



Supplemental Agreement Number _____		Organization and Address	
Original Agreement Number		Phone:	
Project Number	Execution Date	Completion Date	
Project Title	New Maximum Amount Payable \$		
Description of Work			

The Local Agency of _____ desires to supplement the agreement entered into with _____ and executed on _____ and identified as Agreement No. _____

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.

The changes to the agreement are described as follows:

I

Section 1, SCOPE OF WORK, is hereby changed to read:

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the date for completion of the work to read:

III

Section V, PAYMENT, shall be amended as follows:

as set forth in the attached Exhibits, and by this reference made a part of this supplement.

If you concur with this supplement and agree to the changes as stated above, please sign in the appropriate spaces below and return to this office for final action.

By: _____

By: _____

Consultant Signature

Approving Authority Signature

Date

Exhibit "A"
Summary of Payments

	Basic Agreement	Supplement #1	Supplement #2	Supplement #3	Total
Direct Salary Cost	\$ 192,483	\$ 45,553	\$ 26,740	\$ 39,738	\$ 304,514
Overhead (Including Payroll Additives)	\$ 400,199	\$ 119,017	\$ 59,437	\$ 88,323	\$ 666,976
Direct Non-Salary Costs (Contingency + ODC)	\$ 41,560	\$ 20,940	\$ -	\$ 52,500	\$ 115,000
Total	\$ 634,242	\$ 185,510	\$ 86,177	\$ 180,561	\$ 1,086,490

Exhibit C

Consultant Fee Determination

Projects: City of Redmond - Construction Services, including CFD, 156th Left, and Ramp Split
 Project Number: 0
 Consultant: **Huitt-Zollars, Inc.**

NEGOTIATED HOURLY RATES

Name	Classification	Hours	DSC	Overhead 194.59%	Profit 27.68%	Total
PRIME						
Alyssa Ardourel	Engineer		\$ 44.90	\$ 87.37	\$ 12.43	\$ -
Alyssa Yap	Civil EIT		\$ 33.36	\$ 64.92	\$ 9.23	\$ -
Brad Shuey	Sr. Structural Engineer		\$ 71.62	\$ 139.37	\$ 19.82	\$ -
Brian Echols	Q/C Support		\$ 43.33	\$ 84.32	\$ 11.99	\$ -
Charles Manning	Sr. Water Resources Engineer	7	\$ 64.11	\$ 124.75	\$ 17.74	\$ 1,446.23
David Bagley	Sr. Designer		\$ 53.62	\$ 104.34	\$ 14.84	\$ -
David Mackey	Sr. Project Surveyor		\$ 46.90	\$ 91.26	\$ 12.98	\$ -
David Ohumukini	Survey Manager		\$ 38.53	\$ 74.98	\$ 10.66	\$ -
Donald Helling	Sr. Civil Engineer		\$ 66.24	\$ 128.90	\$ 18.33	\$ -
Francis Wall	Project Manager	30	\$ 92.86	\$ 180.70	\$ 25.70	\$ 8,977.66
Greg Whitlock	CADD		\$ 33.52	\$ 65.23	\$ 9.28	\$ -
Jay Ullrich	Q/C Support		\$ 67.03	\$ 130.43	\$ 18.55	\$ -
Jeffrey Lenherr	PLS		\$ 80.01	\$ 155.69	\$ 22.14	\$ -
Josh Arreola	Engineer	82	\$ 39.86	\$ 77.56	\$ 11.03	\$ 10,533.30
Kiel Pattison	Sr. Survey Technician		\$ 30.20	\$ 58.77	\$ 8.36	\$ -
Leslie-Ann Jorge	Engineer	244	\$ 44.14	\$ 85.89	\$ 12.22	\$ 34,708.46
Matt Fewins	Engineer		\$ 46.38	\$ 90.25	\$ 12.84	\$ -
Penelope St. John	Landscape Architect		\$ 39.91	\$ 77.66	\$ 11.05	\$ -
Raymond Berntsen	Sr. Civil Engineer	302	\$ 63.55	\$ 123.66	\$ 17.59	\$ 61,849.42
Rebecca Swaney	Project Controls	70	\$ 28.19	\$ 54.85	\$ 7.80	\$ 6,359.26
Roxanne Pillar	Quality Manager		\$ 77.56	\$ 150.92	\$ 21.46	\$ -
Russell Hanson	Sr Engineer		\$ 60.06	\$ 116.87	\$ 16.62	\$ -
Timothy Bruhn	Survey Technician		\$ 28.50	\$ 55.46	\$ 7.89	\$ -
Viet Ly	Q/C Support	28	\$ 46.40	\$ 90.29	\$ 12.84	\$ 4,186.87
Subtotal		763				\$ 128,061.18

REIMBURSABLES

Mileage	\$0
Reproduction (copies, plots, etc.)	\$0
Miscellaneous	\$0
Subtotal	\$0

SUBCONSULTANT COSTS (See Exhibit D)

TENW	Signal, Roadway Lighting, ITS, Electrical	\$22,500
Subtotal		\$22,500

TOTAL	\$ 150,561.18
CONTINGENCY	\$ 30,000
GRAND TOTAL	\$ 180,561.18

Exhibit D

SUBCONTRACTED WORK

Project Name: City of Redmond - Construction Services, including CFD, 156th Left, and Ramp Split
Project Number:
Consultant: **Huitt-Zollars, Inc.**

The CITY permits subcontracts for the following portions of work of the AGREEMENT:

Subconsultant	Work Description	Amount
TENW	Signal, Roadway Lighting, ITS, Electrical	\$22,500
TOTAL		\$22,500

		Staff Names	Charles Manning	Francis Wall	Josh Arreola	Leslie-Ann Jorge	Raymond Berntsen	Rebecca Swaney	Viet Ly		
		Staff Title	Sr. Water Resources Engineer	Project Manager	Engineer	Engineer	Sr. Civil Engineer	Project Controls	Q/C Support	TENW LABOR	HZ LABOR
		Burdened Rate	\$ 206.60	\$ 299.26	\$ 128.45	\$ 142.25	\$ 204.80	\$ 90.85	\$ 149.53		
CFD	Task Name										
	23	NE 51st St. Engineering Construction Services	4	21	58	175	217	50	19	\$ 16,250.00	\$ 91,279.40
		Hours	4	21	58	175	217	50	19		
			\$ 826.42	\$ 6,284.36	\$ 7,450.38	\$ 24,893.36	\$ 44,441.47	\$ 4,542.33	\$ 2,841.09	\$ 16,250.00	
		Burdened Rate	\$ 206.60	\$ 299.26	\$ 128.45	\$ 142.25	\$ 204.80	\$ 90.85	\$ 149.53		
156th LEFT	Task Name										
	2	Construction Services	1	2	5	14	17	4	2	\$ 1,250.00	\$ 7,582.90
		Hours	1	2	5	14	17	4	2		
			\$ 206.60	\$ 598.51	\$ 642.27	\$ 1,991.47	\$ 3,481.59	\$ 363.39	\$ 299.06	\$ 1,250.00	
		Burdened Rate	\$ 206.60	\$ 299.26	\$ 128.45	\$ 142.25	\$ 204.80	\$ 90.85	\$ 149.53		
RAMP SPLIT	Task Name										
	14	Construction Services (51st Ramps)	2	7	19	55	68	16	7	\$ 5,000.00	\$ 29,198.88
		Hours	2	7	19	55	68	16	7		
			\$ 413.21	\$ 2,094.79	\$ 2,440.64	\$ 7,823.63	\$ 13,926.36	\$ 1,453.54	\$ 1,046.72	\$ 5,000.00	

Totals										Subtotal	Subtotal							
Construction Services										7	30	82	244	302	70	28	\$ 22,500.00	\$ 128,061.18

CONTINGENCY	TOTAL
\$ 30,000.00	\$ 180,561.18

Scope for Engineering Construction Support for NE 51st Street Improvements Project

Assumptions

1. Engineering Construction Support will cover work design in the following design contracts:
 - a. Redmond CFD 2 – NE 51st Street Corridor Widening
 - b. Redmond Capitol Program – NE 51st Street Left Turn Lane at 156th Ave NE
 - c. Connecting Washington - SR520 Ramp Safety Improvements
2. Construction will begin in June 2019 and be substantially complete by October 2020.
3. HZ will utilize the CITY SharePoint site for storage and review of all project related documentation.
4. The CITY will prepare and coordinate execution of the Construction Contract and will be responsible for all project documentation related to project funding.
5. Utility potholing will be provided by the contractor.
6. Construction Surveying is not included. If Construction Surveying is required for As-Constructed Record Drawings, it will be provided by the Contractor.

Task 1 - Project Management

- Monthly invoices will be prepared according to CITY approved format. Supporting documentation for direct expenses will be furnished with each invoice.
- Progress reports will include discussion of work performed and challenges encountered. Project budget status will be included.
- The CONSULTANT will coordinate with the subconsultants, process their invoices, and disseminate information to the project team.
- Deliverables:
 - a. Monthly Invoices
 - b. Monthly Progress Reports

TASK 2 - RFI Review

- HZ will review and respond to Contractor Requests for Information (RFIs) per coordination with the CITY Project Manager and provide supplemental information as needed to maintain the progress of the work.
- HZ will coordinate with the CITY Project Manager and identify and advise on changes to the Contract Documents. Change Order documents including revisions to the Contract Drawings will be produced under Task 7 - Construction Change Order Documents.
- HZ will prepare Design Clarifications, as directed by the City Project Manager, in response to the contractor questions and RFIs.

TASK 3 Submittal Review

- HZ and its sub consultants will review Submittals for compliance with the project plans and specifications

TASK 4 Construction Meetings

Pre-Construction Meeting: HZ will attend the Pre-Construction Meeting for the project. HZ will assist the CITY with scheduling and developing the agenda for the meeting. Participants will include all disciplines necessary to respond to questions about the construction documents and overall design.

Weekly Construction Meetings: HZ will organize, and attend weekly construction progress meetings with the CITY and the Contractor. HZ will prepare draft agendas for City Project Manager and take meeting minutes for each meeting. Progress meetings will be used to promote effective communication between the CITY, HZ, the Contractor and other project stakeholders.

TASK 5 - Site Visits - Engineer

HZ's Project Engineer will visit the site up to once every other week when requested by the City Project Manager, to review construction progress and provide observations on compliance with the project plans and specifications.

One Punch List walkthrough and one follow-up walkthrough will be included within this task

TASK 6 - Record Drawings

HZ will prepare Record Drawings in accordance with the City's 2017 Record Drawing Requirements. Record drawings shall be based on completed Construction Plans and will add any Contractor or City noted changes that occur during construction based on Contractor-provided red-line drawings including Contractor-provided written notation of post construction survey variances from the design.

Construction Changes will be recorded on the complete plan sheet set.

Deliverables are due to the City in two phases:

Phase I (draft)

- CD with one composite DWG file (AutoCAD 2013 or newer)
- Completed Digital Submittal Checklist, as provided in Appendix A of the Record Drawings Requirements 2017
- One full size set of prints, 22" x 32"

Phase II (final)

- One full size set of Mylars, 22" x 32" stamped and signed by the Consultant
- One full size set of prints, 22" x 32"
- Four half size set of prints, 11" x 17"
- One PDF set of plans on a CD. This can be included in the Phase I submittal but must be revised and resubmitted if the initial Phase I submittal is deemed unacceptable by the City.

TASK 7 - Construction Change Order Documents:

HZ will prepare Construction Change Order documents for up to ten (10) change orders. Each change order will include the following:

- Coordination with Contractor and City staff to define the scope of the change;
- Revisions and reissuance of Contract Drawings (up to two (2) modified or new plan sheets assumed per Change Order);
- Production of an independent cost estimate;
- Completion of City Change Order form including narrative description.

No additional effort for HZ participation in price negotiations with the Contractor is assumed, beyond attendance at Weekly Construction Meetings. Site visits and observations to review field issues associated with Change Order are concurrent with Task 5 - Site Visits.

CONTINGENCIES:

- Geotechnical engineering (Allowance)
- Transportation Engineers NW - signals and illumination (Allowance)
- Other Direct Costs (Allowance)
- Miscellaneous Additional Services