

**AMENDMENT TO GRANT AWARD**

<b>Project Name:</b>	Bear Creek Large Woody Debris at Keller Farm		
<b>Recipient:</b>	City of Redmond	<b>Agreement No.:</b>	4.8.17.005
<b>Address:</b>	15670 NE 85 <sup>th</sup> St	<b>Amendment Date:</b>	7/25/2019
	Redmond, WA 98052	<b>Amendment No.:</b>	1

**AMENDMENT REQUESTED BY:**

**AMENDMENT WRITTEN BY:**

<b>Name:</b>	Tom Hardy	<b>Name:</b>	Kim Harper
<b>Title:</b>	Redmond Stream & Habitat Planner	<b>Title:</b>	King County WLR Grant Administrator

**AMENDMENT EFFECTS:**

- |  |   |
|--|---|
| <input type="checkbox"/> Change of Scope                   | <input type="checkbox"/> Compensation         |
| <input type="checkbox"/> Distribution of Funds Among Tasks | <input type="checkbox"/> Terms and Conditions |
| <input checked="" type="checkbox"/> Time of Performance    | <input type="checkbox"/> Results of Services  |

**CHANGE #1**

**READS:**

Introduction: This Agreement shall be in effect from the date of execution to December 31, 2019.

**TO READ:**

Introduction: This Agreement shall be in effect from the date of execution to December 31, 2020.

**CHANGE #2**

**READS:**

3.5: The Projects shall be completed by no later than December 31, 2019.

**TO READ:**

3.5: The Projects shall be completed by no later than December 31, 2020.

**CHANGE #3**

**READS:**

**EXHIBIT B: SCOPE OF WORK**

Task Title	Task Description (Include Activities and Deliverables)	Estimated Percent of Total Budget	Month/Year Task will be Completed
<b>Task 1: Project Administration</b>	Submit reimbursement request forms, backup documentation for billing, and progress reports at least every 6 months. Submit a Fiscal Closeout form and a Closeout Report form with the final reimbursement request.	0%	Ongoing throughout project
<b>Task 2:</b>	Prepare and submit permit applications at ~60% design	0%	December 2017
<b>Task 3:</b>	Review and finalize design. Work with Habitat Bank, LLC and other stakeholders to finalize design.	0%	May 2018
<b>Task 4:</b>	Create RFP and solicit bids for construction	0%	April 2019
<b>Task 5:</b>	Construction; LWD installed over 4,000 feet of Bear Creek, old concrete bridge removed	100%	August 2019
<b>Task 6:</b>	Project Close-out	0%	December 2019
<b>Task 7:</b>	Monitoring & Maintenance	0%	As needed until grant agreement ends

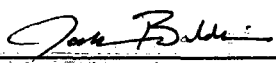
**TO READ:**

**EXHIBIT B: SCOPE OF WORK**

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<b>Task 1: Project Administration</b>	Submit reimbursement request forms, backup documentation for billing, and progress reports at least every 6 months. Submit a Fiscal Closeout form and a Closeout Report form with the final reimbursement request.	0%	Ongoing throughout project
<b>Task 2:</b>	Prepare and submit permit applications at ~60% design	0%	December 2019
<b>Task 3:</b>	Review and finalize design. Work with Habitat Bank, LLC and other stakeholders to finalize design.	0%	June 2020
<b>Task 4:</b>	Create RFP and solicit bids for construction	0%	June 2020
<b>Task 5:</b>	Construction; LWD installed over 4,000 feet of Bear Creek, old concrete bridge removed	100%	October 2020
<b>Task 6:</b>	Project Close-out	0%	December 2020
<b>Task 7:</b>	Monitoring & Maintenance	0%	As needed

IN WITNESS HEREOF, THE PARTIES HERETO HAVE CAUSED THIS AMENDMENT TO BE EXECUTED AND INSTITUTED ON THE DATE WRITTEN ABOVE.


King County, Washington

By 

Title WLR DIVISION DIRECTOR, DNRP

Date 10-4-19

RECIPIENT

By 

Title Chief Operating Officer

Date 11/27/19

CITY CONTRACT ROUTING & APPROVAL

Instructions on Back

Project Title: Amendment to Grant Award - CWM Grant - Keller Bear Creek LWD
Project No: 20021712.04.01.03
Type of Service: Grant Amendment - Time Extension
Provider of Service: King County
Source of Funding: Cooperative Watershed Management (CWM) Grant
Original Contract/Agreement Amount: 340,000 Estimated Start Date: 1/1/2018
Current Contract/Agreement Amount (includes previous supplements, if any): 340,000
Proposed Increase: N/A Council Approval Date: 11/7/19
New Contract Total: 340,000 Estimated Completion Date: 12/31/20

Project Administrator: Tom Hardy Ext: 2762
Return contract to: Tom Hardy Mailstop: 2NPW Ext: 2762

Supervisor/Manager Signature [Signature] Date 9-18-19
Department Head/Designee Signature [Signature] Date 9-19-19

Remarks: This is a time extension for the CWM grant through 12/31/2020 so the Bear Creek LWD project can be built in 2020 in coordination with the Keller Wetland Mitigation Bank.

ROUTING PROCESS: ( 3 copies)

To: City Clerk (for routing and signatures) DK Date 9/23/19
Risk Manager [Signature] Date 9/23/19
City Attorney [Signature] Date 9/26/19
Mayor [Signature] Date 9/27/19
City Clerk [Signature] Date 9/27/19

Note: Please return the fully executed routing sheet, contracts and agreements to the Originating Division for distribution except for one original retained by the City Clerk.

FINANCE USE ONLY: Dynamics (PA) Number [ ] City Contract Number 8632-1

## Contract Routing & Approval Form – Instructions for Public Works Department

1. Start with three (3) original copies of the Construction Contract or Consultant Agreement. All documents must be signed by the construction company or consultant firm before routing for City signatures.
2. Originating Department: Complete this form through the “Remarks” section, including Division Head (or designee) signature. Incomplete forms will be returned to the originating division.
  - Type of Service: Typically “Construction Services” or “Consultant Services”
  - Provider of Service: Name of Contractor or Consultant
  - Source of Funding: Funding source or sources (e.g., Transportation CIP)
  - Original Contract/Agreement Amount: Total dollar amount (including all applicable taxes) of original Contract/Agreement
  - Estimated Start Date: Contract/Agreement start date
  - Current Contract/Agreement Amount: Total of Original Contract Amount, plus increases from all previous supplements. If this is the original contract, enter the same number as above.
  - Proposed Increase: For current supplement only. If this is the original contract, enter N/A.
  - New Contract Total: Current Contract/Agreement Amount from above plus Proposed Increase.
  - Council Approval Date: If applicable, otherwise N/A. Date needed if:
    - Consultant agreement/addendum exceeds \$25,000 for one year
    - Construction contract exceeds \$30,000 for single craft or \$50,000 for multiple crafts
  - Estimated Completion Date: For consultant agreements, this is the contract expiration date. For construction contracts, add one year to the estimated construction completion date.
  - Project Administrator: Enter Project Manager.
  - Remarks section:
    - Include any pertinent notes
    - For supplements, include the original contract number and any previous supplement numbers.
    - For supplements, also indicate the percentage increase or decrease
3. Flag all contract signature pages.
4. Securely fasten any explanatory memorandums or material in the front of the document.
5. Each Construction Contract copy must have an insurance certificate and performance bond (as required) securely fastened to the contract unless other arrangements have been made with the Risk Manager.
6. With this form on top, give all three copies to the Division Head/Supervisor for review and signature. Then deliver to Department Head for approval. Once approved, the contract/agreement goes to the City Clerk’s office for routing to the Risk Manager, City Attorney, and Mayor for approval. Once all approvals have been obtained, the City Clerk will assign a contract number and contact the person listed in the “Return contract to” field.
7. Standard turnaround time for contract routing is ten (10) days. Every effort will be made to expedite routing if the contract routing form is marked as “Urgent” in the “Remarks” section.
8. Distribution of fully executed contracts and agreements is as follows:
  - One (1) filed with City Clerk
  - One (1) to contractor or consultant
  - One (1) retained by department

**Construction Contracts:** Scan completed Contract Routing Form and fully executed signature pages and replace blank pages in electronic file on server. Notify Capital and Grant Analyst that contract has been fully executed and provide link to file.

**Consultant Agreements:** Provide a copy of the routing form and agreement to the Department Administrative Coordinator.