Attachment A

FIRST AMENDMENT
TO
SERVICE PROVIDER AGREEMENT
FOR
ON-CALL ARCHITECTURAL SERVICES

This First Amendment ("Amendment") is dated effective this _____day of_____, 20_____, and is entered into by and between the CITY OF TUMWATER, a Washington municipal corporation ("CITY"), and ARTISANS GROUP ARCHITECTURE AND PLANNING, PS, a Washington Professional Service corporation ("SERVICE PROVIDER").

A. The CITY and the SERVICE PROVIDER entered into a Service Provider Agreement dated effective March 18, 2026, whereby the SERVICE PROVIDER agreed to provide architectural services and/or tacks set forth in this Agreement ("Agreement").

B. Section 14 of the Agreement provided that the Agreement may only be amended by written agreement signed by the parties.

C. The CITY and the SERVICE PROVIDER desire to amend the Agreement to continue the services described in Section 1 of the Agreement by increasing the compensation paid to the SERVICE PROVIDER.

NOW, THEREFORE, the parties agree to the following terms and conditions:

1. COMPENSATION.

In consideration of the SERVICE PROVIDER continuing to provide the services described in Section 1 of the Agreement, Section 4.C. shall be amended to increase the compensation paid to the SERVICE PROVIDER by an additional amount not to exceed TWENTY-FOUR THOUSAND DOLLARS AND 00/100 ($24,000.00). The total amount payable to the SERVICE PROVIDER pursuant to the original Agreement, and this First Amendment shall be an amount not to exceed ONE-HUNDRED-TWENTY-FOUR THOUSAND DOLLARS AND 00/100 ($124,000.00).

2. FULL FORCE AND EFFECT.

All other terms and conditions of the Agreement not modified by this Amendment shall remain in full force and effect.

DATED the effective date set forth above.

CITY:	SERVICE PROVIDER:
CITY OF TUMWATER	Artisans Group Architecture
555 Israel Road SW	6504 Capitol Blvd SE
Tumwater, WA 98501	Tumwater, WA 98501
	UBI No. 604654789
	Phone No. 360-870-6280
_____	_____
Leatta Dahlhoff, Mayor	Signature (Notarized – see below)
	Printed Name:
	Title:

ATTEST:

_____
Melody Valiant, City Clerk

APPROVED AS TO FORM:

_____
Karen Kirkpatrick, City Attorney

STATE OF WASHINGTON)
) ss.
COUNTY OF THURSTON)

I certify that I know or have satisfactory evidence that _____(name) is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument, on oath stated that (he/she) was authorized to execute the instrument and acknowledged it as the _____(title) of _____(company) to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated:_____

_____
Notary Public in and for the State of Washington,
My appointment expires:_____












FEE STRUCTURE & AVAILABILITY

FEE STRUCTURE

PRINCIPAL ARCHITECTS	$218
STAFF III	$188
STAFF II	$168
STAFF I	$148
REIMBURSABLES	COST +15%
SUBCONSULTANTS	COST +10%

AVAILABILITY

Artisans Group is excited and honored to take on this work if selected. We are available to begin planning immediately and can initiate larger-scale projects with 2–3 months' advance notice.

Construction Administration Estimate

Lodge Project | Proposed Contract Amendment

Date: September 28, 2026

Prepared by: Roussa Cassel, Artisans Group Architecture and Planning

Basis of estimate

The estimate assumes approximately six months of construction once the contractor takes over, with two site visits per month and associated follow-up. Remaining construction administration services are estimated at 70 hours at an average billing rate of $178 per hour, totaling $12,460, rounded to $13,000 for budgeting.

Including $3,000 in construction administration services already incurred beyond the existing contract, the anticipated additional fee through project completion is **approximately $16,000.**

Proposed amendment budget

Description	Amount
Supplemental construction administration allowance	$20,000
Management reserve fund (20% of $20,000)	$4,000
Total requested additional authorization	**$24,000**

The $20,000 allowance includes the anticipated $16,000 overage plus $4,000 for additional coordination or City-requested scope changes. The separate $4,000 management reserve provides an additional allowance for unforeseen project needs.

These amounts are additional to the existing contract. Actual fees will be based on services performed in accordance with the existing agreement. Management reserve funds would be used only as needed, with client authorization.