



**CITY OF CAMAS
PROFESSIONAL SERVICES AGREEMENT
CONTRACT No. 240003
Amendment No. 02**

616 NE 4th Avenue
Camas, WA 98607

Project No. FAC23008A

City Facilities HVAC, Electrical, and Plumbing Improvements

THIS AMENDMENT ("Amendment") to Professional Services Agreement is made as of _____ by and between the **City of Camas**, a municipal corporation, hereinafter referred to as "the City", and **Windsor Engineering, Inc.** 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 **December 18, 2023**, 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 **\$95,412.00**.
 - 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 **May 1, 2027**.
 - b. ☐ Unchanged from Original/Previous Contract date of December 31, 2026.

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 "B"** (Costs for Scope of Services) with a total estimated not to exceed fee of:
 - a. Previous not to exceed fee: **\$721,750.00**
 - b. Amendment No. 02: **\$ 95,412.00**
 - c. **Total: \$817,162.00**
 - d. Consultant billing rates:
 - ☒ Modification to Consultant Billing Rates per **Exhibit "C"** attached herein
 - ☐ Unchanged from Original/Previous 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 _____.

CITY OF CAMAS:

Windsor Engineering Inc.
Authorized Representative

By: _____

By: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

EXHIBIT “A”
AMENDED SCOPE OF SERVICES

AMENDMENT to
CITY OF CAMAS PROFESSIONAL SERVICES AGREEMENT
Project FAC23008A - Camas Facilities HVAC, Electrical, and Plumbing
Improvements

Introduction

A Professional Services Agreement (PSA) between the City of Camas and Windsor Engineers was developed and executed for Project No. FAC23008A. The date of contract execution was December 18, 2023.

The City of Camas selected Windsor Engineers to perform professional services in connection with the project designated as the City Facilities HVAC, Electrical, and Plumbing Improvements.

Construction documents for the Operations Center, Police Station were provided to the city for Plan review and bidding.

The Operations Center and Police Station projects were bid and awarded to Copper Mechanical. Windsor Engineers has participated in the construction administration phase, which includes attending pre-construction meetings, reviewing project submittals, and preparing responses to RFI's and construction, including the commissioning process, and has reached the final stage of completion.

100% Construction Documents for the Fire Station 42 and Lacamas Lake Lodge projects were issued in July of 2024. After a pause in the bidding process, additional design scope was requested along with the need to update equipment selections to comply with the new A2L refrigerant regulations. Fire Station 42 was issued for bid, including the additional architectural scope, on February 20th 2026.

Windsor Engineers has provided a comprehensive description of remaining services, including estimated hours for tasks associated with the Lacamas Lake Lodge, commissioning, These scopes of work are detailed in "Exhibit A2." This document outlines our understanding of the tasks required to complete the projects that the city has requested at this time.

Amended Project Designation

The Project Description remains the same as described in the Professional Services Agreement.

Amended Scope of Services

The December 2023 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 “A2”.

Amended Time for Performance

The May 2025 PSA Amendment #1 included a requirement to complete work no later than December 31, 2026 unless an extension of time is granted in writing. Given that construction will occur in 2026 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 May 1st 2027”*. The Agreement terms in the Time for Performance paragraph related to written extensions and termination shall remain as written.

Amended Payment

The December 2023 original Professional Service Agreement (PSA) included a not-to-exceed amount of \$598,900. The May 2025 PSA Amendment #1 increases the total not-to-exceed amount to \$721,750. It is proposed that, by amendment, the not-to-exceed amount be increased by an additional amount of **\$95,412** to perform the tasks described in Exhibit A2 and as broken down in Exhibit B2. This increases the total not-to-exceed amount to **\$817,162**. Other payment terms from the original PSA remain unchanged.

The December 2023 PSA included Exhibit C, consultant billing rates. It is proposed, by amendment, Exhibit C billing rates be replaced with the attached Exhibit “C2” billing rates.

Other Terms and Conditions

Paragraphs 5-26 of the December 2023 PSA remain unchanged.

Attachments:

- Exhibit A2 – Scope of Services
- Exhibit B2 – Cost for Scope of Services
- Exhibit C2 – Consultant Billing Rates

EXHIBIT A2

SCOPE OF SERVICES

In addition to the Scope of Services authorized under the December 2023 PSA (Exhibit A) and the May 2025 PSA Amendment #1, the following design, bid, construction administration, and commissioning services are added by amendment for Fire Station 42 and the Lacamas Lake Lodge. Fire Station 42 construction-phase services extend the original Phase 1 scope and the additional architectural and A2L refrigerant scope issued for bid on February 20, 2026. Lacamas Lake Lodge services extend the design scope added under Amendment #1.

Task 5.1 - Project Management and BIM Support (Fire Station 42 and Lacamas Lake Lodge)

1. Project management, including budget and schedule tracking through construction closeout.
2. BIM support, including model and sheet set-up and floor plan development.

Assumptions

1. The existing building is assumed to be ADA compliant, and existing exterior conditions are assumed to provide an ADA-compliant landing for the new exit door if one is required.
2. Architectural design is limited to four (4) owner design meetings, a twelve (12) hour permitting and bidding revision allowance, and two (2) construction-phase site visits (24-hour allowance). These architectural site visits are separate from Windsor's MEP field observations under Task 5.4.
3. Acoustical and structural engineering for the operable wall are provided by sub-consultants.

Task 5.2 – Mechanical and Electrical Bid Document Development (Lacamas Lake Lodge)

1. Update HVAC equipment selections for compliance with A2L refrigerant regulations.
2. Final QC of Mechanical and Electrical plans and specifications.

Task 5.3 - Bid Support (Fire Station 42 and Lacamas Lake Lodge)

1. Prepare bid addenda and respond to bidder questions during the bidding period.
2. Review and evaluate substitution and pre-approval requests for MEP systems and equipment.
3. Attend one (1) pre-bid meeting per building.
4. Provide bid tabulation review and award recommendation.

Task 5.4 - Construction Administration (Fire Station 42 and Lacamas Lake Lodge)

1. Review shop drawings and submittals for MEP (Divisions 21, 22, 23, 26, 27, 28).
2. Respond to Requests for Information (RFIs).

3. Provide field observation visits with written MEP observation reports (quantity: 2 per building).
4. Prepare final punch list and closeout report.

Task 5.5 - Commissioning (Fire Station 42 and Lacamas Lake Lodge)

1. Fundamental commissioning of HVAC, controls, and applicable electrical systems in accordance with Washington State Energy Code Section C408.
2. Develop commissioning plan and functional performance test procedures.
3. Witness and document functional performance testing of HVAC equipment, control sequences, and lighting controls.
4. Review O&M documentation and the systems manual; issue final commissioning report.
5. Provided by commissioning sub-consultant under Windsor coordination.

Task 6.1 - Bid Document Development (Lacamas Lake Lodge Partition Wall)

3. Matterport scanning and finishing the development of a Revit floor plan background model. Windsor will furnish the Revit model as the basis for the architectural design and documentation.
4. Architectural design of a new operable partition wall dividing the existing Assembly Room into two spaces, including evaluation of egress impacts, design and detailing of a potential new exterior exit door, associated code analysis, and specification sections. Provided by architectural sub-consultant (LSW Architects). Excludes modifications to the casework, counter, and transaction window.
5. Mechanical and electrical design associated with the new operable wall, including egress lighting and exit signage revisions if a new exterior door is required.
6. Structural design associated with the new operable wall (by Waypoint Engineering).
7. Acoustical consulting for the assembly room, provided by sub-consultant (Acoustic Design Studio), including: assessment of the existing acoustical environment (reverberation and mechanical noise); analysis and material recommendations to achieve the target reverberation time for speech intelligibility; recommendations for the operable partition and the surrounding structural modifications needed to maintain its acoustical performance; and recommendations and specifications for mechanical noise and vibration control. Includes one pre-design site visit, one post-construction site visit as needed, and review of acoustics-related submittals during bidding.
8. Architectural deliverables issued at 30%, 60%, and 90% milestones plus a Bid/Construction set.
9. Deliverable: CD-level drawings and specifications sufficient for permitting, bidding, and construction of the added scope.

Exclusions

1. Design of ADA accessibility upgrades.
2. Interior finish selections beyond the new operable wall, and repair of construction damage.
3. Exterior modifications beyond the potential egress door.
4. Hazardous material identification, testing, or abatement.
5. Cost estimating and value engineering.

Task 7.1 – Engineering Support (Camas Library)

1. Provide engineering support to evaluate chiller and chilled water pump operation at the Campus Library.
2. Review available system data, controls sequences, and operating history in coordination with the City and the controls vendors.
3. Coordinate with City staff and provide a written summary of findings and recommendations.

EXHIBIT “B”
AMENDED COSTS FOR SCOPE OF SERVICES

EXHIBIT B2

COSTS FOR SCOPE OF SERVICES

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 \$95,412 may not be exceeded without the execution of a mutually agreeable written amendment.

Task	Description	Labor	Expenses	Subs	Totals
5.1	Project Management (FS 42 & LLL)	\$6,000	\$200	-	\$6,200
5.2	Bid Document Development (LLL)	\$16,500	\$1,000	\$3,000	\$20,500
5.3	Bid Support (FS 42 & LLL)	\$3,000	\$130	\$1,500	\$4,630
5.4	Construction Administration (FS 42 & LLL)	\$10,000	\$500	\$7,000	\$17,500
5.5	Commissioning (FS 42 & LLL)	\$1,670	-	\$16,800	\$18,470
6.1	Bid Document Development (Lacamas Lake Lodge Partition Wall)	\$5,500	-	\$30,250	\$35,750
7.1	Construction Administration (Camas Library)	\$7,500	-	-	\$7,500
Budget Remaining from Phases 1 through 4:					(\$15,138) *
Total:					\$95,412

*The new tasks above total \$110,550. A credit of \$15,138 in unspent budget authorized under Phases 1 through 4 is applied against this work, resulting in a net not-to-exceed increase of \$95,412.

**EXHIBIT “C”
CONSULTANT BILLING RATES**

EXHIBIT C2
CONSULTANT BILLING RATES

Windsor Engineers 2026 Bill Rates:

<u>Position</u>	<u>Rate</u>
Intern/Admin	\$ 95
Designer I	\$ 110
Engineer I / Designer II	\$ 125
Engineer II / Designer III	\$ 150
Engineer III / Designer IV	\$ 175
Engineer IV / Project Manager I	\$ 195
Engineer V / PM II / Practice Lead I	\$ 215
Engineer VI / PM III / Practice Lead II	\$ 235
Engineer VII / PM IV / Practice Lead III	\$ 270
Engineer VIII / PM V / Practice Lead IV	\$ 295