



# CITY OF SNOQUALMIE CONTRACT ROUTING SHEET

## ORIGINATING DEPARTMENT INFO

Contract Name: Amendment No. 2 – Combined Utility System Plans

Department: Parks & Public Works

Staff Person: Jeff Hamlin

Date of Request: 2/1/23

Date Due: 3/1/23

**Contract No: 23-021**

## DOCUMENT TYPE

Contract Amendment

If other:

## CONTRACTOR / VENDOR / CONSULTANT INFO

Name: RH2 Engineering, Inc

Address: 22722 29<sup>th</sup> Drive SE, Suite 210, Bothell, WA 98021

Phone: 425-951-5401

Type of Person or Entity Corporation:

State where entity formed: WA

Debarred or Suspended: ☐ Yes ☒ No

Signature name: Michele Campbell, Principal Contractor Email: [MCampbell@rh2.com](mailto:MCampbell@rh2.com) (A valid Email is required for [L&I Tracking](#))

Tax ID#: 91-1108443

[Snoqualmie Business Lic. #](#): 112536

If none, date when application submitted:

Non Profit: ☐ Yes ☒ No

Completed W9 ☒ Yes ☐ No

## SCOPE OF WORK - EXHIBIT A

- ☒ Attach a complete and detailed description of the services or scope of work, including completion date for each phase of work and location of work as EXHIBIT A to the contract. Additional exhibits may apply and should be included as needed.

## TERM/COMPENSATION

Commencement Date 3/1/23

Completion Date: 8/31/23

Contract Extension: ☒ Yes ☐ No

Total Compensation: \$92,579.00

Not to Exceed: \$92,579.00

(Include expenses and sales tax, if any. If calculated on hourly labor charge, attach schedules of employees' titles and hourly rates)

Reimbursable Expenses: ☐ Yes ☒ No If yes, maximum dollar amount: \$

Certificate of Insurance Required: ☒ Yes ☐ No (If yes, certificate must be attached before agreement is signed)

## PURCHASING & CONTRACTING REQUIREMENTS (see [Snoqualmie Municipal Code \(SMC\) §2.90 Contracts](#))

Procurement Category: Architectural, Engineering (A&E)

Selection Process/Procedure Used: Request for Qualifications (RFQ)

Approval Authority (Two approvers required): ☐ Staff ☐ Manager ☐ Director ☒ Mayor or City Admin. ☒ City Council

## CONTRACT ROUTING & APPROVALS (INITIALED & DATED BY APPROVER)

Date Approved by City Council, if required:

- ☒ Director Name: Mike Chambless
- ☐ Finance (Drew Bouta)
- ☒ City Attorney:

## SIGNATURES COLLECTED

- ☐ Manager (if required):  
☐ Director (if required):  
☐ Mayor or City Administrator (if required):

## ACCOUNTING INFORMATION / OTHER NOTES

Applicable Account Codes & Descriptions:

- ☐ Signed Copy Back to Originating Department  
☐ Forward Original to Deb Estrada, City Clerk  
☐ Forward Original to Reina McCauley, Deputy City Clerk



**CITY OF SNOQUALMIE**  
**CONTRACT ROUTING SHEET**