

# Local Agency Professional Services Negotiated Hourly Rate Consultant Agreement

Agreement Number: OCC23/4-3(AT)

Firm/Organization Legal Name (do not use dba's): Otak, Inc.		
Address 2828 Colby Avenue, Suite 401, Everett, WA 98201	Federal Aid Number N/A	
UBI Number 600 614 735	Federal TIN 91-1324129	
Execution Date The Date of the Last Party to Sign	Completion Date 12/31/2026	
1099 Form Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Federal Participation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Project Title 2023-2025 ON-CALL CONSULTANT SERVCIES		
Description of Work <b>REAL PROPERTY</b> <b>Land Use, Architectural and Site Planning Services</b> <i>To Accomplish numerous On-Call Projects within the stated On-Call discipline whereby Snohomish County does not have sufficient staff and/or expertise to meet the required and specific needs of the County during the 2023-2025 On-Call period.</i>		
<input type="checkbox"/> Yes  <input type="checkbox"/> Yes  <input type="checkbox"/> Yes  <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No DBE Participation <input checked="" type="checkbox"/> No MBE Participation <input checked="" type="checkbox"/> No WBE Participation <input checked="" type="checkbox"/> No SBE Participation	Maximum Amount Payable: \$ 750,000.00

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THIS AGREEMENT, made and entered into as shown in the “Execution Date” box on page one (1) of this AGREEMENT, between SNOHOMISH COUNTY, hereinafter called the “AGENCY,” and the “Firm / Organization Name” referenced on page one (1) of this AGREEMENT, hereinafter called the “CONSULTANT.”

WHEREAS, the AGENCY desires to accomplish the work referenced in “Description of Work” on page one (1) of this AGREEMENT and hereafter called the “SERVICES;” and does not have sufficient staff to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary SERVICES; and

WHEREAS, the CONSULTANT represents that they comply with the Washington State Statutes relating to professional registration, if applicable, and has signified a willingness to furnish consulting services to the AGENCY.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, or attached and incorporated and made a part hereof, the parties hereto agree as follows:

## **I. General Description of Work**

The work under this AGREEMENT shall consist of the above-described SERVICES as herein defined, and necessary to accomplish the completed work for this project. The CONSULTANT shall furnish all services, labor, and related equipment and, if applicable, sub-consultants and subcontractors necessary to conduct and complete the SERVICES as designated elsewhere in this AGREEMENT.

## **II. General Scope of Work**

The Scope of Work and projected level of effort required for these SERVICES is described in Exhibit “A” attached hereto and by this reference made a part of this AGREEMENT. The General Scope of Work was developed utilizing performance based contracting methodologies.

## **III. General Requirements**

All aspects of coordination of the work of this AGREEMENT with outside agencies, groups, or individuals shall receive advance approval by the AGENCY. Necessary contacts and meetings with agencies, groups, and/or individuals shall be coordinated through the AGENCY. The CONSULTANT shall attend coordination, progress, and presentation meetings with the AGENCY and/or such State, Federal, Community, City, or County officials, groups or individuals as may be requested by the AGENCY. The AGENCY will provide the CONSULTANT sufficient notice prior to meetings requiring CONSULTANT participation. The minimum required hours or days’ notice shall be agreed to between the AGENCY and the CONSULTANT and shown in Exhibit “A.”

The CONSULTANT shall prepare a monthly progress report, in a form approved by the AGENCY, which will outline in written and graphical form the various phases and the order of performance of the SERVICES in sufficient detail so that the progress of the SERVICES can easily be evaluated.

The CONSULTANT, any sub-consultants, and the AGENCY shall comply with all Federal, State, and local laws, rules, codes, regulations, and all AGENCY policies and directives, applicable to the work to be performed under this AGREEMENT. This AGREEMENT shall be interpreted and construed in accordance with the laws of the State of Washington.

Participation for Disadvantaged Business Enterprises (DBE) or Small Business Enterprises (SBE), if required, per 49 CFR Part 26, shall be shown on the heading of this AGREEMENT. If DBE firms are utilized at the commencement of this AGREEMENT, the amounts authorized to each firm and their certification number will be shown on Exhibit “B” attached hereto and by this reference made part of this AGREEMENT. If the Prime CONSULTANT is, a DBE certified firm they must comply with the Commercial Useful Function (CUF) regulation

outlined in the AGENCY's "DBE Program Participation Plan" and perform a minimum of 30% of the total amount of this AGREEMENT. It is recommended, but not required, that non-DBE Prime CONSULTANTS perform a minimum of 30% of the total amount of this AGREEMENT.

All Reports, PS&E materials, and other data furnished to the CONSULTANT by the AGENCY shall be returned. All electronic files, prepared by the CONSULTANT, must meet the requirements as outlined in Exhibit "C – Preparation and Delivery of Electronic Engineering and other Data."

All designs, drawings, specifications, documents, and other work products, including all electronic files, prepared by the CONSULTANT prior to completion or termination of this AGREEMENT are instruments of service for these SERVICES, and are the property of the AGENCY. Reuse by the AGENCY or by others, acting through or on behalf of the AGENCY of any such instruments of service, not occurring, as a part of this SERVICE, shall be without liability or legal exposure to the CONSULTANT.

Any and all notices or requests required under this AGREEMENT shall be made in writing and sent to the other party by (i) certified mail, return receipt requested, or (ii) by email or facsimile, to the address set forth below:

If to AGENCY:

Name: Lori White  
Agency: Snohomish County  
Address: 3000 Rockefeller Ave. M/S 607  
City: Everett State: WA Zip: 98201  
Email: [Lori.white@snoco.org](mailto:Lori.white@snoco.org)  
Phone: 425-388-3536  
Facsimile: N/A

If to CONSULTANT:

Name: Mandi Roberts  
Agency: Otak, Inc.  
Address: 2828 Colby Avenue, Suite 401  
City: Everett State: WA Zip: 98201  
Email: [mandi.roberts@otak.com](mailto:mandi.roberts@otak.com)  
Phone: 206-949-2741  
Facsimile: 425-827-9577

#### **IV. Time for Beginning and Completion**

The CONSULTANT shall not begin any work under the terms of this AGREEMENT until authorized in writing by the AGENCY. All work under this AGREEMENT shall conform to the criteria agreed upon detailed in the AGREEMENT documents. These SERVICES must be completed by the date shown in the heading of this AGREEMENT titled "Completion Date."

The established completion time may be extended by mutual agreement of the AGENCY and CONSULTANT. A supplemental AGREEMENT issued by the AGENCY is required to extend the established completion time.

#### **V. Payment Provisions**

The CONSULTANT shall be paid by the AGENCY for completed SERVICES rendered under this AGREEMENT as provided hereinafter. Such payment shall be full compensation for SERVICES performed or SERVICES rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete SERVICES. The CONSULTANT shall conform to all applicable portions of 48 CFR Part 31 ([www.ecfr.gov](http://www.ecfr.gov)).

A. Hourly Rates: Hourly rates are comprised of the following elements - Direct (Raw) Labor, Indirect Cost Rate, and Fee (Profit). The CONSULTANT shall be paid by the AGENCY for work done, based upon thenegotiated hourly rates shown in Exhibits "D" and "E" attached hereto and by reference made part of this AGREEMENT. These negotiated hourly rates will be accepted based on a review of the CONSULTANT's direct labor rates and indirect cost rate computations and agreed upon fee. The accepted negotiated rates shall be memorialized in a final written acknowledgment between the parties. Such final written acknowledgment shall be incorporated into, and become a part of, this AGREEMENT. The initially accepted negotiated rates shall be applicable from the approval date, as memorialized in a final written acknowledgment, to 180 days following the CONSULTANT's fiscal year end (FYE) date.

The direct (raw) labor rates and classifications, as shown on Exhibits "D" and "E" shall be subject to renegotiations for each subsequent twelve (12) month period (180 days following FYE date to 180 days

following FYE date) upon written request of the CONSULTANT or the AGENCY. The written request must be made to the other party within ninety (90) days following the CONSULTANT's FYE date. If no such written request is made, the current direct (raw) labor rates and classifications as shown on Exhibits "D" and "E" will remain in effect for the twelve (12) month period.

Conversely, if a timely request is made in the manner set forth above, the parties will commence negotiations to determine the new direct (raw) labor rates and classifications that will be applicable for the twelve (12-month period. Any agreed to renegotiated rates shall be memorialized in a final written acknowledgment between the parties. Such final written acknowledgment shall be incorporated into, and become a part of, this AGREEMENT. If requested, the CONSULTANT shall provide current payroll register and classifications to aid in negotiations. If the parties cannot reach an agreement on the direct (raw) labor rates and classifications, the AGENCY shall perform an audit of the CONSULTANT's books and records to determine the CONSULTANT's actual costs. The audit findings will establish the direct (raw) labor rates and classifications that will be applicable for the twelve (12) month period.

The fee as identified in Exhibits "D" and "E" shall represent a value to be applied throughout the life of the AGREEMENT.

The CONSULTANT shall submit annually to the AGENCY an updated indirect cost rate within 180 days of the close of its fiscal year. An approved updated indirect cost rate shall be included in the current fiscal year rate under this AGREEMENT, even if/when other components of the hourly rate are not renegotiated. These rates will be applicable for the twelve (12) month period. At the AGENCY's option, a provisional and/or conditional indirect cost rate may be negotiated. This provisional or conditional indirect rate shall remain in effect until the updated indirect cost rate is completed and approved. Indirect cost rate costs incurred during the provisional or conditional period will not be adjusted. The CONSULTANT may request an extension of the last approved indirect cost rate for the twelve (12) month period. These requests for provisional indirect cost rate and/or extension will be considered on a case-by-case basis, and if granted, will be memorialized in a final written acknowledgment.

The CONSULTANT shall maintain and have accessible support data for verification of the components of the hourly rates, i.e., direct (raw) labor, indirect cost rate, and fee (profit) percentage. The CONSULTANT shall bill each employee's actual classification, and actual salary plus indirect cost rate plus fee.

- B. Direct Non-Salary Costs: Direct Non-Salary Costs will be reimbursed at the actual cost to the CONSULTANT. These charges may include, but are not limited to, the following items: travel, printing, longdistance telephone, supplies, and fees of sub-consultants. Air, rental car or train travel will be reimbursed only to lowest price available, unless otherwise approved by the AGENCY. Transportation, Lodging, Meals and incidental costs shall be reimbursed in accordance with 48 Code of Federal Regulations (CFR) Part 31.205-46 "Travel Costs." Charges for lodging, meals, and transportation shall conform to the current U.S. General Services Administration (GSA) rates. Supporting documentation of all travel, lodging, and meal charges shall be provided with the CONSULTANT's invoice. The billing for Direct Non-salary Costs shall include an itemized listing of the charges directly identifiable with these SERVICES. The CONSULTANT shall maintain the original supporting documents in their office. Copies of the original supporting documents shall be supplied to the AGENCY upon request. All above charges must be necessary for the SERVICES provided under this AGREEMENT.
- C. Maximum Amount Payable: The Maximum Amount Payable by the AGENCY to the CONSULTANT under this AGREEMENT shall not exceed the amount shown in the heading of this AGREEMENT on page one (1.) The Maximum Amount Payable does not include payment for extra work as stipulated in section XIII, "Extra Work." No minimum amount payable is guaranteed under this AGREEMENT.
- D. Monthly Progress Payments: Progress payments may be claimed on a monthly basis for all costs authorized in A and B above. Detailed statements shall support the monthly billings for hours expended at the rates established in Exhibit "D," including names and classifications of all employees, and billings for all direct non-salary expenses. To provide a means of verifying the billed salary costs for the CONSULTANT's employees, the AGENCY may conduct employee interviews. These interviews may consist of recording the names, titles,

salary rates, and present duties of those employees performing work on the SERVICES at the time of the interview.

- E. Final Payment: Final Payment of any balance due the CONSULTANT of the gross amount earned will be made promptly upon its verification by the AGENCY after the completion of the SERVICES under this AGREEMENT, contingent upon receipt of all PS&E, plans, maps, notes, reports, electronic data, and other related documents, which are required to be furnished under this AGREEMENT. Acceptance of such Final Payment by the CONSULTANT shall constitute a release of all claims for payment, which the CONSULTANT may have against the AGENCY unless such claims are specifically reserved in writing and transmitted to the AGENCY by the CONSULTANT prior to its acceptance. Said Final Payment shall not, however, be a bar to any claims that the AGENCY may have against the CONSULTANT or to any remedies the AGENCY may pursue with respect to such claims.

The payment of any billing will not constitute agreement as to the appropriateness of any item and at the time of final audit all required adjustments will be made and reflected in a final payment. In the event that such final audit reveals an overpayment to the CONSULTANT, the CONSULTANT will refund such overpayment to the AGENCY within thirty (30) calendar days of notice of the overpayment. Such refund shall not constitute a waiver by the CONSULTANT for any claims relating to the validity of a finding by the AGENCY of overpayment. The CONSULTANT has twenty (20) working days after receipt of the final Post Audit to begin the appeal process to the AGENCY for audit findings.

- F. Inspection of Cost Records: The CONSULTANT and their sub-consultants shall keep available for inspection by representatives of the AGENCY and the United States, for a period of six (6) years after receipt of final payment, the cost records and accounts pertaining to this AGREEMENT and all items related to or bearing upon these records with the following exception: if any litigation, claim or audit arising out of, in connection with, or related to this AGREEMENT is initiated before the expiration of the six (6) year period, the cost records and accounts shall be retained until such litigation, claim, or audit involving the records is completed. An interim or post audit may be performed on this AGREEMENT. The audit, if any, will be performed by the State Auditor, or the AGENCY and/or at the request of the AGENCY.

## **VI. Sub-Contracting**

The AGENCY permits subcontracts for those items of SERVICES as shown in Exhibit "A" attached hereto and by this reference made part of this AGREEMENT.

The CONSULTANT shall not subcontract for the performance of any SERVICE under this AGREEMENT without prior written permission of the AGENCY. No permission for subcontracting shall create, between the AGENCY and sub-consultant, any contract or any other relationship.

Compensation for this sub-consultant SERVICES shall be based on the cost factors shown on Exhibit "E" attached hereto and by this reference made part of this AGREEMENT.

The SERVICES of the sub-consultant shall not exceed its maximum amount payable identified in each sub consultant cost estimate unless a prior written approval has been issued by the AGENCY.

All reimbursable direct labor, indirect cost rate, direct non-salary costs and fee costs for the sub-consultant shall be negotiated and substantiated in accordance with section V "Payment Provisions" herein and shall be memorialized in a final written acknowledgment between the parties

All subcontracts shall contain all applicable provisions of this AGREEMENT, and the CONSULTANT shall require each sub-consultant or subcontractor, of any tier, to abide by the terms and conditions of this AGREEMENT. With respect to sub-consultant payment, the CONSULTANT shall comply with all applicable sections of the STATE's Prompt Payment laws as set forth in RCW 39.04.250 and RCW 39.76.011.

The CONSULTANT, sub-recipient, or sub-consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this AGREEMENT. The CONSULTANT shall carry out applicable

requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the CONSULTANT to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the recipient deems appropriate.

## **VII. Employment and Organizational Conflict of Interest**

The CONSULTANT warrants that they have not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this contract. For breach or violation of this warrant, the AGENCY shall have the right to annul this AGREEMENT without liability or, in its discretion, to deduct from this AGREEMENT price or consideration or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

Any and all employees of the CONSULTANT or other persons while engaged in the performance of any work or services required of the CONSULTANT under this AGREEMENT, shall be considered employees of the CONSULTANT only and not of the AGENCY, and any and all claims that may arise under any Workmen's Compensation Act on behalf of said employees or other persons while so engaged, and any and all claims made by a third party as a consequence of any act or omission on the part of the CONSULTANT's employees or other persons while so engaged on any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of the CONSULTANT.

The CONSULTANT shall not engage, on a full- or part-time basis, or other basis, during the period of this AGREEMENT, any professional or technical personnel who are, or have been, at any time during the period of this AGREEMENT, in the employ of the United States Department of Transportation or the AGENCY, except regularly retired employees, without written consent of the public employer of such person if he/she will be working on this AGREEMENT for the CONSULTANT.

## **VIII. Nondiscrimination**

During the performance of this AGREEMENT, the CONSULTANT, for itself, its assignees, sub-consultants, subcontractors and successors in interest, agrees to comply with the following laws and regulations:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. Chapter 21 Subchapter V § 2000d through 2000d-4a)
- Federal-aid Highway Act of 1973 (23 U.S.C. Chapter 3 § 324)
- Rehabilitation Act of 1973 (29 U.S.C. Chapter 16 Subchapter V § 794)
- Age Discrimination Act of 1975 (42 U.S.C. Chapter 76 § 6101 *et. seq.*)
- Civil Rights Restoration Act of 1987 (Public Law 100-259)
- American with Disabilities Act of 1990 (42 U.S.C. Chapter 126 § 12101 *et. seq.*)
- 23 CFR Part 200
- 49 CFR Part 21
- 49 CFR Part 26
- RCW 49.60.180
- Chapter 2.460 SCC

It is the policy of the AGENCY to reject discrimination which denies equal treatment to any individual because of his or her race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability as provided in Washington's Law against Discrimination, Chapter 49.60 RCW, and the Snohomish County Human Rights Ordinance, Chapter 2.460 SCC. These laws protect against specific forms of discrimination in employment, credit transactions, public accommodation, housing, county facilities and services, and county contracts.

The CONSULTANT shall comply with the substantive requirements of Chapter 2.460 SCC, which are incorporated herein by this reference. Execution of this Agreement constitutes a certification by the CONSULTANT of the CONSULTANT'S compliance with the requirements of Chapter 2.460 CC. If the CONSULTANT is found to have violated this provision, or to have furnished false or misleading information in an investigation or proceeding conducted pursuant to this Agreement or Chapter 2.460 SCC, this Agreement may be subject to a declaration of default and termination at the County's discretion. This provision shall not affect the CONSULTANT'S obligations under other federal, state, or local laws against discrimination.

In relation to Title VI of the Civil Rights Act of 1964, the CONSULTANT is bound by the provisions of Exhibit "F" attached hereto and by this reference made part of this AGREEMENT and shall include the attached Exhibit "F" in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto.

## **IX. Termination of Agreement**

The right is reserved by the AGENCY to terminate this AGREEMENT at any time with or without cause upon ten (10) days' written notice to the CONSULTANT.

In the event this AGREEMENT is terminated by the AGENCY, other than for default on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT for actual hours charged at the time of termination of this AGREEMENT, plus any direct non-salary costs incurred up to the time of termination of this AGREEMENT.

No payment shall be made for any SERVICES completed after ten (10) days following receipt by the CONSULTANT of the notice to terminate. If the accumulated payment made to the CONSULTANT prior to Notice of Termination exceeds the total amount that would be due when computed as set forth in paragraph two (2) of this section, then no final payment shall be due and the CONSULTANT shall immediately reimburse the AGENCY for any excess paid.

If the services of the CONSULTANT are terminated by the AGENCY for default on the part of the CONSULTANT, the above formula for payment shall not apply.

In the event of a termination for default, the amount to be paid to the CONSULTANT shall be determined by the AGENCY with consideration given to the actual costs incurred by the CONSULTANT in performing SERVICES to the date of termination, the amount of SERVICES originally required which was satisfactorily completed to date of termination, whether that SERVICE is in a form or a type which is usable to the AGENCY at the time of termination, the cost to the AGENCY of employing another firm to complete the SERVICES required and the time which may be required to do so, and other factors which affect the value to the AGENCY of the SERVICES performed at the time of termination. Under no circumstances shall payment made under this subsection exceed the amount, which would have been made using the formula set forth in paragraph two (2) of this section.

If it is determined for any reason, that the CONSULTANT was not in default or that the CONSULTANT'S failure to perform is without the CONSULTANT'S or its employee'S fault or negligence, the termination shall be deemed to be a termination for the convenience of the AGENCY. In such an event, the CONSULTANT would be reimbursed for actual costs in accordance with the termination for other than default clauses listed previously.

The CONSULTANT shall, within 15 days, notify the AGENCY in writing, in the event of the death of any

member, partner, or officer of the CONSULTANT or the death or change of any of the CONSULTANT's supervisory and/or other key personnel assigned to the project or disaffiliation of any principally involved CONSULTANT employee.

The CONSULTANT shall also notify the AGENCY, in writing, in the event of the sale or transfer of 50% or more of the beneficial ownership of the CONSULTANT within 15 days of such sale or transfer occurring. The CONSULTANT shall continue to be obligated to complete the SERVICES under the terms of this AGREEMENT unless the AGENCY chooses to terminate this AGREEMENT for convenience or chooses to renegotiate any term(s) of this AGREEMENT. If termination for convenience occurs, final payment will be made to the CONSULTANT as set forth in the second and third paragraphs of this section.

Payment for any part of the SERVICES by the AGENCY shall not constitute a waiver by the AGENCY of any remedies of any type it may have against the CONSULTANT for any breach of this AGREEMENT by the CONSULTANT, or for failure of the CONSULTANT to perform SERVICES required of it by the AGENCY.

Forbearance of any rights under the AGREEMENT will not constitute waiver of entitlement to exercise those rights with respect to any future act or omission by the CONSULTANT.

## **X. Changes of Work**

The CONSULTANT shall make such changes and revisions in the completed work of this AGREEMENT as necessary to correct errors appearing therein, without additional compensation thereof. Should the AGENCY find it desirable for its own purposes to have previously satisfactorily completed SERVICES or parts thereof changed or revised, the CONSULTANT shall make such revisions as directed by the AGENCY. This work shall be considered as Extra Work and will be paid for as herein provided under section XIII "Extra Work."

## **XI. Disputes**

Any disputed issue not resolved pursuant to the terms of this AGREEMENT shall be submitted in writing within 10 days to the Director of Public Works or AGENCY Engineer, whose decision in the matter shall be final and binding on the parties of this AGREEMENT; provided however, that if an action is brought challenging the Director of Public Works or AGENCY Engineer's decision, that decision shall be subject to judicial review. If the parties to this AGREEMENT mutually agree, disputes concerning alleged design errors will be conducted under the procedures found in Exhibit "J". In the event that either party deems it necessary to institute legal action or proceeding to enforce any right or obligation under this AGREEMENT, this action shall be initiated in the Superior Court of the State of Washington, situated in the county in which the AGENCY is located. The parties hereto agree that all questions shall be resolved by application of Washington law and that the parties have the right of appeal from such decisions of the Superior Court in accordance with the laws of the State of Washington. The CONSULTANT hereby consents to the personal jurisdiction of the Superior Court of the State of Washington, situated in the county in which the AGENCY is located.

## **XII. Legal Relations**

The CONSULTANT, any sub-consultants, and the AGENCY shall comply with all Federal, State, and local laws, rules, codes, regulations and all AGENCY policies and directives, applicable to the work to be performed under this AGREEMENT. This AGREEMENT shall be interpreted and construed in accordance with the laws of the State of Washington.

The CONSULTANT shall defend, indemnify the AGENCY and their officers and employees harmless from all claims, demands, or suits at law or equity arising in whole or in part from the negligence of, or the breach of any obligation under this AGREEMENT by, the CONSULTANT or the CONSULTANT's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable; provided that nothing herein shall require a CONSULTANT

to defend or indemnify the AGENCY and their officers and employees against and hold harmless the AGENCY and their officers and employees from claims, demands or suits based solely upon the negligence of, or breach of any obligation under this AGREEMENT by the AGENCY, their agents, officers, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the AGENCY may be legally liable; and provided further that if the claims or suits are caused by or result from the concurrent negligence of (a) the CONSULTANT or the CONSULTANT's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT is legally liable, and (b) the AGENCY, their agents, officers, employees, sub-consultants, subcontractors and or vendors, of any tier, or any other persons for whom the AGENCY may be legally liable, the defense and indemnity obligation shall be valid and enforceable only to the extent of the CONSULTANT's negligence or the negligence of the CONSULTANT's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable. This provision shall be included in any AGREEMENT between CONSULTANT and any sub-consultant, subcontractor and vendor, of any tier.

The CONSULTANT shall also defend, indemnify, and hold the AGENCY and their officers and employees harmless from all claims, demands, or suits at law or equity arising in whole or in part from the alleged patent or copyright infringement or other allegedly improper appropriation or use of trade secrets, patents, proprietary information, know-how, copyright rights or inventions by the CONSULTANT or the CONSULTANT's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable, in performance of the Work under this AGREEMENT or arising out of any use in connection with the AGREEMENT of methods, processes, designs, information or other items furnished or communicated to the AGENCY, their agents, officers and employees pursuant to the AGREEMENT; provided that this indemnity shall not apply to any alleged patent or copyright infringement or other allegedly improper appropriation or use of trade secrets, patents, proprietary information, know-how, copyright rights or inventions resulting from the AGENCY, their agents', officers and employees' failure to comply with specific written instructions regarding use provided to the AGENCY, their agents, officers and employees by the CONSULTANT, its agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable.

The CONSULTANT's relation to the AGENCY shall be at all times as an independent contractor.

The CONSULTANT specifically assumes potential liability for actions brought by the CONSULTANT's own employees or its agents against the AGENCY and, solely for the purpose of this indemnification and defense, the CONSULTANT specifically waives any immunity under the state industrial insurance law, Title 51 RCW. The Parties have mutually negotiated this waiver.

Unless otherwise specified in this AGREEMENT, the AGENCY shall be responsible for administration of construction contracts, if any, on the project. Subject to the processing of a new sole source, or an acceptable supplemental AGREEMENT, the CONSULTANT shall provide On-Call assistance to the AGENCY during contract administration. By providing such assistance, the CONSULTANT shall assume no responsibility for proper construction techniques, job site safety, or any construction contractor's failure to perform its work in accordance with the contract documents.

The CONSULTANT shall obtain and keep in force during the terms of this AGREEMENT, or as otherwise required, the following insurance with companies or through sources approved by the State Insurance Commissioner pursuant to Title 48 RCW.

#### Insurance Coverage

- A. Worker's compensation and employer's liability insurance as required by the state.
- B. Commercial general liability insurance written under ISO Form CG 00 01 12 04 or its equivalent with minimum limits of one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) in the aggregate for each policy period.
- C. Business auto liability insurance written under ISO Form CG 00 01 10 01 or equivalent providing coverage

for any “Auto” (Symbol 1) used in an amount not less than a one million dollar (\$1,000,000.00) combined single limit for each occurrence.

Excepting the Worker’s Compensation Insurance and any Professional Liability Insurance, the AGENCY, their officers, employees, and agents will be named on all policies of CONSULTANT and any sub-consultant and/or subcontractor as an additional insured (the “AIs”), with no restrictions or limitations concerning products and completed operations coverage. This coverage shall be primary coverage and non-contributory and any coverage maintained by the AIs shall be excess over, and shall not contribute with, the additional insured coverage required hereunder. The CONSULTANT’s and the sub-consultant’s and/or subcontractor’s insurer shall waive any and all rights of subrogation against the AIs. The CONSULTANT shall furnish the AGENCY with verification of insurance and endorsements required by this AGREEMENT. The AGENCY reserves the right to require complete, certified copies of all required insurance policies at any time.

All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. The CONSULTANT shall submit a verification of insurance as outlined above within fourteen (14) days of the execution of this AGREEMENT to:

Name: Lori White  
Agency: Snohomish County  
Address: 3000 Rockefeller Ave, M/S 607  
City: Everett State: WA Zip: 98201  
Email: lori.white@snoco.org  
Phone: 425-388-3536  
Facsimile: N/A

No cancellation of the foregoing policies shall be effective without thirty (30) days prior notice to the AGENCY.

The CONSULTANT’s professional liability to the AGENCY, including that which may arise in reference to section IX “Termination of Agreement” of this AGREEMENT, shall be limited to the accumulative amount of the authorized AGREEMENT or one million dollars (\$1,000,000.00), whichever is greater, unless the limit of liability is increased by the AGENCY pursuant to Exhibit H. In no case shall the CONSULTANT’s professional liability to third parties be limited in any way.

The parties enter into this AGREEMENT for the sole benefit of the parties, and to the exclusion of any third party, and no third party beneficiary is intended or created by the execution of this AGREEMENT.

The AGENCY will pay no progress payments under section V “Payment Provisions” until the CONSULTANT has fully complied with this section. This remedy is not exclusive; and the AGENCY may take such other action as is available to it under other provisions of this AGREEMENT, or otherwise in law.

### **XIII. Extra Work**

- A. The AGENCY may at any time, by written order, make changes within the general scope of this AGREEMENT in the SERVICES to be performed.
- B. If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the SERVICES under this AGREEMENT, whether or not changed by the order, or otherwise affects any other terms and conditions of this AGREEMENT, the AGENCY shall make an equitable adjustment in the: (1) maximum amount payable; (2) delivery or completion schedule, or both; and (3) other affected terms and shall modify this AGREEMENT accordingly.
- C. The CONSULTANT must submit any “request for equitable adjustment,” hereafter referred to as “CLAIM,” under this clause within thirty (30) days from the date of receipt of the written order. However, if the AGENCY decides that the facts justify it, the AGENCY may receive and act upon a CLAIM submitted before final payment of this AGREEMENT.

- D. Failure to agree to any adjustment shall be a dispute under the section XI “Disputes” clause. However, nothing in this clause shall excuse the CONSULTANT from proceeding with the AGREEMENT as changed.
- E. Notwithstanding the terms and conditions of paragraphs (A.) and (B.) above, the maximum amount payable for this AGREEMENT, shall not be increased or considered to be increased except by specific written supplement to this AGREEMENT.

#### **XIV. Endorsement of Plans**

If applicable, the CONSULTANT shall place their endorsement on all plans, estimates, or any other engineering data furnished by them.

#### **XV. Certification of the Consultant and the Agency**

Attached hereto as Exhibit “G-1(a and b)” are the Certifications of the CONSULTANT and the AGENCY, Exhibit “G-2” Certification Regarding Debarment, Suspension and Other Responsibility Matters - Primary Covered Transactions, Exhibit “G-3” Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying and Exhibit “G-4” Certificate of Current Cost or Pricing Data. Exhibit “G-3” is required only in AGREEMENT’s over one hundred thousand dollars (\$100,000.00) and Exhibit “G-4” is required only in AGREEMENT’s over five hundred thousand dollars (\$500,000.00.) These Exhibits must be executed by the CONSULTANT, and submitted with the master AGREEMENT, and returned to the AGENCY at the address listed in section III “General Requirements” prior to its performance of any SERVICES under this AGREEMENT.

#### **XVI. Complete Agreement**

This document and referenced attachments contain all covenants, stipulations, and provisions agreed upon by the parties. No agent, or representative of either party has authority to make, and the parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein. No changes, amendments, or modifications of the terms hereof shall be valid unless reduced to writing and signed by the parties as a supplement to this AGREEMENT.

#### **XVII. Execution and Acceptance**

This AGREEMENT may be simultaneously executed in several counterparts, each of which shall be deemed to be an original having identical legal effect. The CONSULTANT does hereby ratify and adopt all statements, representations, warranties, covenants, and AGREEMENT’s contained in the proposal, and the supporting material submitted by the CONSULTANT, and does hereby accept this AGREEMENT and agrees to all of the terms and conditions thereof.

#### **XVIII. Protection of Confidential Information**

The CONSULTANT acknowledges that some of the material and information that may come into its possession or knowledge in connection with this AGREEMENT or its performance may consist of information that is exempt from disclosure to the public or other unauthorized persons under either chapter 42.56 RCW or other local, state, or federal statutes (“State’s Confidential Information”). The “Confidential Information” includes, but is not limited to, names, addresses, Social Security numbers, e-mail addresses, telephone numbers, financial profiles credit card information, driver’s license numbers, medical data, law enforcement records (or any other information identifiable to an individual), AGENCY source code or object code, AGENCY security data, non-public Specifications, AGENCY non-publicly available data, proprietary software, AGENCY security data, or information which may jeopardize any part of the project that relates to any of these types of information. The CONSULTANT agrees to hold the Confidential Information in strictest confidence and not to make use of the Confidential Information for any purpose other than the performance of this AGREEMENT, to release it only to authorized employees, sub-consultants or subcontractors requiring such information for the purposes of carrying out this AGREEMENT, and not to release, divulge, publish, transfer, sell, disclose, or otherwise make it known to any other party without the AGENCY’s express written consent or as provided by law. The CONSULTANT agrees to implement physical, electronic, and managerial safeguards to prevent unauthorized access to Confidential Information.

Immediately upon expiration or termination of this AGREEMENT, the CONSULTANT shall, at the AGENCY’s

option: (i) certify to the AGENCY that the CONSULTANT has destroyed all of the Confidential Information; or (ii) returned all of the Confidential Information to the AGENCY; or (iii) take whatever other steps the AGENCY requires of the CONSULTANT to protect the Confidential Information.

The AGENCY reserves the right to monitor, audit, or investigate the use of the Confidential Information collected, used, or acquired by the CONSULTANT through this AGREEMENT. The monitoring, auditing, or investigating may include, but is not limited to, salting databases.

Violation of this section by the CONSULTANT or its sub-consultants or subcontractors may result in termination of this AGREEMENT and demand for return of all Confidential Information, monetary damages, or penalties

It is understood and acknowledged that the CONSULTANT may provide the AGENCY with information, which is proprietary and/or confidential during the term of this AGREEMENT. The parties agree to maintain the confidentiality of such information during the term of this AGREEMENT and afterwards. All materials containing such proprietary and/or confidential information shall be clearly identified and marked as “Confidential” and shall be returned to the disclosing party at the conclusion of the SERVICES under this AGREEMENT.

The CONSULTANT shall provide the AGENCY with a list of all information and materials it considers confidential and/or proprietary in nature: (a) at the commencement of the term of this AGREEMENT, or (b) as soon as such confidential or proprietary material is developed. “Proprietary and/or confidential information” is not meant to include any information which, at the time of its disclosure: (i) is already known to the other party; (ii) is rightfully disclosed to one of the parties by a third party that is not acting as an agent or representative for the other party; (iii) is independently developed by or for the other party; (iv) is publicly known; or (v) is generally utilized by unaffiliated third parties engaged in the same business or businesses as the CONSULTANT.

The parties also acknowledge that the AGENCY is subject to Washington State and federal public disclosure laws. As such, the AGENCY shall maintain the confidentiality of all such information marked proprietary and/or confidential or otherwise exempt, unless such disclosure is required under applicable state or federal law. If a public disclosure request is made to view materials identified as “Proprietary and/or confidential information” or otherwise exempt information, the AGENCY will notify the CONSULTANT of the request and of the date that such records will be released to the requester unless the CONSULTANT obtains a court order from a court of competent jurisdiction enjoining that disclosure. If the CONSULTANT fails to obtain the court order enjoining disclosure, the AGENCY will release the requested information on the date specified.

The CONSULTANT agrees to notify the sub-consultant of any AGENCY communication regarding disclosure that may include a sub-consultant’s proprietary and/or confidential information. The CONSULTANT notification to the sub-consultant will include the date that such records will be released by the AGENCY to the requester and state that unless the sub-consultant obtains a court order from a court of competent jurisdiction enjoining that disclosure the AGENCY will release the requested information. If the CONSULTANT and/or sub-consultant fail to obtain a court order or other judicial relief enjoining the AGENCY by the release date, the CONSULTANT shall waive and release and shall hold harmless and indemnify the AGENCY from all claims of actual or alleged damages, liabilities, or costs associated with the AGENCY’s said disclosure of sub-consultants’ information.

This AGREEMENT and all public records associated with this AGREEMENT shall be available from the AGENCY for inspection and copying by the public where required by the Public Records Act, Chapter 42.56 RCW (the “Act”). To the extent that public records then in the custody of the CONSULTANT are needed for the AGENCY to respond to a request under the Act, as determined by the AGENCY the CONSULTANT agrees to make them promptly available to the AGENCY. If the CONSULTANT considers any portion of any record provided to the AGENCY under this AGREEMENT, whether in electronic or hard copy form, to be protected from disclosure under law, the CONSULTANT shall clearly identify any specific information that it claims to be confidential or proprietary. If the AGENCY receives a request under the Act to inspect or copy the information so identified by the CONSULTANT and the AGENCY determines that release of the information is required by the Act or otherwise appropriate, the AGENCY’s sole obligations shall be to notify the CONSULTANT (a) of the request and (b) of the date that such information will be released to the requester unless the CONSULTANT

obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If the CONSULTANT fails to timely obtain a court order enjoining disclosure, the AGENCY will release the requested information on the date specified.

The AGENCY has, and by this section assumes, no obligation on behalf of the CONSULTANT to claim any exemption from disclosure under the Act. The AGENCY shall not be liable to the CONSULTANT for releasing records not clearly identified by the CONSULTANT as confidential or proprietary. The AGENCY shall not be liable to the CONSULTANT for any records that the AGENCY releases in compliance with this section or in compliance with an order of a court of competent jurisdiction.

## **XIX. Records Maintenance**

During the progress of the Work and SERVICES provided hereunder and for a period of not less than six (6) years from the date of final payment to the CONSULTANT, the CONSULTANT shall keep, retain, and maintain all “documents” pertaining to the SERVICES provided pursuant to this AGREEMENT. Copies of all “documents” pertaining to the SERVICES provided hereunder shall be made available for review at the CONSULTANT’s place of business during normal working hours. If any litigation, claim, or audit is commenced, the CONSULTANT shall cooperate with AGENCY and assist in the production of all such documents. “Documents” shall be retained until all litigation, claims or audit findings have been resolved even though such litigation, claim, or audit continues past the six (6) year retention period.

For purposes of this AGREEMENT, “documents” means every writing or record of every type and description, including electronically stored information (“ESI”), that is in the possession, control, or custody of the CONSULTANT, including, without limitation, any and all correspondences, contracts, AGREEMENTS, appraisals, plans, designs, data, surveys, maps, spreadsheets, memoranda, stenographic or handwritten notes, reports, records, telegrams, schedules, diaries, notebooks, logbooks, invoices, accounting records, work sheets, charts, notes, drafts, scribbles, recordings, visual displays, photographs, minutes of meetings, tabulations, computations, summaries, inventories, and writings regarding conferences, conversations or telephone conversations, and any and all other taped, recorded, written, printed or typed matters of any kind or description; every copy of the foregoing whether or not the original is in the possession, custody, or control of the CONSULTANT, and every copy of any of the foregoing, whether or not such copy is a copy identical to an original, or whether or not such copy contains any commentary or notation whatsoever that does not appear on the original.

For purposes of this AGREEMENT, “ESI” means any and all computer data or electronic recorded media of any kind, including “Native Files”, that are stored in any medium from which it can be retrieved and examined, either directly or after translation into a reasonably useable form. ESI may include information and/or documentation stored in various software programs such as Email, Outlook, Word, Excel, Access, Publisher, PowerPoint, Adobe Acrobat, SQL databases, or any other software or electronic communication programs or databases that the CONSULTANT may use in the performance of its operations. ESI may be located on network servers, backup tapes, smart phones, thumb drives, CDs, DVDs, floppy disks, work computers, cell phones, laptops, or any other electronic device that CONSULTANT uses in the performance of its Work or SERVICES hereunder, including any personal devices used by the CONSULTANT or any sub-consultant at home.

“Native files” are a subset of ESI and refer to the electronic format of the application in which such ESI is normally created, viewed, and /or modified

The CONSULTANT shall include this section XX “Records Maintenance” in every subcontract it enters into in relation to this AGREEMENT and bind the sub-consultant to its terms, unless expressly agreed to otherwise in writing by the AGENCY prior to the execution of such subcontract.

In witness whereof, the parties hereto have executed this AGREEMENT as of the day of the last party to sign.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature                      **Ken Klein**  
Executive Director

\_\_\_\_\_  
Date

*Any modification, change, or reformation of this AGREEMENT shall require approval as to form by the Office of the Attorney General.*

**CONTRACT TEMPLATE ONLY**

**REVIEWED ONLY:**

George B. Marsh  
Deputy Prosecuting Attorney  
Date: 03/29/2022

# **Exhibit A1**

## **Scope of Work**

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### **SNOHOMISH COUNTY 2023-2025 ON-CALL CONSULTANT SERVICES**

#### **GENERAL SCOPE OF WORK**

The objective of the AGREEMENT is to provide “On-Call” services for AGENCY projects to provide routine and/or emergency assistance when the AGENCY does not have the resources or expertise available to perform said work. The General Scope of Work within this AGREEMENT includes general requirements for the stated discipline(s)/subcategories noted below. TASK ASSIGNMENT issued under this AGREEMENT, shall include all services, materials, and equipment necessary to accomplish the work specific to a project.

This AGREEMENT shows a Maximum Umbrella Amount Payable of \$750,000 for this Discipline. Each consultant firm selected has been designated a separate contract number under this AGREEMENT.

- (1) The CONSULTANT shall provide On-Call services in the Land Use, Architectural and Site Planning Services subcategories only within the Real Property discipline on an On-Call and as needed basis as requested by the AGENCY in writing for specified projects, (per Exhibit “A-2” for each TASK ASSIGNMENT issued). The AGENCY, in entering into this AGREEMENT, does not guarantee that any services shall be requested nor guarantee any specific dollar amount of work during the term of this AGREEMENT.
- (2) The CONSULTANT shall not begin any work under the terms of a TASK ASSIGNMENT issued under this AGREEMENT until authorized in writing by the AGENCY. All TASK ASSIGNMENTS shall be completed by the date shown under “Completion Date” in the formal task assignment document as specified in the attached Exhibit “A-2”. A prior written approval issued by the AGENCY is required to extend the established completion time of a TASK ASSIGNMENT issued under this AGREEMENT.
- (3) The CONSULTANT shall respond in writing within five (5) calendar days of a request for services from the AGENCY with a proposed Detailed Scope of Work, Schedule, and Cost Estimate for completing the requested services, based upon the rates specified in the attached Exhibit “D”. Following receipt and approval of the foregoing, the AGENCY shall prepare a TASK ASSIGNMENT in the form specified in the attached Exhibit “A-2”.
- (4) The CONSULTANT shall initiate the specified work within fifteen (15) calendar days of receipt of a written Notice to Proceed and approval of the TASK ASSIGNMENT, Detailed Scope of Work, Schedule and Cost Estimate, unless otherwise stated in the TASK ASSIGNMENT issued.
- (5) The CONSULTANT shall provide the necessary services to the level that is warranted by the specific project.
- (6) In the case of an emergency situation, the AGENCY may ask the CONSULTANT to perform emergency services. In such case, the CONSULTANT shall respond and perform in a timely manner to satisfy AGENCY needs. A written TASK ASSIGNMENT shall be issued within two working days of the commencement of emergency services under this provision.
- (7) No new work, TASK ASSIGNMENTS or TASK ASSIGNMENT amendments, may be issued after December 31, 2025, all existing TASK ASSIGNMENTS must be completed by December 31, 2026.

The CONSULTANT shall prepare such information and studies as may be pertinent or necessary, or as may be requested by the AGENCY, in order for the AGENCY to evaluate the features of the work. The CONSULTANT shall make such minor changes, amendments, or revisions in the detail of the work as may be required by the AGENCY. Such minor changes or revisions do not constitute a "Changes of Work" item as described in Section X of the AGREEMENT. When alternatives are being considered, the AGENCY shall have

the right of selection.

## **Exhibit A-2**

### **Scope of Work (Task Order)**

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Each item of work under this AGREEMENT will be provided by task assignment. Each assignment will be individually negotiated with the CONSULTANT. The amount established for each assignment will be the maximum amount payable for that assignment unless modified in writing by the AGENCY. The AGENCY is not obligated to assign any specific number of tasks to the CONSULTANT, and the AGENCY'S and CONSULTANT'S obligations hereunder are limited to tasks assigned in writing. Task assignments may include but are not limited to, the following types of work:

#### **REAL PROPERTY**

Lead Division or Department: Public Works, Special Projects

Description: Real Property may be administered under three separate subcategories: (1) Real Estate Advisory & Brokerage Services; (2) Market Analysis; and (3) Land Use, Architectural and Site Planning Services.

(3) **Land Use, Architectural and Site Planning Services**

Services performed under the Land Use, Architectural and Site Planning subcategory may include, but not be limited to: preparation of development concepts, site plans, civil engineering, surveying and mapping, illustrative graphics/exhibits, master planning, land planning, feasibility studies, design reports, probable cost of construction estimates, project entitlements, planning and design guidelines, landscape design for County properties, properties predominately designated or planned for commercial, Business Park, residential and or mixed –use development types, comprehensive plan amendments, rezones, sustainable design, due diligence studies, and community outreach.

Task assignments made by the AGENCY shall be issued in writing by a Formal Task Assignment Document similar in format to the following page of this exhibit.

An assignment shall become effective when a formal Task Assignment Document is signed by the CONSULTANT and the AGENCY, except that emergency actions requiring a 24-hour or less response can be handled by an oral authorization. Such oral authorization shall be followed up with a Formal Task Assignment Document within two working days, and any billing rates agreed to orally (for individuals, subconsultants, or organizations whose rates were not previously established in the AGREEMENT) shall be provisional and subject to final negotiation and acceptance by the AGENCY.

Formal Task Assignment Document

2023 – 2025 SNOHOMISH COUNTY ON-CALL TASK ASSIGNMENT

Name of Project: \_\_\_\_\_

Project Number: \_\_\_\_\_

Discipline: Real Property

Task No.: \_\_\_\_\_

Completion Date: \_\_\_\_\_

The County desires to authorize services pursuant to the AGREEMENT entered into with Otak, Inc. and executed on \_\_\_\_\_ and identified as Agreement No. OCC23/4-3(AT) , On-Call Consultant Services for Land Use, Architectural and Site Planning Services.

All provisions in the AGREEMENT remain in effect except as expressly modified by this TASK ASSIGNMENT and are incorporated herein by reference.

ATTACHED TO THIS TASK ASSIGNMENT

- Scope of Work
• Cost Estimate with Total Hours to Perform Work
• Items unique to the project not included in the AGREEMENT and which are to be reimbursed at cost with no markup.

The Total Amount Authorized under this TASK ASSIGNMENT, inclusive of all fees and other costs is \$ \_\_\_\_\_. No other payment shall be allowed unless a TASK ASSIGNMENT Supplement for changed Scope of Work has been signed and authorized before work is performed.

All work under this TASK ASSIGNMENT shall be performed pursuant to the terms, conditions, specifications, and limitations contained in the AGREEMENT.

If you concur with this TASK ASSIGNMENT and agree to the items as stated above, please sign and date in the appropriate spaces below and return to the County for final action.

Consultant Signature

Approving Authority

Date

Date

**Exhibit B**  
**DBE Participation Plan**

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No DBE or SBE Goal Required.

**Preparation and Delivery of Electronic Engineering and Other Data**

CONSULTANT shall provide documents, exhibits, electronic files, or other presentations to the COUNTY in the formats defined per applicable TASK ASSIGNMENTS issued under this AGREEMENT.

# Exhibit D

## Prime Consultant Cost Computations

### Fee Schedule

**Consultant: Otak, Inc.**

**Subcategory: Land Use, Architectural and Site  
Planning Services (HOME)**

Position Classification	Direct Salary Rate	ICR @175.63%	Profit @30.00%	Max Rate Per Hour
Sr. PIC/Sr. PM Architecture	\$85.07	\$149.41	\$25.52	\$260.00
PIC/Sr. PM Architecture	\$84.13	\$147.76	\$25.24	\$257.13
Sr. PM - Architecture	\$72.12	\$126.66	\$21.64	\$220.42
Studio Leader	\$73.62	\$129.30	\$22.09	\$225.00
Project Manager- Design	\$43.85	\$77.01	\$13.16	\$134.02
Architect VI	\$54.64	\$95.97	\$16.39	\$167.00
Architect V	\$53.51	\$93.98	\$16.05	\$163.54
Architect IV	\$51.46	\$90.38	\$15.44	\$157.28
Architect III	\$44.71	\$78.52	\$13.41	\$136.65
Architect II	\$41.83	\$73.47	\$12.55	\$127.85
Architect I	\$33.35	\$58.57	\$10.01	\$101.93
Architectural Technician VI	\$40.90	\$71.83	\$12.27	\$125.00
Architectural Technician V	\$40.61	\$71.32	\$12.18	\$124.12
Architectural Technician IV	\$33.90	\$59.54	\$10.17	\$103.61
Architectural Technician III	\$28.89	\$50.74	\$8.67	\$88.30
Architectural Technician II	\$27.40	\$48.12	\$8.22	\$83.74
Architectural Technician I	\$25.50	\$44.79	\$7.65	\$77.94
Sr. PIC/Sr. PM Civil	\$85.07	\$149.41	\$25.52	\$260.00
PIC/Sr. PM Civil	\$85.07	\$149.41	\$25.52	\$260.00
Civil Engineer X	\$73.38	\$128.88	\$22.01	\$224.27
Civil Engineer IX	\$65.44	\$114.93	\$19.63	\$200.00
Civil Engineer VIII	\$61.02	\$107.17	\$18.31	\$186.50
Civil Engineer VII	\$52.88	\$92.87	\$15.86	\$161.62
Civil Engineer VI	\$50.96	\$89.50	\$15.29	\$155.75
Civil Engineer V	\$48.10	\$84.48	\$14.43	\$147.01
Civil Engineer IV	\$43.34	\$76.12	\$13.00	\$132.46
Civil Engineer III	\$41.83	\$73.47	\$12.55	\$127.85
Civil Engineer II	\$36.69	\$64.44	\$11.01	\$112.14
Civil Engineer I	\$31.80	\$55.85	\$9.54	\$97.19
Engineering Designer V	\$40.39	\$70.94	\$12.12	\$123.44
Engineering Designer IV	\$37.04	\$65.05	\$11.11	\$113.21
Engineering Designer III	\$36.30	\$63.75	\$10.89	\$110.94
Engineering Designer II	\$33.65	\$59.10	\$10.10	\$102.84
Engineering Designer I	\$27.64	\$48.54	\$8.29	\$84.48
Engineering Technician VII	\$35.01	\$61.49	\$10.50	\$107.00
Engineering Technician VI	\$35.01	\$61.49	\$10.50	\$107.00

<b>Position Classification</b>	<b>Direct Salary Rate</b>	<b>ICR @175.63%</b>	<b>Profit @30.00%</b>	<b>Max Rate Per Hour</b>
Engineering Technician V	\$35.01	\$61.49	\$10.50	\$107.00
Engineering Technician IV	\$33.00	\$57.96	\$9.90	\$100.86
Engineering Technician III	\$27.40	\$48.12	\$8.22	\$83.74
Engineering Technician II	\$23.77	\$41.75	\$7.13	\$72.65
Engineering Technician I	\$21.00	\$36.88	\$6.30	\$64.18
Sr. PIC/Sr. PM LA/Master Planner	\$85.07	\$149.41	\$25.52	\$260.00
PIC/Sr. PM LA/Master Planner	\$69.71	\$122.43	\$20.91	\$213.05
Landscape Architect VII	\$55.29	\$97.11	\$16.59	\$168.98
Landscape Architect VI	\$50.99	\$89.55	\$15.30	\$155.84
Landscape Architect V	\$47.08	\$82.69	\$14.12	\$143.89
Landscape Architect IV	\$41.89	\$73.57	\$12.57	\$128.03
Landscape Architect III	\$38.40	\$67.44	\$11.52	\$117.36
Landscape Architect II	\$36.52	\$64.14	\$10.96	\$111.62
Landscape Architect I	\$31.84	\$55.92	\$9.55	\$97.31
Landscape Technician III	\$32.50	\$57.08	\$9.75	\$99.33
Landscape Technician II	\$26.00	\$45.66	\$7.80	\$79.46
Landscape Technician I	\$21.20	\$37.23	\$6.36	\$64.79
PIC/Sr. PM Planner	\$79.24	\$139.17	\$23.77	\$242.18
Sr. PM - Planner II	\$59.68	\$104.82	\$17.90	\$182.40
Sr. PM - Planner I	\$54.60	\$95.89	\$16.38	\$166.87
Planner IV	\$50.06	\$87.92	\$15.02	\$153.00
Planner III	\$46.17	\$81.09	\$13.85	\$141.11
Planner II	\$41.83	\$73.47	\$12.55	\$127.85
Planner I	\$31.73	\$55.73	\$9.52	\$96.98
Planner Associate III	\$32.03	\$56.25	\$9.61	\$97.89
Planner Associate II	\$27.85	\$48.91	\$8.36	\$85.12
Planner Associate I	\$23.11	\$40.59	\$6.93	\$70.63
Sr. GIS Specialist - Planner	\$38.46	\$67.55	\$11.54	\$117.55
GIS Specialist - Planner	\$32.21	\$56.57	\$9.66	\$98.44
PIC/Scientist	\$69.35	\$121.80	\$20.81	\$211.95
Scientist VI	\$63.56	\$111.63	\$19.07	\$194.26
Scientist V	\$53.01	\$93.10	\$15.90	\$162.01
Scientist IV	\$43.56	\$76.50	\$13.07	\$133.13
Scientist III	\$38.46	\$67.55	\$11.54	\$117.55
Scientist II	\$36.06	\$63.33	\$10.82	\$110.21
Scientist I	\$26.96	\$47.35	\$8.09	\$82.40
Environmental Specialist	\$44.77	\$78.63	\$13.43	\$136.83
Project Coordinator II	\$38.94	\$68.38	\$11.68	\$119.00
Project Coordinator I	\$37.50	\$65.86	\$11.25	\$114.61
Project Administrative Assistant	\$31.50	\$55.32	\$9.45	\$96.27
Graphics Specialist	\$38.20	\$67.09	\$11.46	\$116.75

The indirect cost rate (ICR), profit, and max rate per hour listed above are the maximum rates payable under this AGREEMENT. Rates invoiced shall be based on the direct salary of the individual employee plus ICR plus profit and shall not exceed the Max Rate Per Hour for each classification listed in this Exhibit D without prior written consent of the COUNTY.

Subconsultant Services and Other Direct Costs (ODC) will be reimbursed at the Actual Cost to the Consultant with no markup. ODCs are limited to the following items:

<b>Reimbursable Classifications</b>	<b>Rates</b>
Mileage	Current IRS Rate
Outside Vendor Costs	At Cost

Any ODC not included in the above list shall not be eligible for payment without prior written consent of the County. All reimbursable charges must be necessary for the services provided under this AGREEMENT.

## Fee Schedule

**Consultant: Otak, Inc.**

**Subcategory: Land Use, Architectural and Site  
Planning Services (FIELD)**

Position Classification	Direct Salary Rate	ICR @121.65%	Profit @30.00%	Max Rate Per Hour
PIC/PLS - Sr. Manager	\$78.68	\$95.72	\$23.60	\$198.00
Professional Land Surveyor V	\$60.80	\$73.96	\$18.24	\$153.00
Professional Land Surveyor IV	\$54.35	\$66.12	\$16.31	\$136.77
Professional Land Surveyor III	\$49.76	\$60.53	\$14.93	\$125.22
Professional Land Surveyor II	\$45.40	\$55.23	\$13.62	\$114.25
Professional Land Surveyor I	\$41.04	\$49.93	\$12.31	\$103.28
Survey Crew Chief III	\$47.50	\$57.78	\$14.25	\$119.53
Survey Crew Chief II	\$34.03	\$41.40	\$10.21	\$85.64
Survey Crew Chief I	\$29.00	\$35.28	\$8.70	\$72.98
Survey Office Technician III	\$38.50	\$46.84	\$11.55	\$96.89
Survey Office Technician II	\$29.00	\$35.28	\$8.70	\$72.98
Survey Office Technician I	\$27.40	\$33.33	\$8.22	\$68.95
Survey Field Technician III	\$26.00	\$31.63	\$7.80	\$65.43
Survey Field Technician II	\$24.00	\$29.20	\$7.20	\$60.40
Survey Field Technician I	\$19.23	\$23.39	\$5.77	\$48.39

The indirect cost rate (ICR), profit, and max rate per hour listed above are the maximum rates payable under this AGREEMENT. Rates invoiced shall be based on the direct salary of the individual employee plus ICR plus profit and shall not exceed the Max Rate Per Hour for each classification listed in this Exhibit D without prior written consent of the COUNTY.

Subconsultant Services and Other Direct Costs (ODC) will be reimbursed at the Actual Cost to the Consultant with no markup. ODCs are limited to the following items:

Reimbursable Classifications	Rates
Mileage	Current IRS Rate
Outside Vendor Costs	At Cost
_____	_____
_____	_____
_____	_____

Any ODC not included in the above list shall not be eligible for payment without prior written consent of the County. All reimbursable charges must be necessary for the services provided under this AGREEMENT.

# ***Exhibit E***

## ***Sub-consultant Cost Computations***

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If no sub-consultant participation listed at this time, the CONSULTANT shall not sub-contract for the performance of any work under this AGREEMENT without prior written permission of the AGENCY. Refer to section VI “Sub-Contracting” of this AGREEMENT.

# ***Exhibit F - Title VI Assurances Appendix A & E***

## **APPENDIX A**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Washington State Department of Transportation, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Washington State Department of Transportation to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Washington State Department of Transportation, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Washington State Department of Transportation may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Washington State Department of Transportation may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

# ***Exhibit F - Title VI Assurances Appendix A & E***

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## APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

### **Pertinent Non-Discrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

# **Exhibit G**

## **Certification Document**

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- Exhibit G-1(a) Certification of Consultant
- Exhibit G-1(b) Certification of Snohomish County
  
- Exhibit G-2 Certification Regarding Debarment, Suspension and Other Responsibility Matters - Primary Covered Transactions
- Exhibit G-3 Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying
- Exhibit G-4 Certificate of Current Cost or Pricing Data

## Exhibit G-1(a) Certification of Consultant

I hereby certify that I am the and duly authorized representative of the firm of Otak, Inc. whose address is 2828 Colby Avenue, Suite 401, Everett, WA 98201 and that neither the above firm nor I have:

- a) Employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above CONSULTANT) to solicit or secure this AGREEMENT;
- b) Agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out this AGREEMENT; or
- c) Paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above CONSULTANT) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out this AGREEMENT; except as hereby expressly stated (if any);

I acknowledge that this certificate is to be furnished to any requesting federal agency in connection with this AGREEMENT, and is subject to applicable State and Federal laws, both criminal and civil.

Otak, Inc.

---

Consultant (Firm Name)

---

Signature (Authorized Official of Consultant)

---

Date

## Exhibit G-1(b) Certification of Snohomish County

I hereby certify that I am the:

County Executive

Executive Director

of Snohomish County, and Otak, Inc. or its representative has not been required, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this AGREEMENT to:

- a) Employ or retain, or agree to employ to retain, any firm or person; or
- b) Pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind; except as hereby expressly stated (if any):

I acknowledge that this certificate is to be furnished to any requesting federal agency, in connection with this AGREEMENT, and is subject to applicable State and Federal laws, both criminal and civil.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Exhibit G-2 Certification Regarding Debarment Suspension and Other Responsibility Matters - Primary Covered Transactions

- I. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - B. Have not within a three (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; an
  - D. Have not within a three (3) year period preceding this application / proposal had one or more public transactions (Federal, State and local) terminated for cause or default.
- II. Where the prospective primary participant is unable to certify to any of the statements in this certification such prospective participant shall attach an explanation to this proposal.

Otak, Inc.

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Consultant (Firm Name)

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Signature (Authorized Official of Consultant)

---

Date

## **Exhibit G-3 Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying**

The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative AGREEMENT, and the extension, continuation, renewal, amendment, or modification of Federal contract, grant, loan or cooperative AGREEMENT.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative AGREEMENT, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00, and not more than \$100,000.00 for each such failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier sub-contracts, which exceed \$100,000 and that all such sub-recipients shall certify and disclose accordingly.

Otak, Inc.

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Consultant (Firm Name)

---

Signature (Authorized Official of Consultant)

---

Date

## Exhibit G-4 Certification of Current Cost or Pricing Data

This is to certify that, to the best of my knowledge and belief, the cost or pricing data (as defined in section of the Federal Acquisition Regulation (FAR) and required under FAR subsection 15.403-4) submitted, either actually or by specific identification in writing, to the Contracting Office or the Contracting Officer's representative in support of RFQ-06-22SB\* are accurate, complete and current as of 08/15/2022\*\*.

This certification includes the cost or pricing data supporting any advance AGREEMENT's and forward pricing rate AGREEMENT's between the offer or and the Government that are part of the proposal.

Firm: Otak, Inc.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Date of Execution: The Date of the Last Party to Sign\*\*\*:

\_\_\_\_\_  
\*Identify the proposal, quotation, request for pricing adjustment, or other submission involved, giving the appropriate identifying number (e.g. project title.)

\*\*Insert the day, month, and year, when price negotiations were concluded and price AGREEMENT was reached.

\*\*\*Insert the day, month, and year, of signing, which should be as close as practicable to the date when the price negotiations were concluded and the contract price was agreed to.

# **Exhibit H**

## **Liability Insurance Increase**

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### **To Be Used Only If Insurance Requirements Are Increased**

The professional liability limit of the CONSULTANT to the AGENCY identified in Section XII, Legal Relations and Insurance of this Agreement is amended to \$1,000,000.00.

The CONSULTANT shall provide Professional Liability insurance with minimum per occurrence limits in the amount of \$1,000,000.00.

Such insurance coverage shall be evidenced by one of the following methods:

- Certificate of Insurance
- Self-insurance through an irrevocable Letter of Credit from a qualified financial institution

Self-insurance through documentation of a separate fund established exclusively for the payment of professional liability claims, including claim amounts already reserved against the fund, safeguards established for payment from the fund, a copy of the latest annual financial statements, and disclosure of the investment portfolio for those funds.

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# **Exhibit I**

## **Alleged Consultant Design Error Procedures**

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The purpose of this exhibit is to establish a procedure to determine if a consultant has alleged design error is of a nature that exceeds the accepted standard of care. In addition, it will establish a uniform method for the resolution and/or cost recovery procedures in those instances where the AGENCY believes it has suffered some material damage due to the alleged error by the CONSULTANT.

### **Step 1 Potential Consultant Design Error(s) is Identified by Agency's Project Manager**

At the first indication of potential consultant design error(s), the first step in the process is for the AGENCY'S project manager to notify the Director of Public Works or AGENCY Engineer regarding the potential design error(s). (Note: The Director of Public Works or Agency Engineer may appoint an agency staff person other than the project manager, who has not been as directly involved in the project, to be responsible for the remaining steps in these procedures.)

### **Step 2 Project Manager Documents the Alleged Consultant Design Error(s)**

After discussion of the alleged design error(s) and the magnitude of the alleged error(s), and with the Director of Public Works or AGENCY Engineer's concurrence, the project manager obtains more detailed documentation than is normally required on the project. Examples include all decisions and descriptions of work, photographs, records of labor, materials, and equipment.

### **Step 3 Contact the Consultant Regarding the Alleged Design Error(s)**

If it is determined that there is a need to proceed further, the next step in the process is for the project manager to contact the CONSULTANT regarding the alleged design error(s) and the magnitude of the alleged error(s). The project manager and other appropriate AGENCY staff should represent the AGENCY and the CONSULTANT should be represented by their project manager and any personnel (including sub-consultants) deemed appropriate for the alleged design error(s) issue.

### **Step 4 Attempt to Resolve Alleged Design Error with Consultant**

After the meeting(s) with the consultant have been completed regarding the consultant's alleged design error(s), there are three possible scenarios:

- It is determined via mutual agreement that there is not a consultant design error(s). If this is the case, then the process will not proceed beyond this point.
- It is determined via mutual agreement that a consultant design error(s) occurred. If this is the case, then the Director of Public Works or AGENCY Engineer, or their representatives, negotiate a settlement with the CONSULTANT. The settlement would be paid to the agency or the amount would be reduced from the CONSULTANT'S agreement with the AGENCY for the services on the project in which the design error took place.
- There is not a mutual agreement regarding the alleged consultant design error(s). The CONSULTANT may request that the alleged design error(s) issue be forwarded to the Director of Public Works or AGENCY Engineer for review. If the Director of Public Works or AGENCY Engineer, after review with their legal counsel, is not able to reach mutual agreement with the consultant, proceed to arbitration or litigation.

# *Exhibit J*

## **Consultant Claim Procedures**

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The purpose of this exhibit is to describe a procedure regarding claim(s) on a consultant agreement. The following procedures should only be utilized on consultant claims greater than \$1,000. If the consultant's claim(s) total a \$1,000 or less, it would not be cost effective to proceed through the outlined steps. It is suggested that the Director of Public Works or AGENCY Engineer negotiate a fair and reasonable price for the consultant's claim(s) that total \$1,000 or less.

This exhibit will outline the procedures to be followed by the CONSULTANT and the AGENCY to consider a potential claim by the CONSULTANT.

### **Step 1 CONSULTANT Files a Claim with the AGENCY Project Manager**

If the CONSULTANT determines that they were requested to perform additional services that were outside of the agreement's scope of work, they may be entitled to a claim. The first step that must be completed is the request for consideration of the claim to the AGENCY'S project manager.

The CONSULTANT'S claim must outline the following:

- Summation of hours by classification for each firm that is included in the claim
- Any correspondence that directed the consultant to perform the additional work;
- Timeframe of the additional work that was outside of the project scope;
- Summary of direct labor dollars, overhead costs, profit and reimbursable costs associated with the additional work; and
- Explanation as to why the consultant believes the additional work was outside of the agreement scope of work.

### **Step 2 Review by AGENCY Personnel Regarding the CONSULTANT'S Claim for Additional Compensation**

After the CONSULTANT has completed step 1, the next step in the process is to forward the request to the AGENCY'S project manager. The project manager will review the CONSULTANT'S claim and will met with the Director of Public Works or AGENCY Engineer to determine if the AGENCY agrees with the claim. If the claim is not eligible for federal participation, payment will need to be from AGENCY funds.

If the AGENCY project manager, Director of Public Works or AGENCY Engineer, agree with the CONSULTANT'S claim, send a request memo, including backup documentation to the consultant to either supplement the agreement, or create a new agreement for the claim. After the request has been approved, the AGENCY shall write the supplement and/or new agreement and pay the CONSULTANT the amount of the claim. Inform the CONSULTANT that the final payment for the agreement is subject to audit. No further action is needed regarding the claim procedures.

If the AGENCY does not agree with the consultant's claim, proceed to step 3 of the procedures.

### **Step 3 Preparation of Support Documentation Regarding CONSULTANT'S Claim(s)**

If the AGENCY does not agree with the CONSULTANT'S claim, the project manager shall prepare a summary for the Director of Public Works or AGENCY Engineer that included the following:

- Copy of information supplied by the consultant regarding the claim;
- AGENCY'S summation of hours by classification for each firm that should be included in the claim
- Any correspondence that directed the consultant to perform the additional work;
- AGENCY'S summary of direct labor dollars, overhead costs, profit and reimbursable costs associated with the additional work;
- Explanation regarding those areas in which the AGENCY does/does not agree with the CONSULTANT'S claim(s);
- Explanation to describe what has been instituted to preclude future consultant claim(s); and
- Recommendations to resolve the claim.

### **Step 4 Director of Public Works or AGENCY Engineer Reviews CONSULTANT Claim and Agency Documentation**

The Director of Public Works or AGENCY Engineer shall review and administratively approve or disapprove the claim, or portions thereof, which may include getting AGENCY Council or Commission approval (as appropriate to AGENCY dispute resolution procedures). If the claim is not eligible for federal participation, payment will need to be from AGENCY funds.

### **Step 5 Informing CONSULTANT of Decision Regarding the Claim**

The Director of Public Works or AGENCY Engineer shall notify (in writing) the CONSULTANT of their final decision regarding the CONSULTANT'S claim(s). Include the final dollar amount of the accepted claim(s) and rationale utilized for the decision.

### **Step 6 Preparation of Supplement or New Agreement for the CONSULTANT'S Claim(s)**

The AGENCY shall write the supplement and/or new agreement and pay the CONSULTANT the amount of the claim. Inform the consultant that the final payment for the agreement is subject to audit

**Exhibit K**  
**Sample Consultant Documents**

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**EXHIBIT K-1**  
**Consultant Cost Estimate (sample)**

Date: Jan. 1, 2019  
For: Snohomish County Public Works - Civil  
Project: Puget Park Drive Extension

**TASK 1 - Project Management**

<b>Job Classification</b>	<b>Hours</b>	<b>Billing Rate</b>	<b>Total</b>
Principal	2	\$140.70	\$281.40
Project Manager	8	\$111.94	\$895.52
Clerical	6	\$44.80	\$268.80
		Task 1 Labor:	\$1,445.72

**TASK 2 - Design**

<b>Job Classification</b>	<b>Hours</b>	<b>Billing Rate</b>	<b>Total</b>
Project Manager	12	\$111.94	\$1,343.28
Design Engineer	25	\$73.16	\$1,829.00
CADD	15	\$59.72	\$895.80
		Task 2 Labor:	\$4,068.08
		Total Labor:	\$5,513.80

**REIMBURSABLES:**

<b>Type</b>	<b>Unit Cost</b>	<b>Quantity</b>	<b>Total</b>
Mileage	150	\$0.56	\$84.00
Courier	1	\$24.00	\$24.00
		Total Reimbursables:	\$108.00

**SUBCONSULTANTS:**

<b>Name</b>	<b>Cost</b>	<b>Multiplier</b>	<b>Total</b>
ABC Company	\$12,250.00	1.00	\$12,250.00
LMN Company	\$500.00	1.00	\$500.00
		Total Subconsultants:	\$12,750.00

**TOTAL ESTIMATED COST:**

**\$18,371.80**

PREPARED BY:

\_\_\_\_\_  
XYZ Company  
PO Box 92-1  
Everett, WA 98201

**EXHIBIT K-2  
Consultant Invoice (sample)**

**XYZ Company**  
PO Box 92-1  
Everett, WA 98201  
425-XXX-XXXX

Invoice Date: January 5, 2019  
 Invoice Number: 1001  
 Project Name: Puget Park Drive Extension  
 Project Number No. CC01-19  
 Period: 12/1 – 12/31/19

**TASK 1 - Project Management**

<b>Employee Name</b>	<b>Job Classification</b>	<b>Hours Worked</b>	<b>Direct Salary Rate</b>	<b>Billing Rate</b>	<b>Total</b>
James Jones	Principal	1	\$50.25	\$140.70	\$140.70
Terry Smy	Project Manager	4	\$39.98	\$111.94	\$447.76
Jake Jai	Clerical	3	\$16.00	\$44.80	\$134.40
Total Labor:					<u>\$722.86</u>

**TASK 2 - Design**

<b>Employee Name</b>	<b>Job Classification</b>	<b>Hours Worked</b>	<b>Direct Salary Rate</b>	<b>Billing Rate</b>	<b>Total</b>
Terry Smy	Project Manager	6	\$39.98	\$111.94	\$671.64
Dan Dell	Design Engineer	15	\$26.13	\$73.16	\$1,097.40
Cat Sams	CADD	7	\$21.33	\$59.72	\$418.04
Total Labor:					<u>\$2,187.08</u>
Total Labor:					\$2,909.94

**REIMBURSABLES:**

<b>Type</b>	<b>Unit Cost</b>	<b>Quantity</b>	<b>Total</b>
Mileage	\$0.56	75	\$42.00
Courier	\$11.13	1	\$11.13
Total Reimbursables:			<u>\$53.13</u>

**SUBCONSULTANTS:**

<b>Type</b>	<b>Reference</b>	<b>Cost</b>	<b>Multiplier</b>	<b>Total</b>
ABC Company	ABC Invoice No. 90430	\$10,000.00	1.00	\$10,000.00
LMN Company	LMN Invoice No. 122014	\$500.00	1.00	\$500.00
Total Subconsultants:				<u>\$10,500.00</u>

**TOTAL DUE THIS INVOICE:**

**\$13,463.07**

**EXHIBIT K-3**  
**Consultant Progress Report (sample)**

**PROJECT PROGRESS REPORT No. 1**

Project Name: Puget Park Drive Extension  
Client: Snohomish County Public Works – Civil  
Client Project #: 123456  
Prepared By: Terry Smy, Sr. PM  
XYZ Company

**TASKS ACCOMPLISHED:**

**Tasks Accomplished by XYZ Company:**

- Participated in a project coordination meeting at County offices on 12/5/19. Status of survey, geotechnical investigations, environmental documentation, right-of-way plan preparation, right-of-way research, channelization plan, roadway design, and drainage design were discussed. County will prepare a survey control plan and draft wetland mitigation design for inclusion in the 60% PS&E package.
- Provided County with stream relocation sketches and wetland mitigation base sheet for design.

**Tasks Accomplished by Sub-consultants:**

- ABC attended coordination meeting same date. ABC continued coordination with County on siting of proposed stormwater facilities and right-of-way requirements. Reviewed utility pothole information and revised 30% drainage profiles to minimize conflicts. Began Hydraulic Report and TESC plan for 60% PS&E (based on preferred construction staging and sequencing).
- LMN attended coordination meeting same date. Coordinated with County PM on project issues. Continued work on addressing 30% comments related to structural work.

**SCHEDULE STATUS:**

<u>Schedule Items</u>	<u>Scheduled Date</u>	<u>Actual Date</u>
Contract Completion Date	June 30, 2020	
Traffic Analysis Report	December 5, 2019	December 8, 2019
Revised Design Report	December 12, 2019	December 19, 2019

**Explanation of Variance Between Anticipated and Actual Schedule:**

*Submittal of revised Design Report was delayed pending revisions to the Traffic Analysis Report and resolution of channelization comments from the County traffic engineer and signal reviewer.*

**BUDGET STATUS:**

Maximum Amount: \$18,364.24  
Due This Invoice: \$13,463.07  
Previous Billings To-Date: \$ 0  
Remaining Authorization: \$ 4,901.17

PERCENT OF BUDGET EXPENDED: 73.3%

% OF PROJECT COMPLETE: 70%

**Explanation of Comparison of Budget vs. Estimated Completion:**

*Percent of project completion is slightly behind percent of budget expended. Unforeseen delays in the approval of the channelization plan have delayed final design of the signal and drainage elements of the 60% design. Etc.*