



Exhibit A

May 7, 2024

Michael Chambless, Public Works Director
City of Snoqualmie
PO Box 987
Snoqualmie, WA 98065

**Re: Kimball Creek Bridges Restoration Project – Amendment 2
Otak Project No. 20964**

Dear Mr. Chambless:

The design phase is complete for the restoration of the South Fork Kimball Creek Bridge No. 1413B and East Fork Kimball Creek Bridge No. 1413C carrying Meadowbrook Way, and the City has requested additional services during construction. The following scope of work details these efforts and generally describes the work anticipated as it is understood at this time. The nature of construction services is unpredictable, relying on the performance of the contractor and the direction of the City. As such, these services will be provided on a time and materials basis, as directed by the City. The contract amount will not be exceeded without City authorization of additional budget.

SCOPE OF WORK

Task 1 – Project Management

This task is supplemented to provide general project management, direct work, and coordinate the additional construction support work.

Assumptions:

- Level of effort assumes 6 months of additional contract time and additional management and coordination for 19 weeks of construction support.

Deliverables:

- Monthly invoices and progress reports will be prepared and submitted to the City.

Task 2 — Utility Coordination

No change to this task.

Task 3 – Cultural and Historical Analysis (CRC)

No change to this task. This task is now complete and unspent design cost is credited to the Unspent Design Cost Credit line item in the attached fee estimate.

Task 4 — Environmental Documentation and Permitting

No change to this task. This task is now complete and unspent design cost is credited to the Unspent Design Cost Credit line item in the attached fee estimate.

Task 5 – Hydraulic Design

No change to this task. This task is now complete and unspent design cost is credited to the Unspent Design Cost Credit line item in the attached fee estimate.

Task 6 – Civil Design

No changes to this task. This task is now complete and unspent design cost is credited to the Unspent Design Cost Credit line item in the attached fee estimate.

Task 7 – Structural Design

No changes to this task. This task is now complete and unspent design cost is credited to the Unspent Design Cost Credit line item in the attached fee estimate.

Task 8 – Construction Documents

No changes to this task. This task is now complete and unspent design cost is credited to the Unspent Design Cost Credit line item in the attached fee estimate.

Task 9 – Construction Phase Services

9.1 Bid Assistance

The Consultant will provide the following additional services:

- Review bids
- Prepare bid tabulation spreadsheet

9.2 Construction Support

The Consultant will provide the following additional services:

Otak's Resident Engineer and/or Office Engineer will coordinate with the City and Otak's inspector to assist the City with administration of the construction contract and provide construction observation and site visits to cover the Contractor's schedule in coordination with observations performed by the City.

- Review construction submittals:
The following submittals are added:
 - Crushed surfacing, and various backfill materials
 - HMA
 - Construction geosynthetics
 - Timber
 - Piles
 - Concrete
 - Guardrail
 - Construction schedules
- Respond to field questions and requests for information (RFIs):
The effort for responding to field questions and requests for information is increased by the amount assumed in the fee estimate.
- Attend on-site project meetings:
The following meetings are added:
 - Weekly construction meetings for the duration of construction as noted in the Assumptions section below.
- Site observations:
Increase site observations to include:
 - General project inspection, expected to average about 16 hours per week on site for the duration of construction as noted in the Assumptions section below.
 - Temporary erosion and sediment control measures.

Kimball Creek Bridges Restoration Project – Amendment 2

- Scour countermeasures excavation and rock placement.
- Woody debris placement.
- Preparing weekly statements of working days.
- Measuring quantities and keeping quantity pay books.
- Punchlist walkthrough:
Increase level of effort to include compiling punchlist information from the City with information from the Consultant, sending punchlist to the Contractor and coordinating with the Contractor regarding completing punchlist work.
- Coordinate and oversee changes with the Contractor and City.
- Contractor payment:
 - Review quantities with the Contractor prior to submittal to the City for payment
 - Review the Contractor's progress and final payment estimates
 - Coordinate with the Contractor and the City regarding Contractor payment.
- Review Requests to Sublet, certified contractor payrolls, and Intents to Pay Prevailing Wages.
- Prepare notifications for Notice to Proceed, Substantial Completion, and Physical Completion for the City to send to the Contractor.
- Maintain a set of plans, noting changes to the work, to be used as the basis for construction record drawings, along with the Contractor's as-built records.
- Project closeout
 - Coordinate with the Contractor and the City to ensure that required procedures are completed.
 - Verify concurrence from the State Department of Labor and Industries and Washington State Department of Revenue.
 - Review Affidavits of Wages Paid.
 - Prepare notification for Completion Date, for the City to send to the Contractor.

Assumptions:

- Level of effort assumes 19 weeks of construction (95 working days).
- Consultant will be on site approximately 4 days per week for about 4 hours per day (16 hours per week) on average to supplement the City's inspection and during additional select construction activities as noted above. Several items are expected to be inspected by the City, including traffic control, base course for HMA, HMA, and planting.
- Geotechnical observations will be provided by the Contractor's geotechnical engineer.
- Materials testing will be provided under separate contract between the City and materials testing company.
- Additional level of effort and additional services may be added upon approval from the City using the construction support reserve shown in the attached fee estimate.

Deliverables:

- Daily inspection reports submitted via email to the City within one week of the completed work week.
- Statement of working days submitted weekly via email to the City.
- Site photos uploaded for City access weekly.

Task 10 – Surveying

No change to this task. This task is now complete and unspent design cost is credited to the Unspent Design Cost Credit line item in the attached fee estimate.

FEE ESTIMATE

The following summarizes the fee breakdown for this amendment:

Task	Total
Task 1 – Project Management	\$ 14,414.00
Task 2 – Utility Coordination	\$ 0.00
Task 3 – Cultural and Historical Analysis (CRC)	\$ 0.00
Task 4 – Environmental Documentation and Permitting	\$ 0.00
Task 5 – Hydraulic Design	\$ 0.00
Task 6 – Civil Design	\$ 0.00
Task 7 – Structural Design	\$ 0.00
Task 8 – Construction Documents	\$ 0.00
Task 9 – Construction Phase Services	\$ 140,718.00
Task 10 – Surveying	\$ 0.00
Direct Expenses	\$ 3,410.00
Unspent Design Cost Credit	\$ -29,936.93
Reserve	\$ 30,000.00
Total	\$ 158,605.07

We estimate that we can complete the above scope of work on a time and materials basis for a budget not to exceed the total above. If unexpected situations arise for which additional work is required, Otak will notify the City immediately and discuss any impacts to the scope of work and budget.

CONSTRUCTION SUPPORT RESERVE

A construction support reserve is included in the attached fee estimate for use as needed, upon approval by the City prior to commencing additional construction support effort not included above.

SCHEDULE

The construction schedule assumes 95 working days (19 weeks) for the contractor.

The Contract end date is extended by 6 months to April 30, 2025.

Exhibit B

Kimball Creek Bridges Restoration Project - Amendment 2

Fee Estimate
Otak, Inc.
Otak Project #20964
Date: 5/7/2024

		Structural			Civil			Hydraulics	Landscape	Admin.		
Task	Description	Civil Engineer X	Engineering Designer IV	Engineering Designer III	Civil Engineer X	Civil Engineer VII	Engineering Designer III	Civil Engineer VI	Landscape Architect III	Project Coordinator I	Total Hours	Total Budget by Task
1	Project Management	58								8	66	\$14,414.00
	General Project Management	52								2	54	\$12,266.00
	Monthly Invoices and Progress Reports	6								6	12	\$2,148.00
2	Utility Coordination											
3	Cultural and Historical Analysis	Subconsultant: Cultural Resources Consultants (CRC) - No Work in This Amendment										
4	Environmental Documentation and Permitting											
5	Hydraulic Design											
6	Civil Design											
7	Structural Design											
8	Construction Documents											
9	Construction Phase Services	132	529	71	20	24	40	98	12	8	934	\$140,718.00
9.1	Bid Assistance	2	8								10	\$1,502.00
9.2	Construction Support	130	521	71	20	24	40	98	12	8	924	\$139,216.00
10	Surveying											
	Total Hours	190	529	71	20	24	40	98	12	16	1000	
	Billing Rate	\$231.00	\$130.00	\$118.00	\$231.00	\$183.00	\$118.00	\$171.00	\$131.00	\$127.00		
	Total Labor Cost	\$43,890	\$68,770	\$8,378	\$4,620	\$4,392	\$4,720	\$16,758	\$1,572	\$2,032		\$155,132.00
	Direct Expenses											\$3,410.00
	Unspent Design Cost Credit											-\$29,936.93
	Construction Support Reserve											\$30,000.00
	Otak Total	\$43,890.00	\$68,770.00	\$8,378.00	\$4,620.00	\$4,392.00	\$4,720.00	\$16,758.00	\$1,572.00	\$2,032.00		\$158,605.07