

Snohomish County Standard Consultant Agreement Supplement		Consultant/Address/Telephone Otak, Inc. 11241 Willows Rd NE, Suite 200 Redmond, WA 98052	
Supplement Number Supplement No.2	Contact Name / E-Mail Address Nico Vanderhorst / nico.vanderhorst@otak.com		
Agreement Number CCF08-13	Telephone 425-739-4212	Fax 425-827-9577	
Project Title North Creek Trail Design Services	Execution Date February 25, 2014	Completion Date June 30, 2016	
Description of Work <i>Provide Design Services for a section of the North Creek Regional Trail (2.8 miles) between SR 524 and North Creek Park at 183rd Street SE.</i>		New Maximum Amount Payable Remains Unchanged at \$1,129,511.00	

WHEREAS, Snohomish County desires to supplement the Agreement entered into with **Otak, Inc.** and executed on the 25th day of February, 2014, as amended by Supplement No.1 on the 5th day of August, 2015, and identified as Agreement No. **CCF08-13**, and

WHEREAS, Snohomish County desires to authorize the release of \$49,997.00 in Management Reserve Funds to compensate for the additional services defined in this supplement. All provision of the basic agreement remain in effect except as expressly modified by this supplement.

The changes to this Agreement are described as follows:

1. The "Total Amount Authorized" on the Agreement title page is amended as follows:

Total Amount Authorized ~~(\$1,079,456.00)~~ **\$1,129,453.00**

2. The "Management Reserve Fund" on the Agreement title page is amended as follows:

Management Reserve Fund ~~(\$50,055.00)~~ **\$58.00**

3. Maximum Amount Payable, on the Agreement title page, shall remain unchanged as payment for the supplemental work will be drawn from the management reserve fund.

4. Section II Scope of Work, is hereby amended to read:

The Scope of Work and projected level of effort required for this PROJECT is detailed in Exhibit "A" comprised of Exhibit A-1 and Exhibit A-1a, attached hereto and by this reference made a part of the AGREEMENT.

5. The first and second paragraphs of section IV **Sub-Contracting**, are hereby amended to read:

The COUNTY permits sub-contracts for those items of work as shown in Exhibit "G" comprised of Exhibit G and Exhibit Ga and Exhibit Gb, attached hereto, and by reference made a part of this AGREEMENT.

Compensation for this sub-consultant work shall be based on the cost factors shown on Exhibit "G-1", Exhibit "G-1a", Exhibit "G-1b" and Exhibit "G-2".

6. **EXHIBIT A-1a Supplemental Scope of Work**, attached hereto and by this reference is added to and incorporated into the original Agreement.
7. **EXHIBIT E-1a Supplemental Consultant Fee Determination – Budget**, attached hereto and by this reference is added to and incorporated into the original Agreement.

8. **EXHIBIT Gb Supplemental Subcontracted Work**, attached hereto and by this reference is added to and incorporated into the original Agreement.
9. **EXHIBIT G-1b Supplemental Subconsultant Fee Determination – Budget**, attached hereto and by this reference is added to and incorporated into the original Agreement.
10. **EXHIBIT G-2 Subconsultant Fee Determination – Summary Sheet Fee Schedule**, attached hereto and by this reference is added to the original EXHIBIT G-2, as a Fee Schedule for an additional Sub-consultant, and made part of the original Agreement.
11. **EXHIBIT G-3 Breakdown of Subconsultant's Overhead Cost**, attached hereto and by this reference is added to the original EXHIBIT G-3, as overhead documentation for an additional Sub-consultant, and made part of the original Agreement.


IN WITNESS WHEREOF, the parties hereto have executed this Supplement No.2 on this 11 day of January, 2016.

SNOHOMISH COUNTY



Director of Public Works

OTAK, INC.



Signature
Principal

Title

EXHIBIT A-1a Supplemental Scope of Work

Background

The purpose of the North Creek Trail Project is to design and build a 2.5 mile regional trail facility between SR 524 and North Creek Park at 183rd Street SE. The trail will be part of a coordinated regional system that will eventually connect the Sammamish River/Burke-Gilman Trail in King County with the Snohomish County Regional Interurban Trail in Everett.

An Agreement for design services with the CONSULTANT was executed in February 2014. A Supplement to the Agreement for additional geotechnical services was executed in August 2015. The following scope of work describes additional design services requested by the COUNTY.

1.0 DATA COLLECTION AND TOPOGRAPHIC SURVEYING/MAPPING

1.1 Topographic Surveying and Mapping – Update Existing Mapping

Additional field and office time is expected for miscellaneous topographic surveying and mapping for those areas described in Task 2.0. This includes field coverage for additional curb ramps and for additional roadway widening. A total of 16 (sixteen) additional two-person field crew hours and associated office support time have been budgeted for this task.

2.0 PRELIMINARY AND FINAL DESIGN/ENGINEERING

2.1 Alignment Modifications

Several trail alignment modifications will be required after the 30%/60% Design Level alignment was established as a result of roadway modification, right-of-way constraints, and other revisions. The alignment modifications will be needed in the following locations:

- Station 11+00 to 13+00 – Filbert Drive (208th Street SE to 207th Place SE)
- Station 39+00 to 44+00 – Filbert Drive (201st Street SE to 199th Place SE)
- Station 44+00 to 49+00 – Filbert Drive (199th Place SE to 3rd Drive SE)
- Station 54+00 to 59+00 – 4th to 196th (Adjustments to minimize impacts to development)
- Station 64+00 to 66+00 – Winesap Road (196th Street SE to 195th Street SE)
- Station 130+00 to 132+00 – 9th Avenue SE (183rd Place SE to 183rd Street SE)
- Station 39+00 to 49+00 – Filbert Drive (Between 201st St SE and 3rd Dr SE)
- 9th Ave SE and 183rd PI SE

The alignment revisions will generally impact the TESC/Demolition, Roadway Plan and Profile, and the Signing and Striping Plans. The alignment revisions will be carried forward to the 90% PSE and the 100% PSE.

2.2 Additional Roadway Widening

Several roadway widening modifications will be required after review of the 60% PSE by the COUNTY. The roadway widening is needed to address existing roadway conditions adjacent to the proposed trail improvements. Additional widening will be needed at the following locations:

- Station 13+00 to 49+00 - Filbert Drive (Between 207th Place SE and 3rd Dr SE) – Widening not required along entire stretch but needs spot widening throughout to maintain 24 feet.
- Winesap Road at 196th St SE – Eliminate Bulb-out and widen from 22 to 24 feet at intersection
- Station 63+00 to 76+00 – Winesap Rd (Between 196th St SE and Sprague Dr) and Sprague Dr to bridge – Widening required throughout to maintain 24 feet.
- 9th Ave SE and 183rd PI SE – Widen outside radius around corner.

The additional widening will generally impact the TESC/Demolition, Roadway Plan and Profile, and the Signing and Striping Plans. The roadway widening revisions will be carried forward to the 90% PSE and the 100% PSE.

2.3 Addition of Curb (ADA) Ramps

A number of additional Curb (ADA) Ramps have been requested by the COUNTY. In most cases the additional curb ramps are away from the trail and involve the addition of or replacement of curb ramps on the receiving side of existing or future crossing locations. Approximately 15 new curb ramps will be added from what was shown in the 60% PSE. Locations include the following:

- 207th PI SE
- Greening Road
- 204th St SE
- Grimes Road
- 201st St SE
- Winesap Road
- Winesap Lane
- 194th PI SE
- Sprague Drive
- 9th Ave SE

The curb ramp additions will generally impact the TESC/Demolition, Roadway Plan and Profile, and the Signing and Striping Plans. The curb ramp revisions will be carried forward to the 90% PSE and the 100% PSE.

3.0 SUPPLEMENTAL ENGINEERING TASKS

3.1 183rd Street Parking – Final PSE

The potential for parking on 183rd Street SE has been evaluated and a preliminary parking concept plan has been prepared for approximately 20 to 25 parking stalls. The COUNTY has requested that the design of parallel parking along 183rd Street SE be added to the Project. Design work will include new curb, gutter, sidewalk, pavement, shoulder widening, and property restoration. The design will generally be in accordance with the concept plan prepared by CONSULTANT in June 2015. The addition of parking will be carried forward to the 90% PSE and the 100% PSE.

ASSUMPTIONS

- Design completion date has been revised to June 30, 2016 per Supplement No. 1.
- All other design assumptions remain unchanged from original Agreement.

EXHIBIT Gb

Supplemental Subcontracted Work

The following is a scope of work provided by Transportation Engineering Northwest LLC (TENW) hereinafter the SUBCONSULTANT for transportation engineering design associated with the North Creek Trail project located in Snohomish County, WA. The trail extends over two miles, terminating at 208th Street S at the south, and North Creek Park to the north. Documents would be subject to Snohomish County review and approval.

SCOPE OF WORK

The following tasks/deliverables will be provided by the SUBCONSULTANT as part of this Scope of Services:

Task 1 – Meetings and Coordination

- Scope: The SUBCONSULTANT will attend site meetings, project team meetings, and agency coordination meetings throughout the review and approval process. Three total meetings are assumed.
- Deliverables/Tasks:
 - Meeting Attendance
 - Meeting Summary Notes
 - Project Team Coordination

Task 2 – Traffic Signal Modification Construction Document Submittal Preparation

- Scope: The SUBCONSULTANT will prepare traffic signal modification construction documents for the 208th Street SE (SR524)/Filbert Drive signalized intersection. We assume modification of two of the four intersection corners to accommodate trail and ADA improvements, including relocation/replacement of the existing mastarm signal pole on the NW corner of the intersection. Submittals will be prepared for the 60%, 90%, and 100% (Bid-Set) levels. The following deliverables will be provided for each submittal level.
- Deliverables:
 - Traffic Signal Plan (1 sheet)
 - Traffic Signal Wiring Diagram (1 sheet)
 - Traffic Signal Pole Chart (1 sheet)
 - Traffic Signal Details (1 sheet)
 - Cost Estimates
 - Specifications

Task 3 – Trail Crossing Design Support

- Scope: The SUBCONSULTANT will support the project team as needed regarding evaluation and design of the pedestrian-roadway crossings at the following locations:
 - Filbert at Winesap/3rd Dr SE vic.
 - Winesap at 196th vic.
 - 192nd/Waxen
 - 183rd (N Creek Park)
 - 4th Dr SE
- Deliverables/Tasks:
 - Project Team Support and evaluation including: sight distance, signing/channelization, signalization.

Assumptions and Exclusions

The following services and/or items are assumed to be provided by others:

- Civil improvements Plans including striping, sidewalk, drainage, grading, paving, TESC, etc.
- A topographic survey of existing conditions in the area, including all necessary information for design purposes. The survey will include existing edges of pavement, roadway centerlines, channelization,

sidewalks, driveways, curbs, utilities (above and below ground), right-of-way, easements, elevations, and all other elements of a typical complete topographic survey.

- Geotechnical recommendations associated with signal pole foundation design.
- Utility locate potholing with respect to potential underground conflicts, if necessary. Potholing is not normally required during the design phase, except as required by the agency or in cases where poles are placed close to existing underground utilities. The SUBCONSULTANT will keep you apprised of potholing needs, if any.
- Easement/right-of-way acquisition coordination if necessary. The SUBCONSULTANT will work with project team to determine any right-of-way acquisition or easement needs. The SUBCONSULTANT assumes that legal descriptions will be prepared by the civil engineer or surveyor.

EXHIBIT G-1b
Supplemental Subconsultant Fee Determination – Budget

TENW Project Name: North Creek Trail		Prepared by: CTB					
		Date: 12/23/2015					
TASK	TOTALS HOURS/ DOLLARS	Principal \$189.12	Design Manger \$178.48	Sr Engineer \$148.93	Proj. Engineer \$124.11	Design Engr \$108.74	Acctg \$74.47
Task 1 - Mtgs and Coordination	9	2	7				
Task 1 total	\$ 1,627.60	\$378.24	\$1,249.36	\$0.00	\$0.00	\$0.00	\$0.00
Task 2 - Traffic Signal Modification CD's							
60% Sig Mod Plans	39		8	1	6	24	
	\$ 4,931.19	\$0.00	\$1,427.84	\$148.93	\$744.66	\$2,609.76	\$0.00
60% Specs	7		1		2	4	
	\$ 861.66	\$0.00	\$178.48	\$0.00	\$248.22	\$434.96	\$0.00
60% Estimates	8		2		2	4	
	\$ 1,040.14	\$0.00	\$356.96	\$0.00	\$248.22	\$434.96	\$0.00
90% Sig Mod Plans	33		4	1	4	24	
	\$ 3,969.05	\$0.00	\$713.92	\$148.93	\$496.44	\$2,609.76	\$0.00
90% Specs	12		2		4	6	
	\$ 1,505.84	\$0.00	\$356.96	\$0.00	\$496.44	\$652.44	\$0.00
90% Estimates	10		2		4	4	
	\$ 1,288.36	\$0.00	\$356.96	\$0.00	\$496.44	\$434.96	\$0.00
Bid Sig Mod Plans	14		3	1	2	8	
	\$ 1,802.51	\$0.00	\$535.44	\$148.93	\$248.22	\$869.92	\$0.00
Bid Specs	10		2		2	6	
	\$ 1,257.62	\$0.00	\$356.96	\$0.00	\$248.22	\$652.44	\$0.00
Bid Estimates	8		2		2	4	
	\$ 1,040.14	\$0.00	\$356.96	\$0.00	\$248.22	\$434.96	\$0.00
Task 2 total	\$ 17,696.51						
Task 3 - Trail Crossing Design Support	7		4		3		
	\$ 1,086.25	\$0.00	\$713.92	\$0.00	\$372.33	\$0.00	\$0.00
Task 3 total	\$ 1,086.25						
TENW Labor Total	\$ 20,410.36						

EXHIBIT G-2
Subconsultant Fee Determination – Summary Sheet
Fee Schedule

Subconsultant: Transportation Engineering Northwest, LLC

Position Classification	Direct Salary Rate	Overhead @110.00%	Profit @25.00%	Max Rate Per Hour
Principal	\$80.00	\$88.00	\$21.12	\$189.12
Design Manager	\$75.50	\$83.05	\$19.93	\$178.48
Senior Engineer	\$63.00	\$69.30	\$16.63	\$148.93
Project Engineer	\$52.50	\$57.75	\$13.86	\$124.11
Design Engineer	\$46.00	\$50.60	\$12.14	\$108.74
Accounting	\$31.50	\$34.65	\$8.32	\$74.47

The rates listed above are the maximum rates payable under this AGREEMENT. Rates invoiced shall be based on the direct salary of the individual employee and shall not exceed those listed in this Exhibit G-2.

EXHIBIT G-3
Breakdown of Subconsultant's Overhead Cost

SUBCONSULTANT'S audited overhead report from the WSDOT Audit Office, or other report supporting Overhead Rate (per Chapter 31.5 of the WSDOT Local Agency Guidelines), provided by SUBCONSULTANT attached hereto and incorporated herein as Exhibit "G-3".



**Washington State
Department of Transportation**

Lynn Peterson
Secretary of Transportation

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310 Maple Park Avenue S.E.
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Olympia, WA 98504-7300
360-705-7000
TTY: 1-800-833-6388
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March 26, 2014

Jeff Haynie, Principal
Transportation Engineering Northwest, LLC (TENW)
1400 SE 8th Street, Suite 200
Bellevue, WA 98004

Re: Transportation Engineering Northwest, LLC (TENW)
Safe Harbor Indirect Cost Rate

Dear Mr. Haynie:

Washington State is one of ten states who have received approval from Federal Highway Headquarters to participate in the Test and Evaluation Program (TE-045) for use of a "safe harbor" indirect cost rate on engineering and design related service contracts, as well as for Local Public Agency projects.

We have completed our risk assessment for TENW. Our assessment was conducted based on the documentation provided by the firm. The reviewed data included, but was not limited to, a description of the company, basis of accounting, accounting system and the basis of indirect costs. Based on our review, your firm is eligible to use the Safe Harbor rate. You have opted to use the Safe Harbor rate, rather than provide a FAR-complaint rate at this time.

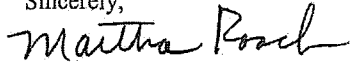
We are issuing the Safe Harbor Indirect Cost Rate of 110% of direct labor for TENW. The Safe Harbor rate is effective on March 26, 2014.

TENW has agreed to improve Internal Controls and timekeeping processes in order to be able to develop an Indirect Cost Rate Schedule in future accordance to Federal cost principles (48 CFR FAR). The WSDOT Internal Audit Office has provided guidance and information related to FARs and the AASHTO Audit Guide.

The Safe Harbor Rate will not be subject to audit. Please coordinate with WSDOT Consultant Services (CSO) or your WSDOT Local Programs Manager if you have questions about when to apply the Safe Harbor rate to your agreement.

If you or any representatives of TENW have any questions, please contact Martha Roach, Jeri Sivertson, or Steve McKerney at (360)705-7003.

Sincerely,



Martha S. Roach
Agreement Compliance Audit Manager

cc: Steve McKerney, Director of Internal Audit
Jeri Sivertson, Assistant Director of Internal Audit
Stacie Kelsey, Local Programs
Larry Schofield, MS 47323
File