



Energy Contracts Routing Slip

Reviewed by	I verify that:	Initials
PROGRAM MANAGER & SUPERVISOR	<ul style="list-style-type: none"> Any and all changes made are within my delegated authority and responsibilities Fund source reviewed and contract amount approved Contract/amendment entry in CMS If applicable, fund allocation spreadsheet emailed to appropriate staff Fund obligation discussed, reviewed and memo approved by leadership and appointing authority prior to routing contract or amendment, if applicable 	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <small>DS</small> </div>
		<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <small>DS</small> </div>
CLEAN BUILDINGS CONTRACT & BUDGET REVIEW	<ul style="list-style-type: none"> Any and all changes made are within my delegated authority and responsibilities Fund source, contract terms, scope of work reviewed and approved 	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <small>DS</small> </div>
MANAGING DIRECTOR	<ul style="list-style-type: none"> Any and all changes made are within my delegated authority and responsibilities Final review before appointing authority signature 	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <small>DS</small> </div>
BUDGET STAFF	<ul style="list-style-type: none"> Any and all changes made are within my delegated authority and responsibilities Reviewed allotment authority and coding Appropriate award paperwork in place, if applicable Reviewed contract/amendment entry in CMS 	MI code 51620250
		<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <small>DS</small> </div>
CONTRACTOR REPRESENTATIVE	<ul style="list-style-type: none"> Contract or amendment approved and signed by the Signing Authority 	[Signature on document]
ASSISTANT DIRECTOR <i>cc: Energy Admin Lead</i>	<ul style="list-style-type: none"> Contract, amendment, or memo approved and signed by the Approving Authority 	[Signature on document]

Instructions:

- Use this slip when soliciting any signature from the Energy Assistant Director or Deputy Assistant Director
- Attach this slip to the top of your DocuSign envelope *before* any additional materials
- When routing, only staff implicated in a request need to initial this slip. Inapplicable initial cells may be left empty
- The DocuSign envelope should be *context complete* and all relevant explanatory material attached
- **Questions?** Contact your Unit Admin or the [Energy Admin Lead](#)

ENERGY CONTRACTS ROUTING SLIP



**Energy Division
Clean Buildings Unit
Audit Incentive Program for Public Buildings**

1. Grantee City of Everett 2930 Wetmore Ave, Everett, WA 98201		2. Grantee Doing Business As (optional)	
3. Grantee Representative (only if updated)		4. COMMERCE Representative (only if updated)	
5. Original Grant Amount (including any previous amendments) \$19,535	6. Amendment Amount \$4,665	7. New Grant Amount \$24,200	
8. Amendment Funding Source Federal: <input type="checkbox"/> State: <input checked="" type="checkbox"/> Other: <input type="checkbox"/> N/A:		9. Amendment Start Date July 1, 2023	10. Amendment End Date June 30, 2025
11. Federal Funds (as applicable):	Federal Agency:	ALN:	
12. Amendment Purpose: Allocate additional funds to pay for full scope of audit work.			

COMMERCE, defined as the Department of Commerce, and the Grantee, as defined above, acknowledge and accept the terms of this Grant As Amended and attachments and have executed this Grant Amendment on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Grant As Amended are governed by this Grant Amendment and the following other documents incorporated by reference: Grantee Terms and Conditions including Attachment "A" – Scope of Work, Attachment "B" – Budget. A copy of this Grant Amendment shall be attached to and made a part of the original Grant between COMMERCE and the Grantee. Any reference in the original Grant to the "Grant" shall mean the "Grant as Amended".

<p>FOR GRANTEE</p> <p>Signed by: <u>Cassie Franklin</u> Cassie Franklin, Major 5/7/2025 2:37 PM PDT</p> <hr/> <p>Date</p> <p>Signed by: <u>Ashleigh Scott</u> Ashleigh Scott, Deputy City Clerk 5/7/2025 2:41 PM PDT</p> <hr/> <p>Date</p> <p>DocuSigned by: Tim Benedict, City Attorney, Stamp 5/7/2025 2:17 PM PDT</p> <hr/> <p>Date</p>	<p>FOR COMMERCE</p> <p>Signed by: <u>Jennifer Grove</u> Jennifer Grove, Assistant Director, Energy Division</p> <hr/> <p>5/7/2025 5:04 PM PDT</p> <hr/> <p>Date</p> <p>APPROVED AS TO FORM ONLY</p> <p><u>Sandra Adix</u> Assistant Attorney General</p> <hr/> <p>3/20/2014</p> <hr/> <p>Date</p>
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Amendment

This Grant is **amended** as follows:

Attachment B Budget

(253) 383-3257
8/6/2024

Hultz/BHU Engineers
Consulting Engineers
ENGINEERING HOURS

Project: **Everett Station - ASHRAE Level 2 Building Audit**
Work: **Mechanical Engineering**

DESIGN PHASE									
Task	- Principal	Assoc Principal	Senior Engr	Senior Proj Mgr	Project Engr	Project Mgr	Senior Designer	CAD Tech	- Clerical
Generate Building Energy Model	1	4			30			2	
Cross-check model w/ Utilities		2			4				
Interviews with Staff		2			2				
Modify model for ECMs		2			12				
Cost Estimate for ECMs		2			12				
EUI Analysis		4			8				
Draft Level 2 Audit Report		12			4				12
Review Meeting		4							
Incorporate Meeting Comments		2			2				2
Complete WA CBPS Form D		4							
Hour Total	1	38	0	0	74	0	0	2	14
Labor Hourly Rate	\$225.00	\$185.00	\$160.00	\$155.00	\$150.00	\$135.00	\$120.00	\$100.00	\$70
Labor Cost Sub-Totals	\$225	\$7,030	\$0	\$0	\$11,100	\$0	\$0	\$200	\$980
DESIGN PHASE TOTAL:									\$19,535

Hourly Rates									
	- Principal	Assoc Principal	Senior Engr	Senior Proj Mgr	Project Engr	Project Mgr	Senior Designer	CAD Tech	- Clerical
	\$225.00	\$185.00	\$160.00	\$155.00	\$150.00	\$135.00	\$120.00	\$100.00	\$70.00

Current Grant Amount	\$19,535
Budget Amendments:	
Not-to-exceed contingency	\$465
Preliminary benchmarking performed under separate contract	\$4,200
TOTAL:	\$24,200

ALL OTHER TERMS AND CONDITIONS OF THIS GRANT REMAIN IN FULL FORCE AND EFFECT

Certificate Of Completion

Envelope Id: 736D5850-9455-4172-A621-521790DBBE0C

Status: Completed

Subject: 061 Everett Station Amendment A

Division:

Energy

Program: Energy Audits for Public Bldgs

ContractNumber: 24-51601-061

DocumentType: Contract

Source Envelope:

Document Pages: 3

Signatures: 4

Envelope Originator:

Certificate Pages: 6

Initials: 5

Brittany Wagner

AutoNav: Enabled

1011 Plum Street SE

Envelopeld Stamping: Enabled

MS 42525

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Olympia, WA 98504-2525

brittany.wagner@commerce.wa.gov

IP Address: 10.103.81.137

Record Tracking

Status: Original

Holder: Brittany Wagner

Location: DocuSign

4/29/2025 1:35:26 PM

brittany.wagner@commerce.wa.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Washington State Department of Commerce

Location: Docusign

Signer Events

Signature

Timestamp

Brittany Wagner

brittany.wagner@commerce.wa.gov

COM 3

Security Level: Email, Account Authentication (None)

Sent: 4/29/2025 1:47:32 PM

Viewed: 4/29/2025 1:47:54 PM

Signed: 4/29/2025 1:47:57 PM

Signature Adoption: Pre-selected Style

Using IP Address: 198.238.6.180

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Josette Gates

josette.gates@commerce.wa.gov

Security Level: Email, Account Authentication (None)

Sent: 4/29/2025 1:47:58 PM

Viewed: 4/29/2025 1:52:45 PM

Signed: 4/29/2025 1:58:41 PM

Signature Adoption: Pre-selected Style

Using IP Address: 198.239.10.164

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Anneka McDonald

anneka.mcdonald@commerce.wa.gov

Incentive Program Lead

Washington State Department of Commerce

Security Level: Email, Account Authentication (None)

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Resent: 5/2/2025 11:24:22 AM

Resent: 5/5/2025 11:43:00 AM

Viewed: 5/5/2025 2:58:59 PM

Signed: 5/5/2025 2:59:01 PM

Signature Adoption: Pre-selected Style

Using IP Address: 198.238.29.40

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Signer Events**Signature****Timestamp**

Emily Salzberg
 emily.salzberg@commerce.wa.gov
 Managing Director
 Washington State Department of Commerce
 Security Level: Email, Account Authentication (None)

^{DS}


Sent: 5/5/2025 2:59:02 PM
 Viewed: 5/7/2025 9:40:42 AM
 Signed: 5/7/2025 9:40:46 AM

Signature Adoption: Pre-selected Style
 Using IP Address: 198.239.10.234

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Dan Nguyen
 dan.nguyen@commerce.wa.gov
 Budget Analyst
 Signing Group: COM Energy Budget Office
 Security Level: Email, Account Authentication (None)

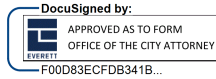
^{DS}


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 Viewed: 5/7/2025 1:58:47 PM
 Signed: 5/7/2025 2:02:02 PM

Signature Adoption: Pre-selected Style
 Using IP Address: 147.55.134.59

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Tim Benedict
 tbenedict@everettwa.gov
 Office of City Attorney
 Security Level: Email, Account Authentication (None)

DocuSigned by:
 APPROVED AS TO FORM
 OFFICE OF THE CITY ATTORNEY
 F00D83ECFDB341B...

Sent: 5/7/2025 2:02:03 PM
 Viewed: 5/7/2025 2:04:14 PM
 Signed: 5/7/2025 2:17:59 PM

Signature Adoption: Uploaded Signature Image
 Using IP Address: 20.245.51.190

Electronic Record and Signature Disclosure:
 Accepted: 5/7/2025 2:04:14 PM
 ID: 674693dd-ab85-4008-bdf8-a297ffc5ed62

Cassie Franklin
 cfranklin@everettwa.gov
 Mayor
 Security Level: Email, Account Authentication (None)

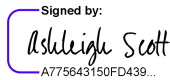
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 Viewed: 5/7/2025 2:37:16 PM
 Signed: 5/7/2025 2:37:23 PM

Signature Adoption: Pre-selected Style
 Using IP Address: 206.208.64.136

Electronic Record and Signature Disclosure:
 Accepted: 5/7/2025 2:37:16 PM
 ID: 4aa46c96-71e4-42d1-9a03-e311a3deeb57

Ashleigh Scott
 ascott@everettwa.gov
 Office of the City Clerk
 Security Level: Email, Account Authentication (None)

Signed by:
 A775643150FD439...

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 Viewed: 5/7/2025 2:40:55 PM
 Signed: 5/7/2025 2:41:26 PM

Signature Adoption: Pre-selected Style
 Using IP Address: 206.208.64.136

Electronic Record and Signature Disclosure:
 Accepted: 5/7/2025 2:40:55 PM
 ID: 083ee28b-398e-411d-bc4d-aafd13791841

Jennifer Grove
 jennifer.grove@commerce.wa.gov
 Assistant Director, Energy
 Security Level: Email, Account Authentication (None)

Signed by:
 7BBCBF83E1F34AE...

Sent: 5/7/2025 2:41:29 PM
 Viewed: 5/7/2025 5:04:08 PM
 Signed: 5/7/2025 5:04:22 PM

Signature Adoption: Pre-selected Style
 Using IP Address: 198.238.75.138

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 Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Chelsey Weflen

chelsey.weflen@commerce.wa.gov

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
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COPIED

Sent: 5/7/2025 5:04:23 PM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent

Hashed/Encrypted

4/29/2025 1:47:32 PM

Envelope Updated

Security Checked

5/5/2025 2:26:58 PM

Envelope Updated

Security Checked

5/5/2025 2:26:58 PM

Certified Delivered

Security Checked

5/7/2025 5:04:08 PM

Signing Complete

Security Checked

5/7/2025 5:04:22 PM

Completed

Security Checked

5/7/2025 5:04:23 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

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