



## PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("**Agreement**") is effective as of the date of last signature below and is between the City of Everett, a Washington municipal corporation (*the "City"*), and the Service Provider identified in the Basic Provisions below ("**Service Provider**"). This Agreement is for the purpose of the Service Provider providing services to the City as set forth in the Agreement. This Agreement includes and incorporates the Basic Provisions, the attached General Provisions, the attached scope of work (Exhibit A), and the attached method of compensation (Exhibit B).

BASIC PROVISIONS	
Service Provider	Brown and Caldwell, Inc.
	701 Pike Street, Suite 1300
	Seattle, WA 98101
	imckelvey@brwnald.com
City Project Manager	Zach Brown
	City of Everett – Public Works
	3200 Cedar St
	Everett, WA 98201
Brief Summary of Scope of Work	zbrown@everettwa.gov
	Engineering services for the WPCF Electrical Switchgear Replacement Project.
Completion Date	December 31, 2026
Maximum Compensation Amount	\$508,787.00

BASIC PROVISIONS	
Service Provider Insurance Contact Information	Jilian Loges
	816-960-9492
	JLoges@Lockton.com
State Retirement Systems (must answer both questions)	<p>Does Service Provider have 25 or more employees?</p> <p><b>Answer:</b> Yes</p> <p>If Service Provider has less than 25 employees, did any Service Provider Personnel who will work under this Professional Services Agreement retire under a DRS retirement system?</p> <p><b>Answer:</b> N/A - Service Provider has 25 or more employees</p> <p>“DRS retirement system” refers to any of the following Public Employers’ Retirement System (PERS), School Employees’ Retirement System (SERS), Teachers’ Retirement System (TRS), and Law Enforcement Officers and Fire Fighters plan (LEOFF).</p> <p>“Service Provider Personnel” includes Service Provider employees and owners (such as shareholders, partners or members). If Service Provider is a sole proprietor, then “Service Provider Personnel” refers to the sole proprietor.</p>
Willful Wage Violation Certification	<p>By signing this Agreement, the Service Provider certifies that, within the five-year period immediately preceding the date of Service Provider’s signature, the Service Provider has not been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW. This certification covers any entity, however organized, that is substantially identical to Service Provider. Submission of an untrue certification by Service Provider is a material breach and cause for Agreement termination.</p>
Additional Provisions	<p>The attached General Provisions are amended as follows:</p> <p>The following is inserted after the first sentence of <u>Section 2</u>: “Any reuse by the City of these reports, drawings, plans, specifications and intangible property for purposes other than in connection with the Work is at the sole risk of the City.”</p> <p><u>Section 4.E</u> is amended to read as follows: “If Service Provider fails or refuses to correct its work when so directed by the City, and when such work is, in the reasonable determination of the City, not in accordance with this Agreement, the City may withhold from any payment otherwise due an amount that the</p>

	<p>City in good faith believes is equal to the cost to the City of correcting, re-procuring, or remedying any damage caused by Service Provider’s conduct.”</p> <p>In the first sentence of <u>Section 10</u>, the word “conduct” is replaced with “willful misconduct.”</p>
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**END OF BASIC PROVISIONS**

IN WITNESS WHEREOF, the City and Service Provider have executed this Agreement, which includes and incorporates the above Basic Provisions, the attached General Provisions, the attached scope of work (Exhibit A), and the attached method of compensation (Exhibit B).

**CITY OF EVERETT  
WASHINGTON**

**BROWN AND CALDWELL, INC.**



Cassie Franklin, Mayor

**06/06/2025**

Date

Signature: 

Name of Signer: Ian McKelvey

Signer's Email Address: imckelvey@brwnncald.com

Title of Signer: Director of Client Services

**06/06/2025**

ATTEST



Office of the City Clerk



APPROVED AS TO FORM  
OFFICE OF THE CITY ATTORNEY

**ATTACHMENT**  
**PROFESSIONAL SERVICES AGREEMENT**  
**(GENERAL PROVISIONS v.1.13.25)**

1. **Engagement of Service Provider.** The City hereby agrees to engage Service Provider, and Service Provider hereby agrees, to perform the work in a competent and professional manner and provide the services described in the Scope of Work attached as Exhibit A. The Scope of Work so identified is hereafter referred to as “Work”. Without a written directive of an authorized representative of the City, Service Provider shall not perform any services that are in addition to, or beyond the scope of, the Work. If Service Provider’s proposal or other document generated by Service Provider is incorporated or attached as an exhibit or part of any exhibit to this Agreement or in any amendment or task or work order pursuant to this Agreement, then such proposal or document is part of this Agreement solely to the extent that it describes the Work, the Work schedule, and the amounts or rates to be paid for such Work, and Service Provider expressly agrees that no terms or conditions from such proposal or document are incorporated or included into this Agreement. In the event of difference or conflict between parts of this Agreement, Service Provider shall be bound by whichever is more stringent on Service Provider. If, and to the extent, the Work includes the design of a public work or improvement, in whole or in part, Service Provider’s design shall be reasonably accurate, adequate and suitable for its intended purpose.
2. **Intellectual Property Rights.** Reports, drawings, plans, specifications and any other intangible property created in furtherance of the Work are property of the City for all purposes, whether the project for which they are made is executed or not, and may be used by the City for any purpose. Any reuse by the City of these reports, drawings, plans, specifications and intangible property for purposes other than in connection with the Work is at the sole risk of the City. To the extent the Work includes material subject to copyright, Service Provider agrees that the Work is done as a “Work For Hire” as that term is defined under U.S. copyright law, and that as a result, the City shall own all copyrights in the Work. To the extent that the Work includes material subject to proprietary right protection but does not qualify as a “Work For Hire” under applicable law, Service Provider hereby assigns to the City all right, title and interest in and to the Work, including all copyrights, patents, trade secrets, and other proprietary rights therein (including renewals thereof). To the maximum extent permitted by law, Service Provider waives all moral rights in the Work. Notwithstanding the foregoing, Service Provider retains any intellectual property rights in documents and intangible property created by Service Provider prior to engagement, or not created by Service Provider for its performance of this Agreement.
3. **Time of Beginning and Completion of Performance.** This Agreement shall commence as of the date of mutual execution of this Agreement and the Work shall be completed by Completion Date stated in the Basic Provisions.
4. **Compensation.**
  - A. The City shall pay Service Provider only for completed Work and for services actually rendered which are described herein. Such payment shall be full compensation for Work performed or services rendered, including, but not limited to, all labor, materials, supplies, equipment and incidentals necessary to complete the Work.
  - B. Service Provider shall be paid such amounts and in such manner as described in Exhibit B.
  - C. Service Provider may receive payment as reimbursement for Eligible Expenses actually incurred. “Eligible Expenses” means those expenses as set forth in an exhibit to this Agreement or such expenses as are approved for reimbursement by the City in writing prior to the expense being incurred. An expense shall not be reimbursed if: (1) the expense is not

- identified as an Eligible Expense; (2) the expense exceeds the per item or cumulative limits for such expense if it is identified as an Eligible Expense; or (3) the expense was not approved in writing by an authorized City representative prior to Service Provider incurring the expense. If, and to the extent, overnight lodging in western Washington is authorized, Service Provider is strongly encouraged to lodge within the corporate limits of City. When authorized, Service Provider will be reimbursed 100% of lodging expense, if lodged within the corporate limits of the City, but Service Provider will be reimbursed 50% of lodging expense when lodged outside the corporate limits of the City. If authorized, the City may (at its sole option) obtain or arrange air travel for Service Provider.
- D. Total compensation, including all services and expenses, shall not exceed the Maximum Compensation Amount in the Basic Provisions.
  - E. If Service Provider fails or refuses to correct its work when so directed by the City, the City may withhold from any payment otherwise due an amount that the City in good faith believes is equal to the cost to the City of correcting, re-procuring, or remedying any damage caused by Service Provider's conduct.
5. **Method of Payment.**
- A. To obtain payment, Service Provider shall (a) file its request for payment, accompanied by evidence satisfactory to the City justifying the request for payment; (b) submit a report of Work accomplished and hours of all tasks completed; (c) to the extent reimbursement of Eligible Expenses is sought, submit itemization of such expenses and, if requested by the City, copies of receipts and invoices; and (d) comply with all applicable provisions of this Agreement. Service Provider shall be paid no more often than once every thirty days.
  - B. All requests for payment should be sent to the City Project Manager Address in the Basic Provisions or to an address designated by the City Project Manager in writing.
6. **Submission of Reports and Other Documents.** Service Provider shall submit all reports and other documents as and when specified in the Scope of Work. This information shall be subject to review by the City, and if found to be unacceptable, Service Provider shall correct and deliver to the City any deficient Work at Service Provider's expense with all practical dispatch. Service Provider shall abide by the City's determinations concerning acceptability of Work.
7. **Termination of Contract.** City reserves the right to terminate this Agreement at any time by sending written notice of termination to Service Provider ("Notice"). The Notice shall specify a termination date ("Termination Date"). The Notice shall be effective ("Notice Date") upon the earlier of either actual receipt by Service Provider (whether by email, mail, delivery or other method reasonably calculated to be received by Service Provider in a reasonably prompt manner) or three calendar days after issuance of the Notice. Upon the Notice Date, Service Provider shall immediately commence to end the Work in a reasonable and orderly manner. Unless terminated for Service Provider's material breach, Service Provider shall be paid or reimbursed for: (a) all hours worked and Eligible Expenses incurred up to the Notice Date, less all payments previously made; and (b) those hours worked and Eligible Expenses incurred after the Notice Date, but prior to the Termination Date, that were reasonably necessary to terminate the Work in an orderly manner. The City does not by this Section waive, release or forego any legal remedy for any violation, breach or non-performance of any of the provision of this Agreement. At its sole option, and without limitation of or prejudice to any other available remedy or recourse, the City may deduct from the final payment due Service Provider (a) any damages, expenses or costs arising out of any such violations, breaches, or non-performance and (b) any other backcharges or credits.
8. **Changes.** The City may, from time to time, unilaterally change the scope of the services of Service Provider to be performed hereunder. Such changes, including any increase or decrease in the

scope of work (and resulting increase or decrease in compensation), shall: (a) be made only in writing and signed by an authorized City representative, (b) be explicitly identified as an amendment to this Agreement and (c) become a part of this Agreement.

9. **Subletting/Assignment of Contracts.** Service Provider shall not sublet or assign any of the Work without the express, prior written consent of the City.
10. **Indemnification.** Except as otherwise provided in this Section, Service Provider hereby agrees to defend and indemnify and save harmless the City from any and all Claims arising out of, in connection with, or incident to any negligent or intentional acts, errors, omissions, or conduct by Service Provider (or its employees, agents, representatives or subcontractors/subconsultants) relating to this Agreement, whether such Claims sound in contract, tort, or any other legal theory. Service Provider is obligated to defend and indemnify and save harmless the City pursuant to this Section whether a Claim is asserted directly against the City, or whether it is asserted indirectly against the City, e.g., a Claim is asserted against someone else who then seeks contribution or indemnity from the City. Service Provider's duty to defend and indemnify and save harmless pursuant to this Section is not in any way limited to, or by the extent of, insurance obtained by, obtainable by, or required of Service Provider. Service Provider's obligations under this Section shall not apply to Claims caused by the sole negligence of the City. If (1) RCW 4.24.115 applies to a particular Claim, and (2) such Claim is caused by or results from the concurrent negligence of (a) Service Provider, its employees, subcontractors/subconsultants or agents and (b) the City, then Service Provider's obligations under this Section shall be only to the extent of Service Provider's negligence. Solely and expressly for the purpose of its duties to indemnify and defend and save harmless the City, Service Provider specifically waives any immunity it may have under the State Industrial Insurance Law, Title 51 RCW. Service Provider recognizes that this waiver of immunity under Title 51 RCW was specifically entered into pursuant to the provisions of RCW 4.24.115 and was the subject of mutual negotiation. As used in this Section: (1) "City" includes the City, the City's officers, employees, agents, and representatives and (2) "Claims" include, but is not limited to, any and all losses, penalties, fines, claims, demands, expenses (including, but not limited to, attorney's fees and litigation expenses), suits, judgments, or damages, irrespective of the type of relief sought or demanded, such as money or injunctive relief, and irrespective of whether the damage alleged is bodily injury, damage to property, economic loss, general damages, special damages, or punitive damages or infringement or misappropriation of any patent, copyright, trade secret, or other proprietary right. If, and to the extent, Service Provider employs or engages subconsultants or subcontractors, then Service Provider shall ensure that each such subconsultant and subcontractor (and subsequent tiers of subconsultants and subcontractors) shall expressly agree to defend and indemnify and save harmless the City to the extent and on the same terms and conditions as Service Provider pursuant to this Section. The provisions of this Section shall survive the termination of this Agreement.
11. **Insurance.**
  - A. Service Provider shall comply with the following conditions and procure and keep in force during the term of this Agreement, at Service Provider's own cost and expense, the policies of insurance as set forth in this Section with companies authorized to do business in the State of Washington, which are rated at least "A-" or better and with a numerical rating of no less than seven (7), by A.M. Best Company and which are acceptable to the City.
    1. Workers' Compensation Insurance as required by Washington law and Employer's Liability Insurance with limits not less than \$1,000,000 per occurrence. If the City authorizes sublet work, Service Provider shall require each subcontractor to provide Workers' Compensation Insurance for its employees, unless Service Provider covers such employees.

2. Commercial General Liability (CGL) Insurance on an occurrence basis in an amount not less than \$1,000,000 per occurrence and at least \$2,000,000 in the annual aggregate, including but not limited to: premises/operations (including off-site operations), blanket contractual liability and broad form property damage.
  3. Business Automobile Liability Insurance in an amount not less than \$1,000,000 per occurrence, extending to any automobile. A statement certifying that no vehicle will be used in accomplishing this Agreement may be substituted for this insurance requirement.
  4. Professional Errors and Omissions Insurance in an amount not less than \$2,000,000 per occurrence and \$2,000,000 in the annual aggregate. Such coverage may be written on a claims made basis.
- B. The above CGL and auto liability policies shall be primary as to the City and shall contain a provision that the policy shall not be canceled or materially changed without 30 days prior written notice to the City. No cancellation provision in any insurance policy shall be construed in derogation of the continuous duty of Service Provider to furnish the required insurance during the term of this Agreement.
  - C. Upon written request by the City, the insurer or its agent will furnish, prior to or during any Work being performed, a copy of any policy cited above, certified to be a true and complete copy of the original.
  - D. The Description of Operations on the Certificate of Insurance must substantially read as follows: "The above commercial general and auto liability policies are primary as to the City of Everett; have the City of Everett, its officers, employees, agents, and volunteers as additional insureds; and contain a provision that the policy shall not be canceled or materially changed without 30 days prior written notice to the City of Everett."
  - E. Prior to Service Provider performing any Work, Service Provider shall provide the City or the City's designee with a Certificate of Insurance acceptable to the City Attorney evidencing the required insurance. Service Provider shall provide the City or the City's designee with either (1) a true copy of an endorsement naming the City of Everett, its officers, employees, agents and volunteers as Additional Insureds on the Commercial General Liability Insurance policy and the Business Automobile Liability Insurance policy with respect to the operations performed and services provided under this Agreement and that such insurance shall apply as primary insurance on behalf of such Additional Insureds or (2) a true copy of the blanket additional insured clause from the policies. Receipt by the City or the City's designee of any certificate showing less coverage than required is not a waiver of Service Provider's obligations to fulfill the requirements of this Section. No statement on a third-party website (such as a Trustlayer) that a requirement is "waived" or "overridden" is a waiver of Service Provider's obligations to fulfill the requirements of this Section.
  - F. If the Professional Errors and Omissions Insurance is on a claims made policy form, the retroactive date on the policy shall be the effective date of this Agreement or prior. The retroactive date of any subsequent renewal of such policy shall be the same as the original policy provided. The extended reporting or discovery period on a claims made policy form shall not be less than 36 months following expiration of the policy.
  - G. Service Provider certifies that it is aware of the provisions of Title 51 of the Revised Code of Washington that requires every employer to be insured against liability of Workers' Compensation, or to undertake self-insurance in accordance with the provisions of that Title. Service Provider shall comply with the provisions of Title 51 of the Revised Code of Washington before commencing the performance of the Work. Service Provider shall provide



the City with evidence of Workers' Compensation Insurance (or evidence of qualified self-insurance) before any Work is commenced.

- H. In case of the breach of any provision of this Section, the City may, at its option and with no obligation to do so, provide and maintain at the expense of Service Provider, such types of insurance in the name of Service Provider, and with such insurers, as the City may deem proper, and may deduct the cost of providing and maintaining such insurance from any sums which may be found or become due to Service Provider under this Agreement or may demand Service Provider to promptly reimburse the City for such cost.

- 12. **Risk of Loss.** Service Provider shall be solely responsible for the safety of its employees, agents and subcontractors in the performance of the work hereunder and shall take all protections reasonably necessary for that purpose. All work shall be done at Service Provider's own risk, and Service Provider shall be solely responsible for any loss of or damage to Service Provider's materials, tools, or other articles used or held for use in connection with the work.

13. **Independent Contractor.**

- A. This Agreement neither constitutes nor creates an employer-employee relationship. Service Provider must provide services under this Agreement as an independent contractor. Service Provider must comply with all federal and state laws and regulations applicable to independent contractors including, but not limited to, the requirements listed in this Section. Service Provider agrees to indemnify and defend the City from and against any claims, valid or otherwise, made against the City because of these obligations.
- B. In addition to the other requirements of this Section, if Service Provider is a sole proprietor, Service Provider agrees that Service Provider is not an employee or worker of the City under Chapter 51 of the Revised Code of Washington, Industrial Insurance for the service performed in accordance with this Agreement, by certifying to the following:
  - (1) Service Provider is free from control or direction over the performance of the service; and
  - (2) The service performed is outside the usual course of business for the City, or will not be performed at any place of business of the City, or Service Provider is responsible for the costs of the principal place of business from which the service is performed; and
  - (3) Service Provider is customarily engaged in an independently established business of the same nature as the service performed, or has a principal place of business for the service performed that is eligible for a business deduction for federal income tax purposes; and
  - (4) On the effective date of this Agreement, Service Provider is responsible for filing a schedule of expenses, for the next applicable filing period, with the internal revenue service for the type of service performed; and
  - (5) By the effective date of this Agreement or within a reasonable time thereafter, Service Provider has established an account with the department of revenue and other state agencies, where required, for the service performed for the payment of all state taxes normally paid by employers and businesses and has registered for and received a unified business identifier number from the state of Washington; and
  - (6) By the effective date of this Agreement, Service Provider is maintaining a separate set of records that reflect all items of income and expenses of the services performed.
- C. Any and all employees of Service Provider, while engaged in the performance of any Work, shall be considered employees of only Service Provider and not employees of the City.

Service Provider shall be solely liable for any and all claims that may or might arise under the Worker's Compensation Act on behalf of such employees or Service Provider, while so engaged and for any and all claims made by a third party as a consequence of any negligent act or omission on the part of Service Provider's employees, while so engaged on any of the Work.

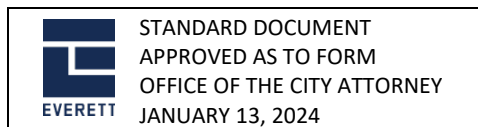
- D. Service Provider shall comply with all applicable provisions of the Fair Labor Standards Act and other legislation affecting its employees and the rules and regulations issued thereunder insofar as applicable to its employees and shall at all times save the City free, clear and harmless from all actions, claims, demands and expenses arising out of such act, and rules and regulations that are or may be promulgated in connection therewith.
  - E. Service Provider assumes full responsibility for the payment of all payroll taxes, use, sales, income, or other form of taxes (such as state and, city business and occupation taxes), fees, licenses, excises or payments required by any city, federal or state legislation which are now or may during the term of the Agreement be enacted as to all persons employed by Service Provider and as to all duties, activities and requirements by Service Provider in performance of the Work and Service Provider shall assume exclusive liability therefor, and meet all requirements thereunder pursuant to any rules or regulations that are now or may be promulgated in connection therewith.
14. **Employment/Conflict of Interest.** Service Provider warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for Service Provider, to solicit or secure this Agreement and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for Service Provider, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the City shall have the right to annul this Agreement without liability or, in its discretion, to deduct from the Agreement price or consideration or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee. Further, it is recognized that Service Provider may or will be performing professional services during the term of this Agreement for other parties; however, such performance of other services shall not conflict with or interfere with Service Provider's ability to perform the Work. Service Provider agrees to resolve any such conflicts of interest in favor of the City.
15. **Audits and Inspections.** At any time during normal business hours and as often as the City may deem necessary, Service Provider shall make available to the City for the City's examination all of Service Provider's records and documents with respect to all matters covered by this Agreement and, furthermore, Service Provider will permit the City to audit, examine and make copies, excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement.
16. **City of Everett Business License.** Service Provider agrees to obtain a City of Everett business license prior to performing any work pursuant to this Agreement.
17. **State of Washington Requirements.** Service Provider agrees to register and obtain any State of Washington business licenses, Department of Revenue account and/or unified business identifier number as required by RCW 50.04.140 and 51.08.195 prior to performing any work pursuant to this Agreement.
18. **Compliance with Federal, State and Local Laws/Prevailing Wages.** Service Provider shall comply with and obey all federal, state and local laws, regulations, and ordinances applicable to the operation of its business and to its performance of work hereunder. If any Work by Service Provider or a subcontractor is subject to prevailing wages under chapter 39.12 RCW, all wages to

workers, laborers, or mechanics employed in the performance of such work shall be not less than prevailing wages under chapter 39.12 RCW. State of Washington prevailing wage rates published by the Washington State Department of Labor and Industries (L&I) are obtainable from the L&I website address: <https://www.lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates/>, and the effective prevailing wage date is the same date as the date of last signature on this Agreement. A copy of the applicable prevailing wage rates are also available for viewing at Owner's office located at City of Everett Public Works, 3200 Cedar St, Everett, WA, and the City will mail a hard copy of the prevailing wage rates upon written request.

19. **Compliance with the Washington State Public Records Act.** Service Provider acknowledges that the City is subject to the Public Records Act, chapter 42.56 RCW (the "Act"). All records owned, used or retained by the City are public records subject to disclosure unless exempt under the Act, whether or not such records are in the possession or control of the City or Service Provider. Service Provider shall cooperate with the City so that the City may comply with all of its obligations under the Act. Within ten (10) days after receipt of notice from the City, Service Provider shall deliver to the City copies of all records relating to this Agreement or relating to the Work that the City determines qualify as the City's public records under the Act. If the City receives a public records request relating to this Agreement or relating to the Work, the City shall seek to provide notice to Service Provider at least ten (10) days before the City releases records pursuant to such public records request, but in no event will the City have any liability to Service Provider for any failure of the City to provide such notice. In addition to its other indemnification and defense obligations under this Agreement, Service Provider shall indemnify and defend the City from and against any and all losses, penalties, fines, claims, demands, expenses (including, but not limited to, attorney's fees and litigation expenses), suits, judgments, or damage arising from or relating to any failure of Service Provider to comply with this Section.
20. **Compliance with Grant/Loan Terms and Conditions.** Service Provider shall comply with any and all terms, conditions, terms and requirements of any federal, state or other agency grant or loan that wholly or partially funds Service Provider's work hereunder. If the grant or loan requires that the agency be a third-party beneficiary to this Agreement, then the agency is a third party beneficiary to this Agreement.
21. **Equal Employment Opportunity.** Service Provider shall not discriminate against any employee, applicant for employment, or other person on the basis of race, color, religion, sex, age, disability, marital state, or national origin or other circumstance prohibited by applicable federal, state, or local law or ordinance. Service Provider shall comply with and shall not violate any applicable provisions of Chapter 49.60 RCW, Title VI of the Civil Rights Act of 1964, and all applicable federal, state, or local law or ordinance regarding non-discrimination.
22. **Waiver.** Any waiver by Service Provider or the City or the breach of any provision of this Agreement by the other party will not operate, or be construed, as a waiver of any subsequent breach by either party or prevent either party from thereafter enforcing any such provisions.
23. **Complete Agreement.** This Agreement contains the complete and integrated understanding and agreement between the parties and supersedes any understanding, agreement or negotiation whether oral or written not set forth herein. The title of this Agreement and the headings used in this Agreement, are for ease of reference only and shall not in any way be construed to limit or alter the meaning of any provision.
24. **Modification of Agreement.** This Agreement may only be modified as provided in Section 8, or by a writing explicitly identified as a modification or amendment of this Agreement that is signed by authorized representatives of the City and Service Provider.

25. **Severability.** If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void, insofar as it is in conflict with said laws, and the remainder of the Agreement shall remain in full force and effect.
26. **Notices.**  
A. Notices to the City shall be sent to the City Project Manager address in the Basic Provisions.  
B. Notices to Service Provider shall be sent to its address in the Basic Provisions.
27. **Venue.** Venue for any lawsuit arising out of this Agreement shall be in the Superior Court of Snohomish County, Washington.
28. **Governing Law.** The laws of the State of Washington, without giving effect to principles of conflict of laws, govern all matters arising out of or relating to this Agreement.
29. **City Marks.** Service Provider will not use any trade name, trademark, service mark, or logo of the City (or any name, mark, or logo confusingly similar thereto) in any advertising, promotions, or otherwise, without the City's express prior written consent.
30. **No Personal Liability.** No officer, agent or employee of the City shall be personally responsible for any liability arising under this Agreement, whether expressed or implied, nor for any statement or representation made or in any connection with this Agreement.
31. **Federal Debarment.** Service Provider shall immediately notify the City of any suspension or debarment or other action that excludes Service Provider or any Service Provider subcontractor from participation in Federal contracting. Service Provider shall verify all subcontractors that are intended and/or used by Service Provider for performance of Work are in good standing and are not debarred, suspended or otherwise ineligible by the Federal Government. Debarment shall be verified at <https://www.epls.gov/eplsearch.do>. Service Provider shall keep proof of such verification within Service Provider records.
32. **Signature/Counterparts.** This Agreement and any amendment thereto 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 of either party on this Agreement or any amendment hereto will be deemed an original signature and will be fully enforceable as an original signature.
33. **Standard Document.** This General Provisions document is a standard City form document. No changes by Service Provider are authorized to the General Provisions. Notwithstanding anything to the contrary in this Agreement, in the event that Service Provider makes unauthorized changes to the General Provisions, such changes are deemed to have never been made and the contract between the City and Service Provider is deemed to be the unchanged standard City form General Provisions in version stated below, regardless of whether the City signs this Agreement in a form that may contain the unauthorized changes.

**END OF GENERAL PROVISIONS  
(v.1.13.25)**



**EXHIBIT A**  
**PROFESSIONAL SERVICES AGREEMENT**  
**(SCOPE OF WORK -- ATTACHED)**

## Everett WPCF Electrical Improvements Project

# Scope of Services

The City of Everett (City) Water Pollution Control Facility (WPCF) requires upgrades to their aging electrical infrastructure. The facility has two Snohomish PUD (SNOPUD) feeds with known issues, including the possibility of failing insulation on the northern feed. The City desires automated transfer capability between the two feeds to replace the existing manual transfer process. Most of the existing low voltage electrical distribution equipment (switchboards, motor control centers (MCCs)) is past its useful service life and has limited spare parts available or with parts unreliably available through the gray market. Based upon equipment either nearing or being past the end of its service life, the City desires this equipment to be replaced.

## Phase 1 Project Management and Administration

The tasks that comprise Phase 1 are provided below.

### Task 1-1 Project Management

**Objective** To assemble, manage, and lead a cohesive project team to meet budget, schedule, and technical objectives.

**Activities** Activities for this task include:

- Setup the project and prepare an internal project management plan, quality control plan, fieldwork safety plan, and schedule.
- Develop a health and safety plan for fieldwork related to this project.
- Prepare and submit monthly invoices for progress payments, including progress reports.
- Document and track project decisions and risks and manage change commensurate with project risks.
- Prepare for and facilitate monthly half-hour meetings with City of Everett staff (2 Brown and Caldwell (BC) staff) throughout the duration of the project. Standard agenda shall be:
  - Project lookahead of activities for the next month
  - Open action items
  - Overall schedule and budget review
  - Specific task-oriented agenda items.

**Deliverables** Deliverables for this task include the following:

- Monthly invoice and progress report

**Assumptions** General assumptions for all tasks include the following:

- Project duration is for a twelve (12) month period beginning at the notice to proceed (NTP), anticipated by June 16<sup>th</sup>, 2025.
- Costs provided in the attached Level of Effort spreadsheet include 2025 rates. BC assumes a 5% escalation for design activities that occur in 2026.

- All Project Deliverables will be in portable document format (PDF), with the addition of the electronic CAD files as a separate deliverable upon project close out.
- All Project meetings (updates, workshops, etc.) are to be held virtually via MS Teams.

## **Task 1-2 Project Kickoff**

**Objective** Facilitate a discussion with the project stakeholders to introduce the project objectives, scope of services, schedule and budget for the project to City stakeholders.

**Activities** Activities for this task include:

- Facilitate a 1-hour meeting with the project stakeholder team (BC and City staff) to provide and discuss:
  - Project overview
  - Project approach, objectives and expectations
  - Task stages and activities
  - Desired engagement and involvement for all parties
  - Information request

**Deliverables** Deliverables for this task include the following:

- Meeting agenda, presentation materials, and meeting minutes for the kick-off meeting.

## **Task 1-3 Quality Assurance/Quality Control (QAQC)**

**Objective** To provide quality assurance and control for the design efforts of this project. This will be facilitated through the Project Management phase, but be specific to design deliverables through the life of the project.

**Activities** Activities for this task include:

- Perform QAQC reviews with each design milestone (30%, 75%, and final design)

**Deliverables** Internal deliverables for this task are the QC tracking logs and/or directly commented file copies of the design milestone packages. These logs/files may be made available to the City at their request, otherwise they will be archived with the project files.

## **Phase 2 Detailed Design**

The tasks that comprise Phase 2 are provided below.

### **Task 2-1 Condition Assessment**

**Objective** Document existing conditions at WPCF.

**Activities** Activities for this task include:

- Visual inspection of existing electrical equipment including motor control centers (MCCs), switchboards, transformers (shell only), and conductors from transformer secondary to service entrance protective devices.
- Documentation of equipment age, condition, and maintenance history.
- Coordination with SNOPUD regarding medium voltage feeds and plant transference equipment (Time Allowance).

- Request one year's data from each of the four (4) utility meters onsite from SNOPUD, and include this data in the power quality analysis.
- Power quality analysis: Power quality stability of the existing electrical service from SNOPUD is unknown and needs to be investigated further. The site includes a medium voltage loop from SNOPUD with multiple SNOPUD transformers, each providing power to one or multiple City facilities. This allows for several locations from which to gather meter data to measure the SNOPUD electrical feed. BC proposes to identify one of the larger transformer sites and have the City install their power quality meter on the line side (utility side) of that process area's service entrance main breaker. By measuring at this point, it is assumed that data gathered would provide information for the utility via that loop feed, while also showing any other harmful electrical effect possibly generated by the City's equipment (i.e. harmonics or power factor). BC will analyze this data and provide an explanation of any issues observed and recommendations for their correction (if negative effects are noted) as a part of the Condition Assessment Technical Memorandum (TM).
- Creation of the Condition Assessment TM.
- Facilitate (1) 1-hr meeting to discuss the Draft documents (2 BC staff).

**Deliverables** Deliverables for this task include the following:

- Condition Assessment TM
- Summary report for SNOPUD coordination with findings and any recommendations

**Assumptions** Assumptions for this task include the following:

- Condition Assessment field activities assumes that the effort will require 3 engineers for a total of 5 days to complete the effort.
  - Equipment Included:
    - SWBD-1500 (Aerator)
    - SWBD-1501 (Aerator)
    - SWBD-1502 (Aerator)
    - FES De-chlorination Building Interior (Panel L)
    - MCC 4800 (Primaries)
    - SWBD-4801 (Primaries)
    - MCC-101 (Headworks)
    - MCC-7170 (SEPS Hypo)
    - SWBD-A (Maintenance Building)
    - SWBD-2250 (Administration Building)
    - MCC-2251 (Administration Building)
    - Stage 3 SWBD-6601
    - Stage 3 MCC-6602
    - Stage 3 MCC-6609
  - Equipment Excluded:
    - Panelboards, Disconnects (unless otherwise noted here)
    - SEPS SWGR-1 (Cutlet Hammer, still manufactured)



- City to review Condition Assessment TM and provide a single set of consolidated comments.
- Power Quality data gathering will be conducted by the City with City equipment at an interconnection location determined by the engineer for 1 month. Data output shall be in MS Excel or other comma delimited form easily read by MS Excel. This data shall be transmitted to BC for analysis and use in the Power Quality TM.
- SNOPUD Coordination – After review of the site single line diagrams, automatic transfer at low voltage side of the system is not feasible. As such, automatic transfer would need to be accomplished at medium voltage on the SNOPUD side of the equipment. This task includes 60 hours for coordination meetings with SNOPUD and a summary report of findings. The findings are to include:
  - Condition of, and/or schedule of replacement of the medium voltage feeder cables to the plant (supposition based upon Everett personnel interviews).
  - Possibility of automatic transfer equipment at MV side of the system.
  - Acquiring digital maps representing all the MV equipment and underground service feeds for the plant.

## **Task 2-2 Preliminary Design (30%)**

**Objective** Provide design documents representing the replacement of the low voltage electrical distribution equipment.

**Activities** Activities for this task include:

- Development of design criteria with the City (Basis of Design, electrical only) including equipment manufacturer selection
- Demolition Single-line diagrams
- New Single Line diagrams
- Engineer's estimate of equipment costs (Manufacturer Quotations)
- Design review workshop – 1 hour (virtual) design review, 2 engineers

**Deliverables** Deliverables for this task include the following:

- 30% design documents – See Attachment A, Drawing List for detail.
- Design Specifications – See Attachment B, Specification List – draft specifications will be a portion of a later deliverable.

**Assumptions** Assumptions for this task include the following:

- City review comments will be provided as a single set of consolidated comments.
- No building modifications will be required.
- No environmental permitting or land use activities are included in this scope of work.
- No modifications to the site standby generator systems are included in this scope of work.
- No modifications to the existing control systems are included in this scope of work. Existing controls relating to site MCCs and Switchboards are assumed to be de-terminated during demolition activities and re-terminated at similar locations (physical wire lengths sufficient) in new equipment during construction.

- Existing control schematics, bucket wiring diagrams and loop drawings relating to MCC or Switchboard controls are assumed accurate and will be included as a design documentation addenda in their current form (without updates from this contract).
- No field survey or scanning is included in this scope of work.
- No telecom, security, fire, or lightning protection design is included in this scope of work.
- Existing plant plan sheets and single line diagrams will be used for demolition sheets as a PDF background with work delineated by cross hatching and the addition of photographs and text.
- All design work will be completed using Autodesk AutoCAD (2D)

### **Task 2-3 Final Design**

**Objective** Provide design documents representing the replacement of the low voltage electrical distribution equipment.

**Activities** Activities for this task include:

- 75%, and Final design submittals including:
  - Detailed design drawings – Attachment A
  - Technical specifications – Attachment B
- Design review meetings: (1) 2-hr workshop for 75% milestone

**Deliverables** Deliverables for this task include the following:

- 75% and Final design drawings
- Technical Specifications (first draft at 75%)

**Assumptions** Assumptions for this task include the following:

- Assumptions listed previously continue in effect.
- Project budget is based upon equipment count (14 pieces of equipment, listed above) and providing four (4) drawings per (plan demo, new single line, new plan, construction sequence) and five (5) technical specifications.
- BC will provide an additional set of Final design documents (drawings and specifications) printed with appropriate "PERMIT SET" stamps to the City. Further permitting services are not included in this scope.
- Bid services will be provided in a future amendment
- Services during construction (requests for information, submittals, change requests, construction observations, etc.) will be provided in a future amendment
- Electronic O&M Updates will be provided in a future amendment
- Power Systems Studies (updates to an existing study, a new study, settings, calculations, etc.) will be provided in a future amendment

### **Task 3-1 Owner's Reserve Fund**

**Objective** At the City's request, BC has included a reserve fund totaling \$25,000 that could be used at their discretion to cover unforeseen tasks, increases in scope, etc.

**Assumptions** The Owner's Reserve would only be accessed with prior approval from the City's PM via a project change request submitted by BC.

## Attachment A

# Drawing List

Brown and Caldwell has provided this preliminary drawing list (numbers and titles to be updated to City requirements during design) to illustrate the expected drawing count for the project. The drawing list for the project is expected to include, but not be limited to:

### Demolition

- D-001: SWBD-1500 Single Line Demolition
- D-002: SWBD-1501 Single Line Demolition
- D-003: SWBD-1502 Single Line Demolition
- D-004: FES De-Chlorination Building Panel L Single Line Demolition
- D-005: MCC-4800 Single Line Demolition
- D-006: SWBD-4801 Single Line Demolition
- D-007: MCC-101 Single Line Demolition
- D-008: MCC-7170 Single Line Demolition
- D-009: Maintenance SWBD-A Single Line Demolition
- D-010: SWBD-2250 Single Line Demolition
- D-011: MCC-2251 Single Line Demolition
- D-012: Stage 3 SWBD-6601
- D-013: Stage 3 MCC-6602
- D-014: Stage 3 MCC-6609

### New

- E-001: Electrical Legend Sheet 1
- E-002: Electrical Legend Sheet 2
- E-010: SWBD-1500 Single Line Diagram
- E-011: SWBD-1501 Single Line Diagram
- E-012: SWBD-1502 Single Line Diagram
- E-013: FES De-Chlorination Building Panel L Single Line Diagram
- E-014: MCC-4800 Single Line Diagram
- E-015: SWBD-4801 Single Line Diagram
- E-016: MCC-101 Single Line Diagram
- E-017: MCC-7170 Single Line Diagram
- E-018: Maintenance SWBD-A Single Line Diagram
- E-019: SWBD-2250 Single Line Diagram
- E-020: MCC-2251 Single Line Diagram
- E-021: Stage 3 SWBD-6601 Single Line Diagram
- E-022: Stage 3 MCC-6602 Single Line Diagram
- E-023: Stage 3 MCC-6609 Single Line Diagram
- EP-010: SWBD-1500 Plan View
- EP-011: SWBD-1501 Plan View
- EP-012: SWBD-1502 Plan View

- EP-013: FES De-Chlorination Building Panel L Plan View
- EP-014: MCC-4800 Plan View
- EP-015: SWBD-4801 Plan View
- EP-016: MCC-101 Plan View
- EP-017: MCC-7170 Plan View
- EP-018: Maintenance SWBD-A Plan View
- EP-019: SWBD-2250 Plan View
- EP-020: MCC-2251 Plan View
- EP-021: Stage 3 SWBD-6601 Plan View
- EP-022: Stage 3 MCC-6602 Plan View
- EP-023: Stage 3 MCC-6609 Plan View
- EC-010: SWBD-1500 Construction Sequence
- EC-011: SWBD-1501 Construction Sequence
- EC-012: SWBD-1502 Construction Sequence
- EC-013: FES De-Chlorination Building Panel L Construction Sequence
- EC-014: MCC-4800 Construction Sequence
- EC-015: SWBD-4801 Construction Sequence
- EC-016: MCC-101 Construction Sequence
- EC-017: MCC-7170 Construction Sequence
- EC-018: Maintenance SWBD-A Construction Sequence
- EC-019: SWBD-2250 Construction Sequence
- EC-020: MCC-2251 Construction Sequence
- EC-021: Stage 3 SWBD-6601 Construction Sequence
- EC-022: Stage 3 MCC-6602 Construction Sequence
- EC-023: Stage 3 MCC-6609 Construction Sequence

## Attachment B

# Specification List

Brown and Caldwell has provided this preliminary specification list to identify the expected design specifications for the project. The specifications for the project are expected to include, but not be limited to:

- 26 05 00: Common Work for Electrical
- 26 08 00: Commissioning of Electrical Systems
- 26 24 13: Switchboards
- 26 24 19: Motor Control Centers
- 40 61 21: Process Control System Testing

**EXHIBIT B**  
**PROFESSIONAL SERVICES AGREEMENT**

**SELECT ONE OF THE FOLLOWING METHODS OF COMPENSATION, EACH OF WHICH IS  
SUBJECT TO THE MAXIMUM COMPENSATION AMOUNT**

- ☐ **HOURLY RATE.** The City shall pay Service Provider a sum equal to the amount of hours actually worked multiplied by the rate identified below for staff performing the Work.

Name	Title	Rate
enter name	enter title	enter rate
enter name	enter title	enter rate
enter name	enter title	enter rate
enter name	enter title	enter rate
enter name	enter title	enter rate
enter name	enter title	enter rate
enter name	enter title	enter rate

If there are more staff than rows in the table above, then those staff names, titles, and rates shall be provided in the Scope of Work.

- ☐ **PROGRESS PAYMENTS.** The City shall pay Service Provider the following amounts upon the completion of the following tasks.

Task	Amount Paid on Task Completion
enter task	enter amount
enter task	enter amount
enter task	enter amount
enter task	enter amount
enter task	enter amount
enter task	enter amount
enter task	enter amount

If there are more tasks than rows in the table above, then those tasks and payment amounts shall be provided in the Scope of Work.

- ☐ **LUMP SUM.** The City shall pay Service Provider \$ enter amount upon the completion of the Work.

- ☐ **METHOD CONTAINED IN SCOPE OF WORK.** The City shall pay Service Provider as set forth in the Scope of Work.

- ☒ **METHOD CONTAINED IN ATTACHED PAGE(S).** The City shall pay Service Provider as set forth in the spreadsheets or other documents attached to this Exhibit B.

		Adam Lambert	Drew Tucker	Kieran Abbott	Michael Toole	Riley Middlebrook	Susan Nguyen	Tamzid Ahmed	Anna Koch	Steven Canas	Jim Priestley			Other Travel Expenses	Other Direct Costs (ODCs)		
Phase	Phase Description	BIM	PM/DL	PA	Sr EE	DPM	Billing	Jr EE	Cond. Assess. Support	CAD	QAQC	Total Labor Hours	Total Labor Effort			Total ODCs	Total Effort
		\$192.86	\$318.11	\$97.89	\$203.13	\$174.10	\$87.26	\$142.51	\$227.37	\$160.68	\$315.77						
001	Project Management & Admin	42	85	36	19	115	14	17	0	2	198	528	\$ 131,250	\$ -	\$ -	\$ -	\$ 131,250
011	Project Management	40	70	36	12	108	14	12	0	0	0	292	\$ 58,720	\$ -	\$ -	\$ -	\$ 58,720
012	Project Kickoff	2	2	0	2	2	0	2	0	2	0	12	\$ 2,383	\$ -	\$ -	\$ -	\$ 2,383
013	QAQC	0	8	0	0	0	0	0	0	0	198	206	\$ 66,243	\$ -	\$ -	\$ -	\$ 66,243
014	Workshops	0	5	0	5	5	0	3	0	0	0	18	\$ 3,904	\$ -	\$ -	\$ -	\$ 3,904
002	Detailed Design	0	132	0	318	0	0	462	40	986	0	1,938	\$ 345,787	\$ 6,750	\$ -	\$ 6,750	\$ 352,537
021	Condition Assessment	0	64	0	68	0	0	80	40	0	0	252	\$ 55,655	\$ 6,750	\$ -	\$ 6,750	\$ 62,405
022	SNOPUD	0	40	0	20	0	0	0	0	0	0	60	\$ 16,787	\$ -	\$ -	\$ -	\$ 16,787
023	Preliminary Design	0	10	0	80	0	0	132	0	345	0	567	\$ 95,369	\$ -	\$ -	\$ -	\$ 95,369
024	Final Design	0	18	0	150	0	0	250	0	641	0	1,059	\$ 177,976	\$ -	\$ -	\$ -	\$ 177,976
003	Owners Reserve Fund	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 25,000
031	Conditional Available Funds	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 25,000
<b>GRAND TOTAL</b>		<b>42</b>	<b>217</b>	<b>36</b>	<b>337</b>	<b>115</b>	<b>14</b>	<b>479</b>	<b>40</b>	<b>988</b>	<b>198</b>	<b>2,466</b>	<b>\$ 477,037</b>	<b>\$ 6,750</b>	<b>\$ 25,000</b>	<b>\$ 31,750</b>	<b>\$ 508,787</b>

Hours and Dollars are rounded to nearest whole number.

**Assumptions**

1) Total Effort shown includes a 5% escalation for tasks completed in 2026












# WPCF Switchgear Replacement PSA\_SD

Final Audit Report

2025-06-06

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By:	Ashleigh Scott (AScott@everettwa.gov)
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