



**CITY OF CAMAS
PROFESSIONAL SERVICES AGREEMENT
Amendment No. 1**

616 NE 4th Avenue
Camas, WA 98607

Project No. G1024

Camas Library HVAC Mechanical Systems Assessment

THIS AMENDMENT ("Amendment") to Professional Services Agreement is made as of the 29 day of July, 2022, by and between the **City of Camas**, a municipal corporation, hereinafter referred to as "the City", and **Windsor Engineers** hereinafter referred to as the "Consultant", in consideration of the mutual benefits, terms, and conditions hereinafter specified. The City and Consultant may hereinafter be referred to collectively as the "Parties."

The Parties entered into an Original Agreement dated April 12, 2022, by which Consultant provides professional services in support of the Project identified above. Except as amended herein, the Original Agreement shall remain in full force and effect.

1. **Scope of Services.** Consultant agrees to perform additional services as identified on **Exhibit "A"** (Amended Scope of Services) attached hereto, including the provision of all labor, materials, equipment, supplies and expenses, for an amount not-to-exceed **\$90,580**.
 - a. Unchanged from Original/Previous Contract
2. **Time for Performance.** Consultant shall perform all services and provide all work product required pursuant to this Amendment by:
 - a. Extended to September 30, 2023.
 - b. Unchanged from Original/Previous Contract date of _____, 20____
 Unless an additional extension of such time is granted in writing by the City, or the Agreement is terminated by the City in accordance with Section 18 of the Original Agreement.
3. **Payment.** Based on the Scope of Services and assumptions noted in **Exhibit "A"**, Consultant proposes to be compensated on a time and material basis per **Exhibit "A"** (Costs for Scope of Services) with a total estimated not to exceed fee of:
 - a. Previous not to exceed fee: \$29,250
 - b. Amendment No. 1 \$90,580
 - c. **Total: \$119,830**
 - d. Consultant billing rates:
 - Modification to Consultant Billing Rates per **Exhibit "C"** attached herein
 - Unchanged from Original Contract

- 4. Counterparts. Each individual executing this Agreement on behalf of the City and Consultant represents and warrants that such individual is duly authorized to execute and deliver this Agreement. This Agreement may be executed in any number of counter-parts, which counterparts shall collectively constitute the entire Agreement.

DATED this _____ day of _____, 20__.

CITY OF CAMAS:

WINDSOR ENGINEERS:
Authorized Representative

By: _____

DocuSigned by:
Logan Ellingson
By: _____
AEAECE717974419...

Print Name: _____

Print Name: **Logan Ellingson**

Title: _____

Title: **Project Manager**

Date: **8/5/2022**

EXHIBIT "A"
AMENDED SCOPE OF SERVICES AND COSTS

AMENDMENT to
CITY OF CAMAS PROFESSIONAL SERVICES AGREEMENT
Project GT1024 – Camas Library HVAC Mechanical Systems Assessment

Introduction

A Professional Services Agreement (PSA) between the City of Camas and Windsor Engineers was developed and executed for Project No. G1024. The date of contract execution was April 12, 2022.

The City of Camas selected Windsor Engineers to perform the Camas Library HVAC Mechanical Systems Assessment through a process that included a telephone interview.

The assessment has been completed (report submitted to City in June 2022). The report included recommendations for implementing a HVAC improvement project.

The City wishes to have improvements completed in mid-2023. Due to the long lead time for new equipment, it is recommended that design work be initiated quickly and that prepurchase of long-lead equipment items be an early priority of the design process.

Windsor Engineers has prepared a Scope, Schedule, and Budget as described in this Amendment document.

Amended Project Designation

The Project Description remains the same except it is proposed an additional sentence be added so that Paragraph 1 of the PSA now reads *“The Consultant is retained by the City to perform professional services in connection with the project designated as the **Camas Library HVAC Mechanical Systems Assessment**. By amendment the professional services are to include design, bid, and construction support services.”*

Amended Scope of Services

The April 2022 PSA included a Scope of Services as described in Exhibit “A”. By amendment new Scope of Services tasks are incorporated into the PSA as attached to this amendment as described as Exhibit “A1”.

Amended Time for Performance

The April PSA included a requirement to complete work no later than September 30, 2022 unless an extension of time is granted in writing. Given that construction will occur in 2023 and given that there will be some follow-up O&M, record drawing, and other closeout tasks, it is proposed, by amendment, that the Time for Performance be: *“Consultant shall perform all*

services and provide all work product required pursuant to this amended agreement by no later than September 30, 2023". The Agreement terms in the Time for Performance paragraph related to written extensions and termination shall remain as written.

Amended Payment

The April 2022 PSA included a not to exceed amount of \$29,250. It is proposed that, by amendment, that the not to exceed amount be increased by an amount of \$90,580 to perform the tasks described in Exhibit A1 and as broken down in Exhibit A2. This increases the total not to exceed amount to \$119,830. Other payment terms from the original PSA remain unchanged.

Other Terms and Conditions

Paragraphs 5-26 of the April 2022 PSA remain unchanged. Exhibit B also remains unchanged.

Attachments:

- Exhibit A1 – Scope of Services
- Exhibit A2 – Budget Breakdown
- Exhibit A3 – Project Schedule

Exhibit A1 - Scope of Services

In addition to the existing Scope of Services as authorized by the April 2022 PSA, a new phase of work for design, bid, and construction support services is added by amendment with the scope as follows:

Project Description

The project includes modernization of the HVAC systems in the Camas Library. The nature of the improvements are as described in the "Draft Systems Assessment" report submitted by Windsor Engineers to the City of Camas on June 24, 2022. Final Report to be delivered no later than September 1, 2022.

The improvements will include replacement of major HVAC equipment, and specification/coordination for obtaining a new HVAC control system.

The major equipment replacement items will include a chiller, two boilers, the rooftop air handler, three heating/cooling pumps, and four fan arrays for indoor air handlers. It is possible that some of these items may end up with rebuild and replacement of wear parts. Decisions will be made as the project design proceeds.

An assessment of lead times for major equipment will be made and decisions will then be made about which items will need to be pre-purchased.

The project will include pre-purchasing of equipment, bidding of a construction contract, and follow-up items necessary to close out construction and close the project. Separate plan sets and specifications are anticipated for equipment pre-purchase and construction documents.

Task 1 – Project Management

- Windsor will coordinate with City of Camas staff on meetings, information needs, deadlines, reviews, etc.
- The City of Camas will provide available information to Windsor to help with the design.
- Windsor will gather applicable information. Information needed could include (but not be limited to):
 - Architectural CAD files for the Library building.
- Operation staff interviews
- Research and review rebate and incentive program options.

Task 2 – Design Development

- Windsor will utilize the calculations, analysis, and recommendations provided in the Mechanical Systems Assessment during the pre-design phase.
- Preliminary equipment selections will be made.

- Equipment will be coordinated with the existing structure and electrical infrastructure and controls locations.
- Preliminary specifications for materials and equipment will be developed.
- An engineer's estimate of construction costs will be prepared.

Task 3 – 50% Construction Document Submittal and meeting with City of Camas

- Windsor will complete a draft 50% design for construction for review by City of Camas staff.
- Windsor will hold meetings with City of Camas staff to verify design direction approval.

Task 4 – Prepurchase Package Development and Procurement Assistance

- Windsor will prepare documents and drawings required for the pre-purchase of major equipment that has been identified to have extended lead times.
- An analysis of lead times for each equipment item will be performed.
- A City/Windsor discussion will be held to make decisions about which items warrant pre-purchasing.
- A bid package will be prepared for prepurchase in coordination with standard City procurement procedures.
- Windsor will assist in answering bidder questions and reviewing bid packages for technical compliance.
- Windsor will review the Submittals from the successful low bidder(s).

Task 5 – Controls Evaluation and Specification

- Alternatives for three controls systems will be considered and discussed with City.
- A proposed method for updating controls will be recommended and specified.
- Determination will be made whether to include it in the construction bid package or to procure control upgrades separately.

Task 6 – Final Design

- Final miscellaneous equipment selections will be made.
- Windsor will complete a 100% design for construction issuance for bidding and construction.
- The engineer's estimate of construction costs will be updated.

Task 7 – Bid Period Services

- Windsor will answer questions that come up during the bid process.
- Windsor will attend a pre-bid meeting

- A project addendum will be developed to incorporate any changes and to address any clarifications necessary to help bidders have clear understanding of the project.
- Windsor will review bids and be available to provide input during the bidding process.

Task 8 – Construction Support

- Windsor will prepare for and attend a pre-construction meeting.
- Windsor will review equipment submittals and respond to RFI's.
- Assistance will be provided related to any change order requests and/or substitution requests.
- Up to three site visits will occur during construction.
- Windsor will attend biweekly construction coordination meetings with the Contractor and City staff.

Task 9 – Closeout

- A punchlist will be developed in conjunction with City staff.
- Windsor will coordinate with contractor to obtain record drawings and will review the record drawings.
- Windsor will also coordinate with the contractor to obtain a full set of O&M manuals for equipment, control system, etc. For delivery to City of Camas facilities staff on bound hardcopy and digital version in PDF.

Assumptions

- It is assumed that there will not be a need for architectural, structural, or civil design improvements.
- It is assumed that there will not need to be any surveying, geotechnical, vibration analysis, acoustic analysis or other specialty subcontract services.
- The contractor will pay for any permit-related fees.
- Controls/SCADA programming is not provided by Windsor.
- Windsor is not able to guarantee equipment purchase lead times due to supply chain uncertainty.

Exhibit A2 – Budget Breakdown

The budget breakdown schedule shown below is for reference. The actual costs per task may be more or less in each case but the not-to-exceed value of \$90,580 may not be exceeded without the execution of a mutually agreeable written amendment.

Task	Descriptions	Labor	Expense	Subs	Totals
1	Project Management	\$5,675	\$50	\$0	\$5,725
2	Design Development	\$31,815	\$200	\$0	\$28,560
3	50% Design Submittal	\$4,490	\$0	\$0	\$4,490
4	Prepurchase Package & Procurement	\$11,825	\$0	\$0	\$11,825
5	Controls Evaluation & Specification	\$2,790	\$0	\$0	\$2,790
6	Final Design	\$25,520	\$100	\$0	\$22,955
7	Bid Period Services	\$2,970	\$0	\$0	\$2,970
8	Construction Support	\$8,170	\$155	\$0	\$8,325
9	Closeout	\$2,940	0	\$0	\$2,940
Total		\$96,195	\$505	\$0	\$90,580

Exhibit A3 – Project Schedule

For purposes of this preliminary project schedule, it is assumed that Windsor will be authorized to begin work by early August, 2022. Timelines will be shifted if the project starts later than that. It is understood that the goal is to have all construction completed by spring of 2023 to the extent practical.

- Windsor will begin Tasks 1 and 2 immediately upon notice to proceed.
- It is anticipated that Windsor will complete Tasks 2 and 3 within 8 weeks of notice to proceed.
- It is planned that the completion date for the development of an equipment prepurchase bid package (Task 4) will also be completed within 8 weeks of notice to proceed. The bid and award timelines for prepurchase will be dependent upon City processes.
- Task 6 (Final design) will be completed approximately 6 weeks after the equipment prepurchase selected bidders are known.
- Tasks 7 (Bid support) and 8 (Construction support) will take place during the bid and construction periods. Windsor will work with the City to develop a timeline for these periods of work.
- Task 9 (Closeout) will occur in the month following construction substantial completion.