated the Board of a handwritten lawsuit received by the county related to the work on Red Mountain. It has since been dismissed by the complainant.

Road work on Red Mountain has been halted due to weather but is expected to resume this Monday (January 29th). We've awarded the contract for construction to Summit. A tentative kick-off meeting is scheduled on Friday (January 26, 2024) to prepare for next steps with the intention of getting to work on the mountain top early next week. All Motorola equipment for this project has been received and is staged at BCES. We hope to have everything completed in September 2024.

Items of Business

Benton County Emergency Services (BCES)

4. Election of 2024 Chair and Vice-Chair

LISA BEATON MOVED AND MICHAEL ALVAREZ SECONDED THE NOMINATION OF JON AMUNDSON AS 2024 BOARD CHAIR. ALL WERE IN FAVOR. MOTION CARRIED 14-0.

BRENT GERRY MOVED AND LONNIE CLICK SECONDED THE NOMINATION OF MICHAEL ALVAREZ AS 2024 BOARD VICE-CHAIR. ALL WERE IN FAVOR. MOTION CARRIED 14-0.

Benton County Emergency Management (BCEM)

Southeast Communications Center (SECOMM)

800MHz System

5. VHF Radio System Project Recommendation

Federal Engineering together with the VHF Radio System Technical Team recommend transitioning from the current analog VHF radio system to the existing BCES 800MHz trunked system. Richland Fire Chief Huntington looked to the Board for approval to move forward with the recommendation and to engage Motorola in system design and estimated costs. All members agreed the technical team should move forward with the recommendation.

Benton County Microwave System

Strategic Advisory Team (SAT)

BCES/BiPIN Consolidation

Discussion Items

Announcements

Adjournment

The meeting adjourned at 8:02 a.m.

APPROVED:

ATTEST:

Jon Amundson, BCES Executive Board Chair

Carole Cimrhakl, BCES Board Secretary

Date Approved: _____

Date Published: _____

DRAFT



BENTON COUNTY EMERGENCY SERVICES AGENDA ITEM COVERSHEET

Meeting Date: 2/22/2024

Agenda Category: Director's Report

Prepared By: Jay Atwood, BCES Executive Director

Subject:
Manager's Report

Recommended Motion:

Summary:
Monthly updates from Benton County Emergency Services Management

Fiscal Impact:

Attachments:

1. 022224 Management Report
2. 022224 Red Mountain Site Build Schedule



BENTON COUNTY EMERGENCY SERVICES EXECUTIVE BOARD MANAGER'S REPORT – Thursday, February 22, 2024

Southeast Communications (SECOMM) – Kim Lettrick/Gwen Stanley/Aimee Fournier-Plante

January 2024 Statistical Information

9-1-1 Calls = 10,211

Text to 911 = 63 Sessions (420 messages sent back and forth between dispatch and text initiators)

Non-Emergency = 12,291

Law Enforcement Events = 24,294

Fire/EMS Events = 3,619

Training

1 employee successfully passed the call taking phase of training.

4 employees successfully passed the Fire/EMS phase of training.

1 employee is currently in call taking training.

With a break in hiring new call takers (estimated for May), we will be working to finish more radio training.

Three employees completed our newly revised Law & Data Training class. Two of them have begun on-the-job training with the third scheduled to begin in March.

The Certified Training Officer (CTO) group plans to meet quarterly and hold one separate 8-hour training workshop this year. The group is discussing our transition from the San Jose Training Model to the Adult Training Model.

A CTO and a Lead will attend Instructor Development in April. The plan is to strengthen our delivery of academic training and in the future to develop more CTOs that can facilitate academic training.

Benton County Emergency Management (BCEM) – Deanna Davis

Exercise

On February 6th and 7th, we participated in a “practice” drill in preparation for the Columbia Generating Station FEMA evaluated exercise that will take place March 26th and 27th, 2024. The first day was focused on our response to a nuclear power plant release of radiation and our immediate protection of the public. Around the lunch hour a MAC (Multi-Agency Coordination) briefing was conducted with the City of Richland, City of Kennewick, and Benton County present. The second day of the exercise was very slow but focused on drawing boundaries around areas that had a higher than acceptable radiation exposure – Matt Rasmussen with Benton County and Bill Goody with Washington Department of Transportation were a tremendous help with defining the geographic boundary in the area of concern – A big Thank You to them.

This two-day exercise happens once every 8 years with the first day of the drill/exercise focusing on the response phase of the incident, where we will assess the situation and initiate actions to immediately protect the health and safety of the public who live or work within 10 miles of the nuclear power plant. Moving into the second day of drill play we will be focusing on what comes next in the intermediate or post plume phase. During this part of the drill/exercise we focus on identifying areas of contamination where radiation levels are greater than what would be allowable for sale and consumption of agricultural products, whether this means full embargo of our local agricultural products or potential remediation of food products. Another huge component of the second day of the drill is determining if previously evacuated areas can go home and if there are other areas of Richland or Benton County that will have to leave their residence because radiation levels make it unsafe for them to live there. During the second day we will work closely with Washington State Emergency Management, Washington State Department of Health, Office of Radiation Protection and Washington State Department of Agriculture to ensure we are providing the best course of actions for our populations.

An incident of this nature would require a great deal of coordinated decision making for all jurisdictions involved. The impact of a nuclear power plant incident on the residents of the Tri-Cities and Washington State would be significant and City Managers, Commissioners and Mayors would play a key role in the decision-making process.

Staffing

Interviews for the vacant Emergency Planner position will take place February 29th and March 1st; there are 7 candidates.

Training

Emergency Management will be hosting a Public Information Basics Course May 8-10th at BCES. For course information and registration details go to

https://reg.learningstream.com/reg/event_page.aspx?ek=0038-0021-23e6ed049b99485b883ad7068a8a5bc9

Benton County Emergency Services Information Systems (BCES IS) – Doug deGraaf

GIS/SECOMM

Map Roll 159 went live successfully with 452 new address points and 46 new/extended road segments. We continue to maintain 0 critical errors with NG911 data submitted to WA State.

Staff successfully participated in the Columbia Generating Station exercise and implemented a new ArcGIS Web Map for the exercise.

Staff worked with Benton County Sheriff's Office (BCSO) and the Pasco Police Department (PPD) to implement major updates to their Emergency Service Zones (ESZs). We also worked with Pasco Fire for Station 85 to redraw ESZs and ran reports for the last year of Fire/EMS calls to assist Pasco in determining how to split their ESZs for better call distribution.

Richland Police Department (RPD) renumbering was implemented.

A public records request for events within a 5-mile radius of Kahlotus was completed.

We worked with ESO Solutions to transition some of our Fire agencies (West Benton Fire Rescue, Benton County Fire District #6, and Walla Walla District #5) from ERS to ESO.

800MHz/P25/Microwave

We worked with BCSO on implementing 68 new cellular enabled Motorola N70 subscriber portable radios.

Red Mountain Construction with Summit officially started on January 30th with Summit's crew onsite to begin staking and initial review of the site. Benton County has performed a Bird Survey with no nesting birds identified and the report indicates we are clear to continue to work on the Site and Road construction efforts going forward. The tentative schedule is attached to this report.

Sabre has reported the Shelter is still being prepared, they have installed a missing wall board and installed the interior wire racks. Sabre will be scheduling the internal fencing here soon.

Catalyst and AT&T FirstNet are still working on implementing and testing their integration.

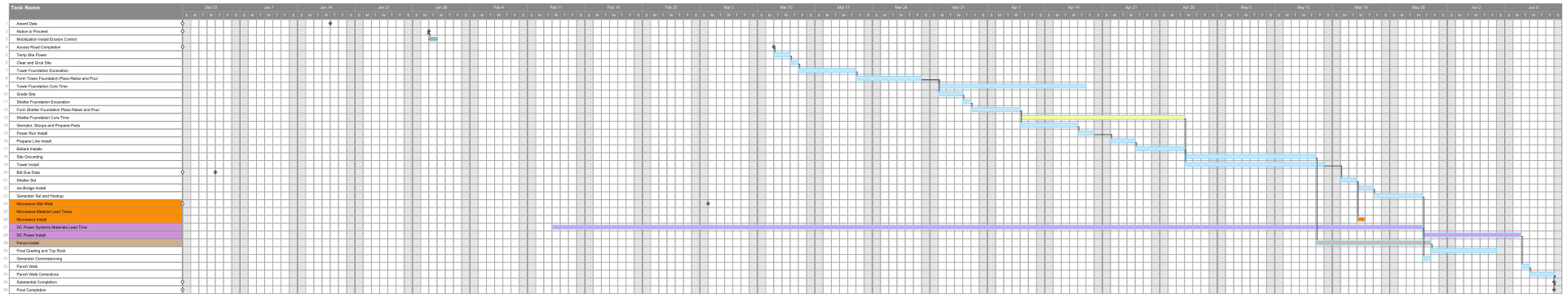
Motorola has installed Client and Server security patches as of February 9th.

BCES

DUO Multi Factor Authentication (MFA) has been fully implemented, securing Windows/Domain Logon, M365 applications and Cisco AnyConnect VPN.

New Cisco Wireless Access Points were installed to replace our aged Meraki Wireless Access Points.

Red Mountain Site Build





BENTON COUNTY EMERGENCY SERVICES AGENDA ITEM COVERSHEET

Meeting Date: 2/22/2024

Agenda Category: Benton County Emergency Services (BCES) (Approved by Motion)

Prepared By: Jay Atwood, BCES Executive Director

Subject:

Carry-over of Grant and Project Funds from Year Ending 2023 - Approval

Recommended Motion:

Approve the carry-over of existing Benton County Emergency Services (BCES) project funds to increase the 2024 approved BCES budgets and authorize staff to make the necessary budget adjustments

Summary:

Although the grants were approved by the Board at the initial time of acceptance, and the projects and funding were approved by the Board at the start of the projects, there is the need for the Board to authorize the increase in appropriations for 2024 to allow the carry-over of these funds.

It is recommended the Benton County Emergency Services Executive Board approve the carry-over of grant and project funds and increase the 2024 approved budgets.

Fiscal Impact:

The 2024 SECOMM adopted budget will be increased by \$675,492. Of this amount, \$34,345 is grant carry-overs and \$641,147 is purchase orders being carried over. The 2024 BCEM adopted budget will be increased by \$608,015. Of this amount, \$599,913 is grant carry-overs and \$8,102 is purchase orders being carried over. The 2024 800MHz adopted budget will be increased by \$762,469. This is due to purchase orders being carried over. The 2024 VHF adopted budget will be increased by \$93,247. This amount is due to purchase orders being carried over.

Attachments:

- I. 022224 Grant and Project Funds from year ending 2023

Benton County Emergency Services 2024 BUDGET

Grant and Project Carry Over and Increase of Budgets - All Funds

For the Fiscal Year 2024

Funds	PO Carry Overs	Grant Carryover	Total Carry-Over by Fund
Southeast Comm. Center - Fund 641			\$ 675,492
ST E911 Grant		34,345	
Cerium - Server Replacement Project	607,487		
Cerium - Multi-Factor Authentication Project	4,366		
Centurylink - Lumen Viper Server Upgrade	29,294		
800 Mhz - Fund 642			\$ 762,469
Motorola - Red Mountain Installation	514,445		
ADCOMM - Red Mountain Engineering	26,980		
Sabre - Red Mountain Shelter/Tower	218,257		
Northwest Tower Engineering - Tower Analysis	2,750		
Cerium - Multi-Factor Authentication Project	37		
Emergency Management - Fund 643			\$ 608,015
EMPG Grant		79,757	
EFSEC Grant		236,692	
DOE Grant		138,454	
SHSP Grants		145,010	
Cerium - Server Replacement Project	7,788		
Cerium - Multi-Factor Authentication Project	314		
VHF - Fund 646			\$ 93,247
Motorola - CCGW Expansion	93,247		
Total Appropriations	\$ 1,504,965	\$ 634,258	\$ 2,139,223



BENTON COUNTY EMERGENCY SERVICES AGENDA ITEM COVERSHEET

Meeting Date: 2/22/2024

Agenda Category: Benton County Emergency Services (BCES) (Approved by Motion)

Prepared By: Jay Atwood, BCES Executive Director

Subject:
Interlocal Agreement - Discussion

Recommended Motion:

Summary:
Discussion and timeline for approval.

Fiscal Impact:

Attachments:



BENTON COUNTY EMERGENCY SERVICES AGENDA ITEM COVERSHEET

Meeting Date: 2/22/2024

Agenda Category: 800MHz System (Approved by Motion)

Prepared By: Jay Atwood, BCES Executive Director

Subject:

Amendment to ADCOMM Contract 281-21 - Approval

Recommended Motion:

Approve the Amendment to ADCOMM Contract 281-21 to increase the contract by and not to exceed \$92,486 using funds provided by Benton County under Resolution 2019-949 and authorize staff to make the necessary budget adjustments.

Summary:

The ADCOMM change order was issued to extend the contract timeline and update the original scope of work. The changes include added time/effort for delays in shelter procurement due to a Washington State Gold Seal permitting process, extended tribal MOA and NEPA coordination and approval activities, multiple revisions of the state/civil documentation package and GC SOW document package, and delays in County managed access road project, SEPA process and construction contract procurement.

The change order includes the addition of another project manager, technical lead, construction manager, project admin time to manage the project through completion of the Motorola radio equipment installation and release to operations, a legal description for the project site to support the site lease documentation, and as-built construction documents at the completion of construction. We anticipate the project will be completed by the end of September 2024.

The recommendation is to approve the Amendment to ADCOMM Contract 281-21 to increase the contract by and not to exceed \$92,486 using funds provided by Benton County under Resolution 2019-949 and authorize staff to make the necessary budget adjustments.

Fiscal Impact:

The ADCOMM change order increases the contract by and not to exceed \$92,486. The new contract amount will be \$530,932. The increase includes 460 hours of staff time and \$18,000 in sub-consultant costs. The increase will be funded by Benton County under Resolution 2019-949. This is a one-time cost. The contract would be extended until December 31, 2024. The project is expected to be completed and closed out prior to December 31, 2024. We will be billed in actuals.

Attachments:

1. 022224 ADCOMM_Richland_Red Mtn-Change Order_20240124
2. 022224 Adcomm Cost Estimate detail Change Order_Red Mtn 20240125

CHANGE ORDER

DATE: January 24, 2024

TO: Doug deGraaf, IS Manager, BCES

FROM: Susan Ronning, P.E., PMP, ASEP, Principal, ADCOMM Engineering LLC

SUBJECT: Update Project Schedule and Cost – Red Mountain Engineering Project – City of Richland Agreement No. 281-21

1. PURPOSE

ADCOMM requests to update the project scope of work and schedule due to delays, changes discovered through the normal course of project work, and added services requested. Fees included in this change order cover work already completed on previously un-scoped effort and additional effort still outstanding.

1.1 Background

This project provides planning, design, engineering, and contractor oversight for one new radio communication site on the west end of the Red Mountain area near Richland, Washington, to facilitate radio coverage improvements for the cities of Benton City, West Richland, Hanford, and Richland. This project supports the bid/build and procurement processes for the City of Richland.

2. CHANGE TO SCOPE

Additional scope has been performed in the project; project fees were redirected to perform this work. They included:

- Added time/effort due to delays in shelter procurement due to a Washington State L&I Gold Seal permit process.
- Added time/effort due to extended tribal MOA and NEPA coordination and approval activities.

- Added time/effort due to multiple revisions of the site/civil documentation package and GC SOW document package.
- Added time/effort due to delays in County-managed access road project SEPA process and construction contract procurement.

Due to factors beyond control of the project team, the expected date of completion for the project has moved from January 2024, as identified in Change Order No. 1, to September 2024. Added time to continue to manage the project for 8 additional months includes:

- Additional project manager, technical lead, construction manager, and project admin time to manage the project through completion of Motorola radio equipment installation and release to operations.

Additional scope has been identified to be added to the project. Additional work includes:

- Provide a legal description for the project site to support the site lease documentation.
- Provide as-built construction documents at the completion of construction.

2.1 Tasks

The following services are included with this change order:

- 1. *Consultant coordination for NEPA, including FCC and Benton County coordination, tribal coordination, and MOA development***
 - a. This work is complete as of November 2023, with the issuance of the fully executed MOA.
- 2. *Prepare site lease area legal description based on site survey***
 - a. This work is complete as of October 2023.
- 3. *Multiple revisions to stamped CD plan set from Cushing Civil Engineers, and stamped GC document package from ADCOMM***
 - a. Actual consultant costs for construction document preparation were in excess of the estimate, including multiple document package revisions based on client comments. This work is complete as of August 2023.
 - b. Actual ADCOMM costs to provide multiple revisions to the stamped GC design and spec package due coordination comments, incorporation of appendix documents provided after issuance, and updates to match City of Richland formatting. This work is complete as of December 2023.

4. Produce redlined as-built site/civil construction document set at the completion of construction

- a. Scope not included in original subconsultant estimate but required for project documentation.
- b. This work is expected to be complete by September 2024.

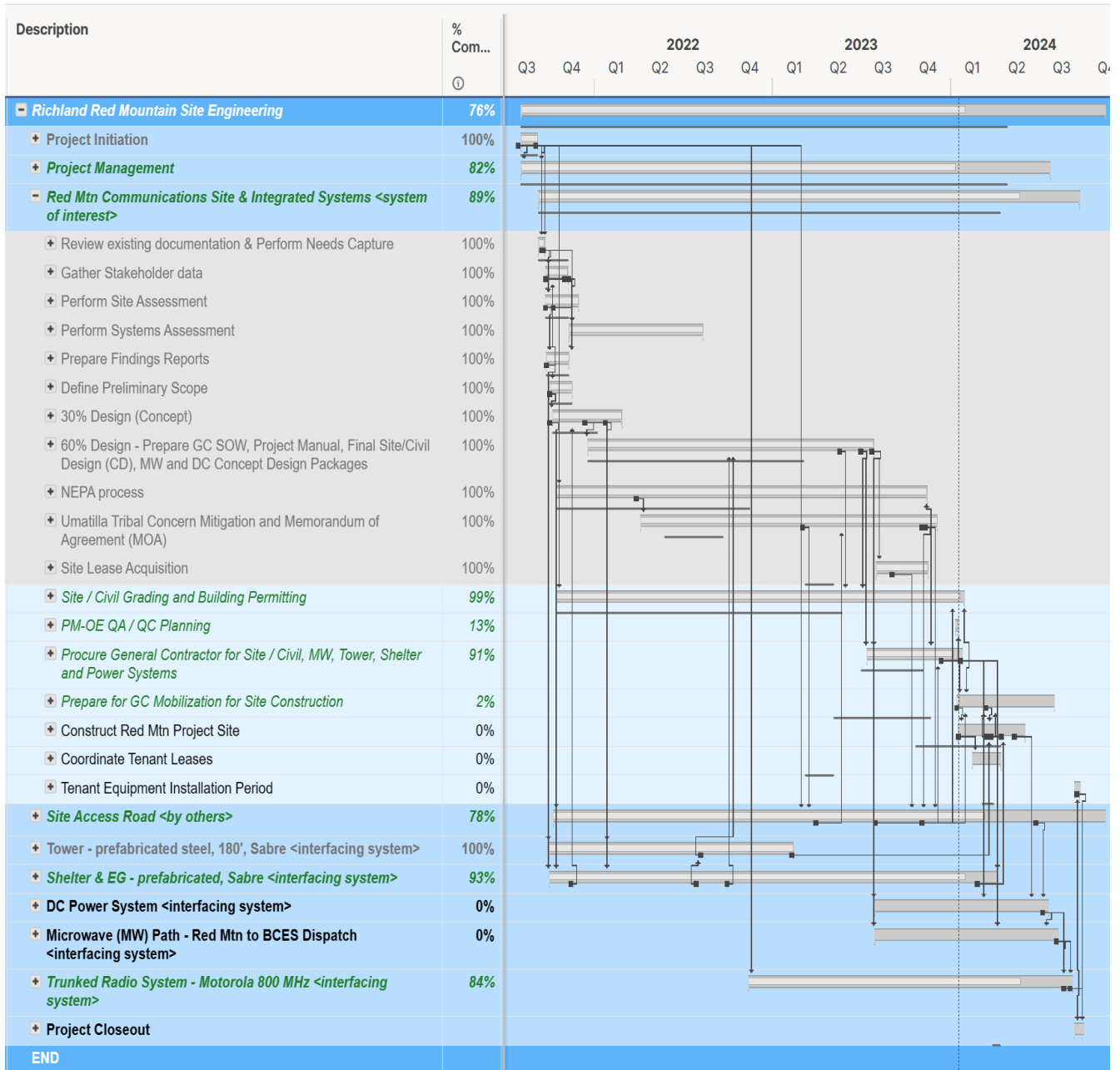
5. Project management services for eight (8) additional months

- a. Project management costs extended through the projected end of the project, including sixteen (16) hours each month for project manager and technical lead, twelve (12) hours each month for construction manager, and four (4) hours each month for project admin.
- b. This includes coordinating the project team, facilitating and documenting regular and ad-hoc project meetings, attending coordination meetings hosted by others, maintaining project records and documents, and addressing technical project issues as they arise.
- c. Change Order No. 1 included extended project management costs through January 2024, based on the expected project completion date at that time.
- d. This work is expected to complete by September 2024.

3. CHANGE TO SCHEDULE

ADCOMM requests to extend the contract term from July 31, 2024, to December 31, 2024 (see the below schedule).

The proposed amended work is estimated to be complete by the end of Q3 2024.



4. COST

ADCOMM estimates the total costs for this change order to be \$92,486 (includes approximately 460 hours of ADCOMM staff time and \$18,000 in subconsultant costs).

The new total cost for this project, including this change order will be \$530,932. *(The current contract value was \$438,446 plus this change order value of \$92,486.)*

TABLE 1: ADCOMM 2023-2024 RATE SCHEDULE

CATEGORY	RATE
Principal	\$215/hour
Chief Engineer	\$215/hour
Technical Specialist	\$190/hour
Senior Consultant	\$180/hour
Consultant	\$160/hour
Project Manager	\$150/hour
Site Manager	\$150/hour
Engineer	\$140/hour
Technical Writer	\$115/hour
Office Manager	\$80/hour
Technical Assistant	\$75/hour
Administrative Assistant	\$70/hour

4.1 Terms

- See Table 1 for a detail of ADCOMM services rate information.
- ADCOMM invoices based on actual time and expenses on a monthly basis for the duration of the project.
- Projected cost is based on hours used. If additional time is needed, additional time may be added as a change order.
- Mileage is billed at the current IRS rate.
- Expenses are billed at cost (travel, telephone, copies, etc.).
- Meals are billed on a per diem basis using GSA rates.
- Pass-through costs are marked up 5 percent (FCC license fees, equipment, subconsultants, subcontractors, materials, etc.).
- Rate increases are subject to review every 2 years, on odd numbered years, not to exceed 3 percent each biennium.

5. AGREEMENT FOR SERVICES

If you have any questions, please contact Susan Ronning at s.ronning@adcomm911.com or 971-718-7574.

APPROVED FOR:

City of Richland

APPROVED FOR:

ADCOMM Engineering LLC



Name:

Ms. Susan Ronning, P.E., PMP, ASEP, Principal

Date

January 24, 2024

Date

A signed proposal constitutes agreement for services between both parties.

This proposal is valid for 120 days.

For technical questions or clarification, contact:

Susan E. Ronning, P.E., PMP, ASEP

Owner and Principal Engineer

Voice/Text: 971-718-7574

Email: s.ronning@adcomm911.com

For invoice or billing questions, contact:

Sue Seefeld

Office Manager

Mailing Address: P.O. Box 308, Woodinville, WA 98072-0308

Voice/Text: 425-487-1361

Fax: 206-374-2834

Email: accounting@adcomm911.com

			Already Billed?	Work Completed?	Cost Category	ADCOMM Hours estimate	Cushing Hours estimate	Change Order Cost Estimate (hours and expenses)	Task	Cushing Total	ADCOMM Total
						458.0	23.1	\$ 92,486			
Current project budget	\$ 438,446	1	Yes	Yes	Permitting/Environmental	0	0	\$ 15,194	Cushing/Black Mountain: Tribal mitigation, and NEPA in excess of estimate	\$ 14,470	\$ -
Change order	\$ 92,486	2	Yes	Yes	A&E Services - legal description	0	0.0	\$ 525	Legal description for leased area	\$ 500	\$ -
Total new project budget	\$ 530,932										
		3	Yes	Yes	A&E Services - CD set	74	11.7	\$ 14,717	Cushing: cost of construction document preparation in excess of estimate, including multiple document package revisions based on client comments ADCOMM: cost of multiple revisions to the stamped GC design and spec package due coordination comments, incorporation of appendix docs provided after issuance, and updates to match City of Richland formatting	\$ 1,845	\$ 12,780
		4	No	No	Construction Support	0	11.4	\$ 1,890	Cushing: Produce as-built plan set at the end of construction	\$ 1,800	\$ -
ADCOMM Hours	458.0	5	Yes	Yes	Extended project management timeframe due to MOA/NEPA/SEPA and access road delays	384	0	\$ 60,160	ADCOMM: PM, OE, and CM support of project for 8 additional months (February 2024 - September 2024) due to extended schedule waiting for MOA and supporting processes	\$ -	\$ 60,160
Cushing Hours	23.1					0.0	0	\$ -		\$ -	\$ -
						0	0	\$ -		\$ -	\$ -
						0	0	\$ -		\$ -	\$ -

