



**AMENDMENT NO. 2  
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>	Brown and Caldwell
<b>City Project Manager</b>	Jeff Marrs
	jmarrs@everettwa.gov
<b>Original Agreement Date</b>	4/16/2024

<b>AMENDMENTS</b>		
<b>New Completion Date</b>	If this Amendment changes the Completion Date, enter the new Completion Date: 12/31/2026  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	\$505,650.76
	Compensation Added (or Subtracted) by this Amendment	\$28,053.00
	<b>Maximum Compensation Amount After this Amendment</b>	<b>\$533,703.76</b>

<b>Changes to Scope of Work</b>	<p>Scope of Work is not changed by this Amendment   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

02/03/2026

\_\_\_\_\_  
Date

ATTEST



\_\_\_\_\_  
Office of the City Clerk

**BROWN AND CALDWELL**

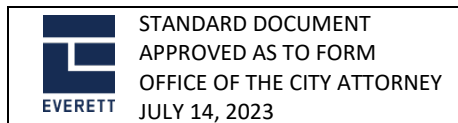


Signature: \_\_\_\_\_

Name of Signer: Lynn Stephens

Signer's Email Address: lstephens@brwncald.com

Title of Signer: Senior Manager



## **City of Everett – WFP and Transmission and Distribution eOM SharePoint**

### **Project Understanding**

The City of Everett (City) has identified the need to develop an electronic Operations and Maintenance (eOM) SharePoint site for the Water Filtration Plant (WFP) and the Transmission and Distribution (T&D) system. In 2024, the City engaged Brown and Caldwell (BC) to design and implement these eOM sites. This scope of work includes continued project management efforts and budget allocation to finalize the development of these sites.

### **Scope of Work Summary and Work Breakdown Structure**

The scope of work for the Project includes 1 Tasks, which are identified in the following table.

WFP and T&D eOM SharePoint			
Phase No.	Phase Name	Task No.	Task Name
Phase 100	Project Management	101	Additional Project Management

### **Scope Task Descriptions**

The task description below includes an objective statement, activities/approach, task assumptions, meetings, and work products including which service or item will be provided by BC and Everett staff to complete the task.

#### **Phase 100 – Project Management**

Phase 100 encompasses the management and oversight of all project activities. This includes managing the project scope, schedule, budget, and the preparation of monthly progress reports and invoices.

**Activities/Approach:** This phase includes the following activities:

- **Team Oversight:** Supervise project staff and manage team budget and schedule.
- **Monthly Reporting:** Prepare monthly project status reports detailing budget status, progress updates, and activities completed, accompanied by a monthly invoice.

#### **City Responsibilities**

- Review monthly status reports and supporting documentation for invoice and payment approval.

#### **Task Assumptions**

- PM coordination calls will be conducted as part of AM Program – Phase 1 scope of work.

#### **Work Products**

- Monthly progress reports and invoices

### **Phase 200 – WFP eOM SharePoint**

Phase 200 includes a 4% escalation of remaining budget at end of 2025 (\$1,504).

### **Phase 800 – T&D eOM SharePoint**

Phase 800 includes a 4% escalation of remaining budget at end of 2025 (\$1,668).

Schedule

The amendment NTP is anticipated January 1, 2026, and will be completed by December 31, 2026.

Budget

The estimated budget for this effort is \$28,053. The assumptions for the labor hours and staff are provided below.

Phase 200 and 800 costs do not include labor hours, they are based on a 4% escalation of remaining budget.

Everett eOM and AM Program Support													
		Hansa Keswani	Emily Murphy	Diane Yan	Susan Nguyen	Lynn Stephens			Other Travel Expenses				
Phase	Phase Description	PM	PM (Upon Return)	PA	Billing	Accountable Approver	Total Labor Hours	Total Labor Effort		Total ODCs	Total Expense Cost	Total Expense Effort	Total Effort
		\$314	\$240	\$119	\$91	\$334							
100	Project Management	24	32	48	36	2	142	24,881	0	0	0	0	24,881
101	Additional Project Management	24	32	48	36	2	142	24,881	0	0	0	0	24,881
200	WFP eOM SharePoint	0	0	0	0	0	0	1,504					1,504
800	T&D eOM SharePoint	0	0	0	0	0	0	1,668					1,668
GRAND TOTAL		24	32	48	36	2	142	24,881	0	0	0	0	28,053

Hours and Dollars are rounded to nearest whole number. To display decimals, change the format of the cells.










# Brown and Caldwell\_WFP Maintenance Program Support\_Amendment No. 2\_JM\_2026.01.23\_SD

Final Audit Report

2026-02-03

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