



**AMENDMENT NO. 1  
PROFESSIONAL SERVICES AGREEMENT**

This Amendment to Professional Services Agreement ("***Amendment***") 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 below ("***Service Provider***"). The City and Service Provider are parties to the Professional Services Agreement described below, as may have been 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:

<b>Service Provider</b>	MacLeod Reckord PLLC
<b>City Project Manager</b>	Lisa Page
	lpage@everettwa.gov
<b>Original Agreement Date</b>	4/4/2024

<b>AMENDMENTS</b>		
<b>New Completion Date</b>	If this Amendment changes the Completion Date, enter the new Completion Date: 8/31/2026  If no new date is entered, this Amendment does not change the Completion Date.	
<b>New Maximum Compensation Amount</b>	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	\$176,388.81
	Compensation Added (or Subtracted) by this Amendment	\$59,123.44
	<b>Maximum Compensation Amount After this Amendment</b>	<b>\$235,512.25</b>

<b>Changes to Scope of Work</b>	<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>
<b>Other Provisions</b>	<p>Enter other changes to the Agreement, if any.</p>
<b>Standard Amendment Provisions</b>	<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**



Cassie Franklin, Mayor

10/01/2025

Date

ATTEST



Office of the City Clerk

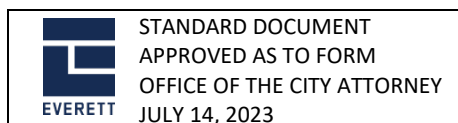
**MACLEOD RECKORD PLLC**

Signature: Connie Reckord

Name of Signer: Connie Reckord

Signer's Email Address: connier@MacleodReckord.com

Title of Signer: Principal



**EXHIBIT A**  
**PROFESSIONAL SERVICES AGREEMENT**

**Amendment 1**  
**SCOPE OF WORK**  
**Forest Park Pickleball Court Improvements**

**PROJECT DESCRIPTION**

The Scope of Work includes provision of construction administrative services for the development of improvements and expansion of existing hard and soft surface sport and game courts at Forest Park. Services include preconstruction meeting, regular weekly construction meetings, document review as noted, preliminary and final punch list, and as built plans.

**GENERAL PROJECT ASSUMPTIONS**

1. Conditions and assumptions as noted in the general contract.
2. Contract time for Contractor is 180 calendar days. Notice to Proceed is estimated to be end of September 2025 making Substantial Completion estimated to be end of July 2026.

**SCHEDULE**

The scope of work is premised on construction administrative support commencing in August 2025 and ending December 31, 2026.

**CONSTRUCTION ADMINISTRATIVE SUPPORT SERVICES**

**TASK 1. PRECONSTRUCTION MEETING**

**1.1** Prepare for and attend (1) preconstruction meeting in person. Provide agenda and meeting notes. Attendees include (1) representative each from MR and PACE.

**TASK 2. REGULAR WEEKLY CONSTRUCTION MEETINGS**

**2.1.** Prepare for and attend up to (20) weekly construction meetings, 100% virtual. Attend up to (4) in-person site visits as part of the weekly construction meeting schedule, at a time as requested, or approved by the City PM. Scope assumes a 6-month period of construction from NTP to Substantial Completion. Provide agenda and meeting notes. See anticipated number of visits for each team member:

- MR (4 in person, 20 virtual); PACE (4 in person, 4 virtual); HWA (2 in person, 2 virtual); Stantec (1 in person, 1 virtual).

**TASK 3. SUBMITTALS, RFI'S, ASI'S, CHANGE ORDERS, PAY REQUEST REVIEW**

**3.1** Address submittals, RFI's, and ASI's. Review Contractor-provided data and prepare selected content for Change Orders. Provide input to City on Pay Requests as requested. City is responsible for receipt of all documents from the Contractor and distribution to MR as needed. MR will further distribute documents to team members and will re-submit completed documents to City for distribution to Contractor.

**EXHIBIT A**  
**PROFESSIONAL SERVICES AGREEMENT**

**TASK 4. PRELIMINARY AND FINAL PUNCH LIST**

**4.1** Prepare for and attend in person (1) Preliminary and (1) Final Punch List Inspection. Provide final punch list notes and photographs.

**TASK 5. AS BUILT PLANS**

**5.1** Provide (1) set of As Built plans from Contractor-provided redline drawings.

**Assumptions:**

- Construction support limited to the estimated hours as shown in the fee proposal. City has the option to reallocate funds between tasks and between consultants.
- Scope does not include archaeological monitoring during construction.
- As-Built documents are not field verified by consultant team.
- All documents in electronic (PDF) format.
- As Builts in both PDF and CAD format.

**Deliverables:**

- Preconstruction Agenda and Meeting Notes
- Weekly (or as on site) Construction Agenda and Meeting Notes
- RFI, ASI, Change Order, Pay Request responses
- Preliminary and Final Punchlist
- As-Built Plans

**Forest Park Pickleball Court Improvements**

Amendment 1 Construction Administration- Fee Summary  
August 2025

<b>Task/Team</b>	<b>MacLeod Reckord</b>	<b>PACE</b>	<b>HWA</b>	<b>Stantec</b>	<b>Subtotal</b>
1.0 Preconstruction Meeting	872.53	734.41	-	-	1,606.95
2.0 Regular Weekly Construction Meetings	6,349.36	2,203.24	-	635.81	9,188.41
3.0 Submittals, RFIs, ASIs, Change Orders, Pay Request Review	4,845.92	5,037.63	5,517.56	1,575.78	16,976.88
4.0 Preliminary and Final Punch List	1,429.61	1,285.22	-	847.74	3,562.58
5.0 As Built Plans	1,610.83	1,496.30	-	555.57	3,662.70
Materials Testing and Construction Inspection			19,840.00		
Subtotal	15,108.26	10,756.81	25,357.56	3,614.89	54,837.52
Administrative Markup (10%)					3,972.93
Reimbursables	150.00	-	63.00	100.00	313.00
<b>Total</b>	<b>15,258.26</b>	<b>10,756.81</b>	<b>25,420.56</b>	<b>3,714.89</b>	<b>59,123.44</b>

**Compensation:**

Maximum hourly additional compensation not to exceed \$59,123.44










# Forest Park Pickleball Court Installation PSA Construction Support Services Amendment No. 1\_SD

Final Audit Report

2025-10-01

Created:	2025-09-30
By:	Marista Jorve (mjorve@everettwa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAIFM6kwNxBu4hMim8Lwxvff_0XdQnOqSk

## "Forest Park Pickleball Court Installation PSA Construction Support Services Amendment No. 1\_SD" History

-  Document created by Marista Jorve (mjorve@everettwa.gov)  
2025-09-30 - 9:15:53 PM GMT
-  Document emailed to Lisa Page (LPage@everettwa.gov) for approval  
2025-09-30 - 9:16:18 PM GMT
-  Email viewed by Lisa Page (LPage@everettwa.gov)  
2025-09-30 - 9:19:30 PM GMT
-  Document approved by Lisa Page (LPage@everettwa.gov)  
Approval Date: 2025-09-30 - 9:21:21 PM GMT - Time Source: server
-  Document emailed to Connie Reckord (connier@macleodreckord.com) for signature  
2025-09-30 - 9:21:23 PM GMT
-  Email viewed by Connie Reckord (connier@macleodreckord.com)  
2025-09-30 - 10:57:39 PM GMT
-  Document e-signed by Connie Reckord (connier@macleodreckord.com)  
Signature Date: 2025-09-30 - 10:58:38 PM GMT - Time Source: server
-  Document emailed to Tim Benedict (TBenedict@everettwa.gov) for approval  
2025-09-30 - 10:58:40 PM GMT
-  Email viewed by Tim Benedict (TBenedict@everettwa.gov)  
2025-09-30 - 10:59:40 PM GMT



Document approved by Tim Benedict (TBenedict@everettwa.gov)

Approval Date: 2025-09-30 - 10:59:50 PM GMT - Time Source: server



Document emailed to Cassie Franklin (cfranklin@everettwa.gov) for signature

2025-09-30 - 10:59:51 PM GMT



Email viewed by Cassie Franklin (cfranklin@everettwa.gov)

2025-10-01 - 3:15:23 PM GMT



Document e-signed by Cassie Franklin (cfranklin@everettwa.gov)

Signature Date: 2025-10-01 - 3:15:33 PM GMT - Time Source: server



Document emailed to Marista Jorve (mjorve@everettwa.gov) for signature

2025-10-01 - 3:15:35 PM GMT



Document e-signed by Marista Jorve (mjorve@everettwa.gov)

Signature Date: 2025-10-01 - 3:28:08 PM GMT - Time Source: server



Agreement completed.

2025-10-01 - 3:28:08 PM GMT