



**Washington State
Department of Transportation**

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 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



CIVIL ENGINEERING
STRUCTURAL ENGINEERING
SURVEYING
PLANNING

November 3, 2020
File No. 262018.913.010e

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

- Reference:
- (1) Agreement for Professional Services, dated June 14, 2018
City of Redmond, Fire District 34
Seismic Evaluation and Concept-Level Upgrades
 - (2) Supplement 1, Time Extension, dated March 21, 2019
 - (3) Supplement 2, Fire District 34 Stations 14 and 18 Seismic Upgrades,
dated July 17, 2019

Subject: Supplement 3, Enhanced Construction Contract Assistance Services for
Fire Station 14 and Fire Station 18 Seismic Upgrades

Dear Mr. O’Leary:

We are pleased to submit the following proposal for “Enhanced Construction Contract Assistance” services for the King County Fire District 34: Fire Station 14 and Fire Station 18 Seismic Upgrade Project. This letter serves as a supplement to our referenced agreement. The terms and conditions established by the agreement are unchanged except as noted below.

A. PROJECT BACKGROUND AND UNDERSTANDING

The City of Redmond previously contracted Reid Middleton to perform Tier 1 and Tier 2 seismic evaluations of the structural and nonstructural systems of Fire Station 14 and Fire Station 18 in accordance with ASCE 41-13 *Seismic Evaluation and Retrofit of Existing Buildings*. The findings of this study indicated that Fire Station 14 and Fire Station 18 have seismic deficiencies that relate to the identified performance objective of achieving 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 both Fire Station 14 and Fire Station 18.

As part of the Seismic Upgrade Design Contract, Reid Middleton was previously contracted to provide “baseline” Construction Contract Assistance (CA) services, which includes “traditional” CA services, including periodic site observations, attending periodic construction meetings, reviewing and approving contractor submittals and shop drawings, responding to Requests for Information (RFIs), and preparation of as-built drawings.

However, it is understood that the City of Redmond is requesting additional “Enhanced” Construction Contract Assistance services, which include more consultant involvement with on-site observations, quality control, and construction management tasks. Therefore, this scope of work is supplemental to the Baseline CA Services already contracted. It is understood that these efforts are to be performed on a time-and-expenses basis; therefore, Reid Middleton will only provide services (e.g., on-site observations), as requested up to the contract budget limit.

B. SCOPE OF SERVICES

Reid Middleton and its subconsultants will provide “Enhanced” Construction Contract Assistance services for the City of Redmond during the construction of the seismic upgrades for Fire Station 14 and Fire Station 18. The following is a summary of the scope of work items to be provided with these services:

1. Project Administration: Note that this task is already included in the baseline scope and therefore an additional budget is not included for this task.
2. Additional Site Visits, Construction Progress Monitoring, and Quality Control Assistance: Visit the site at 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 Consultant 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 Consultant shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and report to the Owner (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the Work.

It is anticipated that two additional site visits per week for a duration of 36 weeks will be required to provide construction progress monitoring.

3. Field Observation Reports: prepare field observation reports for each site visit, documenting the observed construction progress, discrepancies or issues identified, and pertinent interactions and details of site observations. It is anticipated that two (hour-long) field observation reports for a duration of 36 weeks will be required.
4. Weekly Construction Meetings: attend weekly construction meetings with the Contractor and prepare meeting minutes on behalf of the City. It is anticipated that one hour-long meeting per week for a duration of 36 weeks will occur.
5. Contractor Payment Assistance: assist the City in reviewing and approving the quantities and work progress appropriate for Contractor Payment.
6. Change Order Assistance: assist the City in preparing, reviewing, and approving Change Orders related to deviations from the bid scope of work.
7. Expenses: expenses associated with travel to project site(s) for site anticipated site visits.

C. COMPENSATION

For services described in Items 1-7 of Section B and associated expenses, Reid Middleton shall be paid on a “time-plus-expense” basis in accordance established rates from Supplement 2. The following are the estimated task budget limitations associated with the described scope of work

No.	Task	Budget
1	Project Administration	\$0
2	Additional Site Visits	\$78,787
3	Field Observation Reports	\$23,518
4	Weekly Construction Meetings	\$12,922
5	Contractor Payment Assistance	\$17,067
6	Change Order Assistance	\$17,067
7	Expenses	\$2,401
		\$151,762


We request the budget for the project be increased \$151,762 to reflect this revised scope of services. The amended total for the agreement inclusive of all supplements is increased to \$986,715.

Mr. Joseph P. O'Leary, P.E.
Project Manager, City of Redmond
November 3, 2020
File No. 262018.067.004
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We appreciate the opportunity to submit this proposed supplemental agreement. The terms of this agreement will become effective when confirmed by your signature within 30 days. If you wish to pursue this project after that time, this agreement may then be renegotiated. If the terms are acceptable, please sign your acceptance below and return one executed copy to Reid Middleton. If you have any questions or comments please call Erik Bishop or me.

Sincerely,

Reid Middleton, Inc.


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

ACCEPTED:

City of Redmond

By _____

Title _____

Date _____

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Negotiated Fee

Project Name:	FIRE DISTRICT 34 - FIRE STATIONS 14 & 18
Project Number:	60011806.21.01.03 Supplement 3
Consultant:	REID MIDDLETON - Prime
Estimated Design Fee:	\$151,762
Prepared By:	Michelle Topham

Fee Computation

Factor	Rate	Weight	Value
Degree of Risk	0.33	X 25	8.25
Relative Difficulty of Work	0.33	X 20	6.60
Estimated Design Fee	\$151,762	0.34 X 15	5.10
Period of Performance <i>enter in months</i>	12	0.26 X 15	3.90
Assistance by the Agency	0.30	X 15	4.50
Subconsulting <i>enter %</i>	63%	0.35 X 10	3.50
Negotiated Fee (% of DSC)		100	31.85 %

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	0.32
Total Multiplier (DSC+OH+Fee)	3.42

Exhibit D (to Reid Middleton letter)

Consultant Fee Determination

Project Name: FIRE DISTRICT 34 - FIRE STATIONS 14 & 18
 Project Number: 60011806.21.01.03 Supplement 3
 Consultant: REID MIDDLETON - Prime

NEGOTIATED HOURLY RATES

Classification	Hours	DSC	Overhead 210%	Fee (Profit) 32%	Total Hourly Rate	Total
Principal Engineer	80	\$ 72.50	\$152.25	\$23.09	\$248	\$19,827
Project Engineer II	300	\$ 49.95	\$104.90	\$15.91	\$171	\$51,226
Designer II	540	\$ 36.70	\$77.07	\$11.69	\$125	\$67,748
(CAD) Project Designer		\$ 49.80	\$104.58	\$15.86	\$170	
(Graphics) Technician		\$ 25.70	\$53.97	\$8.19	\$88	
Technical Writer II		\$ 39.85	\$83.69	\$12.69	\$136	
Project Administrator		\$ 34.75	\$72.98	\$11.07	\$119	
(CAD) Technician I		\$ 20.40	\$42.84	\$6.50	\$69.74	
(CAD) Technician II		\$ 36.50	\$76.65	\$11.63	\$124.78	
Senior Engineer		\$ 61.50	\$129.15	\$19.59	\$210.24	
Project Designer I		\$ 32.45	\$68.15	\$10.34	\$110.93	
Principal		\$ 72.55	\$152.36	\$23.11	\$248.01	
Project Engineer I		\$ 43.35	\$91.04	\$13.81	\$148.19	
Total Hours	920				Subtotal:	\$138,801

REIMBURSABLES

Mileage						
Reproduction 8.5x11 color:						
Reproduction 11x17 color:						
Reproduction 22x43 DWGS						
Expenses						\$2,401
					Subtotal:	\$2,401

SUBCONSULTANT COSTS (See Exhibit E)

Rice Fergus Miller						\$10,560
Notkin						
Stantec						
Veltre						
ProDims						
					Subtotal:	\$10,560

Total: \$151,762

Contingency:

GRAND TOTAL: \$151,762

EXHIBIT E (to Reid Middleton letter)

Subcontracted Work

Project Name: FIRE DISTRICT 34 - FIRE STATIONS 14 & 18
Project Number: 60011806.21.01.03 Supplement 3
Consultant: REID MIDDLETON - Prime

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

Subconsultant	Work Description	Amount
Rice Fergus Miller	Architect	\$10,560
Notkin	Electrical	
Stantec	Electrical	
Veltre	Fire Protection	
ProDims	Cost Estimation	
Total:		\$10,560