



# CITY OF SNOQUALMIE CONTRACT ROUTING SHEET

## ORIGINATING DEPARTMENT INFO

Contract Name: Meadowbrook Bridge Support

Department: Parks & Public Works

Staff Person: Hind Ahmed

Date of Request: 04/29/24

Date Due: 05/01/24

**Contract No: 24-XXX**

## DOCUMENT TYPE

Professional Services Agreement

If other: A/E

## CONTRACTOR / VENDOR / CONSULTANT INFO

Name: Otak, Inc

Address: 11241 Willows Rd NE; Suite 200; Redmond, WA 98052

Phone: 425-822-4446

Type of Person or Entity Corporation: State where entity formed: WA Debarred or Suspended: ☐ Yes ☒ No

Signature name: Doug Sarkkinen, Title

Contractor Email: bob.doherty@otak.com

Tax ID#: 93-0788869

[Snoqualmie Business Lic. #](#): 108506

If none, date when application submitted:

Non Profit: ☐ Yes ☒ No Completed W9 ☒ Yes ☐ No

## PROJECT TITLE (if relevant)

Project Phase: Analysis

## 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 00/00/24

Completion Date: 6/30/2027

Contract Extension: ☐ Yes ☒ No

Total Compensation: \$117,296.00

Not to Exceed: \$117,296.00

(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: Architect & Engineer List

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:
- ☒ 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**