



<b>Supplemental Agreement Number</b> <u>2</u>		Organization and Address BHC Consultants, LLC 1601 5th Ave, Suite 500 Seattle WA 98101 Phone: 206-505-3400	
Original Agreement Number 10617		Execution Date	
Project Number 2408		Completion Date	
Project Title <u>Lift Station Equipment Upgrade, Phase 2</u>		New Maximum Amount Payable <b>\$ 614,770</b>	
Description of Work This supplement agreement will allow BHC Consultants to provide construction engineering support for the project.			

The Local Agency of City of Redmond  
desires to supplement the agreement entered into with BHC Consultants LLC  
and executed on 9/25/2024 and identified as Agreement No. 10617

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:

See attached Exhibit A

**II**

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: Completion date is revised to be 12/31/2028

**III**

Section V, PAYMENT, shall be amended as follows:

See attached Exhibit B

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 SERVICES Wastewater Lift Stations Equipment Upgrades Phase 2 (Project No. 2408) Supplement No. 2 Engineering Services During Construction

#### Statement of Understanding

Under the previous Wastewater Lift Stations Equipment Upgrades Phase 2 (Lift Stations 17, 51, 52, and 53) Consultant Agreement dated September 09, 2024, BHC Consultants, LLC (BHC) performed final design and provided engineering services during bidding.

This Scope of Services is based on our current understanding of the work remaining to complete the Project. The remaining work is:

- Engineering services during construction.
- Review the Contractor prepared as-builts and prepare record drawings to incorporate project revisions identified by the Contractor and City staff.
- Update the Electronic Operations & Maintenance Manual (O&M) for WWLS 17, 51, 52, and 53 to current format and to incorporate upgrades implemented by the Project.

#### Scope of Services

The Scope of Services tasks are separated into five components where applicable:

1. Receivables: elements that will be provided by the City
2. Work Tasks: tasks that will be completed by the Consultant
3. Deliverables: the finished product that will be delivered to the City via electronic and hard copy
4. Assumptions: assumptions used to develop each Work Task
5. Meetings: Consultant team will work to minimize attendees at meetings, meetings with City staff will be conducted virtually or at the City's offices.

#### Task A: Project Management

Receivables:

- None

Work Tasks:

1. Coordinate with City staff by regular status reports, status meetings, telephone communication, and e-mail during the project.
2. Prepare monthly progress reports and monthly invoices, including financial status and progress.

Deliverables:

- Monthly status reports using City format with invoices and updated monthly schedule (pdf format)

Assumptions:

- The project will be completed by December 31, 2027.

Meetings:

- Four (4) status meetings

**Task B: Engineering Services During Construction**

Engineering services during construction are a major contributor to project success and are needed to ensure construction is completed in accordance with the Contract Documents. The Consultant's degree of involvement can vary significantly, depending on the experience and performance of the Contractor as well as actual site conditions encountered during construction. To address this issue, services beyond the identified scope of services will be performed only upon written authorization from the City.

This scope is based on our understanding that the City will provide a construction management team, hereinafter referred to as "Construction Management Team", to manage the construction contract and will provide an in-house Construction Observation Team (COT) that will provide construction observation services. The Consultant's services will be provided in support of the Construction Management Team and the COT.

Receivables:

- Contractor shop drawings/submittals, RFIs, change order requests, operations and maintenance (O&M) manuals.

Work Tasks:

1. Review technical shop drawings and submittals from the Contractor and provide suggested responses to the Construction Management Team.
2. Assist the Construction Management Team in resolving questions and Requests for Information from the Contractor.
3. Attend construction meetings when requested by the Construction Management Team (virtual attendance).
4. Visit the construction sites to address issues that come up during construction that require input from the Consultant.
5. Provide written interpretations of the contract documents and/or drawings/sketches to the Construction Management Team as requested to supplement or clarify the contract documents.
6. Prepare revisions to the work or design for allowing the Construction Management Team to solicit proposals from the Contractor for necessary or desired changes in the work or design. The Construction Management Team will be responsible for preparing and issuing the subsequent change orders.
7. Prepare test checklist and attend Field Test at each lift station site. Submit notes from Field Test for City review.
8. Review the O&M manuals from the Contractor.

Deliverables:

- Written comments and recommendations on shop drawings/submittal reviews.
- Written interpretations and responses to questions and requests for information.
- Written documentation of field activities observed during site visits.
- Written comments and recommendations on Contractor developed O&M Manuals for each lift station.
- Written documentation supporting approved change order requests.
- Field Test checklist and notes.
- Construction correspondence as required.

Assumptions:

- Thirty (30) RFIs are assumed.
- Fifty (50) submittals are assumed.
- Five (5) change orders are assumed.
- Thirty (30) site visits are assumed.
- Thirty (30) construction meetings are assumed
- Special Inspections required by the Contract Documents and the Building Permit are excluded from this scope.

Meetings:

- Attend up to thirty (30) weekly construction meetings (virtual)
- Attend up to thirty (30) site visits

**Task C: Record Drawings**

Receivables:

- Contractor and City inspector field record set of drawings
- City review comments on Draft Record Drawings

Work Tasks:

- Prepare Record Drawings: incorporate modifications to the design drawings and prepare draft and final record drawings per City requirements.

Deliverables:

- One (1) electronic copy in PDF format of the Draft Record Drawings.
- One (1) electronic copy in PDF format of the Final Record Drawings.
- Record drawings in AutoCAD file format.
- Completed Record Drawing Checklist.

Assumptions:

- Construction Management Team will review the revisions that the Contractor has recorded on the field record set of drawings to determine the revisions adequately represent the as-built changes to the construction drawings.
- The record drawings prepared by BHC will be based entirely on Contractor redlines, City redlines/comments, and incorporation of change orders.
- As constructed modifications to the drawings will be relatively minor.
- Budget is based on the 44 total sheets in the design drawing set.

Meetings:

- None

**Task D: Electronic O&M Manual**

Receivables:

- City review comments on Draft Electronic O&M Manual

Work Tasks:

- Prepare a draft hard copy Electronic O&M manual for each of the four (4) wastewater lift stations for City of Redmond review. The Electronic O&M manual will include an overview of each lift station's operation and maintenance, and supplemental information

that will include manufacturer's information on the equipment at each of the four lift stations.

- Incorporate City of Redmond review comments on each station Electronic O&M manual and issue a Final hard copy of each manual.
- Provide electronic O&M Manuals for each of the four stations including record drawings in the established format.

Deliverables:

- Four (4), one (1) for each station, electronic copy in PDF format of the Draft O&M Manual
- Four (4), one (1) for each station, electronic copy in PDF format of the Final O&M Manual
- Electronic O&M Manual in established format (WWLS 17, 51, 52, 53)

Assumptions:

- The Electronic O&M manual will incorporate updates to each of the four lift stations' existing Electronic O&M manuals using updated equipment information.
- Only WWLS 17, 51, 52, and 53 will be updated under this scope of work.

Meetings:

- One (1) review meeting

**Task E: Management Reserve**

Task E is included for ease of tracking the management reserve budget.

Receivables:

- Written permission from the City is required to perform management reserve tasks or to access project management reserve funds.
- To be determined

Work Tasks:

- Project management reserve tasks to be determined.

Deliverables:

- To be determined

Assumptions:

- City to determine budget value of management reserve
- To be determined

Meetings:

- To be determined

**BUDGET**

The Total Supplement No. 1 budget request for the Wastewater Lift Stations Equipment Upgrades Phase 2 (Project No. 2408) is attached as Exhibit D. The amount listed in Exhibit D represents the supplemental budget requested for this scope of services. This amount is in addition to the \$65,000 budget remaining from the Original Agreement (\$35,000 from Tasks 1, 4, and 5 and \$30,000 in unused contingency). The \$65,000 budget remaining from the Original

Agreement will be crosswalked to appropriate Engineering Services During Construction and contingency tasks administratively following execution of this Supplement. The total budget to complete the Supplement scope of work is \$291,490. Exhibit B represents only the supplemental budget. This budget is based on, and in accordance with, the City's Consultant Guidelines Worksheet rate determination. The Total Project Budget is presented in the Supplement Agreement

#### **PROJECT SCHEDULE**

A detailed schedule will not be developed for the Services During Construction Supplement. The Project schedule is dependent on the selected Contractor's schedule for delivery of documents for review and attendance at meetings on an ad hoc basis.

## Exhibit B

### Consultant Fee Determination

Project Name: WWLS Equipment Upgrades Phase II - Stations 17, 51, 52, and 53  
 Project Number: 2408  
 Consultant: BHC Consultants, LLC

#### NEGOTIATED HOURLY RATES

Classification	Hours	DSC	Overhead 145%	Fee (Profit) 29%	Total Hourly Rate	Total
Principal-In-Charge	7	\$ 107.00	\$155.44	\$30.50	\$293	\$2,051
Project Manager	340	\$ 87.00	\$126.38	\$24.80	\$238	\$80,981
Electrical Engineer	158	\$ 95.00	\$138.01	\$27.08	\$260	\$41,093
Structural Engineer	40	\$ 89.75	\$130.38	\$25.58	\$246	\$9,828
Project Engineer	320	\$ 57.00	\$82.80	\$16.25	\$156	\$49,936
Staff Engineer		\$ 52.00	\$75.54	\$14.82	\$142	
CAD	100	\$ 59.75	\$86.80	\$17.03	\$164	\$16,358
Project Assistant	140	\$ 55.00	\$79.90	\$15.68	\$150.57	\$21,080
Admin	34	\$ 57.00	\$82.80	\$16.25	\$156.05	\$5,306
<b>Total Hours</b>	1,139				<b>Subtotal:</b>	\$226,632
<b>REIMBURSABLES</b>						
Mileage						\$2,500
Reproduction (copies, plots, etc.)						
Miscellaneous						\$500
					<b>Subtotal:</b>	\$3,000

**Total:** \$229,632

**Contingency:** 10,368

**GRAND TOTAL:** \$240,000