



Consultant Supplemental Agreement

Agency	McCleary	Project Number	TIB #P-W-956(P07)-1
Project Name	West Maple Street Sidewalk		
Consulting Firm	Gray & Osborne, Inc.		
Supplement Phase	Supplement No. 1 for Construction Management		

The Local Agency of McCleary, Washington desires to supplement the design agreement entered into with Gray & Osborne, Inc. and originally executed on March 14, 2024.

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:

Section II, **SCOPE OF WORK**, is hereby changed to read

The Additional Scope of Work to be performed by Gray & Osborne, Inc. is as follows:

1. Project Management
 - a. Provide overall project management to include resource allocation management, client contact, and coordination with various project stakeholders including, but not limited to, TIB, City, Contractor, abutting property owners (as may be required), and utility purveyors during the construction phase of project.
2. Preconstruction Services
 - a. Assist Agency in contract execution (Contractor and City).
 - b. Organize and lead the preconstruction conference (prepare agenda, conduct meeting, and prepare meeting minutes), and issuing a formal Notice to Proceed. Coordinate with TIB.
 - c. Review Contractor's schedule, and provide comments to Contractor and Agency as applicable.
3. Contract Administration
 - a. Track, review and evaluate Request for Information from Contractor. Coordinate responses with TIB as required. Manage responses to RFIs.
 - b. Evaluate Contractor's Schedule of Values for lump sum items and verify allocations are made in accordance with the requirements of the Contract Documents.



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- c. Provide miscellaneous office support to include review of submittals, request to sublet, statement of intent to pay prevailing wages, and other miscellaneous items to support Contractor inquiries, field activities, contract requirements, and City requests.
 - d. Prepare monthly progress estimates and review with Contractor and City.
 - e. Conduct project closeout paperwork to include punchlist walk through; Notice of Completion of Public Works Contract; final closeout; and final review with TIB.
- 4. Field Observation
 - a. Provide part-time on-site observation services to monitor the progress of the work and determine, in general, that the work is proceeding in accordance with the Contract Documents and notify Contractor of non-compliance. Review means and methods employed by Contractor and materials delivered to the site.
 - b. Provide observation documentation to include: Inspector's Daily Report, Weekly Quantity Reports, and Weekly Working Day Reports, and other pertinent documentation. Confirm quantities for payment with Contractor in the field.
 - c. Establish communication with utility purveyors. Respond to questions from various stakeholders during the course of the project, particularly those visiting the construction site.
 - d. Coordinate and provide field documentation and reporting in accordance with industry standards.
 - e. At substantial completion, coordinate with the Owner and prepare a punchlist of items to be completed or corrected.
 - f. Coordinate final walk-thru of the project with Owner, Contractor, and Project Manager prior to recommending project acceptance.
- 5. Material Testing
 - a. Review material testing results as provided by a qualified materials testing firm employed by the Contractor to assess compliance with the contract documents.
- 6. Project Closeout Services
 - a. Assist the City in closing out the project, including TIB coordination and forms, in compliance with State law.




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Section IV, **TIME FOR BEGINNING AND COMPLETION**, is amended to change the Completion Date.
SUPPLEMENTAL COMPLETION DATE December 31, 2025

Section IV, **PAYMENT**, shall be amended as follows as set forth in Exhibits A-1 and B-1 (shown herein)

MAXIMUM AMOUNT PAYABLE \$118,940.00

If you concur with this supplement and agree to the changes as stated herein, please sign and date in the appropriate spaces below.

Agency Signature	Date
Consultant Signature 	Date 4/16/25

**Consultant Supplemental Agreement****EXHIBIT A-1**

	Original Agreement (Design Phase)	Supplement No. 1 (Construction Management)	Total
Direct Salary Cost	\$16,370	\$17,536	\$33,906
Overhead (including Payroll Additives)	\$30,448	\$32,617	\$63,065
Direct Non-salary Costs	\$6,527	\$1,202	\$7,729
Fixed Fee	\$6,875	\$7,365	\$14,240
Total	\$60,220	\$58,720	\$118,940



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EXHIBIT B-1 (CONSULTANT FEE DETERMINATION SHEET - COST PLUS FIXED FEE)

Prepared by: Brian Sourwine, P.E.					Date: April 16, 2025	
Project: West Maple Street Sidewalk						
Classification	Manhours		Rate		Cost	
Project Manager	36	X	\$42 to \$75	=	\$2,448	
Project Engineer	128	X	\$38 to \$57	=	\$7,040	
Field Inspector	148	X	\$30 to \$56	=	\$7,400	
Professional Land Surveyor	4	X	\$38 to \$61	=	\$208	
Field Survey (2 Person)	5	X	\$55 to \$94	=	\$440	
TOTAL DSC					\$17,536	
OH Rate x DSC		186%	X	\$17,536	=	\$32,617
FIXED FEE						
FF Rate x DSC		42%	X	\$17,536	=	\$7,365
REIMBURSABLE						
Misc. Expenses (Incl. Mileage, Document Reproduction, etc.)						\$1,202
GRAND TOTAL						\$58,720