

AGENDA REQUEST FORM

**Return completed form and complete agenda item to the Clerk of the Board
Yakima County Commissioners' Office, Room 232**

Prepared by:
Brian Griff

Department: Facilities Services

Requested Agenda Date: 07/22/2021

Presenting: Brian Griff

Document Title:

Board of County Commissioners Record Assigned

#

185-2021

APPROVED FOR AGENDA:

Consent Regular

Board of County Commissioners Determined

In the Matter of Amending the Scope of Work to the Yakima County 2040 Master Facilities Plan with Hellmuth, Obata, & Kassabaum, Inc.

Action Requested: *Check Applicable Box*

- PASS RESOLUTION EXECUTE or AMEND **AGREEMENT** CONTRACT or GRANT
- ISSUE PROCLAMATION PASS ORDINANCE OTHER _____

Describe Fiscal Impact:

This amendment will add no new cost to the existing contract with HOK. This amendment will direct the remaining \$187,500.00 to focus solely on the Yakima County Sheriff's Office.

Background Information:

HOK was selected to lead develop the 2040 Master Facility Plan for Yakima County. The 2040 Master Plan was suspended in spring of 2020. The scope of this study was to perform a comprehensive study of all Yakima County law and justice and administrative functions. The need has arisen to direct HOK to focus the study solely on the Yakima County Sheriff's Office.

Summary & Recommendation:

Approve resolution to amend the scope of work to agreement 342-2019.

Motion:

Approve resolution.

Department Head/ Elected Official

AGREEMENT Attached Is Approved as to Form
Corporate Counsel Initial



Signature

Late Agenda Requests Require BOCC Chairman Signature:

**BOARD OF YAKIMA COUNTY COMMISSIONERS
RESOLUTION**

**IN THE MATTER OF AMENDING THE
SCOPE OF WORK TO THE YAKIMA
COUNTY 2040 MASTER FACILITIES
PLAN WITH HELLMUTH, OBATA &
KASSABAUM, INC.**

18 5 - 2 0 2 1

WHEREAS, the Board of Yakima County Commissioners executed agreement 342-2019 with Hellmuth, Obata & Kassabaum, Inc. on December 17, 2019 to prepare the 2040 Master Facilities Plan for Yakima County in the amount of \$375,000; **and**,

WHEREAS, the scope of services for the 2040 Master Facilities Plan for Yakima County is to perform a comprehensive study of all Yakima County law and justice and administrative functions; **and**,

WHEREAS, the Board of Yakima County Commissioners have identified the need to amend the scope of work of this agreement to focus solely on the Yakima County Sheriff's Office; **now, therefore**,

BE IT HEREBY RESOLVED by the Board of Yakima County Commissioners of Yakima County, that the attached amended scope of work to agreement 342-2019 with Hellmuth, Obata & Kassabaum is hereby approved.

DONE JUL 27 2021

Attest:

Julie Lawrence, Clerk of the Board *or*
Linda Kay O'Hara, Deputy Clerk of the Board

Ron Anderson, Chairman

Amanda McKinney, Commissioner

LaDon Linde, Commissioner
*Constituting the Board of County Commissioners
for Yakima County, Washington*



Amendment to Personal Services Agreement

Yakima County Master Facilities Plan

Yakima County, WA

AMENDMENT TO PERSONAL SERVICES AGREEMENT

AMENDMENT NO. 1

This amendment ("**Amendment**") is dated July 27, 2021 and is between [YAKIMA COUNTY, WASHINGTON] located at 128 North 2nd Street, Yakima, WA 98901 ("**Client**") and [HELLMUTH, OBATA & KASSABAUM, INC.] located at 1218 Third Avenue, Suite 1315, Seattle, WA 98101 ("**HOK**") and incorporated by reference into the contract between Client and HOK dated December 17, 2019 ("**Agreement**") for services related to YAKIMA COUNTY MASTER FACILITIES PLAN ("**Project**").

HOK and Client agree as follows:

I. EFFECT OF THIS AMENDMENT

This Amendment is incorporated by reference into the Agreement and contains additions, deletions and/or other changes to the Agreement ("**Modifications**"), cross-referenced to the original Article/Section numbers in the Agreement. Modifications in this Amendment take precedence and control over conflicting terms and conditions in the Agreement. Unaltered parts of the Agreement remain in effect. This Amendment may be executed simultaneously in two or more counterparts, each of which shall be deemed an original. When proving this Amendment, it is necessary to produce or account for only the counterpart signed by the party against whom the proof is being presented.

II. MODIFICATIONS

The project scope is divided into (3) phases: Project Initiation, Concept Designs, and Reporting. The phases occur sequentially, and each phase is described in further detail below. We anticipate the final deliverable will be completed in approximately 12 weeks following the Project 1st meeting.

I. Project Initiation

In this phase we will help develop the Owner's vision for the project, solicit Owner provided information, review the Sheriff's Office Program of Spaces, and create a framework for site selection.

1. *Remote Project Meeting 1 (Kick-Off)*

HOK will facilitate a meeting to review the Administrative aspects of the project: scope, schedule, and process. HOK will task Yakima County with developing a list of potential sites. (1-hour duration remote meeting)

2. *Remote Project Meeting 2*

Meeting where Yakima County presents the potential project sites. Agenda includes discussions, questions, answers, and brainstorming. (1 to 2-hour duration remote meeting)

3. *In Person 2-day Project Meetings 3 & 4*

Day 1: HOK will facilitate a project visioning session with Yakima County stakeholders. We'll collectively review the site options, develop site criteria, and identify/select up to (3) potential sites.

Day 2: HOK will review the Sheriff's Office Program of Spaces with the Sheriff's Office & visit the selected project sites.

4. **Deliverable**

HOK will provide Yakima County with the *DRAFT Final Program* for comments. The County will have 1 week to provide comments to HOK and HOK will incorporate the comments and publish the Final Sheriff's Office Program of Spaces. (Deliverables are PDF digital files)

II. Concept Design

In this phase we will use the Program of Spaces and the Potential Sites to analyze and evaluate options.

1. Remote Meeting 5

HOK will present up to a total of 3 Site Test fit options that show the pros and cons for each of the identified sites and how each site responds to the site criteria. We will provide a ROM cost comparison of the (3) sites. At the conclusion of the meeting, the team will identify the preferred site. (2-hour duration remote meeting)

2. Remote Meeting 6 & Deliverable

HOK will present and then submit a concept design: site plan, floor plan diagram, and building massing. HOK will provide images of similar Architectural buildings and brief architectural and engineering narratives. (2-hour duration remote meeting)

3. Yakima County will have 2 weeks for comment.

III. Reporting

This phase documents the results and recommendations of the project initiation and concept design development and provides a cost estimate that can be used to develop a project budget.

1. HOK will incorporate County comments and publish a report documenting the process and the Sheriff's Office concept design. This report will be used to develop a Rough Order of Magnitude Cost Estimate that the County can use to develop a budget. County overhead, contingencies, and other project costs may be incorporated at the County's request.

2. HOK will publish a Draft Report and allow Yakima County 2 weeks for review and comments.

3. In Person Meeting 7 & Final Deliverable

HOK will incorporate the County's comments and present & publish the final deliverable in 8 -1/2" x 11" digital PDF format. The final deliverable: *Yakima County Sheriff's Office Report* will include a brief description of the Project Goals, the Final Program of Spaces, site options / criteria / site analysis / final site selection, site plan diagram, floor plan diagram, building massing, engineering narrative, and cost opinion. (1-hour duration in person)

Scope & Exclusions

- Additional meetings other than those listed above are not included.
- Additional drafts or iterations of deliverables are not included.
- Trips to visit other facilities (it is highly encouraged that we tour facilities as a team).
- Disciplines other than Architecture, Structural, Mechanical, Electrical, and Cost Estimating
- Hard Copy Printouts.

4. Fees

Total cost of this proposal is the current remaining balance of \$187,500 from the BOCC Agreement 342-2019. Fees will be invoiced monthly on a percent complete basis. This fee is all inclusive of expenses and consultants as listed.

We believe this will provide the County with the appropriate scope. However, if the County requests additional scope or if the schedule is extended, extra services may be requested.]

This Amendment is accepted for:

HOK:

By:

(Signature)

David Crotty, Principal

(Printed Name and Title)

CLIENT:

By:

(Signature)

(Printed Name and Title)