



Supplemental Agreement Number <u>03</u>		Organization and Address	
Original Agreement Number S-584		HDJ Design Group, PLLC 314 W 15th Street Vancouver, WA 98660-2927 Phone: 360-695-3488	
Project Number S-584		Execution Date 2/29/2016	Completion Date 12/31/2016
Project Title NW 6th and Norwood Intersection		New Maximum Amount Payable \$ 404,544.51	
Description of Work Intersection Improvements including the design of a roundabout			

The Local Agency of City of Camas
desires to supplement the agreement entered into with HDJ Design Group, PLLC
and executed on 7/8/2014 and identified as Agreement No. _____

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:

I

Section 1, SCOPE OF WORK, is hereby changed to read:

See attached exhibits A through D. The fee for construction administration and support (Exhibit D) is based on HDJ's 2016 billing rates.

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: Completion Date 12/31/2016

III

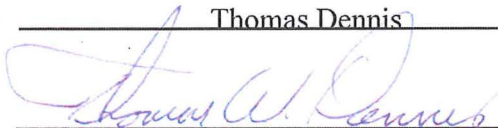
Section V, PAYMENT, shall be amended as follows:

Current Contract and supplements \$278,107.76 + Supplement #3 \$126,436.75
NEW CONTRACT TOTAL \$404,544.51

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.

If you concur with this supplement and agree to the changes as stated above, please sign in the appropriate spaces below and return to this office for final action.

By: Thomas Dennis



Consultant Signature

By: Shannon Turk, Mayor Pro Tem



Approving Authority Signature

4/4/16

Date

Exhibit A
Scope of Work – Additional Design Services
Supplemental Agreement #3

NW 6th Avenue and Norwood Intersection
City of Camas Agreement Number S-584

February 29, 2016

TASK J – ADDITIONAL SERVICES

The sub-tasks under Additional Services include work performed by HDJ during the design phase of the project. These sub-tasks were added at the request of the City of Camas. Detailed description follows:

Subtask J.1 – Survey Services during CPU Potholing

HDJ's survey crew staked the location of the potholes during the coordination with CPU. Field information was imported into the base drawing and provided to the design team to address potential utility conflicts.

Subtask J.2 – Illumination, addition of decorative poles

The design of the illumination system was revised to provide decorative poles throughout the project.

Subtask J.3 – Structural Engineering Services

This subtask included the services of a structural engineer sub-consultant, Aptum, to design structural components, such as retaining wall, for the project. HDJ provided drafting services for the structural drawings.

Subtask J.4 – Stake Right of Way and TCE

HDJ's survey crew staked the right-of-way and temporary construction easement for the project.

Subtask J.5 – Preparation of Exhibit for Master Sign Permit (Banner Poles)

HDJ prepared an exhibit for the Banner Pole permit.

Subtask J.6 – WSDOT Revisions

This task includes addressing WSDOT plan revisions after the final design submittal. The revisions including re-sizing of street signs.

Subtask J.7 – Contract Alternates

This task includes plan changes to show construction alternates.

**SUPPLEMENT 3
EXHIBIT C**

**SCOPE OF WORK
Construction Administration Services**

**S-584 NW 6th Avenue & Norwood Intersection Improvements Project
City of Camas, WA**

General Description:

The City of Camas has asked HDJ to perform construction management support for the NW 6th Avenue and Norwood Intersection Project. The project is currently in the Final Design phase, and is expected to start construction in May 2016. HDJ is proposing the scope items below to accommodate this work.

In general, the construction engineering phase will involve, but not be limited to, the following key components and deliverables:

- Preparation and Submittal of Monthly Invoices to City for Services Performed
- Limited Construction Management and Administration
- Attendance at Preconstruction Conference
- Preparation of Record of Materials (ROM)
- Review of Material Submittals
- Tracking of Weekly Statements of Working Days
- Review of Contractor Monthly Pay Estimates and Submittal to City
- Review of Contractor Proposals for Alternate "Or Equal" Materials.
- Attendance at Weekly On-Site Construction Meetings
- Construction engineering support
- Survey verification
- Preparation of Draft Project Closeout Paperwork
- Preparation and Submittal of Construction Record Drawings

Assumptions:

The following assumptions are specific to the work involved with construction management and inspection:

1. There will not be any interaction with federal agencies in relation to this project.
2. The City will be responsible for all utility coordination.
3. Construction will be completed in the 120 working days allotted to the project, with an assumed 24 weeks of construction.

4. The City will be performing construction inspection and providing copies to HDJ's Construction Manager with daily inspection reports and pay notes.
5. Construction staking will be performed by the Contractor.
6. Probable start of construction: May 2016
7. Probable end of construction: October 2016
8. The City will be responsible for bid opening, award recommendation, and contract execution for the proposed project.
9. A Construction Stormwater General permit has been obtained for this project. The City will be responsible for submitting any required documentation to the Department of Ecology to meet the requirements of the permit.
10. The City will have an Interagency Agreement with WSDOT.
11. The City will create a pre-construction photo and video log.
12. The City will have a separate contract for material and construction testing services.
13. Certified payrolls verifying state prevailing wage rates will not be required.
14. The City will function as the primary Construction Manager and will provide final approval of all paperwork items. The City's Construction Manager will be responsible for distribution of paperwork items to the Contractor, City Inspector, and HDJ's Construction Manager.
15. The City's Construction Manager will be responsible for any negotiations or management of disputes with the Contractor, utility companies, or private property owners.
16. HDJ's Construction Manager and Project Assistant will prepare draft versions of paperwork, as described in this scope, and will provide the drafts to the City's Construction Manager for review and approval. HDJ will maintain this documentation as items are reviewed and approved.
17. In this scope, "HDJ" is used to represent both HDJ's Construction Manager and Project Assistant, unless otherwise indicated in the task description.

Scope of work

Task K – Project Management and Coordination

Sub-Task K.1 – Contract Administration, Invoicing, and Progress Reports

HDJ will perform project management services to include the following:

- 1) Prepare and submit monthly invoices. Each invoice will include: date period covered by invoice, number of hours worked during the billing period with billing rates shown; expenses and associated mark-ups; total cost for labor and expenses for the billing period; and a total amount summarizing labor, and expenses. No additional markup will be included in the billing by HDJ.
- 2) Prepare a Contract Summary Report to accompany the monthly invoices. The Contract Summary Report will list each invoice as well as current invoice with an itemized summary of invoice numbers, dates, and amounts billed for labor, and

expenses. The Contract Summary Report will also list the total amount billed to date, total amount remaining under contract, and contract expiration date.

- 3) Maintain all contract-required documentation. Provide copies of project files and records to the City for audits and public information requests. All final documents shall be provided in electronic format as requested.

Sub Task K.1 – Deliverables

- Monthly invoices, and Contract Summary Reports.
- Project Documentation.

Sub-Task K.2 – Preconstruction and Kickoff Meetings

- 1) An initial kickoff/coordination meeting will be conducted with HDJ's project team and City staff to establish procedures/protocols and communication requirements for the project. This meeting should occur prior to bid advertisement.
- 2) HDJ will assist the City with coordination of the preconstruction conference.

Exclusions: Preparation of Pre-construction meeting agenda. Scheduling of meetings. Distribution of Pre-construction meeting notes to all parties.

Sub-Task K.2 – Deliverables

- Preconstruction Conference Meeting Notes provided to the City.
- Kickoff coordination Meeting Notes provided to the City.

Sub-Task K.3 – Project Monitoring and Reporting

Project monitoring will include the coordination of design and construction services team members and project scheduling. HDJ duties will include the following:

- 1) Project Management: General coordination with client, other consultants, and stakeholders on construction-related items.

Sub-Task K.3 – Deliverables

- Copies of all written communications.

Sub-Task K.4 – Pre-construction Support

Pre-construction Support will include the review of plans, specification engineer's estimate and working day calculations. This work will also include the coordination and transition from design to construction management including support during the contract advertisement and bid period.

HDJ scope of work includes the following:

- 1) HDJ's Construction Manager will review the plans, specials, and estimates in advance of the Preconstruction Meeting.
- 2) HDJ's Construction Manager will assist City staff with addressing construction-related questions that may arise during the bidding period and after bid award.

Sub-Task K.4 – Deliverables

- Copies of all written communications.

Sub-Task K.5 – WSDOT Coordination

HDJ will facilitate and coordinate with WSDOT to ensure timely receipt and acknowledgement of staging and traffic control plans, testing reports, and material acceptance criteria, such as Material Certificates of Compliance. HDJ will assist the City with obtaining a Temporary Access Break from WSDOT.

Sub-Task K.5 – Deliverables

- Copies of all written communications with WSDOT.
- Temporary Access Break from WSDOT.

Task L – Construction Management and Engineering

Sub-Task L.1 – Prepare Record of Materials (ROM)

HDJ will prepare a ROM and maintain a documented record of all material submittals. HDJ will log in and track each approved submittal by the City. HDJ duties will include the following:

- 1) HDJ will develop the Record of Materials (ROM) with material acceptance criteria.
- 2) HDJ will provide the City with a draft ROM for approval and update the ROM acceptance criteria as needed by the City during construction.

Sub-Task L.1 – Deliverables

- Record of Materials (ROM)

Sub-Task L.2 – On-site Meetings

HDJ will attend on-site project progress and utility coordination meetings. Other specific pre-work meetings may include the following (based on need during construction or Contractor request): traffic control/staging, construction surveying, HMAC paving, and striping. HDJ will issue meeting notes for each meeting attended. Generally, the City's Construction Manager, HDJ's Construction Manager or project assistant, City Inspector, and Contractor will be in attendance. Progress meetings will be used to promote effective communication between the City, HDJ, Contractor and other project

stakeholders. For budgeting purposes, this task assumes that HDJ personnel will attend meetings every other week during construction, for a total of 12 on-site meetings.

Exclusions: Preparation of meeting agenda. Scheduling of meetings. Distribution of meeting notes to all parties.

Sub-Task L.2 – Deliverables

- Construction Meeting Notes provided to the City.

Sub-Task L.3 – Material Submittals

HDJ will receive and review material submittals (Manufacturer’s Certificates of Compliance, Certificates of Material Origin, cut sheets, Qualified Product List sheets, etc.), construction sequence schedules, shop drawings, and other items required from the Contractor to ensure compliance with contract requirements. HDJ will review the following submittals, including but not limited to: material specific submittals, HMA and concrete mix designs, retaining wall calculations and drawings, illumination materials, landscape items and others required by construction contract specifications.

For budgeting purposes, this task assumes a total of 24 material submittals.

HDJ scope includes the following:

- 1) HDJ will receive, review, and maintain all material submittals, with assistance from structural engineering sub-consultant and geotechnical engineering sub-consultant for submittals pertinent to those areas of expertise. Upon completion of review, HDJ will provide a recommendation to the City of appropriate approval requirements for material submittals.

Exclusions: Approval and issuance to Contractor of approved material submittals.

Sub-Task L.3 – Deliverables

- Copies of Approved Material Submittals with associated HDJ recommendations for approval.
- Copies of all written communications with the Contractor.

Sub-Task L.4 – Construction Administration and Engineering

The City’s Construction Manager will be the direct point of contact for the City Inspector and Contractor and will coordinate with all project stakeholders. HDJ’s Construction Manager will coordinate with the City Inspector and City Construction Manager throughout the duration of the project, keep a record of decisions made, review and recommend solutions to change order requests and

review progress and final progress estimates. HDJ will review and track all Contractor labor compliance documentation, including subcontracts, utilization reports and subcontractor paid reports. HDJ will review the following submittals, including but not limited to: traffic control plans, staging plans, erosion and pollution control plans, quality control plan, construction schedules, and others required by construction contract specifications.

HDJ duties will include the following:

- 1) HDJ will receive and review the SPCC Plan and Construction Staging and Access Plan, and provide the City with a recommendation of approval criteria.
- 2) HDJ will review the Contractor's proposed Monthly Pay Estimate. HDJ will provide a draft Monthly Pay Estimate to the City for review and approval. Assumed a total of 6 monthly estimates plus the final estimate. Assumed that City Inspector will provide HDJ with pay notes no later than 3 days after the last day of the billing month.
- 3) HDJ will receive and review City Inspector's daily report recording all pertinent information such as: Contractor's hours on the site, weather conditions, and data relative to potential Change Orders, Minor Change Orders, or changed conditions, site visitors, daily activities, and decisions.
- 4) HDJ will receive and review Contractor's Erosion Control Inspection reports and Traffic Control Reports. HDJ will notify the City Construction Manager if any irregularities or concerns are identified.
- 5) HDJ will receive and review all Requests to Sublet for approval of Subcontractors, and provide the City with a recommendation of approval criteria.
- 6) HDJ will receive, review, and determine the acceptability of any and all schedules provided by the contractor. These may include the Progress Schedule, Schedule of Submittals, and Schedule of Values. Assumed a total of 24 weekly schedules.
- 7) HDJ will track and prepare a weekly statement of Working Days. Assumed a total of 24 statements.

Exclusions: Approval and issuance to Contractor of approved submittals, including but not limited to: traffic control plans, staging plans, erosion and pollution control plans, quality control plans, and construction schedules. Approval or acceptance of erosion control inspection or traffic control reports. Approval and issuance to Contractor of approved Requests to Sublet. Approval and issuance of Weekly Statement of Working Days, or addressing Contractor disputes regarding Working Days calculations.

Sub-Task L.4 – Deliverables

- Copies of all plans and reports provided by the Contractor with recommendations of approval criteria.
- Copies of Erosion Control Inspection Reports to the City for submission to The Department of Ecology

- Draft of Monthly Pay Estimates for review and approval.
- Copies of City Inspector's daily reports
- Copies of all written communications.
- Record of field decisions
- Record of Contractor labor compliance, including subcontracts
- Weekly Statement of Working Days provided to the City for approval and issuance.
- Copies of all Schedules provided by the Contractor.

Sub- Task L.5 – Response to Questions and Change Orders

HDJ will assist the City in response to requests for information (RFI) and response for clarifications (RFC) by the Contractor, and provide supplemental information as needed to maintain the progress of the work. If field adjustments are required as a result of a change in conditions or a desired change by the City, HDJ will prepare necessary change order documents and plan revisions under direction of the City Construction Manager. HDJ will provide the City with draft change order documents for review, approval, and issuance to the Contractor.

HDJ's duties will include the following:

- 1) HDJ will assist the City with addressing construction questions and draft up to 10 RFI's from the Contractor. HDJ will provide drafts to the City for approval and issuance to the Contractor.
- 2) HDJ will assist the City with processing up to 5 RFC's from the Contractor.
- 3) HDJ will assist the City with preparing up to 5 change orders as needed, and provide these to the City for approval and issuance to the Contractor.
- 4) HDJ will prepare up to 2 design changes associated with change orders (including exhibits) during the construction process.

Exclusions: Approval and issuance of change order paperwork to Contractor. Negotiation or coordination with Contractor on nature of change order work, payments, or other items.

Sub-Task L.5 – Deliverables

- Draft RFI's to the City for approval and issuance to the Contractor.
- Draft RFC's to the City for approval and issuance to the Contractor.
- Draft Change Orders to the City for approval and issuance to the Contractor.

Sub-Task L.6 – Survey Staking Checks

HDJ Survey Department will perform survey checks as requested by the City. For budgeting purposes, this task assumes a two-person survey crew for up to 50

hours. Additional time is included for office preparation of survey data for exporting.

Sub-Task L.6 – Deliverables

- Copies of all written communications.
- Electronic AutoCAD files, if requested by the City

Task M – Construction Observation

Sub-Task M.1 – Site Visits

HDJ's Construction Manager will perform site visits as necessitated by concerns or issues arising from construction, when requested by the City. HDJ's Landscape Manager will perform site visits as necessitated by concerns or issues arising from landscape construction, when requested by the City.

For budgeting purposes, this task assumes the City will request site visits by the HDJ Construction Manager for no more than 16 hours and site visits by the HDJ Landscape Manager for no more than 8 hours, over the course of construction activities.

Sub-Task M.1 – Deliverables

- Copies of all written communications.
- Copies of observation reports.

Sub-Task M.2 – Geotechnical Support

HDJ will coordinate for geotechnical support services with HartCrowser, Inc., to address any questions that may arise in regards to this field of expertise, including doweling in concrete pavement and unsuitable excavation. This task assumes that HartCrowser, Inc., will perform no more than 2 site visits throughout the duration of construction, and allows for up to 4 hours of communication and correspondence from HartCrowser, Inc.

For budgeting purposes, this task assumes 6 hours total for HDJ communication and correspondence with sub-consultant and project stakeholders.

Sub-Task M.2 – Deliverables

- Copies of all construction recommendations provided by HartCrowser, Inc.
- Copies of all test results and reports by HartCrowser, Inc.

Sub-Task M.3 – Structural Support

HDJ will coordinate for structural support services with Aptum, Inc., to address any questions that may arise in regards to this field of expertise, including construction of walls. This task assumes that Aptum, Inc., will perform no more than 2 site visits throughout the duration of construction, and allows for up to 4 hours of communication and correspondence from Aptum, Inc.

For budgeting purposes, this task assumes 6 hours total for HDJ communication and correspondence with sub-consultant and project stakeholders.

Sub-Task M.3 – Deliverables

- Copies of all construction recommendations provided by Aptum, Inc.
- Copies of all test results and reports by Aptum, Inc.

Task N – Project Closeout and As-builts

Sub-Task N.1 – As-builts

The Final Plans will be revised to conform to construction record drawings from information supplied by the Contractor, City Inspector, and HDJ Survey Department.

HDJ's duties will include the following:

- 1) HDJ will prepare Construction Record Drawings based on As-built information provided by the City's Inspector, and survey data collected by HDJ Survey Department.
- 2) HDJ will submit the complete set to the City for approval. Upon receiving approval of as-builts, HDJ will provide 1 full size Mylar set and 4 disks, each with one electronic copy in PDF format

Sub-Task N.1 – Deliverables

- Construction Record Drawing in Mylar and electronic formats.

Sub-Task N.2 – Close-out Documentation

HDJ will compile project closeout documentation and coordinate with the Contractor and the City to obtain the required documents. HDJ will assemble project documentation and deliver to the City at project completion.

- 1) The City Construction Manager will perform all final inspections and will provide HDJ with a list of punch list items. The City Construction Manager will establish dates of substantial, physical, and contract completion and will provide HDJ with these dates.
- 2) HDJ will prepare draft letters of substantial, physical, and contract completion for review, approval, and issuance by the City.
- 3) HDJ will assemble all construction documentation in binders for delivery to the City.

Exclusions: Final inspections and project punch list. Establishment of substantial, physical, and contract completion dates.

Sub-Task N.2 – Deliverables

- Draft letters of substantial, physical, and contract completion for approval and issuance by the City.
- Hard copy of all construction documentation and electronic files on CD.

Reimbursable Expenses

HDJ has included reimbursable expenses for:

- 1) Vehicle mileage
- 2) Printing, copying, or binding services

S-584 -Supplement 3 - EXHIBIT D

3800-01 NW 6th Ave and Norwood Intersection Improvements

HDJ DESIGN GROUP, PLLC

Task and Description	HDJ Design Group PLLC (Engineering/Construction Administration)											TOTAL	SUBCONSULTANTS		SUB TOTAL	BUDGET AMOUNT		
	ENG-Principal	ENG-VI	ENG-III	Traffic-Eng	LA-Mngr	Survey-Mngr	Survey Crew	Survey Tech LSIT	TECH-III	ADMIN	Expense		Geotechnical				Structural	
													HartCrowser	Aptum				
TASK K - PROJECT MANAGEMENT AND COORDINATION																	\$12,127.00	
Sub-task K.1 Contract Administration, Invoicing, and Progress Reports	8.00	10.00	2.00							1.00		3,460.00					0.00	\$3,460.00
Sub-task K.2 Preconstruction and Kickoff Meetings	4.00	2.00	8.00									2,102.00					0.00	\$2,102.00
Sub-task K.3 Project Monitoring and Reporting		8.00	12.00									2,728.00					0.00	\$2,728.00
Sub-task K.4 Preconstruction Support		4.00	8.00									1,612.00					0.00	\$1,612.00
Sub-task K.5 WSDOT Coordination		1.00						18.00				2,225.00					0.00	\$2,225.00
TASK L - CONSTRUCTION MANAGEMENT AND ENGINEERING																		\$78,742.00
Sub-task L.1 Prepare Record of Materials (ROM)			6.00						32.00			4,424.00					0.00	\$4,424.00
Sub-task L.2 On-site Meetings			30.00	2.00	2.00							4,316.00					0.00	\$4,316.00
Sub-task L.3 Material Submittals			24.00		12.00				72.00			12,912.00	200.00	200.00	400.00		0.00	\$13,312.00
Sub-task L.4 Construction Administration and Engineering			72.00	12.00					200.00			33,848.00					0.00	\$33,848.00
Sub-task L.5 Response to Questions (RFIs) and Change Orders	10.00		32.00						50.00			11,718.00					0.00	\$11,718.00
Sub-task L.6 Survey Staking Checks						6.00	50.00	24.00				11,124.00					0.00	\$11,124.00
TASK M - CONSTRUCTION OBSERVATION																		\$6,976.00
Sub-task M.1 Site Visits	4.00		16.00		8.00							3,888.00					0.00	\$3,888.00
Sub-task M.2 Geotechnical Support			6.00									744.00	800.00		800.00		0.00	\$1,544.00
Sub-task M.3 Structural Support			6.00									744.00		800.00	800.00		0.00	\$1,544.00
TASK N - PROJECT CLOSEOUT AND AS-BUILTS																		\$11,986.00
Sub-task N.1 As-builts	4.00		24.00				16.00	6.00				6,890.00					0.00	\$6,890.00
Sub-task N.2 Close-out Documentation			4.00						40.00			5,096.00					0.00	\$5,096.00
Reimbursable Expenses											3,000.00	3,000.00					0.00	\$3,000.00
B&O Tax 1.8%												0.00	18.00	18.00			36.00	\$36.00
TOTAL HOURS	30.00	25.00	250.00	14.00	22.00	6.00	66.00	30.00	412.00	1.00								
HOURLY RATES	200.00	155.00	124.00	160.00	138.00	142.00	156.00	103.00	115.00	62.00								
TOTAL DOLLARS	6,000.00	3,875.00	31,000.00	2,240.00	3,036.00	852.00	10,296.00	3,090.00	47,380.00	62.00	3,000.00	110,831.00	1,018.00	1,018.00	2,036.00		2,036.00	112,867.00