



**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	Commonstreet Consulting, LLC
City Project Manager	Julie Willie
	jwillie@everettwa.gov
Original Agreement Date	8/23/2023

AMENDMENTS							
New Completion Date	<p>If this Amendment changes the Completion Date, enter the new Completion Date: 4/1/2024</p> <p>If no new date is entered, this Amendment does not change the Completion Date.</p>						
New Maximum Compensation Amount	<p>If this Amendment changes compensation, complete the following table. If the table is not completed, this Amendment does not change compensation.</p> <table border="1" style="width: 100%;"> <tr> <td>Maximum Compensation Amount Prior to this Amendment</td> <td style="text-align: right;">\$45,000</td> </tr> <tr> <td>Compensation Added (or Subtracted) by this Amendment</td> <td style="text-align: right;">\$215,349</td> </tr> <tr> <td>Maximum Compensation Amount After this Amendment</td> <td style="text-align: right;">\$260,349.00</td> </tr> </table>	Maximum Compensation Amount Prior to this Amendment	\$45,000	Compensation Added (or Subtracted) by this Amendment	\$215,349	Maximum Compensation Amount After this Amendment	\$260,349.00
	Maximum Compensation Amount Prior to this Amendment	\$45,000					
	Compensation Added (or Subtracted) by this Amendment	\$215,349					
Maximum Compensation Amount After this Amendment	\$260,349.00						

Changes to Scope of Work	<p>Scope of Work is changed by ADDING the work in the attachment to this Amendment </p> <p>Leaving selection as "Click for Dropdown Menu" means no change to Scope of Work.</p>
Other Amendments	N/A
Standard Amendment Provisions	<p>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 continuously in effect since the Original Agreement Date.</p>
	<p>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.</p>
	<p>All provisions in the Agreement shall remain in effect except as expressly modified by this Amendment.</p>

SIGNATURES ON FOLLOWING PAGE

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

**CITY OF EVERETT
WASHINGTON**

COMMONSTREET CONSULTING, LLC



Cassie Franklin, Mayor

Signature: Chris LaBonte

Name of Signer: Chris LaBonte

Signer's Email Address: chris@csrow.com

Title of Signer: Principal/COO

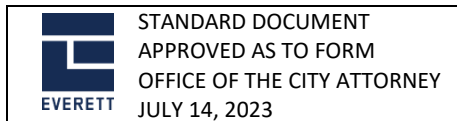
12/11/2023

Date

ATTEST



Office of the City Clerk



ATTACHMENT
SUPPLEMENTAL SCOPE OF WORK
CITY OF EVERETT

**Waits Motel Community Outreach, Engagement, and Relocation Services Project
("Project")**

A. General Description of Work

Consultant will continue to support the City with coordination of community outreach and engagement, social services, property reclamation, replacement housing entitlements, moving entitlements, official notices, personal property moves, and other general relocation activities at the Waits Motel. Consultant will assist the City with needs assessments, outreach service coordination, site visits and planning, field coordination, and other general community outreach, relocation, and property management activities.

Individual tasks, some of which have already begun as of the date of this amendment, that may be needed are as follows:

Assessment & Reconnaissance

Consultant will provide support in identifying and addressing occupied and unoccupied units and other issues or impacts to the Waits Motel property.

Project Coordination

Consultant will provide additional program creation, management, advisory, and administrative support as directed by the City and agreed upon by Consultant.

Site Visits & Planning

Consultant will work with the City to establish a site visit plan.

Tracking, Reporting & Meetings

Consultant will provide the City with project tracking details to be directed by the City and agreed upon by Consultant.

Outreach

Consultant will plan and coordinate community outreach and engagement specialists, service providers, relocation experts, and property management activities.

Relocation Activities

Consultant will provide research, emergency relocation, housing recommendations, personal property moving coordination, and other relocation assistance as directed by the City and agreed upon by Consultant.

Additional Services if Requested by City

Cleaning

Consultant will evaluate, plan, schedule, coordinate, and document site cleaning activities.

Vegetation Maintenance & Management

Consultant will evaluate, plan, schedule, coordinate, and document vegetation maintenance and management activities.

Site Hardening & Access Control

Consultant will evaluate, plan, schedule, coordinate, and document site hardening & access control activities.

Monitoring & Maintenance

Consultant will evaluate, plan, schedule, coordinate, and document any monitoring & maintenance activities.

Property Restoration

Consultant will evaluate, plan, schedule, coordinate, and document any property restoration activities.

Proactive Measures

Consultant will provide the City with proactive measures to be determined by the City and agreed upon by Consultant.

B. Work Items

Professional Services
<ul style="list-style-type: none">• Project Management & Advisory• Outreach & Engagement (Needs Assessments, Reconnaissance, etc.)• Site Visits & Service Coordination• Property Accessibility & Planning• Meetings & Reporting• Documentation, Tracking, & Invoicing• Housing Research• Entitlements & Replacement Housing• Relocation & Emergency Relocation Services• Personal Property Moving Entitlements & Coordination• Preparation & Delivery of Notices• Printing, Laminating & Posting

C. Assumptions

- Consultant will draft necessary documentation.
- Consultant will provide tracking and updates on a regular basis.
- Consultant does not guarantee occupants of Waits Motel will vacate the property.
- Certain Uniform Relocation Act relocation services may require a supplemental scope of services and budget.

D. Deliverables

- Project updates to be determined by the City and agreed upon by Consultant.
- Project tracking to be determined by the City and agreed upon by Consultant.

E. Schedule

- Scope of work assumes a duration of six (6) months of community outreach and engagement, coordination, rehousing, and/or relocation and administrative support to be extended as necessary. Proposed budget assumes a four (4) month duration as the targeted timeline for completion.

F. City Requirements

- Provide ongoing direction to Consultant.

G. Consultant’s Staffing and Compensations for Services

The new Maximum Compensation Amount under this agreement is **\$260,349.00**, including hourly compensation per the table below and preauthorized expenses.

TITLE	HOURLY RATE (SUPPLEMENTAL SCOPE OF WORK)
Principal / Sr. Advisor / Program Mgr.	\$306.00
Sr. Project Manager	\$283.00
Project / Property Manager	\$188.00
Sr. Agent	\$155.00
Agent	\$125.00
Sr. Project Controls Specialist / Sr. Tech	\$155.00
Project Controls Specialist / Tech	\$115.00

Job Title	Units (1 month)	Rate	Total Labor Cost (4 Months)
Principal / Sr. Advisor / Program Mgr.	34 hrs.	\$306.00	\$10,404/mo. x 4 months. = \$41,616
Sr. Project Manager	7 hrs.	\$283.00	\$1,981/mo. x 4 months. = \$7,924
Project / Property Manager	61 hrs.	\$188.00	\$11,468/mo. x 4 months. = \$45,872
Sr. Agent	21 hrs.	\$155.00	\$3,255/mo. x 4 months. = \$13,020
Agent	209 hrs.	\$125.00	\$26,125/mo. x 4 months. = \$104,500
Project Controls Specialist / Tech	29 hrs.	\$115.00	\$3,335/mo. x 4 months. = \$13,340
Other Direct Expenses (ODE) Mileage	33 visits	\$0.655/mile	33 x 4 mo. = 132 visits x 94mi. = 12,408 x \$0.655/mile = \$8,127
Other Direct Expenses (ODE) Printing, Job Supplies, PPE, etc.	1 Month	\$250.00	\$250/mo. x 4 months. = \$1,000
Subtotal for Supplemental Scope of Work (4 Months)			\$235,399
Subtotal of Prior Invoices			\$24,950.00
Grand Total			\$260,349.00

Consultant's invoices for compensation payable will be submitted to the City within thirty (30) days after the end of each calendar month.

H. Expenses

Subject to the Maximum Compensation Amount, reasonable expenses in support of the Project may be invoiced monthly and submitted with receipts or other appropriate documentation.

I. Subcontracts

Subcontractors pre-approved by the City may be used. Subcontracted services will be invoiced at cost plus five percent (+5%). Consultant shall direct the work of all subcontractors.

J. Project Change Management

In the event a change is identified that affects the tasks, timeline, or cost of the Project, Consultant shall determine any schedule and cost adjustments and submit an amendment request to the City for review.












Commonstreet PSA Amendment_Final_SD

Final Audit Report

2023-12-11


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 Agreement completed.

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