



Supplemental Agreement Number _____		Organization and Address	
Original Agreement Number		Phone:	
Project Number	Execution Date	Completion Date	
Project Title	1/21/2021		
	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 number of calendar days 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 Scope of Work

Project No. **50022024.05.01.02**

June 8, 2022

Eric Dawson, PE
Project Manager
City of Redmond
Public Works Department
15670 NE 85th Street
Redmond WA 98052

Reference: Redmond Senior and Community Center (RSCC) – **EXHIBIT A**
Proposal for Professional Services Phase 3 – Construction Administration and Close-out
Opsis Project Number (4821-03)

Dear Eric:

This letter outlines the Opsis Architecture proposed scope of work to continue comprehensive architectural, engineering, and specialized consultant services for the Redmond Senior and Community Center project. This phase of work will include construction administration services through the construction phase of the project and conclude with project close out activities.

PROJECT UNDERSTANDING

The new Redmond Senior and Community Center (RSCC) project will be approximately 52,650 gsf which includes an elevated running track with a construction budget of \$39.4 million. The Phase 3 work will include construction administration services and project close out for the documented and permitted work completed under the prior Phase 1 Programming/Concept Design and Schematic Design documents and Phase 2 Design Development and Construction Documents.

The RSCC will be located within the Redmond Municipal Campus on the site of the prior Senior Center with the existing utility connections utilized for the new facility. The project is situated with direct adjacency to the Sammamish River critical areas buffer setback. The facility design and construction staging takes into account maintaining a safe and operational campus with vehicular and pedestrian access to the adjacent Public Safety Building, Parking Structure and City Hall.

The project includes related site development, additional parking, plaza paving and new fire access. The parking needs encompass providing 8 dedicated senior parking stalls as well as reconfiguration of the roundabout drop off zone. The planning and design also includes necessary utility upgrades, on-site stormwater management, and infrastructure improvements necessary to support the new facility.

The design team will continue to work with the Project Stakeholder Group, advisory groups and commissions with continued outreach if needed until the completion of construction. City staff (COR) will be engaged during the Phase 3 construction process with the Mayor and City Council provided project updates when required.

The City is using a GC/CM delivery model for this project and have engaged the services of Absher Construction. The design team will support the construction effort with Absher by addressing Requests for Information (RFI), issuing Architectural Supplemental Instructions (ASI) when necessary, participate in weekly OAC meetings and make site observations at intervals to ensure that the project is constructed and designed as documented. The overall scope of work is outlined in the following Task 1 and 2 narrative.

DESIGN TEAM

The following design team members will participate in the scope of work outlined for Phase 3 – Construction Administration and Close-out

Opsis Architecture – Prime Contract, Architect of Record
Johnston Architects – Architectural Support Staff and Construction Administration lead.
Michael Thrailkill – Architectural Specifications
Lund Opsahl – Structural Engineer
PAE Engineers – Mechanical, Electrical and Plumbing (MEP) and Sustainable Design
Herrera – Civil Engineering and Arborist (Tree Monitoring)
Groundswell – Landscape Architect
Little Fish – Lighting Design
Stantec – Acoustical
Halliday Associates – Food Service
Code Unlimited - Code Review
The Shalleck Collaborative – Theater and Audio Visual
Morrison Hershfield – Building Envelope
Mayer/Reed – Signage and Wayfinding
Associate Earth Science Inc. – Earthwork inspections
ESA | Environmental Science Associates – Cultural Resource Monitoring

SCOPE OF WORK

Task 1 – Construction Administration

Opsis Architecture

Opsis will provide Construction Administration services in support of Johnston Architects (JA) until construction of the project is completed. Opsis will also advise and consult with the COR during the Construction Phase and coordinate the design team LEED documentation effort. Further scope of work definition is provided in the attached (**Exhibit A Appendix**).

Subtasks and activities during this phase include:

- Respond to contractor questions.
- Attend and participate in weekly owner, architect, contractor meetings (OAC) as needed.
- Respond to Requests for Information (RFI) issued by the construction team to answer questions arising from review of the construction documents.
- Issue Architectural Supplemental instructions (ASI) to clarify design intent of the construction document set.
- Issue Field Reports when necessary to keep the Owner reasonably informed about the progress and quality of the portion of the Work completed.
- Coordinate LEED submittals, documentation and tracking of credits with design team, COR and contractor.

Deliverables:

- Response to Requests for Information (RFI)
- Documentation for Architectural Supplemental instructions (ASI)
- Response to Submittal Reviews
- LEED Documentation
- Final punch list for Substantial Completion

Johnston Architects (JA)

JA will lead the construction administration effort for the design team through the completion of construction. They will be the primary design team contact with Absher Construction during the construction phase of the project and will facilitate the transfer of information utilizing the project templates that have been set up by Absher in Procore. Through the construction duration JA shall visit the site on a weekly basis to become familiar with the progress and quality of the work completed, and to determine, in general, if the work observed is being performed in a manner indicated to be in accordance with the Contract Documents upon completion.

Subtasks and activities during this phase include:

- Respond to contractor questions.
- Attend and participate in weekly owner, architect, contractor meetings (OAC).
- On-site visits to review construction progress (Once per week or as needed).
- Coordinate on-site design team site observations at appropriate times during the construction process.
- Update the COR on any observed deviations from the contract documents.
- Issue Field Reports when necessary to keep the Owner reasonably informed about the progress and quality of the portion of the Work completed.
- Coordinate and manage all design consultant responses to Requests for Information (RFI).
- Coordinate and manage all design consultant issuances of Architectural Supplemental instructions (ASI).
- Coordinate and manage submittal review process with design team.
- Assist COR and Owner Representative, if necessary, in review of contractor's applications for payment.
- Assist COR and Owner Representative, if necessary, in review of contractors change order proposals.
- Attend pre-installation meetings on site.

Deliverables:

- Response to Requests for Information (RFI)
- Response to Submittal Reviews
- Field Reports
- Final punch list for Substantial Completion

Michael Thrailkill

Michael Thrailkill (MT) will assist in any specification related RFI's, ASI's and submittal reviews. Information provided by (MT) will be incorporated into published response to contractor.

Subtasks and activities during this phase include:

- Respond to contractor questions.
- Provide response assistance to Requests for Information (RFI).
- Provide response assistance in the issuance of Architectural Supplemental instructions (ASI).

Deliverables:

- Requests for Information (RFI)
- Architectural Supplemental instructions (ASI)

- Submittal Reviews

Lund Opsahl

Lund Opsahl (LO) will provide construction administration support related to the structural system scope contained within the structural drawings of the construction documents.

Subtasks and activities during this phase include:

- Respond to contractor questions.
- Attend meetings as needed.
- Assist in confirming submittal procedures.
- Assist in selection of testing agency.
- Review specified submittals for items designed by Lund Opsahl.
- Review submittals for pre-engineered structural elements.
- Make site visits at intervals appropriate to the stage of construction. Ten visits are included in this proposal.
- Prepare site visit reports.
- Review testing and inspection reports.
- Initiate appropriate action to those reports (if required).
- Provide RFI written responses for interpretations of structural construction documents.
- Assist in reviewing change orders relating to structural work.
- Assist in determining if non-conforming structural work shall be rejected.

Deliverables:

- Response to Requests for Information (RFI)
- Documentation for Architectural Supplemental instructions (ASI)
- Response to Submittal Reviews
- Site visit reports
- Final punch list for Substantial Completion

PAE (MEP / Fire Alarm / Technology / LEED Certification Support

PAE will provide construction administration support related to mechanical, electrical, plumbing, fire alarm and technology system scope contained within the construction documents.

Subtasks and activities during this phase include:

- Respond to contractor questions.
- Review bids and substitution request forms.
- Provide design clarifications and addenda material.
- Perform onsite observations (mechanical: 3 visits / electrical: 3 visits). Additional visits requested will be billed at their contract hourly rates. Attendance at weekly job meetings is not included; however, PAE will attend specific meetings where our support to resolve specific mechanical and electrical issues as required.
- Assist in construction coordination for system elements of the project.
- Review system shop drawings, respond to RFI's, and provide design clarifications where necessary.
- Review record drawings and Operation and Maintenance instructions prepared by contractor.

- Conduct final observation for each discipline and prepare final observation report. Follow-up visits to recheck or verify contractor corrected items from the final observation report will be additional and billed at their contract hourly rates.

Deliverables:

- Design clarifications and addenda.
- RFI responses.
- Final punch list for Substantial Completion

Herrera

Herrera will support the Owner and Contractor during the construction phase. Herrera will respond to contractor questions, review contractor submittals, review and respond to RFIs and substitution requests, attend a pre-construction meeting, attend construction coordination meetings, and perform up to three site visits, including a final site walk when a punch list will be developed. Construction support will include environmental permit compliance support.

Subtasks and activities during this phase include:

- Response to contractor questions.
- Review contractor submittals.
- Review and respond to RFIs and substitution requests.
- Attend (virtually) one pre-construction meeting up to two hours in duration.
- Maintain complete notes and sketches of any deviations from the approved design.
- Attend up to forty construction coordination meetings, up to one hour each.
- Provide up to 8 hours of permit compliance support.
- Attend up to two site visits, up to four hours each.

Deliverables:

- Review and respond to RFIs (up to 16 hours of staff time).
- Review and respond to Civil-related submittals (up to 28 hours of staff time)
- Final Civil-related punch list items.

Groundswell

Groundswell will support the Owner and Contractor during the construction phase. Groundswell will respond to contractor questions, review contractor submittals, review and respond to RFIs and substitution requests, attend a pre-construction meeting and perform up to three site visits, including a final site walk when a punch list will be developed.

Subtasks and activities during this phase include

- Respond to contractor questions.
- Develop “For Construction” set of Construction Documents.
- Attend pre-construction meeting.
- Review product submittals and shop drawings; respond to requests for information, produce change orders and clarification drawings as needed.
- Attend eight (8) project meetings and Construction Observation site visits at the following milestones:

- Review of rough grading.
- Review of hardscape layout.
- Perform one nursery visit at milestones to review and tag plant material.
- Review irrigation mainline layout, open mainline trenching and pressure testing.
- Review of finish grading.
- Review tree and/or plant material layout.
- Review irrigation coverage.
- Review final plant material placement, mulch and irrigation.
- Attend final acceptance walk-through to review completion of the punch list.
- Attend warranty walk-through and develop a warranty list.

Deliverables:

- Response to Requests for Information (RFI)
- Documentation for Architectural Supplemental instructions (ASI)
- Response to Submittal Reviews
- Warranty List
- Final punch list for Substantial Completion

LittleFish Lighting

LittleFish Lighting, Inc. (LFL) will support the Owner and Contractor during the construction phase. LFL will respond to contractor questions, review contractor submittals, review and respond to RFIs and substitution requests and perform up to two site visits, including a final site walk when a punch list will be developed.

Subtasks and activities during this phase include

- Respond to contractor questions.
- Assist in construction coordination of lighting elements of the project.
- Review lighting fixture shop drawings, as needed.
- Respond to RFIs.
- Review and comment on contractor change orders.

Deliverables:

- Responses, as noted above.
- Final observation walkthrough report

Stantec

Stantec will support the Owner and Contractor during the construction phase. Stantec will respond to contractor questions, review contractor submittals, review and respond to RFIs and substitution requests, attend a pre-construction meeting and perform up to three site visits, including a final site walk when a punch list will be developed.

Subtasks and activities during this phase include

- Respond to contractor questions.
- Answer contractor's Requests for Information (RFI's) that relate to the above defined.
- Review of submittals, shop drawings and samples and resubmittal

- package related to the defined acoustical scope.
- No site visits or observation reports are included in this scope.

Deliverables:

- Response to Requests for Information (RFI)
- Response to Submittal Reviews

Halliday Associates

Halliday Associates will support the Owner and Contractor during the construction phase. Halliday will respond to contractor questions, review contractor submittals, review and respond to RFIs and substitution requests, attend a pre-construction meeting and perform up to two site visits, including a final site walk when a punch list will be developed.

Subtasks and activities during this phase include:

- Respond to questions from the Contractor and provide documentation as required for Architect Supplemental Instructions and Change Order Requests.
- Review and approve for construction the Kitchen Equipment subcontractors dimensioned rough-in drawings, submittal drawings, and equipment brochures.
- Two site visits and punch lists are included for this phase.

Deliverables:

- Response to Requests for Information (RFI)
- Response to Submittal Reviews
- Two punch lists if required

Code Unlimited

Code UL will support the Owner and Contractor during the construction phase. Code UL will provide code related responses required during construction related to Design Team, Owner, Contractor, and/or Jurisdiction questions.

Subtasks and activities during this phase include:

- Provide up to eight (8) hours of addressing questions. This may include questions from the Design Team, Owner, Contractor, and/or Jurisdiction. Questions will be addressed in written format for clarity.

Deliverables:

- Written responses to questions.

The Shalleck Collaborative

The Shalleck Collaborative will support the Owner and Contractor during the construction phase. Shalleck will respond to contractor questions, review contractor submittals, review and respond to RFIs and substitution requests, attend a pre-construction meeting and perform two site visits, including a final site walk when a punch list will be developed.

Subtasks and activities during this phase include:

- Respond to contractor questions.
- RFI's, bulletins and change orders: We will respond to issues that arise within our field of responsibility.
- Shop Drawings: Within 10 business days after receipt, we will review and stamp up to two submissions of shop drawings for each specification section we author.
- Intermediate Site Visits: We will visit the site during construction at times appropriate to observe the work in progress in conformance with the design intent of the bid documents and to discuss and assist in coordinating solutions. We will provide one partial day site visit.
- Final Checkouts: Based upon written notice from the Contractor that the work within our field is complete, we will provide a final checkout of all systems we have specified. Checkout time will be limited to two person-days.

Deliverables:

- Response to Requests for Information (RFI)
- Documentation for Architectural Supplemental instructions (ASI)
- Review and stamp up to two submissions of shop drawings for each specification they author.

Morrison Hershfield (M/H)

Morrison Hershfield will support the Owner and Contractor during the construction phase. M/H will respond to contractor questions, review contractor submittals, review and respond to RFIs and substitution requests, attend a pre-construction meeting, attend construction coordination meetings and perform up to three site visits, including a final site walk when a punch list will be developed.

Subtasks and activities during this phase include:

- Respond to contractor questions.
- Attend pre-construction meeting(s) in person to discuss installation and coordination with the multiple trades for each of the key envelope systems.
- Review key envelope related product data for general compliance with construction documents, good building practice and continuity of building envelope at interfaces.
- Conduct site visit(s) to review in-place or stand-alone mock-ups of the envelope system for general compliance with the construction documents and to troubleshoot details based on construction sequencing and site conditions.
- Conduct periodic site visits to observe the building envelope work and provide reports with photographs.
- Provide action item list(s).
- Witness, troubleshoot and report on field testing of the glazing systems (anticipate ASTM E1105 water testing at pressure designated by specifications).
- Provide ongoing, hourly consultation to help the architectural team respond to RFIs, etc.

Deliverables:

- Action items list

Mayer/Reed (M/R)

Mayer/Reed will support the Owner and Contractor during the construction phase. M/R will respond to contractor questions, review contractor submittals, review and respond to RFIs and substitution requests,

attend a pre-construction meeting and perform two site visits, including a final site walk when a punch list will be developed.

Subtasks and activities during this phase include:

- Prepare and submit final artwork.
- Assist with RFIs.
- Review submittals.
- Conduct a site inspection and prepare report of our findings.
- Up to three design team and fabricator coordination meetings.
- One Punch List site visit.

Deliverables:

- Final artwork.
- Site inspection report.
- Punch List.

Site Monitoring and Inspections

Herrera - Arborist

Herrera will provide (1) International Society of Arboriculture (ISA) Certified Arborist to act as the Project Arborist (PA) throughout the construction process. This scope of work includes a description of activities, assumptions, and deliverables. Below describes the arborist services being proposed that will take place prior to any groundbreaking that will occur on the project site and Herrera will provide the following site inspections and consultation services during construction.

Subtasks and activities during this phase include:

- The PA will attend (1) pre-construction meeting to answer any contractor questions regarding the established Tree Protection Plan.
- The PA will meet with the Contractor at a prescheduled time to review, advise on adjustments, and approve the final layout of tree protection fencing. The PA will also review, advise on adjustments, and approve final trees designated for removal.
- The PA will submit an initial Arborist Status Report to Opsis that will describe in writing any changes to the Tree Protection Plan that may have occurred during the initial on-site review including adjustments to the Tree Protection Zones. The report will also advise on any additional steps that may be required to ensure longevity of protected trees including supplemental irrigation, fertilizing, pruning, etc.
- The PA will provide (2) pre-scheduled on-site consultations to address tree preservation BMPs for work that occurs in and around the Critical Root Zone of the identified Landmark tree. One site visit will be scheduled to occur during rough grading and the other will occur during excavation for adjacent building footings.
- The PA will be available for on-call consultations that may be conducted on-site or over the phone not to exceed (16) hours.
- The PA will conduct a final inspection at completion of the Site Improvements and provide a final Arborist Status Report which will include any recommended corrective actions that should take place and recommendations on the continued care of trees impacted by construction.

Deliverables:

- Initial Arborist Status Report

- Final Arborist Status Report

Associated Earth Science Inc. (AESI)

An AESI representative will be onsite full time during the installation of the Geopiers in the month of August 2022. Their services will then be on call as needed for the observation of utilities installation and backfill, building subgrade preparation and parking lot subgrade and paving. The actual number and duration of their site visits will depend on the contractor's schedule and progress, and on the total scope of services required.

AESI's field representatives will provide appropriate geotechnical opinions and test results to the general contractor and subcontractors, but it should be realized that AESI will not supervise or direct the construction personnel in any way. Furthermore, AESI will not guarantee the quality of the earthwork, nor will their monitoring services relieve the earthwork contractor of their contractual obligation to complete the project in accordance with the approved plans and specifications. Their anticipated participation will generally include the following.

Subtasks and activities during this phase include:

- Observe excavations and suitability of exposed soils
- Observe installation of Geopiers
- Work with the client to identify suitable soils for structural fill
- Perform laboratory testing of structural fill
- Verify structural fill placement methods and test to confirm compaction
- Observe site stripping and general site grading activities
- Observe and test utility trench backfill to verify conformance with specifications
- Observe preparation of paving, sidewalk, and curb subgrades
- Observe and test asphalt placement
- Principal review and project management

Deliverables:

- Daily geotechnical field reports for each site visit
- Reports distributed to the owner, contractor, building official, and any other recipients as directed by the owner.

Environmental Science Associates (ESA)

ESA has prepared a Monitoring and Inadvertent Discovery Plan (MIDP) which stipulates that any Project-related ground disturbance anticipated to occur greater than 10 ft should be monitored by an archaeologist. As part of the MIDP, contractor staff will receive cultural resources awareness training prior to the start of construction.

This scope of work describes the tasks and activities necessary to conduct a pre-construction cultural resources awareness training, conduct and document archaeological monitoring, and prepare a technical memorandum summarizing the results of archaeological monitoring. This scope of work describes the services ESA will provide, and the assumptions and deliverables associated with each.

Subtasks and activities during this phase include:

- ESA will maintain regular communication with Opsis regarding progress, budget, and schedule, and coordinate with the necessary agencies and contractors. This task includes time for internal team meetings and other Consulting entities.

- ESA will oversee project schedule and budget and coordinate with Opsis on issues such as rights of entry. ESA will also coordinate with the City of Redmond, the Washington Department of Archaeology and Historic Preservation (DAHP), the Washington Department of Commerce (DOC), and Affected Tribes, as necessary.
- Based on the findings and recommendations provided by ESA (Colón et al. 2022), ESA will observe all mechanical excavation performed by Opsis/construction contractor that extends beyond 10 ft below the ground surface. Fill and demolition debris are expected to extend between 10 and 15 ft across much of the Project APE. ESA will consult with the City / Opsis regarding the maximum depths of construction elements to inform construction monitoring level of effort. ESA will consult with the City / Opsis regarding refinement to the monitoring level of effort. The City will consult with DAHP and Affected Tribes should the City wish to reduce the monitoring level of effort.
- The APE has a very high probability of containing deeply buried organic soils consistent with Holocene-aged marshland environments, prior to historic and modern development of the area. These soils are considered to have high potential for preserving organic items seen more rarely in the archaeological record, such as nets for snaring birds and fish, twine, wooden dart shafts, basketry, and clothing items. Upon encountering underlying glacial materials, or otherwise archaeologically sterile soils, the presence of an ESA archaeological monitor may no longer be required, and all subsequent Project ground disturbance will follow inadvertent discovery protocols.
- ESA will attend one pre-construction orientation lead by the City / Opsis and any other parties indicated by the City, and at least one brief on-site cultural resources awareness training (“tailgate”) for key construction inspectors and management personnel overseeing Project-related ground disturbing work. The focus of the tailgate orientation is to familiarize construction personnel with the protocols included in the MIDP.
- The Archaeological Monitor will take notes and photos on daily monitoring activities, and coordinate with construction managers to provide adequate coverage. If suspected cultural resources are identified, the Archaeological Monitor may temporarily halt construction under the procedures outlined in the MIDP and evaluate the find for its significance.
- If directed by the City, ESA will prepare and provide daily monitoring summaries to the City via e-mail. If requested, ESA will transmit daily monitoring summaries to Affected Tribes.
- ESA will summarize the findings and recommendations in a Monitoring Report. ESA will submit one draft report (in Word format) for review by the City, Opsis, and any other identified parties. Opsis will provide ESA with a single set of consolidated comments. ESA will incorporate comments and submit a final Monitoring Report to Opsis / the City (in PDF format).
- If the Washington Department of Archaeology and Historic Preservation (DAHP), and/or any Affected Tribes require revisions to the Final Monitoring Report, ESA will prepare up to one Revised Final Monitoring Report (PDF format) for re-submittal.
- If requested, ESA will upload the Final Monitoring Report to DAHP's WISAARD system, under the direction of the City/Opsis.

Deliverables:

- Monthly invoices with brief progress reports
- Construction-specific Project Safety Plan (PSP)
- Monitoring Report
- If requested by EO 21-02 consulting entities, ESA will prepare and transmit brief daily or weekly monitoring summaries via e-mail for distribution to identified personnel
- One Draft Monitoring Report (Word format)
- One Final Monitoring Report (PDF format)
- If DAHP and/or Affected Tribes require revisions to the report, ESA will prepare up to one Revised Final Monitoring Report (PDF format)

Task 2 – Closeout

Opsis Architecture

At the completion of construction administration Opsis and the consultant team will complete the project closeout. Project Closeout services will be initiated upon notice from the contractor that the work is sufficiently complete, in accordance with the contract documents, to permit occupancy or utilization for the use of which the building is intended and consisting of a detailed inspection for conformity of the work to the contract documents.

Closeout requires issuance of the certificate of substantial completion, issuance of a list of remaining work required (punch list), final inspections, receipt and transmittal of warranties and issuance of final certificate of payment. At the completion of the tasks listed above, the design team will receive and review the contractors' marked up field records. Upon completeness review, the contractor shall supply the record documents to user agency. (Transferring the contractor's record of field changes to the original record drawings may be authorized by the Owner as an additional service.)

Opsis will also coordinate consultant services consisting of processing, reviewing, commenting on, taking appropriate action, and transmitting Operations and Maintenance Manuals provided by the contractor to the City of Redmond.

Subtasks and activities during this phase include:

- Confirm issuance of occupancy permit
- Confirm list of remaining work is complete (punch list)
- Review on site construction document record set for completeness
- Notify Absher and COR that record set is complete
- Coordinate distribution and review Operations and Maintenance Manuals (O&M)

Deliverables:

- Notice of project completion
- Reviewed construction document record set
- Reviewed construction Operations and Maintenance Manuals (O&M)

Lund Opsahl

At the completion of construction administration Lund Opsahl (LO) will complete the final structural observation letter for the city, prepare record drawings and review structural scope Operations and Maintenance (O&M) information.

Subtasks and activities during this phase include:

- Confirm list of remaining work is complete (punch list)
- Prepare final structural observation letter for City
- Prepare record drawings

Deliverables:

- Final structural observation letter.
- Record drawings.
- Reviewed construction document record set

- Reviewed construction Operations and Maintenance Manuals (O&M)

PAE (MEP / Fire Alarm / Technology / LEED Certification Support

At the completion of construction administration PAE will review contractor As-Built drawings, confirm “punch list” items have been completed and review MEPT scope Operations and Maintenance (O&M) information.

Subtasks and activities during this phase include:

- Confirm list of remaining work is complete (punch list)
- Review on site construction document record set for completeness
- Review Operations and Maintenance Manuals (O&M)

Deliverables:

- Reviewed construction document record set
- Reviewed construction Operations and Maintenance Manuals (O&M)

Herrera

At the completion of construction administration Herrera will review contractor As-Built drawings, confirm “punch list” items have been completed and review civil scope Operations and Maintenance (O&M) information.

Subtasks and activities during this phase include:

- Confirm list of remaining work is complete (punch list)
- Review on site construction document record set for completeness
- Review Operations and Maintenance Manuals (O&M)

Deliverables:

- Reviewed construction document record set
- Reviewed construction Operations and Maintenance Manuals (O&M)

Groundswell

At the completion of construction administration Groundswell will prepare record drawings and review landscape scope Operations and Maintenance (O&M) information.

Subtasks and activities during this phase include

- Confirm list of remaining work is complete (punch list)
- Prepare record drawings for all work within our scope based on contractor provided record (or as-built) drawings in AutoCAD format.

Deliverables:

- Record drawings
- Reviewed construction document record set
- Reviewed construction Operations and Maintenance Manuals (O&M)

Halliday Associates

At the completion of construction administration Halliday Associates will review contractor As-Built drawings and review food service scope Operations and Maintenance (O&M) information.

Subtasks and activities during this phase include:

- Confirm list of remaining work is complete (punch list)
- O&M Manual review.
- Review Contractor As-Built drawings.

Deliverables:

- Reviewed construction document record set
- Reviewed construction Operations and Maintenance Manuals (O&M)

The Shalleck Collaborative

At the completion of construction administration Shalleck will review contractor As-Built drawings, confirm “punch list” items have been completed and review theatrical rigging and AV scope Operations and Maintenance (O&M) information.

Subtasks and activities during this phase include:

- Confirm list of remaining work is complete (punch list)
- Review on site construction document record set for completeness
- Review Operations and Maintenance Manuals (O&M)

Deliverables:

- Reviewed construction document record set
- Reviewed construction Operations and Maintenance Manuals (O&M)

PROJECT SCHEDULE

Due to the release of early bid packages and (2) permit packages some activities related to early procurement have begun. The design team will be working with Absher on early RFI and submittal reviews to keep the project on schedule. For these reasons there will be some overlap in the schedule between design Phase 2 and Construction Phase 3 contract activities. Design Phase 2 activities will be concluded when the final permitting task is complete. The current schedule assumes full time Construction Administration activities starting in June 2022 and running through October 2023 followed by the project close out on November 11, 2023. Absher’s construction schedule was used as the basis for the following schedule outline. If the project schedule exceeds the substantial completion date noted below additional services may be requested.

Construction Administration

Underground Submittals	(May 18, 2022 – Aug 24, 2022)
Site Development	(June 14, 2022 – Oct 10, 2022)
Structure	(Aug 15, 2022 – Dec 23, 2022)
Enclosure	(Nov 30, 2022 – April 7, 2023)

Pre-Dry Interiors	(Dec 7, 2022 – April 20, 2023)
Post-Dry Interiors	(Feb 27, 2023 – Sept 29, 2023)
Site Improvements	(April 19, 2023 – Sept 8, 2023)
Substantial Completion	(October 6, 2023)

PROJECT CLOSE-OUT

Record Document Close-out (Oct 6, 2022 – Nov 10, 2023)

FEE

Proposed fee for the Phase 3 Construction Administration and Close-out phase of work for the Redmond Senior and Community Center are include in (Exhibit D) Consultant Fee Determination.

Please feel free to reach to me or Chris Roberts if you have any questions. We look forward to working with you on this signature “quality of life” facility for Redmond’s seniors and the greater community.

Sincerely,



James G. Kalvelage, Partner, FAIA, LEED AP BD+C
Opsis Architecture, LLP

EXHIBIT A Appendix

SCOPE OF WORK

1. Construction Phase Services

1.1. General

- 1.1.1. The Owner's Representative shall provide administration of the Contract between the Owner and the construction contractor as set forth below and in Exhibit A, General Conditions for Public Improvement Contracts, of the CM/GC Contract.
- 1.1.2. The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the construction contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's and its consultants' negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the construction contractor or of any other persons or entities performing portions of the Work, unless such acts were performed consistent with the written direction of the Architect or its consultants.
- 1.1.3. Subject to Section 1.5.3 of this Exhibit, the Architect's responsibility to provide Construction Phase Services commences with the award of the first GC/CM Contract for Construction and terminates on the date the Owner issues the final Certificate for Payment to the GC/CM.

1.2. Evaluations of the Work

- 1.2.1. The Architect shall visit the site on a weekly basis or at more frequent intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall promptly report to the Owner (1) observed deviations from the Contract Documents, (2) observed deviations from the most recent construction schedule submitted by the GC/CM, and (3) defects and deficiencies observed in the Work. The Architect shall promptly submit to Owner a written report subsequent to each on-site visit.
- 1.2.2. The Architect has the authority to recommend to Owner rejection of Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall

give rise to a duty or responsibility of Architect to the construction contractor, subcontractors, suppliers, their agents, or employees, or other persons or entities performing portions of the Work.

- 1.2.3. The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or construction contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.
- 1.2.4. Interpretations and recommendations of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents, and interpretations and recommendations shall be in writing or in the form of drawings. When acting as the interpreter of construction contract documents and the judge of construction contract performance, an architect shall endeavor to secure faithful performance of all parties to the construction contract and shall not show partiality to any party. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.
- 1.2.5. The Owner may request the Architect render an initial decision on Claims between the Owner and construction contractor as provided in the Contract Documents.

1.3. Submittals

- 1.3.1. The Architect shall review the construction contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved contract documents and submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.
- 1.3.2. In accordance with the Architect-approved submittal schedule, the Architect shall review and approve, or take other appropriate action on, the construction contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the construction contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.
- 1.3.3. If the Contract Documents specifically require the construction contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the construction contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The

Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Subject to Architect's performance and observation in accordance with the required standard of care, the Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

- 1.3.4. The Architect shall review and respond to requests for information (RFI) about the Contract Documents. The Architect shall set forth, in the Contract Documents, the reasonable requirements for requests for information. Requests for information shall include, at a minimum, an appropriately detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.
- 1.3.5. The Architect shall maintain a record of submittals and copies of submittals supplied by the construction contractor in accordance with the requirements of the Contract Documents.
- 1.3.6. The GC/CM will be using Procore to receive and transmit responses to submittals and RFI's. The Architect will have access to the Contractor's Procore system and will use Procore to receive and transmit responses to submittals and RFI's

1.4. Changes in the Work

- 1.4.1. The Architect working with the Owner's Representative may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. The Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.
- 1.4.2. The Architect shall review properly prepared, timely requests by the Owner or construction contractor for changes in the Work, including adjustments to the Contract Sum or Contract Time. A properly prepared request for a change in the Work shall be accompanied by sufficient supporting data and information to permit the Architect to make a reasonable determination without extensive investigation or preparation of additional drawings or specifications. If the Architect determines that requested changes in the Work are not materially different from the requirements of the Contract Documents, the Architect may issue an order through the Owner's Representative for a minor change in the Work or recommend to the Owner that the requested change be denied.
- 1.4.3. If the Architect determines that implementation of the requested changes would result in a material change to the Contract that may cause an adjustment in the Contract Time or Contract Sum, the Architect shall make a recommendation to the Owner, who may authorize further investigation of such change. Upon such authorization, and based upon information furnished by the construction contractor, if any, the Architect shall estimate the additional cost and time that might result from such change, including any additional

costs attributable to a Change in Services of the Architect. With the Owner's approval, the Architect shall incorporate those estimates into a Change Order or other appropriate documentation for the Owner's execution or negotiation with the Architect.

1.4.4. The Architect shall maintain records relative to changes in the Work.

1.5. Project Completion

1.5.1. As part of its Contract Administration, the Architect in conjunction with the Owner's Representative shall:

1.5.1.1. notify the Owner when Substantial Completion has occurred,

1.5.1.2. in conjunction with the construction contractor, review and approve or revise a punch list reflecting items of completion and correction;

1.5.1.3. comply with the requirements of subparagraph 1.5.2 of this Exhibit; and

1.5.1.4. receive from construction contractor and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and assembled by the construction contractor.

1.5.2. The Architect's inspections shall be conducted with the Owner and the Owner's Representative to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the construction contractor of Work to be completed or corrected.

1.5.3. Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

2. Owner's Responsibilities

2.1. The Owner shall include the Architect in all communications with the construction contractor that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the construction contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

2.2. Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the General Conditions of the Contract for Construction from the executed agreement between the Owner and Architect.

Exhibit D
Prime Consultant Cost Computations

Exhibit D

Consultant Fee Determination

Project Name: Redmond Senior & Community Center
 Project Number: 50022024.05.01.02
 Consultant: Opsis Architecture

NEGOTIATED HOURLY RATES

Classification	Hours	DSC	Overhead 200%	Fee (Profit) 26%	Total Hourly Rate	Total
Partner/Senior Designer		\$ 81.00	\$162.00	\$20.70	\$264	
Project Manager	162	\$ 63.00	\$126.00	\$16.10	\$205	\$33,226
Project Architect	1,392	\$ 54.00	\$108.00	\$13.80	\$176	\$244,709
Architect 5/6		\$ 43.00	\$86.00	\$10.99	\$140	
Architect 4		\$ 40.00	\$80.00	\$10.22	\$130	
Interior Designer	308	\$ 40.00	\$80.00	\$10.22	\$130	\$40,108
Sustainability Coordinator	215	\$ 45.00	\$90.00	\$11.50	\$146	\$31,497
Project Assistant	223	\$ 30.00	\$60.00	\$7.67	\$97.67	\$21,779
Total Hours						2,300
Subtotal:						\$371,319

REIMBURSABLES

Mileage						\$4,000
Reproduction (copies, plots, etc.)						\$1,000
Miscellaneous						\$200
Subtotal:						\$5,200

SUBCONSULTANT COSTS (See Exhibit E)

Johnston Architects		\$479,258
M. Thrailkill Architect		\$1,980
Lund Opsahl		\$96,677
PAE		\$105,715
Herrera		\$30,256
Groundswell		\$30,179
Shalleck Collaborative		\$22,000
LittleFish		\$3,000
Stantec		\$4,250
Halliday Associates		\$5,390
Code Unlimited		\$3,095
Morrison Hershfield		\$28,725
Mayer/Reed		\$7,009
Herrera-Aborist		\$9,474
AESI		\$39,371
ESA		\$39,494
Subtotal:		\$905,873

Total: \$1,282,392

Contingency: 130,000

GRAND TOTAL: \$1,412,392

Exhibit D

Consultant Fee Determination

Project Name: Redmond Senior & Community Center
 Project Number: 50022024.05.01.02
 Consultant: Johnston Architects

NEGOTIATED HOURLY RATES

Classification	Hours	DSC	Overhead 200%	Fee (Profit) 30%	Total Hourly Rate	Total
Principal	70	\$ 81.00	\$162.00	\$24.10	\$267	\$18,697
Project Manager	1,200	\$ 60.00	\$120.00	\$17.85	\$198	\$237,420
Architect / Engineer	1,500	\$ 45.00	\$90.00	\$13.39	\$148	\$222,581
Total Hours 2,770						Subtotal: \$478,698
REIMBURSABLES						
Mileage						\$360
Reproduction (copies, plots, etc.)						\$200
Miscellaneous						\$200
Subtotal:						\$560
SUBCONSULTANT COSTS (See Exhibit E)						
Subtotal:						

Total: \$479,258

Contingency:

GRAND TOTAL: \$479,258

Exhibit D

Consultant Fee Determination

Project Name: Redmond Senior & Community Center
 Project Number: 50022024.05.01.02
 Consultant: Lund Opsahl

NEGOTIATED HOURLY RATES

Classification	Hours	DSC	Overhead 139%	Fee (Profit) 30%	Total Hourly Rate	Total
Principal	50	\$ 98.15	\$136.43	\$29.20	\$264	\$13,189
Associate Principal	136	\$ 81.28	\$112.98	\$24.18	\$218	\$29,708
Senior Associate		\$ 63.04	\$87.63	\$18.75	\$169	
Associate		\$ 60.75	\$84.44	\$18.07	\$163	
Sr Design Engineer		\$ 46.00	\$63.94	\$13.69	\$124	
Design Engineer	152	\$ 43.14	\$59.96	\$12.83	\$116	\$17,623
Engineer 1	114	\$ 38.50	\$53.52	\$11.45	\$103	\$11,795
Engineer 2		\$ 35.70	\$49.62	\$10.62	\$95.94	
Engineer 3	114	\$ 33.28	\$46.26	\$9.90	\$89.44	\$10,196
Sr CAD/BIM Technician	76	\$ 42.75	\$59.42	\$12.72	\$114.89	\$8,732
CAD/BIM Technician 1	38	\$ 39.00	\$54.21	\$11.60	\$104.81	\$3,983
CAD/BIM Technician 2		\$ 25.00	\$34.75	\$7.44	\$67.19	
Admin	8	\$ 21.00	\$29.19	\$6.25	\$56.44	\$452
Total Hours	688				Subtotal:	\$95,677

REIMBURSABLES

Mileage						
Reproduction (copies, plots, etc.)						
Miscellaneous						\$1,000
					Subtotal:	\$1,000

SUBCONSULTANT COSTS (See Exhibit E)

					Subtotal:	

Total: \$96,677

Contingency:

GRAND TOTAL: \$96,677

Exhibit D

Consultant Fee Determination

Project Name: Redmond Senior & Community Center
 Project Number: 50022024.05.01.02
 Consultant: PAE Consulting Engineers

NEGOTIATED HOURLY RATES

Classification	Hours	DSC	Overhead 187%	Fee (Profit) 30%	Total Hourly Rate	Total
Project Coordinator 1, 2	80	\$ 25.56	\$47.79	\$7.60	\$81	\$6,476
BIM Technician I & II	36	\$ 28.97	\$54.18	\$8.62	\$92	\$3,304
BIM Technician III		\$ 32.73	\$61.20	\$9.74	\$104	
BIM/Revit Lead	50	\$ 47.72	\$89.24	\$14.20	\$151	\$7,558
Graphics Designer		\$ 36.74	\$68.71	\$10.93	\$116	
Assistant Project Manager		\$ 40.55	\$75.82	\$12.06	\$128	
Engineer/Designer (E1)	125	\$ 33.98	\$63.54	\$10.11	\$108	\$13,453
Staff Engineer/Designer (E2)	107	\$ 37.62	\$70.35	\$11.19	\$119.16	\$12,750
Project Engineer/Designer (E3)	90	\$ 45.18	\$84.49	\$13.44	\$143.11	\$12,880
Lead Engineer/Designer (E4)	80	\$ 55.59	\$103.95	\$16.54	\$176.07	\$14,086
Associate (E5)	50	\$ 66.87	\$125.04	\$19.89	\$211.80	\$10,590
Senior Engineer/Designer (E5)		\$ 68.25	\$127.63	\$20.30	\$216.18	
Senior Associate (E5)		\$ 71.23	\$133.20	\$21.19	\$225.62	
Associate Principal (E6)	40	\$ 88.02	\$164.60	\$26.19	\$278.80	\$11,152
Principal (E6)	30	\$ 120.65	\$225.62	\$35.89	\$382.16	\$11,465
Total Hours	688				Subtotal:	\$103,715

REIMBURSABLES

Mileage						\$1,500
Reproduction (copies, plots, etc.)						
Miscellaneous						\$500
					Subtotal:	\$2,000

SUBCONSULTANT COSTS (See Exhibit E)

					Subtotal:	

Total: \$105,715

Contingency:

GRAND TOTAL: \$105,715

Exhibit E
Sub-consultant Cost Computations

The CONSULTANT shall not sub-contract for the performance of any work under this AGREEMENT without prior written permission of the AGENCY. Refer to section VI "Sub-Contracting" of this AGREEMENT.

EXHIBIT E

Subcontracted Work

Project Name: Redmond Senior & Community Center
Project Number: 50022024.05.01.02
Consultant: Opsis Architecture

The City permits subcontracts for the following portions of work of the Agreement:

Subconsultant	Work Description	Amount
Johnston Architects	Associate Architect	\$479,258
M.Thraikill Architect	Specifications	\$1,980
Lund Opsahl	Structural Engineering	\$96,677
PAE	MEP, FP, LV, AV	\$105,715
Herrera	Civil	\$30,256
Groundswell	Landscape	\$30,179
Shalleck Collaborative	Audio/Visual	\$22,000
LittleFish	Lighting	\$3,000
Stantec	Acoustics	\$4,250
Halliday Associates	Food Service	\$5,390
Code Unlimited	Code Review	\$3,095
Morrison Hershfield	Building Envelope	\$28,725
Mayer/Reed	Signage/Wayfinding	\$7,009
Herrera	Arborist	\$9,474
AESI	Geotechnical Monitoring	\$39,371
ESA	Cultural Resource Monitoring	\$39,494
	Total:	\$905,873