



**Washington State
Department of Transportation**

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

The Local Agency of _____
desires to supplement the agreement entered in to 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 Exhibit A, 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

February 11, 2022
File No. 262018.113.001

Mr. Joseph P. O'Leary, P.E.
Project Manager, City of Redmond
15670 NE 85th Street
Redmond, WA 98052

Subject: City of Redmond, Fire Station 16 and Maintenance Building
Seismic Upgrade – Construction Contract Support Services

Dear Mr. O'Leary:

Thank you for selecting Reid Middleton to provide professional engineering services to perform construction contract support services for the City of Redmond Fire Station 16 and Maintenance Facility Seismic Upgrade Project. The following is a scope of work associated with the seismic upgrade design phase for this project:

A. PROJECT UNDERSTANDING

The City of Redmond has previously contracted Reid Middleton to perform Tier 1 and Tier 2 seismic evaluations of the structural and nonstructural systems of Fire Station 16 and Maintenance Facility in accordance with ASCE 41-13 *Seismic Evaluation and Retrofit of Existing Buildings*. The findings of this study indicated that Fire Station 16 and the Maintenance Building have seismic deficiencies relative to the identified performance objectives to achieve structural Immediate Occupancy (IO) and Life Safety (LS) at the BSE-1 and BSE-2 earthquake levels, respectively. Therefore, schematic design seismic retrofit and mitigation approaches, as well as rough order of magnitude (ROM) cost estimates, were previously developed to address the seismic deficiencies identified.

Reid Middleton was subsequently contracted to proceed with the full design of seismic upgrades approaches developed in the schematic design drawings. This includes structural upgrades, as directed by the ASCE 41-13 evaluation, as well as seismic upgrades to the architectural, mechanical, and electrical systems based on the Tier 1 nonstructural seismic screening. Reid Middleton prepared design-bid-build Construction Documents for Fire Station 16 and the adjacent Maintenance Facility.

This contract is to provide bid phase and construction support services associated with the construction of seismic upgrade design.

B. SCOPE OF SERVICES

The following is a summary of the scope of construction contract support services for the City of Redmond’s Fire Station 16 and Maintenance Facility Seismic Upgrade Project:

1. **Construction Contract Support Services:** Reid Middleton and its consultants shall provide construction administration assistance including:
 - A. **Project Administration:** Reid Middleton will work with the City of Redmond to facilitate contract and invoicing, including monthly invoices and project budget status reports. Reid Middleton will communicate with the City of Redmond to project status updates, coordinate meetings and site visits, request pertinent information, and identify project coordination items. Reid Middleton will perform internal project management and monitor and allocate internal task budgets, as appropriate.
 - B. **Bid Support: Reid Middleton will attend a pre-bid walk-through meeting,** as requested by the City. It is assumed that one minor addendum will be required to resolve contractor questions; this will be distributed via an electronic plan distribution service. Schedule for the Bidding Phase will depend on City of Redmond bidding requirements. The anticipated duration is approximately 6 weeks, including time for advertising, bidding, and post-bid follow-up.
 - C. **Construction Administration (CA) Services:** Reid Middleton and its consultants will provide construction administration services, including:
 - a. Attend site visits and meetings (assumed quantity noted in Item 2 below)
 - b. Review and respond to Request for Information (RFIs)
 - c. Review shop drawings for compliance with contract documents and applicable codes and criteria
 - d. Review technical submittals for compliance with contract documents and applicable codes and criteria
 - e. Provide the City with interpretations of Construction Documents and assistance in determining whether non-conforming work shall be rejected

2. **Meetings & Site Visits:** The following construction phase meetings are included with this proposal:
 - a. Attend on-site Pre-Construction Meeting
 - b. Attend weekly on-site Construction Progress Meetings (1/week for 36 weeks assumed)
 - c. Attend weekly on-site field observation site visits and prepare engineer’s field reports to document field observations (additional 1/week for 36 weeks assumed)
 - d. Attend Punch List site visit and prepare engineer’s field report
3. **Expenses:** See attached workbook.
4. **Additional Services:** Reid Middleton and its subconsultants will provide additional services, as requested by City of Redmond. The scope of services for these additional services will be prepared and negotiated as a supplement to this agreement.

C. CLIENT’S RESPONSIBILITIES

The City of Redmond shall provide available pertinent data, documents, and other information to Reid Middleton as necessary to complete the services outlined in Section B above. The City of Redmond shall also coordinate access to the project sites.

D. COMPENSATION

For services described in Items 1-3 of Section B and associated expenses, Reid Middleton shall be paid on a “time-plus-expense” basis in accordance mutually satisfactory arrangements as may be negotiated. See the attached Redmond Consultant Fee Workbook for reference.

No.	Task	Budget
1	Construction Contract Support Services	\$83,289
2	Meetings & Site Visits	\$64,609
3	Expenses	\$1,956
Total:		\$149,854

E. REID MIDDLETON STAFF

Erik Bishop, P.E., will be the Project Manager primarily responsible for this project and Corbin Hammer will be the Project Principal; however, other individuals at Reid Middleton will work on aspects of your project, as required.

We appreciate the opportunity to assist you on this project. Please call me or Erik Bishop if you have any questions or require clarification.

Sincerely,

Reid Middleton, Inc.



Corbin Hammer, P.E., S.E.
Principal

ACCEPTED:

City of Redmond

By _____

Title _____

Date _____

Attachments

1. City of Redmond Exhibit D: Consultant Fee Workbook

mmt\O:\18\113 Redmond FS 16 Seismic Eval & Concept Design\Contract\Construction Phase\220208 Redmond FS-16 - Seismic Upgrade Construction Support Services SOW.docx\esb

Negotiated Fee

Project Name:	FIRE STATION 16 SEISMIC UPGRADES - CA PHASE
Project Number:	60011815.21.01.02
Consultant:	REID MIDDLETON
Estimated Design Fee:	\$149,854
Prepared By:	JOSEPH O'LEARY - PROJECT MANAGER

Fee Computation

Factor	Rate	Weight	Value
Degree of Risk	0.30	X 25	7.50
Relative Difficulty of Work	0.30	X 20	6.00
Estimated Design Fee	\$149,854	0.34 X 15	5.10
Period of Performance enter in months	8	0.22 X 15	3.30
Assistance by the Agency	0.25	X 15	3.75
Subconsulting enter %	26%	0.29 X 10	2.90
Negotiated Fee (% of DSC)		100	28.55 %

Note: See Instructions for factor descriptions and rate guidelines. Minimum is .17 and maximum is .35.

Multiplier Computation

Component	Multiplier
Labor (DSC)	1.00
Overhead (OH)	2.10
Fee	0.29
Total Multiplier (DSC+OH+Fee)	3.39

Exhibit D

Consultant Fee Determination

Project Name: FIRE STATION 16 SEISMIC UPGRADES - CA PH
Project Number: 60011815.21.01.02
Consultant: REID MIDDLETON

NEGOTIATED HOURLY RATES

Classification	Hours	DSC	Overhead 210%	Fee (Profit) 29%	Total Hourly Rate	Total
Principal	16	\$ 86.55	\$182.10	\$24.71	\$293	\$4,694
Associate Principal		\$ 73.80	\$155.28	\$21.07	\$250	
Associate	273	\$ 64.45	\$135.60	\$18.40	\$218	\$59,638
Senior Engineer	32	\$ 52.20	\$109.83	\$14.90	\$177	\$5,662
Designer II	275	\$ 37.25	\$78.37	\$10.63	\$126	\$34,721
Project Administrator	18	\$ 42.85	\$90.16	\$12.23	\$145	\$2,614
Technical Writer II	4	\$ 46.20	\$97.20	\$13.19	\$157	\$626
Project Designer	4	\$ 54.80	\$115.30	\$15.65	\$185.74	\$743
Total Hours						622
Subtotal:						\$108,698

REIMBURSABLES

Mileage (44 miles RT x 6 x \$0.585/mile)	\$1,956
Subtotal:	
	\$1,956

SUBCONSULTANT COSTS (See Exhibit E)

Rice Fergus Miller	\$14,000
Notkin/P2S	\$8,400
Stantec	\$8,400
Veltre	\$8,400

Total: \$149,854

Contingency:

GRAND TOTAL: \$149,854

EXHIBIT E

Subcontracted Work

Project Name: FIRE STATION 16 SEISMIC UPGRADES - CA PHASE
Project Number: 60011815.21.01.02
Consultant: REID MIDDLETON

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

Subconsultant	Work Description	Amount
Rice Fergus Miller	Architect	\$14,000
Notkin/P2S	Mechanical Engineer	\$8,400
Stantec	Electrical Engineer	\$8,400
Veltre	Fire Protection Engineer	\$8,400
Total:		\$39,200

Estimate of Professional Services

728 134th Street SW
Everett, WA 98204
(425) 741-3800
(425) 74

PROJECT:
CLIENT:
PROJ. NO:
FILE:

Redmond FS-16/MF CA Phase
City of Redmond
262018.113.001
O:\18\113 Redmond FS 16 Seismic Eval & Concept Design\Contract\Construction Phase\220211 Redmond FS-16 CA Fee Estimate mmt.xlsx\Std Rates

BY: ESB
DATE: 2/8/2022

Typical Project team Role:

		Principal	Principal Engineer	Associate	Associate	Senior Engineer	Designer II	Arch	Mech	Elec	FP	Project Admin	Technical Writer II	Project Designer	Total Labor hours	Total Labor Earnings	Computer		Mileage	Travel & Misc	Subs	Total Reimb	Labor & Reimb	Number of Trips and Mtgs
Hourly Rate: Labor Code		\$293		\$250	\$218	\$177	\$126	\$175	\$175	\$175	\$175	\$145	\$157	\$186			hrs	\$12	\$	cost	cost	15%		
Task No.	Description	PNC, CMH	BCM	BYM, SES	ESB	JJ	CJH	RFM	P2S	Stantec	Veltre	MMT	EW	RLC					\$	\$				
001	Project Administration																							
00101	Project Mgmt.				16										16	3,495	0					0	3,495	
00102	Coordination with COR				16										16	3,495	0					0	3,495	
00103	Invoicing				18							18			36	6,547	0					0	6,547	
	Hr Subtotal Task 001	0	0	0	50	0	0	0	0	0	0	18	0	0	68	13,537	0	0	0	0	0	0	13,537	
	PA USE ONLY	0	0	0	10,923	0	0	0	0	0	0	2,614	0	0		13,537								
002	Bid Support Services																							
00201	Site Visit				4										4	874	0					0	874	
00202	Bid Comment Responses	2			2	4	8	4	2	2	2				26	4,491	0					0	4,491	
00203	Bid Addendum	2			2	4	8	4	2	2	2		4	4	34	5,861	0					0	5,861	
00204															0	0	0					0	0	
	Hr Subtotal Task 002	4	0	0	8	8	16	8	4	4	4	0	4	4	64	11,226	0	0	0	0	0	0	11,226	
	PA USE ONLY	1,173	0	0	1,748	1,415	2,020	1,400	700	700	700	0	626	743		11,226								
003	Construction Contract Support																							
00301	RFI's	4			16	8	40	20	12	12	12				124	20,935	0					0	20,935	
00302	Shop Drawings				4	8	20	8	4	4	4				52	8,314	0					0	8,314	
00303	Technical Submittals				4	8	20	16	8	8	8				72	11,814	0					0	11,814	
00304	Construction Consultation	8			32		20	8	8	8	8				92	17,463	0					0	17,463	
	Hr Subtotal Task 003	12	0	0	56	24	100	52	32	32	32	0	0	0	340	58,526	0	0	0	0	0	0	58,526	
	PA USE ONLY	3,520	0	0	12,233	4,246	12,626	9,100	5,600	5,600	5,600	0	0	0		58,526								
004	Meetings & Site Visits																							
00401	Pre-Construction Meeting				5		5								10	1,724	0					0	1,724	
00402	Weekly Construction Meetings (x36)				72		72								144	24,819	0					0	24,819	
00403	Weekly Site Visits (x36)				72		72	20	12	12	12				200	34,619	0					0	34,619	
00404	Punchlist Walk-Through				10		10								20	3,447	0					0	3,447	
	Hr Subtotal Task 004	0	0	0	159	0	159	20	12	12	12	0	0	0	374	64,609	0	0	0	0	0	0	64,609	
	PA USE ONLY	0	0	0	34,734	0	20,075	3,500	2,100	2,100	2,100	0	0	0		64,609								
005	Expenses																							
00501	Pre-Construction Meeting														0	0	0	51				51	51	
00502	Weekly Construction Meetings														0	0	0	927				927	927	
00503	Weekly Site Visits														0	0	0	927				927	927	
00504	Punchlist Walk-Through														0	0	0	51				51	51	
	Hr Subtotal Task 005	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,956	0	0	0	1,956	1,956	
	PA USE ONLY	0	0	0	0	0	0	0	0	0	0	0	0	0		0								
TOTAL HOURS		16	0	0	273	32	275	80	48	48	48	18	4	4	846	147,899	0	0	1,956	0	0	1,956	149,855	
SubTotal Cost		4,694	0	0	59,638	5,662	34,721	14,000	8,400	8,400	8,400	2,614	626	743		147,899								

Hours and rates shown are for estimating purposes only. The actual number of hours charged to the project and personnel used may vary. Hours worked will be billed using the rates, personnel categories, and terms identified in Exhibit A.

Inflation Factor 0%
% of Work after July 1 0%
Inflation Adj. on Labor and Exp. 0
Contingency/Rounding 0
TOTAL 149,855