



**CITY OF CAMAS
PROFESSIONAL SERVICES AGREEMENT
Amendment No. 2**

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 the ____ day of _____, 202____, 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 **\$39,700**.
 - 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 _____, 2025.
 - 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 "A2" (Scope of Services)**, Consultant proposes to be compensated on a time and material basis per **Exhibit "B2"** (Costs for Scope of Services) with a total estimated not to exceed fee of:
 - a. Previous not to exceed fee: \$721,750
 - b. Amendment No. 2 \$39,700
 - c. **Total: \$761,450**
 - d. Consultant billing rates:
 - ☒ Modification to Consultant Billing Rates per **Exhibit "C2"** 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 _____ day of _____, 20____.

CITY OF CAMAS:

CONSULTANT:

Authorized Representative

By:_____

By:_____

Print Name:_____

Print Name:_____

Title:_____

Title:_____

Date: _____

AMENDMENT to
CITY OF CAMAS PROFESSIONAL SERVICES AGREEMENT
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 has requested additional scope for an external, neutral expertise to evaluate various options for temporary relocation and project phasing to ensure the continued smooth operation of city services.

Windsor Engineers has provided a comprehensive description of services, including scopes of work and associated fees to engage LSW Architects and Wiggins Preconstruction Services.

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 December PSA included a requirement to complete work no later than December 31st 2026 unless an extension of time is granted in writing.

Amended Payment

The December 2023 PSA included a not-to-exceed amount of \$598,900. Exhibit A1 increased the total not-to-exceed amount to \$721,750. It is proposed that, by amendment, the not-to-exceed amount be increased by an amount of **\$39,700** to perform the tasks described in Exhibit

A2 and as broken down in Exhibit B1. This increases the total not-to-exceed amount to **\$761,450**. 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”
AMENDED SCOPE OF SERVICES**

EXHIBIT A2 SCOPE OF SERVICES

In addition to the existing Scope of Services as authorized by the December 2023 PSA, design, bid, construction support, and commissioning services are added by amendment with the scope as follows:

Windsor Engineers:

- Project management
- Preliminary assessment of the “school district buildings” MEP systems to support LSW’s temporary space feasibility study.

LSW Architects:

To commence architectural services for the “Logistics, Phasing, and Relocation Assessment”, this Interim Agreement and Authorization to Proceed is subject to the following terms:

1. Limited Scope of Services

Project Understanding:

Provide Architectural services in collaboration with Windsor Engineers in support of identifying and assessing logistical operational options for the MEP renovations to City Hall to meet the following key goals:

- Maintain City operations during construction.
- Explore different options for phasing, staying, moving, or working remotely.
- Understand costs, pros/cons, and timelines for each option.
- Engage department leaders to gather input and ensure buy-in.
- Recommend the best path forward based on needs, budget, and schedule.

Scope of Work:

- Stakeholder Engagement
 - Facilitate a workshop with department leaders to gather concerns, ideas for potential considerations and build consensus.
 - Conduct follow-up interviews post-workshop with each department Lead.
- Departmental Needs Assessment
 - Identify operational, equipment, and technology needs.
 - Coordinate with Windsor to understand MEP design implications (centralized systems likely offline during construction).
- Temporary Space Feasibility
 - Evaluate up to 3 potential relocation sites (e.g., school district building, portables).
 - Conduct site tours and feasibility assessments
- Scenario Development
 - Develop min of 3–4 options: Stay in place (phased), Full relocation, Hybrid (partial relocation + WFH), Delay until Fire Department vacates (2027)

- Coordination with Wiggins for cost estimating of options.
- Coordination meetings with Windsor and City Staff (10-15 estimated)

Deliverables:

- Final recommendation report
 - Summary of department needs
 - Summary of relocation/phasing options with cost and impact comparison
- Workshop planning and materials
- Attendance at Council Meeting for presentation and Q&A

Optional Additional Services:

- Testfit for potential solutions: architectural space planning, furniture layout, and fit analysis.
- Measuring and facility assessment of items not shown in Client provided drawings of existing building
- Scope changes due to deviations from defined Scope of Project
- Design and Permitting, Procurement, and Contract administration services of proposed solutions

Summary of Services Not Provided:

- Hazardous material identification, testing, and/or abatement
- Design or Construction documents, Permitting and Agency Process fees
- 3d digital or physical models
- Professional services that the Architect is not licensed to perform including structural, mechanical, electrical, lighting, plumbing, civil, fire sprinkler, low voltage and acoustic engineering/design. Such services shall be provided by Owner's consultants or by Architect's consultants as an amendment to this Agreement.

2. Limited Compensation

Services will be provided on a **Time and Materials (T&M)** basis, not to exceed \$20,000.00.

3. Schedule

All services and deliverables will be completed by December 20, 2025.

Wiggins Preconstruction Services:

Estimate Level: Conceptual

Scope

| |
|--|
| Project Management & Meetings |
| Pricing Update of November 2024 Estimate |
| Estimating Logistical Premiums for Phasing / Relocation to Facilitate Construction (3 Options) |
| Final Estimate Adjustments & Pricing Break Outs |

**EXHIBIT “B2”
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 \$36,920 may not be exceeded without the execution of a mutually agreeable written amendment.

| Task | Description | Labor | Expenses | Subs | Totals |
|--------|--|---------|----------|----------|----------|
| 5.1 | Project Management | \$3,500 | - | - | \$3,500 |
| 5.2 | Stakeholder Engagement, Departmental Needs and Assessment, Temporary Space Feasibility, Scenario Development | \$8,000 | - | \$20,000 | \$28,280 |
| 5.3 | Cost Estimating | \$720 | - | \$7,200 | \$7,920 |
| Total: | | | | | \$39,700 |

**EXHIBIT “C2”
CONSULTANT BILLING RATES**

**EXHIBIT C2
CONSULTANT BILLING RATES**

Windsor Engineers 2025 Bill Rates:

| <u>Position</u> | <u>Rate</u> |
|--|-------------|
| Intern/Admin | \$ 95 |
| Designer I | \$ 110 |
| Engineer I / Designer II | \$ 125 |
| Engineer II / Designer III | \$ 145 |
| Engineer III / Designer IV | \$ 165 |
| Engineer IV / Project Manager I | \$ 185 |
| Engineer V / PM II / Practice Lead I | \$ 205 |
| Engineer VI / PM III / Practice Lead II | \$ 225 |
| Engineer VII / PM IV / Practice Lead III | \$ 245 |
| Engineer VIII / PM V / Practice Lead IV | \$ 275 |

LSW Architects 2025 Bill Rates:

| | |
|--|---------------------|
| Administrative/Support Staff | \$100.00 |
| Senior Architect / Architect I-III / Architectural Staff I-III | \$112.00 - \$175.00 |
| Senior Project Manager / Project Manager | \$145.00 - \$175.00 |
| Senior Interior Designer / Interior Designer I-III | \$100.00 - \$150.00 |
| Principal/CSO/CFO | \$250.00 |

Wiggins Preconstruction Services 2025 Bill Rates:

| | |
|----------------|----------|
| Cost Estimator | \$180.00 |
|----------------|----------|