


**Washington State
Department of Transportation**

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

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

Exhibit A-3
Supplement #3
Scope of Work

NE 40th Street Stormwater Trunkline Extension Project
May 24, 2021

Redmond Project No. 20021607
Otak Project No. 32793

Otak will complete the design and bid support services for the NE 40th Treatment Retrofit Facility under the current tasks through June of 2021. Supplement #3 provides additional services for engineering support during construction of the facility. The site is located at the southwest corner of 156th Ave NE and NE 40th Street.

PROJECT SCHEDULE

Authorization to proceed is expected in July 2021. The first phase of the work will be supporting the City in preparing documents that will be used by the City to manage Construction submittals submitted by the Contractor.

Based on the estimated construction schedule, construction is expected to be complete by 3/28/2022. Record drawing preparation will be completed within sixty days after construction is complete.

This schedule shall be equitably adjusted as the project progresses, allowing for changes in scope or for delays beyond consultant control.

Task 18 – Construction Engineering Support Services for NE 40th Stormwater Treatment Retrofit (New)

Task 18.1 – Site Civil Construction Engineering Support Services

Task 18.1.1 – Project Management

In this Task, Otak will provide project administration and coordination with subconsultants and City of Redmond (City) for Tasks 18.1-18.3 below. Otak will prepare monthly progress reports and invoices that include sub-consultant invoices from BHC and GeoEngineers. Project management and coordination includes work planning, preparation of status reports and invoices, and participating in regular communication through email and phone calls.

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Task 18.1.1 Assumptions:

- Otak project management is anticipated to require approximately 4 hours per month for the project engineer (Civil Engineer IX), 2 hours per month for a project coordinator, and 1/2 hour per month for the Principal in charge (Sr. PIC). This task work is assumed to be provided from June 2021 thru May 2022. Additional time has been added for the principal-in-charge (Sr. PIC) and project engineer (Civil Engineer IX) to provide status updates and coordination with the City and subconsultants.

Task 18.1.1 Deliverables:

- Monthly progress report and contract summary provided with invoices.
- Bi-weekly status report via email and phone call with City during active work periods.

Task 18.1.2 – Construction Engineering Office Support

As part of the overall construction engineering support effort, all documentation will be consistent with the City of Redmond's or WSDOT standard forms and stored and reviewed on the City of Redmond SharePoint site which the City will establish for the project. Otak will be responsible for coordination of all subconsultant activity during the construction process.

A. Support City in development of Record of Materials (ROM)

Otak will review and comment on the Record of Material (ROM) forms. Otak's staff will work with the CITY to develop a list of deliverables and approximate timeframe for submitting information to the CITY. It is assumed that the City will actively manage the ROM spreadsheet for material and documentation tracking.

B. Pre-Construction Meeting Support

The Otak Project Engineer and Structural Engineer will attend the Pre-Construction Meeting for the project conducted through an online format. Otak will assist the CITY with developing the agenda for the meeting. Participants will include all disciplines necessary to respond to questions about the construction documents and overall design.

C. Construction Submittals and Shop Drawing Review

Otak will review site-civil material submittals and shop drawings associated with all of the work as directed by the City, except for the Pump Station work which will be reviewed by a sub-consultant (BHC) under Task 18.2. Otak will maintain a documented record of all material submittals in accordance with the Record of Materials. Otak will log in, review, track and return each submittal within the timeframe established in the Specifications. The objective will be to provide a maximum one week turnaround of all submittals. Approximately twenty (20) submittals are anticipated for review.

D. Response to Questions/RFIs

Otak will respond, per coordination with the CITY Project Manager, to Requests for Information (RFIs) by the Contractor and provide supplemental information as needed to maintain the progress of the work. If field adjustments are required as a result of a change in conditions, Otak will coordinate with the CITY Project Manager and prepare necessary change order documents and plan revisions, as requested.

Otak will prepare design changes, as directed by the City, in response to the contractor questions and RFIs.

Approximately ten (10) RFIs are anticipated for review related to site civil items.

Approximately ten (10) change orders are anticipated for review and engineering support.

Task 18.1.2 Deliverables

- Written Revisions to ROM form provided by City

- Reviewed versions of Contractor submittal packages with written comments and markups (electronic pdf version)
- Written RFI Responses (electronic pdf version)
- Construction correspondence as required

Task 18.1.2 Assumptions

- The City is providing Construction Management for the project including preparation and management of regular construction documentation such as meeting minutes, pay estimate review, tracking of quantities, force account authorization, correspondence with stakeholders, and directives to Contractor.

Task 18.1.3 – Construction Engineering Field Support and Meetings

A. Site Civil Field Support

i. Weekly Construction Meetings

Otak will attend weekly construction progress meetings with the CITY and the Contractor. Generally, Otak's Project Engineer and Field Representative (as needed) will be in attendance. Progress meetings will be used to promote effective communication between the CITY, Otak, the Contractor and other project stakeholders. Approximately sixteen (16) weekly construction meetings are anticipated with ten meetings conducted online and six on-site.

ii. Site Visits for Observation – Site Civil Engineer

Otak's Project Engineer will visit the site periodically, six (6) visits, to review construction progress and to verify compliance with the project plans and specifications. Otak's Project Engineer and Engineering Designer will visit the site to monitor the Contractor's Distribution System Test. Otak will assess distribution system flow measurement provided by the Contractor and will provide weir plate adjustment data to the City, if required. Structural Engineering support will be provided per Task 18.1.3.B below.

B. Site Structural Field Support

The Structural Engineer will attend up to two (2) weekly construction meetings to review/discuss the structural work included with the project. The Structural Engineer will perform up to four (4) site visits, at the direction of the City, to observe construction of the bioscape steel distribution system.

C. Landscape Architect Field Support

A landscape architect will perform up to two (2) site visits, at the direction of the City, for initial inspection for plant acceptance.

D. Punchlist Support

Otak staff including the Project Engineer, Structural Engineer, and Landscape Architect will attend an on-site punchlist inspection meeting to contribute to the punchlist. Otak will provide documentation of punchlist comments and items identified via email.

Task 18.1.3 Deliverables

- Written Revisions to Punchlist form provided by City (electronic version)
- Field Reports, if requested, for project elements observed during site visits

Task 18.1.3 Assumptions

- Structural Inspection of rebar and concrete placement for site structural items is not included.

- Structural inspection of precast concrete structures is not included.

Task 18.1.4 – Record Drawings for NE 40th Street Treatment Retrofit

The Contractor is required to provide as-constructed record drawing markups for the NE 40th Treatment Retrofit project per the City's Special Provisions. Otak will revise the Construction Plans to conform to Record Drawings from information supplied by the Contractor. The Record Drawings will be prepared in accordance with the City's 2020 Record Drawing Requirements as approved for use by the City Engineer in February 2021. The City will provide one round of comments from the Construction Division and one round of comments from the GIS Services group that Otak will address in the final version. Otak will incorporate record drawings for the pump station provided by BHC under Task 18.2.

Task 18.1.4 Deliverables:

- Draft Record Drawings (electronic pdf and ACAD files)
- Final Record Drawings (electronic pdf and ACAD files)

Task 18.1.4 Assumptions:

- The City will review the progress versions and final version of the Contractor field markups for construction changes that are required by the City's special provisions. The City will determine if the revisions adequately represent the as-built changes to the construction drawings.

Reimbursables:

- Mileage for Site Visits and Meetings
- Reproduction Costs
- Miscellaneous Expenses

Task 18.2 – Pump Station Construction Engineering Support Services (BHC)

BHC Consultants, LLC (BHC), as a subconsultant to Otak, will provide the following services described under Task 18.2.

Statement of Understanding

Under the previous NE 40th Street Stormwater Treatment Retrofit Agreement, BHC Consultants, LLC (BHC) performed preliminary design, final design, and provided engineering services during bidding for the NE 40th Street Stormwater Treatment Retrofit (Project):

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

- Engineering services during construction.
- Review the Contractor prepared record drawings and prepare revised design drawings to incorporate project revisions identified by the Contractor and City staff.
- Develop the Electronic Operations & Maintenance Manual for 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 and Otak 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 (Adobe pdf format)

Assumptions:

- The project will be completed by May 31, 2022.

Meetings:

- None (associated with project management)

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 subsurface conditions encountered during construction. To address this issue, services beyond the identified scope of services will only be performed 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, create contract clarifications and request for proposals.

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.
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 Factory Acceptance Test (FAT) at TSI. Submit notes from FAT for City review.
8. Prepare test checklist and attend Field Test at pump station site. Submit notes from Field Test for City review.
9. Review the manufacturer's O&M manuals submitted by the Contractor.
10. Provide electrical engineering support services during construction on an as required and requested basis.
11. Site visits by the Structural Engineer of Record to provide structural observation in accordance with the Building Code as follows:
 - a. Floor slab reinforcement, hatches, and formwork prior to placing concrete.

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 pump station.
- Written documentation supporting approved change order requests.
- FAT checklist and notes.
- Field Test checklist and note.
- Construction correspondence as required.

Assumptions:

- Fifteen (15) RFIs are assumed.
- Twenty (20) submittals are assumed.
- Two (2) change orders are assumed.
- Ten (10) site visits and ten (10) construction meetings are assumed.
- Special Inspections required by the Contract Documents are excluded from this scope.

Meetings:

- Attend up to ten (10) weekly construction meetings
- Attend up to ten (10) 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:

1. Incorporate modifications to the design drawings and prepare draft Record Drawings; submit to City for review.
2. Incorporate City review comments and prepare final record drawings per City requirements.

Deliverables:

- One 11 x 17 electronic copy in PDF format of the Draft Record Drawings
- One 22 x 34 electronic copy in PDF format of the Final Record Drawings

- One composite record drawing AutoCAD file (to be included in Otak composite record drawing for the project)

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.
- As constructed modifications to the drawings will be relatively minor.

Meetings:

- None

Task D: Electronic O&M Manual

Receivables:

- City review comments on Draft O&M Manual

Work Tasks:

1. Prepare a 75 percent hard copy O&M manual for City of Redmond review. The O&M manual will include an overview of the pump station operation and maintenance.
2. Incorporate City of Redmond review comments and issue a Final hard-copy manual.
3. Convert final hard-copy manual to HTML format and incorporate into City's master Electronic O&M Manual. Provide electronic O&M Manuals including record drawings in the established format.

Deliverables:

- Two (2) hard copies and one electronic copy in PDF format of the Draft O&M Manual
- Two (2) hard copies and one electronic copy in PDF format of the Final O&M Manual
- Electronic O&M Manual in established format

Assumptions:

- None

Meetings:

- None

Task 18.3 – Geotechnical Construction Engineering Support Services (GeoEngineers)

GeoEngineers, Inc. (GeoEngineers), as a subconsultant to Otak, will provide the following services described under Task 18.3.

The purposes of GeoEngineers construction phase services will be to provide geotechnical consultation to the City and Otak, as needed, and to provide observation and evaluation of various geotechnical aspects of construction. GeoEngineers construction phase services will include review of construction submittals, evaluation of trench excavation and shoring installation, and preparation of subgrades for the various structures and facilities.

Scope of Services

Based on our current understanding of the construction schedule, we anticipate the services to be provided by GeoEngineers will include the following:

1. Geotechnical construction engineering support, including:
 - Review of contractor submittals for temporary dewatering plan and shoring plan.
 - Assistance with request for information (RFI) response and Change Order review.
2. Provide part-time observation during construction, as requested. We assume this will require a field technician or staff engineer on a part-time basis for a total of 6 visits. During our site visits, GeoEngineers will observe excavations and general backfilling activities, observe installation of shoring systems, and evaluate preparation of structure and foundation subgrades.
3. Prepare a summary letter documenting the construction observation services for our 6 site visits after construction activities have been satisfactorily completed.

Task 18.3 Assumptions:

The extent and duration of our involvement during construction will depend on the contractor's schedule, the City's requested site visits, and on any delays caused by weather or other factors.

We will provide our services on a part-time basis. Part-time is defined as up to 5 hours per day for site activities, travel, and daily reports. GeoEngineers assumes that a field technician or staff engineer will be on-site for up to 6 part-time visits throughout the duration of construction. Consultation, project management, scheduling, and administrative support time are included in our fee estimate.

Task 18.3 Deliverables

- Daily construction observation field reports.
- Submittal review and approval.
- Final construction summary letter.

Exhibit D-3

Consultant Fee Determination

Project Name: NE 40th Street Stormwater Trunkline Extension - Supplement 03
 Project Number: 20021607
 Consultant: OTAK

NEGOTIATED HOURLY RATES

Classification	Hours	DSC	Overhead 173.31%	Fee (Profit) 29%	Total Hourly Rate	Total
Sr. PIC/Sr. PM Civil	8	\$ 91.89	\$159.26	\$26.37	\$278	\$2,220
PIC/Sr. PM Civil		\$ 81.71	\$141.61	\$23.45	\$247	
Civil Engineer X	79	\$ 63.31	\$109.72	\$18.17	\$191	\$15,105
Civil Engineer IX	158	\$ 61.75	\$107.02	\$17.72	\$186	\$29,466
Civil Engineer VIII		\$ 56.50	\$97.92	\$16.22	\$171	
Civil Engineer VII		\$ 49.45	\$85.70	\$14.19	\$149	
Civil Engineer VI		\$ 47.50	\$82.32	\$13.63	\$143	
Civil Engineer V	108	\$ 43.05	\$74.61	\$12.36	\$130	\$14,043
Civil Engineer IV		\$ 39.46	\$68.39	\$11.33	\$119	
Civil Engineer III		\$ 34.62	\$60.00	\$9.94	\$105	
Civil Engineer II		\$ 32.69	\$56.66	\$9.38	\$99	
Civil Engineer I		\$ 30.00	\$51.99	\$8.61	\$91	
Engineering Designer V		\$ 39.86	\$69.08	\$11.44	\$120	
Engineering Designer IV	108	\$ 36.09	\$62.55	\$10.36	\$109	\$11,773
Engineering Designer III		\$ 31.25	\$54.16	\$8.97	\$94	
Engineering Designer II		\$ 29.81	\$51.66	\$8.56	\$90	
Engineering Designer I		\$ 26.08	\$45.20	\$7.48	\$79	
Engineering Technician VII		\$ 47.48	\$82.29	\$13.63	\$143	
Engineering Technician VI		\$ 39.64	\$68.70	\$11.38	\$120	
Engineering Technician V		\$ 37.33	\$64.70	\$10.71	\$113	
Engineering Technician IV		\$ 33.00	\$57.19	\$9.47	\$100	
Engineering Technician III		\$ 27.40	\$47.49	\$7.86	\$83	
Engineering Technician II		\$ 23.77	\$41.20	\$6.82	\$72	
Engineering Technician I		\$ 21.13	\$36.62	\$6.06	\$64	
Sr. PIC/Sr. PM LA/Master Plan		\$ 80.77	\$139.98	\$23.18	\$244	
PIC/Sr. PM LA/Master Plan		\$ 68.67	\$119.01	\$19.71	\$207	
Landscape Architect VI	28	\$ 49.26	\$85.38	\$14.14	\$149	\$4,166
Landscape Architect V		\$ 45.05	\$78.07	\$12.93	\$136	
Landscape Architect IV		\$ 40.64	\$70.43	\$11.66	\$123	
Landscape Architect III		\$ 39.62	\$68.66	\$11.37	\$119.64	
Landscape Architect II	14	\$ 34.62	\$59.99	\$9.93	\$105	\$1,464
Landscape Architect I		\$ 30.04	\$52.06	\$8.62	\$91	
Landscape Technician III		\$ 31.25	\$54.16	\$8.97	\$94	
Landscape Technician II		\$ 27.73	\$48.06	\$7.96	\$84	
Landscape Technician I		\$ 20.00	\$34.66	\$5.74	\$60	
PIC/Sr. PM Planner		\$ 79.24	\$137.33	\$22.74	\$239	
Sr. PM - Planner II		\$ 57.39	\$99.46	\$16.47	\$173	
Sr. PM - Planner I		\$ 52.50	\$90.99	\$15.07	\$159	
Planner IV		\$ 46.15	\$79.99	\$13.25	\$139	
Planner III		\$ 44.57	\$77.24	\$12.79	\$135	
Planner II		\$ 40.61	\$70.38	\$11.66	\$123	
Planner I		\$ 32.00	\$55.46	\$9.18	\$97	
Planner Associate IV		\$ 32.00	\$55.46	\$9.18	\$97	

Planner Associate III	\$ 29.16	\$50.54	\$8.37	\$88	
Planner Associate II	\$ 28.73	\$49.79	\$8.25	\$87	
Planner Associate I	\$ 23.11	\$40.05	\$6.63	\$70	
Sr. GIS Specialist Planner	\$ 39.28	\$68.08	\$11.27	\$119	
GIS Specialist - Planner	\$ 32.21	\$55.83	\$9.24	\$97	
Planning/GIS Intern	\$ 27.19	\$47.12	\$7.80	\$82	
PIC/Sr. PM Urban Design	\$ 62.56	\$108.42	\$17.95	\$189	
Urban Designer V	\$ 57.94	\$100.41	\$16.63	\$175	
Urban Designer IV	\$ 52.83	\$91.56	\$15.16	\$160	
Urban Designer III	\$ 44.90	\$77.82	\$12.89	\$136	
Urban Designer II	\$ 39.29	\$68.09	\$11.28	\$119	
Urban Designer I	\$ 34.34	\$59.51	\$9.86	\$104	
PIC/Scientist	\$ 66.52	\$115.29	\$19.09	\$201	
Scientist VI	\$ 63.56	\$110.16	\$18.24	\$192	
Scientist V	\$ 50.48	\$87.49	\$14.49	\$152	
Scientist IV	\$ 43.56	\$75.50	\$12.50	\$132	
Scientist III	\$ 38.00	\$65.86	\$10.91	\$115	
Scientist II	\$ 32.34	\$56.05	\$9.28	\$98	
Scientist I	\$ 25.49	\$44.18	\$7.32	\$77	
Environmental Specialist	\$ 43.26	\$74.97	\$12.42	\$131	
Graphics Specialist	\$ 36.75	\$63.69	\$10.55	\$111	
Project Coordinator	22 \$ 33.00	\$57.19	\$9.47	\$100	\$2,193
Project Admin. Asst	\$ 29.50	\$51.13	\$8.47	\$89	
Total Hours	525		Subtotal:		\$80,428

REIMBURSABLES

Mileage		\$1,250
Reproduction (copies, plots, etc.)		\$1,250
Miscellaneous		\$500
	Subtotal:	\$3,000

SUBCONSULTANT COSTS (See Exhibit E)

BHC	\$98,218
GeoEngineers	\$9,500
	Subtotal:
	\$107,718

Total: \$191,146

Contingency: \$20,000

GRAND TOTAL: \$211,146

EXHIBIT E-3

Subcontracted Work

Project Name: NE 40th Street Stormwater Trunkline Extension - Supplement 03
Project Number: 20021607
Consultant: OTAK

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

Subconsultant	Work Description	Amount
BHC	Pump Station Construction Engineering Support	\$98,218
GeoEngineers	Geotechnical Construction Engineering Support	\$9,500
Total:		\$107,718

Exhibit E-3a**Consultant Fee Determination**

Project Name: NE 40th Street Stormwater Treatment Retrofit
 Project Number: 20021607
 Consultant: BHC Consultants, LLC

NEGOTIATED HOURLY RATES

Classification	Hours	DSC	Overhead 148%	Fee (Profit) 26%	Total Hourly Rate	Total
Principal-In-Charge	4	\$ 95.00	\$140.83	\$24.99	\$261	\$1,043
Project Manager	128	\$ 80.00	\$118.59	\$21.04	\$220	\$28,113
Electrical Engineer	86	\$ 82.00	\$121.56	\$21.57	\$225	\$19,361
Structural Engineer	44	\$ 76.00	\$112.66	\$19.99	\$209	\$9,181
Staff Engineer	110	\$ 41.00	\$60.78	\$10.78	\$113	\$12,382
CAD Manager	102	\$ 59.00	\$87.46	\$15.52	\$162	\$16,522
Project Assistant	78	\$ 38.00	\$56.33	\$9.99	\$104	\$8,137
Admin	12	\$ 46.50	\$68.93	\$12.23	\$127.66	\$1,532
Total Hours						564
Subtotal:						\$96,270
REIMBURSABLES						
Mileage						\$448
Reproduction (copies, Mylar plots, etc.)						\$1,000
Miscellaneous						\$500
Subtotal:						\$1,948
SUBCONSULTANT COSTS (See Exhibit E)						
Subtotal:						

Total: \$98,218

Contingency:

GRAND TOTAL: \$98,218