



**AMENDMENT NO. 2
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	PACE Engineers Inc.
City Project Manager	Sabina Araya
	saraya@everettwa.gov
Original Agreement Date	4/1/2024

AMENDMENTS		
New Completion Date	If this Amendment changes the Completion Date, enter the new Completion Date: <i>Enter new Completion Date, if any</i> 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	\$345,599.25
	Compensation Added (or Subtracted) by this Amendment	\$238,860.15
	Maximum Compensation Amount After this Amendment	\$584,459.40

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	<p>Enter other changes to the Agreement, if any.</p>
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. From and after the effective date of this Amendment, all references to the Agreement in the Agreement are deemed references to the Agreement as 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**

PACE ENGINEERS INC.



Cassie Franklin, Mayor

02/16/2025

Date

ATTEST



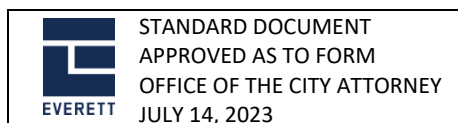
Office of the City Clerk

Signature: Darrell Smith

Name of Signer: Darrell Smith, PE 02/13/2025

Signer's Email Address: DarrellS@paceengrs.com

Title of Signer: Civil Engineering Director



December 30, 2024

Sabina Arays
IT Project Manager - Transit
Everett Transit
2930 Wetmore Avenue, Suite 6A
Everett, Washington 98201

**Subject: Everett Transit – Everett Mall Bus Platform
 Supplement No. 2 – Construction Inspection & Administration Services
 PACE Project No. 24462**

Dear Sabina:

Thank you for allowing PACE to submit a construction inspection and administration professional services scope and fee for your consideration. PACE will support construction management of the recently designed Everett Mall Bus Platform, Restroom Building and Loading Zone. The subject contract is herein amended to incorporate the following scope of services:

I. SCOPE OF SERVICES

Task 1: Project Management (Supplement)

Provide overall project management oversight

- 1.1 General Project Management (Communications and Project Oversight)
- 1.2 Prepare CM Work Plan
 - Decision makers/stakeholders
 - Communication protocols
 - Project goals
 - Project objectives
 - Decision process
 - Change order process
 - Identify CM team roles
- 1.3 Meetings

Task 15: Preconstruction Activities

Organize the project prior to beginning actual construction activities. Task duration is expected to be no longer than 20 working days with a maximum effort of 108 staff hours.

- Project site photos
- Setup filing system
- Review Contractor submittals, Insurance, and DBE (City to Perform)
- Review ROM list (City to prepare ROM list if required)
- Review material submittals
- Prepare submittal and RFI logs
- Preconstruction conference agenda and facilitate meeting
- Setup project ledger

Task 16: Construction Administration

Provide Construction inspection and construction administration support for one-hundred (100) working day contract. Provide a part-time inspector (24 to 28 hours per week) who will also provide both inspection and construction administration support services.

- Prepare IDRs and field note records
- Meet weekly to review quantities with Contractor
- Fill out project ledger weekly (Work incorporated into the project)
- Review contractors pay estimates
- Facilitate weekly construction meetings
- Monitor materials testing
- Wage rate interview (City to Perform if required)
- Prepare Weekly statement of working days and issue to contractor and City
- Review and assist with the processing of change orders
- Force account documentation

Task 17: Engineering Support

PACE will provide technical support during construction such as:

- Respond to RFIs
- Review material submittals
- Review shop drawings

Task 18A: Architectural Building Support (TCF)

- **Bidding:** Provide assistance to PACE ENGINEERS for bidding services related to the restroom building to include substitution review, question and answer and other applicable items.
- **Construction:** Provide assistance to PACE ENGINEERS for construction services related to the restroom building to include responses to submittals, RFI, ASI. Review applicable cost changes and other applicable items.
- The proposed Bid and CA scope and fee are estimated and are hourly NTE. If additional efforts and fee are needed to complete the work TCF will request additional fee before proceeding with additional efforts.

Task 18B: Building Design Modification (TCF)

- **Architectural Drawings:** After the cost estimate of the original design was complete it was determined that cost saving design modifications efforts were required. These adjustments included changing the roof structure to exposed glu lams, changing to CMU veneer, removing windows, expanding the building footprint, and other adjustments which impacting the drawings and specifications. Design modifications were not included as part of the original scope and fee.
- **Structural Drawings:** After the cost estimate of the original design was complete it was determined that cost saving design modifications efforts were required. These adjustments included changing the roof structure to exposed glu lams, changing to CMU veneer, removing windows, expanding the building footprint, and other adjustments which impacting the drawings and specifications. Design modifications were not included as part of the original scope and fee.

Task 19: Material Testing Coordination (Testing will be performed by the City).

Task 20: Security System Support (Transpo)

Transpo will provide up to \$1,000 of technical support billed out at their standard rates.

Task 21: Project Closeout

Assist the City of Everett closing out the project over twenty (20) working days.

- Prepare Draft and Final Punchlist
- Collect record drawings from contractor
- City Council acceptance (City will lead this effort)
- Post construction photos
- Support project closeout

Task 22: As-Built Drawings

PACE will provide record drawings of the proposed improvements. Contractor will redline record drawings and provide measure downs of stormwater, water, and sanitary sewer improvements to PACE. PACE will update CAD files to reflect changes to the design.



City will provide the following materials and/or services:

- City approved Change Order form
- Preconstruction kickoff meeting agenda template. Otherwise, PACE standard kickoff meeting agenda template will be utilized
- Emergency contact list
- Change Order protocols and signing authority
- Wage Rate Interviews

General Assumptions

- PACE will support the construction inspection and administration activities over 140 working days (approximately six months). This total project duration also includes preconstruction and project closeout activities.

II. FEE

All services provided within the scope of **Supplement No. 2 – Construction Inspection & Administration Services** will be performed as per the terms and conditions approved under the above-mentioned base contract for the project, unless stated in the scope within this document. If you have any questions, require any additional information, or would like to discuss this project further, please do not hesitate to contact us at your earliest convenience.

Sincerely,



Authorized PACE Representative Signature

Darrell Smith, PE

Printed Name

Civil Department Director

Title

December 30, 2024

Date

Attachments: Budget Fee Sheet

Project Estimates should consider a 10% to 15% contingency for unknown conditions where applicable.
Project Estimates should consider escalation for projects extending over one calendar year.

Select this column when adding more

Rev. 12/15/2023

Fee Schedule: STANDARD

Free Form Input - Project Budgeter can define work item descriptions, expense and subconsultant as required
Defined Input - Project budgeter must use defined Labor Codes and Staff Type from Deltek FMS Project Mgmt System (Tables Attached)

PACE Engineers

Project Budget Worksheet - 2024

Project Name		Everett Mall Bus Platform				Location:		Everett				Prepared By:		Darrell S.	
Project #:		24462		Billing Group #:				Task #:				Date:		12/30/2024	
Labor Hours by Classification															
Staff Type # (See Labor Rates Table)	Labor Code	1	91	68	68	68	15	26	16	92					
		\$288	\$136	\$181	\$181	\$181	\$194	\$166	\$166	\$120					
Staff Type Hourly Rate	Job Title	Sr. Principal Engineer	Project Admin istrator	Engineering Staff III	Engineering Staff III	Engineering Staff III	Engineering Staff IV	Designer III	Engineering Staff II	Sr. Office Tech				Hour Total	Dollar Total
Drawing/Task Title															
Task 1: Project Management															
General PM		50												50.0	\$14,400.00
CM Work Plan		8								6				14.0	\$3,024.00
Meetings		50	4											54.0	\$14,944.00
Task 15: Preconstruction Activities		12	80		16		16							124.0	\$20,336.00
Task 16: Construction Administration		40	560	24		24								648.0	\$96,368.00
Task 17: Engineering Support		40					40	16	16					112.0	\$24,592.00
Task 18: Architectural Building Support		2					4							6.0	\$1,352.00
Task 19: Material Testing Coordination		2					4							6.0	\$1,352.00
Task 20: Security System Support		4					4							8.0	\$1,928.00
Task 21: Project Closeout		24	80											104.0	\$17,792.00
Task 22: As-Built Drawings		2	6				4	16						28.0	\$4,824.00
Hours Total		234.0	730.0	24.0	16.0	24.0	72.0	32.0	16.0	6.0				1154.0	
Labor Total		\$67,392	\$99,280	\$4,344	\$2,896	\$4,344	\$13,968	\$5,312	\$2,656	\$720					\$200,912.00

Expenses		Reimbursable	
	rate/unit	Quantity	Cost
Project Support Services			\$1,400.00
Total			\$1,400.00

Subconsultants	
Architect (TCF)	\$21,421
Building Design Modifications	\$9,360
Transpo	\$1,000
Subconsultant Subtotal	31,781.00
Markup	15%
Total	\$36,548.15

PACE Billed Labor Total	\$200,912.00
Reimbursable Expenses	\$1,400.00
Subconsultants	\$36,548.15
Total Project Budget	\$238,860.15












PSA Amendment 2 PACE Engineers Inc_SD

Final Audit Report

2025-02-18


Created:	2025-02-13
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-  Signer darrells@paceengrs.com entered name at signing as Darrell Smith
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 Agreement completed.

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