



**AMENDMENT NO. 1
PROFESSIONAL SERVICES AGREEMENT**

This Amendment to Professional Services Agreement ("***Amendment***") is effective as of the date of the Mayor's signature below, and is between the City of Everett, a Washington municipal corporation (*the "City"*), and the person identified as the Service Provider below ("***Service Provider***"). The City and Service Provider are parties to the Professional Services Agreement described below, as may be previously amended ("***Agreement***"). In consideration of the covenants, terms and conditions set forth below, and for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and Service Provider agree to amend the Agreement as set forth below:

Service Provider	Herrera Environmental Consultants, Inc.
City Project Manager	Heather Griffin
	3200 Cedar Street, Everett, WA 98201
Original Agreement Date	6/2/2023

AMENDMENTS		
New Completion Date	If this Amendment changes the Completion Date, enter the new Completion Date: 9/30/2023 If no new date is entered, this Amendment does not change the Completion Date.	
New Maximum Compensation Amount	If this Amendment changes compensation, complete the following table. If the table is not completed, this Amendment does not change compensation.	
	Maximum Compensation Amount Prior to this Amendment	\$18,000
	Compensation Added (or Subtracted) by this Amendment	\$10,001
	Maximum Compensation Amount After this Amendment	\$28,001

Changes to Scope of Work	Scope of Work is changed by ADDING the work in the attachment to this Amendment	Leaving selection as "Click for Dropdown Menu" means no change to Scope of Work.
Other Amendments	None.	
Standard Amendment Provisions	Regardless of the date(s) on which this Amendment is signed by the parties, and regardless of any Agreement completion date(s) that may have been in the Agreement prior to this Amendment, the parties agree that the Agreement is deemed unexpired and continuously in effect since the Original Agreement Date.	
	This Amendment may be signed in counterparts, each of which shall be deemed an original, and all of which, taken together, shall be deemed one and the same document. AdobeSign signatures are fully binding. Any ink, electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Amendment will be deemed an original signature and will be fully enforceable as an original signature.	
	All provisions in the Agreement shall remain in effect except as expressly modified by this Amendment.	

SIGNATURES ON FOLLOWING PAGE

IN WITNESS WHEREOF, the City and Service Provider have executed this Amendment.

**CITY OF EVERETT
WASHINGTON**

HERRERA ENVIRONMENTAL CONSULTANTS, INC.

Cassie Franklin

Cassie Franklin, Mayor

Signature: _____

Theresa M. Wood

Name of Signer: Theresa M. Wood

Signer's Email Address: twood@herrerainc.com

Title of Signer: Vice President

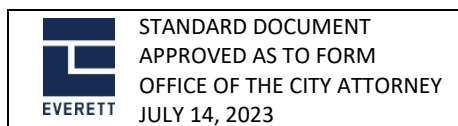
08/16/2023

Date

ATTEST

Maria J. [Signature]

Office of the City Clerk



CITY OF EVERETT STORMWATER PLAN REVIEW TRAINING AND TOOLS – AMENDMENT 1

On July 6, 2023, the City of Everett (City) authorized Herrera Environmental Consultants (Herrera) to prepare a scope and budget amendment to continue to provide support with stormwater plan review tools for compliance with the 2019-2024 National Pollutant Discharge Elimination System Phase II Municipal Stormwater permit (NPDES Phase II permit). This amendment includes support finalizing the Small Project Stormwater Site Plan/Report template and developing a tip sheet to support stormwater plan review for small projects. This scope of work includes a discussion of the activities, assumptions, deliverables, and a schedule associated with the following tasks for this project:

- Task 1.0 – Project Management
- Task 2.0 – Stormwater Plan Review Training and Tools
- Task 3.0 – Contingency

Task 1.0 – Project Management

Herrera will be responsible for ongoing administration of the project, including preparing invoices and progress reports, as well as coordination of work efforts with the City project manager (Heather Griffin). Herrera's project manager (Rebecca Dugopolski) and contract manager will have phone and e-mail contact with the City project manager and other City representatives on an as-needed basis with regard to scope, schedule, budget, and invoicing issues.

Assumptions

- No meetings are included in this task.

Deliverables

- Monthly progress reports and invoices

Task 2.0 – Stormwater Plan Review Training and Tools

Subtask 2.1 – Finalize Small Project Site Plan Report Template

Herrera will finalize the formatting of the City's Small Project Stormwater Site Plan/Report template by adding fillable fields and checkboxes and hyperlinks to the Ecology Stormwater Management Manual for Western Washington in the PDF version of the template.

Subtask 2.4– Develop Tip Sheet to Support Stormwater Plan Review

Herrera will develop a Small Project Stormwater Requirements Tip Sheet to support stormwater plan review for small projects based on the City of Mercer Island example provided.

Assumptions

- Herrera will incorporate minor technical revisions into the final version of the Small Project Stormwater Site Plan/Report template as part of Subtask 2.1 and will primarily be focused on formatting and functionality of the template in the PDF version of the template.
- Up to 8 hours are included in Subtask 2.1 to support graphic development for the Small Project Stormwater Site Plan/Report template.
- The Small Project Stormwater Requirements Tip Sheet will be developed in InDesign based on the example from the City of Mercer Island, but provided to the City as a PDF file. Minor revisions will be made to the text and template colors to match the City's stormwater requirements and style guide (text colors and styles). The tip sheet layout and length (6 pages) will remain the same as the City of Mercer Island example provided.
- The City will provide review comments on all deliverables within 5 business days.

Deliverables

- Final Small Project Site Plan Report template (with fillable fields, checkboxes, and hyperlinks in Adobe Acrobat PDF).
- Draft and final Small Project Stormwater Requirements Tip Sheet (Adobe Acrobat PDF).

SCOPE AMENDMENT

Task 3.0 – Contingency

Additional technical needs may potentially arise that are pertinent to the overall scope of services. Herrera will provide additional services as requested by and authorized by the City, subject to amendment of the approved scope of services. Herrera shall submit a scope of services amendment and corresponding budget estimate for supplemental services not covered in previous tasks as may be requested by the City. The City shall provide written (e-mail) authorization to proceed with any supplemental services prior to any such work being performed by Herrera.

Project Schedule

Task/Subtask	Deliverable/Meeting	Timeline ^a
Task 1.0 – Project Management	Monthly invoices and progress reports	August – Sept. 2023
Task 2.0 – Stormwater Plan Review Training and Tools		
Subtask 2.1 – Finalize Small Project Site Plan Report Template	Final Small Project Stormwater Site Plan/Report template (PDF)	August 31, 2023
Subtask 2.4– Develop Tip Sheet to Support Stormwater Plan Review	Draft Small Project Stormwater Requirements Tip Sheet	August 18, 2023
	Final Small Project Stormwater Requirements Tip Sheet	August 31, 2023
Task 3.0 – Contingency	TBD	TBD

TBD: to be determined

^a The proposed project timeline assumes that the notice to proceed will be issued on August 1, 2023 or sooner.



Cost Estimate for
Herrera Project No.

City of Everett Stormwater Plan Review Training and Tools - Amendment 1
23-08137-000

7/24/2023

Task No.

Herrera Labor based on: Burdened Labor Rates

			1	2	3	Total
			Project Management	Stormwater Plan Review Training and Tools	Contingency	
Schedule			8/1/2023	8/1/2023	8/31/2023	
			8/31/2023	8/31/2023	8/31/2023	
Staff	Labor Category	2023 Burdened Labor Rates				
Dugopolski, Rebecca	Engineer V	\$259.16	2	10	2	14
Van Zee, Erynne	Engineer I	\$144.89	0	10	2	12
Brown, Jack	Engineer II	\$144.27	0	8	0	8
Holtz, Liza (Mary)	Landscape Designer I	\$115.30	0	24	4	28
Maloof, Charles	Project Accountant II	\$125.75	2	0	0	2
Total Hours per Task			4	52	8	64
Subtotal Labor			\$770	\$7,962	\$1,269	\$10,001
Subtotal Herrera Labor			\$770	\$7,962	\$1,269	\$10,001
Grand Subtotal			\$770	\$7,962	\$1,269	\$10,001
Grand Total						\$10,001











Herrera Environmental-MR1-5 Training-Amend#1-HG-7-27-23-SD

Final Audit Report

2023-08-16

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Signer cfranklin@everettwa.gov entered name at signing as Cassie Franklin

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Agreement completed.

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