


**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

Date

Attachment A
Scope of Services – Supplemental Consultant Agreement 2
Smith Woods Stream and Pond Rehabilitation
Services During Construction

Supplemental Consultant Agreement 2 requests additional scope and fee for the consultant team to provide engineering services during construction.

TASK 7 – Project Administration

Additional project management and coordination with City and subconsultants due to additional scope and extended project duration.

Assumptions:

- Project duration is extended by nine (9) months, with Notice to Proceed expected in July 2021
 - Construction beginning in August and physical completion in December
 - Record drawings will be completed in April 2022 (assumes contractor redlines provided in January and City reviews completed within 15 working days).

Deliverables

- Monthly Progress Reports and invoices

TASK 8 – Services During Construction

The consultant team is available during construction to address contractor questions, provide field inspection, and/or serve as the Engineer of Record during construction. The City will lead the construction management including review and comment on the majority of the submittals. The City will request review by the consultant team, as needed, for discipline specific and/or non-standard items. The City and/or the construction management consultant will lead all other construction management items such as daily inspections and reports, special inspections, record-keeping, processing of progress payments, change orders, meetings, coordination with franchise utilities, punch list, and any funding program reporting obligations.

Anticipated consultant services include:

- 8.1 Attend pre-construction meeting via Teams (2 hours); 1 person from Osborn
- 8.2 Attend up to 10 meetings with the contractor – 5 via Teams (one hour) and 5 on-site (one hour plus travel time). Assumes 30 minutes for prep and/or follow-up with each meeting.
 - 8.2.1 Osborn to attend all 10
 - 8.2.2 NSD to attend 3 Teams and 2 on-site
- 8.3 Assistance to develop material submittal tracking spreadsheet
- 8.4 Review of up to 3 work plans and 10 material submittals; recommend approval/rejection, as applicable, to the City
 - 8.4.1 Osborn to oversee all 13 submittals
 - 8.4.2 NSD to quickly (2 hours each) review up to 7 submittals, including all 3 WSDOT Division 8-02 Work Plans, and up to 4 material submittals
- 8.5 Response to up to 10 Requests for Information
 - 8.5.1 Osborn to oversee all 10
 - 8.5.2 Golder to review up to 1
 - 8.5.3 NSD to review up to 3

8.6 Assistance with up to 5 Change Orders

- 8.6.1 Osborn to oversee all 5
- 8.6.2 NSD to contribute to up to 3

8.7 Site inspection

- 8.7.1 Osborn field direction during fine grading and log placement (24 hours; 4~8 visits depending on duration of fine grading for each day)
- 8.7.2 Golder field inspection during berm repair (9 hours; 1~3 visits)
- 8.7.3 NSD field inspection for suitable soil preparation, plant quality and proper installation, adequate seed and mulch application, assumes up to 2 hours onsite plus travel time and 30 minutes for prep and/or follow-up (16 hours; 3~4 visits)

8.8 Attend final inspection and provide punchlist comments

8.9 Assistance to complete required project and planting completion forms for the Army Corps

Assumptions:

- Meeting Agendas and Minutes provided by the City.
- Submittals to permit agencies will be made by the City.

Deliverables

- Provide recommendations/responses as indicated above.

TASK 9 – Preparation of Record Drawings

Prepare record drawings per City requirements based on Contractor and City as-built notes. Record Drawings development and submittals will follow the three phased submittal approach as defined in the City of Redmond "Record Drawing Requirements" effective August 2020.

9.1 – Phase 1 – Engineering Review:

Record Drawings will be developed using the CITY provided redlined construction plans aka "Gold Set", the Record Drawings will be updated following the procedure and requirements listed in "Record Drawing Requirements", effective June 2017. The redlines from the "Gold Set" will be incorporated into the project plans following Appendix B of the "Record Drawing Requirements". Electronic prints will be submitted to the City for review and comments. Any City comments will be addressed prior to the record drawings progressing to the next work element.

Phase 1 Assumptions

- The CITY has confirmed that the redlined construction plans are complete, true and accurate.
- No site visits will be required by the consultant to verify or supplement redlines.
- No surveying will be required to verify or supplement redlines.

9.1 Deliverables

- (Electronic prints of the updated plan sheets, with the "Gold Set"

9.2 – Phase 2 – Record Drawing Review Process, Digital CAD Files:

Once the City has approved the record drawing prints, the consultant will provide digital CAD files following Appendix A of the "Record Drawing Requirements" for review and comment by the City GIS Staff. Any City GIS Staff comments will be addressed prior to the record drawings progressing to the next work element.

9.2 Deliverables

- CD with one composite DWG file (AutoCAD 2013 file format or earlier) with the completed Digital Submittal checklist, Appendix A of the "Record Drawing Requirements"

9.3 – Phase 3 – Final record Drawing Review Process:

Once the record prints and CAD file have been approved by the City, the consultant will provide the Final Record Drawing Submittal.

9.3 Deliverables

- Final Record Drawings – Electronic Submittal

Exhibit D

Consultant Fee Determination

Project Name: Smith Woods Park
 Project Number: 20021811
 Consultant: Osborn Consulting, Inc.

NEGOTIATED HOURLY RATES

Classification	Hours	DSC	Overhead 174%	Fee (Profit) 29%	Total Hourly Rate	Total
Principal	88	\$ 72.25	\$125.87	\$21.10	\$219	\$19,291
Project Manager		\$ 62.00	\$108.01	\$18.10	\$188	
Project Geomorphologist		\$ 66.10	\$115.15	\$19.30	\$201	
Senior Engineer		\$ 59.85	\$104.26	\$17.48	\$182	
Project Engineer		\$ 48.00	\$83.62	\$14.02	\$146	
Design Engineer	129	\$ 40.00	\$69.68	\$11.68	\$121	\$15,656
Engineer in Training		\$ 35.50	\$61.84	\$10.37	\$108	
Intern Engineer		\$ 25.00	\$43.55	\$7.30	\$75.85	
CADD Manager	12	\$ 48.50	\$84.49	\$14.16	\$147.15	\$1,766
CADD Tech	30	\$ 32.00	\$55.75	\$9.34	\$97.09	\$2,913
Project Assistant	9	\$ 46.00	\$80.14	\$13.43	\$139.57	\$1,256
Graphic Design		\$ 45.50	\$79.27	\$13.29	\$138.05	
Total Hours		268			Subtotal:	\$40,881
REIMBURSABLES						
Mileage						\$80
Reproduction (copies, plots, etc.)						
Miscellaneous						
Subtotal:						\$80
SUBCONSULTANT COSTS (See Exhibit E)						
Natural Systems Design						\$11,505
Golder						\$2,558
Subtotal:						\$14,063

Total: \$55,025

Contingency: 9,975

GRAND TOTAL: \$65,000

EXHIBIT E

Subcontracted Work

Project Name: Smith Woods Park
Project Number: 20021811
Consultant: Osborn Consulting, Inc.

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

Subconsultant	Work Description	Amount
Natural Systems Design	Permitting and Landscape Architecture	\$11,505
Golder	Geotechnical Engineering	\$2,558
Total:		\$14,063