



<b>Supplemental Agreement Number 2</b>		Organization and Address	
Original Agreement Number LA 9919		PBS Engineering and Environmental Inc 1325 SE Tech Center Dr., Suite 140, Vancouver, WA 98683	
Project Number STPUL-7031(004)		Execution Date 12/21/2010	Completion Date 12/31/2024
Project Title 38th Avenue Street Improvements, Phase 3		New Maximum Amount Payable \$1,452,825.93	
Description of Work Additional work will include Construction Management Services, see the attached amended scope of work for description of the work. (Exhibit A)			
Base Agreement Amount \$658,553.41 Supplemental Agreement Amount \$797,842.52, New Total \$1,456,395.93			

The Local Agency of City of Camas  
desires to supplement the agreement entered in to with PBS Engineering and Environmental Inc  
and executed on 12/21/2020 and identified as Agreement No. LA 9919

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.  
The changes to the agreement are described as follows:

**I**

Section 1, SCOPE OF WORK, is hereby changed to read:  
SEE EXHIBIT A

**II**

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: 12/31/2026

**III**

Section V, PAYMENT, shall be amended as follows:  
SEE EXHIBIT D and E

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.  
If you concur with this supplement and agree to the changes as stated above, please sign in the Appropriate spaces below and return to this office for final action.

By: \_\_\_\_\_ By: \_\_\_\_\_

\_\_\_\_\_  
Consultant Signature

\_\_\_\_\_  
Approving Authority Signature

\_\_\_\_\_  
Date

**Exhibit A**  
**Scope of Work**

---

Project No.

## SUPPLEMENTAL AGREEMENT 2 - EXHIBIT "A"

### CITY OF CAMAS, WASHINGTON

#### Scope of Work NW 38th Avenue Street Improvements, Phase 3 City of Camas Project # T1024 (STR23033)

#### GENERAL DESCRIPTION

The City of Camas (City) has asked PBS to perform construction management support for the **38<sup>th</sup> Avenue Street Improvements, Phase 3** Project. The project is currently out to bid and construction is expected to start in Spring 2024. PBS is proposing the scope items below to accommodate this work.

The project team includes:

- Exeltech – Construction Inspection (DBE)
- GTEng – Traffic Engineering services (DBE)

In general, the construction engineering phase will involve, but not be limited to, the following key components and deliverables:

- 1) Preparation and submittal of monthly invoices to City for services performed.
- 2) Construction management and administration.
- 3) Attendance at preconstruction conference.
- 4) Preparation of Record of Materials (ROM).
- 5) Review of material submittals.
- 6) Tracking of weekly statements of working days.
- 7) Prepare and review of contractor monthly pay estimates and submittal to City.
- 8) Review of contractor proposals for alternate "or equal" materials.
- 9) Lead and attend weekly on-site construction meetings preparing agendas as needed.
- 10) Construction engineering support.
- 11) Construction Inspection with daily inspection reports and diaries.
- 12) Preparation and submittal of construction record drawings after construction.
- 13) Preparation of draft project closeout paperwork.
- 14) Track Contractor DBE and Training contract compliance.
- 15) Build America, Buy America materials tracking.
- 16) Construction Materials Testing.
- 17) Contract change control and request for information (RFI) review.

#### ASSUMPTIONS

The following assumptions are specific to the work involved with construction management and inspection:

- 1) Construction duration is assumed to be 9 months. The completion date is assumed to be December 31, 2024.

- 2) The City will be responsible for bid opening, award, and contract execution for the proposed project.
- 3) As an extension of City staff, PBS will provide final approval of construction related paperwork items. City staff will have approval authority on changes that alter the scope, schedule, or budget on the construction project. The PBS Construction Manager will be responsible for distribution of paperwork items to the Contractor, City staff, and PBS' Construction Inspector.
- 4) PBS will be responsible for required WSDOT documentation unless otherwise noted per WSDOT Local Agency Project Management Review Checklist.
- 5) The City staff, with assistance from the PBS Construction Manager, will be responsible for any negotiations or management of disputes with the Contractor, utility companies, or private property owners.
- 6) PBS will maintain documentation as items are reviewed and approved.
- 7) In this scope, "PBS" is used to represent PBS' Construction Manager, Project Assistant, Project Inspector, and subconsultants unless otherwise indicated in the task description.

## SCOPE OF WORK

### Task 13: Project Management and Coordination

#### Subtask 13.1: Contract Administration, Invoicing, and Progress Reports

PBS will perform project management services to include the following:

- 1) PBS shall use the City's CDC VPM System for file management.
- 2) Prepare and submit monthly invoices. Each invoice will include billing period covered by invoice, number of hours worked during the billing period with billing rates shown, expenses, total cost for labor and expenses for the billing period, and a total amount summarizing labor and expenses. No additional markup will be included in the billing by PBS. Assumes project set-up and 7 monthly invoices.
- 3) Prepare an Invoice Summary Report to accompany the monthly invoices. The Invoice Summary Report will list the total amount billed to date, total amount remaining under contract, and contract expiration date for each contract task.
- 4) Maintain contract-required documentation. Provide copies of project files and records to the City for audits and public information requests. Final documents shall be provided in paper format unless the entire life cycle of the documents was completed in electronic format. Copies will be provided to the City on a weekly basis through a project Sharepoint site or paper copies as requested.
- 5) City will maintain WSDOT required Quarterly Project Reports of DBE Participation (QPRs)

#### *Deliverables*

- 1) Monthly invoices, and Invoice Summary Reports
- 2) Project documentation

#### Subtask 13.2: Preconstruction and Kickoff Meetings

- 1) An initial kickoff/coordination meeting will be conducted with PBS' project team and City staff to establish procedures/protocols and communication requirements for the project. This meeting should occur prior to the pre-construction meeting.
- 2) PBS will assist the City with coordination of the preconstruction conference. PBS will schedule the conference, invite attendees, produce an agenda, and take meeting minutes.

- 3) PBS will invite and coordinate with WSDOT Local Programs and OEO to ensure conformance with LAG standards. PBS will send WSDOT a copy of the meeting agenda for comments prior to the meeting.
- 4) PBS to prepare and distribute pre-construction minutes
- 5) Pre-bid meeting, if required.

**Assumptions:**

- 1) Coordination and pre-construction meetings will be attended by the PBS construction services manager, design engineer, office engineer and inspector.

**Deliverables**

- 1) Kickoff coordination meeting agenda and notes provided to the City.
- 2) Preconstruction conference meeting agenda and minutes provided to the City and the prime Contractor. Meeting shall be in conformance with LAG standards.

**Subtask 13.3: Utility Coordination**

PBS will coordinate with the Contractor and the franchise utilities to facilitate relocation and/or protection of private utilities.

**Assumptions:**

- 1) Major utility relocations will be completed prior to construction. Coordination will include protection of existing utilities and/or minor adjustments to boxes or vaults.

**Deliverables**

- 1) Copies of written communications with utilities.

**Task 14: Construction Surveying and Staking**

**Subtask 14.1: Construction Staking**

PBS will be responsible for construction staking. PBS will also be available to field check construction staking on as 'as requested' basis. An allowance of 2 days of 2-Person crew time for field checks is included in the contract for budgeting purposes.

**Assumptions:**

- 2) PBS Construction Manager will verify with City prior to any survey checks performed by PBS staff.

**Subtask 14.2: Monumentation**

PBS will verify existing monuments that are to be maintained and those that will be destroyed during construction. PBS will obtain monument destruction permit from the Department of Natural Resources (DNR), replace destroyed monuments and file a post construction record of survey with Clark County. Specific tasks are as follows:

- 1) Create a list of monuments that are to be maintained and those that will be destroyed during construction. Monuments to be removed may be replaced with offset monuments.
- 2) Create and file a Monument Destruction Permit with the DNR.
- 3) Replace all monuments destroyed during construction.
- 4) Create and file a post-construction Record of Survey with the Clark County Survey Department showing all monuments tied along the right-of-way corridor, the monuments set to replace destroyed

monuments, and all major survey monuments on the newly created right-of-way acquisition lines (previously completed by PBS legal descriptions and exhibit maps).

## **Task 15: Construction Management and Construction Engineering**

### **Subtask 15.1: Manage Record of Materials (ROM)**

PBS will prepare a Record of Materials (ROM) and maintain a documented record of material submittals. PBS will log in and track each approved submittal by the City. PBS duties will include the following:

- 1) PBS will manage the ROM with material acceptance criteria. (WSDOT to provide Draft ROM)
- 2) PBS will provide the City with a draft ROM for approval and update the ROM acceptance criteria as needed by the City during construction.
- 3) PBS will collect and organize the documentation to fill out the ROM.

#### *Assumptions:*

- 1) The ROM will be based on the items in the current engineer's estimate. Assumes 124 bid items.
- 2) Assume 2-hours for each bid item.
- 3) PBS will review, check, and track the Contractor's "Build America, Buy America (BABA)" Requirements.
- 4) Certified Payrolls will be reviewed by PBS. Assume 2 hours per week.
- 5) The city will be responsible for Sublet Requests.

#### *Deliverables*

- 1) Record of Materials (ROM)
- 2) Bid item packages with the back-up documentation organized for each item.

### **Subtask 15.2: On-Site Meetings**

PBS will attend on-site project progress and utility coordination meetings. Other specific pre-work meetings may include the following (based on need during construction or Contractor request): traffic control/staging, construction surveying, CAS placement, HMA paving, and striping. PBS will issue meeting notes for each meeting attended. Generally, PBS' Construction Manager or Project Assistant, PBS Inspector, and Contractor will be in attendance. Progress meetings will be used to promote effective communication between the City, PBS, Contractor, and other project stakeholders.

#### *Assumptions:*

- 1) Assumes 35 weekly construction on-site meetings of up to 2-hours each.
- 2) Assume 2-hour per meeting and agenda and notes
- 3) Assume 4 Utility coordination site meetings with the contractor and the impacted utilities.

#### *Deliverables*

- 1) Construction meeting minutes provided to the City and Contractor.

### **Subtask 15.3: Material Submittals**

PBS will receive and review material submittals (Manufacturer's Certificates of Compliance, Certificates of Material Origin, cut sheets, Qualified Product List sheets, etc.), construction sequence schedules, shop drawings, and other items required from the Contractor to ensure compliance with contract requirements. PBS will review the following submittals, including but not limited to: material-specific submittals, HMA and concrete mix designs, retaining wall calculations and drawings, illumination materials, landscape items, and

others required by construction contract specifications.

PBS will receive, review, and maintain material submittals. Upon completion of review, PBS will provide approved submittals to the City of appropriate approval requirements for material submittals. PBS will transmit the approvals to the Contractor.

**Assumptions:**

- 1) PBS will use the City's CDC VPM System for file management.
- 2) Assumes up to 124 material submittals covering materials as listed in the current engineer's estimate.
- 3) Assumes 3 hours per submittal.

**Deliverables**

- 1) Copies of approved material submittals.
- 2) Copies of written communications with the Contractor.

**Subtask 15.4: Construction Administration and Engineering**

PBS' Construction Manager will coordinate with the PBS Inspector and City staff throughout the duration of the project, keep a record of decisions made, review and recommend solutions to change order requests, and review progress and final progress estimates. PBS will review and track Contractor labor compliance documentation, including subcontracts, utilization reports, and subcontractor paid reports. PBS will review the following submittals, including but not limited to: traffic control plans, staging plans, erosion and pollution control plans, quality control plan, construction schedules, and others required by construction contract specifications. Approvals will be by the City Engineer.

**PBS duties will include the following:**

- 1) PBS will receive and review the SPCC Plan and provide the City with a recommendation of approval criteria.
- 2) PBS will review the Contractor's proposed Monthly Pay Estimate. PBS will provide a draft Monthly Pay Estimate to the City for review and approval. Assumed a total of nine (9) monthly estimates plus the final estimate.
- 3) PBS will receive and review daily reports recording pertinent information such as: Contractor's hours on the site, weather conditions, and data relative to potential Change Orders, Minor Change Orders, or changed conditions, site visitors, daily activities, quantities, material tickets, daily scalesmen reports, and decisions.
- 4) PBS will review and track the Contractor's D/M/WBE and training hours documentation.
- 5) PBS will receive and review Contractor's Erosion Control Inspection reports. PBS will notify the City staff if any irregularities or concerns are identified.
- 6) PBS will receive, review, and determine the acceptability of schedules provided by the contractor. These may include the Progress Schedule, Schedule of Submittals, and Schedule of Values.
- 7) Weekly statement of working days.

**Assumptions:**

- 1) Assumes 1 review of each document
- 2) Assumes half of the documents will have to be returned to the Contractor for re-submittal.
- 3) Assume re-review for half of submitted documents

### *Deliverables*

- 1) Copies of plans and reports provided by the Contractor with approval
- 2) Copies of Erosion Control Inspection Reports to the City
- 3) D/M/WBE and training documentation
- 4) Draft of Monthly Pay Estimates for review and approval
- 5) Copies of Inspector's daily reports
- 6) Copies of written communications
- 7) Record of field decisions
- 8) Record of Contractor labor compliance, including subcontracts
- 9) Copies of Schedules provided by the Contractor
- 10) Copies of inspector's pay notes, construction photos, daily inspection reports and collected (original) material tickets.
- 11) Letter of non-conformance, work not in compliance with the contract
- 12) Weekly statement of working days.

### **Subtask 15.5: Response to Questions and Change Orders**

PBS will assist the City in response to requests for information (RFI) and response for clarifications (RFC) by the Contractor and provide supplemental information as needed to maintain the progress of the work. If field adjustments are required, as a result of a change in conditions or a desired change by the City, PBS will prepare the necessary change order documents and plan revisions for approval by City staff. PBS will provide the City with draft change order documents for review, approval, and issuance to the Contractor.

PBS' duties will include the following:

- 1) PBS will assist the City with addressing construction questions and Request for Information (RFI) from the Contractor.
- 2) PBS will assist the City with processing Request for Clarification (RFC) from the Contractor.
- 3) PBS will assist the City with preparing field directives and change orders and provide these to the City for approval and issuance to the Contractor.
- 4) PBS will prepare design changes associated with change orders (including exhibits) during the construction process.

Assumptions:

- 1) Address up to 20 RFI's
- 2) Process up to 10 RFC's
- 3) Prepare up to 10 field directives and 8 change orders
- 4) Prepare up to 2 design changes.

Exclusions: Approval of change order paperwork to Contractor.

### *Deliverables*

- 1) Copies of RFIs to the City staff
- 2) Copies of RFCs to the City staff
- 3) Draft Change Orders to the City for approval and issuance to the Contractor
- 4) Plan sheets for design changes

## **Task 16: Construction Observation**



### **Subtask 16.1: Site Visits**

PBS' Construction Manager will perform site visits as necessitated by concerns or issues arising from construction, or when requested by the City.

Assumptions:

- 1) Site visits will be weekly for up to 9 months.

*Deliverables*

- 1) Copies of written communications
- 2) Copies of observation reports

### **Subtask 16.2: Geotechnical Support**

The PBS geotechnical staff will perform site visits during: excavation, backfill, cement amending, base course, pavement placement and other times as necessary. PBS will coordinate to address any questions that may arise regarding this field of expertise.

PBS duties will include the following:

- 1) CM team to coordinate prework meeting to discuss performance and operational requirements 1 week prior to CAS work.
- 2) Observe the Cement Amending.
- 3) Observe the installation of the sheet piles for the sheet pile wall.
- 4) Verify the conditions of the subgrade.
- 5) Cement Amended Base (AASHTO T-134, ASTM D 2922, ASTM D 3017)
  - a. Two tests at 4 locations Compaction test
  - b. Once per day Cement Spread rate verification

Assumptions:

- 1) Assumes 1 pre-activity meeting for the cement amending.
- 2) Assumes 2 site visits prior to cement amending. 2 site visits during the cement amending.
- 3) Assumes 1 pre-activity meeting for the sheet pile installation.
- 4) Assumes half of the documents will have to be returned to the Contractor for re-submittal.

*Deliverables*

- 1) Copies of construction recommendations.
- 2) Copies of field reports

### **Subtask 16.3: Material Testing**

PBS will contract with Columbia West to perform material testing in accordance with requirements as defined in the WSDOT Construction Manual and Standard Specifications.

Assumptions:

- 1) Assumes material testing as follows:
  - T 813- COMPRESSIVE STRENGTH TESTING OF GROUTS & MORTARS
  - Borrow (T 180 -PROCTOR)
    - Two grading and SE (Every 4,000 tons) AASHTO T 27/T 11
    - Two visits for compaction testing. SOP 615
  - CSBC (T 180 – PROCTOR) 8700 Ton

- Five grading, SE and fracture (Every 2,000 tons) AASHTO T 27/T 11
  - Nine compaction tests (Every 1,000 LF)
- HMA (SOP 731- VOLUMETRIC PROPERTIES OF HOT MIX ASPHALT) 4600 Ton
  - Five complete mix tests (volumetric properties of HMA, Va, VMA, VFA, dust to binder ratio graduation, oil content, rice density) (Every 1,000 tons)
  - Three aggregate only tests (Every 2,000 tons) AASHTO T 27/T 11
  - Three visits for compaction testing (Every 100 tons) T 355
  - Asphalt binder sample AASHTO R 66
- Gravel backfill for pipe zone
  - Two grading and SE (Every 1,000 tons) AASHTO T 27/T 11
  - Six compaction tests T 310
- Concrete
  - Three grading on coarse aggregate (Every 1,000 tons) AASHTO T 27/T 11
  - Three grading on fine aggregate (Every 1,000 tons) AASHTO T 27/T 11
  - 14 sets cylinders and breaks AASHTO T 23
  - 14 site visits to take temperature, slump and air. WAQTC TM2, T 119 SLUMP, T 152 AIR CONTENT, T 309 TEMPERATURE

*Deliverables:*

- 1) Copies of test results and reports.

**Subtask 16.4: Inspection Services**

PBS shall provide on-site construction inspection services. The PBS' construction inspector will be the Engineer's agent for the project and will act as directed by, and under the supervision of the engineer. The inspector's oversight pertaining to the Contractor's work shall, in general, be with the engineer and Contractor, keeping the City staff advised as necessary. The inspector's interaction with subcontractors shall only be through, or with, the full knowledge and approval of the Contractor. The inspector shall communicate with City staff, with the knowledge of and under the direction of the engineer. For budgeting purposes, this assumes one full-time inspector for 37 weeks during a total project time of 9 months and one half-time inspector for 10-hours/week for 37 weeks. The inspector responsibilities will include the following:

- 1) Inspector will serve as the engineer's liaison with Contractor, working principally through Contractor's superintendent, and assist in providing information regarding the intent of the Contract Documents.
- 2) Inspector will assist in obtaining additional details or information from the City staff when required for proper execution of the work.
- 3) Inspector will conduct on-site observation of the project to ensure work is completed in accordance with the Contract Documents and advise the City staff if any changed conditions are encountered.
- 4) Inspector will coordinate, in advance of, scheduled major inspections, or specialty inspections and verify that appropriate City staff personnel are present, and that adequate records are kept.
- 5) Inspector will prepare a daily inspector report recording pertinent information such as: Contractor's hours on the site, weather conditions, and data relative to potential Change Orders, Field Orders, or changed conditions, site visitors, daily activities, quantities, force account tracking, and record of decisions.
- 6) Inspector will immediately notify the City staff of any site accidents, emergencies, acts of God endangering the work, or damage to property.

- 7) Inspector will review the contractor's pay estimates to ensure work being paid for has been completed. Inspector will track and process materials-on-hand in accordance with the Contract Documents.
- 8) Inspector will track bid item quantities daily.
- 9) Inspector will represent the City when communicating with Camas citizens.
- 10) Inspector will conduct Wage Rate Interviews in compliance with WSDOT Form 424-003.
- 11) Landscape Architect will be on site to inspect the plant material, irrigation, planting procedures and plant establishment.

**Assumptions:**

- 1) Project inspector on site up to 9 hours per day for 37 weeks over a total project time of 9 months.
- 2) Lead inspector on site up to 10 hours a week for 37 weeks over a total project time of 9 months.
- 3) Landscape Architect on site up to 4 hours for 6 days.

**Deliverables**

- 1) Daily Inspection Reports.
- 2) Daily Tracking of Bid Item Quantities.
- 3) Project photos with dates and correlation to Daily Inspection Report

**Task 17: Traffic Construction Support**

**Subtask 17.1: Construction Engineering**

GTEng will provide construction engineering assistance to the City and PBS during the construction stage of the project including:

- 1) Prepare up to six (6) monthly progress reports associated with Traffic Engineering CE Services.
- 2) Prepare for and attend a pre-construction meeting in Camas.
- 3) Review contractor material submittals for the traffic design elements as to compliance with the approved plans and specifications.
- 4) Provide up to 60 hours of support to coordinate project-related items with the project team, City, and contractor as needed to complete the project (including providing design interpretation during construction of the traffic design elements and responding to RFIs).
- 5) Visit site as requested from the City and/or PBS to review construction progress, answer questions, and help resolve in-field design decisions. GTEng assumes up to four (4) site visits.

The scope of construction engineering is limited to the hours shown in the attached budget.

**Subtask 17.2: As-builts**

- 1) Receive a copy of the redlined edits to the traffic design plans from the contractor, project inspector, City, and/or PBS and prepare draft As-Built drawings.
- 2) GTEng will revise the As-Built drawings based on City comments and submit final As-Built drawings for approval.
- 3) Submit electronic files of traffic design elements to the client.

**Task 16 Deliverables:**

- *Bid addendum (as needed)*
- *RFI Responses (as needed)*
- *As-built drawings*

## **Task 18: Project Closeout and As-Builts**

### **Subtask 18.1: As-Builts**

The Final Plans will be revised to conform to construction record drawings from information supplied by the Contractor, and as reviewed by the PBS inspector.

PBS' duties will include the following:

- 1) PBS will review Construction Record Drawings provided by the Contractor.
- 2) PBS will collect As-Built Survey information for underground utilities (storm sewer, sanitary sewer) and above ground water features (meters and hydrants) and valves.
- 3) PBS will submit draft As-Built Drawings for City review
- 4) PBS will revise the As-Built drawings based on City comments and submit final As-Built drawings for approval.

#### *Deliverables*

- 1) Reviewed Construction Record Drawings.

### **Subtask 18.2: Closeout Documentation**

PBS will compile project closeout documentation and coordinate with the Contractor and the City to obtain the required documents. PBS will assemble project documentation and deliver to the City at project completion.

- 1) PBS's Construction Manager, Inspector and the City staff will perform final inspections and will create a list of punch list items. PBS's Construction Manager and the City staff will establish dates of substantial, physical, and contract completion.
- 2) PBS will prepare draft letters of substantial, physical, and contract completion for review, approval, and issuance by the City.
- 3) PBS will assemble construction documentation in binders for delivery to the City.
- 4) PBS will represent City staff in WSDOT/HLP file and project reviews and audits.

#### *Deliverables*

- 1) Draft letters of substantial, physical, and contract completion for approval and issuance by the City
- 2) Hard copy of construction documentation and electronic files on CD
- 3) Review and consult with City for approval of Construction Documentation bid item payment

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

---

In the absence of a mandatory DBE goal, a voluntary SBE goal amount of ten percent of the Consultant Agreement is established. The Consultant shall develop a SBE Participation Plan prior to commencing work. Although the goal is voluntary, the outreach efforts to provide SBE maximum practicable opportunities are not.

This project Amendment has a mandatory DBE utilization goal of 9%. See below for how this goal will be met.

GTEng (Traffic Engineering) – \$10,020.92  
Exeltech (Construction Inspection) - 192,369.60

Supplemental Agreement 2 (CN) DBE utilization - \$202,390.52  
Supplemental Agreement 2 (CN) Budget - \$797,842.52  
Supplemental Agreement 2 (CN) DBE percent - 25.4%

The base contract also had a mandatory DBE participation goal of 9%. This phase of the project was unable to meet the DBE goal due to a failure to perform related to a broken drill rig, and as a result of the design process moving more efficiently than anticipated with the original Scope. After evaluating the project in the design phase there were no readily commercial useful services that could be performed with the project. In order to best meet the mandatory DBE project goals the DBE effort in this amendment was increased to offset the assumed 30K deficiency in the base contract. See below for a breakdown of the base contract DBE utilization

GTEng (Traffic Engineering) – \$19,578.42 planned / \$16,843.33 actual  
3D Infusion (Computer Aided Drafting) – \$22,475.11 / \$9,502.12 actual  
Magna LLC (Geotechnical Drilling) – \$19,000 / \$0 actual due to failure to perform

Total UDBE Utilization amount – \$61,053.53 planned / \$26,345.53 actual  
Total Contract Amount – \$658,553.41 planned / \$594,242.89 spent  
Total UDBE Utilization Percent – 9.3% planned / 4.4% actual / 4.0% (actual/budget)

See below for a holistic project based DBE plan.

Approximate base contract DBE utilization - \$26,345.45  
Supplemental Agreement 2 (CN) DBE utilization - \$202,390.52  
Total project DBE utilization (base contract through Supplemental Agreement 2)- \$228,735.97

Total Project Value - \$1,456,395.93

Total project DBE Utilization percent - 15.7%

**Exhibit D**  
**Prime Consultant Cost Computations**

---



**Washington State  
Department of Transportation**

**Development Division**  
Contract Services Office  
PO Box 47408  
Olympia, WA 98504-7408  
7345 Linderson Way SW  
Tumwater, WA 98501-6504

TTY: 1-800-833-6388  
[www.wsdot.wa.gov](http://www.wsdot.wa.gov)

September 6, 2023

PBS Engineering and Environmental, Inc.  
214 E. Galer Street, Suite 300  
Seattle, WA 98102

Subject: Acceptance FYE 2022 ICR – CPA Report

Dear Nicole Edmondson:

We have accepted your firms FYE 2022 Indirect Cost Rate (ICR) of 177.39% of direct labor (rate includes 0.45% Facilities Capital Cost of Money) based on the “Independent CPA Report,” prepared by Stambaugh Ness, Inc. This rate will be applicable for WSDOT Agreements and Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

This was not a cognizant review. Any other entity contracting with the firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at **(360) 704-6397** or via email [consultantrates@wsdot.wa.gov](mailto:consultantrates@wsdot.wa.gov).

Regards,

*Schatzie Harvey*

[Schatzie Harvey \(Sep 7, 2023 15:50 PDT\)](#)

SCHATZIE HARVEY, CPA  
Contract Services Manager

SH:leg

**Exhibit D-1**  
**38th Avenue Street Improvements - CM Budget**

City of Camas, Washington  
 Thursday, June 13, 2024

**PBS**

Task and Description	PBS Engineering and Environmental (Engineering/Management)												PBS	Columbia West	GTEng	Exceltech	SUB	BUDGET AMOUNT	
	Principal Engineer	Engineer VII	Engineer VI	Engineering Staff II	Landscape/Planning V	Survey VI	Survey IV	Survey II	Survey 2-Person Crew	UAS Operator II	Construction IV	Project Administrator II	Expense	TOTAL	TOTAL	TOTAL	TOTAL		TOTAL
<b>Task 13: Project Management and Coordination</b>														8,446.00	0.00	0.00		0.00	8,446.00
Sub-Task 13.1: Contract Administration, Invoicing, and Progress Reports	10.00										10.00			3,210.00				0.00	\$3,210.00
Sub-Task 13.2: Preconstruction and Kickoff Meetings	4.00	4.00								4.00	4.00			2,716.00				0.00	\$2,716.00
Sub-Task 13.3: Utility Coordination	4.00	8.00												2,520.00				0.00	\$2,520.00
<b>Sub-Task 14: Construction Survey and Staking</b>														86,320.00	0.00	0.00		0.00	86,320.00
Sub-Task 14.1: Construction Staking						10.00	145.00		216.00	20.00			500.00	72,790.00				0.00	\$72,790.00
Sub-Task 14.2: Monumentation						6.00	40.00		32.00					13,530.00				0.00	\$13,530.00
<b>Sub-Task 15: Construction Management and Engineering</b>														203,050.00	0.00	10,020.92		10,020.92	213,070.92
Sub-Task 15.1: Manage Record of Materials (ROM)	80.00										120.00	120.00		48,080.00				0.00	\$48,080.00
Sub-Task 15.2: On-Site Meetings	70.00										70.00	500.00		22,970.00				0.00	\$22,970.00
Sub-Task 15.3: Material Submittals	80.00			104.00	16.00						80.00			40,920.00				0.00	\$40,920.00
Sub-Task 15.4: Construction Administration and Engineering	240.00										120.00			64,920.00				0.00	\$64,920.00
Sub-Task 15.5: Response to Questions and Change Orders	80.00			20.00							60.00			26,160.00		10,020.92		10,020.92	\$36,180.92
<b>Sub-Task 16: Construction Observation</b>														224,968.00	45,000.00	0.00	192,369.60	237,369.60	462,337.60
Sub-Task 16.1: Site Visits	8.00	36.00										100.00		10,180.00				0.00	\$10,180.00
Sub-Task 16.2: Geotechnical Support	16.00	12.00		200.00							8.00	2,000.00		34,768.00				0.00	\$34,768.00
Sub-Task 16.3: Material Testing	16.00													4,320.00	\$45,000.00			45,000.00	\$49,320.00
Sub-Task 16.4: Inspection Services	10.00				30.00					1,100.00		500.00		175,700.00			\$192,369.60	192,369.60	\$368,069.60
<b>Sub-Task 17: Traffic Support</b>														7,284.00	0.00	0.00	0.00	0.00	7,284.00
Sub-Task 17.1: Construction Engineering	8.00			16.00							8.00			4,984.00				0.00	\$4,984.00
Sub-Task 17.2: As-Builts	4.00										4.00	8.00		2,300.00				0.00	\$2,300.00
<b>Sub-Task 18: Project Closeout and As-Builts</b>														20,384.00	0.00	0.00	0.00	0.00	20,384.00
Sub-Task 18.1: As-Builts	8.00			16.00	8.00	4.00		6.00	9.00		8.00	100.00		9,496.00				0.00	\$9,496.00
Sub-Task 18.2: Closeout Documentation	20.00										16.00	40.00		10,888.00				0.00	\$10,888.00
<b>TOTAL HOURS</b>	50.00	656.00	12.00	356.00	54.00	20.00	185.00	6.00	257.00	20.00	1,260.00	520.00							
<b>HOURLY RATES</b>	270.00	220.00	205.00	125.00	140.00	175.00	136.00	102.00	220.00	165.00	153.00	101.00							
<b>TOTAL DOLLARS</b>	13,500.00	144,320.00	2,460.00	44,500.00	7,560.00	3,500.00	25,160.00	612.00	56,540.00	3,300.00	192,780.00	52,520.00	3,700.00	550,452.00	45,000.00	10,020.92	192,369.60	247,390.52	797,842.52





**Actuals Not To Exceed Table (ANTE)**

WSDOT Agreement: LA 9919  
PBS Engineering and Environmental  
1325 SE Tech Center Dr., Suite 140  
Vancouver WA, 98683

Job Classifications	Direct Labor Hourly Billing Rate NTE	Overhead NTE	Fixed Fee NTE	Max All Inclusive Hourly Billing Rate	Actual All Inclusive Hourly Billing Rate NTE
		<b>177.39%</b>	<b>30.00%</b>		
Principal Scientist/Planner	\$ 73.74	\$130.81	\$22.12	\$226.67	\$225.00
Principal Geologist/Manager	\$ 66.88	\$118.64	\$20.06	\$205.58	\$205.00
Sr. Hydrogeologist II	\$ 70.00	\$124.17	\$21.00	\$215.17	\$180.00
Senior Scientist/Planner I	\$ 54.60	\$96.85	\$16.38	\$167.83	\$165.00
Sr. Environmental/Regulatory Specialist	\$ 52.88	\$93.80	\$15.86	\$162.55	\$160.00
Sr. Env Compliance Monitor	\$ 44.77	\$79.42	\$13.43	\$137.62	\$135.00
Project Geologist/Scientist/Planner I	\$ 38.00	\$67.41	\$11.40	\$116.81	\$116.00
Project Env. Regulatory Specialist	\$ 42.90	\$76.10	\$12.87	\$131.87	\$130.00
Project Env. Compliance Monitor	\$ 42.90	\$76.10	\$12.87	\$131.87	\$130.00
Staff Geologist/Scientist/Planner II	\$ 38.00	\$67.41	\$11.40	\$116.81	\$115.00
Field Scientist / Planner	\$ 26.00	\$46.12	\$7.80	\$79.92	\$79.00
Principal Engineer	\$ 100.96	\$179.09	\$30.29	\$310.34	\$270.00
Engineer VIII	\$ 88.37	\$156.76	\$26.51	\$271.64	\$235.00
Engineer VII	\$ 74.52	\$132.19	\$22.36	\$229.07	\$220.00
Engineer VI	\$ 67.30	\$119.38	\$20.19	\$206.87	\$205.00
Engineer V	\$ 60.10	\$106.61	\$18.03	\$184.74	\$184.00
Engineer IV	\$ 51.92	\$92.10	\$15.58	\$159.60	\$159.00
Engineering Staff III	\$ 45.67	\$81.01	\$13.70	\$140.39	\$140.00
Engineering Staff II	\$ 40.87	\$72.50	\$12.26	\$125.63	\$125.00
Engineering Staff I	\$ 36.06	\$63.97	\$10.82	\$110.84	\$110.00
Engineering Technician	\$ 21.00	\$37.25	\$6.30	\$64.55	\$64.00
Design Technician IV	\$ 45.00	\$79.83	\$13.50	\$138.33	\$138.00
Design Technician III	\$ 42.50	\$75.39	\$12.75	\$130.64	\$130.00
Engineering Geologist	\$ 51.44	\$91.25	\$15.43	\$158.12	\$158.00
Landscape/Planning VII	\$ 58.89	\$104.46	\$17.67	\$181.02	\$180.00
Landscape/Planning V	\$ 45.67	\$81.01	\$13.70	\$140.39	\$140.00
Landscape/Planning II	\$ 29.00	\$51.44	\$8.70	\$89.14	\$89.00
Landscape/Planning I	\$ 27.00	\$47.90	\$8.10	\$83.00	\$83.00
Construction IV	\$ 50.00	\$88.70	\$15.00	\$153.70	\$153.00
Construction III	\$ 37.50	\$66.52	\$11.25	\$115.27	\$115.00
Construction II	\$ 36.00	\$63.86	\$10.80	\$110.66	\$110.00
Survey VII	\$ 67.31	\$119.40	\$20.19	\$206.90	\$200.00
Survey VI	\$ 57.69	\$102.34	\$17.31	\$177.33	\$175.00
Survey V	\$ 52.00	\$92.24	\$15.60	\$159.84	\$155.00
Survey IV	\$ 44.50	\$78.94	\$13.35	\$136.79	\$136.00
Survey III	\$ 40.00	\$70.96	\$12.00	\$122.96	\$122.00



**Washington State  
Department of Transportation**

Survey II	\$ 33.50	\$59.43	\$10.05	\$102.98	\$102.00
Survey I	\$ 30.00	\$53.22	\$9.00	\$92.22	\$92.00
Survey 3-Person Crew	\$ 80.00	\$141.91	\$24.00	\$245.91	\$270.00*
Survey 2-Person Crew	\$ 60.00	\$106.43	\$18.00	\$184.43	\$220.00*
Survey 1-Person Crew	\$ 40.00	\$70.96	\$12.00	\$122.96	\$162.00*
Unmanned Aircraft System Operator II	\$ 39.41	\$69.91	\$11.82	\$121.14	\$165.00*
Public Involvement Manager	\$ 66.25	\$117.52	\$19.88	\$203.65	\$170.00
Public Involvement IV	\$ 50.86	\$90.22	\$15.26	\$156.34	\$150.00
Public Involvement II	\$ 31.25	\$55.43	\$9.38	\$96.06	\$95.00
IT / Data Management	\$ 55.29	\$98.08	\$16.59	\$169.96	\$125.00
Sr. CAD Operator	\$ 47.33	\$83.96	\$14.20	\$145.49	\$140.00
Project Administrator II	\$ 33.00	\$58.54	\$9.90	\$101.44	\$101.00
Project Administrator III	\$ 35.00	\$62.09	\$10.50	\$107.59	\$107.00
CAD/Microstation Tech I	\$ 27.50	\$48.78	\$8.25	\$84.53	\$84.00
Graphic Artist	\$ 41.62	\$73.83	\$12.49	\$127.94	\$127.00
Writer/Editor	\$ 44.42	\$78.80	\$13.33	\$136.54	\$125.00
Administration	\$ 30.00	\$53.22	\$9.00	\$92.22	\$92.00

**\*Includes Equipment**

**Exhibit E**  
**Sub-consultant Cost Computations**

---

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.



**Washington State  
Department of Transportation**

**Development Division**  
Contract Services Office  
PO Box 47408  
Olympia, WA 98504-7408  
7345 Linderson Way SW  
Tumwater, WA 98501-6504

TTY: 1-800-833-6388  
[www.wsdot.wa.gov](http://www.wsdot.wa.gov)

5/23/2023

Exeltech Consulting, Inc.  
8729 Commerce Place Drive, Suite A  
Lacey, WA 98516

Subject: Acceptance FYE 2022 ICR – Risk Assessment Review

Dear Michelle Rhodes:

Based on Washington State Department of Transportation's (WSDOT) Risk Assessment review of your Indirect Cost Rate (ICR), we have accepted your proposed FYE 2022 ICR of 188.96% (rate includes 0.52% Facilities Capital Cost of Money). This rate will be applicable for WSDOT Agreements and Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

This was not a cognizant review. Any other entity contracting with your firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at **(360) 704-6397** or via email [consultanrates@wsdot.wa.gov](mailto:consultanrates@wsdot.wa.gov).

Regards;

*Schatzie Harvey*

[Schatzie Harvey \(May 23, 2023 15:50 PDT\)](#)

SCHATZIE HARVEY, CPA  
Contract Services Manager

May 23, 2023

SH:HK

Project Name - 38th Ave Phase 3 CM

	Kevin W. Deputy	Rick R Construction Project Coordinator 3	Juliann C. Administrative Assistant 3	
<b>Phases/Tasks/SubTasks</b>				
		\$259.89	\$104.90	\$109.60
<b>100 Project Management and Coordination</b>				
100.1 Project Management and Coordination		40		10
Subtotal	50	40	0	10
<b>200 Pre-Construction Services</b>				
200.1 Preconstruction Meeting			2	
200.2 Preconstruction Site Photos/Plan Review			8	
Subtotal	10	0	10	0
<b>300 Construction Phase Services (Contract Administration)</b>				
300.1 Construction Progress Meetings				
300.2 Submittal Management				
300.3 Document and Submittal Tracking				
300.4 Claims/Change Order Administration				
300.5 Monthly Contractor Payments				
300.6 Project Closeout				
Subtotal	0	0	0	0
<b>400 Construction Services</b>				
400.1 Construction Inspection Services			1660	
Subtotal	1660	0	1660	0
<b>Total Hours</b>	<b>1720</b>	<b>40</b>	<b>1670</b>	<b>10</b>
<b>Total Cost</b>	<b>\$186,674.60</b>	<b>\$10,395.60</b>	<b>\$175,183.00</b>	<b>\$1,096.00</b>
Mileage (8500 miles at \$0.67/mi)	\$	5,695.00		
<b>Total</b>				<b>\$192,369.60</b>

Actuals Not To Exceed Table

City of Camas - 38th Ave  
 Phase 3 CM Services  
 Exeltech Consulting, Inc.  
 8729 Commerce Place Drive, Suite A Lacey, WA 98516

WSDOT Job Classifications	Direct Labor Hourly Billing Rate NTE	IDC Rate 188.96%	Profit Rate 30% of Direct Labor	Total Hourly Rate
ADMINISTRATIVE ASSISTANT 3	\$35.80	\$67.65	\$10.74	\$114.19
ADMINISTRATIVE ASSISTANT 5	\$57.50	\$108.65	\$17.25	\$183.40
BRIDGE ENGINEER 3	\$51.49	\$97.30	\$15.45	\$164.23
BRIDGE ENGINEER 5	\$55.00	\$103.93	\$16.50	\$175.43
BRIDGE ENGINEER 7	\$75.75	\$143.14	\$22.73	\$241.61
CIVIL ENGINEER 3	\$54.98	\$103.89	\$16.49	\$175.36
CIVIL ENGINEER 4	\$61.18	\$115.61	\$18.35	\$195.14
CONSTRUCTION PROJECT COORDINATOR 2	\$48.47	\$91.59	\$14.54	\$154.60
CONSTRUCTION PROJECT COORDINATOR 3	\$53.72	\$101.51	\$16.12	\$171.35
CONSTRUCTION PROJECT COORDINATOR 4	\$62.00	\$117.16	\$18.60	\$197.76
DEPUTY	\$85.23	\$161.05	\$25.57	\$271.85
DIRECTOR	\$97.40	\$184.05	\$29.22	\$310.67
DRAFTING TECHNICIAN 3	\$39.97	\$75.53	\$11.99	\$127.49
ENGINEER	\$37.08	\$70.07	\$11.12	\$118.27
ENVIRONMENTAL ENGINEER 4	\$63.86	\$120.67	\$19.16	\$203.69
ENVIRONMENTAL SPECIALIST 3	\$44.50	\$84.09	\$13.35	\$141.94
ENVIRONMENTAL SPECIALIST 5	\$56.08	\$105.97	\$16.82	\$178.87
SENIOR GRAPHIC DESIGNER	\$45.00	\$85.03	\$13.50	\$143.53
TRANSPORTATION ENGINEER 5	\$57.69	\$109.01	\$17.31	\$184.01
TRANSPORTATION PLANNING SPECIALIST 5	\$64.57	\$122.01	\$19.37	\$205.95



**Development Division**  
Contract Services Office  
PO Box 47408  
Olympia, WA 98504-7408  
7345 Linderson Way SW  
Tumwater, WA 98501-6504

TTY: 1-800-833-6388  
[www.wsdot.wa.gov](http://www.wsdot.wa.gov)

August 29, 2023

Global Transportation Engineering Corporation  
227 SW Pine St, Ste 220  
Portland, OR 97204-2700

Subject: Acceptance FYE 2022 ICR – Audit Office Review

Dear Schuyler P. Robertson:

Transmitted herewith is the WSDOT Audit Office's memo of "Acceptance" of your firm's FYE 2022 Indirect Cost Rate (ICR) of 88.79% of direct labor. This rate will be applicable for WSDOT Agreements and Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

This was not a cognizant review. Any other entity contracting with your firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at **(360) 704-6397** or via email [consultantrates@wsdot.wa.gov](mailto:consultantrates@wsdot.wa.gov).

Regards,

  
[Schatzie Harvey \(Aug 30, 2023 12:25 PDT\)](#)

SCHATZIE HARVEY, CPA  
Contract Services Manager

SH:leg

Table 1: 38th Ave CE Services Estimated Budget April 29, 2024		GTEng						Total Hours By Task	Total Labor By Task	Total Expenses By Task	Grand Total By Task	
		Principal/Project Manager 3 (Beckwith)	Sr. Engineering Associate 4 (Spierling)	Engineering Associate 1 (Kou)	Tech XIV (Stephens)		Expenses					
Task Description												
<b>CE Services</b>		22	30	40	8			100	\$ 9,920.92	\$ 100.00	\$ 10,020.92	
<i>Total Hours</i>		22	30	40	8	0	\$ 100.00					
<i>Hourly Rate</i>		\$128.08	\$110.74	\$81.52	\$65.02	\$81.12						
		<b>\$10,020.92</b>										
						<b>SUB TOTAL:</b>		<b>\$10,020.92</b>				
Contingency Task Description												
							\$ -	0	\$ -	\$ -	\$ -	
							\$ -	0	\$ -	\$ -	\$ -	
<i>Total Hours</i>		0	0		0	0	\$ -					
<i>Hourly Rate</i>		\$128.08	\$110.74		\$65.02	\$81.12						
<b>Totals - By Consultant</b>		<b>\$0.00</b>										
				<b>SUB TOTAL:</b>		<b>\$0.00</b>						
				<b>GRAND TOTAL:</b>		<b>\$ 10,020.92</b>						



Actuals Not To Exceed Table (ANTE)

WSDOT Agreement: Global Transportaton Engineering 227 SW Pine St, Suite 220 Portland, OR 97204				
Job Classifications	Direct Labor Hourly Billing Rate NTE	Overhead NT	Fixed Fee NTE	All Inclusive Hourly Billing Rate NTE
		88.79%	30.00%	
<b>Principa/Project Manager 3</b>	\$ 58.54	\$51.98	\$17.56	\$128.08
<b>Sr. Project Engineer 3</b>	\$ 58.54	\$51.98	\$17.56	\$128.08
<b>Sr Engineering Assoc 4</b>	\$ 50.61	\$44.94	\$15.18	\$110.74
<b>Engineering Associate 1</b>	\$ 37.26	\$33.08	\$11.18	\$81.52
<b>Engineering Associate 2</b>	\$ 35.24	\$31.29	\$10.57	\$77.10
<b>Tech XIV</b>	\$ 29.72	\$26.39	\$8.92	\$65.02
<b>Admin</b>	\$ 45.22	\$40.15	\$13.57	\$98.94