



SNOHOMISH COUNTY 911 BOARD OF DIRECTORS
BOARD MEETING AGENDA
January 18, 2024 at 8:30 a.m.
Web Conference – Join Zoom Meeting

<https://us02web.zoom.us/j/86274396181>

Meeting ID: 860 00

46 6014, Passcode: 195881
or dial +1 253 215 8782

Physical location: 1121 SE Everett Mall Way, Everett Police Department, South Precinct.
Please note that most Board members and staff attend the meeting remotely. However, pursuant to RCW 42.30, a physical location is also provided.

1. **Call to Order**
 - A. Roll Call
 - B. Announcements
2. **Public Comments** [Max 3 min. per speaker related to agency business]
3. **Approval of Agenda**
4. **Consent Agenda**
 - A. Minutes from the December 21, 2023 Regular Board Meeting3
 - B. December 2023 Blanket Voucher & Payroll Approval Form:
 - i. Checks 1028 - 1031, 18246 - 18361, for a total of \$2,013,041.61
 - ii. Payroll Direct Deposit, in the amount of \$1,249,257.27
 - C. RRP: Subscriber and Inventory Support Funding Amendment 10
5. **Old Business**
 - A. Future Facility Budget & GMP 13
6. **New Business**
 - A. Appointive Staff Policy Updates 185
7. **2024 Planning**
 - A. Committee Vacancies.....204
 - B. Bi-Annual Board Member Caucuses
 - C. Proposal for In-Person Board Meetings (2/15, 4/18, 8/15 & 10/17)
8. **Reports**
 - A. Agency Report.....206
 - B. New Facility Project Update
 - C. Radio Replacement Project (RRP)
 - D. Police TAC
 - E. Fire TAC

9. Committee Reports

A. Joint Future Facility & Finance Committee212

B. Personnel Committee214

C. EMS Joint Task Force

D. County EESCS Committee (formerly County E911 Office)

E. County ECSF Program Advisory Board

10. Executive Session (If Needed)

11. Good of the Order

12. Adjourn - The next meeting is scheduled for February 15, 2024

SNOHOMISH COUNTY 911 BOARD of DIRECTORS MEETING

December 21, 2023

Board Members & Management in Attendance	☒ Jon Nehring - President	Marysville	☐ Richard Emery	Mukilteo
	☒ Dave DeMarco	Everett Fire	☐ Pete Caw	Mntlk Terrace PD
	☐ Derek Daniels	South County Fire	☒ Kurt Mills	SNO911
	☒ Ryan Lundquist	SRFR	☒ Terry Peterson	SNO911
	☒ Don Waller	Marysville Fire	☒ Andie Burton	SNO911
	☐ Ryan Shaughnessy	Fire District 15	☒ Marlin Herolaga	SNO911
	☐ Ian Huri	SCSO Undersheriff	☒ Rosie Akopyan	SNO911
	☐ Ken Klein	Snohomish County	☒ Wade Anderson	SNO911
	☒ John DeRousse	Everett Police	☒ Howard Tucker	SNO911
	☐ Judy Tuohy	Everett	☒ Steve Lawlor	SNO911
	☐ Rod Sniffen	Edmonds Police	☒ Jordan Stephens	Legal Counsel
	☒ George Hurst	Lynnwood	☐ Christine Svihus	Legal Counsel
	☒ Jonathan Ventura	Arlington Police		
Alternate Board Members in Attendance	☐ Thad Hovis	South County Fire	☐ Jeraud Irving	Everett Police
	☒ Roy Waugh	SRFR	☐ Don Schwab	Everett
	☐ Paul Gagnon	Everett Fire	☒ Jim Lawless	Marysville Police
	☒ Ned Vander Pol	Marysville Fire	☐ Cole Langdon	Lynnwood Police
	☐ Chad Schmidt	Fire District 21	☐ Jenna Nand	Edmonds
	☒ Jason Biermann	Snohomish County	☒ Jeff Beazizo	Lake Stevens Police
	☐ Scott Robertson	SCSO Bureau Chief	☐ Dale Kaemingk	Brier
Guests and Staff in Attendance	Mike Bolasina – Summit Law		Tiffani Brown - SNO911 Notetaker	
	Marie Arnold – SNO911 Supervisor/Training Office		Sharon Brendle - SNO911 Notetaker	
	Alicia Berget – Public Meeting Space			

AGENDA ITEMS	REPORTS & COMMENTS	ACTION OR FOLLOW-UP
1. Call to Order, Roll Call and Announcements	A. President Nehring called the meeting to order at 8:30 a.m. Roll was taken and a quorum was confirmed. B. Announcements: Director Mills introduced Marie Arnold to give an update on the Maui fundraiser which was sponsored by the Employee Engagement Committee at SNO911. In total almost \$2,000 was raised for the Peoples Fund of Maui and Marie thanked the Board for the support on this initiative.	
2. Public Comment	President Nehring announced the Public Comment Policy, limiting each person to three minutes on discussion items related to Agency business.	
3. Approval of Agenda	<i>Chief Jeff Beazizo moved to approve the agenda as presented. The motion was seconded by Councilmember George Hurst and approved unanimously.</i>	Agenda Approved
4. Consent Agenda	<i>Councilmember Hurst moved to approve the Consent Agenda, including:</i> <i>A. Minutes from the November 16, 2023 Regular Board Meeting</i> <i>B. November 2023 Blanket Voucher & Payroll Approval Form:</i> <i>i. Checks 1024 – 1027; 2001; 18116 – 18245, for a total of</i>	

	\$3,699,827.71. ii. Payroll Direct Deposit, in the amount of \$1,536,883.65. Chief Beazizo seconded the motion and it was approved unanimously.	Consent Agenda Approved
5. Executive Session	Attorney Jordan Stephens moved the Snohomish County 911 Board of Directors into Executive Session pursuant to RCW 42.30.110.1.i. at 8:35 am to discuss with legal counsel, matters related to pending litigation to which the Agency is likely to become a party in accordance with RCW 42.30.110.(1)(i) The Executive Session started at 8:35 and was expected to conclude by 9:06. At the conclusion, the Board will return to the regular board meeting with no related announcements or action taken. At 9:07 the Executive session ended and the Board moved back into regular session.	
6. Old Business	A. APF – PSEU Labor Agreement. Chief Beazizo motioned to authorize approval of the PSEU Local 519 CBA dates 1/1/2024 through 12/31/2026. Seconded by Councilmember Hurst and passed unanimously. B. APF – 2024 Appointive Staff COLA. Councilmember Hurst motioned to authorize the Appointive Staff COLA of 6% effective 1/1/2024. He added that Personnel Committee reviewed this APF last month and found it to be consistent with the CBA and the budget. Chief Beazizo seconded and passed unanimously. C. APF – Limited Term Employee Extension. SNO911's Director of Operations, Andie Burton gave a brief overview on the limited term position GIS systems coordinator currently working remotely while we recruit and train the permanent onsite replacement. In an effort to have a seamless transition with the Tyler upgrade, SNO911 is requesting to have the term extended until July 2024 for this limited term employee. Councilmember Hurst added that the Personnel Committee also reviewed and approved this recommendation. Councilmember Hurst moved to approve the extension of the current Operations Systems Coordinator's limited-term employment through July 2024 to allow for training/onboarding and assistance with the Tyler upgrade. Chief Beazizo seconded and passed unanimously. D. APF – South Campus ILA Second Amendment. Director Mills explained that this is a three month extension of the existing agreement while a new agreement is being negotiated to lease "south campus" the backup campus for SNO911. Initial discussions with the City of Everett show they are favoring a reduced price from current market rental fees. Councilmember Hurst moved to authorize executing the Second Amendment to Interlocal Agreement between City of Mountlake Terrace and SNO911 pending final legal review. Seconded by Chief Beazizo and passed unanimously. E. APF – 2022 Year End Budget Activities – Updated. Deputy Director Peterson explained that typically at the end of every year the Board handles any underspend during the prior fiscal	Motion Passed Motion Passed Motion Passed Motion Passed

	year. In February of 2023 the Board took action to approve moving \$775,203 of additional E911 Tax into Capital Fund 80 and designate it for Facility Infrastructure Reserve. However, after this approval there were a few steps at the County level that did not occur so those revenues are not available so SNO911 is unable to fulfill the action approved in February. The funds are still available (in reserves with the County) although SNO911 will not receive them until 2025. Based on that information, staff recommendation is to rescind the February 2023 action that the Board approved and when the funds do become available we will come back to the Board with another recommendation for the dollars at that time. <i>Chief Beazizo motioned to rescind the February 16, 2023 board action that authorized moving \$775,203 of additional E911 Tax into Capital Fund 80 and designate it for CP-031: Facility infrastructure Reserve to begin saving for unplanned large facility needs in the new building once it's fully occupied. Chief Ventura seconded with Chief DeRousse abstaining and approved unanimously.</i> F. Employee Survey Update. Director Mills offered a few comments on the survey results that was sent to the Board last week. The Appointive staff ratings were high across all topics with a concern towards the facility which is being addressed currently. Consistent with past surveys represented staff ratings track lower which is a combination of a variety of issues such as the nature of the work, being highly procedural, busy, high stress, as well as the nature of the Employee/Employer/Union relationship. Areas of concern are a desire from the workforce to be more involved in the day to day understanding on how decisions are made. He added that the Leadership team doesn't typically make policy decisions they come from operational needs and negotiated terms of the CBA. We feel that the staff meetings and efforts to get dispatchers on a schedule that permits more off-the-floor time will improve engagement and job satisfaction. We continue to seek ways to enage and are using the Future Facility project as a topic people are interested in, to achieve engagement and participation in some decisions. Committee chair Mayor Nehring added that he supports the idea of recreating the survey every 3 to 5 years, gives the leadership of the Agency the ability to keep a pulse on what's happening through the business. It also gives the employees a chance for their voice to be heard. G. EMS Governance Task Force Update. Deputy Director Terry Petersen reminded the committee who is on the current task force and they had their first meeting resulting in three action items. 1. They selected a chair person for the task force, Chief DeMarco from Everett Fire. 2. They picked two days every month to meet starting in January 2024. 3. They have elected to bring on a consultant and are in the process of bringing Karen Reed on board.	Motion Passed
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7. New Business	A. Committee Vacancy Announcement 1. Finance Committee. Director Mills announced the vacancy and there may be changes to local legislation boards which would create another vacancy. B. Capital plan Fund 80 & Radio Capital Plan Fund 85. Director Mills introduced Marlin Herolaga, SNO911's Director of Technology on the approach to make the transition to the new facility with the challenges of supply chain issues, inflation and the needs of the Agency. Director Herolaga shared a presentation (which was included in the packet). The Capital plan had a large number of project this year, an accumulation of several years of planning for the new facility. Technical infrastructure and core systems will be reused to the fullest extent possible when moving into the new facility, and some purchases have been deferred so we could purchase for the new building. Director Herolaga pointed out that during the build at some point, Tech will be supporting three buildings at the same time which requires SNO911 to have the systems and infrastructure to limit downtime and outages. Once SNO911 has fully transitioned to the new facility, SNO911 will move back to a two campus (primary & backup) operation. There will be purchases for projects intentionally delayed so one large refresh will take place which will lessen the risk for issues during equipment moves and outages for the dispatch floor or member agencies to whom SNO911 provides services for. Equipment refreshing will be made early so installation is smooth as well as general purchasing such as managed laptops and building supplies/equipment. There was a question about duplication of equipment during the transfer and Director Herolaga explained that, infrastructure will be expanded upon instead. This is to set up the agency for redundant systems in place, primary will be at north campus and a lot of the network equipment will be repurposed into the new facility. Deputy Director Peterson also added that \$1M has been added into planned expenditure for dispatch consoles and that same amount is currently in the OAC budget in future facility so by adding it to this project, SNO911 can free up those dollars within the future facility project. This will also be reviewed again at the January meeting during the future facility budget update. Director Herolaga spoke to Radio Fund 85, the plan consists of radio site improvements and in 2024 there are four sites that require HVAC replacements. Three sites require roof replacements, both membrane and traditional roofing. One site needs an upgraded LED light instead of the current incandescent light beacon bulb. Two generators also need to be replaced, Gold Hill generator replacement has already been board approved and SNO911 is just waiting on delivery to install it. There is also a trailer based generator needing replacement. Every year SNO911 plans on replacing a vehicle as well. All totaling \$650,750 for Fund 85. This is the first time the Board is approving this capital plan specifically for radio needs, the 1/10th of 1% sales tax revenue is funding it.	
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Revenue side of this project was approved in September and now the expenditure side needs review and approval.

Chief Beazizo made a motion to approve the 2024 Capital Plan for Fund 80 and Capital Plan 85 fiscal year 2024 as presented. Councilmember Hurst seconded and passed unanimously.

C. APF – Lease Renewal with City of Everett. SNO911's Finance Director, Wade Anderson explained that the lease agreement for the main office was originally signed in 2018 and since then have signed three amendments to extend it. SNO911 is asking to sign a fourth amendment, extending the lease through March of 2025. Upon the mutual execution of the 4th amendment, rent can increase on January 1st of 2024 and 2025 up to 5%, no less than 2% of the current \$35,000 after the March 31st, 2025 date the lease would become month to month with a 30 days' notice to vacate, allowing SNO911 the flexibility needed to move into the new facility in the summer of 2025.

Chief Beazizo motioned to approve the renewal of the Everett, Main Office Lease through March 31, 2025 and any month-to-month duration thereafter. Councilmember Hurst seconded with Chief DeRousse abstaining, passed unanimously.

D. EESCS (E911) 2023 Budget Year Underspend. Deputy Director Peterson reminded the Board that this is unrelated to the action that was rescinded earlier in the meeting. This is for fiscal year 2023, we received notice from the E911 office that they underspent their budget by \$60,000 send the revenue over to SNO911. SNO911 is seeking authorization to receive those dollars into Reserve Fund 125 (set aside for EEC Infrastructure needs).

Chief Beazizo motioned to authorize moving \$60,000 of EESCS funding to Reserve Fund 125, Chief Ventura seconded and passed unanimously.

E. APF – Fleet Expansion Requests. Deputy Director Peterson explained that anytime SNO911 receives a fleet expansion request it comes to the Board for approval along with a staff recommendation. There are four actions being presented today for the Board.

1. Everett Fire has submitted a request for a mobile for a new MSO vehicle, SNO911 has this available from warehouse stock.
2. Fire Station 24 has requested 8 radios (4 mobile and 4 portable), SNO911 has the 4 mobile radios available from current warehouse stock however will need to purchase the portable radios. Requesting to fund the portables for Darrington.
3. The radio needed for the new Sheriff's office helicopter exceeds the amount approved by the Board in September. SNO911 is requesting authorization to reimburse the Sheriff for the full purchase price of \$155,118.04. In the original quote approved in September, sales tax was left off.

	Deputy Director Peterson added that if SNO911 does expend all authorized dollars on fleet expansion there will be \$18,367.82 remaining in that fund. <i>Chief Beazizo motioned to authorize staff to move forward with the purchase of the new radio equipment and distribution of existing inventory as outlined in the above summary. Councilmember Hurst seconded and passed unanimously.</i> <i>Chief Beazizo motioned to authorize staff to reimburse the Sheriff's office the full purchase price, including sales tax of \$155,188.04 for the procurement of a new mobile radio for their new helicopter. Seconded by Councilmember Hurst and passed unanimously.</i> F. APF - BDA/DAS and Radio System Transition Coordinator Consulting. Deputy Director Peterson noted that during the transition of the over 300 Bi-Directional Amplifier/Distributed Antenna Systems (BDA/DAS) needing to take place in 2025, the timing and reconfiguration is critical and amounts to a very significant amount of work. Due to this the Radio Replacement Team is asking for a consultant or Radio Systems Transition Coordinator, to be contracted to provide the needed services. It is expected these services will be for approximately 18 months with an estimated 60-80 hours a month required. <i>Chief Beazizo motioned to authorize staff to contract the work as outlined in this APF with a not to exceed amount of \$250,000. Seconded by Councilmember Hurst and passed unanimously.</i> G. APF – Nokia MPLS Network Equipment Training. Deputy Director Peterson continued that the Nokia is manufacturing the equipment which will be used in implementing the new network topology that transports the radio network signals. SNO911 IT/Radio staff need manufacturer direct training so they can maintain, troubleshoot and configure infrastructure for the systems in the future. Having the ability to perform this work ourselves will enable us to be more effective and provide a greater level of service in the long-term. In order to help offset this expense SNO911 will be offering training for our member agencies with Seattle already in agreement to send two people for training. <i>Chief Beazizo motioned to authorize staff to engage with Nokia to obtain necessary training for radio staff in an amount not to exceed \$100,000. Councilmember Hurst seconded and passed unanimously.</i>	
8. Reports	A. Agency Report. This was included in the packet and all information has been discussed earlier in this meeting. B. Radio Replacement Project (RRP). SNO911's Executive Director Kurt Mills announced to the committee that the Arlington warehouse rented for storing equipment and materials for the radio sites is now empty and SNO911 will vacate the space at the end of the year saving \$9,000 annually. C. Police TAC. No meeting D. Fire TAC. No meeting	.

9. Committee Reports	A. Finance Committee. Chief Lawless said the minutes were in the packet and that all information had been discussed earlier in the meeting. B. Personnel Committee. Councilmember Hurst said the minutes were in the packet and all information had been discussed earlier in the meeting. C. Future Facility Committee. Executive Director Mills reminded everyone that on January 11, 2024 there will be a combined Future Facility Committee and Finance Committee meeting with a focus on doing a deep dive on the Guaranteed Maximum Price 1 (GMP1). This meeting is open to any Board member who would like to attend. Renderings were included in the packet as well. D. County EESCS Committee (formerly County E911 Office). None. E. County ECSF Program Advisory Board. None. Mayor Nehring gave accolades to SNO911 staff as well as the Board for another year of excellent operation and community service.	
10. Good of the Order	None.	
Adjourned	The meeting was adjourned at 10:00 a.m. The next regular meeting is scheduled for January 18, 2024, at 8:30 a.m.	



Action Proposal Form

Date: 1/10/2024

Title: Inventory and Subscriber Support – Annual Total Compensation Adjustment

Background / Purpose:

The Board created a temporary position of Inventory and Subscriber Support (see Attachment 1) in support of the RRP in April of 2022 (see Attachment 2). Increases in benefits as well as the 2024 approved cost of living adjustment will place the total compensation for this position above the approved annual of \$125,000. Due to this increase, the employee's cost of living adjustment is being withheld as we seek approval to increase the annual total compensation amount not to exceed \$150,000 in order to allow for future inflationary cost adjustments. The employee will only receive the Board approved COLA, but the additional authorization will allow for necessary authorized future adjustments if needed. The cost of living adjustments for this position are contractually defined under the Appointive Staff Policy.

Suggested Action/Recommendation:

Approve the increase of the total annual compensation for the contracted Subscriber Support position to not exceed \$150,000 and approve as a consent item at the next Board meeting on January 18, 2024.

Note: Consider for Consent Agenda

APF-22-25



Action Proposal Form

Date: April 11, 2022

Title: RRP Inventory and Subscriber Support

Background / Purpose:

For well over year, SNO911 has assigned a dispatcher to assist with RRP project team support for approx. four of his five day work week. He has assisted with warehouse duties, inventory control, delivering and picking up subscriber radios and now helping with troubleshooting. This additional support is needed and welcomed through the remainder of the project, including cutover and post go-live support. Given our inability to fill other technical positions and the fact that we have a great candidate already in the role, we would like to offer him this position for a three-year term which he has indicated he would accept.

Suggested Action/Recommendation:

Authorize the Inventory and Subscriber support position for a three-year term as described in this APF with an annual not to exceed amount of \$125,000.

Funding:

Radio Replacement Project Fund 130

	Deputy Chief Neuhoﬀ moved and Councilmember Hurst seconded to authorize staﬀ to move forward with the April 11th SCFPD 25 Fleet Expansion Request to be funded from Fund 140. The motion passed. B. RRP Remote Area VHF Request. Deputy Director Peterson provided the APF in the packet. He explained that only multi-band capable radios were originally procured as part of the project. There are areas within Snohomish County that have limited 800 MHz coverage where a VHF system would perform better, especially for search and rescue operations. He added that this request has been reviewed by both Police and Fire TAC. Deputy Chief Neuhoﬀ moved and Chief Thad Hovis seconded to authorize the procurement and deployment of VHF dual-band and other radio equipment described in this APF, with a not-to-exceed amount of \$185,000. The motion passed. C. RRP Inventory and Subscriber Support. Deputy Director Peterson explained that as part of their staﬃng plan to support the RRP project they have assigned a dispatcher in a nearly full time role to assist with warehouse duties, inventory control, and deliveries. They are seeking authorization to add this position as full time for a three year term. This had been reviewed by the Finance Committee and was recommended for approval. Assistant Chief Steve Guptill moved and Councilmember Hurst seconded to authorize the Inventory and Subscriber support position for a three year term, as described in the APF, with an annual not-to-exceed amount of \$125,000. The motion passed. D. AT&T Bothell Site Lease Amendment 4. Deputy Director Peterson explained that AT&T has been a long term tenant at the Bothell Tower site. They are asking to increase their space by 40 square feet to accommodate an additional generator in order to provide redundant power backup to support their FirstNet system. The site is owned by Alderwood Water District so the additional rental amount of \$200.00 would be passed through to them. Deputy Director Peterson added that as part of their long term plan, they will be revisiting these lease agreements in order to get better standardization among all leases. Deputy Chief Neuhoﬀ moved and Councilmember Hurst seconded to authorize the SNO911 Executive Director or designee to sign the proposed amendment number 4 to the AT&T lease agreement at the Bothell Tower site. The motion passed.	Motion passed Motion passed Motion passed Motion passed
9. Reports	A. Agency Reports. In addition to his written report, Director Mills reported they have filled the two open positions in the Finance Team. Both positions were found through a third party placement firm, so staﬃng fees are required. He also reported that the UPS upgrade was recently completed at	

Action Proposal Form

Date: January 11, 2024

Title: Future Facility Project Budget Update

Background / Purpose:



Project Budget

The SNO911 Board of Directors approved an overall project budget of \$62M on October 20, 2022. This was based on a number of estimates and assumptions that have since gone through in-depth the design and budgeting process with the Progressive Design Build team. Most notably, the intricacies and advanced mechanical and electrical systems will cost significantly more than originally estimated. As such, staff recommend an increase of the overall project budget as follows:

Item Description	Original Budget	Amended Budget
Owner's Professional Services	\$3,094,506	\$2,782,931
Other Development Costs (Includes property purchase)	\$14,016,839	\$13,766,839
Owner Contingency and Reserves	\$2,137,555	\$2,724,430
Guaranteed Maximum Price (GMP)	\$38,900,000	\$44,200,000
Sales Tax	\$3,851,100	\$4,375,800
<i>Total</i>	<i>\$62,000,000</i>	<i>\$67,850,000</i>

Additional Funding Sources

Staff recommend re-allocating funds that have already been earmarked for non-project future facility needs to support the increase in overall project budget as follows:

Fund Name	Amount
ECC Infrastructure Reserve Fund 125 – Strategic Set-aside	\$4,200,000
ECC Infrastructure Reserve Fund 125 – Standard Contribution	\$750,000
Future Facility Project Fund 150 ICS Interest (Est. through end of 2023)	\$900,000
<i>Total</i>	<i>\$5,850,000</i>

Phase 2A GMP

Attached to this APF is a change order to the Lydig PDG agreement to authorize the next phase of work. Staff anticipate bring back the final Phase 2B GMP for execution in March 2024.

Suggested Action/Recommendation:

Action #1: Move to amend the Future Facility Total Project Budget to \$67,850,000 including the delegated authorization to modify the necessary agreement(s) to include known and future betterments to further enhance the future facility.

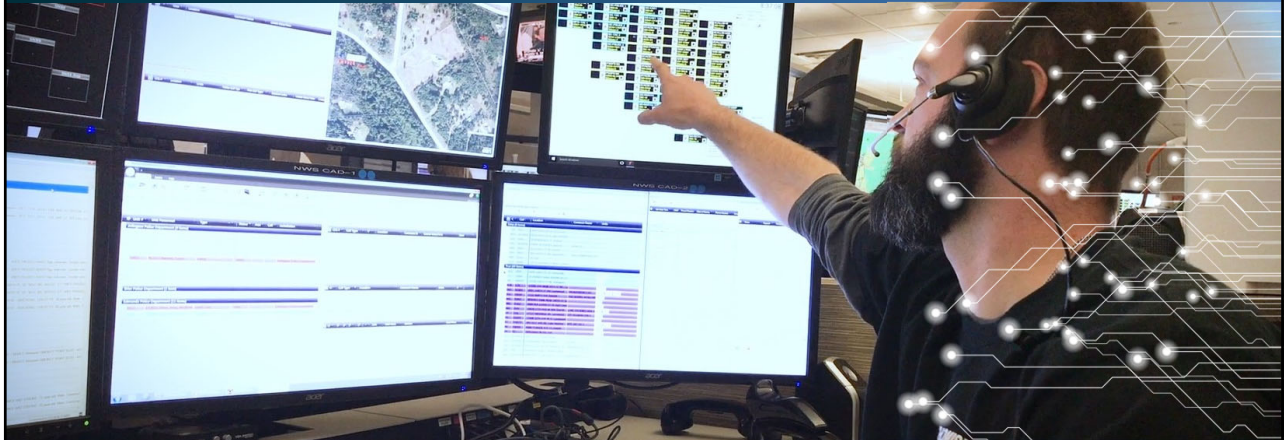
Action #2: Move to authorize the transfer of \$5,850,000 from identified funds as described in this APF to Fund 150 – Future Facility Project.

Action #3: Authorize the execution of Phase 2A GMP Amendment as presented.



Future Facility Project & Budget Update

January 11, 2024



IN AN EMERGENCY: DIAL 911 | NON-EMERGENCY: 425-407-3999

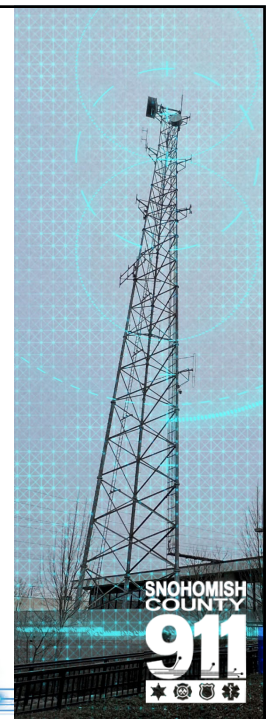
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Agenda

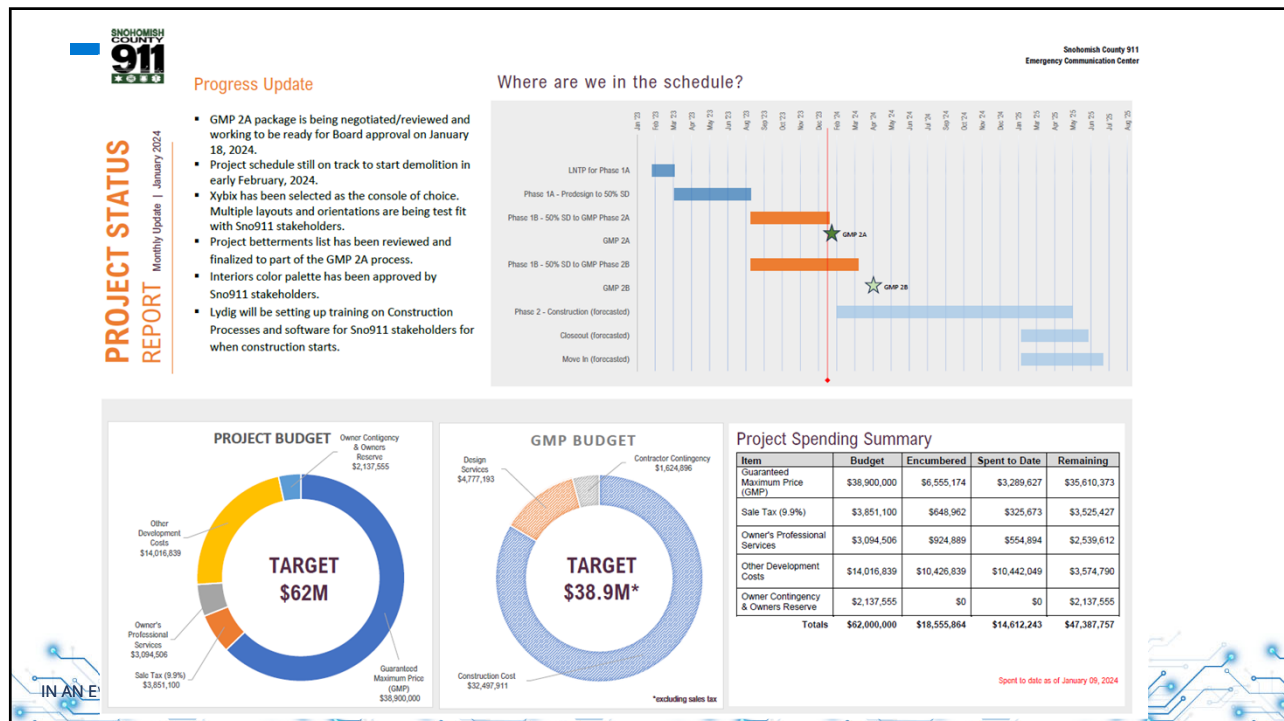
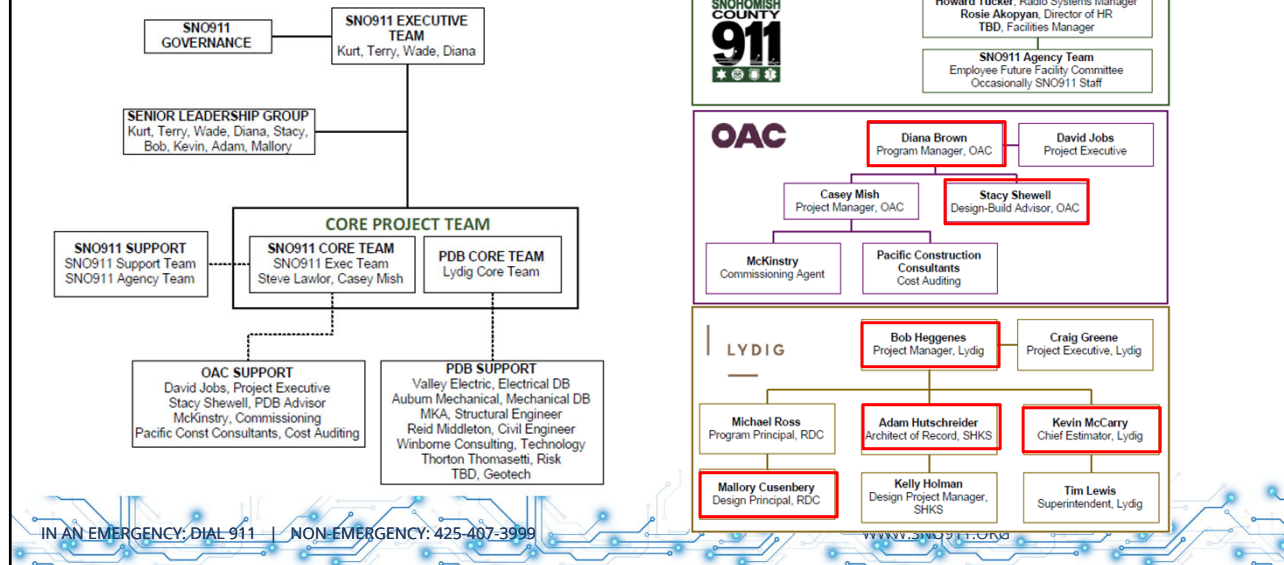
1. Project overview 5 min.
2. Original Budget and Assumptions 10 min.
3. Design Overview RDC/SHKS 20 min.
4. Updated Budget Review 10 min.
5. GMP Roadmap 10 min.
6. Recommended Action(s) APF 5 min.

IN AN EMERGENCY: DIAL 911 | NON-EMERGENCY: 425-407-3999

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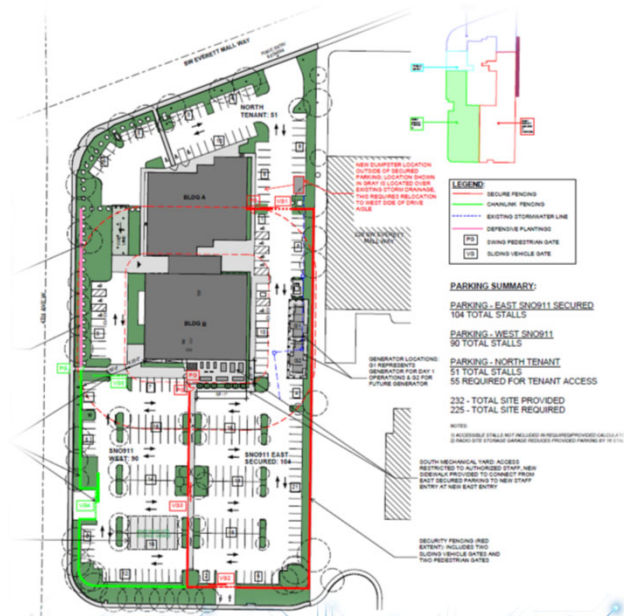


Project Org Chart



Project Overview

- Purchased two existing buildings
- Progressive Design Build (PDB) process vs. traditional Design-Bid-Build
 - Phased Approach
- All essential services (dispatch, IT and technical systems) are in Building B
- Maximum re-use strategy for Building A



IN AN EMERGENCY, DIAL 911

NON-EMERGENCY: 425-407-3999

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Original Project Estimate & Assumptions

OAC / ROEN Estimate (July 2022)

Direct Construction Cost	\$35,098,572
Sales Tax 9.8% on Construction Cost	\$3,439,660
Subtotal	\$38,538,232
Real Estate Acquisition	\$10,500,000
Brokerage Fee Reimbursement	-\$105,000
Soft Cost Allowance	\$14,039,429
Total	\$62,972,661
Alternate - Replace HVAC Building A	\$2,110,997
Alternate - Replace HVAC Building B	\$2,420,246

Approved Budget (October 2022)

Professional Services (PM, Legal, etc.)	\$4,800,000
Estimated Design-Build Contract	\$34,200,000
Equipment & Furnishings	\$2,500,000
Contract Administration (Owner, CM, etc.)	\$3,500,000
Contingencies (Owner)	\$3,200,000
Other project costs (Property Purchase)	\$10,400,000
Sales Tax	\$3,400,000
Total	\$62,000,000

IN AN EMERGENCY, DIAL 911

NON-EMERGENCY: 425-407-3999

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Original Project Estimate & Assumptions, cont.

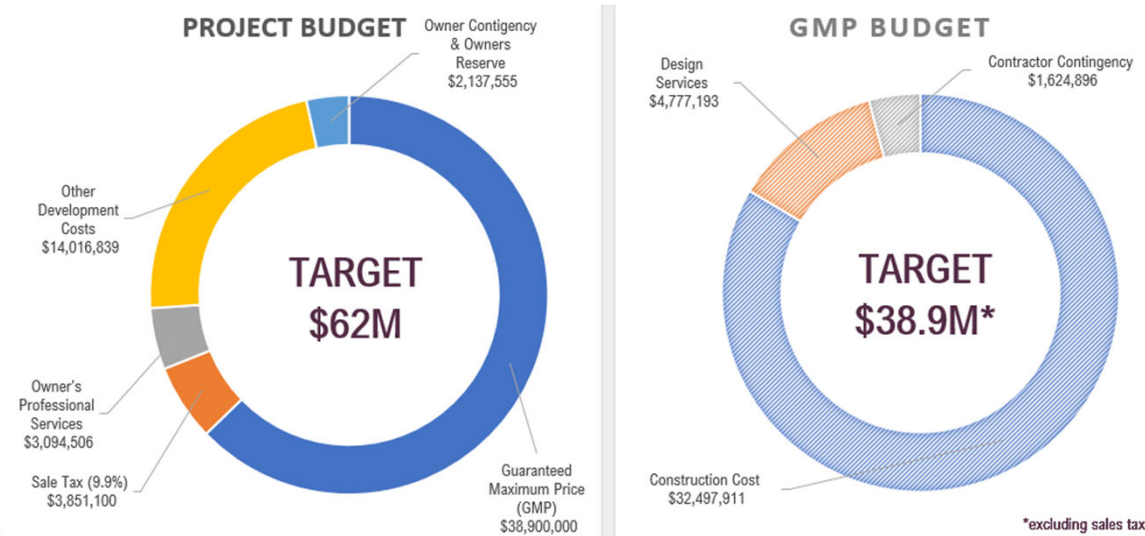
- Assumption to keep/update existing HVAC systems
 - Building B system is near end-of-life and needs to be brought up to code; purpose built system
 - Approx \$6M Mechanical
- Assumption that Generator does not need to be replaced (unbudgeted)
 - Current plan is to replace generator – cost benefit analysis support this option vs. upgrading existing generator
 - Approx \$1M Electrical
- New Electrical Service, including switch gear
 - Approx \$4M
- October 2023 – Board set additional funding parameters

IN AN EMERGENCY, DIAL 911

NON-EMERGENCY: 425-407-3999

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Current Overall Budget & GMP



IN AN EMERGENCY, DIAL 911

NON-EMERGENCY: 425-407-3999

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GMP Budget as of 9/26/2023 (October Board Update)

Category	Original Budget	100% SD Estimate 9/26/2023	Difference (Now - Budget)
Design and Preconstruction	\$5,021,826	\$6,396,367	\$1,374,541
A10 Foundations	\$1,473,075	\$357,058	(\$1,116,017)
B10 Superstructure	\$3,089,940	\$2,197,129	(\$892,811)
B20 Exterior Enclosure	\$860,593	\$937,753	\$77,160
B30 Roofing	\$0	\$338,630	\$338,630
C10 Interior Construction	\$2,790,418	\$1,792,969	(\$997,449)
C30 Interior Finishes	\$1,606,893	\$2,134,444	\$527,551
D10 Conveying	\$0	\$260,000	\$260,000
D20 Plumbing	\$953,845	\$1,065,416	\$111,571
D30 HVAC	\$2,400,350	\$8,979,117	\$6,578,767
D40 Fire Protection	\$258,373	\$458,155	\$199,782
D50 Electrical	\$4,478,330	\$9,105,269	\$4,626,939
E10 Equipment	\$184,266	\$44,952	(\$139,314)
E20 Furnishings	\$494,128	\$265,346	(\$228,782)
F10 Special Construction	\$150,000		(\$150,000)
F20 Selective Demolition	\$843,309	\$802,339	(\$40,970)
G10 Site Preparation	\$51,250	\$150,840	\$99,590
G20 Site Improvements	\$632,000	\$1,218,642	\$586,642
G30-40 Site Mech/Elec Utilities	\$150,000	\$502,750	\$352,750
General Conditions	\$2,675,706	\$2,003,182	(\$672,524)
Design Contingency	\$4,083,354	\$875,782	(\$3,207,572)
Contractor Risk Contingency	\$771,616	\$1,469,694	\$698,078
Escalation	\$3,899,841	\$997,885	(\$2,901,956)
Fee + Sub Bond + Builders Risk + etc	\$2,030,887	\$1,389,498	(\$641,389)
Sub-Total	\$38,900,000	\$43,743,217	\$4,843,217
		Tax	\$479,478
		Tax Incl Total	\$ 5,322,695

IN AN EMERGENCY, DIAL 911 | NON-EMERGENCY: 425-407-3999

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Design Overview





collaboration



IN AN EMERGENCY, DIAL 911 | NON-EMERGENCY: 425-407-3999

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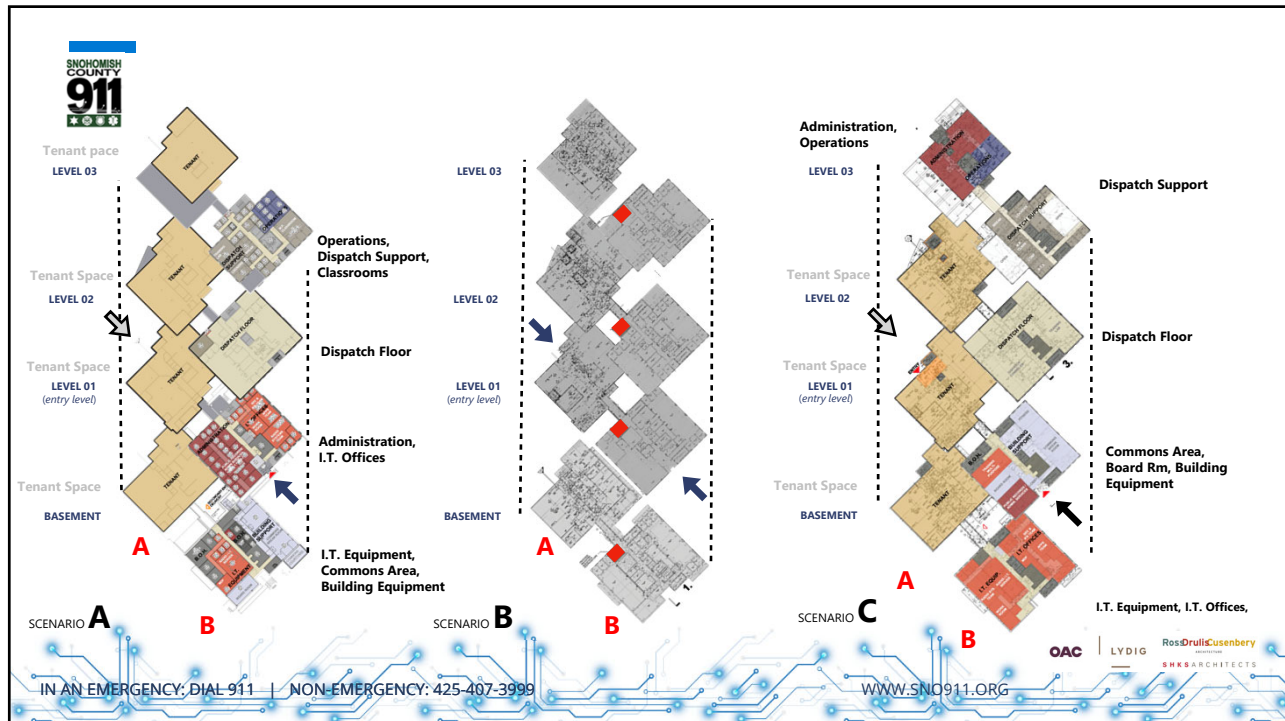
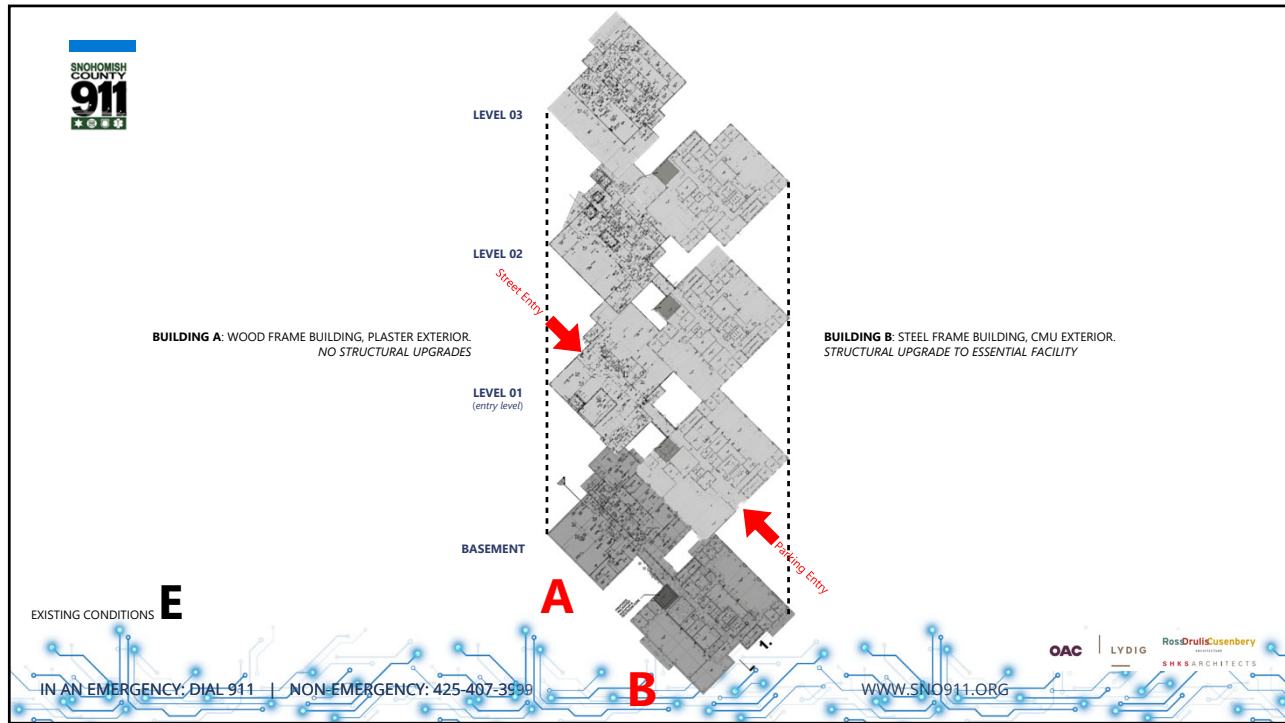
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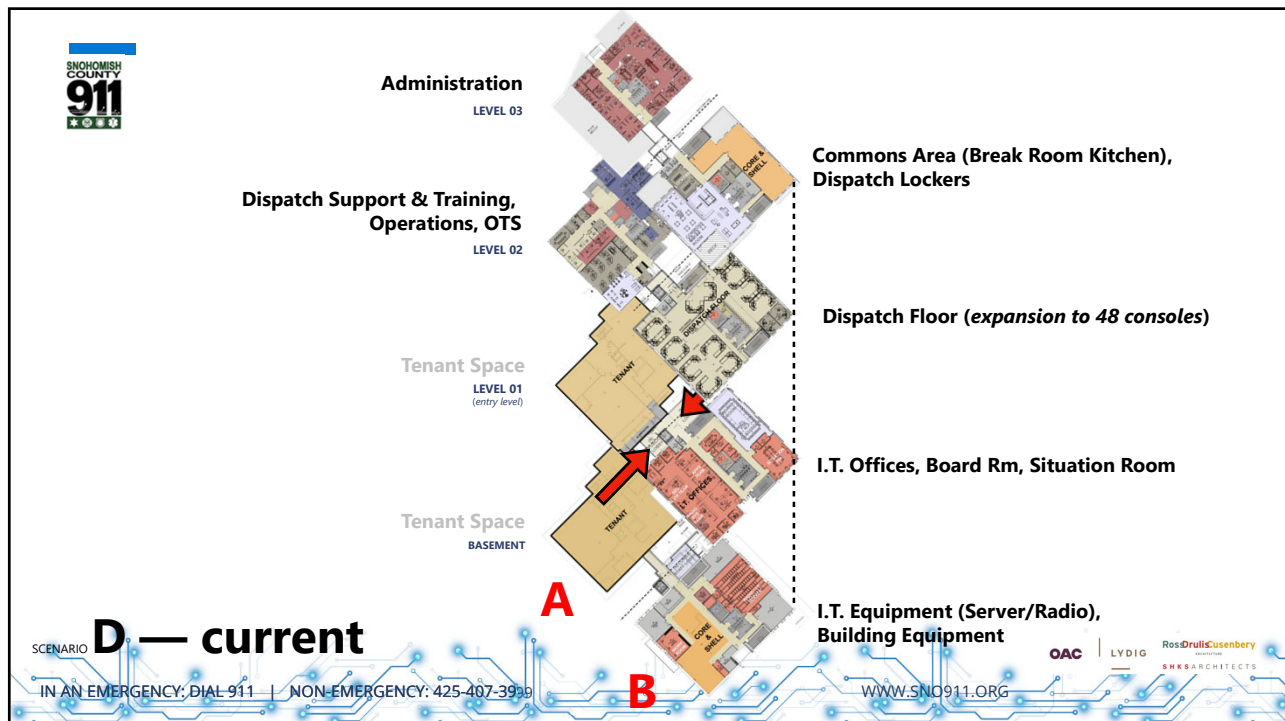
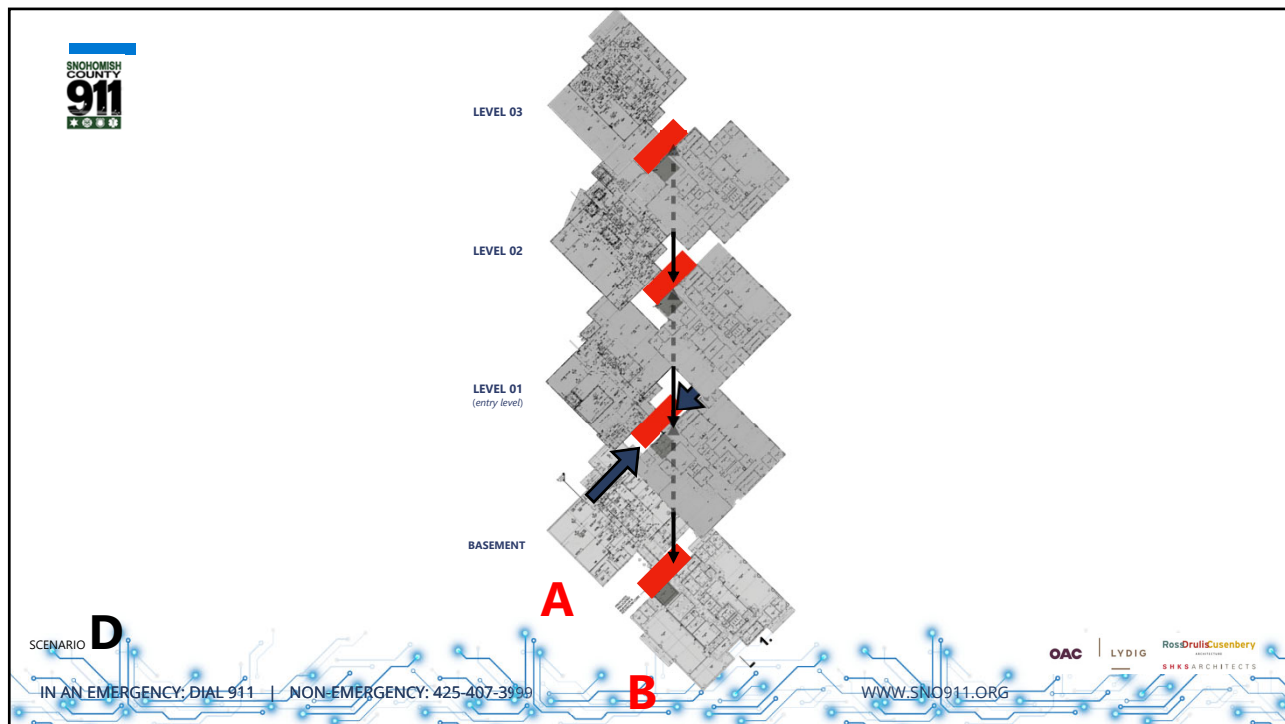


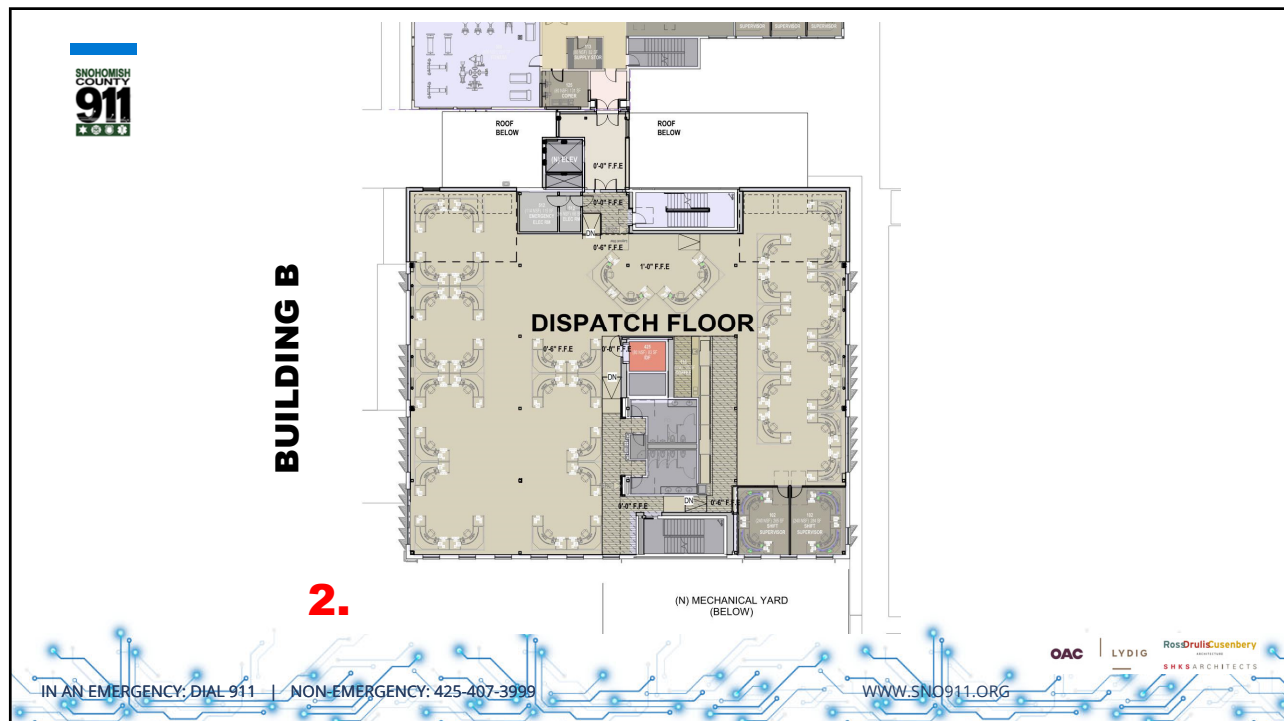
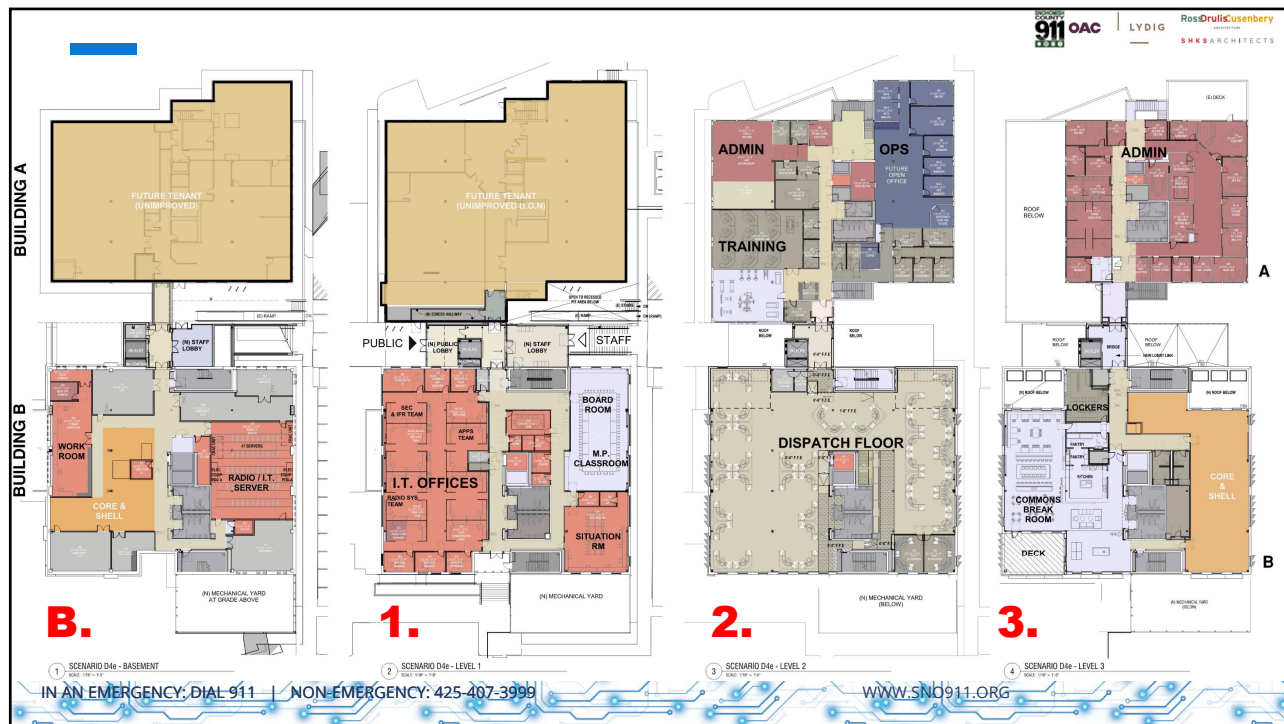
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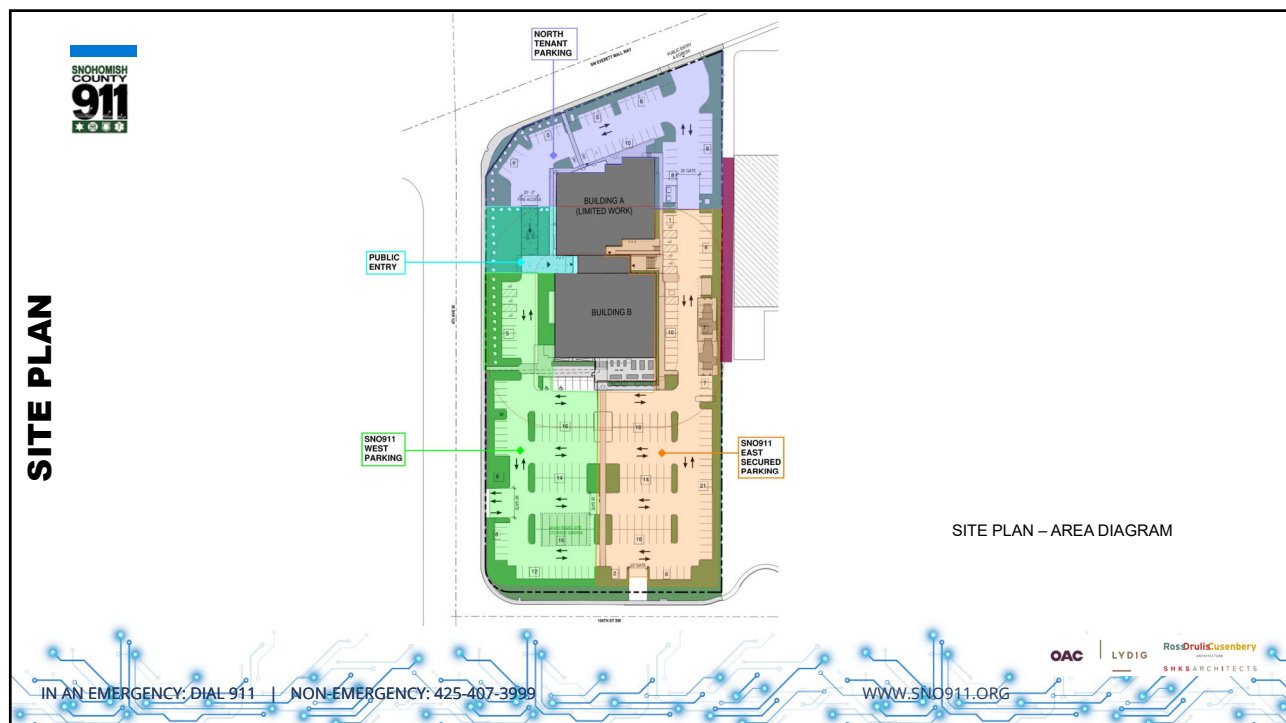
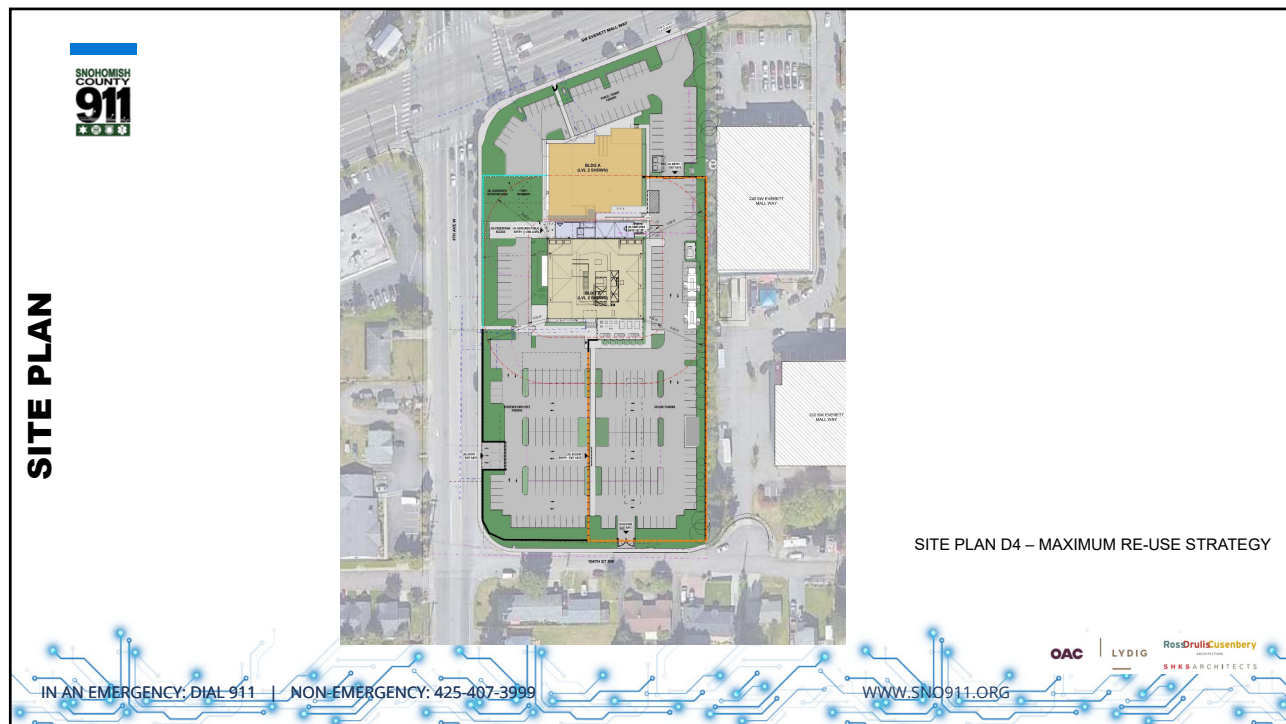
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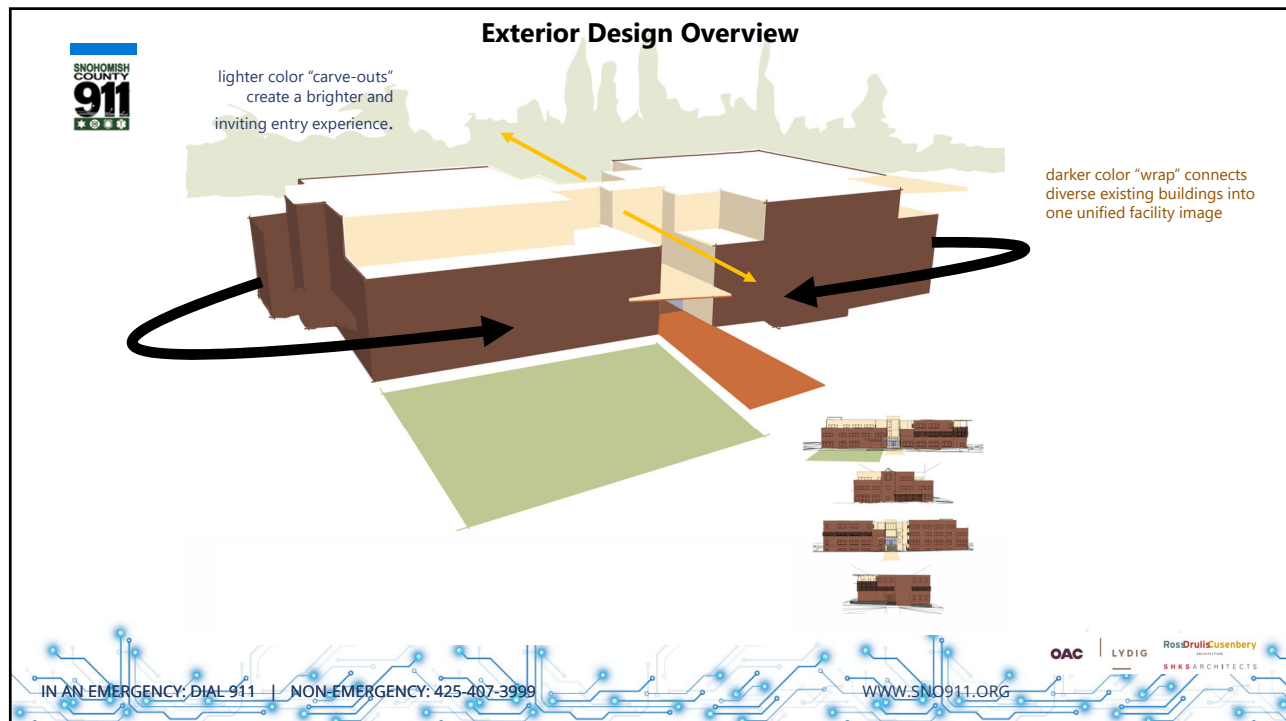
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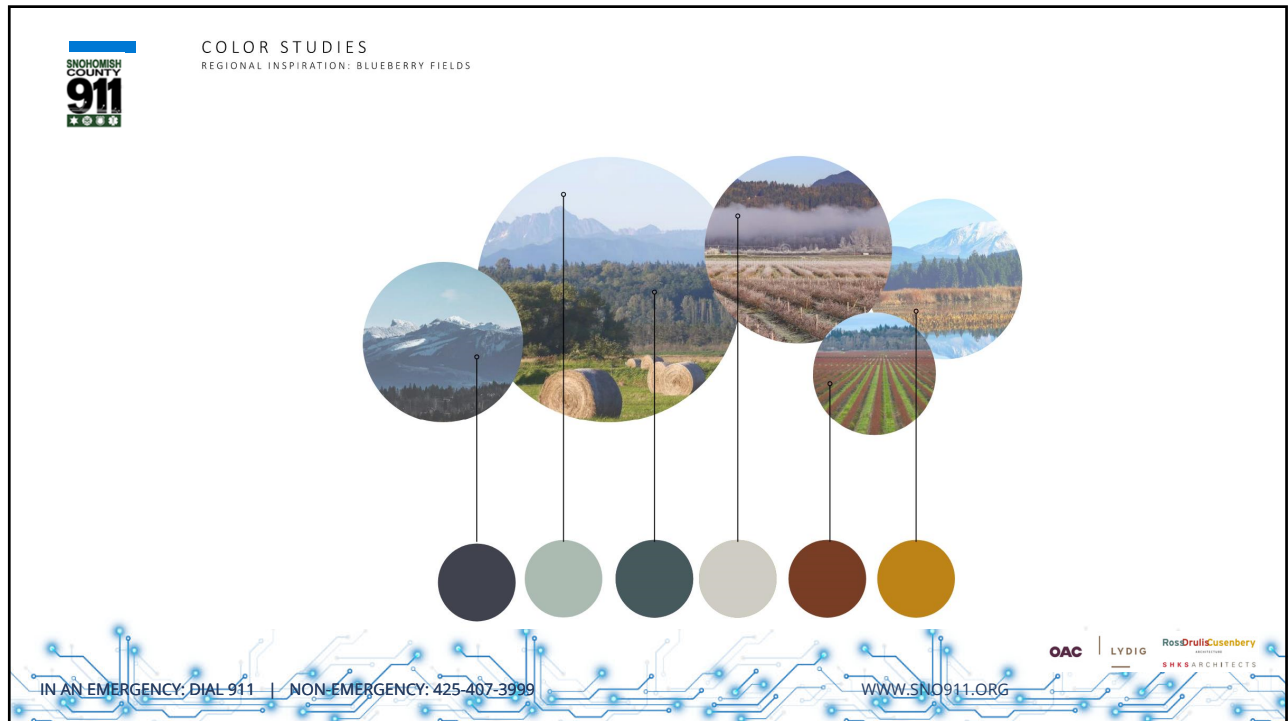


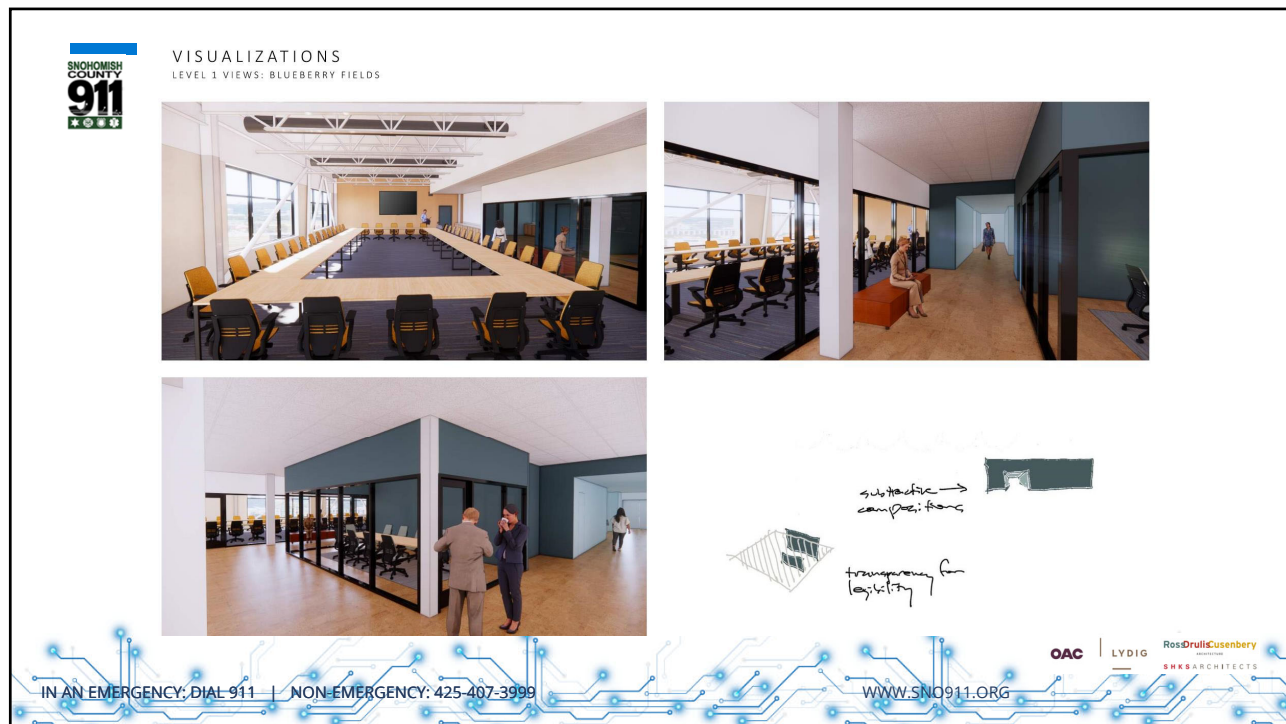




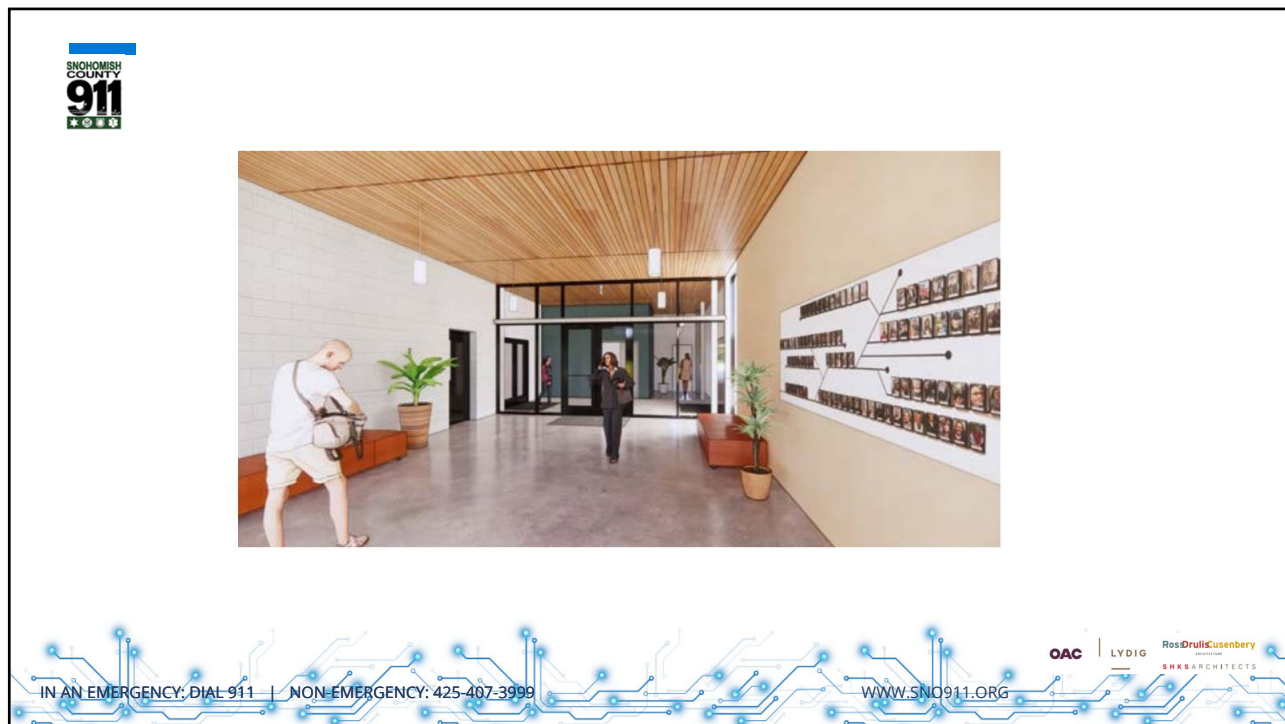












How are we validating value and costs are Competitive?

Lydig reports improvements in competitive bidding from recent years resulting in multiple quotes for each job. Competition helps ensure we are receiving good value.

OAC (Owners Rep) utilizes a third-party estimator to validate quotes are within expected ranges (they have been)

Market Validation: Comparing to South Sounds 911 2019 project. Budget was \$65M for a 74,528 purpose-built facility that ended up costing \$59M to construct. SNO911's 2024 project budget of \$67.85M including property purchase for two 90,000 SF buildings. Incorporating escalation/inflation SS911's project cost in today's dollars was \$1,244/sf and SNO911's project cost is \$754/sf (based on 90k SF of building).

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Budget Addition Background

After learning of the electrical and mechanical cost increases we started a process to prioritize needs and identify opportunities to reduce cost/scope, and to identify potential add'l funding that did not involve assessment increases.

Resulted in eliminating \$1.05M of scope from the budget, and identification of \$5.7M in additional funding already earmarked for SNO911 facility needs.

In Oct-23 we asked/received perimeters from BOD and set-forth planning and negotiations.

This funding will allow the facility to include important capabilities and resiliencies within emergency systems would occur. We also know making improvements prior to move-in is the least costly and safest manner for this work.

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NON-EMERGENCY: 425-407-3999

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Approved Betterments (Included in proposed budget)

Number	Description	Priority	Status	Amount	Number	Description	Priority	Status	Amount	
13	AHU Component Redundancy	Priority 1	Approved	\$ 82,023	1	Building B - L4 Staff canopy work	Priority 2	Approved	\$ 74,805	
14	Server Room Cooling Redundancy	Priority 1	Approved	\$290,824	2	Building A - Exterior Screening	Priority 2	Approved	\$ 49,363	
18	Redundant Hydronic System Pump	Priority 1	Approved	\$ 6,484	3	Building B - Exterior Solar Screening	Priority 2	Approved	\$ 523,275	
20	Undefined Seismic & Acoustical Requirement Hold	Priority 1	Approved	\$149,886	6A	3rd Floor Level 4 Ballistic Rated GWB - up 7"	Priority 2	Approved	\$ 318,353	
21	VAV Zone Addition	Priority 1	Approved	\$ 32,482	10	Blast Film to Level 1 Windows	Priority 2	Approved	\$ 132,000	
23	Distribution - Add Redundant services to server room	Priority 1	Approved	\$ 21,170	11	Interior and Exterior Wood Ceilings - Canopy and Lobby	Priority 2	Approved	\$ 175,000	
25	UPS - Alternate design #2 - Provide (2) 200kW UPS units and have them operate in parallel. Riser B deleted.	Priority 1	Approved	\$235,222	12	Exposed Ceilings and Staggered Acoustical Ceilings	Priority 2	Approved	\$ 80,000	
27	Future Genset provisions - Alternate Add 577 Vault for future genset connection	Priority 1	Approved	\$ 49,134	17	Redundant Electric Boiler (Heating Water)	Priority 2	Approved	\$ 28,929	
29	Tele/Data - Cat 6A Shielded cables for console desks.	Priority 1	Approved	\$111,730	19	Fixture Refresh - Building A and B	Priority 2	Approved	\$ 136,877	
30	Tele/Data - Alternate Design #1 - utilize Cat 6A cables in lieu of shielded Cat 6A.	Priority 1	Approved	\$ (29,403)	28	Future Genset provisions - Alternate Add 12-4" Conduits for future genset feeders across parking lot	Priority 2	Approved	\$ 82,186	
32	Radio Infrass - Enclosed cable tray	Priority 1	Approved	\$ 41,164	37	EV (3 chargers included) - Code minimum based on qty of parking spots	Priority 2	Approved	\$ 29,403	
33	Radio Infrass - Weatherheads vs doghouse	Priority 1	Approved	\$ 29,403	40	Intercom/Video System - Alternate Design - (7) stations added. Pricing included in parking controls addition	Priority 2	Approved	\$ 41,164	
34	Radio Infrass - Grounding Busbars roof mounted, ground conductor to grade and ground rod	Priority 1	Approved	\$ 52,925	8	Security Gates and Security Fencing	Priority 3	Approved	\$ 437,431	
39	Isobases addition for Server Racks	Priority 1	Approved	\$ 54,915					Total	\$ 3,236,744

Non-Approved Betterments

Number	Description	Priority	Status	Amount	Number	Description	Priority	Status	Amount	
4	Enlarged Entry Canopy and Storefront	Priority 2	VOID	\$180,000	15	UPS Room Glycol CRAC ILO Refrigerant Based Cooling	Priority 3	VOID	\$ 147,150	
5	Enhanced Entrance Stair Work - concrete, railings	Priority 2	VOID	\$201,000	22	Distribution - Add UPS Riser B	Priority 3	VOID	\$ 21,170	
9	Redundant Domestic Water Storage Tank	Priority 2	VOID	\$177,483	24	UPS - Alternate design #1 - Provide (1) 200kW and (1) 100kW UPS Unit. Relocate (1) existing 100kW UPS Unit. This included riser A & B up to the dispatch floor.	Priority 3	VOID	\$ -	
35	Distributed Antenna System - Cellular - 4 Carrier System	Priority 2	VOID	\$ 61,362	26	UPS - Alternate design #3 - Provide (1) 200kW UPS unit and the paralleling cabinet now with provisions for a future 200kW UPS to added later.	Priority 3	VOID	\$ -	
38	Lightning Protection - Not required by NEC 708. NFPA 1221 required.	Priority 2	VOID	\$ 85,170	36	Happy Boards - SNO 911 requested. (9) included.	Priority 3	VOID	\$ 57,159	
51	Single Zone Paging System	Priority 2	VOID	\$ -	41	IDF's Upgrade to serve from UPS system Buildings A	Priority 3	VOID	\$ 27,639	
53	Building A Emergency Power	Priority 2	VOID	\$ 94,334					Total	\$ 1,052,468

Betterments Under Consideration

Number	Description	Priority	Status	Amount	Number	Description	Priority	Status	Amount
52	Elevator System - Ground jack shaft to MRL type system	Priority 1	PDB Review	(\$40,000)	46	Audio Visual - Fitness room 505	Priority 2	Pending	\$ 1,529
6B	3rd Floor Level 4 Ballistic Rated Windows - \$379,040	Priority 2	Pending	\$ 379,040	47	Audio Visual - Happy Boards	Priority 2	Pending	\$ 10,585
16	Controls Open Source, Non-Proprietary Vendor	Priority 2	Pending	\$ 102,460	48	IPTV Decoders	Priority 2	Pending	\$ 14,701
31	Tele/Data - Astound Scope of work - bringing in services to building.	Priority 2	PDB Review	\$ 58,806	49	Generator Buyback - Existing Generator	Priority 2	Pending	\$ (142,000)
42	Audio Visual - Private Offices (12 included)	Priority 2	Pending	\$ 52,290	50	Re-stripe and seal coat parking lot	Priority 2	PDB Review	TBD
43	Audio Visual - Conference rooms 108 & 219	Priority 2	Pending	\$ 66,295	7	Replace Roofing Building B - and Replace Existing Roof Drain / Roof overflow drains	Priority 3	Pending	\$ 504,665
44	Audio Visual - Conference rooms 305	Priority 2	Pending	\$ 45,902	Total				\$ 1,094,273
45	Audio Visual - Training Lab 110	Priority 2	Pending	\$ 43,751					

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Proposed GMP Budget (Including Betterments) as of 1/4/2024

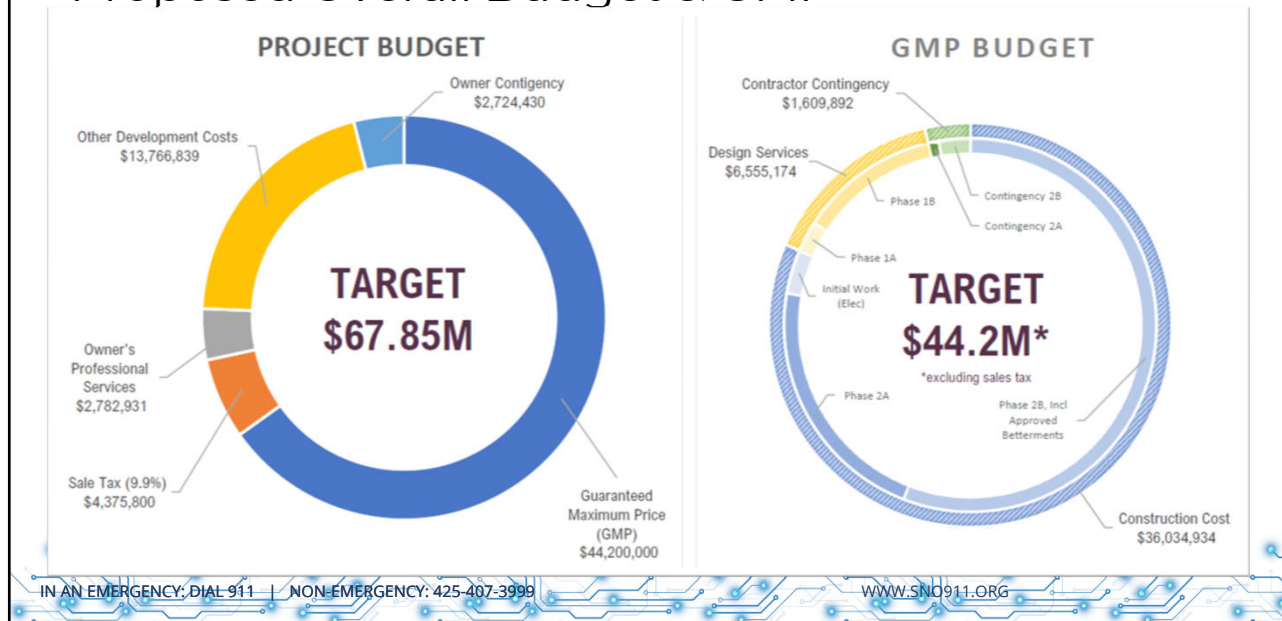
Category	Original Budget	Updated Estimate	Difference
Design and Preconstruction	\$ 5,021,826	\$ 6,555,174	\$ 1,533,348
A10 Foundations	\$ 1,473,075	\$ 745,338	\$ (727,737)
B10 Superstructure	\$ 3,089,940	\$ 1,889,620	\$ (1,200,320)
B20 Exterior Enclosure	\$ 860,593	\$ 847,480	\$ (13,113)
B30 Roofing	\$ -	\$ 289,038	\$ 289,038
C10 Interior Construction	\$ 2,790,418	\$ 1,810,029	\$ (980,389)
C30 Interior Finishes	\$ 1,606,893	\$ 1,896,259	\$ 289,366
D10 Conveying	\$ -	\$ 317,850	\$ 317,850
D20 Plumbing	\$ 953,845	\$ 1,065,816	\$ 111,971
D30 HVAC	\$ 2,400,350	\$ 7,543,755	\$ 5,143,405
D40 Fire Protection	\$ 258,373	\$ 404,280	\$ 145,907
D50 Electrical	\$ 4,478,330	\$ 8,358,205	\$ 3,879,875
E10 Equipment	\$ 184,266	\$ 13,995	\$ (170,271)
E20 Furnishings	\$ 494,128	\$ 287,030	\$ (207,098)
F10 Special Construction	\$ 150,000	\$ -	\$ (150,000)
F20 Selective Demolition	\$ 843,309	\$ 746,105	\$ (97,204)
G10 Site Preparation	\$ 51,250	\$ 1,221,292	\$ 1,170,042
G20 Site Improvements	\$ 632,000	\$ 1,091,314	\$ 459,314
G30-40 Site Mech/Elec Utilities	\$ 150,000	\$ -	\$ (150,000)
General Conditions	\$ 2,675,706	\$ 2,184,797	\$ (490,909)
Design Contingency	\$ 4,083,354	\$ 732,312	\$ (3,351,042)
Contractor Risk Contingency	\$ 771,616	\$ 877,580	\$ 105,964
Escalation	\$ 3,899,841	\$ 447,097	\$ (3,452,744)
Fee + Sub Bond + Builders Risk+etc	\$ 2,030,887	\$ 1,638,890	\$ (391,997)
Totals	\$ 38,900,000	\$ 40,963,256	\$ 2,063,256
Additions (includes markup and fees)			
Site Betterments			\$437,431
Architectural Betterments			\$1,352,796
Mechanical Betterments			\$727,504
Electrical Betterments			\$719,013
Total Additions			\$3,236,744

Total coverage \$5,300,000

Total GMP \$ 44,200,000

IN AN EMERGENCY, DIAL 911 | NO

Proposed Overall Budget & GMP

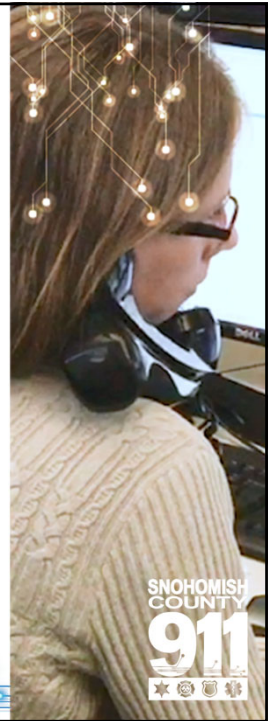


Contingency Review

Budget Line item	Amount
PDB Team Design Contingency	\$ 732,312
PDB Team Contractor Contingency	\$ 877,580
<i>Sub-Total</i>	\$ 1,609,892
Owner Consultant Contingency	\$ 250,000
Owner FFE Contingency	\$ 500,000
Owner Project Contingency	\$ 2,724,430
<i>Sub-Total</i>	\$ 3,474,430
Total Contingency	\$ 5,084,322

Recommended Funding Sources

Fund/Source Title	Amount
ECC Infrastructure Reserve Fund 125 – Strategic Set-aside	\$4,200,000
ECC Infrastructure Reserve Fund 125 – Standard Contribution	\$750,000
Future Facility Project Fund Interest (Estimated through end of 2023)	*\$900,000
Total	\$5,850,000



GMP Roadmap
and
Recommended
Board Actions

Roadmap to Guaranteed Max Price (GMP)

Sep 2023	Oct 2023	Nov/Dec 2023	Jan 2024	Feb 2024	Mar 2024	April 2024
- Phase 1 approved - Design and pre-const. funding - Generator order (lead time)	- High-level budget review - Information Authorization - Board Set Budget Parameters	Scope/Budget Refinement	- Authorize updated project budget - Authorize Phase 2A GMP	- Start demo and structural work - Scope/Budget Refinement	GMP Staff/Legal Review	Authorize Phase 2B GMP

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Phase 2A and 2B Guaranteed Maximum Price (GMP)

Phase 2A GMP (Today)

- Includes approx. \$10M of demo, structural work
- Scope now bid out, within \$50K of Lydig estimates (high level of confidence)
- Reviewed by third-party estimator

Phase 2B GMP (April)

- Confident estimates, but not all packages have been bid out
- Improved economic conditions
- Mechanical & Electrical are fully quoted and have low risk of changing

LYDIG

SNO911 - 2A GMP Summary
SNO911
1/4/2024
Project Area: 66,328 SF

Direct Construction Costs		Cost	Cost/SF			
BP-02.01 Interior Bldg A and B demo		\$746,105	\$11.25			
BP-02.02 Reinforcing		\$170,064	\$2.56			
BP-02.03 Concrete Finishing		\$32,286	\$0.49			
BP-02.04 CIP Concrete		\$563,049	\$8.49			
BP-02.05 Shotcrete		\$218,474	\$3.29			
BP-02.06 Steel Fab & Erection		\$860,863	\$14.49			
BP-02.07 Deck Supply		\$43,750	\$0.66			
BP-02.08 Elevator		\$377,850	\$5.70			
BP-02.09						
BP-02.10						
BP-02.11	DESCRIPTION	QTY	UOM	UNIT PRICE	TOTAL COST	COST/SF
BP-02						
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NON-EMERGENCY: 425-407-3999

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Phase 2A GMP – Contract Document Review

**Snohomish County 911 Emergency
Communications Center (ECC) Facility Project**

Progressive Design-Build Contract

Phase 2A GMP Amendment

OWNER:

Snohomish County 911
1121 SE Everett Mall Way
Everett, WA 98208

DESIGN-BUILDER:

Lydell Construction, Inc.
3180 139th Ave SE Ste 110
Bellevue, WA 98005

PROJECT:

Snohomish County 911 Emergency Communications Center (ECC) Facility Project
332 SW Everett Mall Way
Everett, WA 98204

The Owner and Design-Builder hereby amend the Progressive Design-Build Contract (the "Contract") dated April 6, 2023 to establish a Guaranteed Maximum Price and other terms and conditions of the Contract. This Guaranteed Maximum Price Amendment ("Phase 2A GMP Amendment") is made as of _____, 20____.

Section A: Guaranteed Maximum Price

A.1 Guaranteed Maximum Price. As agreed by the Owner and Design-Builder, the Contract Price shall not exceed ten million, seventy-eight thousand, nine hundred twelve Dollars (\$10,078,912), subject to additions and deductions by Change Order as provided in the Design-Build Documents.

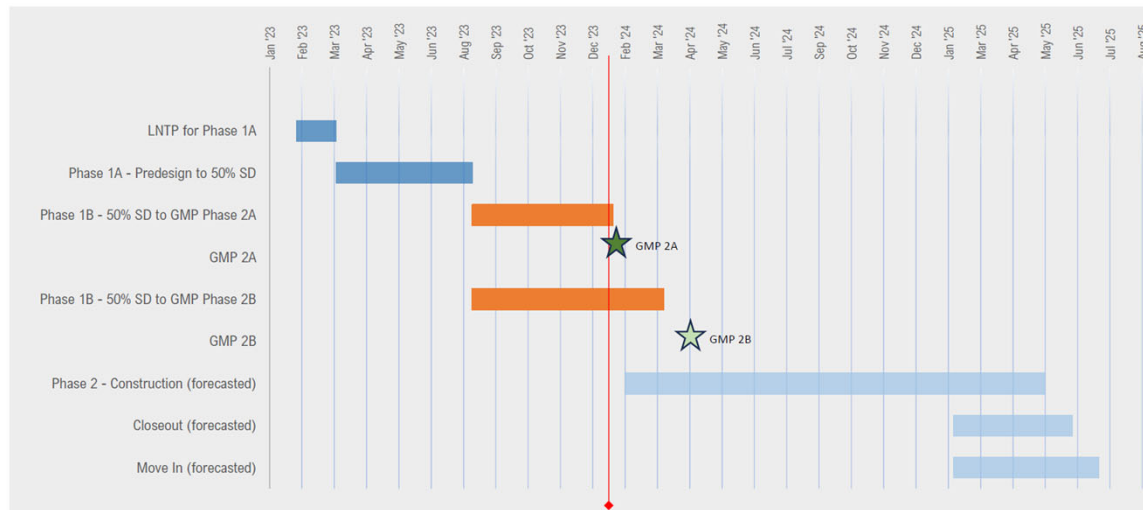
A.2 General Conditions Cap. The Guaranteed Maximum Price includes the General Conditions Cap, which shall not exceed two million, one hundred eighty-four thousand, seven

- Full version included in packet
- "Simple" Amendment to approved contract
- Legal review underway
- Attachments:
 1. Contract Price – GMP2A Price Summary and Breakdown
 2. Basis of Design Documents
 3. Assumptions and Clarifications
 4. Scheduled Substantial Completion Date
 5. Permits and Approvals List
 6. Construction Safety Plan
 7. Construction Quality Plan
 8. Inclusion Plan
 9. Equipment Rate Schedule

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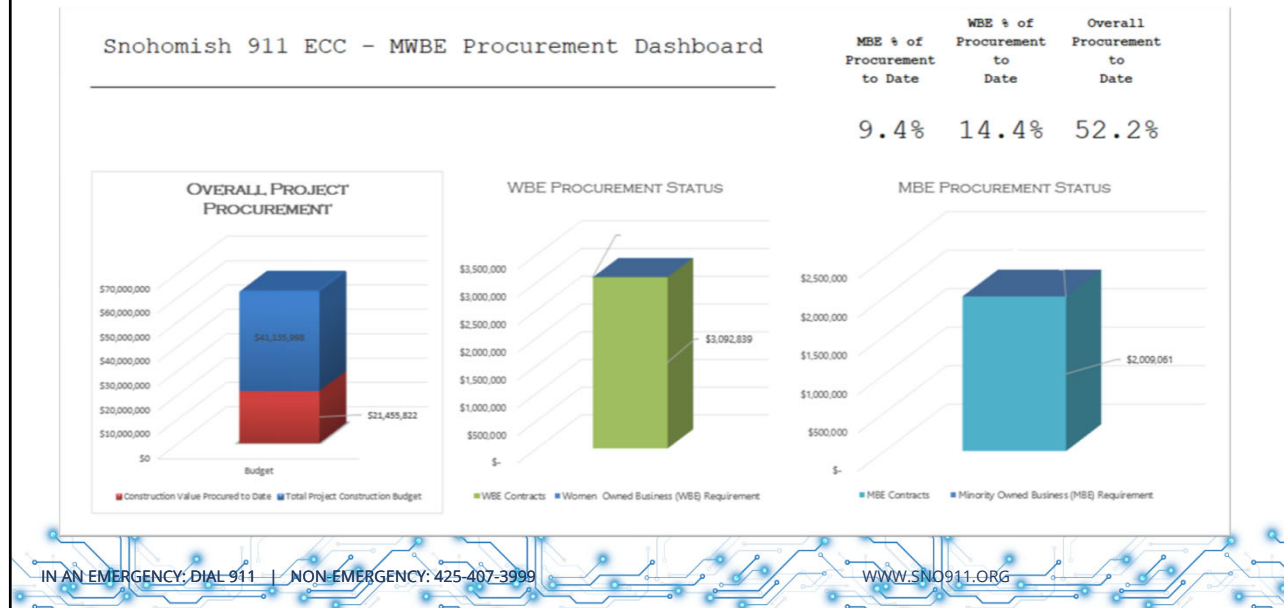
Project Schedule



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MWBE Inclusion Plan



Recommended Board Actions

Action Proposal Form

Date: January 11, 2024

Title: Future Facility Project Budget Update

Background / Purpose:

Project Budget
The SNO911 Board of Directors approved an overall project budget of \$62M on October 20, 2022. This was based on a number of estimates and assumptions that have since gone through in-depth design and budgeting process with the Progressive Design Build team. Most notably, the intricacies and advanced mechanical and electrical systems will cost significantly more than originally estimated. As such, staff recommend an increase of the overall project budget as follows:

Item Description	Original Budget	Amended Budget
Owner's Professional Services	\$1,094,508	\$2,782,911
Other Development Costs (includes property purchase)	\$4,038,839	\$1,766,839
Owner Contingency and Reserves	\$2,137,553	\$2,724,430
Equipment Maximum Price (GMP)	\$38,165,000	\$44,200,000
Sales Tax	\$1,861,100	\$4,375,800
Total	\$47,357,000	\$55,850,000

Additional Funding Sources
Staff recommend re-allocating funds that have already been earmarked for non-project future facility needs to support the increase in overall project budget as follows:

Fund Name	Amount
ECC Infrastructure Reserve Fund 125 - Strategic Set-aside	\$4,200,000
ECC Infrastructure Reserve Fund 125 - Standard Contribution	\$150,000
Future Facility Project Fund 150 TCS Interest (Est. through end of 2023)	\$800,000
Total	\$4,550,000

Phase 2A GMP
Attached to this APF is a change order to the Lydig PDG agreement to authorize the next phase of work. Staff anticipate bringing back the final Phase 2B GMP for execution in March 2024.

Suggested Action/Recommendation:

Action #1: Move to amend the Future Facility Total Project Budget to \$67,700,000 including the delegated authorization to modify the necessary agreement(s) to include known and future betterments to further enhance the future facility.

Action #2: Move to authorize the transfer of \$5,850,000 from identified funds as described in this APF to Fund 150 - Future Facility Project.

Action #3: Authorize the execution of Phase 2A GMP Amendment as presented.

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Snohomish County 911 Emergency Communications Center (ECC) Facility Project

Progressive Design-Build Contract

Phase 2A GMP Amendment

OWNER:

**Snohomish County 911
1121 SE Everett Mall Way
Everett, WA 98208**

DESIGN-BUILDER:

**Lydig Construction, Inc.
3180 139th Ave SE Ste 110
Bellevue, WA 98005**

PROJECT:

**Snohomish County 911 Emergency Communications Center (ECC) Facility Project
332 SW Everett Mall Way
Everett, WA 98204**

The Owner and Design-Builder hereby amend the Progressive Design-Build Contract (the "Contract") dated April 6, 2023 to establish a Guaranteed Maximum Price and other terms and conditions of the Contract. This Guaranteed Maximum Price Amendment ("Phase 2A GMP Amendment") is made as of January 18, 2024.

Section A: Guaranteed Maximum Price

A.1 Guaranteed Maximum Price. As agreed by the Owner and Design-Builder, the Contract Price shall not exceed ten million, seventy-eight thousand, nine hundred twelve Dollars (\$10,078,912), subject to additions and deductions by Change Order as provided in the Design-Build Documents.

A.2 General Conditions Cap. The Guaranteed Maximum Price includes the General Conditions Cap, which shall not exceed two million, one hundred eighty-four thousand, seven

hundred ninety-seven Dollars (\$2,184,797), subject to additions and deductions by Change Order as provided in the Design-Build Documents.

A.3 Contingency. The Guaranteed Maximum Price includes the Design-Builder's Contingency, which shall not exceed four hundred forty-seven thousand, six hundred four Dollars (\$447,604), subject to additions and deductions by Change Order as provided in the Design-Build Documents, and which was calculated as follows:

• Design Contingency	2.00%	\$ 134,958
• Escalation (4.5% Annum)	0.5%	\$ 44,664
• Construction Contingency	3.00%	\$ 267,982

A.4 Allowances. Allowances included in the Guaranteed Maximum Price, if any:

- None

A.5 Specifications. The Guaranteed Maximum Price is based upon the following Specifications:

- 100% DD/Permit Set, November 8, 2023

A.6 Drawings. The Guaranteed Maximum Price is based upon the following Drawings:

- 100% DD/Permit Set, November 8, 2023
- Building B Demo Permit Set, May 22, 2023

A.7 Phase 2 Proposal. The Guaranteed Maximum Price is based on Design-Builder's Phase 2A Proposal, as agreed to by the Owner, and the scope of Phase 2 Work identified therein. The Phase 2A Proposal is attached as Exhibit A hereto is hereby incorporated and adopted as part of this GMP Amendment.

Section C: Substantial Completion

Pursuant to Section 3.3 of the Contract, the required date of Substantial Completion for the Phase 2 Services as established by this Phase 2A GMP Amendment is April 9, 2025.

Section D: Liquidated Damages

Pursuant to Section 6.4 of the Contract, if the Design-Builder fails to achieve Substantial Completion by the required date of Substantial Completion, the Owner will sustain significant damage and loss as a result of such failure. The exact amount of such damages will be difficult to ascertain, therefore, the Owner and the Design-Builder agree as follows:

If the Design-Builder fails to achieve Substantial Completion by the required date of Substantial Completion, and as otherwise required by the Design-Build Documents and as such date may be modified under the terms of the Contract Documents, the Owner shall be entitled to retain or recover from the Design-Builder, as liquidated damages and not as a penalty, sixteen hundred Dollars (\$1600) per calendar day commencing upon the first day following the required date of

Substantial Completion in Section C above and continuing until the actual date that Substantial Completion is achieved.

Such liquidated damages are hereby agreed to be a reasonable pre-estimate of damages the Owner will incur as a result of delayed completion of the Work. The liquidated damages shall be Owner's sole and exclusive remedy for delay. In consideration of the mutual covenants and obligations contained herein, Owner and Design-Builder agree as set forth herein.

This GMP Amendment entered into as of the day and year first written above.

OWNER:

DESIGN-BUILDER:

(Signature)

(Name of Design-Builder)

(Signature)

(Printed Name)

(Title)

Date: _____

Date: _____

Exhibit A

Design-Builder's Phase 2A Proposal



January 15, 2024

Kurt Mills
Snohomish County 911
1121 SE Everett Mall Way
Everett, WA 98208

Attn: Kurt Mills

RE: **SNO911 – GMP2A**

Kurt,

Lydig Construction, Inc. is pleased to submit the GMP 2A deliverable package for the Snohomish 911 Emergency Call Center project in Everett, Washington for the amount of \$10,078,912, excluding Washington State Sales Tax.

This proposal is for the GMP 2A work of demolition, building structures, elevator, earthwork, and utilities as further described below. All remaining scopes to be included in the future GMP 2B proposal.

The GMP 2A contract price breakdown as follows:

i. Construction General Conditions Costs – includes both GMP 2A and 2B	\$ 2,184,797
ii. Design-Builder's Fee	\$ 306,737
iii. The Cost of the Phase 2A Work	\$ 7,195,525
iv. Pass Through Costs	\$ 391,853

We look forward to working alongside Sno911 and the OAC team on this project. Lydig Construction and the entire progressive design build team is honored to be considered as your partner. The GMP 2A Proposal is valid for ninety (90) days.

Feel free to contact us with any questions or concerns.

Sincerely,



A handwritten signature in black ink, appearing to read "Kevin McCarry", enclosed within a thin black rectangular border.

Kevin McCarry
Vice President of Preconstruction

CC:

- Craig Greene, Lydig Construction
- Bob Heggenes, Lydig Construction
- Nick Smith, Lydig Construction
- Adam Hutschreider, SHKS Architects
- Kelly Holman, SHKS Architects
- Mallory Cusenbery, RDC Architecture
- Stacy Shewell, OAC Services
- Diana Brown, OAC Services
- Terry Peterson, Sno911

Attachments:

1. GMP2A Price Summary and Detail
2. Basis of Design Documents
3. GMP 2A Clarifications and Assumptions
4. GMP 2A Project Schedule – December 2023
5. Permits and Approvals List
6. Site Specific Safety Plan
7. Construction Quality Control Plan
8. MWBE Inclusion Plan
9. Equipment Rate Schedule



Direct Construction Costs		Cost	Cost/SF
BP-02.01 Interior Bldg A and B demo		\$746,105	\$11.25
BP-02.02 Reinforcing		\$170,064	\$2.56
BP-02.03 Concrete Finishing		\$32,286	\$0.49
BP-02.04 CIP Concrete		\$563,049	\$8.49
BP-02.05 Shotcrete		\$218,474	\$3.29
BP-02.06 Steel Fab & Erection		\$960,863	\$14.49
BP-02.07 Decking Supply		\$43,750	\$0.66
BP-02.08 Elevator		\$377,850	\$5.70
BP-02.09 Fire Sprinkler		\$404,280	\$6.10
BP-02.10 Mechanical		\$862,326	\$13.00
BP-02.11 Electrical		\$1,003,545	\$15.13
BP-02.12 Earthwork, Utilities & Site Demo		\$1,086,894	\$16.39
BP-02.13 Shoring		\$205,500	\$3.10
BP-02.14 Structural Rough Carpentry		\$72,937	\$1.10
Subtotal Direct Cost		\$6,747,922	\$101.74
General Conditions		\$2,184,797	\$32.94
Subcontractor Bonds		Incl w/Above	\$0.00
Subtotal		\$8,932,719	\$134.68
Markups		Cost	Cost/SF
Contingency - Design Phase 2A	2.00%	\$134,958	\$2.03
Escalation @ 4.5%/annum Phase 2A	0.50%	\$44,664	\$0.67
Contingency - Construction	3.00%	\$267,982	\$4.04
Subtotal - w/Contingencies		\$9,380,323	\$141.43
Fee	3.27%	\$306,737	\$4.62
Subtotal - w/Fee		\$9,687,059	\$146.05
Builders' Risk		\$233,000	\$3.51
GLI	0.81%	\$78,465	\$1.18
Bond	0.68%	\$65,388	\$0.99
Misc. Permits		\$15,000	\$0.23
WSST		Excluded	\$0.00
Total Estimated Construction Cost		\$10,078,912	\$151.96



DESCRIPTION	QTY	UOM	UNIT PRICE	TOTAL COST	COST/SF
GC's					
General Conditions					
01 30 00 Administrative Requirements					
1 Assistant Superintendent - TBD	60	WKS	\$4,450.00	\$267,000	\$4.03
2 Auto Allowance - Bellevue - PM Auto 0-50 Miles	14	MON	\$1,280.00	\$17,920	\$0.27
3 BIM Field Services	8	WKS	\$130.00	\$1,040	\$0.02
4 General Superintendent - Matt Bridgewater	60	WKS	\$250.00	\$15,000	\$0.23
5 Intern	16	WKS	\$920.00	\$14,720	\$0.22
6 Job Site Safety Supervisor	60	WKS	\$400.00	\$24,000	\$0.36
7 Project Engineer	60	WKS	\$2,786.00	\$167,160	\$2.52
8 Project Manager - Nick Smith	60	WKS	\$3,244.00	\$194,640	\$2.93
9 Senior Project Manager - Bob Heggenes	60	WKS	\$4,884.00	\$293,040	\$4.42
10 Superintendent 1 - Tim Lewis	60	WKS	\$4,681.00	\$280,860	\$4.23
Subtotal 01 30 00 Administrative Requirements				\$1,275,380	\$19.23
01 40 00 Quality Requirements					
11 Permits - Building	1	LS	\$0.00	\$0	\$0.00
12 Permits - Miscellaneous	1	LS	\$0.00	\$0	\$0.00
13 Photos - Weekly Construction	60	WKS	\$150.00	\$9,000	\$0.14
Subtotal 01 40 00 Quality Requirements				\$9,000	\$0.14
01 50 00 Temporary Facilities and Controls					
14 Crew Shack - External Rental	14	MON	\$350.00	\$4,900	\$0.07
15 De-Watering - Basic sump and trash pumps	1	LS	\$7,500.00	\$7,500	\$0.11
16 Flagger/Traffic Control	16	WKS	\$815.17	\$13,043	\$0.20
17 Forklift Extended Reach 10K 56' (Month Rate)	14	MON	\$4,850.00	\$67,900	\$1.02
18 Fuel & Oil for Equipment	14	MON	\$1,200.00	\$16,800	\$0.25
19 Fuel/Maintenance (Trucks)	14	MON	\$1,810.71	\$25,350	\$0.38
20 Job Signs & Bulletin Boards	1	EA	\$562.38	\$562	\$0.01
21 Layout - Consumables & Misc Equipment	13	WKS	\$100.00	\$1,300	\$0.02
22 Layout by LCI Survey Eng	13	WKS	\$2,019.23	\$26,250	\$0.40
23 Mailing Expense	14	MON	\$150.00	\$2,100	\$0.03
24 Mobilization/Start Up	1	EA	\$8,137.97	\$8,138	\$0.12
25 Office Equipment - Copier Installation & Ink Cartridges	14	MON	\$100.00	\$1,400	\$0.02
26 Office Equipment - Copier Lease	14	MON	\$300.00	\$4,200	\$0.06
27 Office Equipment - Misc. IT Equip & Software (Read Memo)	1	LS	\$2,500.00	\$2,500	\$0.04
28 Office Set Up in Building	1	LS	\$22,500.00	\$22,500	\$0.34
29 Office Supplies (Consumables)	14	MON	\$250.00	\$3,500	\$0.05
30 Phone, Fax & Internet Service - Initial Setup	1	LS	\$400.00	\$400	\$0.01
31 Phone, Fax & Internet Service - Monthly Charge	14	MON	\$350.00	\$4,900	\$0.07
32 Plan Set Costs	1	LS	\$750.00	\$750	\$0.01
33 Project Signs	2	EA	\$851.42	\$1,703	\$0.03
34 Project Support	14	MON	\$1,100.00	\$15,400	\$0.23
35 Safety - First Aid Supplies	1	LS	\$2,500.00	\$2,500	\$0.04
36 Safety - Supplies	1	LS	\$3,500.00	\$3,500	\$0.05
37 Safety Rail/Openings - Cover Floor & Roof Openings	1	LS	\$9,788.17	\$9,788	\$0.15
38 Safety Rail/Openings - Temp Handrails	300	LF	\$12.90	\$3,870	\$0.06
39 Safety Rail/Openings - Temp Handrails - Remove	300	LF	\$2.86	\$859	\$0.01
40 Security Service	1	LS	\$60,000.00	\$60,000	\$0.90
41 Small Tool Rental - Misc LER Equipment	14	MON	\$2,500.00	\$35,000	\$0.53
42 Storage Containers 8' or 10' or 20'	28	MON	\$72.00	\$2,016	\$0.03
43 Technology and IT Equip Cost (Read Memo)	14	MON	\$400.00	\$5,600	\$0.08
44 Temp. Building Heat - Electrical Usage during non-winter months	8	MON	\$0.00	\$0	\$0.00
45					\$0.00
46 Temp. Building Heat - Electrical Usage during winter months	4	MON	\$0.00	\$0	\$0.00
47					\$0.00
48 Temp. Building Heat - Fan Rental	16	MON	\$750.00	\$12,000	\$0.18
49 Temp. Building Heat - Heating System - Electric Heaters (4 each)	16	MON	\$750.00	\$12,000	\$0.18
50					\$0.00
51 Temp. Building Heat - Labor for initial setup	80	MHS	\$82.97	\$6,638	\$0.10
52 Temp. Building Heat - Labor for tear down	40	MHS	\$82.00	\$3,280	\$0.05
53 Temp. Building Heat - Misc Electrical Hookups	1	LS	\$1,500.00	\$1,500	\$0.02
54 Temp. Fire Extinguishers	1	LS	\$2,000.00	\$2,000	\$0.03
55 Temp. Lighting	62,211	SF	\$0.21	\$13,028	\$0.20
56 Temp. Power - Utilize Existing Service	1	LS	\$5,000.00	\$5,000	\$0.08
57 Temp. Power Consumption Costs - Bldg - Permanent - by owner	2	MON	\$0.50	\$1	\$0.00
58					\$0.00
59 Temp. Power Consumption Costs - Bldg - Pre Permanent - by owner	12	MON	\$0.08	\$1	\$0.00
60					\$0.00
61 Temp. Power Distribution	52	WKS	\$811.49	\$42,198	\$0.64
62 Temp. Protection - Floors/Walls/Doors	62,211	SF	\$0.80	\$50,035	\$0.75



SNO911 - GMP2A Detail

SNO911

01/04/2024

Project Area: 66,326 SF

DESCRIPTION	QTY	UOM	UNIT PRICE	TOTAL COST	COST/SF
63 Temp. Sanitary Facilities - Temp Toilets	84	MON	\$130.00	\$10,920	\$0.16
64 Temp. Sanitary Facilities - Wash Stations	14	MON	\$200.00	\$2,800	\$0.04
65 Temp. Water Consumption	14	MON	\$150.00	\$2,100	\$0.03
66 Temp. Water Service	1	LS	\$750.00	\$750	\$0.01
67 Temporary Fencing Subcontractor	1,700	LF	\$16.50	\$28,050	\$0.42
68 Temporary Fencing Subcontractor - Gates	2	EA	\$3,500.00	\$7,000	\$0.11
69 Tool Rental - Delivery/Return Charges	28	EA	\$250.00	\$7,000	\$0.11
70 Trimble Total Station (WRG Month Rate)	3	MON	\$4,200.00	\$12,600	\$0.19
71 Vehicles [Trucks] (Month Rate)	14	MON	\$3,696.00	\$51,744	\$0.78
72 Water Coolers	14	MON	\$120.00	\$1,680	\$0.03
Subtotal 01 50 00 Temporary Facilities and Controls				\$626,555	\$9.45
01 70 00 Execution and Closeout Requirements					
73 Dump Fees/Dumpster	60	WKS	\$750.00	\$45,000	\$0.68
74 Eco Pan & Concrete Recycle - Concrete Pick-up & Recycle - Large Pan 2.35cy / 5 tons	50	CY	\$434.00	\$21,700	\$0.33
75					\$0.00
76 Eco Pan & Concrete Recycle - Weekly Rental	12	WKS	\$94.00	\$1,128	\$0.02
77 Final Clean-up - Main Bldg	62,211	SF	\$1.25	\$77,764	\$1.17
78 Street Sweeping	14	EA	\$500.00	\$7,000	\$0.11
79 Weekly Clean-up - During Finishes	960	MHS	\$84.24	\$80,873	\$1.22
80 Weekly Clean-up - During Site & Structural Work	480	MHS	\$84.16	\$40,397	\$0.61
Subtotal 01 70 00 Execution and Closeout Requirements				\$273,862	\$4.13
Subtotal General Conditions				\$2,184,797	\$32.94
TOTAL GC's				\$2,184,797	



DESCRIPTION	QTY	UOM	UNIT PRICE	TOTAL COST	COST/SF
Phase 2A					
BP-02.01 Interior Bldg A and B demo					
02 40 00 Demolition and Structure Moving					
81 Demolition - Structural & Interior TI	1	LS	\$672,773.00	\$672,773	\$10.14
82 Demolition - Structural & Interior TI - P&P Bond	1	LS	\$19,578.00	\$19,578	\$0.30
83 Demolition - Support	500	MH	\$107.51	\$53,754	\$0.81
Subtotal 02 40 00 Demolition and Structure Moving				\$746,105	\$11.25
Subtotal BP-02.01 Interior Bldg A and B demo				\$746,105	\$11.25
BP-02.02 Reinforcing					
03 20 00 Concrete Reinforcing					
84 Rebar Sub	1	LS	\$131,896.00	\$131,896	\$1.99
85 Reinforcing - material handling	480	MH	\$79.52	\$38,168	\$0.58
Subtotal 03 20 00 Concrete Reinforcing				\$170,064	\$2.56
Subtotal BP-02.02 Reinforcing				\$170,064	\$2.56
BP-02.03 Concrete Finishing					
03 30 00 Cast-in-Place Concrete					
86 SOG - Finish - Small Pours < 2,500sf	1,827	SF	\$3.05	\$5,576	\$0.08
87 SOMD - Finish - Small Pours < 2,500sf	2,617	SF	\$6.94	\$18,150	\$0.27
88 Struct Slabs - Finish - > 7,500sf	667	SF	\$12.83	\$8,560	\$0.13
Subtotal 03 30 00 Cast-in-Place Concrete				\$32,286	\$0.49
Subtotal BP-02.03 Concrete Finishing				\$32,286	\$0.49
BP-02.04 CIP Concrete					
01 30 00 Administrative Requirements					
89 Carp Foreman	21	WKS	\$2,225.69	\$46,739	\$0.70
Subtotal 01 30 00 Administrative Requirements				\$46,739	\$0.70
01 50 00 Temporary Facilities and Controls					
90 Small Tool Rental - Misc LER Equipment	4,500	HR	\$12.00	\$54,000	\$0.81
Subtotal 01 50 00 Temporary Facilities and Controls				\$54,000	\$0.81
01 70 00 Execution and Closeout Requirements					
91 Eco Pan & Concrete Recycle - Concrete Pick-up & Recycle - Large Pan 2.35cy / 5 tons	15	CY	\$500.00	\$7,500	\$0.11
92 Eco Pan & Concrete Recycle - Weekly Rental	21	WKS	\$100.00	\$2,100	\$0.03
Subtotal 01 70 00 Execution and Closeout Requirements				\$9,600	\$0.14
03 20 00 Concrete Reinforcing					
93 Drill & Epoxy Dowels - Shotcrete Walls	1,850	EA	\$28.94	\$53,532	\$0.81
Subtotal 03 20 00 Concrete Reinforcing				\$53,532	\$0.81
03 30 00 Cast-in-Place Concrete					
94 CIP Walls - 8' - 16' - Boom Pump	55	CY	\$55.00	\$3,025	\$0.05
95 CIP Walls - 8' - 16' - Bulk Heads	90	SF	\$31.47	\$2,832	\$0.04
96 CIP Walls - 8' - 16' - Concrete Material w/waste	55	CY	\$168.00	\$9,240	\$0.14
97 CIP Walls - 8' - 16' - Finish TOW	128	LF	\$5.59	\$716	\$0.01
98 CIP Walls - 8' - 16' - Form Straight	2,862	SFCA	\$18.91	\$54,117	\$0.82
99 CIP Walls - 8' - 16' - Layout	1,431	SF	\$1.16	\$1,658	\$0.02
100 CIP Walls - 8' - 16' - Patch Tie Holes	2,862	SF	\$1.07	\$3,068	\$0.05
101 CIP Walls - 8' - 16' - Place	55	CY	\$36.14	\$1,988	\$0.03
102 CIP Walls - 8' - 16' - Sack Smooth	1,431	SF	\$2.48	\$3,554	\$0.05
103 CIP Walls - 8' - 16' - Strip Forms	2,862	SFCA	\$4.33	\$12,383	\$0.19
104 Columns - Sq/Rect (JB) - Brace Column Reinforcing	5	EA	\$195.51	\$978	\$0.01
105 Columns - Sq/Rect (JB) - Concrete Material w/waste	6	CY	\$168.00	\$1,008	\$0.02
106 Columns - Sq/Rect (JB) - Form Accessories	5	EA	\$50.70	\$254	\$0.00
107 Columns - Sq/Rect (JB) - Form/Brace	390	SF	\$27.85	\$10,862	\$0.16
108 Columns - Sq/Rect (JB) - Layout	5	EA	\$78.01	\$390	\$0.01
109 Columns - Sq/Rect (JB) - Line Pump	6	CY	\$388.28	\$2,330	\$0.04
110 Columns - Sq/Rect (JB) - Patch Tie Holes	390	SF	\$2.09	\$815	\$0.01
111 Columns - Sq/Rect (JB) - Place	6	CY	\$132.53	\$795	\$0.01
112 Columns - Sq/Rect (JB) - Strip	390	SF	\$7.50	\$2,925	\$0.04
113 Cont Ftg (Wood Form) - Boom Pump	30	CY	\$65.00	\$1,950	\$0.03



DESCRIPTION	QTY	UOM	UNIT PRICE	TOTAL COST	COST/SF
114 Cont Ftgs (Wood Form) - Concrete Material w/waste	30	CY	\$168.00	\$5,040	\$0.08
115 Cont Ftgs (Wood Form) - Finish TOF	416	SF	\$0.79	\$331	\$0.00
116 Cont Ftgs (Wood Form) - Form Straight	284	SF	\$21.91	\$6,222	\$0.09
117 Cont Ftgs (Wood Form) - Layout	86	LF	\$5.67	\$488	\$0.01
118 Cont Ftgs (Wood Form) - Place	30	CY	\$34.46	\$1,034	\$0.02
119 Cont Ftgs (Wood Form) - Rebar Dowel Template (LF)	86	LF	\$11.30	\$972	\$0.01
120 Cont Ftgs (Wood Form) - Strip Forms	284	SF	\$4.46	\$1,268	\$0.02
121 Housekeeping Pads - Exterior	1,383	SF	\$12.00	\$16,596	\$0.25
122 Housekeeping Pads - Interior	1,500	SF	\$12.00	\$18,000	\$0.27
123 Set Embeds	1	LS	\$1,700.00	\$1,700	\$0.03
124 Shotcrete Walls - Bulkheads	346	SF	\$23.56	\$8,153	\$0.12
125 Shotcrete Walls - Bulkheads	346	SF	\$39.09	\$13,525	\$0.20
126 Shotcrete Walls - Core Drill for Vertical Dowels and Grout Back	860	EA	\$88.77	\$76,343	\$1.15
127					\$0.00
128 Shotcrete Walls - Layout	7,420	SF	\$0.34	\$2,535	\$0.04
129 Shotcrete Walls - Rebound Cleanup/Haul off	50	CY	\$308.14	\$15,407	\$0.23
130 Shotcrete Walls - Scaffolding - Use Conco's	12	EA	\$750.00	\$9,000	\$0.14
131 Shotcrete Walls - Wall & Floor Protection	7,420	SF	\$1.43	\$10,574	\$0.16
132 SOG - Boom Pump	30	CY	\$55.00	\$1,642	\$0.02
133 SOG - Bulkheads - Strip (per gross sog area)	1,827	SF	\$0.16	\$293	\$0.00
134 SOG - Bulkheads (per gross sog area)	1,827	SF	\$0.30	\$542	\$0.01
135 SOG - Concrete Material w/waste	28	CY	\$168.00	\$4,704	\$0.07
136 SOG - Const/Exp Jt Single - Form	250	LF	\$17.77	\$4,443	\$0.07
137 SOG - Const/Exp Jts Single - Strip	250	SF	\$4.29	\$1,073	\$0.02
138 SOG - Layout	1,827	SF	\$0.48	\$878	\$0.01
139 SOG - Perimeter Edge Form	141	SF	\$16.45	\$2,317	\$0.03
140 SOG - Perimeter Edge Form - Strip	141	SF	\$7.62	\$1,073	\$0.02
141 SOG - Place	28	CY	\$31.24	\$875	\$0.01
142 SOG - Sawcut LCI Sub	500	LF	\$2.66	\$1,328	\$0.02
143 SOG - Screeds Only (typically by PF sub)	1,827	SF	\$0.25	\$452	\$0.01
144 SOG - Vapor Barrier (simple)	2,010	SF	\$0.87	\$1,745	\$0.03
145 SOG - Vapor Barrier Tape/Accessories	1,827	SF	\$0.02	\$37	\$0.00
146 SOG - Wet Cure	1,827	SF	\$0.96	\$1,754	\$0.03
147 SOMD - Blockout Form	50	LF	\$36.45	\$1,823	\$0.03
148 SOMD - Blockout Strip	50	LF	\$17.55	\$878	\$0.01
149 SOMD - Boom Pump	26	CY	\$53.00	\$1,378	\$0.02
150 SOMD - Bulkheads - Strip (per gross somd area)	2,617	SF	\$0.19	\$488	\$0.01
151 SOMD - Bulkheads (per gross somd area)	2,617	SF	\$0.30	\$787	\$0.01
152 SOMD - Clean/Prep Deck	2,617	SF	\$0.81	\$2,120	\$0.03
153 SOMD - Concrete Material w/waste	26	CY	\$168.00	\$4,368	\$0.07
154 SOMD - Place	26	CY	\$51.99	\$1,352	\$0.02
155 SOMD - Screeds & Bulkheads - Set/Form	2,617	SF	\$0.36	\$937	\$0.01
156 SOMD - Wet Cure	2,617	SF	\$0.61	\$1,609	\$0.02
157 Struct Slabs - Boom Pump	26	CY	\$53.00	\$1,378	\$0.02
158 Struct Slabs - Bulkheads - Strip	667	SF	\$0.31	\$205	\$0.00
159 Struct Slabs - Clean/Prep Deck	667	SF	\$1.57	\$1,047	\$0.02
160 Struct Slabs - Concrete Material w/waste	26	CY	\$168.00	\$4,368	\$0.07
161 Struct Slabs - Cure/Seal	667	SF	\$1.05	\$703	\$0.01
162 Struct Slabs - Disassemble Forms	667	SF	\$4.92	\$3,284	\$0.05
163 Struct Slabs - Form & Shore	667	SF	\$27.37	\$18,253	\$0.28
164 Struct Slabs - Form & Shore - Strip	667	SF	\$7.39	\$4,927	\$0.07
165 Struct Slabs - Formwork Engineering	1	EA	\$2,500.00	\$2,500	\$0.04
166 Struct Slabs - Formwork Rental	667	SF	\$10.00	\$6,670	\$0.10
167 Struct Slabs - Freight/Shipping (3,000sf per load)	2	TR	\$1,000.00	\$2,000	\$0.03
168 Struct Slabs - Inventory/Load Forms	6	MHS	\$102.64	\$616	\$0.01
169 Struct Slabs - Layout	667	SF	\$0.73	\$488	\$0.01
170 Struct Slabs - Place Slabs	26	CY	\$51.99	\$1,352	\$0.02
171 Struct Slabs - Rigging/Hoisting Accessories	1	LS	\$2,500.00	\$2,500	\$0.04
172 Struct Slabs - Sack Smooth - Ceilings	667	SF	\$4.52	\$3,013	\$0.05
173 Struct Slabs - Screeds & Bulkheads - Set/Form	667	SF	\$0.59	\$393	\$0.01
174 Struct Slabs - Slab Edge - Form	105	SF	\$19.09	\$2,004	\$0.03
175 Struct Slabs - Slab Edge - Strip	105	SF	\$4.89	\$513	\$0.01
176 Struct Slabs - Temp Handrail/Fall Protection	105	LF	\$14.36	\$1,508	\$0.02
177 Struct Slabs - Unload/Inventory Forms	4	MHS	\$121.88	\$488	\$0.01
Subtotal 03 30 00 Cast-in-Place Concrete				\$399,177	\$6.02
Subtotal BP-02.04 CIP Concrete				\$563,049	\$8.49



SNO911 - GMP2A Detail

SNO911

01/04/2024

Project Area: 66,326 SF

DESCRIPTION	QTY	UOM	UNIT PRICE	TOTAL COST	COST/SF
BP-02.05 Shotcrete					
03 30 00 Cast-in-Place Concrete					
178 Shotcrete Subcontractor	1	LS	\$212,474.00	\$212,474	\$3.20
179 Shotcrete Walls - Test Panels	1	EA	\$6,000.00	\$6,000	\$0.09
Subtotal 03 30 00 Cast-in-Place Concrete				\$218,474	\$3.29
Subtotal BP-02.05 Shotcrete				\$218,474	\$3.29
BP-02.06 Steel Fab & Erection					
05 10 00 Structural Metal Framing					
180 Demo W8 in Elevator Shaft	1	LS	\$3,000.00	\$3,000	\$0.05
181 Protect Adjacent Surfaces	1	LS	\$15,000.00	\$15,000	\$0.23
182 Shear Studs	1,500	EA	\$2.00	\$3,000	\$0.05
183 Structural Scanning	1	L.S.	\$25,000.00	\$25,000	\$0.38
184 Structural Shoring	1	LS	\$7,500.00	\$7,500	\$0.11
185 Structural Steel - Demo and Supply	67	TON	\$13,097.55	\$877,536	\$13.23
186 Structural Steel -Bond	1	LS	\$28,827.00	\$28,827	\$0.43
Subtotal 05 10 00 Structural Metal Framing				\$959,863	\$14.47
05 50 00 Metal Fabrications					
187 Elevator Pit Grating	1	EA	\$1,000.00	\$1,000	\$0.02
Subtotal 05 50 00 Metal Fabrications				\$1,000	\$0.02
Subtotal BP-02.06 Steel Fab & Erection				\$960,863	\$14.49
BP-02.07 Decking Supply					
05 30 00 Metal Decking					
188 Roof Deck 1-1/2" 18ga - Building B	1,281	SF	\$17.06	\$21,858	\$0.33
189 Steel Decking 3" - SOMD - Building B	2,187	SF	\$10.01	\$21,892	\$0.33
Subtotal 05 30 00 Metal Decking				\$43,750	\$0.66
Subtotal BP-02.07 Decking Supply				\$43,750	\$0.66
BP-02.08 Elevator					
14 20 00 Elevators					
190 Decommission Old Elevator	4	Stop	\$9,750.00	\$39,000	\$0.59
191 Drill Rig Platform, Bench, Wall and Spoilts	1	LS	\$10,000.00	\$10,000	\$0.15
192 Elevator Cab Protection Pads	1	LS	\$1,200.00	\$1,200	\$0.02
193 Elevator Pit Ladder	1	LS	\$2,180.00	\$2,180	\$0.03
194 Elevator Sills	1	LS	\$6,000.00	\$6,000	\$0.09
195 New Elevator System	4	Stop	\$64,867.50	\$259,470	\$3.91
Subtotal 14 20 00 Elevators				\$317,850	\$4.79
31 40 00 Shoring and Underpinning					
196 Alt 002 - Supply and Install Elevator Jackshaft	1	LS	\$60,000.00	\$60,000	\$0.90
Subtotal 31 40 00 Shoring and Underpinning				\$60,000	\$0.90
Subtotal BP-02.08 Elevator				\$377,850	\$5.70
BP-02.09 Fire Sprinkler					
21 00 00 Fire-Suppression Systems					
197 Fire Protection - P&P Bond	1	LS	\$5,000.00	\$5,000	\$0.08
198 Fire Protection - Primary Wet System	46,701	SF	\$6.06	\$283,069	\$4.27
199 Fire Protection - Primary Wet System - modifications	19,625	SF	\$4.31	\$84,579	\$1.28
200 Fire Protection - Wet Fire Sprinkler System	3,954	SF	\$8.00	\$31,632	\$0.48
Subtotal 21 00 00 Fire-Suppression Systems				\$404,280	\$6.10
Subtotal BP-02.09 Fire Sprinkler				\$404,280	\$6.10



SNO911 - GMP2A Detail

SNO911

01/04/2024

Project Area: 66,326 SF

DESCRIPTION	QTY	UOM	UNIT PRICE	TOTAL COST	COST/SF
BP-02.10 Mechanical					
23 05 00 Common Work Results for HVAC					
201 Auburn Mechanical - Phase 2A - HVAC	1	SF	\$670,864.00	\$670,864	\$10.11
202 Auburn Mechanical - Phase 2A - Permits	1	SF	\$27,768.00	\$27,768	\$0.42
203 Auburn Mechanical - Phase 2A - Plumbing	1	SF	\$103,694.00	\$103,694	\$1.56
204 HVAC Subcontractor - P&P Bond	1	LS	\$60,000.00	\$60,000	\$0.90
Subtotal 23 05 00 Common Work Results for HVAC				\$862,326	\$13.00
Subtotal BP-02.10 Mechanical				\$862,326	\$13.00
BP-02.11 Electrical					
26 00 00 Electrical					
205 Electrical - P&P Bond	1	LS	\$81,000.00	\$81,000	\$1.22
206 Valley Electric - Bldg A	66,326	SF	\$13.91	\$922,545	\$13.91
Subtotal 26 00 00 Electrical				\$1,003,545	\$15.13
Subtotal BP-02.11 Electrical				\$1,003,545	\$15.13
BP-02.12 Earthwork, Utilities & Site Demo					
31 10 00 Site Clearing					
207 Earthwork Subcontractor	1	LS	\$1,073,499.00	\$1,073,499	\$16.19
208 Earthwork Subcontractor P&P Bond	1	LS	\$13,395.00	\$13,395	\$0.20
Subtotal 31 10 00 Site Clearing				\$1,086,894	\$16.39
Subtotal BP-02.12 Earthwork, Utilities & Site Demo				\$1,086,894	\$16.39
BP-02.13 Shoring					
31 40 00 Shoring and Underpinning					
209 Alt 001 - Underpinning at New Elevator Foundation	1	LS	\$50,000.00	\$50,000	\$0.75
210 Micropile Coring	240	LF	\$41.67	\$10,000	\$0.15
211 Micropiles	240	LF	\$556.25	\$133,500	\$2.01
212 Stockpile of Spoiles	240	LF	\$50.00	\$12,000	\$0.18
Subtotal 31 40 00 Shoring and Underpinning				\$205,500	\$3.10
Subtotal BP-02.13 Shoring				\$205,500	\$3.10
BP-02.14 Structural Rough Carpentry					
06 10 00 Rough Carpentry					
213 (3) 2x12 Beam	207	LF	\$18.79	\$3,889	\$0.06
214 2x10 Floor Joists	559	LF	\$19.58	\$10,946	\$0.17
215 2x10 Floor Ledger	64	LF	\$21.81	\$1,404	\$0.02
216 6x6 Posts	90	LF	\$47.83	\$4,305	\$0.06
217 Roof Framing - Glu-Lam Beams - GL 5 1/8 x 15	19	LF	\$318.68	\$6,055	\$0.09
218 Roof Framing - Misc Blocking	745	SF	\$9.13	\$6,805	\$0.10
219 Roof Framing - Roof Sheathing	745	SF	\$30.26	\$22,553	\$0.34
220 Rough Carpentry - Roof Parapet Build Out	549	SF	\$20.00	\$10,980	\$0.17
221 Specialty Hardware - Clips/Anchors/Ties	2	LS	\$3,000.00	\$6,000	\$0.09
Subtotal 06 10 00 Rough Carpentry				\$72,937	\$1.10
Subtotal BP-02.14 Structural Rough Carpentry				\$72,937	\$1.10
TOTAL Phase 2A				\$6,747,922	



Basis of Design Documents (GMP 2A)

The following contract documents were utilized to compile GMP 2A:

Construction Documents (Drawing Sets):

- 100% DD / Permit Set - Dated November 08, 2023
- Building B Demo Permit Set – Dated May 22, 2023

Reports, Surveys and Documents:

- Sno911 - Land Title Survey - Alta - 2022.10.13
- Sno911 - Elevator Audit - 2023.06.02
- Sno911 - Elevator Basis of Design - 2017.11
- Sno911 - Elevator Preparatory Work by Others
- Sno911 - Elevator Types Memo - 2023.08.03
- Sno911 - ESA Report – 2018.02.23
- Sno911 - Geotechnical Report - 2003.12.19
- Sno911 - Geotechnical Report – 2023.07.11
- Sno911 - Haz Mat Survey Report - 2023.07.21

As-Builts and City Permit Records:

Permit Drawings from Everett Planning Department

- 332 Sw Everett Mall Way 1993 – Permit Drawings (Bldg A)
- 332 Sw Everett Mall Way 1998 – Permit Drawings (Bldg A)
- 332 Sw Everett Mall Way 2000 – Permit Drawings (Bldg A TI)
- 332 Sw Everett Mall Way 2007 – Permit Drawings (Bldg B)
- 332 Sw Everett Mall Way 2016 – Permit Drawings (Bldg A Mech)
- 332 Sw Everett Mall Way 2016 – Permit Drawings (Bldg A TI)
- 332 Sw Everett Mall Way 2018 – Permit Drawings (Bldg B TI)

As-Builts

- Bldg A - Frontier Bank - 1993 Dwg Set
- Bldg A - National General Insurance - 2016.02.29 Dwg Set
- Bldg A - Sno911 Furniture Layout - 2020 Dwg Set
- Bldg B - Frontier Bank Admin - 2007.03.09 Dwg Set
- Bldg B - Union Bank - 2018.03.20 Dwg Set



January 15, 2024

GMP 2A Clarifications & Assumptions:

- General
 - We have assumed the Phase 2A scope of work starting within 2 weeks of the January 2024 Board Approval, or approximately on February 5, 2024 with a 14 month construction duration.
 - General conditions are included for the full project duration, including commissioning.
 - Temporary offices for Lydig, Auburn Mechanical, and Valley Electric will be located on Level 1 of Building A.
 - It is assumed the basement of Building A can be utilized for material storage and crew shacks/break areas.
 - All water, electrical, and gas utility consumption charges are excluded and paid for by SNO911.
- Division 2: Demolition
 - Structural building demolition as shown and required for new construction.
 - Demolition of Building A bank overhang drive through and Level 1 bump out.
 - Demolition of Building A, Level 2 and 3 flooring and base at office areas, including selective walls, casework, and doors as required to support new floor layout.
 - Demolition of existing Building B Elevator, hoistway, fronts, and machine room equipment is included.
 - Demolition of Building B interiors and MEPF components not identified to remain is included.
 - Demolition of existing restroom interior finishes at Building B and levels 2 & 3 at Building A.
- Division 3: Concrete
 - New building concrete, including reinforcing, shotcrete walls, the connector concrete as identified in the contract documents.
 - All site concrete (sidewalks, curbs/gutters, stairs, generator wall support, and such) are not included. These scopes will be part of the GMP 2B proposal.
- Division 5: Steel
 - All structural steel and metal decking for:
 - Building B seismic retrofit work
 - Building B corner additions at Level 2
 - Building B rooftop mechanical supports and grating

- Elevator shaft infills and new IDF rooms
 - All connector steel
- Site steel (bollards, handrail/guardrail, mechanical yard screening, and such) are not included and will be part of GMP 2B proposal.
- Division 6: Rough Carpentry
 - Includes wood framing modifications at building A for the new connector openings and fire wall modification.
- Division 14: Elevators
 - Provide one new 4-stop elevator, 200 FPM and 5,000lbs capacity. Standard cab finishes are assumed.
 - Decommission and removal of the existing elevator in building B.
- Division 21: Fire Protection
 - Survey, design (per NFPA 13, 14, 25), permitting, and BIM coordination efforts for new work.
 - The existing fire protection systems will be modified to meet the new wall layout.
 - Upright sprinkler heads will be provided at all open to structure areas.
 - Extend the existing fire sprinkler system on each floor to provide coverage for the new connector between buildings.
 - Provide a double interlock pre-action sprinkler system in the Data Center (Radio/IT Server) room.
 - Provide an auxiliary dry sprinkler system for both East and West entry canopies.
- Division 22 & 23: Plumbing & HVAC
 - Full BIM coordination and detailing for all systems.
 - Early procurement of:
 - Air-Water Heat Pump Procurement (AWHP-1,2,3)
 - Electric Boiler (B-1/2)
 - Glycol Feeder, Expansion Tank, Buffer Tank, Pumps, Air Separator
 - UPS Room Humidifier (HUM-B-1)
 - Building A Fan Boxes
 - Air Handling Unit Procurement (AHU-B-1)
 - Building B Exhaust Fans (EF-X)
 - Building B Sound Attenuators (SA-X)
 - Building B VAV (VAV-X)
 - Building B FSD (FSD-X)
 - Server Room CRAC
 - Split System Equipment
 - UPS Split System Equipment and Humidifier
 - Demolition support (cut, cap, and make safe)

- Rooftop equipment removal
 - Controls Engineering, Shop Drawings, Coordination, Submittals
 - Seismic calculations (deferred submittal)
 - General conditions for 4 Months (project start-up, submittals, coordination)
- Division 26, 27, & 28: Electrical, Communication, & Electronic Safety and Security
 - Full BIM coordination and detailing for all systems.
 - Early procurement of UPS equipment.
 - Demolition support (cut, cap, and make safe)
 - Temporary power support
 - General conditions for 4 Months (project start-up, submittals, coordination)
- Division 31 & 33: Earthwork & Utilities
 - Erosion control measures for the project site.
 - Site demolition, including underground utilities and disposal.
 - Footing excavation for new building structures.
 - Storm drainage system (Vault, storm lines, filter vault and replacement of existing cartridges.
 - New water line and fire hydrant.
 - New sewer pump station.
 - Micro-piles for new foundation systems within building B.
 - Temporary shoring of the connector at the new elevator pit.

Exclusions and GMP 2B:

- Washington State Sales Tax
- Permit fees
- Public Utility fees (i.e. SNO PUD)
- Hazardous materials of any kind
- Items not specifically listed under “GMP 2A Clarifications & Assumptions” that will be part of the GMP 2B package. Reference GMP matrix for detailed scopes.

GMP 2A Project Schedule - December 2023

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ID	Name	Planned Duration	Remaining Duration	Start	Finish	2023				2024				2025				Sno															
						Q1		Q2		Q3		Q4		Q1		Q2			Q3		Q4		Q1		Q2								
						J	F	M	A	M	J	J	A	S	O	N	D		J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
Sno911 - Sno911	Sno911	567d	356d	19-Jan-23 08...	23-Apr-25 04...																												
D&P - Design & Preconst...	Design & Preconstruction	320d	109d	19-Jan-23 08...	02-May-24 0...	D&P - Design & Preconstruction																											
MS - Milestones	Milestones	0d	0d		18-Apr-24 04...	MS - Milestones																											
A1420	Phase 1A Board Approval	0d	0d		16-Mar-23 0...	◆ Phase 1A Board Approval																											
A1500	Program Approval	0d	0d		17-Jul-23 04:...	◆ Program Approval																											
A1510	Schematic Design Approval	0d	0d		24-Aug-23 0...	◆ Schematic Design Approval																											
A1810	Design Development Approval	0d	0d		13-Dec-23 04...	◆ Design Development Approval																											
A1670	Phase 2A GMP Board Approval	0d	0d		18-Jan-24 04...	◆ Phase 2A GMP Board Approval																											
A3380	Phase 2B GMP Board Approval	0d	0d		18-Apr-24 04...	◆ Phase 2B GMP Board Approval																											
SE - Stakeholder Engage...	Stakeholder Engagements	62d	0d	19-Jan-23 08...	27-Apr-23 04...	SE - Stakeholder Engagements																											
A1010	Kick Off Meeting	5d	0d	19-Jan-23 08...	19-Jan-23 04...	Kick Off Meeting																											
A1020	Program interviews	3d	0d	23-Mar-23 0...	24-Mar-23 0...	Program interviews																											
A1030	Facility Tours	4d	0d	24-Apr-23 08...	27-Apr-23 04...	Facility Tours																											
SU - Project Start Up and...	Project Start Up and Teaming	47d	0d	17-Mar-23 0...	19-May-23 0...	SU - Project Start Up and Teaming																											
A1190	Structural Engineering Partnering	15d	0d	17-Mar-23 0...	07-Apr-23 04...	Structural Engineering Partnering																											
A1370	Mechanical D/B Partnering	15d	0d	17-Mar-23 0...	07-Apr-23 08...	Mechanical D/B Partnering																											
A1380	Electrical D/B Partnering	15d	0d	17-Mar-23 0...	07-Apr-23 04...	Electrical D/B Partnering																											
A1390	Remaining Phase 1A Partner Selections	20d	0d	06-Apr-23 08...	12-May-23 0...	Remaining Phase 1A Partner Selections																											
A1400	Inclusion Plan Development & Benchmarking	15d	0d	01-May-23 0...	19-May-23 0...	Inclusion Plan Development & Benchmarking																											
OWN - Owner Decisions/...	Owner Decisions/Approvals	242d	90d	25-Apr-23 08...	05-Apr-24 04...	OWN - Owner Decisions/Approvals																											
A1230	Threat Assessment Scope	9d	0d	25-Apr-23 08...	05-May-23 0...	Threat Assessment Scope																											
A1240	Program Documents/Spreadsheets	5d	0d	01-May-23 0...	12-May-23 0...	Program Documents/Spreadsheets																											
A1250	Final Program Approval	5d	0d	12-Jul-23 08:...	18-Jul-23 04:...	Final Program Approval																											
A1600	Schematic Design Review/Approval	5d	0d	21-Aug-23 0...	24-Aug-23 0...	Schematic Design Review/Approval																											
A1430	Design Development Review/Approval	10d	10d	30-Nov-23 0...	13-Dec-23 04...	Design Development Review/Approval																											
A1660	Phase 2A GMP Negotiations	15d	15d	04-Dec-23 08...	22-Dec-23 04...	Phase 2A GMP Negotiations																											
A3390	Phase 2B GMP Negotiations	10d	10d	25-Mar-24 0...	05-Apr-24 04...	Phase 2B GMP Negotiations																											
DOC - Document Produc...	Document Production	252d	104d	12-Jul-23 08:...	02-May-24 0...	DOC - Document Production																											
A1060	50% Schematic Design/100% Structural	48d	0d	12-Jul-23 08:...	28-Jul-23 04:...	50% Schematic Design/100% Structural																											
A1340	100% Schematic Design	15d	0d	31-Jul-23 08:...	18-Aug-23 0...	100% Schematic Design																											
A1330	100% Design Development	51d	0d	11-Aug-23 0...	13-Nov-23 0...	100% Design Development																											
A1440	100% DD+ Structural & Civil (Permit Set)	45d	0d	11-Aug-23 0...	16-Oct-23 04...	100% DD+ Structural & Civil (Permit Set)																											
A1610	Assemble Seismic & Site Permit	2d	0d	17-Oct-23 08...	18-Oct-23 04...	Assemble Seismic & Site Permit																											
A1320	60% Construction Documents	65d	65d	07-Dec-23 08...	08-Mar-24 0...	60% Construction Documents																											
A1080	100% Construction Document development	39d	39d	11-Mar-24 0...	02-May-24 0...	100% Construction Document development																											
COST - Cost Management	Cost Management	223d	80d	17-Apr-23 08...	22-Mar-24 0...	COST - Cost Management																											
A1110	Benchmarking/Scope cost check	10d	0d	17-Apr-23 08...	16-May-23 0...	Benchmarking/Scope cost check																											
A1120	TVD #1 Prep	10d	0d	02-May-23 0...	15-May-23 0...	TVD #1 Prep																											
A1160	TVD Charette #1	2d	0d	16-May-23 0...	17-May-23 0...	TVD Charette #1																											
A1270	TVD #1 Action & TVD #2 Prep	15d	0d	18-May-23 0...	07-Jun-23 04...	TVD #1 Action & TVD #2 Prep																											
A1450	TVD Charette #2	2d	0d	08-Jun-23 08...	09-Jun-23 04...	TVD Charette #2																											

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GMP 2A Project Schedule - December 2023

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GMP 2A Project Schedule - December 2023

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GMP 2A Project Schedule - December 2023

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GMP 2A Project Schedule - December 2023

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ID		Name	Planned Duration	Remaining Duration	Start	Finish	2023							2024							2025														
							Q1			Q2		Q3		Q4		Q1		Q2		Q3		Q4		Q1		Q2									
							J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	
	A9180	Frame and Sheath Parapet Walls	5d	5d	14-Aug-24 0...	20-Aug-24 0...																													
	ENVCON - Envelope Co...	Envelope Connector	100d	100d	14-Aug-24 0...	08-Jan-25 04...																													
	A11990	Exterior Framing/Densglass	10d	10d	14-Aug-24 0...	27-Aug-24 0...																													
	A9190	Roofing Connector	15d	15d	21-Aug-24 0...	11-Sep-24 04...																													
	A11980	Storefront Install	10d	10d	28-Aug-24 0...	11-Sep-24 04...																													
	A10160	Metal Panels	10d	10d	12-Sep-24 08...	25-Sep-24 04...																													
	ELEV - Elevator	Elevator	80d	80d	12-Sep-24 08...	08-Jan-25 04...																													
	A8990	Hang GWB Machine Room	5d	5d	12-Sep-24 08...	18-Sep-24 04...																													
	A9040	Hang Hoistway	5d	5d	19-Sep-24 08...	25-Sep-24 04...																													
	A9050	Tape and Firecaulk Hoistway	5d	5d	26-Sep-24 08...	02-Oct-24 04...																													
	A9080	Install Elevator	25d	25d	03-Oct-24 08...	06-Nov-24 0...																													
	A9000	Tape GWB Machine Room	5d	5d	03-Oct-24 08...	09-Oct-24 04...																													
	A9010	Paint GWB Machine Room	5d	5d	10-Oct-24 08...	16-Oct-24 04...																													
	A9020	Install Disconnect and Panels	5d	5d	17-Oct-24 08...	23-Oct-24 04...																													
	A9030	Pull Wire Machine Room	5d	5d	24-Oct-24 08...	30-Oct-24 04...																													
	A9060	Install Machine Room Cooling	5d	5d	31-Oct-24 08...	06-Nov-24 0...																													
	A9070	MEP Trim Machine Room	5d	5d	07-Nov-24 0...	13-Nov-24 0...																													
	A9100	Remove Elevator Hoist Beam	5d	5d	07-Nov-24 0...	13-Nov-24 0...																													
	A9090	Frame Elevator Fronts B thru 3	5d	5d	14-Nov-24 0...	20-Nov-24 0...																													
	A9110	Hang Elevator Fronts B - 3	5d	5d	21-Nov-24 0...	29-Nov-24 0...																													
	A9120	Tape Elevator Fronts B -3	5d	5d	02-Dec-24 08...	06-Dec-24 04...																													
	A9130	Paint Elevator Fronts B - 3	5d	5d	09-Dec-24 08...	13-Dec-24 04...																													
	A9140	Pre Inspection Elevator	5d	5d	16-Dec-24 08...	20-Dec-24 04...																													
	A9150	Pre Final Elevator Inspection Adjustments	5d	5d	23-Dec-24 08...	31-Dec-24 04...																													
	A9160	Final Elevator Inspection	5d	5d	02-Jan-25 08...	08-Jan-25 04...																													
	BLDG B - Building B	Building B	287d	287d	28-Feb-24 08...	14-Apr-25 04...																													
	DEMO - Demolition Bldg B	Demolition Bldg B	89d	89d	28-Feb-24 08...	01-Jul-24 04:...																													
	A2220	B - Interiors LB	15d	15d	28-Feb-24 08...	19-Mar-24 0...																													
	A2350	Elevator Demo	10d	10d	20-Mar-24 0...	02-Apr-24 04...																													
	A2230	B - Interiors L1	15d	15d	03-Apr-24 08...	23-Apr-24 04...																													
	A3720	B - Masonry Demolition Grids F-E & 1-2 L2	5d	5d	03-Apr-24 08...	09-Apr-24 04...																													
	A2210	B - Interiors L2	18d	18d	24-Apr-24 08...	17-May-24 0...																													
	A3700	B - Roof Systems L2	5d	5d	20-May-24 0...	24-May-24 0...																													
	A3710	B - Exterior Walls L2	5d	5d	28-May-24 0...	03-Jun-24 04...																													
	A2240	B - Interiors L3	15d	15d	04-Jun-24 08...	24-Jun-24 04...																													
	A2250	Roof Demo	5d	5d	25-Jun-24 08...	01-Jul-24 04:...																													
	STRUCT - Structure Bldg B	Structure Bldg B	140d	140d	20-Mar-24 0...	03-Oct-24 04...																													
	STRUCB - Basement	Basement	20d	20d	20-Mar-24 0...	16-Apr-24 04...																													
	A1930	Micro Piles	8d	8d	20-Mar-24 0...	29-Mar-24 0...																													
	A2620	Concrete Pilasters LB	8d	8d	20-Mar-24 0...	29-Mar-24 0...																													
	A3650	Slab Infills LB	5d	5d	01-Apr-24 08...	05-Apr-24 04...																													

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Permits and Approvals List (GMP 2A)

The following permits are anticipated for City review and approval:

Approved by the City:

- Building B Interior Demo - # B2305-078

In Review by the City:

- Building B Structural Permit - # B2310-101
- Building A Building Permit - # B2311-050
- Building B Building Permit - # B2311-054
- Building A Plumbing Permit - # P2312-034
- Building B Plumbing Permit - # P2312-035
- Building A Mechanical Permit - # M2312-064
- Building B Mechanical Permit - # M2312-065
- Site Public Works - # PW2311-026

In Design / Deferred Design:

- Site SEPA Land Use Application
- Fire Sprinkler Permit
- Electrical Permit
- Fire Alarm Permit

Site Specific Safety Plan

PROJECT NAME Snohomish 911 Emergency Communication Center

ADDRESS 332 SW Everett Mall Way. Everett, WA 98204

JOB NUMBER 30162



LYDIG

Site Specific Safety Plan

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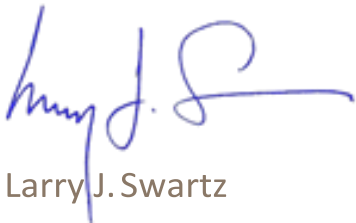
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Safety Policy

The purpose of this policy for Lydig Construction, Inc. is to develop a high standard of safety throughout all phases of our operations and to strive to ensure that no employee is required to work under any conditions which are hazardous or unsanitary.

Lydig Construction, Inc. firmly believes that the individual employee has the right to derive personal satisfaction from their job. Consequently, the prevention of occupational injury or illness will always be considered as a top priority.

Lydig Construction, Inc. has developed and will maintain a complete accident prevention plan as well as the necessary safety training programs. Each individual, from top management to the Jobsite craftsman, is responsible for the safety and health of those persons in their charge as well as their co-workers. By accepting mutual responsibility to operate safely, we will all contribute to the safety, health, and well-being of all personnel. Active participation in, and support of, our safety commitment is essential for its success.



Larry J. Swartz

CEO/Chairman of the Board

1.0 Introduction

Lydig has the project goal of ZERO incidents and ZERO injuries, with work tasks designed to minimize or eliminate hazards to personnel, processes, equipment, and the general public. No worker should ever perform a task that may endanger their own safety and health or that of others.

This SSSHP outlines the Environment, Safety, and Health (ESH) requirements and guidelines developed for the project. These requirements are written to help protect site personnel, visitors, and the general public from exposure to potential ESH hazards on this job site. There are several plans and actions that are included to ensure that we act to protect the environment, the general public, as well as our workforce during the construction phase of this project. This plan will be updated if there are major changes to project conditions, situations, or exposures, and those revisions shall be noted on the document.

An employee acknowledgment form (on the last page of this plan) documents that each salaried employee understands the SSSHP and will implement these safety and health requirements on this job site. Lydig will take necessary precautions for the health and safety of employees and fully comply with applicable provisions of all local, state, and federal requirements and all Lydig policies/procedures referred to in Lydig EHS Program and any other applicable standards. Due to the changing nature of health and safety regulations, and because new information is constantly becoming available, this plan is subject to change.



2.0 Project Team Approval

By signing below, I acknowledge that I have reviewed and hereby approve the Site-Specific Safety and Health Plan for the project. This plan has been written for the exclusive use of Lydig Construction, its employees, and subcontractors. The plan is written for specified site conditions, dates, and personnel and must be amended if these conditions change.

Prepared by Tiffani Candler

Title Health, Safety, and Environmental Manager

Reviewed & Approved by Steve Brennan

Title V.P. Health, Safety, and Environmental

Reviewed & Approved by Tim Lewis

Title Project Superintendent

Reviewed & Approved by Bob Heggenes

Title Sr. Project Manager

Reviewed & Approved by Nick Smith

Title Project Manager

3.0 Project Contact Information

Jobsite Name **Snohomish 911 Emergency Communication Center**

Address
332 SW Everett Mall Way, Everett, WA 98204

SENIOR PROJECT MANAGER

NAME Bob Heggenes

PHONE 206-679-6318

EMAIL bheggenes@lydig.com

PROJECT MANAGER

NAME Nick Smith

PHONE 206-399-4639

EMAIL nsmith@lydig.com

PROJECT SUPERINTENDENT

NAME Tim Lewis

PHONE 206-900-1898

EMAIL tlewis@lydig.com

SUPERINTENDENT

NAME

PHONE

EMAIL

HSE MANAGER

NAME Tiffani Candler

PHONE 206.446.1735

EMAIL tcandler@lydig.com

HSE MANAGER

NAME Taylor Brown

PHONE 425.971.7025

EMAIL tbrown@lydig.com

HSE MANAGER

NAME Michael Hall

PHONE 509.209.6678

EMAIL mhall@lydig.com

VP OF HSE

NAME Steve Brennan

PHONE 206.753.9701

EMAIL sbrennan@lydig.com

ALTERNATE CONTACT

NAME

PHONE

EMAIL

4.0 Project Safety Structure & Responsibilities

MANAGEMENT RESPONSIBILITIES

Active and meaningful participation in and support of all Lydig Construction, Inc., safety, and health programs is essential for our success. All levels of management will display their interest in the company's safety and health matters at every opportunity. Each project supervisor will establish realistic goals for accident reduction and prevention within their area of responsibility. Project supervision will also establish the means and instructions for meeting their goals. In addition, management's responsibilities for safety and health include:

The establishment and maintenance of an effective communication system between workers, supervision, and management officials. To this end, all levels of management are and will continue to be, responsible to assure that the goals and intents of Lydig Construction, Inc. are received and understood by all employees.



SUPERINTENDENT & FOREMAN RESPONSIBILITIES

The safety and health of the employees they supervise are a primary responsibility of the superintendent and their foreman. To accomplish this obligation, superintendents and foremen will:

1. Assure that all safety and health rules, regulations, policies, and procedures are understood by conducting initial worker orientations with employees and reviewing rules as the job conditions change or when individual workers show a specific need.
2. Require the proper care and use of all personal protective equipment.
3. Identify and eliminate job hazards expeditiously.
4. Inform and train all employees on the hazardous chemicals they may encounter under normal working conditions or during an emergency. This will be accomplished in part using the "Hazard Communication Discussion" section on the "Jobsite Safety Meeting" form.
5. Conduct or supervise weekly safety meetings at least weekly using the Jobsite Safety Meeting Form for documentation as required to discuss safety matters.
6. Receive and take initial action on employee suggestions, awards, or disciplinary measures.
7. Train employees (new and experienced) in the safe and efficient methods of accomplishing each job or task, as necessary.
8. Develop and implement site-specific AHA's, pre-task plans, and any other required work activity plans where needed.
9. Review accident trends and establish prevention measures.
10. Participate in investigations and inspections on safety and health-related matters.
11. Promote employee participation in the safety and health program.
12. Set the proper safety example.
13. Identify and quickly eliminate job hazards through observation and the safety concerns expressed by other employees.
14. Be qualified in first aid and cardiopulmonary resuscitation (CPR) procedures.
15. Thoroughly inspect the job site and conduct documented Safety Audits on a weekly basis.
16. Complete OSHA 30 Safety Certification and complete other safety courses in Lydig University as directed by the General Superintendent or as recommended by the Safety Department.

5.0 Project Scope

PROJECT START DATE Jan 2, 2024

PROJECT END DATE May 13, 2025

PLANNED WORK SCHEDULE 7:00AM- 3:30 PM

Scope of Work

- Civil Work and site utilities
- Interior and Exterior Demolition
- Micropile Installation
- Structural Concrete and shotcrete
- Structural Steel
- Installation of doors/windows
- Plumbing / HVAC
- Fire Sprinklers
- Electrical
- Roofing
- Finishes

Site Location & Unusual Conditions (topography, neighborhood)

Site Location
Project is located at a corner of a busy intersection of SW Everett Mall Way and 4th Ave W.
Topography - site is pretty flat. Slopes to south and west, large parking lot to the south and equally on east and west sides.
Neighborhood is commercial and the neighboring tenant to the east is Goodwill Industries.
Unusual Conditions
These two buildings and the parking lot have been vacant for some time. There are many homeless / transient circulating in the neighborhood and we've been warned to keep the building locked up at all times. Will need a focused security plan.

Environmental Site Assessment& Hazardous Building Materials

We have asbuilts of both buildings and of the site. This doesn't automatically tell us everything about what could be buried in the parking lots - so we assume there might be undocumented items still in the ground.

Both buildings are built post 1990 and have no documented HAZMAT.

Risk & Strategies to Minimize Risk

- Early identification of existing conditions
- Preplan work and have opportunity to provide options how it will be carried out
- Utilize look ahead schedule with HSE to identify upcoming tasks

6.0 Emergency Procedures

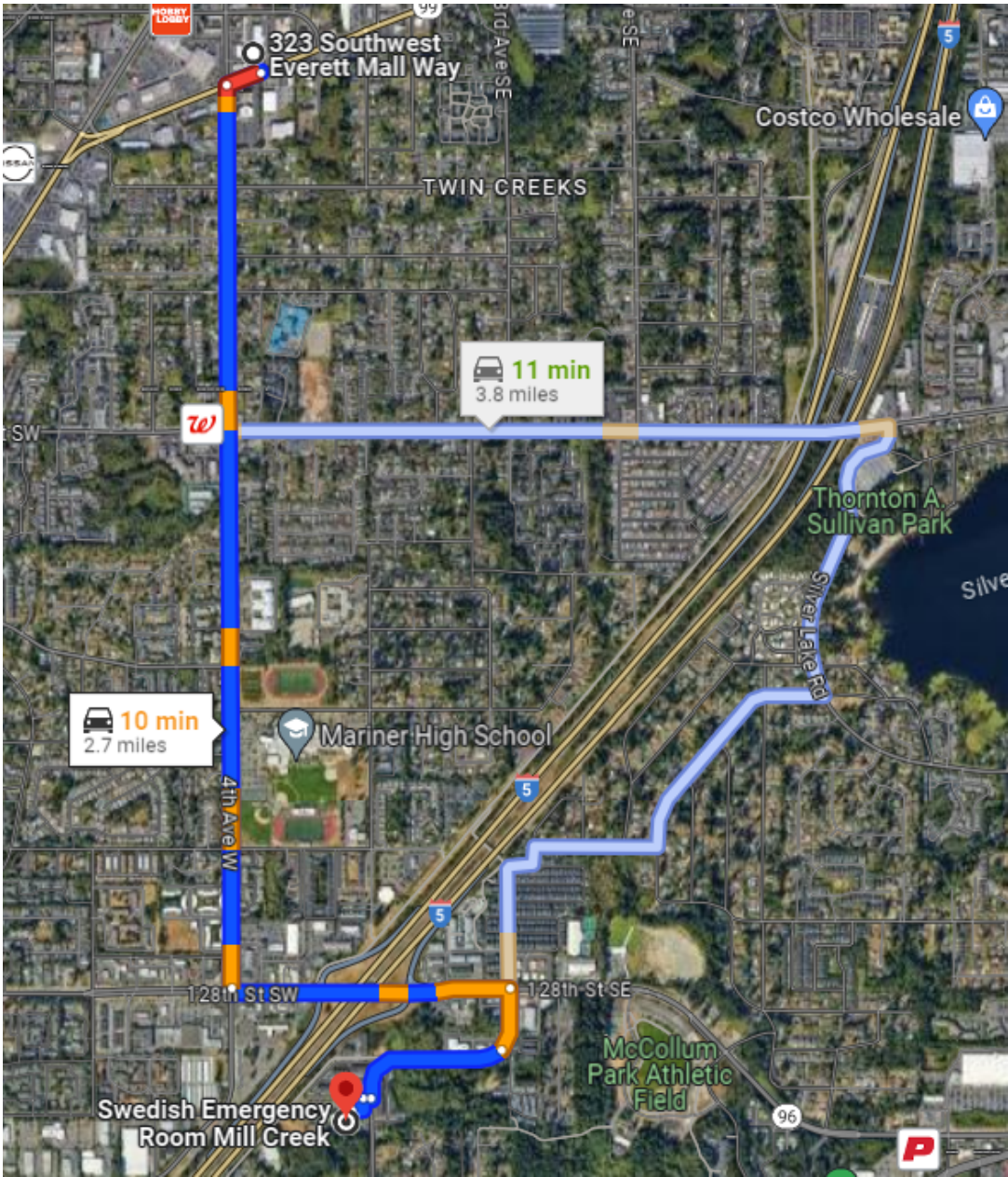
EMERGENCY LOCATION & NUMBERS		
9 1 1		
HOSPITAL	Swedish Emergency Room Mill Creek	425-357-3900 13020 Meridian Ave S, Everett, WA 98208
URGENT CARE	The Everett Clinic Urgent Care	425-357-3300 1818 121st St SE, Everett, WA 98208
FIRE DEPT	Everett Fire Department Station 6	425-257-8100 9520 Evergreen Way, Everett, WA 98204
POLICE DEPT	Everett Police Department South Precinct	425-257-7504 1121 SE Everett Mall Way #100, Everett, WA 98208

SITE ADDRESS: 332 SW Everett Mall Way. Everett, WA 98204

EVACUATION POINT Parking Lot at South side of buildings

FIRST AID QUALIFIED PERSONNEL ON SITE	1. Tim Lewis
	2. Nick Smith
	3. Bob Heggnes
MEDICAL EMERGENCY & FIRE	› Notify Lydig & site supervision › Lydig will then coordinate activities › Help establish a safe condition & assist in getting EMS to location
PERSONAL INJURY & FIRST AID	› Lydig Superintendent & Foreman are First Aid/CPR Trained › First Aid kits will be located at the Lydig Job Trailer, Lydig picks up & Lydig job boxes › All injuries, near misses, or equipment damage must be reported to Lydig Superintendent immediately after the occurrence
	› Lydig will then immediately notify Lydig HSE › Subcontractors will submit to Lydig an Accident/Incident report by the End of Incident shift

HOSPITAL DIRECTIONS



323 SW Everett Mall Way
Everett, WA 98204

- > Drive from 4th Ave W to Martha Lake
8 min (2.6 mi)
- > Drive to your destination
34 sec (295 ft)

Swedish Emergency Room Mill Creek
13020 Meridian Ave S, Everett, WA 98208

URGENT CARE DIRECTIONS

323 SW Everett Mall Way

Everett, WA 98204

↑ Head west on SW Everett Mall Way

344 ft

↶ Turn left onto 4th Ave W/Emander Rd

0.6 mi

↶ Turn left onto 112th St SW

1.2 mi

↷ Turn right onto Silver Lake Rd

0.8 mi

↑ Continue onto 121st St SE

0.2 mi

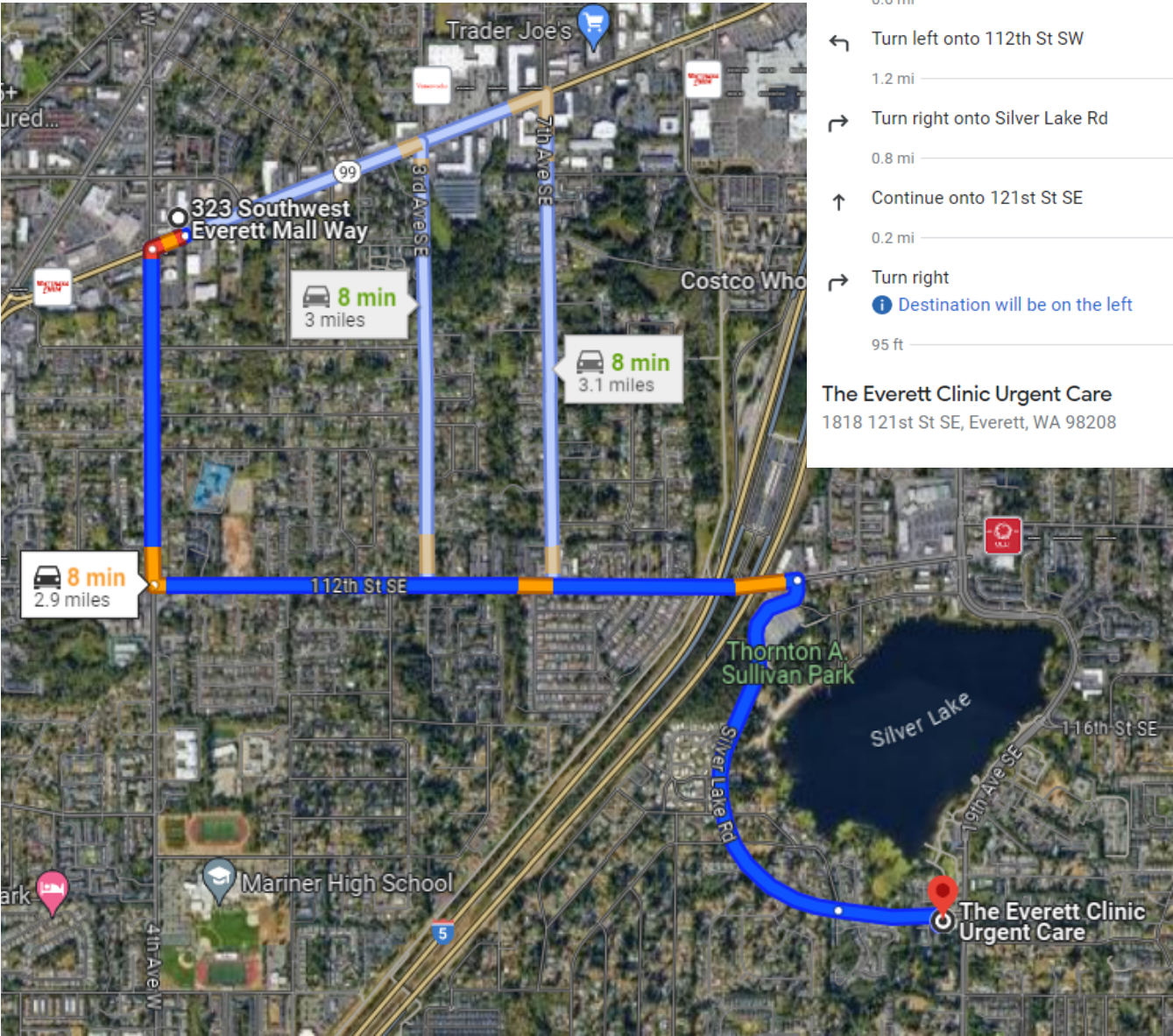
↷ Turn right

[Destination will be on the left](#)

95 ft

The Everett Clinic Urgent Care

1818 121st St SE, Everett, WA 98208



7.0 Project Specific Emergency Action Plan

PROJECT LOCATION TYPE:

- ☐ OCCUPIED PROPERTY
 ☐ *Separated* ☐ *In Occupied Spaces*
- ☐ UNOCCUPIED PROPERTY
- ☐ OCCUPIED SCHOOL CAMPUS
 ☐ *Separated* ☐ *In Occupied Spaces*
- ☐ UNOCCUPIED SCHOOL CAMPUS
- ☐ OTHER

EMERGENCY CONTACTS:

OWNER EMERGENCY CONTACT:

Name: _____ Title: _____
 Phone: _____

UTILITY COMPANY:

Water: _____ Phone: _____
 Gas: _____ Phone: _____
 Electric: _____ Phone: _____

LOCKDOWN CONTACT *if applicable*:

Name: _____ Title: _____
 Phone: _____ Alternative Name: _____
 Alternative Phone: _____

Occupied Property:

Does the owner/property management have an emergency action plan for occupants? If yes, provide attachment with this plan.

Does the owner/property manager have specific emergency requirements for construction work?

Describe the interaction between construction work and the property occupants or public?

Is complete separation by physical barricades or other equally as effective means possible?

Unoccupied Property:

What interaction and proximity does the project have with the public?

Are there any unique high risks to the location or type of area the work is in? If yes, describe.

Is complete security around the property possible?

PROJECT TEAM RESPONSIBILITIES

Superintendent: Tim Lewis

Alternate (if off-site):

1. Provide Updates and Support to Lydig Management Team as needed
2. Initiate designated Emergency Signal
3. Call 911 if necessary or other emergency contacts
4. Notify VP-HSE of Emergency
5. Notify Project Manager
6. Begin Superintendent First Hour Checklist if applicable
7. Complete Roll Call and next steps as directed by HSE

General Superintendent: Matt Bridgewater

1. Provide Updates and Support to Lydig

Project Manager: Bob Heggenes

1. Assist superintendent and Lydig Management Team
2. Communicate with Project Owner Contact as needed
3. Assist in communication and management of personnel

Lydig Project Team:

1. Follow Emergency Action Plan procedures and assist site personnel in Emergency Procedures
2. Assist superintendent and project manager as assigned

Site Muster Points and Signals	
Active Shooter (on-site): Assembly/Muster Point: Signal Method:	Civil Unrest or Nearby Threat: Assembly/Muster Point: Signal Method:
Project Site or Building Evacuation: Assembly/Muster Point: Signal Method:	School/Campus Lockdown If Applicable: Assembly/Muster Point: Signal Method:
SITE SPECIFIC RESPONSE STEPS	
Active Shooter	
Immediately stop all site activities and initiate emergency signal	
All employees report to	keep hands visible and empty
Call 911 <i>if applicable</i>	
Follow Law Enforcement instruction, evacuate in the direction they come from unless otherwise instructed	
Once in a safe location/assembly area. Do not leave until Law Enforcement has instructed you to do so.	
Work with Lydig Management/HSE for next steps	
Superintendent (or designee) to employees and give direction on return to work when cleared to do so	
Additional Project Specific Requirements:	
School/Campus Lockdown	
School to Notify Lydig of Lockdown Event	Lydig Contact Person: Tim Lewis
Immediately stop all site activities and initiate emergency signal	
All employees report to	<i>Do not leave unless directed to do so</i>
Lydig Contact Person to remain in contact with designated school contact Tim Lewis	
Remain in lockdown until given the all-clear by school contact and/or emergency responders	
Work with Lydig Management/HSE for next steps	
Address employees and give direction on returning to work when cleared to do so	
Additional Project Specific Requirements:	
Civil Unrest or Nearby Threat	
<i>Labor disputes resulting in strikes or picketing- Notify Management Team immediately and wait for direction</i>	
Other civil unrest events:	
Immediately stop all site activities and initiate emergency signal	
All employees report to	
Secure site perimeter under direction of Superintendent	
Remain in secured area until the activity passes or otherwise as directed by Law Enforcement or Lydig Management Team	
Superintendent (or designee) address employees and give direction on return to work when cleared to do so	
Additional Project Specific Requirements:	

Project Site or Building Evacuation:	
Initiate evacuation signal:	stop all work immediately
Take the safest and quickest route out of the site/building to (refer to logistics plan for evacuation routes)	
Call 911 or appropriate emergency contact <i>if necessary</i>	
Superintendent (or designee) Complete Roll Call and headcount for all personnel on site	
Notify emergency responders of any missing or unaccounted for personnel	
Superintendent (or designee) Notify HSE and Management Team	
Do not enter the evacuated area until determined safe to do so and approved by Management Team and the Safety Department	
Superintendent (or designee) to address employees and give direction on return to work when determined safe to do so	
Additional Project Specific Requirements:	
Natural Disaster/Weather Event	
Severe Weather	Earthquake
Asses the current weather conditions or anticipated forecast	All employees should immediately take refuge in the safest location possible. Away from glass or stacked materials, under a desk, or other solid objects such as a wall or doorframe.
Seek guidance from Management Team or designee on jobsite or office closures	Superintendent: Initiate Evacuation Signal and direct all employees to meet at designated assembly area
Secure the site and prepare for weather event if safe to do so	Use Roll Call Checklist to complete headcount for all personnel on site Designated Roll Call Person: Tim Lewis
Inspect site conditions and asses any hazards or damage caused by the storm before resuming work	Superintendent (or designee): Call 911 or appropriate emergency contact <i>if necessary</i>
	Notify emergency responders of any missing or unaccounted for personnel
Superintendent (or designee) to address employees and give direction on return to work when determined safe to do so	
Additional Project Specific Requirements:	

8.0 Job Hazard Analysis

Construction activities that Lydig will self-perform are identified by highlighting below. Each JHA identified for the project is attached to the plan and will be utilized during daily pre-task planning by the crew performing the work.

Identify the appropriate JHAs for the project below:

Job Hazard Analysis Sign-In Sheet	☒	Cabinets	☒	Concrete Slab Removal & Excavation	☒	Electrical Installation	☒
Acoustical Ceiling	☒	Casework	☒	Confined Space	☐	Excavation ► Mass	☐
Application of Concrete Cure	☒	Columns	☒	Core Drilling	☒	Excavation & Trenching	☒
Asbestos Awareness	☒	Concrete Cutting & Removal	☒	Curtain Wall & Window Installation	☐	Excavation ► Interior	☒
Asphalt Paving	☐	Concrete Cutting & Coring	☒	Decks ► 1st, 2nd, & 3rd ► Form and Strip	☒	Exterior Painting	☒
Auger Casing	☐	Concrete Demolition	☒	Demolition ► Concrete Removal	☒	Exterior Siding	☒
Auger Piling	☐	Concrete Driven Piling	☒	Demolition ► Selective	☒	Final Grade	☒
Back Fill	☐	Concrete Finishing	☐	Demolition ► Selective with Lead	☐	Finish Carpentry	☒
Brick CMU	☐	Concrete Operations	☒	Detention Vault	☒	Fire Protection	☒
Building Demolition ► Lead & Asbestos	☐	Concrete Panel Tilt-Up	☐	Doors & Hardware Installation	☒	Flashing Installation	☒
Building Demolition	☒	Concrete Patching	☒	Drywall ► Frame, Hang, Tape & Sand	☒	Floor Finishes	☒
Burning & Welding	☒	Concrete Placement	☒	Electrical Excavation & Concrete Pour	☐	Floors ► Carpet	☒

Floors and Vinyl	☒	HVAC Installation	☒	Plumbing	☒	Sidewalk Removal	☒
Footings & Mass Excavation	☒	Insulation	☒	Plumbing Excavation	☐	Site Fencing	☒
Forklift Platforms	☐	Interior Painting & Wall Covering	☒	Rebar ▸ Elevated Deck	☒	Steel Erection	☒
Form, Pour & Strip ▸ Decks	☒	Interior Walls	☒	Rebar ▸ Footings	☒	Steel Stairs	☒
Form, Pour & Strip ▸ Columns	☐	Jack Hammering	☐	Rebar ▸ Slab On-Grade	☒	Table Saw Hazards	☐
Form, Pour & Strip ▸ Footings	☒	Ladder Jack Scaffolds	☐	Rebar ▸ Walls & Columns	☒	Temp Overhead Protection	☒
Form, Pour & Strip ▸ Grade Beams	☐	Lead Awareness	☐	Roofing & Flashing	☒	Topping Slabs	☐
Form, Pour & Strip ▸ Pile Caps	☐	Masonry	☒	Roofing Built-Up	☒	Underground Utilities	☒
Form, Pour & Strip ▸ Slab on Grade	☒	Masonry ▸ Acid Wash	☐	Rough Carpentry	☒	Welding	☒
Form, Pour & Strip ▸ Walls	☒	Mechanical	☒	Sewer Installation	☒	Wood Framing	☒
Glue-lam Erection	☐	Metal Roof Installation	☒	Shoring	☐	Wood Truss Erection	☐
Heat Stress	☒	Miscellaneous Steel	☒	Shot Crete	☒	Working Over Water on A Pier	☐

Job Hazard Analysis

Date Prepared:
Job Name: Snohomish 911 Emergency Communication Center
Task:
Craft/Crew:
Superintendent:
Foreman:
Prepared By:
Minimum PPE Required:
Additional PPE: (as necessary)

Supporting Plans: ☐ Fall Protection Work Plan: ☐ Silica Exposure Control Plan ☐ Trenching & Shoring Plan ☐ Concealed Conditions Plan ☐ Crane Pick Plan ☐ Demolition Plan ☐ Other:	Supporting Permits/Docs: ☐ Hot Work ☐ Confined Space ☐ Daily Pre-Task Plan ☐ Fall Protection Inspections ☐ Controlled Access Zone Signs ☐ Training Records/Certifications ☐ Other:
Reviewed By: X Site Superintendent X Assistant Superintendent X Foreman X HSE	

Job Hazard Analysis

Job Steps	Hazards	Controls
JHA review	N/A	Foreman reviews JHA with all team members prior to starting work
Pre-Task Plan Meeting	N/A	- Team members meet at the start of shift daily to review Pre-Task Plan ensuring everyone involved knows their roles and responsibilities - Pre-Task Plan is updated and reviewed as conditions change throughout the day

Job Hazard Analysis

Job Steps	Hazards	Controls

Specialty Tools & Motorized Equipment to be Used:	Training Requirements:	Inspection Requirements:

Job Hazard Analysis

Review Signatures

Reviewed By:

Name	Signature	Date

9.0 Project Specific Training

Identify applicable training for Lydig personnel.



Aerial Lifts



Forklift



First Aid · CPR



Scaffolding



Hoisting Operations Rigging & Signal Person



Crane Operator



Man-Hoist Operator



Respiratory Protection



HAZWOPER



Fall Protection



Silica



Lead



Asbestos



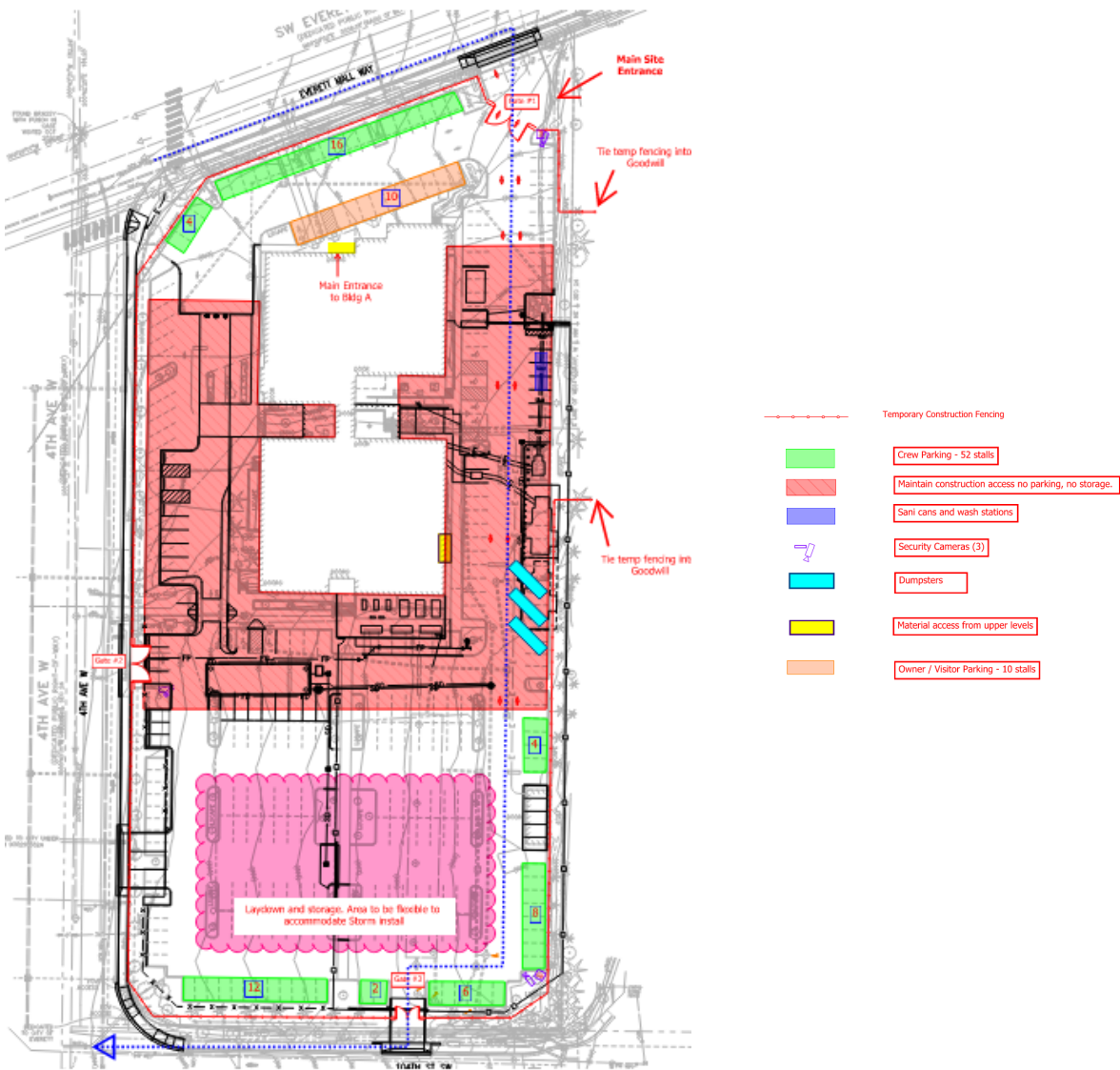
Other - Specialty construction products - Ballistic drywall and glazing



Other -

10.0 Project Specific Requirements

Logistics & Vehicle Pedestrian Path Drawing



Required Work Plans

Abatement	☐	Excavation	☒	Lead	☐	Traffic Control	☐
Confined Space	☒	Fall Protection	☒	Steel Erection	☒	Other:	☐
Crane Pick	☒	HazMat	☒	Silica	☐	Other:	☐
Demo	☒	Hot Work	☒	SWPPP	☒	Other:	☐

Mandatory Project Specific Requirements

1. DRUG AND ALCOHOL TESTING · All site workers will be held at a minimum to the requirements of their employer's drug and alcohol policy.
2. ORIENTATION · All site workers will attend a site safety orientation prior to performing any work activities. This will be conducted by Lydig.

Day and Time · Tuesday after weekly safety meeting

3. PPE · All site workers will wear at a minimum :
 1. ANSI approved Hardhat
 2. ANSI approved Z87 safety glasses with side shields
 3. Face shield when exposed to flying particles (i.e., grinding, chipping, cutting, and/or producing spark)
 4. ANSI approved Class 1 high visibility clothing (yellow or orange)
 5. Substantial leather footwear (over the ankle work boots)
 6. Gloves when handling materials & chemicals
 7. Hearing Protection • When noise level exceeds 85 dBA.
 8. Covid-19: Face coverings to be worn additional protection needed when working within 6' of one another.
4. STRETCH & FLEX · All Lydig employees and its subcontractors, will participate in the daily morning stretch and flex led by Lydig.

Stretch & Flex Location · 7 am daily- inside existing conference room at SW corner of dL2

5. SAFETY MEETING · All Lydig employees and their subcontractors will participate in the weekly safety meeting and sign the attendance roster.

Day and Time · Tuesday after Stretch and Flex

6. FOREMAN MEETING · All foremen will participate in a weekly foreman's meeting where the first topic will be safety.

Day and Time · Wednesday at 10:00 am

7. SAFETY RULES · All site workers will follow all established safety rules or programs that have been designated for the project or by Lydig.
8. DESIGNATED SMOKING LOCATIONS will be established on-site if permissible. Smoking is not permitted within any building or 25 feet of entrances, operable windows, or outdoor-air intakes.

Site Access

1. TRUCK ROUTE • All deliveries will check-in at the Lydig trailer prior to entering the site.
2. SITE TRAFFIC • Only company vehicles with company logos and delivery trucks are allowed on the project site.
3. SPEED LIMITS • Equipment and vehicle speed on-site will be 5 mph.
4. PARKING
 - › All personal vehicles will park: Onsite
 - › The parking areas will be kept clean; all trash will be disposed of in the proper receptacle.
 - › Speeds will be maintained entering and exiting the job site area to avoid interface with pedestrians.
 - › Pedestrians will have the right of way.
5. OVERHEAD POWER LINES
 - › If power lines are present, contact Lydig Superintendent before working around.
 - › When moving equipment on the site within 20 ft of power lines, a spotter must be used to ensure the height of equipment does not exceed the safe operating zones.

Visitors • Vendors • Subcontractors

All Subcontractors must provide before starting any work.

- › Your company Accident Prevention Program
- › Safety Data Sheets
- › Site-Specific Hazard Analysis (fall plans, trenching plans, abatement, confined space...etc....)
- › All certifications for equipment operation and operators' qualifications. Including but not limited to; cranes, forklifts, aerial lifts, boom trucks...etc.
- › Any Subcontractor wanting to BORROW the Lydig Forklift, must sign Lydig's Equipment Use and Waiver Agreement.

On-Site

- › Must follow all mandatory site requirements provided by Lydig.
- › Must check-in at the Lydig Job Trailer and sign the Log before entering the worksite.
- › Must have appropriate PPE as required by the job.
- › Will receive an orientation to the job:
- › Length of orientation will depend on the scope of work and duration.
- › Will cover Lydig's Site Safety Plan.
- › Will be conducted prior to performing work on site.

Safety Responsibilities

1. STOP WORK • All project workers have the authority to stop an activity they feel is putting the life of another worker in jeopardy without retribution from management.
2. OWN THE ZONE • 30' safe zone for all workers to work safely and prevent injury to themselves and others by owning a personal safety zone by communicating, cooperating, and coordinating with all personnel on-site.
3. REPORT • All Near Misses and Incidents to Lydig Superintendent.

Pre-Task Meetings

DAILY PRE-TASK PLANNING AND SAFETY TALK

- › Lydig and its subcontractors will participate in a daily meeting to review safety hazards and controls, Subcontractor activities, and any special notifications to all project workers. This will be held daily at the start of each shift during the Stretch and Flex.
- › Lydig employees and subcontractors will perform a pre-work Stretch and Flex at the start of each shift.

Site Security

- › Lydig will maintain a level of security to reduce the risk of theft, vandalism, and exposure to the elements of equipment and materials, trailers, and the work, by locking all trailers and equipment, providing connex and job boxes for materials and tools.
- › In the event of theft or vandalism, notify the local law enforcement and Lydig as soon as identified.

Safety Inspections

1. All site workers shall perform a visual inspection of their work area. Identified hazards will be corrected immediately unless additional measures are needed. If not corrected immediately, adequate protection will be installed to protect other workers.
 - › HAND/POWER TOOLS INSPECTION REQUIREMENTS · All tools must be inspected before use. Any defective tools will be removed from service; tagged “Out of Order – DO NOT USE”
 - › POWER INSPECTION REQUIREMENTS · All power cords are to be inspected before use. Any defective/ damaged cords are to be removed from service; tagged “DO not Use” or destroyed.
 - › LADDER INSPECTION REQUIREMENTS · All ladders are to be inspected before use. Any defective ladders are to be removed from service; tagged “Do Not Use.”
 - › SCISSOR/ FORKLIFTS · Employees will ensure that all powered industrial trucks are inspected maintained and operated per this section and the manufacturer's recommendations and specifications.
 - › SCAFFOLDS · All scaffolding will be inspected before use by a competent person.
 - › EXCAVATION/TRENCHING · Will conduct regular daily inspections of the excavation/ trench and perform additional inspections as necessary due to conditions.
2. The Lydig Superintendent/Foreman will conduct a documented weekly inspection. An additional worker from one of the Subcontractors will be asked to participate in these inspections the view the work from their eyes.
3. The Lydig HSE Department will conduct a documented safety audit as needed to ensure compliance with requirements.



Disciplinary Policy

If your employee(s) are found to be in general violation of State, Federal, or Lydig company policies, they will be notified verbally at that time to make corrections.

1. First case, verbal warning • Second case, written “Employee Misconduct Notice” • Third notice, removal from the site.
2. If they are observed in a “serious” or “willful-serious” situation they will be issued a written “Worker Misconduct Notice”. If directed by their Supervisor to perform this task with disregard for the worker's safety, the Supervisor will also be issued a Misconduct form. Upon either the worker's second serious or willful-serious, they will be removed from the project.

HSE Board

Items to be posted on the HSE Board will include:

1. Site-Specific Safety Plan · You are advised that your crews should become familiar with this as it contains information related to Jobsite emergencies.
2. State Required Posters
3. Notice of Unsafe Conditions Report
4. Weekly Safety Meeting and Walkthrough report
5. All hazard analysis's that have been submitted and approved.
6. Industry Alerts and Stand Down Material will be posted.

Root Cause Analysis Investigations

1. The primary goal of these RCAs is to learn, remind, educate, and improve all; all to prevent future incidents.
2. Lydig will conduct a Root Cause Analysis (RCA) following serious incidents as needed.
3. The results of every RCA will be reviewed with the participants involved including subcontractors as well as the project team and will be shared with the company.

Signs and Barricades

1. Signs, signals, and/or barricades shall be always visible when work is being performed and shall be promptly removed or covered when the hazard no longer exists.
2. Caution signs and appropriate physical barricades shall be used to warn against potential hazards or to caution against unsafe practices.
3. Danger signs shall be used where an immediate hazard exists.
4. Where specific hazards exist (e.g., overhead hazards, noise, chemical exposure), signs shall be posted to warn of such hazards.
5. Barricades shall be used when a physical restraint is to be used. (e.g., ecology blocks, plywood over entrance)

Weather

1. CONDITIONS
 - › Weather conditions will be reviewed with all workers at the Daily Pre-Task Planning and Safety Talk. Warnings and controls will be established and discussed.
2. LIGHTNING
 - › When you can see lightning at any distance, work must stop, workers need to get to a covered area (i.e., job trailer, pick-up) and wait at least 30 minutes after the last lightning strike before going back outside.
3. WIND
 - › Sustained greater than 15 mph · Crane operations evaluated by a qualified person.
 - › Gusts to 20 mph · Crane use and roof work will evaluate the need for additional controls.
 - › Gusts to 30 mph · Crane operations and roof work will be stopped unless determined by Lydig HSE and the Crane Operator.
 - › Sustained 30 to 45 · outside activities may be stopped.
4. HEAT
 - › Heat-Related Illness Plan will be reviewed every April.
 - › Each subcontractor is responsible to provide water to their employees.
 - › Reminders about the hot weather and drinking water will be covered in the weekly safety meetings.
 - › All subcontractors are required to train their employees on the causes and effects of heat.

Fire Protection & Prevention

1. FIRE EXTINGUISHERS

- › Will be located every 100 feet within the finished building.
- › Will be anywhere Hot Work (cutting, welding, grinding) is taking place.
- › Where gas-powered equipment (generators, jumping jacks, etc.) are being used.
- › Where 5 gallons of flammable or combustible liquids or 5 pounds of flammable gas are being used on the job site.
- › Will be tagged and inspected monthly.



2. COMPRESSED GASSES, CUTTING AND WELDING, AND HOT WORK

- › See Section Q, FIRE PREVENTION – WELDING AND CUTTING, Lydig Construction, Inc., Accident Prevention Plan.
- › **Compressed Gasses**
- › All cylinders will be secured at all times. Oxygen and acetylene will be stored separated by a minimum of 25 feet.
- › **Will** be shut off at the valve when not in use.
- › All cylinders will have the safety cap in place at all times unless in use.

3. HOT WORK

- › Hot work is considered anything that produces a flame or spark • i.e., cutting, welding, grinding, torch cutting, metal chop saw, gas-powered hot saw.
- › Any hot work requires a “Hot Work Permit” before starting the activity. This Hot Work Permit must be approved by the Lydig Superintendent.
- › **Whenever** hot work is to be conducted, the following shall be provided to detect and suppress fire:
- › A 10-pound ABC dry chemical fire extinguisher shall be readily available in the hot work area.
- › A fire watch, trained in the use of a fire extinguisher, shall be assigned solely to monitor for fire during hot work and 30 minutes after the completion of work.
- › An additional fire watch may be required depending on the location of the activity and where sparks may fall. i.e., different floor levels.
- › Hot work locations must have a 10 lb. ABC fire extinguisher at that location and must not be the extinguisher from the building area.
- › The Hot Work Operator is required to walk the work location, and any locations below, to ensure NO flammable or combustible materials are present. Any found must be removed or protected.

Housekeeping

1. Housekeeping will be conducted daily. A mandatory time will be established for all subcontractors to participate in the general cleanup. Emphasis will be to ensure combustible materials are kept to a minimum to reduce the potential for fires and eliminate trips, slips, and falls.
2. Lydig's contract states, written notice, and suspension of work may be enforced for lack of participation in maintaining housekeeping for your scope of work.
3. Lydig will fill out a housekeeping plan to help enforce and manage the trash throughout the project with subcontractors.

Material Handling

1. CRANES

- › Before any crane is brought to the site, the Subcontractor must submit a copy of the following documents to Lydig for review:
 - » Crane's current annual inspection
 - » Crane operator's current certification card
 - » A list of the qualified people for rigging and signaling.
- › A Crane Pick Lift Plan is required before making a pick, or series of picks, to ensure the proper crane setup, rigging requirements, and load weights have been selected. This Crane Pick Lift Plan will be reviewed and discussed with the associated crew before performing the work.
- › All cranes will be inspected daily before use and as per the manufacturer's requirements. These inspections will be documented and available for review.

2. FORKLIFTS

- › **Only** qualified operators, with a valid forklift operator's card, will be allowed to use the equipment.
- › **Will** be inspected daily before first use. This will be documented and available for review.
- › May be used as a hoist with an approved lifting device or manufactures lifting point. (i.e., hook attachment)
- › Any Subcontractor wanting to BORROW the Lydig Forklift, must sign Lydig's Equipment Use and Waiver Agreement and follow items i – iv above.

3. EXCAVATORS AND LOADERS

- › **Stay** out of swing radius.
- › **Make** eye contact with the operator before approaching.
- › Do not exceed load capacities when lifting materials.
- › Instruct operators to lower the boom to a safe position with the bucket on the ground and turn off the machine before stepping off for any reason.
- › **Always** follow the manufacturer's requirements when operating.

Hazard Communication

- › Subcontractors shall adhere to the OSHA 3142-12R 2004: Lead in Construction guidelines when disposing of and performing Work where existing painted surfaces, equipment, and windows are located and identified in the Attachment titled LF IRS Lead Survey, IRS Report, and OSHA 3142 Lead in Construction.
- › Lydig will maintain copies of SDS along with its subcontractors.
- › All subcontractors are required to submit a copy of their APP, to include Hazard Communication Program, to Lydig for review before starting work.
- › All subcontractors are required to submit an SDS for every chemical they are bringing to the site for Lydig Construction for review prior to starting work.
- › Each employer is required to review the hazards and controls of the chemicals that workers are expected to use on the project.
- › At a minimum, an SDS for a product will be reviewed at the weekly safety meeting that may affect all site workers.
- › PPE adequate to protect the worker will be provided by the company using the product.

Silica Exposure Control

- › See Project Specific Silica Exposure Control Plan
- › All activities involving chipping, cutting, drilling, grinding, or similar activities on materials containing Crystalline Silica, require a Silica Exposure Plan to be filled out and reviewed prior to performing the task.
- › All work in section (b) will comply with the control measure identified in OSHA's Construction Standard Table 1, a list of 18 common construction tasks along with acceptable exposure control methods and work practices that limit exposure for those tasks.

Environmental Procedures

- › Spills
- › See Project Specific Spill Prevention Plan
- › All chemical spills (fuel, hydraulic, antifreeze, paints, other lubricants, etc.) MUST BE REPORTED to Lydig's Superintendent, immediately after the occurrence.
- › In the event of a spill or leak, Lydig supervision will attempt to safely control the event, secure the area, and initiate reporting requirements to appropriate federal, state, or local organizations as required by project location.
- › Spill kits will be in the Lydig Job Trailer and tool storage connex.
- › Dust Control
- › When visible dust is being generated by equipment or blowing out of the job site properly, actions will be taken to control that dust using a water truck or sprinkler system.

Equipment Pre-Use Checklist

- › All construction equipment to include, but not limited to, forklifts, excavators, loaders, skid steers, cranes, boom lifts, and scissor lifts will be inspected daily before first use. This is a safety inspection to ensure all safety features and equipment operations work properly. This shall be recorded on a daily inspection sheet/tag and made available for review.

Fall Protection

- › Each employee subject to a fall hazard shall be protected by a fall arrest or fall restraint system.
- › Prior to the start of activities, a Fall Protection Work Plan shall be developed and implemented for areas where employees may be exposed to fall hazards of 4ft or more.
- › All Fall Protection Work Plans must be submitted to the Lydig HSE Department for review prior to starting work.
- › Fall arrest/restraint shall be provided when employees are working within 15ft of an unprotected leading edge, outer edge, or another unprotected perimeter, floor opening and where the fall hazard is 4ft or more unless performing roof work for which 10ft is required.
- › Employees shall be trained, prior to starting work, to the requirements of the job-specific Fall Protection Work Plan and the manufacturer's instructions for inspection, maintenance, and use of equipment.
- › Safety monitor systems are NOT allowed.

Excavations

1. BEFORE ANY EXCAVATION IS DUG, a call must be made 48 hours prior to U-DIG (811). All excavation areas to be scanned must be marked in white paint. All utility markings must be maintained for 45 days. A new location is required every 45 days.
2. LYDIG CONSTRUCTION REQUIRES A TRENCHING AND SHORING PLAN for any excavation greater than 4 feet. This plan will be reviewed by Lydig.
3. INSPECTIONS
 - › **Daily** inspections of excavations, the adjacent areas, and protective systems shall be made by a competent person for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions.
 - › An inspection shall be conducted by the competent person prior to the start of work and as needed throughout the shift.
 - › Inspections shall also be made after every rainstorm or other hazard-increasing occurrence. These inspections are only required when employee exposure can be reasonably anticipated.
4. EGRESS
 - › A stairway, ladder, ramp, or other safe means of egress shall be in trench excavations that are 4 feet or more in-depth to require no more than 25 feet of lateral travel for employees.
5. PROTECTION
 - › Excavation greater than 4 feet in depth requires protection from a cave-in by sloping, shoring, or other adequate protective systems as determined by the competent person and documented in the Trenching and Shoring Plan.

Steel Erection

- › Lydig Construction requires a Steel Erection Plan for the erection of steel buildings. This plan to be reviewed by Lydig.
- › Lydig will notify the steel erection company of the concrete strength and its cure time of 7 days before the erection will begin.
- › The steel erector may use multiple lift rigging (Christmas Treeing) when setting steel as long as the loads can be controlled.

Behavioral Based Safety

- › Stop Work - All project workers have the authority to stop an activity they feel is putting the life of another worker in jeopardy without retribution from management.
- › Site workers are asked to participate in the weekly safety inspections to provide input making the work process safer.
- › Site workers are encouraged to participate in weekly safety meetings to discuss potential hazards and controls.

Ladders

- › Ladders will be used according to the manufactures requirements as posted on the equipment.
- › When ladders are used for access to different levels of the building, these ladders will be secured at the top and bottom to prevent movement and will extend a minimum of 3 feet above the landing or provide with walk-through ladder extensions.
- › All ladders must be inspected daily and kept in good working condition.
- › All ladders must comply with all federal, state, and local regulations.
- › Employees will always face the ladder and use both hands when ascending or descending using 3-point contact. Employees must not use the top two rungs of a step ladder or step off a step ladder to access work.
- › Tools must be raised and lowered by rope when working from heights.
- › The base of each ladder must be set firmly and level on the floor or ground.
- › Straight ladders should be placed so that the base is a distance from the vertical no greater than one-quarter of the length of the ladder (a pitch of 4 to 1).
- › Straight ladders will project three feet above the platform or landing.
- › Ladders with broken and worn members must be removed from service.
- › Stepladders will be used only in their fully opened position unless designed otherwise.



Scissor Lifts and Articulating Boom Platforms

- › Only trained and qualified operators will be allowed to use this equipment.
- › Lift controls will be tested each day prior to use to determine that such controls are in safe working condition. Any platform found to be in unsafe working condition will be removed from service until repaired.
- › Before it is elevated, the operator will check the location of overhead obstructions. Platforms will maintain a minimum safe approach distance (MSAD) of ten (10) feet from energized overhead electrical lines (check operators manual for MASD requirements)
- › Lifts will not be operated outdoors when wind speeds exceed 25 mph.
- › Platforms utilized in areas subject to vehicle traffic or areas frequented by other workers or the public will be demarcated around the base. Wheels will be chocked when operated on an incline.
- › Load limits specified by the manufacturer will not be exceeded. Material to be lifted will be contained inside the platform, basket, or on the manufacturer's attachments.
- › In an Articulating Boom, a full-body harness with a lanyard will be attached to the point specified by the lift manufacturer when the lift is occupied.
- › At no time is it acceptable to stand on the mid or top rail.

Lock out Tag out

- › Any LOTO will be initiated by Lydig and followed by their requirements pertaining to what's locked out.
- › **Subcontractors** are responsible to notify Lydig before the beginning of work to ensure specific plans and procedures for LOTO are completed and communicated.

11.0 Job Site Safety Orientation

EMPLOYEE INFORMATION		
Employee Name:		
Employer:		
Start Date:		
Emergency Contact:		Phone #:
SITE SPECIFIC ORIENTATION CHECKLIST		
Check "yes" that the following items have been reviewed with you	YES	N/A
A. Lydig Safety Culture	☐	☐
B. Employer Responsibilities – Provide a workplace that is free of recognized hazards that may cause death or serious harm to employees. – Comply with DOSH/L&I Regulations	☐	☐
C. Employee Responsibilities – Report Unsafe acts, conditions, and concerns to Lydig immediately – Follow all safety standards and regulations regarding their work. – Use safety devices and Personal Protective Equipment as required by their employer and Lydig. – Report any Injuries, Incidents, Property Damage, or Near Misses to their supervisor and Lydig immediately.	☐	☐
D. Culture of Care – Lydig Construction INC. has adopted the Culture of CARE program found on the AGC of America and Washington websites. While on site you will be required to adhere to the culture of care message: Regard, Respect, Resolve. • Regard: Attention to or concern for something or someone's welfare • Respect: An act of giving particular attention, continuous and careful thought • Resolve: A. To reach a firm decision about (commit) • B. To deal with successfully; to clear up – Culture of Care pledge can be found on both AGC websites. – A "Culture of CARE Hotline" is available on the Lydig daily sign-in QR code. This provides outlet to discreetly report harassment, bullying, of discriminatory behavior. All reports g directly and only to the Lydig HR department.	☐	☐
E. Personal Protective Equipment (PPE) – Hardhat – Safety Glasses: ANSI Z87.1 with Side Shields – Construction Footwear – High-Visibility appropriate to task and hazards – Gloves appropriate to task and hazards – As needed: Face Shields – As needed: Hearing Protection	☐	☐
F. Accident and Incident Reporting – Incident Reporting Procedures	☐	☐

Check "yes" that the following items have been reviewed with you		YES	N/A
G.	Project Housekeeping Plan - Housekeeping Expectations - Laydown Areas - Garbage Disposal Procedures - Clean-Up Notices - Access/Egress Routes	☐	☐
H.	Accountability Program - Three Strike Rule: Verbal, Written, Removal from Site - Lydig has the right to remove any employee from site for a single safety violation. - Culture of Care Compliance	☐	☐
I.	Hazard Identification and Control - Daily Pre-Task Planning Expectations - Job Hazard Analysis (JHA) Expectations - Other Required Work Plans: Confined Space, Trenching and Excavation, Fall Protection, Crane Pick Plans, Silica Exposure Plan, Respiratory Plan, or others as required by Lydig.	☐	☐
J.	Hazard Awareness		
	1. Hazard communication/GHS	☐	☐
	2. Silica Exposure Control	☐	☐
	3. Confined Space Requirements	☐	☐
	4. Electrical Work	☐	☐
	5. Signs, Signals, and Barricades	☐	☐
	6. Floor openings, Open Sides, and Ramps	☐	☐
	7. Hand and Power Tools	☐	☐
	8. Cutting, Welding, and Grinding	☐	☐
	9. Scaffolds	☐	☐
	10. Ladders	☐	☐
	11. Fall Protection	☐	☐
	12. Aerial Lifts and Forklifts	☐	☐
	13. Hoisting and Rigging	☐	☐
	14. Excavation	☐	☐
	15. Respiratory Protection	☐	☐
	16. Flammable and Combustible Materials	☐	☐
	17. Impalement Protection	☐	☐

Project Specific Orientation

The following will be completed by a Lydig Project Representative

Check "yes" that the following items have been reviewed with you

YES

N/A

1. Safety Orientation Overview ☐ ☐
 - Project Team:
 - Project Superintendent: Tim Lewis
 - Project Asst. Superintendent:
 - Project Manager: Nick Smith
 - Sr. Project Manager: Bob Heggenes
 - Project Team and Lydig Commitment to Safety

2. Site Access and Logistics ☐ ☐
 - Site Logistics
 - Project Hours: 7:00AM- 3:30 PM
 - Restricted work hours: 7:00 AM- 3:30 PM
 - Access to site location: 332 SW Everett Mall Way. Everett, WA 98204
 - Visitors and vendors: Check in at Lydig Trailer
 - Site Parking: Onsite
 - Speed limits on site: 5mph
 - Safety Meetings
 - All-Hands Safety Meeting: Tuesday after Stretch and Flex
 - Foreman Meeting: Wednesday at 10:00 am
 - Stretch and Flex: 7 am daily- inside existing conference room at SW corner of
 - Safety Bulletin Board: At site trailer
 - Site Restrictions:
 - Eating Areas: Designated break areas
 - Safety Inspections
 - Smoking and Tobacco Policies
 - Radios and Earbuds
 - Cell Phone Use
 - Daily Pre-Task Plan

3. Emergency Action Plan ☐ ☐
 - Medical & Fire Contact: **Emergency- 911**
 - Fire department: Everett Fire Department Station 6
 - Medical Facility: Swedish Emergency Room Mill Creek
 - Clinic Location: The Everett Clinic Urgent Care
 - WRG- On-Site Health and Safety: **866-998-2750**
 - ERG- TeleMed
 - Evacuation Muster Point: Parking Lot at South side of buildings

Check "yes" that the following items have been reviewed with you

YES

N/A

4.

☐
☐

5.

☐
☐

6.

☐
☐

Employee's Signature:

Trainer's Signature:

Safety Orientation Sign in Sheet

Snohomish 911 Emergency Comm

[illegible]

12.0 Crisis Management Plan



CRISIS MANAGEMENT PLAN



ENDORSEMENTS

LARRY SWARTZ, CEO

SIGNATURE

DATE

KATIE BURTON, CFO

SIGNATURE

DATE

JOSEPH WILLIAMS, PRESIDENT ERG

SIGNATURE

DATE

ANDREW JOHNSON, PRESIDENT WRG

SIGNATURE

DATE

STEVE BRENNAN, VP-HSE

SIGNATURE

DATE

CRISIS MANAGEMENT PLAN

Table of Contents

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Attachments

Active Shooter
Natural Disaster
Resuming Business
Dealing with a Fatality
Dealing with a Bomb Threat
Project Spill Plan

> | 01 INTRODUCTION

PURPOSE

A crisis is any situation that threatens the integrity/reputation or the ability of a company to operate. The Crisis Management Plan establishes guidelines for dealing with a variety of situations and describes how employees will respond to each crisis to maintain order and to minimize secondary harm.

OBJECTIVES

1. Factually assess the situation and determine whether a Crisis Response is needed
2. Communicate to and assemble the Crisis Management Team to determine the appropriate response.
3. Activate Immediate Action
 - Identify constituencies to be informed.
 - Communicate facts.
 - Minimize Rumors
 - Restore Order/Confidence

CRISIS MANAGEMENT TEAM

Chief Executive Officer
President, ERG
President, WRG
Chief Financial Officer
VP- Operations
General Superintendent
VP- Health, Safety and Environment
Marketing Representative
Human Resources Representative
Superintendent, if Jobsite related
Project Manager, if Jobsite related
Crisis Management Consultant, if determined
Legal Advisor, if determined

EXAMPLES OF CRISIS

Bomb Threats	Community Protests	Earthquake	Bribery
Crane Collapse	Environmental Pollution	Flood	Kickbacks
Structure Collapse			Price-Fixing
Explosion	Bankruptcy		Slander
Fire	Layoffs		Computer Hacking
Serious Injury	Cash Flow		Theft/Vandalism
Fatality	Contract Disputes		Sexual Harassment
Violence			Substance Abuse
Transportation Accident			

> | 02 COMMUNICATION PROTOCOL

SUPERINTENDENT	PROJECT MANAGER	VP - HSE & HSE DIR.	CEO & PRESIDENT	MARKETING	HUMAN RESOURCES	FRONT DESK																																										
1. Evaluate Emergency 2. Call 911, if necessary 3. Notify VP-HSE 4. Notify Project Manager 5. Begins Superintendent First Hour Checklist	1. Assists Superintendent	1. Notify CEO & President 2. Begins HSE First Hour Checklist 3. Notify Risk Management 4. Notify Authorities 5. Interviews Witnesses 6. Conducts and documents the investigation. 7. Becomes Liaison with EMS 8. Provides updates to CEO and President. 9. Initiates post-accident drug and alcohol testing. 10. Designates someone to stay with the worker(s) at the hospital until family arrives.	1. Begins CEO/President First Hour Checklist • Assign/Contact Appropriate crisis team members. • Verify job shutdown. • Notify Human Resources Representative • Notify Marketing Representative • Notify Owner • Determines need for outside crisis consultants. • Notifies family. • Informs family of injured party location. • Notifies Legal/Insurance Teams, if necessary.	1. Begins Marketing First Hour Checklist 2. Helps develop a communication plan and media response with CEO and President. 3. Maintains Media information log sheet. 4. Notifies all employees and job sites of the incident and who to contact for media inquiries. 5. Designates screening of media phone calls. 6. Provides interview training for CEO & President. 7. Instructs reporters on time and place for future updates and follows up on media inquiries. 8. Suspends/manages social media. 9. Communicates Expectations of Front Desk/Screening of Communication.	1. Begins Human Resources First Hour Checklist 2. Does not discuss severity or extent of injuries. 3. Offers transportation for family. 4. Determines need to go to or send an employee to family's home for additional communication or help (watching children/ transportation).	1. Assists crisis team (screen phone calls)																																										
GENERAL SUPERINTENDENT	VP - OPERATIONS																																															
1. Provides Updates and Support to CEO & President	1. Provides Updates and Support to CEO & President																																															
Cell Phone List > <table><tr><td>Vice President HSE</td><td>Steve Brennan</td><td>206.753.9701</td></tr><tr><td>HSE Manager</td><td>Taylor Brown</td><td>425.971.7025</td></tr><tr><td>CEO</td><td>Larry Swartz</td><td>509.879.4030</td></tr><tr><td>CFO</td><td>Katie Burton</td><td>509.951.9392</td></tr><tr><td colspan="3">ERG</td></tr><tr><td>President ERG</td><td>Joe Williams</td><td>509.879.3286</td></tr><tr><td>VP-Operations</td><td>Brian Singer</td><td>509.869.4086</td></tr><tr><td>General Superintendent</td><td>Marty Barth</td><td>509.879.4508</td></tr><tr><td>Human Resources</td><td>Marissa Bill</td><td>509.768.9091</td></tr><tr><td colspan="3">WRG</td></tr><tr><td>President WRG</td><td>Andy Johnson</td><td>206.617.2246</td></tr><tr><td>VP- Operations</td><td>Craig Greene</td><td>206.818.9202</td></tr><tr><td>General Superintendent</td><td>Matt Bridgewater</td><td>206.849.5469</td></tr><tr><td>Human Resources</td><td>Scott Janney</td><td>206.422.2231</td></tr></table>							Vice President HSE	Steve Brennan	206.753.9701	HSE Manager	Taylor Brown	425.971.7025	CEO	Larry Swartz	509.879.4030	CFO	Katie Burton	509.951.9392	ERG			President ERG	Joe Williams	509.879.3286	VP-Operations	Brian Singer	509.869.4086	General Superintendent	Marty Barth	509.879.4508	Human Resources	Marissa Bill	509.768.9091	WRG			President WRG	Andy Johnson	206.617.2246	VP- Operations	Craig Greene	206.818.9202	General Superintendent	Matt Bridgewater	206.849.5469	Human Resources	Scott Janney	206.422.2231
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> | 03 THE CRISIS MANAGEMENT OVERVIEW

1. If you are present at the crisis, call 911 or appropriate emergency services depending on the crisis. This step may be bypassed if the crisis does not involve direct harm to a staff member or anyone else at the scene of the crisis, but the circumstance is still of the nature where the company needs to immediately address the situation.
2. Secure the Scene.
3. Notify Crisis Team, using Communication Protocol.
4. Identify witnesses as well as victims. Witnesses can provide information, but also maybe as (or more) traumatized than victims. If possible and applicable, take photographs of the scene (time-stamped if possible).
5. Meet with all Crisis Team members to accomplish the following goals:
 - Designate spokesperson
 - Primary: Larry Swartz, Joe Williams, Andy Johnson
 - Secondary: Brian Singer, Craig Greene, Steve Brennan
 - Draft a fact sheet.
 - Determine key constituencies who should be informed of the crisis (principals, clients, staff, etc.).
 - Contact any outside resources or experts if needed. The assembled Crisis Team members shall determine experts (i.e., legal counsel, news tracking agencies, etc.).
 - Determine whether to alert the media, family, and/or staff or to wait for the first contact.
 - Determine how Key Constituencies will be contacted, both internally and externally.
 - Determine an initial plan of action considering the following items:
 - Mitigate any other harm or damage,
 - Attend to any health needs/maintenance of affected parties,
 - Be proactive with PR aspects of the problem and ask questions such as,
 - What are our options?
 - Is there anything that can be done to mitigate damage?
 - What will it cost?
 - What else could go wrong?
 - What other directions could this go?
 - What information are we lacking, if any, about the situation?
 - What can we do right now to alleviate the situation (i.e., shut job down, barricades, etc.)?
 - Consult existing office/company Safety Plan and Business Continuity Plan.

> | 04 CHECKLISTS

SUPERINTENDENT FIRST HOUR CHECKLIST

1. Contact Emergency Services
2. Contact VP- HSE, Steve Brennan 206.753.9701
3. Contact Project Manager
4. Determine where injured worker(s) are being transported to
5. Initiate site control and determine site shutdown
6. Assign resources to support EMS responders
7. Make certain that all employees are accounted for
8. Ensure site conditions are not altered, anything could be classified as evidence
9. Ensure telephone coverage at site and establish a command center
10. Inform site personnel and direct any communication request to you
11. Have workers restrict entry to site, other than EMS
12. Assign or act as temporary spokesperson to issue "buy-time" statement
13. Instruct employees to notify their family they are ok

VICE PRESIDENT HSE & SAFETY DIRECTOR FIRST HOUR CHECKLIST

1. Determine what happened, when and where it happened, and who is involved.
2. Verify the current status of the site (shut down?).
3. Determine whether you and/or spokesperson are needed on site.
4. Notify corporate management.
5. Advise the receptionist on how to route calls.
6. Identify potential spin-off crises.
7. Notify Human Resources.
8. Initiate conference call number for crisis management team status updates.
9. Coordinate with team leader for critical incident stress debriefing (CISD).
10. Gather number/names of injured and/or fatalities and obtain phone number(s) of the spouse(s)/family(ies).
11. Contact the team leader to determine who should notify the spouse(s)/family(ies).
12. Begin incident investigation.
13. If necessary, initiate a post-incident drug/alcohol test (call Industrial Relations).
14. Designate someone to stay with the injured worker(s) at the hospital until family members arrive.
15. Document the incident in writing and on film.

CEO & PRESIDENT FIRST HOUR CHECKLIST

1. Assign appropriate crisis team members using Communication Flow Chart.
2. Verify need to shut down job site.
3. Assign liaison to notify family of any victim(s).
4. Notify project owner.
5. Notify Human Resources representative.
6. Notify Marketing representative.
7. Communicate with Management Team
8. Assign investigation team with support from VP-HSE
9. Determine need to mobilize to jobsite.
10. Notify Union officials in event of fatality.

> | 04 CHECKLISTS

MARKETING CHECKLIST

1. Post "buy time statement".
2. Begin coordination and sharing media requests.
3. Plan/coordinate press conference is necessary.
4. Contact/coordinate with 3rd party communications firm (if necessary)
5. Determines use of social media as a form of communication.
6. Notifies and prepares front desk for media requests.
7. Begins tracking online news stories.

HUMAN RESOURCES CHECKLIST

1. Supply contact information of family members if needed to CEO, President.
2. Establish counseling services for employees based on event (i.e. Shooting—needed immediately).

> | 05 WORKING WITH EMPLOYEES

The procedures listed below shall be followed in all events requiring crisis communication. These events may include, but are not limited to, accident or death, building failure or construction site accident, third-party events. The following are the crisis communication procedures to be followed when working with staff:

- Call a mandatory meeting immediately to personally notify employees of the appropriate details about the crisis and to offer support. Before information about the crisis has been appropriately released, as determined by the Crisis Team, no emails about the situation will be sent.
- Identify the designed spokesperson to staff. Make sure all questions and comments are addressed to this person ONLY.
- Inform employees of all known details as appropriate.
- Remind employees that they should not speak to the media on Lydig's behalf.
- Remind employees of their role to not spread misinformation.
- Hold additional staff meetings, as necessary.
- In the case of an accident or death, be aware of different religious and cultural beliefs concerning death and convey this attitude appropriately when talking to employees. Work with HR to suggest counseling resources if there is a need.

> | 06 WORKING WITH THIRD PARTIES

Use the following crisis communication procedures in event of accident or death on a project that is the client's project as well, or of a building failure or construction site accident:

- If possible, have the client meet with the Crisis Team to determine liability. Quickly review contracts if necessary. If the situation is extremely dynamic, bring key client representative(s) (as determined by the client) into the first Crisis Team discussion to discuss immediate action to handle the situation.
- Determine the key client parties who may be contacted because of involvement with the project. Set up immediate guidelines for communication and ask to have a single point of contact with each company. Personally, notify the appropriate client management representative (possibly the CEO, President, Marketing, or HR Representative) of the appropriate details.
- Before information about the crisis has been appropriately released, as determined by the Crisis Team, no emails about the situation will be sent. This will allow time for the Crisis Team to verify all facts.
- In the event of a building failure or construction site accident, be prepared to offer plans and drawings, as necessary.

In the event of a third-party incident that involves Lydig:

- Immediately meet with the Crisis Team to determine how Lydig may be pulled into the situation in terms of liability (follow the above guidelines on handling liability). Determine an appropriate course of action based on how involved Lydig may become. Be proactive (i.e., locate old design files, contracts, contact information for former employees if necessary, etc.).

> | 07 WORKING WITH FAMILY

The following guidelines are meant to help address the emotional needs of all members involved:

- Designated person(s) will contact the family to personally offer support and to identify themselves as the key contact for the family in the future. Make sure that all questions and comments are addressed to this person ONLY. The designated person, if someone other than an HR representative, shall work closely with HR in dealing with the family, especially regarding insurance coverage, benefits, etc.
- With regard to Death or Injury: The designated person makes certain that the employee's family has benefits explained.
- With regard to Death: Be aware of different religious and cultural beliefs and convey this attitude appropriately when talking to the family.
- With regard to Death: Verify the employee's name is removed from appropriate company records (for example, a mailing database).
- Advise the family of how the media may approach the situation with them. Offer support and guidance when contacted.

> | 08 WORKING WITH MEDIA

SPEAKING TO MEDIA

A buy-time statement is one that the temporary spokesperson delivers as the first statement about the incident to the media. The purpose of this statement is to:

- Acknowledge the incident.
- Disseminate information that has been verified by a reliable source.
- Buy time to gather more information and to get the corporate spokesperson on-site to take over the responsibility of working with the reporter(s).

EXAMPLE BUY-TIME STATEMENT >

"My name is [] and I am [title] with Lydig Construction Company. We are currently evaluating the situation and gathering facts. Our Corporate Spokesperson will be here to answer questions at [date/time]. Thank you."

IMPORTANT: Do not take any questions at this time. If pressed, simply state that you need to get back to the site and you will return at the stated time.

CORPORATE SPOKESPERSON >

Organize the information, and then write out your statement before speaking with the media.

Always introduce yourself at the beginning of your statement. Always open your statement with the words, "Here is what I can confirm at this time." These nine words put the reporter(s) on notice that you have verifiable information to release in a statement format. Cover key points. Example:

What: A cooling tower broke loose from the tower crane during a lift to the top of the building.

When: At 2:30 pm today.

Where: The eighth floor.

Who/concern: We are sorry to report that three workers are injured and are being transported to Harborview Medical Center. The families of the injured workers are being notified and we are staying in close contact with the hospital.

How/why: The cause is unknown at this time. An investigation is underway.

Status: The site has been secured and all employees are accounted for. Our corporate spokesperson, (give the full name of the individual), is in route to the site. We will have an information update in one hour at (give location.)

The end. The end statement reviews what you are doing about the situation and the time and location of the next update. Example:

"Again, we are working to identify the cause of the accident, we are working closely with the authorities to find out exactly what happened. The site has been secured and all employees are accounted for. Our corporate spokesperson, (name), should be arriving shortly. We will both be your points of contact. If you elect to stay on site until the next update, we ask that you remain in this safety area. We will return in one hour to provide you with updated and verified information."

When you have finished your statement, walk away, and do not entertain any questions.

ADDITIONAL TIPS >

- **Do talk.** Saying little is better than saying nothing. Explaining why you cannot talk is better than stonewalling. If you want your side of the story told, you must tell it. If you do not tell it, reporters will get a version elsewhere – perhaps from a disgruntled employee who was laid off the week before or a worker who has just witnessed his or her best friend getting hurt or killed.
- **Do tell the truth.** Reporters will find it out anyway, so be honest and accurate when you are giving information. This advice does not mean you have to give every detail but be truthful. If you do not know the answer, say so! It is not a crime to say, “I don’t know” or “I’m not absolutely certain about that,” as long as you follow such statement with “but I’ll find out and get right back with you.”
- **Do respond quickly.** If you do not, the wrong story may be told and that is tough to erase.
- **Do emphasize the positive and communicate your corporate message.** Remember to emphasize the good safety measures taken, the damage limitation due to good teamwork by your employees, and the steps the company is taking to minimize the effect of the emergency on the community.
- **Do stay away from liability issues.** Whatever you say may become part of a legal case, so be as general as possible.
- **Do take control.** If there is bad news, release it yourself before a reporter digs it up and tells the world.
- **Do create visual analogies.** Give examples, such as “The affected area covers 40,000 square feet, which is the approximate size of a football field.”
- **Do condense your information.** The average sound bite is just seven to ten seconds long, so try to keep your response to no more than two to three sentences. The first sentence should be your direct response and the next one or two sentences should support or explain that response.
- **Do make sure your information is accurate.**
- **Do make sure reporters know who the spokesperson is.** The corporate spokesperson should be the only person authorized to present information to the outside world. It is important that the company “speak with one voice.” No information should be released without approval by upper management and perhaps legal counsel.
- **Don’t say, “No comment.”** This statement implies guilt. If you do not know the answer to a question, tell the reporter you do not know but will try to find out.
- **Don’t be trapped into predicting the future and never speculate.**
- **Don’t say anything off the record.** If you do not want a statement used, do not say it.
- **Don’t wear sunglasses when being interviewed.** You will be perceived as shifty and hiding something.
- **Don’t discuss damages or estimated costs.**
- **Don’t discuss facts relating to insurance,** such as amounts and terms of coverage, name of the carrier, possibilities of settlements, or reimbursements.
- **Do think before answering.** Taking time before you respond is perfectly acceptable. You, not the reporters, are in control of your responses. Do not allow them to rush you. If you do not understand a question, ask the reporter to rephrase it.

Communicating in the first 24 to 48 hours of a crisis is critical. Prepare your statement ahead of time and have copies made to distribute to the press. This will ensure accuracy. Keep the reporters honest by notifying them if they have misquoted you or their news story contains other errors.

PRACTICING QUESTIONS >

- A crisis is always difficult when dealing with the media. Therefore, tough questions and rehearsals are necessary to help the spokesperson prepare.
- It is important at the onset of the crisis that the spokesperson, the backup spokesperson, and advisors rehearse prepared statements and answers to possible “tough” questions that may be asked by reporters. If possible, similar rehearsals should be conducted before each media interview, briefing, or news conference. It is also important to anticipate and practice new questions as the story evolves.
- It is better to over-prepare than to be surprised by the depth of questioning by the media. Be thorough and be prepared. Being prepared will enable the spokesperson to focus on the points the Company wants to make and volunteer only information related to points the Company wants to make.
- The Crisis Team should prepare questions and answers for the practice sessions. These questions and answers should be for internal use only and not for distribution outside the organization.
- When speaking to the media, the Crisis Team spokesperson and others should avoid speaking “off the record.”

SOCIAL MEDIA

GUIDELINES >

- Assign a social media point person to coordinate the social media response.
- This may be the same person as the PR Crisis Team member.
If not the same person as the PR Crisis Team member, the social media point person will work under the PR Crisis Team member to maintain a consistent voice and message across all media outlets.
- Determine how social media can be used as a tool to disseminate information. If the tool is to be used, the following guidelines are provided.

SOCIAL MEDIA POINT PERSON WILL >

- Develop a monitoring plan for identifying conversations and comments related to the crisis. This plan may involve additional staff.
- Determine the specific language, message, and timing of social media responses working closely with the PR Crisis Team member. Note that messages may vary between social media outlets.
- Work with the PR Crisis Team member to respond directly to comments posted on social media sites when necessary (via email, telephone, etc.).

SOCIAL MEDIA MESSAGES WILL >

- Be timely and consistent.
- Be straightforward and direct.
- Be compassionate, sympathetic, and transparent.
- Be humanized.
- State what Lydig is doing to fix the situation and/or prevent the situation from happening again (when appropriate).

BEST PRACTICES >

- Choose words wisely. Make sure PR Crisis Team member approves messages and strategies.
- Remember your audience.
- Tweet/post facts of the crisis.
- Let people know of the company's concern, detail what you are doing right now to respond to the crisis and issue an apology if it fits the situation.
- Be proactive by posting as quickly as is reasonable after a crisis.
- Listen to what followers are saying about the crisis. Respond accordingly on a regular basis throughout the crisis.

> | A - SITUATIONAL ATTACHMENTS

ACTIVESHOOTER

Upon hearing gunfire or actions indicating a shooting on or near the site >

- Evacuate to predetermined Muster/Assembly point
- Keep hands visible and empty.
- Know that law enforcement's first task is to end the incident, and they may have to pass the injured along the way.
- Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.
- Officers will shout commands and may push individuals to the ground for their safety.
- Follow law enforcement instructions and evacuate in the direction they come from unless otherwise instructed.

Once you have reached a safe location or a Muster/Assembly point, a headcount must be taken. You will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so >

- Initiate medical assessments and begin providing aid to the injured until Medical Services have arrived.
- Identify witnesses.
- Work with on-scene Incident Commander
- Notification and communication process - same as other events - keeping these actions consistent.

Dealing with a Fatality - this section should be referenced.

After the active shooter has been incapacitated and is no longer a threat, human resources and/or management should engage in post-event assessments and activities, including >

- Determining a method for notifying families of individuals affected by the active shooter, including notification of any casualties.
- Assessing the psychological state of individuals at the scene and referring them to health care specialists accordingly.
- Identifying and filling any critical personnel or operational gaps left in the organization as a result of the active shooter.

NATURAL DISASTER

The planet Earth always has been and always will be in varying levels of turmoil, whether from man-made events, climatological or geological disturbances, our status quo can be seriously disrupted without warning. The magnitude and consequences of such events are unpredictable but our responses to them, through adherence to basic procedures, can help lessen the impact on life, property, and the image of Lydig Construction, Inc., our employees, and our business partners.

No one set of procedures or responses will fit every event or condition but timely information exchange between the Management Team and employees is essential in order to develop appropriate responses as situations unfold.

EVENT TYPES >

- On-the-Job Injury, Catastrophe, or Fatality
- Civil Disturbance/Unrest Strike, picketing, rioting.
- Structural Collapse or Property Damage
- Severe Weather
- Earthquakes causing road or building structural damage or impact infrastructure.

EVENT ACTIONS >

- Assist the injured to the best of your ability and training.
- Secure the scene. DO NOT move or remove anything unless it is necessary for providing aid to the injured or prevent further injury.
- Identify witnesses.
- Take pictures.
- Call 9-1-1 for rescue situations, unconscious victims, or as otherwise indicated.
- Call the Safety Department immediately.
- Do not allow any witnesses to leave the site.
- The Safety Department will begin the Crisis Communication Protocol.
- Do not make any statements to the press or anyone you do not know.
(refer to the section "Handling the Press")
- Only give out the main office phone number(s).
- Notify family members.

DISASTER RESPONSE PLANS >

Civil Disturbance/Unrest

- Labor disputes resulting in strikes or picketing activities are almost always preceded by official notification from the labor organization. The Management Team must be immediately notified of the receipt of any such notifications.
- No one is authorized to respond to such notification or any actions without first receiving direction from the Management Team.
- All employees of Lydig Construction, Inc. will refrain from making any statements of opinion or beliefs regarding the activity.
- All employees of Lydig Construction, Inc. are required to honor and help maintain "Dual Gate" systems if used and respect the rights of those lawfully protesting.
- In the event of larger civil unrest events (such as the "Battle in Seattle WTO protest") any office or project within the zone of activity will immediately contact a member of the Management Team. In such events, the safest place to be is within the building. Close gates and lock fences and doors and remain inside a building or the site enclosure until the activity passes, or otherwise as directed by Law Enforcement or the Management Team.

Structural Collapse or Property Damage

- In the event of a building or structure damage to where structural integrity has been compromised or where collapse has occurred, Lydig employees and our subcontractors will take the safest and most expedient route out of the building in which the event occurred and proceed to the assembly area.
- "Headcounts" or roll call will be done to account for all personnel.
- The Safety Department must be called immediately to begin Crisis Communication Protocol.
- If roll call indicates that person may still be in the structure, call 9-1-1 and ask for rescue assistance.
- No one is authorized to re-enter a damaged structure unless requested by the Fire Department, permitted post-inspection by a structural engineer, or given limited entrance by the Safety Department.
- Do not make any statements to the press or anyone you do not know. Refer inquiries to a member of the Management Team (as appropriate). You may offer to forward the request. Only give out the main office phone number(s).

Severe Weather

- The decision on if or when to close the office(s) or job sites will be at the sole discretion of a member of the Management Team, or their designee, based on information available to them at the time.
- The Office Managers, Project Managers, and Project Superintendents are encouraged to contact their appropriate President with information that may be specific to their area or job site.
- All employees are encouraged to use their best judgment in determining whether to attempt the commute to their office or Jobsite location. Please remember that conditions may dictate using your PTO time for work absence.

Earthquake

- In the event of an earthquake immediately move away from sources of glass (windows, door relights, etc.) and any stored materials at or above head height.
- If in an office, take refuge under a desk.
- If on a construction site, seek refuge in a door frame, under solid objects, or next to a sheer wall.
- Don't move until you are certain the earthquake and any after-shocks have passed. Then, move directly to your assembly area. Conduct a "headcount" or do a roll call. If anyone is missing and presumed to be in the building, call 9-1-1 for rescue assistance.
- Once you have left a building or structure, you may not re-enter until the building or structure has been inspected for structural integrity, no hazard of falling debris remains, and no water, gas, or chemical leaks are evident.
- Contact the Safety Department and provide a status report for your office or Jobsite.
- The Safety Department will begin the Crisis Communication Protocol.

DEALING WITH A FATALITY

IF THE FATALITY IS A LYDIG EMPLOYEE >

- The CEO or President along with a second employee will make the best effort to inform the spouse/family in person of the accident. If it is not possible to make a face-to-face notification, a minister or a police officer may be a possible candidate. The goal is to notify the family quickly. A phone call is a last resort because of its impersonal nature.
- The designated company representatives remain at the employee's home until other family members arrive or for as long as they can.
- The media may attempt to contact family members. You cannot prevent them from talking to the media. It is the family's right to speak to the media if they wish.
- Determine whether the employee's family needs money to cover small expenses. If so, it may be appropriate to assist in this area.
- Maintain contact with a relative or close friend of the spouse or family to ensure funeral arrangements and related items are being handled.

IF THE FATALITY IS A SUBCONTRACTOR OR A MEMBER OF THE PUBLIC >

- The President is to offer assistance to the subcontractor or deceased person's family, as appropriate.
- The CEO or President is to send a letter of condolence to the family.
- The President or MT may arrange for flowers, or other appropriate gifts/donations to be sent to the family.

FATALITY NOTIFICATION GUIDELINES >

- Do your homework. Obtain the full name, address, and other pertinent information. Then get the full name of the next of kin, the relationship, and determine if the family members speak English. Find out if the family member has health problems that could be exacerbated upon notification. If so, bring a health care professional with you. Gather all information relative to the case so you can provide an explanation.
- Determine where you will meet. Will the contact be at home, work, or school? If it is outside the home, arrange with the relative's employer or school for a private place to meet.
- Verify that you are talking to the correct person. For example, ask "Are you Sandy Johnson's sister?"
- Do not go alone. Take a fellow employee, a friend of the deceased, a member of the clergy, or a police or fire official with you.
- Decide in advance what you will say. There is no easy way to say that someone has died, so speak simply and directly. Terms like "mortally wounded" only confuse people. While it is not necessary to be blunt or cold, at some point it is necessary to say "dead" or "died." Example: "Mrs. Jones, there was a very bad accident this morning at the project. Charlie was moving a ladder and fell over a guardrail. The paramedics did everything they could, but he died."
- Do not lie. It may not be necessary to offer all the details. Example: If the spouse asks, "Did he suffer much?" an appropriate answer might be, "I don't think so."
- Be prepared for emotions. There will be shock, denial, grief, numbness, and anger. These emotional reactions will be directed at the deceased, at you, and the medical staff. Let the relative vent these feelings. Use common sense and do what seems appropriate at this time.
- Decide what not to say. By not preparing what to say, you may end up saying things that you later regret. Example: To offer words of comfort, do not say "He's with God now" or "You're young and you will find someone else." Instead, say..."I'm so sorry this has happened to you, what can I do to help?"
- Always listen. The formula is 90% listen and 10% talk. If the relative needs to go to the hospital or funeral home, you may offer to drive or provide transportation. If children are involved, help arrange for a sitter or have a friend look after them. When appropriate offer assistance in getting in touch with the life insurance company, social security, etc.
- When it is over, take care of yourself. You have gone through an extremely stressful event. Take care of yourself now. Find professionals to talk to.

DEALING WITH A SERIOUS INJURY OR NEAR MISS

FOR A LYDIG EMPLOYEE >

1. Determine the extent and nature of the injuries.
2. Find out immediately where the person is being taken.
3. The senior person on-site and the OMT determine the most appropriate person to call the spouse/family. That individual explains that there has been an accident and that the employee has been injured but does not discuss the severity of the injuries. If the spouse/family asks about the severity of the injuries, the response should be: "We can't be certain of the extent of the injuries until we hear from the doctor."
4. Offer a cab to the spouse/family to take them to the medical facility. Discourage them from driving themselves unless they absolutely insist.
5. If necessary, send an employee to the injured employee's house to lend assistance to the spouse/family. This help may include offering a ride to the hospital (if a cab was not used) or finding someone to watch the children (if applicable).
6. The President assigns someone to stay in contact with the hospital to monitor the injured person's condition.
7. Assemble the project team, subcontractors, and suppliers on-site to inform them of the incident to eliminate confusion or misinformation to the public.

SUBCONTRACTOR EMPLOYEE OR A MEMBER OF THE GENERAL PUBLIC >

1. Determine the extent and nature of the injuries.
2. Find out immediately where the person is being taken.
3. The Superintendent or Project Manager assigns someone to stay in contact with the hospital to monitor the injured person's condition. This person is also available to lend assistance to the subcontractor or injured person's family, such as arranging for transportation to the hospital.
4. Assemble the project team, subcontractors, and suppliers on-site to inform them of the incident to eliminate confusion or misinformation to the public.

DEALING WITH A BOMB THREAT

Bomb threats are delivered in a variety of ways. The majority of threats are called into the target. Occasionally these calls are through a third party. Sometimes a threat is communicated in writing or by a recording. All threats must be taken seriously.

IF BY PHONE >

1. Keep the caller on the line as long as possible. Ask him/her to repeat the message. Write down every word spoken by the person. Try to get answers to the following questions:
 - When will the bomb go off?
 - Where is the bomb?
 - What type of bomb is it?
 - How is the bomb activated?
 - Why are you doing this?
2. Log the following information:
 - Time of call
 - Exact words of the caller
 - Male or female
 - Accent
 - Familiar voice
 - Background noises
 - Did the caller seem familiar with the building?
3. Immediately notify the senior person on site or the appropriate OMT members who will determine whether to evacuate the premises. If the evacuation is called for, have employees meet in a pre-assigned assembly area outside the building or job site.
4. Call 911 and cooperate fully with their instructions.
5. The person receiving the call should remain available, as law enforcement personnel will want to interview him/her.

IF THREAT IS MADE IN WRITING >

1. Save all materials, including the envelope or container.
2. Once the message is recognized as a bomb threat, further unnecessary handling should be avoided. Every possible effort must be made to retain evidence such as fingerprints, handwriting or typewriting, paper, or postal marks. These will prove essential in tracing the threat and identifying the writer.
3. While written messages are usually associated with generalized threats and extortion attempts, a written warning of a specific device should never be ignored.
4. Call 911 and cooperate fully with their instructions.

SUSPICIOUS OBJECT LOCATED >

1. Call 911 immediately and cooperate fully with their instructions.
2. Do not move the object or anything attached to it.
3. Report location and give an accurate description.
4. Evacuate the building.
5. Do not permit re-entry into the building until the device has been removed/disarmed and the building is declared safe.

RESUMING BUSINESS

The most critical time for any business is that period immediately after a devastating event. Getting back “online”, assessing, and providing for employee needs, and rebuilding our infrastructure as soon as possible, are all critical elements of a timely and successful resumption or re-start and the rebuilding of confidence.

There are two critical pathways in this process: our people and our product. Restoring our people (employees) will lie along this path.

1. Acknowledging the sense of loss
2. Allaying their fears of the near future
3. Ensuring a sense of purpose.
4. The Management Team will either conduct a meeting or broadcast a letter addressing these issues.
5. Group counseling and individual grief counseling should be provided immediately post-event.
6. If needed, the Management Team will procure a licensed practitioner in grief counseling and make them available in-house for employees.

RESUMING BUSINESS

13.0 Fall Protection Plan

Project Fall Protection Plan Requirements:

- A fall protection plan will be completed and submitted to the Project Competent Person and approved prior to any work requiring the use of Fall Protection by Lydig and their subcontractors.
- Fall Protection Plans must be reviewed by all workers and a signed copy will be retained at the jobsite.
- All employees are required to have Fall Protection Training prior to starting work requiring the use of Fall Protection.

Identify Fall Protection Plans for the Project below:

Building Demolition	☒	Cabinets	☐	Concrete Slab Removal & Excavation	☐	Electrical Installation	☒	Form, Pour & Strip ▸ Walls	☒	Glulam Erection	☐
Backfill	☒	Casework	☐	Confined Space	☐	Excavation & Trenching	☐	Footings & Mass Excavation	☐	Masonry	☒
Cabinets/ Casework	☐	Columns	☐	Curtain Wall & Window Installation	☐	Exterior Painting	☒	HVAC Installation	☒	Rebar Elevated Deck	☐
Columns	☐	Concrete Cutting & Removal	☐	Decks ▸ Form	☒	Exterior Siding	☒	Interior Painting & Wall Covering	☐	Rebar Walls and Columns	☐
Asphalt Paving	☐	Concrete Cutting & Coring	☒	Decks ▸ Strip	☒	Exiting a lift	☒	Form, Pour & Strip ▸ Columns	☐	Roofing and Flashing	☒
AugerCasing	☐	Concrete Demolition	☒	Decks ▸ Pour	☒	Form, Pour & Strip ▸ Columns	☐	Fire Protection	☐	Shotcrete	☒
Scaffolding	☐	Steel Erection	☒	Steel Stairs	☒	Temporary Overhead Protection	☐	Wood Framing	☐	Wood Truss Erection	☐
Other:			☐	Other:			☐	Other:			☐

Fall Protection Work Plan

Company Name:	Date Prepared:	Supporting Plans/Docs:	Fall Protection Type:
Job Name and Site Address: Snohomish 911 Emergency Communication Center 332 SW Everett Mall Way. Everett, WA 98204		☐ JHA: ☐ Daily Pre-Task Plan ☐ Fall Protection Training ☐ Equipment Inspections ☐ Manufacturer Documentation ☐ Other:	☐ Passive Fall Protection System (see examples below) ☐ Fall Restraint ☐ Fall Arrest ☐ Transfer at Height (MEWP) ☐ Other:
Task:		<i>Read Manufacturer Manual for Instructions on all Fall Protection Equipment</i>	
Craft/Crew:		Anchorage: ☐ Improvised Anchor Point- 5,000lbs Minimum Strength Describe: ☐ Horizontal Lifeline ☐ Freestanding Anchorage (such as Miller Edge) ☐ Beam Clamp ☐ Concrete Anchor ☐ Roof Anchor ☐ Beam Strap ☐ Roof Davit/Permanent Anchor Point ☐ Other:	
Fall Hazard to be Controlled with This Plan: ☐ Open-sided floors ☐ Decks/balconies ☐ Hole ☐ Openings ☐ Skylights ☐ Walls, Formwork, Columns ☐ Leading Edge work ☐ mobile lift work ☐ scaffolding ☐ roofing ☐ Other: ☐ Other:		Connectors: ☐ Self-Retracting Lifeline: SRL-LE ☐ Personal Self-Retracting Lifeline: LE ☐ Rope with Rope Grab ☐ Lanyard ☐ Other:	
Definitions Fall Arrest: A system designed to “arrest” or stop a worker before hitting the lower surface in the case of a fall. Fall Restraint: A system designed to prevent a worker from accessing the fall hazard. Designed so the length of the lanyard/rope is shorter than the distance to the edge. Warning Lines: 15’ from the edge (6’ for roofing), flagging or high-visibility material, 500lbs tensile strength lines and stanchions with 16lbs of force Fall Clearance: The distance between a user and the next obstruction below. Passive Fall Protection System: Protective structures that are fixed/unmoving and not directly connected to the worker (such as guardrail) Transfer at Height (MEWP): The use of an Aerial Work Platform to access to work at heights that requires exiting the platform/basket. Improvised Anchor Point: These anchors are not manufactured to any specific standard, but rather may include using a beam, rebar, or other structures.		Passive Fall Protection Systems: ☐ Standard wood, cable, or G-Rail Guardrail System ☐ Warning Line System ☐ Hole/Skylight/Floor Opening Covers/Protection ☐ Other:	

Fall Protection Work Plan

Describe procedures for assembly, maintenance, inspection, disassembly of fall protection system to be used:

Describe procedures for handling, storage, and securing tools, equipment, and materials:

Overhead Hazard Protection:

- | | |
|--|---|
| ☐ Hardhats | ☐ Overhead Hazard Signs |
| ☐ Overhead Protective Structure | ☐ Toe Boards on guardrail |
| ☐ Screens/netting on guardrails | ☐ Delineation with Signage |
| ☐ Debris Nets | ☐ Other (describe): |

Rescue Method:

- | | |
|---|--|
| ☐ Scissor/Boom Lift | ☐ Other (describe): |
| ☐ Ladder/Rolling Scaffolding | |
| ☐ Fall Rescue Kit | |

Fall Clearance Calculation:

1. Fall clearance from manual: _____
2. Clearance at work location:
(Working level to lower level) _____
3. Subtract Answer 2 from Answer 1: _____
 - a. If answer 3 is greater than 2 feet: PROCEED
 - b. If answer 3 is less than 2 feet: STOP-Call HSE

Signatures

Prepared by

Name:

Signature:

Superintendent

Name:

Signature:

HSE (when required)

Name:

Signature:

Fall Protection Work Plan

Use this space for additional drawings/descriptions/details as needed:

Fall Protection Work Plan

Review Signatures

Reviewed By:

Name	Signature	Date

14.0 Housekeeping Plan

Housekeeping is an important part of the overall safety and health of our projects. A clean site is a safe site. This template is created to assist in the planning, implementation, and enforcement of a good housekeeping plan. This template will cover the WAC codes, contract language, template to be filled out before work beginning by all trades on the site, sample garbage cans, and a sample letter of compliance to subcontractors.

WAC 296-155 and 296-800

During construction, alteration, repair, or demolition of buildings and structures, you must ensure continuous clean-up of your work area, including removal of all rubble, scrap, boxes, crates, and excess material to trash disposal areas. You must always maintain free access to all exits, fire alarm boxes, fire extinguishing equipment, and any other emergency equipment. Free access means clear of all obstructions. You must keep all areas of your workplace, passageways, storage rooms, and service rooms in a clean, orderly, and sanitary condition to the extent the nature of the work allows. Sweep and clean your workplace to minimize dust. You must sweep and clean your workplace in a way that minimizes dust in the air as much as possible. You must, when practical, clean after hours so that your employees are not exposed to dust in the air on the job.

Keep your workplace free of obstacles that interfere with cleaning. You must keep your workplace clear of obstructions such as nails, splinters, loose boards, and unnecessary holes and openings to make cleaning easier and more effective. You must store materials, so it does not create a hazard. You must remove all sweepings, solid and liquid wastes, refuse, and garbage as often as needed to keep the workplace in a sanitary condition.

GC/CM Subcontract Agreement

Housekeeping and Safety – Subcontractors shall regularly and promptly, at their own expense, remove all refuse, waste, and debris produced by its operation. Subcontractors shall not permit their refusal.

to interfere with free access to the worksite. IN the event Subcontractors fail to remedy cleanup obligations after notification (see sample attachment) of violation of requirements, refuse removal may be done by GC/CM and charged against the account of the Subcontractor. Subcontractors are required. to participate in “composite” cleaning efforts with GC/CM and other Subcontractors as scheduled by the Contractor’s field Superintendent and Foreman. Failure to participate will result in a prorated distribution of cost to non-participating Subcontractors.

Subcontractors, at their own expense, shall legally dispose of all waste materials off-site daily. Should Subcontractor leave empty boxes or crating on site, which is subsequently used by others for waste disposal, Subcontractors will be held responsible for disposal of the boxes and their contents. GC/CM will not be responsible for the disposal of the Subcontractor’s hazardous waste and will not provide a dumpster for the Subcontractor’s use.

Housekeeping Policy

- › **Clean** up scraps of lumber and debris as you work and at the end of the day.
- › **Keep** combustible material to a minimum, and as far as possible from ignition sources.
- › **Keep** work surfaces clear of oil, grease, ice, moss, mud, and other slick agents.
- › **Keep** cords, hoses, leads, and other materials picked up.
- › Pay special attention to areas of frequent or hazardous travel, such as ladder openings, landings, ramps, stairways, hallways, entry/exit to buildings.

CONTRACTOR		DATE	
CONTACT PERSON		PHONE#	
PROJECT ADDRESS	332 SW Everett Mall Way. Everett, WA 98204		
START DATE			
Description of Building/Project (sq. feet, how many stories, etc.)			
Description of Work:			
How many garbage cans or trash collectors will be onsite?			
Where will they be located?			
How often will they be emptied?			
By whom?			
How will they be emptied or removed from the building (forklift, elevator, etc.)?			
Location of the main dumpster?			
Day and time of composite clean up:			
How Many Dumpsters:			
Location of Dumpster(s):			
How Often will They Be Emptied?			
Dumpster Company Name:			
Dumpster Contact Information:			
How do subcontractor/Lydig remove garbage out of the building:			
Schedule of removing garbage out of the building?			
Who is responsible for getting garbage out of the building?			

Examples of Acceptable Trash Receptacles



CLEAN UP NOTIFICATION

PROJECT Snohomish 911 Emergency Communication Center	DATE
TO SUBCONTRACTOR	TIME
TO FOREMAN/SUPERVISOR	
In accordance with your firms' subcontract agreement with Lydig Construction, and as dictated in the clean-up clause of this subcontract, you are hereby given notice that the following area(s) of the project site requires immediate clean-up of debris and/or broom cleaning before:	
AREA	CLEAN UP REQUIRED

This work must be completed within 24 hours of the date and time noted above or, in accordance with the above-mentioned clause, Lydig Construction may provide the clean-up services on your behalf and deduct the cost from your contract.

Issued by

Received and Acknowledged by

Jobsite Superintendent Signature

Subcontractor Foreman/Supervisor Signature

☐

CLEAN-UP WAS COMPLETED WITHIN 24 HOURS TO SUPERINTENDENT SPECIFICATIONS

☐

CLEAN-UP WAS NOT COMPLETED WITHIN 24 HOURS - LYDIG WILL TAKE FURTHER

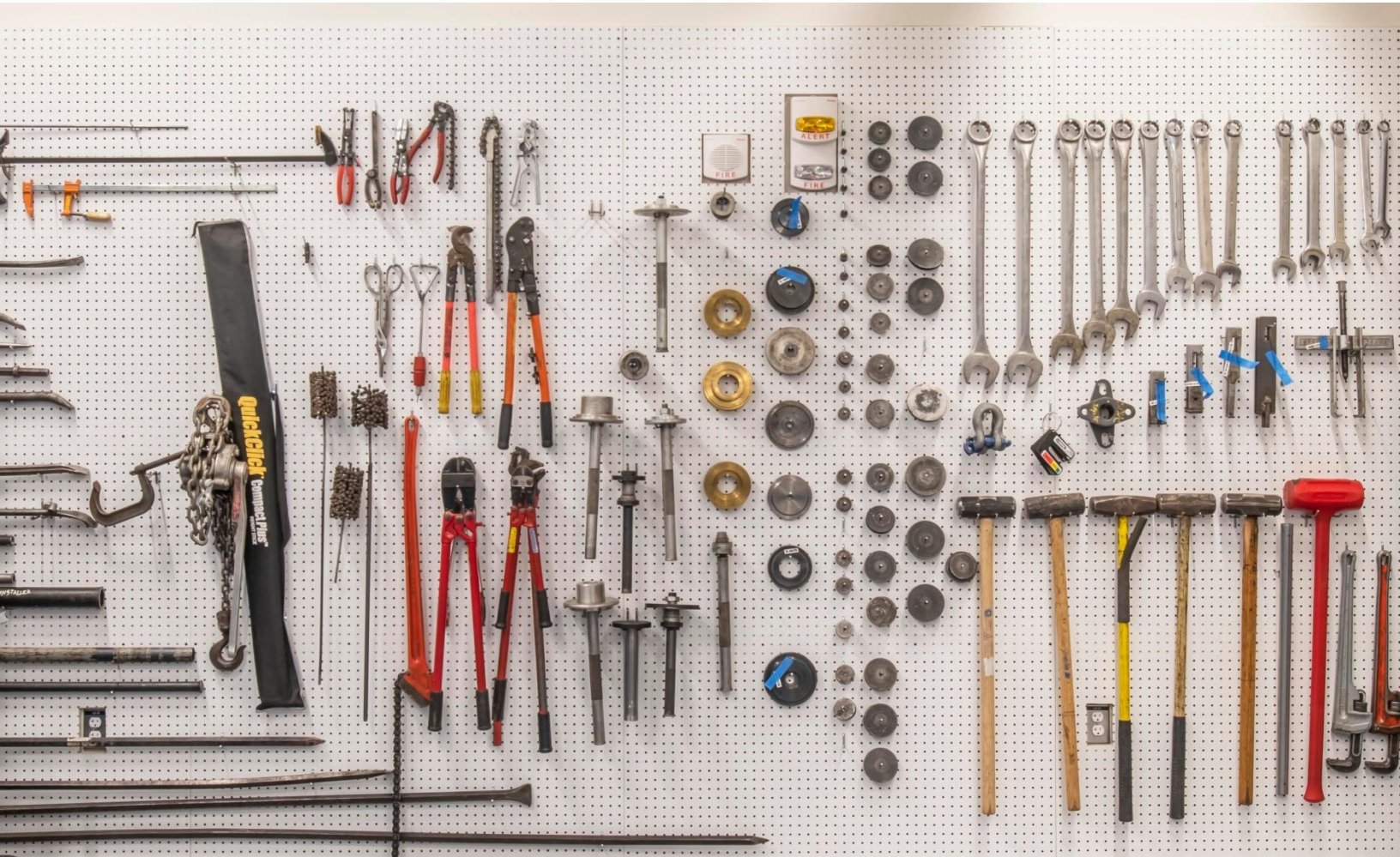
ACTION

Jobsite Superintendent Signature _____

15.0 Silica Exposure Control Plan

COMPANY	PROJECT	DATE
1. APPROVALS		
_____ Competent Person (Print)	_____ Sign	_____ Date
_____ Superintendent (Print)	_____ Sign	_____ Date
2. DESCRIPTION OF TASK		
3. LOCATION OF TASK ☐ INDOOR ☐ OUTDOOR		
4. DURATION ☐ < 4 HOURS ☐ ≥ 4 HOURS		
5. EQUIPMENT (Ex: ????)		
6. ENGINEERING CONTROLS Reference from Table 1 if applicable (Ex: Dust Removal System)		
7. WORK PRACTICES Reference from Table 1 if applicable (Ex: Wet methods)		
8. RESPIRATORY PROTECTION Reference Table 1 Chart for respirator selection (Ex: APF10 = N95)		
9. HOUSEKEEPING MEASURES Description of housekeeping measures used to limit employee exposure. (Ex: Slurry being cleaned up before it dries with wet vacuum)		
10. RESTRICTED ACCESS METHODS Describe the procedures to restrict access to work areas when necessary, to minimize the number of employees exposed to RCS and their level of exposure. (Ex: Signage, Delineators, Caution Tape)		

11. TRAINING	The Written Silica Exposure Control Plan shall be reviewed with all workers performing the above work activity and shall use the controls that have been established for each hazard. Each worker must sign and date below acknowledging the review.	
Date	Print	Signature



16.0 Spill Prevention Plan

Project Name:

Background (types of work and/or hazardous materials used)

This Spill Prevention Plan will support the activities necessary.

This spill plan is designed to handle the requirements for this system and associated hazardous materials and should be updated if the hazardous material inventory changes.

Identified Spill Hazards

Sources of petroleum products were evaluated during SPCC Plan development. Mobile construction equipment and supporting vehicles operating above the rim of the dam are identified as the primary spill hazards associated with construction activities. Spill prevention, containment, and recovery BMPs are listed for each identified hazard.

Four primary sources of petroleum product spills were identified:

- › **Equipment** leaks
- › **Storage** container leaks
- › **Refueling** spills.
- › **Equipment** failure

Multiple construction-related petroleum products will likely be present at the construction site. These petroleum products include, but are not limited to, the following:

- › **Hydraulic** fluid
- › **Brake** fluid
- › **Power** steering fluid
- › **Motor** oil
- › **Crankcase** oil
- › **General** lubrications
- › **Gasoline**
- › **Diesel**

Spill Prevention

The following are general requirements for any hazardous materials stored or used at this facility.

General Requirements

1. Ensure all hazardous substances are properly labeled.
2. Store, dispense, and/or use hazardous substances in a way that prevents releases.
3. Provide secondary containment when storing hazardous substances in bulk quantities (~55gl).
4. Maintain good housekeeping practices for all chemical materials.
5. All equipment will be inspected daily to ensure no leaks have occurred or are identified before operating.
6. Fueling BMPs
 - › Bulk gasoline and diesel fuel will be stored at a designated fueling station located as far from a free water source as practicable, and ideally greater than 150 feet.
 - › An identified fuel leak will be remedied, and the leaked material will be recovered immediately upon the leak detection.
 - › **Offsite** fueling stations will be used as much as practical.
 - › Spill response equipment and materials will be located at the fueling station, and fuel spills will be cleaned up immediately.

- › **Vehicles** and equipment fuel tanks will not be filled beyond the automatic shutoff limit.
- › Tracked mobile equipment may be fueled outside of the designated fueling station but must be fueled at least 150 feet from water unless fueling is conducted in a designed area that has designed and approved containment.
- › Fuel dispenser nozzles will be equipped such that fuel will not flow unless the dispenser is held, or it is equipped with automatic shutoffs.
- › Fueling operations must be attended to and monitored. Weekly inspections of the hazardous material storage area, secondary containment, and annular space (interior cavity of the double-wall tank) on any present Above-ground Storage Tanks (AST) or Underground Storage Tanks (UST) need to be logged in this plan. See Appendix A - Inspection Log.

Facility Specific Requirements

1. _____

2. _____

Spill Containment

The contractor will supply each construction crew with a sufficient quantity of absorbent and barrier materials to adequately contain and recover spills of on-board fuel and lubricants for the piece of equipment with the largest volume of fuel plus lubricant. These materials may include drip pans, buckets, absorbent pads, containment booms, straw bales, absorbent clay, sawdust, floor-drying agents, spill containment barriers, plastic sheeting, skimmer pumps, covered holding tanks, fire extinguishers, and other materials, as necessary.

The general spill response procedure on this project is to stop the source of the spill, contain any spilled material, and clean up the spill in a timely manner to prevent accidental injury or other damage.

Small spills will be contained by site personnel if they are able to do so without risking injury. A spill kit will be kept in close proximity to working equipment, either on the equipment or a support vehicle nearby.

Personnel will ensure that used spill cleanup materials are properly characterized before disposal.

For questions about disposal call the Lydig HSE Department who will contact the Department of Environmental Quality regarding disposal.

- › **Wheeled** vehicles and equipment will be fueled only at the designated fueling station.

Emergency Procedures

- Immediately call 911 in the event of injury, fire, or potential fire, or spill of a hazardous substance that gives rise to an emergency.
- If a spill has occurred, contact the following persons immediately:

Name: Superintendent (Lydig Construction)

(Primary and 24hr a day)

Name: Safety Title (Lydig Construction)

(Secondary)

In the event of a large spill, a properly trained employee should...

- › Notify the primary and/or secondary contact from the list above. Continue your spill response. The primary contact at this time should assess additional notification requirements (i.e., notify, DOE, etc. see Spill Reporting below).
- › **Retrieve** the spill kit from the closest location.
- › Assess the area for any immediate dangers to your health or safety (i.e., a wrecked car on fire). If any dangers are present, move away from the area, call 911.
- › Assess the size of the leak and any immediate threat of the spill reaching the floor/storm drains or permeable surfaces in the area. If there is an immediate threat and there are no safety concerns, then attempt to block the spill from coming in contact with the floor/storm drain or permeable surface. If no drain covers are available, then try to use absorbent (cat litter) and/or sock booms or rags to stop the spill from getting into the drains or to any permeable surfaces.
- › If there is no immediate threat to the floor/storm drains or permeable surfaces, or after controlling the spill, try to plug or stop the leak, if possible. If applicable, put on protective gear (gloves, goggles, protective clothing, etc.) and plug the leak.
- › If the spill can be contained with absorbent booms, deploy them around the spill. Use the booms to direct the spill away from any immediate hazards (i.e. a wrecked car).
- › Once the spill has been contained and any immediate threat to storm drains or permeable surfaces has been minimized, contact the spill cleanup contractor and dispatch them to clean up the spill or commence spill cleanup procedures.

Spill Reporting

Notify the following agencies if a hazardous substance has been released to soil, surface water, storm drains of any quantity.

(Agency):	Emergency#
	Non-Emergency #
Department of Ecology Washington Emergency Management Division	800.258.5990
National Response Center (NRC)	800.424.8802
Ecology Eastern Regional Office	509.329.3400

Hazardous Substance Inventory (major groups only)

[illegible]

Plan Management

The primary contact, or their designee, shall administer this plan and will be responsible for updating and including any required documentation.

Training

All personnel that may respond to a spill, large or small, need to be trained on the contents and procedures in this plan. Trained personnel will add their name, date of training, and phone number to the Training Log (see Appendix D). Only persons trained on this plan shall respond to a spill. If you are not trained and witness a spill, call, or notify the primary and secondary contacts listed on page 3 of this plan.

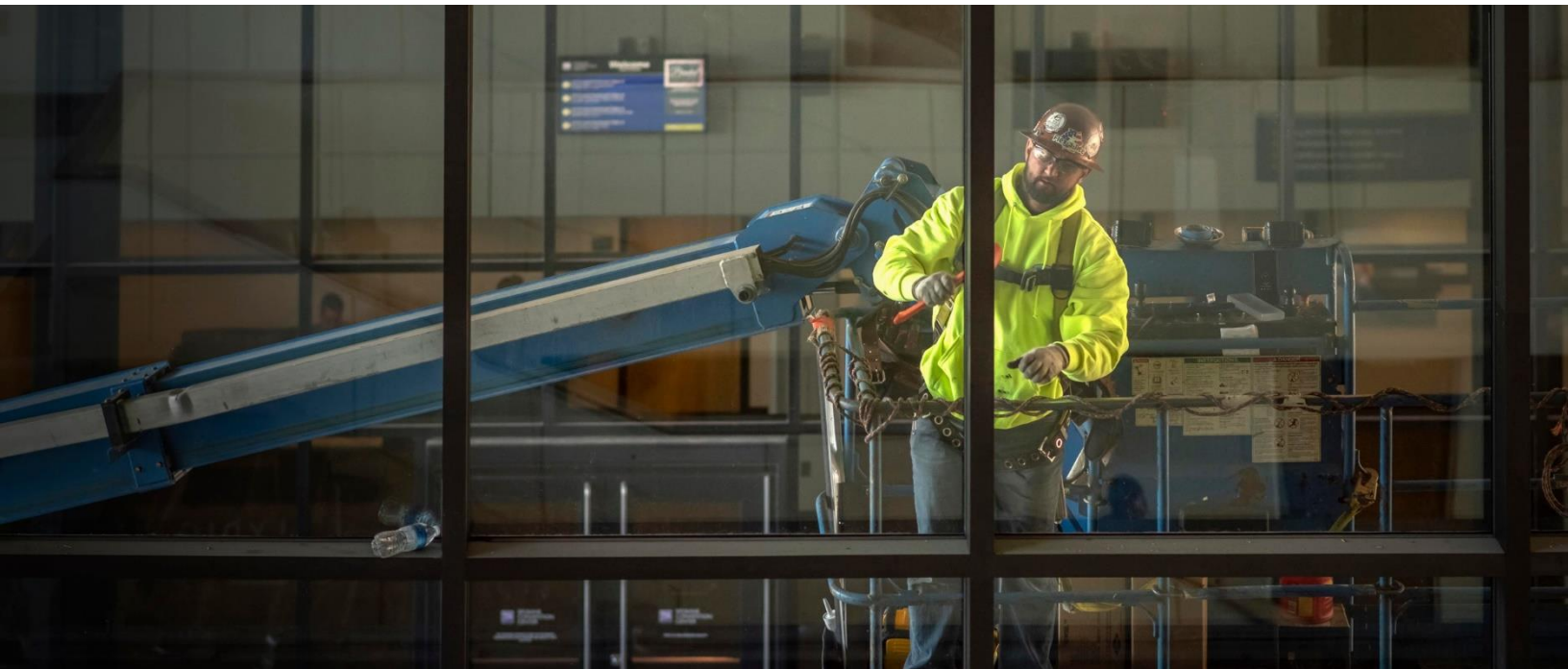
Spill Tracking

Any spills must be entered into the Spill Log (see Appendix C). If a large catastrophic spill occurs attach additional pages to describe the event. Include known or possible causes, areas affected, and effectiveness of the cleanup. Include a review of the cleanup contractor and their procedures. For small spills, it is sufficient to fill out the Spill Log and to take measures to prevent a repeat occurrence.

Facility Inspections

Routine inspections will be conducted daily during regular business hours on standard business days. Daily inspections will include, at a minimum, a visual inspection of the hazardous materials containers and the area immediately adjacent to it for signs of a spill or leak. These inspections do not need to be logged unless a spill or leak is detected. Ideally, this inspection will be conducted by a manager or by regular employees.

Full site inspections will be conducted monthly by the primary contact or their designee and will include, at a minimum, those items included on the inspection form in Appendix B. The inspection form will be attached to this plan unless all items are deemed “acceptable”; in this case, it is sufficient for the inspector to only log the inspection and the results in the Inspection Log (Appendix A)



[illegible]

Appendix B • Inspection Form

Acceptable	Unacceptable	Areas of Inspection
		Lids and Labels? Have all lids and caps been returned to their proper place? Do all the containers still have labels?
		Evidence of Spills? Is there any indication that a spill might have occurred? If so, was the spill properly cleaned up? Were there any spill kit materials used? Was the Spill Log filled out for that incident? Any housekeeping issues?
		Any Alarms or Sensor issues? (Tanks with alarm systems only) Have there been any alarm conditions in the past month? If alarms have occurred, has the monitoring system been serviced by the manufacturer or an authorized service company? Is the system up and working at this time? Is the sensor working? Did you conduct a test of the alarm and the sensor? When was the last time the sensor was serviced?
		New Hazardous Materials? Have any new chemical products been purchased? Do you have the MSDS for the new product? Have you assessed how to store and handle this new product safely? Have you added the new hazardous material to the inventory sheet in this plan? Is the container properly labeled?
		Spill Kit Complete? Have any items been used from the spill kit? If items are missing, is there an associated entry in the Spill Log? Are there any items missing that are currently on order? Is the spill kit stored where it is supposed to be stored? Is there a sufficient supply of daily cleanup materials?
		Storm Drains? Is there a buildup of sediment in the drain traps? Is there any evidence of drain clogging? Are the drain filters still intact? Any need replacing? Have they been replaced?
		Items Fixed? Have all deficiencies previously noted been fixed or made acceptable?
List any issues, deficiencies, or failures in detail:		
DATE	INSPECTOR	SIGNATURE

Appendix C • Spill Log

Date of Spill	Location of Spill	Sizes of Spill (~gallons)	Prevention Measures Taken?	Spill Kit Materials Reordered?	Was the Spill Kit Adequate? (List any deficiencies, i.e. missing equipment, etc.)

Appendix D • Training Log

[illegible]



LYDIG

LYDIG CONSTRUCTION SNOHOMISH 911 EMERGENCY COMMUNICATION CENTER (Sno911) QUALITY CONTROL PLAN

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- 4.5 Commissioning
- 4.6 Contract Closeout

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EXHIBITS

- Exhibit A – Example Concrete & Rebar Checklist
- Exhibit B – Example Wall & Ceiling Pre-Cover Checklist

1.0 PURPOSE

This document establishes the Quality Control System that enables Lydig Construction to provide the necessary means to effectively monitor, identify, enforce, and confirm that all phases of quality control are followed. These measures are meant to produce outcomes that meet or exceed the desired standards for Snohomish 911's new Snohomish 911 Emergency Communication Center. In addition, the Quality Control System will ensure all work complies with the applicable specifications and drawings with respect to materials, workmanship, construction, finish, functional performance, identification, contractor-furnished equipment, and Owner stated goals.

2.0 POLICY

Lydig, is dedicated to our Quality Control System, and we strive to obtain uniform and high-quality workmanship throughout all stages of procurement, fabrication, construction, and installation of equipment and facilities. The following principles will be observed:

- A. Assure the highest quality by maintaining supervised controls and written instructions governing quality control procedures and practices. Establish clearly defined responsibility and authority for compliance.
- B. Conform to all contractual requirements, specifications, applicable standards, and the Lydig Quality Control Plan (QCP).
- C. Maintain strong lines of communication with OAC Services and representatives associated with the Snohomish 911 ECC (Sno911) and keep them apprised of any Quality Control related matters.

3.0 ORGANIZATION

Quality Control Team (QCT) - The Quality Control Team formulates and implements, as required, the written procedures and instructions contained in this plan. Actual practices are not limited to this plan and where a discrepancy exists between this plan and the contract requirements, the contract shall prevail. The QCT will consult with Sno911 personnel for the

Snohomish 911 ECC to assure compliance with the quality control requirements of the contract. QCT shall coordinate the quality control efforts of subcontractors and suppliers to correspond with the overall Quality Control Plan (QCP). The QCT shall provide direct feedback and advise Sno911 Representatives regarding the effectiveness and capability of the quality control organization, including but not limited to, coordination, field engineering, office engineering, coordination with designers, and accounting for Sno911 property, etc. The QCT will review and coordinate submittals and approvals for the contractor-furnished materials/equipment, manage testing, and schedule inspections as required for all contractor work to ensure compliance with contract plans, and specifications.

Contractor's QC Personnel – Quality control functions will be carried out by Contractor personnel including the Project Superintendents, Foreman, Project Managers, and Project Engineer who will be physically on the jobsite for the duration of the contract work. The superintendent will be the leader of the QCT in areas as required to fully implement the QCP. The Superintendent will delegate QA/QC duties to other Contractor personnel such as the Project Foreman, Project Manager, Project Engineers to assist with items related to the QA/QC process such as submittals, scheduling, sustainability, and documentation. All QC personnel onsite will have the complete authority to take any action necessary to ensure the project is constructed per the contract.

Commercial Testing Firms - Use of accredited/certified Agencies.

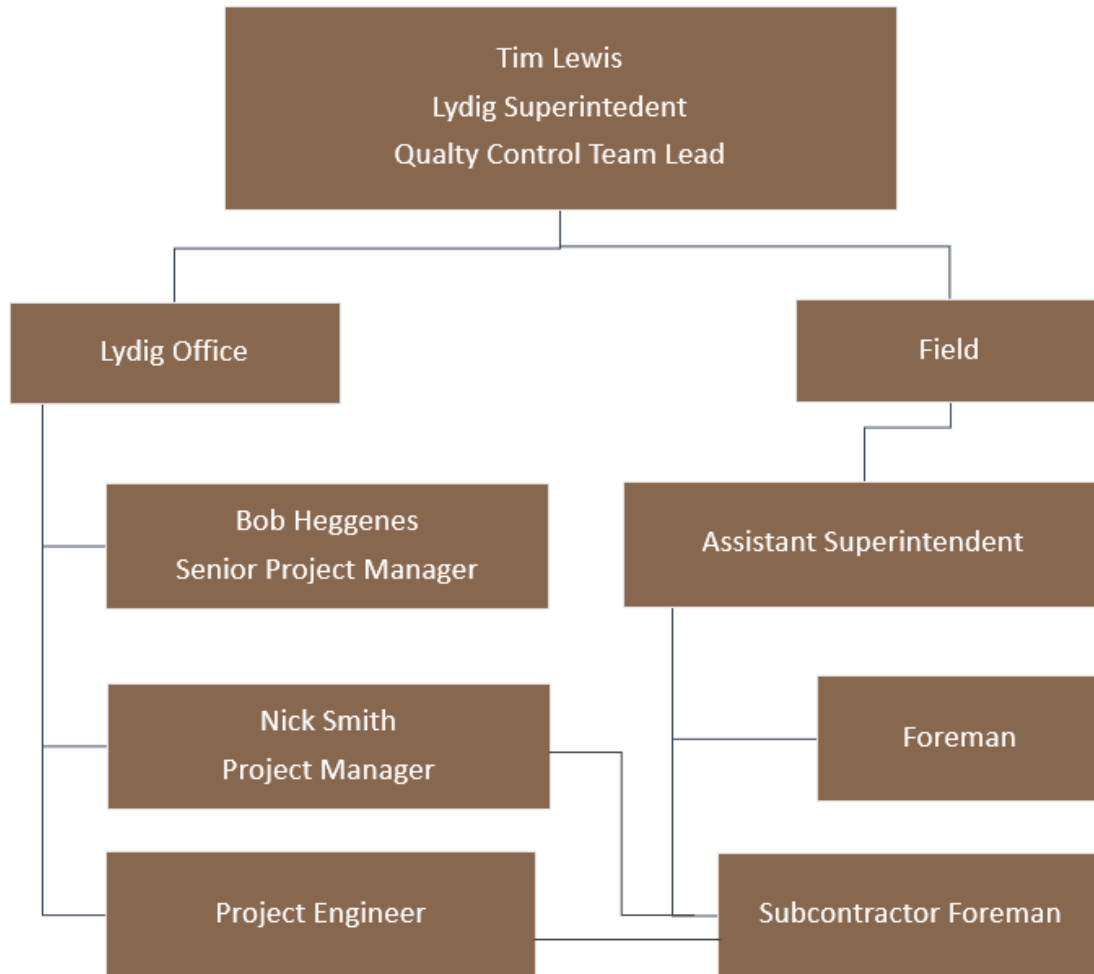
CONTRACTOR DESIGN CONSULTANTS

Engineering – Only Licensed Professional Engineers registered in the State of Washington and acceptable to the Owner will be involved with the project.

Other Licensed Professionals – Lydig will query and verify the credentials of other licensed individuals utilized in their associated field as it relates to the project.

Manufacturer's Field Representatives – Lydig will require that qualified Field Representatives assist with assessments and verification of installations, equipment startup, and other pertinent systems.

Quality Control Team Organization Chart



4.0 PROCEDURES

4.1 Control of Onsite Construction

The QCT will observe sufficient control phases and tests of all work, including that of subcontractors and suppliers, to ensure conformance to applicable specifications and drawings with respect to the materials, workmanship, construction, finish, functional performance, and identification. Lydig QC personnel will monitor at least three phases of control for all definable features of work, as follows:

A. PREPARATORY PHASE – performed prior to beginning each definable feature of work. During the Preparatory Phase the following actions will occur:

1. Review contract requirements.
2. Check to ensure that all materials and/or equipment are on hand and have been tested, submitted, approved, and if necessary, that these materials/or equipment meet the sustainability requirements as required.
3. Check to ensure that provisions have been made to provide required control testing.
4. Examine work areas to assure that all preliminary work has been accomplished.
5. Conduct a physical examination of required materials, equipment, and the area of operation to ensure that the materials/equipment are on hand and conform to construction documents and the approved shop drawings.
6. Review Hazard Analysis and safety requirements for the portion of work.

Once the Preparatory Phase elements have been met, the Initial Control Phase begins with the onset of work.

INITIAL PHASE – Performed at the beginning of a definable feature of work. Initial Phase work will be identified in Weekly Owner Meetings when the Contractor comments on the Project Schedule. During the Initial Phase the following actions will occur:

1. Check preliminary work.
2. Check new work for compliance with contract documents.
3. Review control testing.
4. Establish levels of workmanship.
5. Check for use of defective, damaged, or incorrect materials.
6. Check for omissions and if possible, resolve any differences of interpretation with Design Partner.
7. General check of dimensional requirements.
8. Check safety compliance.

C. FOLLOW-UP PHASES – Perform daily checks to assure continued compliance with workmanship and the contract requirements established in the Initial Phase. The procedure for controlling the quality of work, including identifying any deficiencies, will be a daily activity for the duration of the project. The documentation of quality of work will be included in the Superintendent Daily Report, subcontractor QC Report, as well as any field test results. Deficiencies in the work will be noted in daily reports, and if necessary, in Autodesk Construction Cloud (ACC) via the Issues platform. Once an Issue has been issued, it will be assigned to the respective trade, noted in the Issues Log, and corrective action to meet the

contract requirements is also documented within the Issue. Once Issue has been corrected, it will be marked Closed on the Issues Log.

4.2 Receiving and Warehousing

Inspection of delivered construction materials slated for permanent installation will be performed by the QCT. A strict visual inspection will be conducted to identify any damage, that the material complies with the approved submittal, and as a minimum, a copy of the delivery ticket or Bill of Lading is provided to Lydig's personnel for proper documentation.

4.3 Drawings and Document Control

Contract drawings, work orders, change orders and other technical information issued for construction shall be maintained by the QCT and kept current and recorded as it is revised. No technical information will be replaced or revised without receipt of a properly authorized Change Notice, Field Directive, Revision or equal. The QCT will as-built plans and specifications via *ACC Sheets* and *AutoSpecs*.

4.4 Materials Verification at Delivery

During the receiving and documentation process, the delivered materials shall be verified that they conform to what was approved during the Submittal Process.

4.5 Commissioning

Lydig and their subcontractors will strive to work with the Owner's Commissioning Agent(s) to perform and meet all the required commissioning goals. Commissioning is understood to be a project long commitment, with Sno911 and the Commissioning Agent (CxA) reviewing key submittals and conducting meetings along the way.

4.6 Contract Closeout

As part of Closeout Procedures, QCT will inspect all items of Work prior to requesting Substantial Completion. Once the Contractor has completed their Pre-Punch, Sno911 representative and design partners will create one wholistic project punch list via ACC. Lydig and their subcontractors will review and subsequently correct all items on the Punch List. Identified items on Punch List forms will be initialed and dated when corrected by the appropriate entity. Once all items on the Punch List have been completed, the Contractor will return the Punch List to the Design Team Partners along with a written statement that the project is complete and ready to receive Substantial Completion. Other closeout procedures such as Record Documents, Warranties, and Final Payment Applications will be addressed by the Lydig Project Manager staff.

5.0 TESTING

All testing will be in accordance with the applicable section of the Specifications, Drawings, or the Authority having Jurisdiction. A test log will be maintained indicating the test performed, location, date, the appropriate Specification for the work, the agency, or AHJ that performed the test or inspection, and the test results. During the Preparatory Phase for each definable feature of work, the testing procedures, frequency, and responsible parties will be reviewed to ensure compliance with the contract. The QCT will schedule the testing as indicated in the contract documents.

6.0 QUALITY CONTROL PROCEDURES

6.1 Surveillance of Operations

Construction deficiencies of greater concern that come to the attention of any Lydig Quality Control personnel will record them, and subsequently inform the Design Team Partners and Sno011 of the issue(s) at hand as needed. In addition to the QCT, all subcontractors will provide their own QC for their scope of work.

6.2 Acceptance Inspection Procedures

All construction work shall be in accordance with contract drawings, approved shop drawings, and specifications. All rework processes or changes must be authorized. All construction work will be recorded in the Superintendent's Daily Report. If deficiencies are found, they will be handled in accordance with the inspection deficiency procedures described.

6.3 Deficiency Inspection Procedures

This procedure is intended as an inspection system whereby all deficiencies in quality, workmanship, materials, equipment, supplies and/or deviations from engineering requirements in the specifications are called to the attention of the responsible personnel.

A. If necessary, minor deficiencies will be annotated in the Superintendent's Daily Log. The QCT will have a verbal discussion with the contractor or subcontractor regarding the deficiency and the course of action(s) required to correct it.

B. When materials, equipment, supplies, or workmanship do not comply with the contract and are rejected by Lydig's QCT, the QCT will immediately prepare a report via the *Issues* log and assign to the contractor whose work was identified as non-conforming. Utilizing the *Issues* function on ACC, the deficient work will be assigned an Issues number by the QCT with a concise statement and description.

C. Upon completion of remedial work for the item(s) specified, the QCT will be notified. The QCT will then re-inspect the work for compliance. If found to comply, the corrected deficiency will be annotated as "Closed" on the Issues Log. If the work is found not to comply, the work will once again be indicated as non-conforming and annotated as so on the Issues Log. The uncorrected issue will remain in an "Open Status" for the Contractor or subcontractor to rectify.

D. The Issues Log will be reviewed weekly by the Project Manager, Project Superintendent, and Project Engineer to formulate disposition of each listed or uncorrected deficiency. They will establish timetables for final resolution of all deficiencies.

EXHIBIT A



Rebar and Concrete Pre-Installation Checklist

Project: Sno911

New form required for each pour area

This form is to be completed prior to installation of reinforcing steel and again after the installation of reinforcing steel and placement of concrete.

Date:

Location of Work:

Installing Contractor:

Installing Contractor Competent Person:

Subcontractors to access work area:

Formwork Inspection Checklist

Describe work to be done:

Estimated date range of work to be done:

Pre-Access

Pre-Pour

After Pour

Formed deck complete?

Y N N/A Y N N/A Y N N/A

Handrails complete?

Y N N/A Y N N/A Y N N/A

Holes covered, secured and covered?

Y N N/A Y N N/A Y N N/A

Type of ladder, scaffold stair access, man lift, or ramp, are they in compliance with known regulations?

Y N N/A Y N N/A Y N N/A

Has formwork and falsework been installed per the engineered record and confirmed by the installing contractor?

Y N N/A Y N N/A Y N N/A

Did the installing contractor conform that the vertical formwork, elevated decks, and other working/walking surfaces structurally stable and adequately braced, guyed, or supported to allow safe access of workers, materials, and equipment?

Y N N/A Y N N/A Y N N/A

Installing Contractor Signature:

Controlling Contractor Signature:

Comments:

EXHIBIT B



Project: Snohomish 911 - ECC
Job Number: 30162

WALL & CEILING COVER INSPECTION		DATE:	
Part A - Locations:			
Zone and Room Numbers	Description	Planned Cover Date	
Part B - Pre-cover			
Description	Craft Release (Signed/Dated) LCI Staff / Sub Foreman		Inspections AHJ/City/Fire/L&I (Signed/Dated)
FRAMING			
BACKING & BLOCKING			
PLUMBING			
DUCT INSTALLATION			
DUCT INSULATION			
SECURITY			
CONTROLS			
FIRE PROTECTION			
INSULATION			
FIRE CAULKING			
ELECTRICAL			
Part C - Inspection Requirements			
	Time:	Date ____/____/____	Signed:
	Time:	Date ____/____/____	Signed:
Comments:			



Snohomish County 911 Emergency Communications Center

MWBE Inclusion Plan



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Exhibit A

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Introduction



Value Statement

Lydig is committed to providing access to opportunities within the community. We embrace the M/WBE aspirations, employment of local minority talent, minority business partnerships, and relationships with leading or local subcontracting organizations that support diversity and inclusion as essential elements of building Sno911.

Our inclusion and outreach efforts for the Sno911 project are based on three guiding elements:

1. Commitment to create opportunities for participation by Minority, Women and other Small Businesses in bid packages.
2. Commitment to employ a diverse workforce involving the building and construction trades, apprentices, and pre-apprentice participants.
3. Continuous Community Engagement.

Aspirational Goals

Aspirational Goals

- Provide mentor opportunities to self-identified M/WBE firms through the bid and construction process
- Design partners will make an effort to have M/WBE opportunities for consultant engagement.
- MEP partners and GMP bid scopes will aim to create M/WBE project opportunities through inviting M/WBE businesses to bid as a prime or sub-tier subcontractors/suppliers.

Inclusion Team Members

Inclusion Expert

- Diahnna Nunez
- Role: As the Inclusion Expert, Diahnna serves as an overarching project team advisor. Diahnna will advise on all aspects of project strategy to achieve the inclusion plan goals based on her expertise. Diahnna is responsible for making connections with new MWBE businesses, coordinating 1:1 sessions with MWBE businesses and Lydig team members, and providing direct support services, such as assistance with MWBE Certifications

Project Managers

- Bob Heggenes and Nick Smith
- Role: As the Project Managers, Bob and Nick are responsible to coordinate with all team members and ensure all aspects of the Inclusion Plan are implemented and executed.

Vice President of Pre-Construction & Chief Estimator

- Kevin McCarry
- Role: In his roles at VP of Pre-Construction and Chief Estimator, Kevin leads the strategy on scope by scope MWBE subcontractor identification for potential bidders, as well as a key team member in the process of relationship building with MWBE businesses to help ensure their participation is maximized in the projects bidding process.

MWBE, Workforce, & Community Engagement Schedule Overview



MWBE Subcontracting, Workforce, & Community Engagement Schedule Overview:

2023 – Q4:

- MWBE Outreach for Bid Packages (Phase 2A Bid Packages)
- Provide opportunities for bid scope review sessions with MWBE businesses

2024 – Q1 and Q2:

- MWBE Outreach for Bid Packages (Phase 2B Bid Packages)
- Provide opportunities for bid scope review sessions with MWBE businesses
- Workforce Outreach, development, and follow up
- Pre-apprenticeship partnerships & support
- Neighborhood Communication (in person introduction)

2024 – Q2 and Beyond

- Workforce Outreach, development, and follow up
- Pre-apprenticeship partnerships & support
- Neighborhood engagement

MWBE Business Approach



M/WBE INCLUSION APPROACH

The M/WBE inclusion efforts will be lead by Diahnna, with support by Bob, Nick, and Kevin. The project specific approach will be focused on utilizing existing connections with M/WBE businesses, as well as, building new relationships. While driven by the Sno911 project, these efforts are intentionally focused on relationship building and connecting M/WBE businesses to all bidding opportunities Lydig has to offer. Development of long-term relationships and increasing the capacity of M/WBE partners are the parameters that inform our approach.

Existing Connections: Lydig has a robust existing database of M/WBE businesses and this database will serve as the foundation that our outreach and inclusion efforts will build from. As project specific efforts and events are conducted, all M/WBE businesses within our database will be contacts and made aware of project opportunities.

Building New Relationships: Connecting with new M/WBE businesses is a requirement to continue our commitment to maximize M/WBE participation, as well as, utilize local community businesses. Strategic outreach will be implemented to make these new connections.

M/WBE Subcontractor Input: As the connections are made with new M/WBE businesses and discussions are continued with existing M/WBE relationships, we have collected information on the business name, experience, ideal scope of work, ideal contract size, desired areas of growth, barriers to their participation, and topics or training that they would like to see provided. This information has allowed us to help ensure we are able to continue the dialog and ensure upcoming opportunities are directly communicated to all interested businesses, better understand barriers and how the team may be able to address them (discussed further below), and 'right-size' scopes of work to help ensure we can tailor bid packages in a way that will allow the most M/WBE businesses to compete as a prime or sub-tier subcontractor.

Customize Scopes of Work - When considering the scopes of work, we will review the best approach to incorporate it within the project. As the design evolves, the bid packages will be refined to represent the optimal presentation for local subcontractors and suppliers. We will tailor the bid packages to be:

- Easily understood by the trades
- Representative of the scopes of work within their standard scopes performed
- Presented in a logical sequence of installation that will help them to be efficient and cost effective
- Organized and written in a way that will attract competitive subcontractor pricing that is consistent with the previously established budgets

SUPPORT SERVICES

Barrier Removal – We understand that barriers exist that will limit the ability of some M/WBE firms to participate in, or be successful in, projects that utilize historic industry standards without consideration of how they are applied or who they impact. Lydig is committed to thoughtful and meaningful removal of these barriers. Specific barriers include:

- **Prompt Pay** - We are committed to implementing prompt pay procedures that will pay M/WBE subcontractors based on when the work is completed on site, rather than when Lydig is paid by the owner for that work.
- **Unnecessary Bonding Requirements** - When writing scopes of work, bonding necessity will be considered at all times and bid packages will be structured to eliminate bonding requirements when they are not legally required, or bundle potential M/WBE scopes within other partnership opportunities when eliminating the bond is not legally an option for the project.
- **Building Bonding Capacity** - In conjunction with intentional consideration of bonding requirements, we will also focus to work with MWDBE firms on developing the business practices that will allow them to build bonding capacity. Lydig Construction will not impose any bonding threshold that is more restrictive than what is required by the RCW.
- **Insurance** – While Bonding is often required to protect the Prime Contractor and/or the project Owner, insurance is a source of protection for the M/WBE firms themselves. Lydig is committed to reviewing the bid required insurance and ensure that they are not overly burdensome
- **Retention Release** – We are also committed to working with Sno911 and establishing early release of retention funds to M/WBE firms to ensure timely release of the funds upon completion of their work on site.

We are committing to removing the barriers as described above but are also committed to engaging the M/WBE subcontractors to understand additional barriers that may be in place but not listed above. This will be a critical portion of the M/WBE Subcontractor input process. With the emphasis of the early outreach efforts to ensure any barriers can be understood; strategies can be put in place to remove them prior to the implementation of any bidding requirements.

CAPACITY BUILDING

Post-Award Mentoring – We view continued mentoring as a critical component to help lead to successful completion of each M/WBE firm's scope of work as well as helping continue to develop the businesses. To make this mentoring as easily as accessible as possible, we will provide opportunities throughout the construction process. Mentoring M/WBE subcontractors

to help get questions answered, develop any skills they request support with, or work through any situations on the project that have questions or concerns with.

Long-Term Relationships – As we focus on outreach and building relationships with MWBE partners, we are actively focused on providing opportunities on all current and future Lydig bids, not just singularly focused on bidding for the Sno911 project.

SUBCONTRACTOR ONBOARDING PROCESS

Pre-construction / Kick off meetings: Lydig will hold a preconstruction meeting with each subcontractor prior to starting the respective scope of work. The preconstruction meeting will allow the team to review the project background, specific scope of work, address particular details, site access, schedule, and payments to set each subcontractor up for success before mobilizing onsite.

PROCUREMENT OVERVIEW

The overall project will be procured in two phases. The project will begin with early packages in the winter of 2023 related to demolition, structure, and site, followed by the full remodel work in the existing building during the first quarter of 2024.

Progress Monitoring & Tracking



Progress Monitoring and Tracking - The project has non-required aspirational goals for M/WBE participation. Our plan will represent the proposed bid package breakout, along with targeted M/WBE subcontractors that are expected to be able to participate in the bid process for each bid package or scope of work. We will target each GMP phase set of bid packages to have a clear path for M/WBE bidding participation. Lydig will utilize the MWBE Projection Matrix included as an exhibit following the inclusion plan.

Preconstruction Phase Monitoring

Creation of Project Budget by CSI divisions

Identification of potential MBE and WBE bidders by CSI scope

Update MWBE Projection Matrix to represent MWBE market potential

Assign each CSI scope into larger Bid Packages

Draft Bid Package bid form for aspirational MWBE goals based on MWBE Projection Matrix data

Exhibit A

MWBE Projection Matrix





Equipment Rates			
Equipment Description	Day	Week	Month
Barracades			
Rooftop Deliniators	\$ 2.00	\$ 8.00	\$ 20.00
Candlesticks	\$ 1.00	\$ 4.00	\$ 10.00
Jackhammer, Etc.			
60# & 70# Jackhammer	\$ 52.00	\$ 156.00	\$ 468.00
Points and Chisels	\$ 20.00	\$ 20.00	\$ 20.00
Chainsaws			
Electric Chainsaw, 16"	\$ 25.00	\$ 100.00	\$ 250.00
Gas Chain Saw 20"	\$ 50.00	\$ 200.00	\$ 500.00
Communication			
Radio's	\$ 5.00	\$ 20.00	\$ 50.00
Compaction			
Jumping Jack	\$ 50.00	\$ 200.00	\$ 500.00
Vibratory Plate	\$ 50.00	\$ 200.00	\$ 500.00
Compressors			
185 Cfm Compressor	\$ 90.00	\$ 360.00	\$ 900.00
3/4" X 50' Airhose	\$ 3.00	\$ 12.00	\$ 30.00
1 1/2HP Elec Compressor	\$ 25.00	\$ 100.00	\$ 250.00
3/4 HP Elec Compressor	\$ 20.00	\$ 80.00	\$ 200.00
5 HP Gas Compressor	\$ 30.00	\$ 120.00	\$ 300.00
Blow Pipe	\$ 5.00	\$ 20.00	\$ 50.00
3/8" X 50' Air Hose	\$ 5.00	\$ 20.00	\$ 50.00
Concrete Finishing Equipment			
Back Pack Conc Vibrator	\$ 50.00	\$ 200.00	\$ 500.00
Soff Cut Concrete Saw	\$ 100.00	\$ 400.00	\$ 1,000.00
Power Screed	\$ 50.00	\$ 200.00	\$ 500.00
Pressure Washer	\$ 50.00	\$ 200.00	\$ 500.00
Pump Sprayer	\$ 50.00	\$ 200.00	\$ 500.00
Saddles (2x4 & 3/4")	\$ 0.07	\$ 0.28	\$ 1.00
Symon Forms - All Sizes	\$ 1.00	\$ 4.00	\$ 10.00
Walk Behind Conc Saw	\$ 40.00	\$ 160.00	\$ 400.00
Concrete Vibrator	\$ 35.00	\$ 140.00	\$ 350.00
External Vibrators	\$ 10.00	\$ 40.00	\$ 100.00
Flat Wedge	\$ 0.07	\$ 0.28	\$ 1.00
Ground Thaw Heater	\$ 750.00	\$ 3,000.00	\$ 7,500.00
Hi-Cycle Battery 52 volt	\$ 78.00	\$ 312.00	\$ 780.00
Concrete Blanket	\$ 2.00	\$ 8.00	\$ 20.00
Hi-Cycle Genset and Vib	\$ 50.00	\$ 200.00	\$ 500.00
Jahn "A" Bracket	\$ 0.07	\$ 0.28	\$ 1.00



Equipment Rates			
Equipment Description	Day	Week	Month
Pencil Rod Nuts	\$ 0.07	\$ 0.28	\$ 1.00
Steel Stakes (all sizes)	\$ 0.07	\$ 0.28	\$ 0.70
Sand Blst pot	\$ 40.00	\$ 160.00	\$ 400.00
Turnbuckle	\$ 0.50	\$ 1.50	\$ 4.50
Drills			
1/2" Cordless Drill	\$ 10.00	\$ 40.00	\$ 100.00
1/2" "D" Handle Drill	\$ 10.00	\$ 40.00	\$ 100.00
Hole Hog	\$ 10.00	\$ 50.00	\$ 100.00
Core Drill W/Stand	\$ 50.00	\$ 200.00	\$ 500.00
3/8" Right Angle Drill	\$ 10.00	\$ 50.00	\$ 100.00
Electrical Equipment			
Temp Power Box	\$ 10.00	\$ 40.00	\$ 100.00
Temp Power Cord 100ft	\$ 10.00	\$ 40.00	\$ 100.00
Temp Power Cord 50ft	\$ 5.00	\$ 20.00	\$ 50.00
Temp Power Cord Y-Splitter	\$ 2.00	\$ 8.00	\$ 20.00
Heater Cords - 480v	\$ 10.00	\$ 40.00	\$ 100.00
Excavation Equipment			
Bobcat	\$ 150.00	\$ 600.00	\$ 1,500.00
Mini Excavator	\$ 250.00	\$ 1,000.00	\$ 2,200.00
Skid Steer T650	\$ 250.00	\$ 1,000.00	\$ 2,200.00
Fork Attachment	\$ 20.00	\$ 80.00	\$ 200.00
Breaker Attachment	\$ 125.00	\$ 500.00	\$ 1,250.00
Sweeper Attachment	\$ 50.00	\$ 200.00	\$ 500.00
Fans			
36" Fans	\$ 10.00	\$ 40.00	\$ 100.00
20" Fans	\$ 3.00	\$ 12.50	\$ 50.00
Manhole Blower	\$ 10.00	\$ 40.00	\$ 100.00
Forklift			
Forklift Extended Reach 10K 56'	\$ 485.00	\$ 1,940.00	\$ 4,850.00
Forklift Extended Reach 8K 42'	\$ 250.00	\$ 1,000.00	\$ 2,500.00
Forklift Extended Reach 6K 42'	\$ 200.00	\$ 800.00	\$ 2,000.00
Forklift Bucket	\$ 50.00	\$ 200.00	\$ 500.00
Generators			
5KW Generator	\$ 67.00	\$ 268.00	\$ 670.00
25 KW Generator	\$ 240.00	\$ 960.00	\$ 2,400.00
Grinder			
Peanut Grinder	\$ 10.00	\$ 40.00	\$ 100.00
9" Grinder	\$ 10.00	\$ 40.00	\$ 100.00
Floor Polisher	\$ 50.00	\$ 200.00	\$ 500.00



Equipment Rates			
Equipment Description	Day	Week	Month
Heaters			
240v Electric Heater	\$ 35.00	\$ 140.00	\$ 350.00
480v Electric Heater	\$ 40.00	\$ 160.00	\$ 400.00
150,000 BTU Heater	\$ 15.00	\$ 60.00	\$ 150.00
350,000 BTU Heater	\$ 20.00	\$ 80.00	\$ 200.00
400,000 BTU SureFlame	\$ 50.00	\$ 200.00	\$ 500.00
1.5 Million BTU SureFlame	\$ 75.00	\$ 300.00	\$ 750.00
1" Gas Line 50'	\$ 5.00	\$ 20.00	\$ 50.00
Milk House Heater	\$ 2.00	\$ 8.00	\$ 20.00
7 Gal Propane Tank	\$ 1.00	\$ 4.00	\$ 10.00
Small De-humidifier (10 Gallon)	\$ 30.00	\$ 120.00	\$ 300.00
Large De-humidifier (35 Gallon)	\$ 50.00	\$ 200.00	\$ 500.00
25 Gallon Propane Tank	\$ 2.00	\$ 8.00	\$ 20.00
Weed Burner	\$ 2.00	\$ 8.00	\$ 20.00
Impact			
1/2" Impact Wrench	\$ 15.00	\$ 60.00	\$ 150.00
3/4" Impact Wrench (Elec)	\$ 20.00	\$ 80.00	\$ 200.00
Ladders			
6' Step Ladder	\$ 5.00	\$ 20.00	\$ 50.00
8' Step Ladder	\$ 5.00	\$ 20.00	\$ 50.00
10-12" Step Ladder	\$ 6.00	\$ 24.00	\$ 60.00
16-24' Ext Ladder	\$ 7.00	\$ 28.00	\$ 70.00
28-40' Ext Ladder	\$ 8.00	\$ 32.00	\$ 80.00
Laser/Levels			
Auto Level	\$ 25.00	\$ 100.00	\$ 250.00
Theodolites	\$ 50.00	\$ 200.00	\$ 500.00
Laser Level	\$ 40.00	\$ 160.00	\$ 400.00
Laser Reciever	\$ 10.00	\$ 40.00	\$ 100.00
Level	\$ 20.00	\$ 80.00	\$ 200.00
Transit	\$ 30.00	\$ 120.00	\$ 300.00
Total Station	\$ 60.00	\$ 240.00	\$ 600.00
Prism	\$ 5.00	\$ 20.00	\$ 50.00
Tripod	\$ 10.00	\$ 40.00	\$ 100.00
Tribrach	\$ 5.00	\$ 20.00	\$ 50.00
Survey Truck w/Equipment Package	\$ 350.00	-	-
Lighting Equipment			
50' Light Strings	\$ 10.00	\$ 40.00	\$ 100.00
Light Tower/Trailer	\$ 60.00	\$ 240.00	\$ 600.00
500 Watt Halogen Light	\$ 10.00	\$ 40.00	\$ 100.00



Equipment Rates			
Equipment Description	Day	Week	Month
Wobble Lights	\$ 10.00	\$ 40.00	\$ 100.00
Misc.			
Back Pack Blower	\$ 10.00	\$ 40.00	\$ 100.00
Banding Machine	\$ 5.00	\$ 20.00	\$ 50.00
Biscuit Cutter	\$ 10.00	\$ 40.00	\$ 100.00
Sheet Rock Cart	\$ 5.00	\$ 20.00	\$ 50.00
Self Dumping Hopper 2 1/2 Yard	\$ 19.00	\$ 76.00	\$ 190.00
Demo Cart	\$ 4.20	\$ 16.80	\$ 60.00
Fence Panels	\$ 1.00	\$ 4.00	\$ 10.00
Material Lift, Genie	\$ 20.00	\$ 80.00	\$ 200.00
Pallet Jack	\$ 20.00	\$ 80.00	\$ 200.00
Powder Gun	\$ 20.00	\$ 80.00	\$ 200.00
Floor Scrubber - Ride On	\$ 300.00	\$ 1,200.00	\$ 3,000.00
Floor Cleaner - Walk Behind	\$ 62.00	\$ 248.00	\$ 620.00
Ride-on Floor Scrubber	\$ 300.00	\$ 1,200.00	\$ 3,000.00
Walk-Behind Floor Scrubber	\$ 62.00	\$ 248.00	\$ 620.00
Power Shears	\$ 10.00	\$ 40.00	\$ 100.00
Zipwalls	\$ 5.00	\$ 20.00	\$ 50.00
Nailer			
Coil Nailer	\$ 10.00	\$ 40.00	\$ 100.00
Impulse Nailer	\$ 10.00	\$ 40.00	\$ 100.00
Finish Nailer	\$ 10.00	\$ 40.00	\$ 100.00
Brad Nailer	\$ 8.00	\$ 32.00	\$ 80.00
Framing Nailer	\$ 10.00	\$ 40.00	\$ 100.00
Stapler	\$ 10.00	\$ 40.00	\$ 100.00
Nibbler	\$ 10.00	\$ 40.00	\$ 100.00
Office Equipment			
Tank Desk			\$ 10.00
Chair, Office			\$ 8.00
Chair, Folding			\$ 2.00
File Cabinet, 4 drawer			\$ 5.00
Table , Meeting 8'			\$ 10.00
Table, Lunch 6'			\$ 5.00
Sanders, Router, Planer			
Palm Sander	\$ 10.00	\$ 40.00	\$ 100.00
Belt Sander, 3"	\$ 10.00	\$ 40.00	\$ 100.00
Router	\$ 10.00	\$ 40.00	\$ 100.00
Planer	\$ 10.00	\$ 40.00	\$ 100.00
Pumps			



Equipment Rates			
Equipment Description	Day	Week	Month
Submersible Pump 3/4"	\$ 5.00	\$ 20.00	\$ 50.00
Submersible Pump 1 1/2"	\$ 30.00	\$ 120.00	\$ 300.00
2" Trash Pump	\$ 35.00	\$ 140.00	\$ 350.00
3" Trash Pump	\$ 50.00	\$ 200.00	\$ 500.00
Roto Hammers			
Small Roto Hammer	\$ 20.00	\$ 80.00	\$ 200.00
Lg Roto Hammer	\$ 30.00	\$ 120.00	\$ 300.00
Saws			
14" Chop Saw	\$ 10.00	\$ 40.00	\$ 100.00
Beam Saw	\$ 12.00	\$ 48.00	\$ 120.00
Compound Mitre Saw	\$ 15.00	\$ 60.00	\$ 150.00
Demo Saw	\$ 35.00	\$ 140.00	\$ 350.00
Sawsall	\$ 10.00	\$ 40.00	\$ 100.00
Portable Band Saw	\$ 10.00	\$ 40.00	\$ 100.00
Jig saw	\$ 10.00	\$ 40.00	\$ 100.00
7 1/4" Skil Saw	\$ 10.00	\$ 40.00	\$ 100.00
Table Saw	\$ 15.00	\$ 60.00	\$ 150.00
Scaffold			
Scaffold, 5' Tower Complete	\$ 5.00	\$ 20.00	\$ 50.00
Baker Scaffold	\$ 5.00	\$ 20.00	\$ 50.00
Screw Guns			
Screw Gun	\$ 5.00	\$ 20.00	\$ 50.00
Ribbon Screw Gun	\$ 10.00	\$ 40.00	\$ 100.00
Storage & Trailers			
Storage Container	\$ 15.00	\$ 60.00	\$ 150.00
Lg Tool Box	\$ 7.00	\$ 28.00	\$ 70.00
12X60' Office Trailer	\$ 60.00	\$ 240.00	\$ 600.00
10X42' Office Trailer	\$ 40.00	\$ 160.00	\$ 400.00
10X32' Office Trailer	\$ 25.00	\$ 100.00	\$ 250.00
10X24' Office Trailer	\$ 20.00	\$ 80.00	\$ 200.00
Bobcat Trailer	\$ 50.00	\$ 200.00	\$ 500.00
Vehicles			
Superintendent Vehicle [Truck]			\$ 1,155.00
Flatbed Dump Truck	\$ 1,750.00	\$ 700.00	\$ 1,750.00
Welders			
Welder, Wire, Electric	\$ 25.00	\$ 100.00	\$ 250.00
Welder, 275a, Gas	\$ 50.00	\$ 200.00	\$ 500.00
Torch Kit	\$ 10.00	\$ 40.00	\$ 100.00
Lead and Ground per 50'	\$ 5.00	\$ 20.00	\$ 50.00



Equipment Rates			
Equipment Description	Day	Week	Month



Action Proposal Form

Date: 1/10/2024

Title: Appointive Staff Policy Revisions

Background / Purpose:

The Appointive Staff Policy is being revised and updated to capture changes to benefits and language updates. A number of non-substantive clean-ups have been made as well as the following;

- **Health and Dental Benefits:**
 1. Medical premiums paid by appointive staff will now be a pre-tax deduction, mirroring the represented staff. This change allows for consistency in Payroll functions and tax reporting. No fiscal impact.
 2. Consistent with negotiated terms of represented staff and reaching agreement to increase the medical waiver monthly amount from \$350 to \$550. The fiscal impact of this change is minimal, only three as of 1/1/24.
- **Pay Days:** Consistent with negotiated terms for represented staff, effective in March 2024, paydays will change from the 5th to the 7th and 20th to the 22nd. This permits sufficient time for staff to run payroll.
- **Retention bonus:** This bonus is being adjusted by an increase of \$500 for each 5-yr increment, this change is being made in recognition of inflationary factors.
- **Cell Phone Stipend:** The stipend has not been updated in over a decade. Advances in phone capabilities (multiple lines of service) and inflationary interests warrant these updates. It is common for key staff to engage in agency business after hours, even when they are not on-call. Staff propose raising the allowance to \$60 monthly. Currently there are twelve (12) appointive employees receiving the allowance (7 – Technical IT staff and 5 – Administrative staff), the annual fiscal impact of this change is absorbed in the budget. An annual review of eligible staff will be conducted.
- **Breaks:** Nursing mothers' breaks are covered under paid break time per regulatory changes, the agency was compliant with the law but the policy language required an update.

Suggested Action/Recommendation:

Approve the 1/10/2024 Appointive Staff Policy revisions as presented



1121 SE Everett Mall Way, #200
Everett, WA 98208

APPOINTIVE EMPLOYEES POLICY

Issued 07/19/18

Revised 1/10/2024

Purpose Statement

The purpose of this policy is to explain compensation, hours of work and benefit policies for non-represented appointive staff of Snohomish County 911 (SNO911) employees. Unless otherwise stated, this policy shall be the governing policy for appointive employees.

Health and Dental Benefits

SNO911 will offer full-time employees medical, dental, and vision insurance coverage. Full time employees are those who regularly work 30 hours or more per week. Effective January 1, 2019, employees must participate in a cost share. Effective January 1, 2024, the employee's cost share of medical premiums will be a pre-tax deduction. The cost share for medical is 3% for employee only and 5% for employee plus. Dental cost share is 5% for employee only and 15% for employee plus. Employees must regularly work 30 hours a week to participate in employer sponsored health and dental plans. In addition, employees are eligible for accidental death & dismemberment and group term life insurance (\$50,000).

Any employee who opts out of medical coverage after providing adequate proof of insurance shall be entitled to an opt-out payment of five hundred fifty dollars (\$550.00) per month.

Wage & Salary

SNO911 desires to pay wages and salaries that are competitive with other employers in the marketplace in a way that will be fair and equitable and in compliance with all applicable statutory requirements. SNO911 applies the same principles of fairness and external comparability to all employees, regardless of age, ancestry, national or ethnic origin, organizational level, race, religion, gender, sexual orientation or disability that does not prohibit performance of essential job performance.

Through a process called position evaluation and classification, the knowledge and skill, work difficulty and autonomy, scope of responsibility and degree of impact for each exempt and non-exempt job at SNO911 are compared. Once jobs are assigned a classification level, jobs are compared with external market data. Each job is assigned a 7-step pay range (from STEP-1 minimum to STEP-7 maximum). Every 3-5 years, SNO911 will examine the market conditions in an effort to ensure ongoing comparability. Changes in pay grades will be made as approved by the SNO911 Board of Directors after review of market conditions and the agency budget. Newly appointed employees will be placed in a step commensurate with their experience, qualifications and business needs, but will generally not exceed mid-range step placement.

Defined Workweek

The workweek is defined as Sunday 12:00 AM – Saturday 11:59 PM.

Work Schedules

All employees are expected to have a regular work schedule. The standard schedule is Monday through Friday, 8:30 AM to 4:30 PM unless otherwise approved. Employees wishing to voluntarily adjust their regular weekly schedules may submit a request to their department head. Final approval is determined based on the needs of the department. Alternative schedules may be adjusted back to a standard (5 days of 8 hours) schedule whenever business needs require.

Pay Days¹

The two paydays per month occur on the 7th and the 22nd of each month, with the exception of bank holidays, when paydays will occur on the nearest available bank day. The two pay periods per month are the 1st through the 15th and the 16th through the last day of the month. SNO911 does not control the actual time that banks deposit funds into personal accounts.

Direct Deposit

All paychecks for SNO911 employees are electronically transferred by direct deposit to the employee's designated bank account. Each employee must submit a direct deposit authorization form to the finance office. When changing banks the employee must notify the finance office. Direct deposit changes may take up to 10 days before activated by the bank.

Deductions from Paychecks

SNO911 is required by law to make certain deductions from each employee's paycheck each time one is prepared. Mandatory deductions include:

- Federal income tax
- Other state taxes (workers comp, etc.)
- Washington State Public Employees Retirement System (PERS)
- Medicare portion of Social Security
- Applicable wage assignments (garnishments)

These deductions will be itemized on the check stub. The amount of the deductions may depend on your earnings and on the information furnished on the W-4 form regarding the number of dependents/exemptions claimed. Any change in name, address, telephone number, marital status or number of exemptions must be reported to the finance office immediately, to ensure proper credit for tax purposes. Additional voluntary deductions may also be made (e.g., cost-sharing for dependent health coverage).

¹Pay day change will become effective March 2024

Any errors in pay, including; overpayments, shortages, inaccurate deductions, or pay does not accurately reflect all hours worked, including overtime, should be reported to the finance office (payroll@sno911.org) immediately. SNO911 will promptly investigate all reported issues and, if appropriate, take corrective action. Retaliation against an employee who raises a concern about improper pay is prohibited.

Pay Steps

At the discretion of the Executive Director an employee may receive an annual increase up to two steps, based on performance and pre-approved budget. The effective date for authorized progression to the next available pay scale step is January 1 based on a satisfactory performance evaluation that was completed at the end of the evaluation cycle of October 1 through September 30 from the preceding year.

Cost of Living Adjustments (COLA)

The Board of Directors will determine and approve the COLA for the upcoming calendar year, if any, that will become effective on January 1st unless otherwise specified by the Board of Directors

Retention Bonus

Employees will receive a retention bonus of \$1,500 awarded every five years of service, starting with \$1,500 for 5 years of service and increasing by \$500 increments for each additional five years of service, to be paid when they reach their incremental anniversary dates.

Example: An employee reaches their 15 year anniversary. The employee will receive \$2,500.

Retention bonuses will not be pro-rated if an employee separates from employment prior to reaching an incremental anniversary date.

On-Call Stipend – Operations & IT Staff

Appointive staff who are called in after hours for a critical event, service disruption or urgent agency operational needs that require their presence are eligible for \$100 stipend, subject to their manager and director approval. This is expected to be a rare occurrence and only available for serious operational needs. This would not qualify when an employee voluntarily adjusts their schedule and is designed for unforeseeable events.

IT and Operational departments will each establish a rotational on-call schedule. Appointive staff that are subject to on-call duties are also eligible for \$300 for each week they are scheduled to be on-call and may respond remotely when feasible.

Standby and Call-Out Pay for Radio

After normal business hours and on weekends, the department director will establish an on-call rotational schedule of one Electronic Communications Specialist (ECS) to be on Standby, which is defined as being available to take calls and respond to radio sites during the hours of 5 pm – 8 am on weekdays and anytime on Saturday, Sundays, and holidays. The identified ECS will be paid 10% of their current hourly wage for being available for Standby duty. Standby hours **do not** count toward the calculation of Overtime.

The Standby ECS who is Called-Out, will receive Call-Out pay for a minimum of 3 hours or the actual hours worked, to resolve the issue. If a second call-out occurs within the 3-hour minimum, the respective technician will remain on call-out pay until the new issue is resolved without an additional 3-hour minimum.

Call-Outs are paid at the rate of one and one-half times the individual's hourly rate. Since Call-Outs are already paid at a rate equivalent to Overtime pay requirements, Call-Out hours are **not** to be counted toward the calculation for Overtime pay. An ECS will only receive the greatest level of compensation for the hours identified as Standby or Call-Out time. SNO911 does not pay Call-Out Pay and Stand-By pay for the same hours.

Cell Phone Stipend

Snohomish County 911 requires a subset of appointive positions to be accessible after hours for emergencies and urgent needs of the agency. For those individuals who must be routinely available, including times outside of on-call hours, may receive the Cell Phone Stipend. For those individuals issued an agency cellphone, the stipend is not available. For those who utilize their own personal cellphone, whether their personal line of service, or an agency provided line of service, the stipend is available. Employees identified by the Director are eligible for a cell phone allowance of up to \$60 per month, provided the employee signs the cell phone agreement and adheres to the Public Records Act related policies. The cell phone stipend recipients list will be reviewed by the Directors annually (by January 31st), payment will be made on the employee's regular paycheck and will be classified as a taxable fringe benefit.

Exempt and Non-exempt Positions

At the time of hiring all employees are classified as "exempt" or "non-exempt". This is necessary because, by law, some employees are entitled to overtime pay for hours worked in excess of forty hours (40) per workweek. These employees are referred to as "non-exempt". Non-exempt employees are not permitted to work overtime unless authorized by the Department head or Executive Director. Part time employees are classified as "non-exempt" employees.

Exempt employees are directors, managers, supervisors, professional staff, and technical staff whose duties and responsibilities allow them to be exempt from overtime pay provisions as provided by the Fair Labor Standards Act and any applicable state laws.

Non-exempt Staff

All full time non-exempt employees will have a regular schedule of 40 hours a week.

Overtime - From time to time, it may be necessary for non-exempt employees to perform overtime work in order to complete a special or time-sensitive project or to cover unforeseen absences. All hours over 40 hours in a workweek must be paid at the overtime rate of time and a half, or the employee may be permitted to flex their schedule and work less hours during the same work week. Overtime is normally pre- approved by the Department Head or Executive Director for pre-planned work and should only be necessary in special circumstances, not to complete the daily routine. The employee may choose remuneration by either pay or comp time-off at a rate of one and one-half times the employees regular hourly pay rate. The comp time will be bankable. The maximum number of hours an employee can bank in comp time is 40 hours.

Flex Time - Non-Exempt employees may flex their regular schedule to meet business or personal needs with approval from the department head. It is expected that all hours of the standard 40-hour workweek will be accounted for either through worked hours or the use of PTO.

Exempt Staff

All Exempt employees will have an 80-hour schedule over a two-week period.

Alternative Schedules

Exempt employees must have a regular schedule. Employees wishing to work something different than a traditional 5 days at 8 hours (5/40) schedule may submit a request to the department head. Final approval is determined based on the needs of the department and requires approval by the Executive Director. Alternative schedules may be adjusted back to a standard 5/40 schedule whenever business needs require.

Flex Time Exempt Staff

Employees may flex their regular schedule to meet business or personal needs with approval from the department head. It is expected that all regular hours of the standard schedule will be accounted for either through worked hours or the use of PTO.

Exchange Time

There is no overtime or comp time for exempt staff. However, when occasional weekend or off hours work is required, exempt staff may use exchange time to take an equivalent number of hours off at a later time and with manager approval. The amount of Exchange time shall be calculated in quarter hour increments, with employee time from 1 to 7 minutes may be rounded down, and thus not counted as hours worked, and employee time from 8 to 14 minutes must be rounded up and counted as a quarter hour of work time. Exchange time should be used as soon as possible after being earned, and prior to an employee using PTO time. This time is not “bankable” and is not available for cash-out.

It is the employee's responsibility to document accumulated exchange time and to submit to their manager/department head. Employees should seek pre-approval from their manager prior to accumulating exchange time hours, or notify the manager as soon as practical. Employees should report exchange time balances to managers weekly or at the manager's discretion. Managers are responsible to ensure employees manage their exchange time responsibly. Any time a mix of exchange and PTO is used, it must clearly be defined on the PTO form. Exchange time balances above 80 hours must be reported to the Director. Balances may never exceed 170 hours.

Severe Weather Policy

Except for emergency personnel, employees will be granted an excused absence with pay when the SNO911 Director or designee has declared a weather emergency. Non-emergency employees may be sent home and/or have their workday canceled. If time is missed due to any other weather conditions, the time must be made up or a PTO day must be used. If the employee chooses to make up the time, it must be done within the same pay period (exempt) or same work-week (non-exempt).

Any decision to declare a severe weather day and/or to send non-emergency personnel home will be announced verbally and by email. The SNO911 Executive Director or designee will also advise the dispatch center supervisor of any declaration of a severe weather day. Employees should monitor those sources to determine if an emergency has been declared, and if so, the level of emergency. Any weather emergency that is in effect at the start of a work day or shift shall be considered in effect for the entire shift regardless as to when the emergency is actually canceled.

Termination Pay

SNO911 hopes and expects that employees will give at least two weeks' notice in the event of intent to leave employment. An employee should submit a written notice of resignation to his/her supervisor a minimum of ten working days prior to the date of departure.

Any applicable unused PTO up to 750 hours will be paid to the employee with the final paycheck, whenever possible, or as soon thereafter as possible, depending upon the SNO911 pay cycle and schedule, and the date of notification to terminate. All hours in excess of the 750 hours of PTO will be forfeited upon termination.

Worker's Compensation Coverage

The State of Washington workers compensation law is an insurance plan that provides benefits for any injury an employee may suffer in connection with employment. All employees are covered by workers compensation for any injury caused by the job – not just serious accidents, but even first aid type injuries. All injuries and illnesses incurred on the job shall be reported to a supervisor as soon as practicable. You may seek treatment from any provider; however, the provider must be certified through Washington State to receive payment. If emergency treatment is needed, the employee may go to the nearest medical facility.

Failure to complete the necessary paperwork may result in a denial of your claim or cause a delay in processing and payment. The employee is encouraged and expected to return to work as quickly and safely as possible following an injury. The employee must submit a SNO911 incident form as soon as practicable.

Retirement Plans

Each employee regularly working more than 20 hours per week is required to select and participate in a Public Employee Retirement Savings (PERS) Plan through the Department of Retirement Services (DRS). Additionally, employees are eligible to participate in Deferred Compensation Plans (DCP) offered by the SNO911: one 457 plan and one 403(b) plan, with a ROTH option. Employees are eligible to contribute the maximum allowed by law under each of the plans.

Employees will receive a 3.5% employer contribution based on the employee's monthly base salary toward their selected Deferred Compensation Plan(s). Employees are eligible for an additional contribution match of up to 2.9% of their monthly base salary, with a matching minimum 2.9% contribution by the employee. The employee's contribution for the 2.9% match must go to the same retirement account the employer match is placed in.

Holidays

Holidays are paid at 8 hours per occurrence. Employees who normally work a longer shift/day are required to use PTO to receive full pay for the day. Employees on an unpaid leave of absence are not eligible for holiday pay. Part time employees will be eligible for the number of hours they are normally scheduled to work if the workday falls on the observed holiday. The following days are paid holidays:

New Year's Day	Martin Luther King Day	President's Day
Memorial Day	Juneteenth	Independence Day
Labor Day	Veteran's day	Thanksgiving Day
Native American Heritage Day	Christmas Day	

Floating Holidays and 10-year Longevity

Each employee is entitled to two floating holidays per calendar year. The floating holidays will be credited January 1 as 16-hours per year in the PTO bank. New employees will be credited on their date of hire. Upon completion of ten (10) years of service each employee will receive an additional 8-hours PTO annually, to be credited on January 1 commencing with January 1 of the year in which the tenth anniversary occurs. Employees who regularly work fewer than 40 hours per week will receive a pro-rated amount based on the number of hours they regularly work.

Leave

Employees are required to exhaust all paid leave balances prior to going into unpaid leave status except as otherwise required by law. Discretionary unpaid leave should be avoided and is subject to approval by the Director.

Paid Time Off (PTO)

Each employee will accrue PTO on a daily rate basis. Each employee will accrue PTO hours each day they are in Regular Full-Time Paid Status. Increases in the rate of accrual based on longevity will occur on the anniversary date (see table below). The PTO hours provide paid time off for planned time away from work and for authorized unplanned time away from work. Each employee will be eligible to sell back up to 160 hours of PTO time each calendar year, provided they have the equivalent numbers of hours remaining in their PTO balance. The following schedule shall apply to determine the annual PTO accrual for full time employees:

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Part time employees will accrue leave at a reduced rate. New employees will start accruing PTO time on their date of hire. There is no cap on the leave bank accruals.

SNO911's PTO benefit fulfills the agency's obligation to provide paid sick leave under state law and this PTO policy will be administered in compliance with applicable law. Employees may use accrued PTO for any of the covered reasons under Washington's paid sick leave law, including: due to the employee's own or a family member's illness, injury or health condition; when the employee or a family member is the victim of sexual assault, domestic violence or stalking; or when SNO911 or the employee's child's school or place of care is closed by order of a public official for any health-related reason. Employees who would like to use PTO for one of these reasons should provide notice as soon as the need for leave becomes known; for foreseeable absences, please provide notice ten days in advance. SNO911 will not tolerate retaliation against any individual who uses PTO for one of these authorized purposes.

Use of PTO for Annual Vacation Leave

All vacation requests must be approved in advance. An employee may request up to 160 hours consecutive PTO as annual vacation leave unless otherwise approved. An employee may request additional consecutive vacation time or other pre-planned time off. Each manager will establish a vacation schedule that both enables convenience to the employee and provides for the needs of the organization.

Bereavement Leave

SNO911 will grant bereavement time off with pay in the event of death in the immediate family of the employee. Bereavement leave is not deducted from PTO. The maximum number of working days of leave shall be three (3), except that when the death occurs outside the state, in which case additional time, not exceeding two (2) days, will be granted. If an employee needs additional time beyond the bereavement leave guidelines, PTO time may be requested. Immediate family shall be defined as spouse, children, stepchild, sibling, parent, stepparent, mother-in-law, father-in-law, grandparent; grandchild, significant other or any relative who is a legal/permanent resident living in the immediate household of the employee.

Breaks

SNO911 does not have defined break times in which operations stop for a specified period of time. It is recognized, however, that occasional pauses for rest are desired and helpful, and should be taken as the need arises and workload permits. Non-exempt employees are entitled to a paid ten-minute break for every four hours of working time; where the nature of the work permits, an employee may take intermittent rest periods equivalent to ten minutes per four hours worked. Employees are responsible for monitoring their break periods. Any employee who is not receiving sufficient rest breaks should promptly notify their supervisor or Human Resources. Additionally, for one year following childbirth, employees who are nursing mothers are entitled to breaks during the workday for the purpose of expressing breast milk.

Lunch Period

Work hours will include a 30-minute paid lunch period. Any time in excess is on the employee's personal unpaid time. Lunch periods cannot be taken at the end of an employee's shift and should be scheduled as close to the middle of the shift as practicable. Non-exempt employees are required to take their lunch breaks and cannot work through their lunch period.

Uniforms

Uniforms may be purchased for employees who have public facing roles or for staff that must travel through remote land and across privately-owned land, for easy identification of personnel working in an official capacity.



1121 SE Everett Mall Way, #200
Everett, WA 98208

APPOINTIVE EMPLOYEES POLICY

Issued 07/19/18

Revised ~~10/24/2022~~

1/10/2024

Purpose Statement

The purpose of this policy is to explain compensation, hours of work and benefit policies for non-represented appointive staff of Snohomish County 911 (SNO911) employees. Unless otherwise stated, this policy shall be the governing policy for appointive employees.

Health and Dental Benefits

SNO911 will offer full-time employees medical, dental, and vision insurance coverage. Full time employees are those who regularly work 30 hours or more per week. Effective January 1, 2019, employees must participate in a cost share. Effective January 1, 2024, the employee's cost share of medical premiums will be a pre-tax deduction. The cost share for medical is 3% for employee only and 5% for employee plus. Dental cost share is 5% for employee only and 15% for employee plus. Employees must regularly work 30 hours a week to participate in employer sponsored health and dental plans. In addition, employees are eligible for accidental death & dismemberment and group term life insurance (\$50,000).

Any employee who opts out of medical coverage after providing adequate proof of insurance shall be entitled to an opt-out payment of three hundred fifty dollars (~~\$350~~550.00) per month.

Wage & Salary

SNO911 desires to pay wages and salaries that are competitive with other employers in the marketplace in a way that will be fair and equitable and in compliance with all applicable statutory requirements. SNO911 applies the same principles of fairness and external comparability to all employees, regardless of age, ancestry, national or ethnic origin, organizational level, race, religion, gender, sexual orientation or disability that does not prohibit performance of essential job performance.

Through a process called position evaluation and classification, the knowledge and skill, work difficulty and autonomy, scope of responsibility and degree of impact for each exempt and non-exempt job at SNO911 are compared. Once jobs are assigned a classification level, jobs are compared with external market data. Each job is assigned a 7-step pay range (from STEP-1 minimum to STEP-7 maximum). Every 3-5 years, ~~the~~ SNO911 will examine the market conditions in an effort to ensure ongoing comparability. Changes in pay grades will be made as approved by the SNO911 Board of Directors after review of market conditions and the agency budget.

Newly appointed employees will be placed in a step commensurate with their experience, qualifications and business needs, but will generally not exceed mid-range step placement.

Defined Workweek

The workweek is defined as Sunday 12:00 AM – Saturday 11:59 PM.

Work Schedules

All employees are expected to have a regular work schedule. The standard schedule is Monday ~~through~~ Friday, 8:30 AM ~~to~~ 4:30 PM unless otherwise approved. Employees wishing to voluntarily adjust their regular weekly schedules may submit a request to their department head. Final approval is determined based on the needs of the department. Alternative schedules may be adjusted back to a standard (5 days of 8 hour's) schedule whenever business needs require.

Pay Days¹

The two paydays per month occur on the ~~57th~~^{5th} and the ~~29th~~^{29th} of each month, with the exception of bank holidays, when paydays will occur on the nearest available bank day. The two pay periods per month are the 1st through the 15th and the 16th through the last day of the month. SNO911 does not control the actual time that banks deposit funds into personal accounts.

Direct Deposit

All paychecks for SNO911 employees are electronically transferred by direct deposit to the employee's designated bank account. Each employee must submit a direct deposit authorization form to the finance office. When changing banks the employee must notify the finance office. Direct deposit changes may take up to 10 days before activated by the bank.

Deductions from Paychecks

SNO911 is required by law to make certain deductions from each employee's paycheck each time one is prepared. Mandatory deductions include:

- Federal income tax
- Other state taxes (workers comp, etc.)
- Washington State Public Employees Retirement System (PERS)
- Medicare portion of Social Security
- Applicable wage assignments (garnishments)

These deductions will be itemized on ~~theyour~~ check stub. The amount of the deductions may depend on your earnings and on the information ~~you~~^{you} furnished on ~~theyour~~ W-4 form regarding the number of dependents/exemptions ~~you~~^{you} claimed. Any change in name, address, telephone number, marital status or number of exemptions must be reported to the finance office immediately, to ensure proper credit for tax purposes. Additional voluntary deductions may also be made (e.g., cost-sharing for dependent health coverage).

~~If you believe there are a~~Any errors in ~~your~~ pay, including: ~~that you have been~~ overpayments~~id,~~ or ~~shortages~~underpaid, ~~that inaccurate~~improper deductions, ~~have been taken from your pay~~ or ~~that your~~ pay does not accurately reflect all hours worked, including overtime, should be reported~~ed your concerns~~ to the finance office (payroll@sno911.org) immediately. SNO911 will promptly investigate all reported ~~complaints~~errors/issues and, if appropriate, take corrective action. Retaliation against an employee who raises a concern about improper pay is prohibited.

Pay Steps

At the discretion of the Executive Director an employee may receive an annual increase up to two steps, based on performance and pre-approved budget. The effective date for authorized progression to the next available pay scale step is January 1 based on a satisfactory performance evaluation that was completed at the end of the evaluation cycle of October 1 through September 30 from the preceding year.

Cost of Living Adjustments (COLA)

The Board of Directors will determine and approve the COLA for the upcoming calendar year, if any, that will be come effective on January 1st unless otherwise specified by the Board of Directors. ~~The SNO911 Board must approve COLA adjustments prior to the effective date.~~

Retention Bonus

Employees will receive a retention bonus of \$1,~~500,000~~ awarded every five years of service, starting with \$1,~~05~~00 for 5 years of service and increasing by \$500 increments for each additional five years of service, to be paid when they reach their incremental anniversary dates.

Example: An employee reaches their 15 year anniversary. The employee will receive \$2,~~05~~00.

Retention bonuses will not be pro-rated if an employee separates from employment prior to reaching an incremental anniversary date.

On-Call Stipend – Operations & IT Staff

Appointive staff who are called in after hours for a critical event, service disruption or urgent agency operational needs that require their presence are eligible for \$100 stipend, subject to their manager and director approval. This is expected to be a rare occurrence and only available for serious operational needs. This would not qualify when an employee voluntarily adjusts their schedule and is designed for unforeseeable events.

IT and Operational departments will each establish a rotational on-call schedule. Appointive staff that are subject to on-call duties are also eligible for \$300 for each week they are scheduled to be on-call and may respond remotely when feasible.

Standby and Call-Out Pay for Radio

After normal business hours and on weekends, the department director will establish an on-call rotational schedule of one Electronic Communications Specialist (ECS) to be on Standby, which is defined as being available to take calls and respond to radio sites during the hours of 5 pm – 8 am on weekdays and anytime on Saturday, Sundays, and holidays. The identified ECS will be paid 10% of their current hourly wage for being available for Standby duty. Standby hours **do not** count toward the calculation of Overtime.

The Standby ECS who is Called-Out, will receive Call-Out pay for a minimum of 3 hours or the actual hours worked, to resolve the issue. If a second call-out occurs within the 3-hour minimum, the respective technician will remain on call-out pay until the new issue is resolved without an additional 3-hour minimum.

Call-Outs are paid at the rate of one and one-half times the individual's hourly rate. Since Call-Outs are already paid at a rate equivalent to Overtime pay requirements, Call-Out hours are **not** to be counted toward the calculation for Overtime pay. An ECS will only receive the greatest level of compensation for the hours identified as Standby or Call-Out time. SNO911 does not pay Call-Out Pay and Stand-By pay for the same hours.

Cell Phone Allowance Stipend

Snohomish County 911 requires a subset of appointive positions to be accessible after hours for emergencies and urgent needs of our the agency. For those individuals who must be routinely available, including times outside of on-call hours, may receive the Cell Phone Stipend. For those individuals issued an agency cellphone, the stipend is not available. For those who utilize their own personal cellphone, whether their personal line of service, or an agency provided line of service, the stipend is available. recognizes that there are times, after hours, or in an emergency that some employees may need to be reached, and that sSome appointive staff employees spend a significant amount of time away from their offices, and have a business case requiring them to therefore having access to communications (email, operational alerts, etc.) and the utilization of their personal mobile phones device is in the best interest of the agency. Cell Phone allowances are the most efficient way to reimburse employees for use of their personal device and/or service plan. Employees identified by the Director are eligible for a cell phone allowance of up to \$~~40~~560 per month, provided the employee signs the cell phone agreement and adheres to the Public Records Act related policies relating to appropriate use and the PRA. The cell phone stipend recipients list will be reviewed by the Directors annually (by January 31st)~~allowance will be, payment will be made-paid out~~ on the employee's regular paycheck and will be~~is~~ classified as a taxable fringe benefit.

Exempt and Non-exempt Positions

At the time of hiring all employees are classified as "exempt" or "non-exempt". This is necessary because, by law, some employees are entitled to overtime pay for hours worked in excess of forty hours (40) per workweek. These employees are referred to as "non-exempt". Non-exempt employees are not permitted to work overtime unless authorized by the Department head or Executive Director. Part time employees are classified as "non-exempt" employees.

Exempt employees are directors, managers, supervisors, professional staff, and technical staff whose duties and responsibilities allow them to be exempt from overtime pay provisions as provided by the Fair Labor Standards Act and any applicable state laws.

Non-exempt Staff

All full time non-exempt employees will have a regular schedule of 40 hours a week.

Overtime - From time to time, it may be necessary for non-exempt employees to perform overtime work in order to complete a special or time-sensitive project or to

cover unforeseen absences. All hours over 40 hours in a workweek must be paid at the overtime rate of time and a half, or the employee may be permitted to flex their schedule and work less hours during the same work week. Overtime is normally pre-approved by the Department Head or Executive Director for pre-planned work and should only be necessary in special circumstances, not to complete the daily routine. The employee may choose remuneration by either pay or comp time-off at a rate of one and one-half times the employee's regular hourly pay rate. The comp time will be bankable. The maximum number of hours an employee can bank in comp time is 40 hours.

Flex Time - Non-Exempt employees may flex their regular schedule to meet business or personal needs with approval from the department head. It is expected that all hours of the standard 40-hour workweek will be accounted for either through worked hours or the use of PTO.

Exempt Staff

All Exempt employees will have an 80-hour schedule over a two-week period.

Alternative Schedules

Exempt employees must have a regular schedule. Employees wishing to work something different than a traditional 5 days at 8 hours (5/40) schedule may submit a request to the department head. Final approval is determined based on the needs of the department and requires approval by the Executive Director. Alternative schedules may be adjusted back to a standard 5x8's/40 schedule whenever business needs require.

Flex Time Exempt Staff

Employees may flex their regular schedule to meet business or personal needs with approval from the department head. It is expected that all regular hours of the standard schedule will be accounted for either through worked hours or the use of PTO.

Exchange Time

There is no overtime or comp time for exempt staff. However, when occasional weekend or off hours work is required, exempt staff may use exchange time to take an equivalent number of hours off at a later time and with manager approval. The amount of Exchange time shall be calculated in quarter hour increments, with employee time from 1 to 7 minutes may be rounded down, and thus not counted as hours worked, and employee time from 8 to 14 minutes must be rounded up and counted as a quarter hour of work time. Exchange time should be used as soon as possible after being earned, and prior to an employee using PTO time. This time is not "bankable" and is not available for cash-out.

It is the employee's responsibility to document accumulated exchange time and to submit to their manager/department head. Employees should seek pre-approval from their manager prior to accumulating exchange time hours, or notify the manager as soon as practical. Employees should report exchange time balances to managers weekly or at the manager's discretion. Managers are responsible to ensure employees manage their exchange time responsibly. Any time a mix of exchange and PTO is used, it must clearly be defined on the PTO form. Exchange time balances above 80 hours must be reported to the Director. Balances may never exceed 170 hours.

Severe Weather Policy

Except for emergency personnel, employees will be granted an excused absence with pay when the SNO911 Director or designee has declared a weather emergency. Non-emergency employees may be sent home and/or ~~have their~~ workday canceled. If time is missed due to any other weather conditions, the time must be made up or a PTO day must be used. If the employee chooses to make up the time, it must be done within the same pay period (exempt) or same work-week (non-exempt).

Any decision to declare a severe weather day and/or to send non-emergency personnel home will be announced verbally and by email. The SNO911 Executive Director or designee will also advise the dispatch center supervisor of any declaration of a severe weather day. Employees should monitor those sources to determine if an emergency has been declared, and if so, the level of emergency. Any weather emergency that is in effect at the start of a work day or shift shall be considered in effect for the entire shift regardless as to when the emergency is actually canceled.

Termination Pay

SNO911 hopes and expects that employees will give at least two weeks' notice in the event of intent to leave employment. An employee should submit a written notice of resignation to his/her supervisor a minimum of ten working days prior to the date of departure.

Any applicable unused PTO up to 750 hours will be paid to the employee with the final paycheck, whenever possible, or as soon thereafter as possible, depending upon the SNO911 pay cycle and schedule, and the date of notification to terminate. _

~~The birthday leave, floating holiday and 10-year longevity benefit are already awarded for full benefit and will not be pro-rated.~~ All hours in excess of the 750 hours of PTO will be forfeited upon termination.

Worker's Compensation Coverage

The State of Washington workers compensation law is an insurance plan that provides benefits for any injury an employee may suffer in connection with employment. All employees are covered by workers compensation for any injury caused by the job – not just serious accidents, but even first aid type injuries. All injuries and illnesses incurred on the job shall be reported to a supervisor as soon as practicable. You may seek treatment from any provider; however, the provider must be certified through Washington State to receive payment. If emergency treatment is needed, the employee may go to the nearest medical facility.

Failure to complete the necessary paperwork may result in a denial of your claim or cause a delay in processing and payment. The employee is encouraged and expected to return to work as quickly and safely as possible following an injury. The employee must submit a SNO911 incident form as soon as practicable.

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Snohomish County 911 Board of Directors Committee Rosters

Finance Committee		
Dave DeMarco (Chair)	Fire Chief, Everett Fire	ddemarco@everettwa.gov
Jim Lawless	Assistant Police Chief, Marysville Police	jlawless@marysvillewa.gov
Ken Klein	Executive Director	kenneth.klein@co.snohomish.wa.us
Jenna Nand	Councilmember, City of Edmonds	jenna.nand@edmondswa.gov
Vacant		
Staff Support:		
Kurt Mills	Executive Director	kmills@sno911.org
Terry Peterson	Deputy Director	tpeterson@sno911.org
Wade Anderson	Finance Director	wanderson@sno911.org
Personnel Committee		
Jonathan Ventura	Police Chief, Arlington Police	jventura@arlingtonwa.gov
Thad Hovis	Fire Chief, South County Fire	thovis@southsnofire.org
Vacant		
Staff Support:		
Kurt Mills	Executive Director	kmills@sno911.org
Terry Peterson	Deputy Director	tpeterson@sno911.org
Rosie Akopyan	Human Resources Director	rakopyan@sno911.org
Future Facility Evaluation Committee		
Dave DeMarco (chair)	Fire Chief, Everett Fire	ddemarco@everettwa.gov
Richard Emery	Councilmember, City of Mukilteo	remery@mukilteo.gov
Jeraud Irving	Deputy Chief, Everett PD	jirving@everettwa.gov
Vacant		
Staff Support:		
Kurt Mills	Executive Director	kmills@sno911.org
Terry Peterson	Deputy Director	tpeterson@sno911.org
Wade Anderson	Finance Director	wanderson@sno911.org
EESCS Committee (Enhanced Emergency Services Communication System)		
SNO911 Representatives:	SNO911 Representatives:	SNO911 Representatives:
Kurt Mills	Kurt Mills	Kurt Mills
Terry Peterson	Terry Peterson	Terry Peterson
Vacant		

**Snohomish County 911 Board of Directors
Committee Rosters**

ECSFP Advisory Board (Prop. 1) (Emergency Communication Systems and Facilities Program)

SNO911 Representatives:

John DeRousse	Police Chief, City of Everett	jderousse@everettwa.gov
Jon Nehring	Mayor, City of Marysville	jnehring@marysvillewa.gov
Roy Waugh	Commissioner, SRFR	roy.waugh@srfr.org
Thad Hovis	Fire Chief, South County Fire	thovis@southsnofire.org
Dale Kaemingk	Mayor, City of Brier	dkaemingk@ci.brier.wa.us

Vacant

County Representatives:

Susanna Johnson	Snohomish County Sheriff	Susanna.Johnson@co.snohomish.wa.us
Jason Biermann	County Executive's Office	jason.biermann@snoco.org
Nate Nehring	Councilmember, Snohomish County	nate.nehring@snoco.org

Snohomish County Code 4.30.080 Appointment to Advisory Board. The emergency communication systems and facilities program advisory board shall be composed of not more than nine members. Appointments shall be made pursuant to chapter [2.03](#) SCC. **The board shall include one fire commissioner; three elected city officials; one city police chief and one fire chief** nominated annually by the Snohomish County 911 board at its all agency assembly; a member of the county council or designee; the county executive or designee; and the Snohomish County sheriff or his/her designee. In the event of a mid-term vacancy, the nominating authority may nominate a member to serve the remainder of a term. The advisory board shall be chaired by the sheriff. (Added during General Election, Nov. 6, 2018, Eff date Apr. 1, 2019; [Ord. 18-037](#), Jun. 20, 2018; Amended by Ord. 19-038, Aug. 21, 2019, Eff date Aug. 31, 2019).



Board Packet Memorandum

Date: January 18, 2024
To: Snohomish County 911 Board Members
From: Leadership Team

General

Mission-critical systems [1] have been operating at normal since the last Agency Report.

New World Update

SNO911 IT staff continues testing the NWS 2023.2 SP1 software version in our Delta test environment. SNO911 IT and Tyler Tech developers continues the efforts to resolve all priority issues within the software. Currently there are still 6 POs and 5 P1s that are being addressed. Making the decision to push the original February 6th upgrade date to a later date. This will most likely occur in early April. SNO911 will continue to work closely with Tyler support staff to ensure all critical issues are resolved prior to upgrading the software.

Future Facility Planning

The SNO911 Tech Management Team will start meeting monthly with SNO911 management staff (Future Facility Planning Group). This group will review and discuss all plans to transition to the new facility including moving all IT and Radio equipment/systems into the new datacenter. Tech management will present all department project work that has been identified and assigned within the Technology department. Last month the 2024 Capital Budget (CP Fund 80) was approved and adopted by the board. The Tech management team is now reviewing lead times for equipment to be purchased and will start the purchasing plan for all of the 2024 equipment based off the lead times and part availability.

Tech Department Update

Welcome aboard Rae Wade, our newest Tech team member who is the GIS & Operation Systems Coordinator. Rae started her employment with SNO911 on 1/3 and brings a lot of experience to the team. Rae has worked with FEMA for a number of years and we are excited to have her on our team.

Office of Training and Standards (OTS) Update

As the New Year kicks off, our training program for new dispatchers is hard at work. Due to a steady influx of new hire dispatchers, we are 25 strong for trainees with the support of 28 trainers (CTO's). This number breaks down to 11 trainees currently in police training, 3 in fire

[1] 911 Phones, CAD, Radio, Critical Systems [Unplanned]

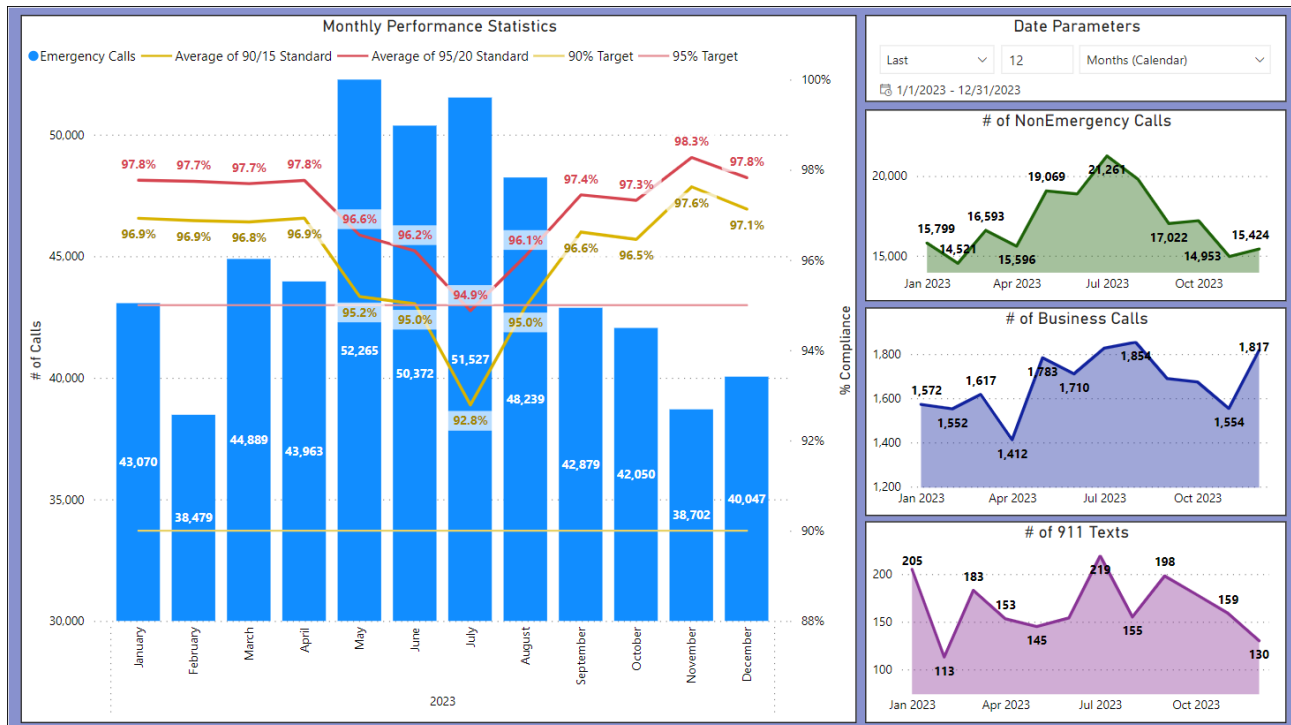
training and 6 (+5 academy new hires) in call taking training.

As we work towards our goal of full staffing, OTS is hustling with new training methods and pilot projects to be tested and employed. This includes CTO certification training, ordered pairs of CTO's (a shared training session to increase training time per week), advanced training for active shooter scenarios coming in the spring, and much more. We are looking forward to a busy and successful training year.

Call for Service Count Comparison (2023 Year End)

IncidentDepartment	2020	2021	2022	2023	2022 to 2023
Arlington Police Department	23,713	22,608	23,492	24,411	3.9%
Brier Police Department	3,869	3,611	4,788	4,448	-7.1%
Darrington Police Department	1,382	1,153	1,017	1,456	43.2%
Edmonds Police Department	28,192	28,209	24,684	25,096	1.7%
Everett Police Department	122,456	128,698	133,734	143,412	7.2%
Gold Bar Police Department	2,344	2,146	2,262	3,526	55.9%
Granite Falls Police Department	5,327	4,607	3,654	4,380	19.9%
Index Police Department	587	387	453	589	30.0%
Lake Stevens Police Department	24,162	25,384	22,141	21,370	-3.5%
Lynnwood Police Department	35,487	37,122	39,266	44,181	12.5%
Marysville Police Department	65,681	61,026	58,585	67,457	15.1%
Mill Creek Police Department	11,901	12,251	12,874	14,679	14.0%
Monroe Police Department	19,273	17,291	21,392	21,799	1.9%
Mountlake Terrace Police Department	14,076	17,214	18,354	20,244	10.3%
Mukilteo Police Department	32,443	27,497	27,060	26,715	-1.3%
Snohomish County Sheriff's Office	178,323	167,402	156,307	160,354	2.6%
Snohomish Police Department	10,683	10,315	10,366	10,657	2.8%
Stanwood Police Department	8,846	7,068	6,137	8,698	41.7%
Stillaguamish Tribal Police	9,529	11,633	18,037	18,429	2.2%
Sultan Police Department	4,960	5,459	5,047	5,564	10.2%
Woodway Police Department	533	635	633	649	2.5%
Total	603,767	591,716	590,283	628,113	10.2%

Monthly Statistical Reports



Text-to-911 Report

911 Texts	Type	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	YTD TOTAL	YTD GROUP TOTAL
Appropriate Use	True Emergency	7	6	8	7	7	5	14	5	6	10	10	7	92	92
Incorrect Use	Follow-Up	4	3	9	7	13	14	5	8	4	9	5	0	81	573
	Area Checks	8	7	6	15	17	12	12	10	8	8	8	7	118	
	Info	2	1	4	3	1	2	0	1	0	2	1	1	18	
	Noise	5	3	2	1	0	7	6	6	4	6	10	9	59	
	Traffic	3	5	3	4	2	2	4	6	3	2	2	4	40	
	Other Complaints	19	12	24	19	19	20	30	24	22	27	17	24	257	
Misuse	Accidental	9	4	1	7	3	3	4	6	5	4	7	4	57	667
	Behavioral Health	59	20	73	49	23	50	79	30	87	52	45	23	590	
	Prank	2	6	7	0	0	0	0	0	1	3	0	1	20	
Other	Test	46	7	4	1	3	0	2	3	2	2	4	1	75	661
	Abandoned	17	6	9	4	15	4	6	6	4	10	11	10	102	
	Non-English	0	2	0	0	0	0	2	1	1	2	1	1	10	
	Outgoing	0	0	0	0	0	0	0	1	0	0	0	0	1	
	Subsequent	10	13	25	19	18	24	23	22	27	18	18	19	236	
	Transfer	0	2	0	2	3	1	2	2	5	3	5	4	29	
	Voice Call	14	16	8	15	21	10	30	24	19	21	15	15	208	
Month Total		205	113	183	153	145	154	219	155	198	179	159	130	1,993	1,993

Abandoned: Non-Responsive

Accidental: Device or person accidentally texted 9-1-1

Area Check: Check of area for person, vehicle, etc.

Behavioral Health: Calls that result in BHC by LE/EMS

Follow-up: Where is officer?. Subject is no longer here

Info: What is the phone number for animal control?

Noise: Music, People, Fireworks, etc.

Non-English: Texter uses language other than English

True: *Texter is Deaf, Texter is fearful that a voice call will put them in danger, Call results in transport to jail/hospital*

Other: Any other request or complaint, Media from Intrado

Outgoing: Text calls initiated by SNO911

Prank: Calls that do not attempt to give any valid/useful information

Subsequent: Additional inbound text after call released by call taker

Test: PSAP testing. Training TXT29-1-1. Vendor test

Traffic: Speeders, DULs, Parking, etc.

Transfer: Text calls that result in a Transfer to another PSAP or Entity

Voice Call: Dispatchers called the texter/texter placed voice call

SPIDR Tech Survey – December 2023

How satisfied are you with the level of courtesy and respect shown to you by the 911 dispatcher you called for police service?		
Satisfaction Response	# of Surveys	% of Surveys
4 - Very Satisfied	652	62.45%
3 - Satisfied	351	33.62%
2 - Neither Satisfied nor Dissatisfied	22	2.11%
1 - Somewhat Dissatisfied	8	0.77%
0 - Very Dissatisfied	11	1.05%
Total	1044	100.00%

911 dispatchers are trained to be efficient and deliberate when speaking with you, while remaining professional. Do you feel the exchange of information between you and the 911 dispatcher was efficient and professional?		
Professionalism Rating	# of Surveys	% of Surveys
Yes	1011	96.65%
Somewhat	22	2.10%
No	13	1.24%
Total	1046	100.00%

Survey responses for calls that occurred during the previous month.
 Surveys are sent to a select number of type codes (typically lower priority) chosen by each police agency.

Fire Calls													
IncidentDepartment	01-Jan	02-Feb	03-Mar	04-Apr	05-May	06-Jun	07-Jul	08-Aug	09-Sep	10-Oct	11-Nov	12-Dec	Total
Everett Fire Department	2,188	2,041	2,166	2,035	2,228	2,191	2,358	2,399	1,997	2,076	2,111	2,166	25,956
Marysville Fire District	1,134	1,083	1,257	1,148	1,198	1,242	1,324	1,326	1,206	1,218	1,101	1,284	14,521
Mukilteo Fire	171	169	190	176	210	182	210	196	214	197	165	196	2,276
North County Regional Fire Authority	723	640	729	626	713	673	672	779	703	717	732	723	8,430
Sky Valley Fire	73	48	56	65	70	66	77	102	76	75	59	60	827
Snohomish County Airport Fire Department	20	19	24	25	16	16	35	32	23	30	30	29	299
Snohomish County Fire District #15	72	92	87	93	73	73	111	104	87	92	84	75	1,043
Snohomish County Fire District #16	30	17	19	10	22	28	24	26	17	24	10	17	244
Snohomish County Fire District #17	191	173	150	155	203	183	186	199	181	190	158	187	2,156
Snohomish County Fire District #19	26	33	32	35	40	27	37	36	28	24	28	32	378
Snohomish County Fire District #21	71	60	94	74	81	67	91	101	79	86	66	75	945
Snohomish County Fire District #22	34	43	28	33	41	50	57	45	32	37	51	30	481
Snohomish County Fire District #24	37	28	52	39	40	52	52	53	49	44	46	31	523
Snohomish County Fire District #25	5	6	12	7	7	11	12	13	4	10	14	11	112
Snohomish County Fire District #27	1	2	1	1	3	3	4	3	5	2	3	4	32
Snohomish County Fire District #4	285	296	311	301	328	303	346	310	292	335	298	313	3,718
Snohomish County Fire District #5	109	87	103	96	103	106	118	128	95	105	89	103	1,242
Snohomish Regional Fire and Rescue	996	922	1,031	1,013	1,056	1,031	1,177	1,132	1,018	997	957	1,045	12,375
South Snohomish County Fire and Rescue	2,918	2,734	2,945	2,854	3,116	3,005	3,118	3,304	2,922	3,054	2,852	3,096	35,918
Total	9,084	8,493	9,287	8,786	9,548	9,309	10,009	10,288	9,028	9,313	8,854	9,477	111,476

Police Calls

IncidentDepartment	01-Jan	02-Feb	03-Mar	04-Apr	05-May	06-Jun	07-Jul	08-Aug	09-Sep	10-Oct	11-Nov	12-Dec	Total
Arlington Police Department	1,874	1,679	2,071	1,881	2,223	2,159	2,241	2,208	2,175	2,086	1,988	1,826	24,411
Brier Police Department	359	292	277	310	306	387	301	282	288	537	566	543	4,448
Darrington Police Department	107	105	134	117	155	130	155	144	119	99	107	84	1,456
Edmonds Police Department	2,167	1,817	2,182	2,065	2,270	2,221	2,441	2,220	1,988	2,067	1,864	1,794	25,096
Everett Police Department	11,626	10,693	12,101	11,772	13,160	12,951	13,260	12,777	11,586	11,772	10,949	10,765	143,412
Gold Bar Police Department	290	448	281	258	399	319	280	327	288	210	228	198	3,526
Granite Falls Police Department	346	313	307	358	432	376	362	413	303	448	342	380	4,380
Index Police Department	39	49	59	55	46	46	48	43	53	50	50	51	589
Lake Stevens Police Department	1,623	1,607	1,874	1,812	2,197	1,905	1,985	1,710	1,654	1,704	1,664	1,635	21,370
Lynnwood Police Department	3,505	3,438	3,923	3,772	4,061	3,759	4,111	3,894	3,573	3,489	3,384	3,272	44,181
Marysville Police Department	5,506	4,924	6,099	5,903	6,457	5,900	5,730	5,669	5,664	5,432	5,012	5,161	67,457
Mill Creek Police Department	931	943	1,033	1,206	1,411	1,299	1,503	1,461	1,231	1,349	1,179	1,133	14,679
Monroe Police Department	2,200	1,927	2,052	1,931	2,021	1,847	1,787	1,669	1,602	1,641	1,545	1,577	21,799
Mountlake Terrace Police Department	1,724	1,557	1,775	1,477	1,780	1,866	1,891	1,770	1,726	1,577	1,526	1,575	20,244
Mukilteo Police Department	3,231	2,642	2,828	2,314	2,261	2,157	1,725	2,043	1,934	1,681	2,022	1,877	26,715
Snohomish County Sheriff's Office	12,467	11,849	13,810	13,352	14,991	14,732	15,330	13,736	13,022	13,041	11,984	12,040	160,354
Snohomish Police Department	854	839	904	835	893	933	1,054	922	986	790	840	807	10,657
Stanwood Police Department	556	695	691	681	761	664	685	791	749	952	739	734	8,698
Stillaguamish Tribal Police	1,379	1,280	1,170	1,227	1,273	1,536	1,870	1,848	1,490	1,769	1,794	1,793	18,429
Sultan Police Department	369	378	542	507	491	517	460	339	470	591	457	443	5,564
Woodway Police Department	55	48	44	44	52	73	48	64	42	55	61	63	649
Total	51,208	47,523	54,157	51,877	57,640	55,776	57,267	54,330	50,943	51,340	48,301	47,751	628,113

Full-Time Dispatchers

Legacy Employees = Hired before 12/1/2017..... New Hire Employees = Hired on/after 12/1/2017

Job Title:	Current #	Status:
Trainee Dispatcher	24	2nd discipline not yet complete
Trainee Dispatcher 2	15	2 of 3 disciplines complete
Police Dispatcher	2	Legacy: Only trained in CT and Police
Fire Dispatcher	3	Legacy: Only trained in CT and Fire
Cross-Trained Trainee	2	Trainee in progress for 3rd discipline
Cross-Trained Dispatcher	55	Fully cross-trained in CT, Police, and Fire

Dispatchers - Full Time

Approved	107
Filled	101
Vacancies	6

Dispatch Supervisors

Approved	16
Filled	16
Vacancies	0

Senior Leadership (Directors)

Approved	6
Filled	6
Vacancies	0

Operations

Approved	5
Filled	5
Vacancies	0

Finance/HR/Records/Admin

Approved	13
Filled	13
Vacancies	0

Tech/Radio

Approved	23
Filled	21
Vacancies	2
RRP Term Limited Approved	2
RRP Term Limited Filled	2
RRP Term Limited Vacancies	0

Represented (Dispatchers & Sups)

F/T Approved	123
F/T Filled	117
F/T Vacancies	6

Dispatcher Center - Staffing & Strength

Staffing Level (includes trainees)	94.4%
Staffing Strength (excl. trainees, relief, LOA's)	71.0%

Appointive Staff

Approved	47
Filled	45
Vacancies	2

Relief Dispatchers

Currently Filled	7
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Long-Term Leaves of Absence

RRP Term Limited Approved	2
RRP Term Limited Filled	2
RRP Term Limited Vacancies	0
F/T Dispatchers (including trainees)	-1

Agency-Wide Headcount

Total # of Employees (no exclusions)	171
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Recruitment Status

PST Dispatchers Exam	1	The next PST test is scheduled to take place on Jan 20, 2024
CritiCall Test Invites Sent - Dec	151	Number of tests invites sent out for academies scheduled for March 2024
CritiCall Tests Complete - Dec	71	Of these completed tests, 20 received a passing score
Interview	11	Interviewing for upcoming academy scheduled in May '24
Polygraph Exam	0	Scheduled for polygraph exam (or awaiting results) for May Academy
Background Check	10	Currently in process of background check with PST for March Academy
Psyche and/or Drug/Hearing	2	Scheduled for psych or drug/hearing test (or awaiting results) for March Academy
Onboarding/Orientation	0	Final job offer signed. Awaiting the start of the March Academy
YTD Dispatch Trainees Hired	5	2024 Hires

Employment Separations YTD

Separation Reasons	Represented (Trainees)	Represented (Non-Trainees)	Appointive (Trainees)	Appointive (Non-Trainees)
Involuntary Term	0	0	0	0
New Job - Not 911	0	0	0	0
New Job - With 911	0	0	0	0
Relocation	0	0	0	0
Retirement	0	0	0	0
Medical	0	0	0	0
Personal	0	0	0	0
Resignation in Lieu of Term	0	0	0	0
Death of Employee	0	0	0	0
End-of Contract	0	0	0	0
YTD Employment Separations	0			

Snohomish County 911
Joint Future Facility & Finance Committee
Meeting Summary for January 11, 2024 / 1:30 – 3:00 pm
Location: Remote Meeting via Zoom

Meeting Attendance:

Future Facility Committee					
Dave DeMarco (Chair)	✓	George Hurst	✓	Jeraud Irving	
Richard Emery					
Finance Committee					
Dave DeMarco	✓	Jim Lawless	✓	Jenna Nand	✓
Ken Klein	✓				
Staff and Guests					
Kurt Mills	✓	Wade Anderson	✓	Sharon Brendle	✓
Terry Peterson	✓	Steve Lawlor	✓	Tiffani Brown	✓
Diana Brown - OAC	✓	Kevin McCarry - Lydig	✓	Mallory Cusenbery - RDS	✓
Stacy Shewell - OAC	✓	Adam Hutschreider - SHKS	✓	Nick Morrow - RDS	✓
Bob Heggenes - Lydig	✓				

Decisions are underlined; follow up matters are in *italic*.

1. **Call to Order, Introductions, and Announcements.** The meeting was called to order at 1:31 p.m. by Chair Dave DeMarco.
2. **Reports.**
 - A. **Blanket Voucher Report for December.** Ken Klein moved and Jim Lawless seconded to recommend the Board approve the Voucher Report for December. The motion carried.
 - B. **Fund Balance Report for December.** Wade went over the report. There were no questions.
3. **New Business.**
 - A. **Future Facility Project Review and Project Budget APF.** The project team gave a presentation on the project's status, including an overview of the schedule and budgetary needs. Terry recapped the building purchase and included a brief explanation of the design process (Progressive Design Build). He stressed that they're focusing on re-using as much as they can within the existing structures. He added that a few items (HVAC, Generator) were not usable and adding these to the budget takes the project beyond the original assumption. He recalled that the board had given them funding parameters back in October 2023 to help cover those additions.

Architect Mallory Cusenbery shared an overview on the design. While he praised the collaboration that they've had on the project, he also mentioned the challenges that have been faced with both the buildings themselves and the location of the structures. Building A will contain no additional structural upgrades, while Building B will be structurally upgraded to meet the essential facility requirements for a 911 Center. Mallory went over several design options and explained why they were ruled out. Lastly, he explained the proposed design which will also allow space for future tenants. Additional explanations were shared by Adam Hutschreider of SHKS. He spoke about the inspiration on colors and how they were decided upon in collaboration with the project and employee group.

The updated proposed budget was shared, including those items that have been approved, as well as those under consideration. Terry explained that with freed up contingency dollars, it is assumed that those under consideration will eventually be approved. He included a new target of \$67.85 million, with

the targeted GMP at \$44.2 million. The current contingency is at \$5,084,322, and they don't want to tap into that money yet.

Terry listed the next steps that are tentatively schedule for the next two months.

- Authorize updated project budget and authorize Phase 2A of GMP.
- Start the demo and structural work and refine the scope and budget

Bob Heggnes and Kevin McCarry with Lydig Construction explained more specifics to the Guaranteed Maximum Price. Bob spoke about how going after the permits last year allowed them to be approved using that current code. Kevin added that they received at least three quotes from every sub-contractor, which is allowing them to be more competitive while selecting the best value.

Stacy Shewell of OAC went over the contract document review for the Guaranteed Maximum Price. All the specifics have been reviewed by legal. There was a request for a comparison (price per square footage), and a confirmation that the dollars match up with construction on other facilities in the industry. Diana Brown of OAC said that their cost consultant has been on board with that, while insuring that it meets that specific.

Terry presented an APF that explained the proposed budget for the SNO911 Board to consider:

Action 1: Move to amend the Future Facility Total Project Budget to \$67,850,000 including the delegated authorization to modify the necessary agreements(s) to include known and future betterments to further enhance the future facility.

Action 2: Move to authorize the transfer of \$5,850,000 from identified funds as described in this APF to Fund 150 – Future Facility Project.

Action 3: Authorize the execution of Phase 2A GMP Amendment as presented.

Jim Lawless moved to recommend the Board authorize Actions 1, 2, and 3. The motion was seconded by Ken Klein and approved unanimously.

4. Good of the Order. None.

Adjourn. The meeting was adjourned at 2:55 p.m. The next Future Facility meeting is scheduled for February 6, 2024 at 1:00 p.m.; and the next Finance Meeting is scheduled for February 8, 2024 at 1:30 p.m.

Snohomish County 911
Personnel Committee
Meeting Summary for January 10th 2024 - 9:00 a.m.

Meeting Attendance:

Committee Members					
George Hurst, Chair	X	Thad Hovis	X	Jonathan Ventura	X
Staff Support Team					
Kurt Mills	X	Terry Peterson	X	Rosie Akopyan	X
Tiffani Brown (note taker)	X				

Decisions are underlined; follow up matters are in *italic*.

The meeting was called to order by Committee Chair George Hurst at 9:00am.

- 1. Review Staffing Report.** Rosie presented updates on the staffing report which consists of only 6 dispatcher vacancies. Those vacancies are anticipated to be filled with the current candidate pool in the system. One employee is on extended leave that may not return, we have a pipeline of candidates to fill that position as well, should that become necessary. Kurt reminded the committee about the pre-hire authority which was approved by the Board last year, up to 6 people with funds pulled from reserves if necessary and in 2024 budget there was room for 4 more people added to that fund, leaving a possibility of 2 more hires through the end of the year.
- 2. Subscriber and Inventory Support Update.** Rosie addressed the APF which discusses the position created to support the Radio Replacement Project, this position is filled by a contracted employee within the organization in order to fill inventory and subscriber support efforts. Initially the position was approved at an NTE (not to exceed) \$125,000 annually; however, with the increase of COLA and costs of medical care, etc., this number is not sufficient to support a COLA raise for this individual in line with what the other staff has received for 2024. Bringing the cost up to \$150,000 annually will allow for this year's COLA as well as any future unforeseen inflation cost adjustments.

Chief Ventura motioned to approve the increase of the total annual compensation for the contracted Subscriber Support position to \$150,000 with the added verbiage of "not to exceed" and approve as a consent item at the next Board meeting on January 18th, 2024. Chief Hovis seconded and passed unanimously.

- 3. Appointive Staff Policy Update.** Rosie briefed the committee on the changes made to the Appointive Staff Policy. In order to match the benefits that were bargained with the Represented Staff, SNO911 is changing a couple of things related to benefits to the appointive staff. The first change has no fiscal impact however, now that the whole agency is with AWC the medical premium deductions will change to be a pre-tax deductible, mirroring represented staff for consistency Agency wide. Second item refers to health and dental coverages, SNO911 is proposing a change to the medical waiver for appointive staff to be the same as the represented, going from \$350/month to \$550/month, currently there are only 3 employees on the appointive staff side who utilize this option, so overall impact is minimal. The next item is a change in pay dates. This was contractually agreed to with represented staff and allows payroll staff more time

in processing payroll. SNO911's goal is to have the whole Agency on the same payroll dates effective March 2024. The dates would move from the 5th and 20th of each month the 7th and 22nd. The next item being proposed for update on the appointive staff policy speaks to the retention bonus. This is a bonus employees receive for every 5 years of employment, and SNO911 is asking to increase that figure by \$500 for each increment, an example being instead of \$1,000 for reaching the 5 year anniversary, they would now get \$1500, and so on. Retention is extremely important to SNO911 and considering inflation this increase is requested. Next item speaks to the cell phone stipend which hasn't been updated in over a decade. Based on business need SNO911 issues cell phones to certain employees, some employees have decided to use their own cell phone and receive a stipend. SNO911 is proposing to increase that monthly stipend from \$40.00 to \$60.00 in consideration of overall cost increases. Currently 12 appointive employees receive that allowance with a majority of them in IT and a few Administrative employees. An annual review of the stipend given will be implemented to ensure there is a legitimate business need for such allowances. SNO911 has an additional policy that coincides with use of cell phones which states: text messages are unauthorized for business purposes and must be done via Slack (an instant messaging tool) which is all recorded and preserved for public disclosure requests. Policy also states that if they do accidentally conduct business via text, they will retain them and release any and all of them to the Agency for records retention. This has been in practice in the past and has shown to work effectively. Cautions were given to SNO911 on the risk of utilizing text messaging and the possibility of having personal phone records subpoenaed. SNO911's use of cell phones is 99.9% internal communication; however, the caution was noted.

The last item of significant change in the policy is language cleanup regarding breaks for nursing mothers, regulatory changes state employers are required to allow for extra paid break time, if requested by a nursing mother, once approved based upon business needs.

Chief Hovis moved to approve the 1/10/2024 appointive staff policy revision as presented. Seconded by Chief Ventura and passed unanimously.

4. **Round Table.** Chief Ventura mentioned there is an increase in public records requests with intent to be burdensome and take up agency resources in an effort to slow down/disrupt operations. He also invited Kurt and staff to the Police meeting next week focusing on a real time crime center. The team welcomed back Chief Hovis.
5. The committee adjourned at 9:32 am. . The next Personnel Committee Meeting is scheduled for Wednesday, February 7th, 2024 at 9:00 am.