

**AMENDMENT TO GRANT AWARD**

<b>Project Name:</b>	Willows Creek Culvert at Willows Road		
<b>Recipient:</b>	City of Redmond	<b>Agreement No.:</b>	4.18.15
<b>Address:</b>	15670 NE 85 <sup>th</sup> St	<b>Amendment Date:</b>	12/5/2019
	Redmond, WA 98052	<b>Amendment No.:</b>	1

**AMENDMENT REQUESTED BY:**

**AMENDMENT WRITTEN BY:**

<b>Name:</b>	Roger Dane	<b>Name:</b>	Kim Harper
<b>Title:</b>	Environmental & Utility Services Division	<b>Title:</b>	KC WLRD 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 checked="" type="checkbox"/> Results of Services |

**Change #1 – Introductory Paragraph of Grant Agreement**

**READS:**

This Agreement shall be in effect from the date of execution to June 30, 2020.

**TO READ:**

This Agreement shall be in effect from the date of execution to December 31, 2021.

**Change #2 – Paragraph 3.5 of Grant Agreement**

**READS:**


The Project shall be completed by no later than June 30, 2020.

**TO READ:**

The Project shall be completed by no later than December 31, 2021.

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 DIVISION DIRECTOR, WLRD, DNRP

Date 1/21/20

**RECIPIENT**

By 

Title FINANCE DIRECTOR

Date 12/18/19

CITY CONTRACT ROUTING & APPROVAL

Instructions on Back

Project Title: Willows Road Culvert Replacement

Project No: 20021715.04.02.02

Type of Service: grant

Provider of Service: King County Flood Control District

Source of Funding: King County Flood Control District

Original Contract/Agreement Amount: \$175,000 Estimated Start Date: June, 2020

Current Contract/Agreement Amount (includes previous supplements, if any): \$175,000

Proposed Increase: 0 Council Approval Date: 11/20/2018

New Contract Total: \$175,000 Estimated Completion Date: December, 2021

Project Administrator: Emily Flanagan Ext: 2707

Return contract to: \_\_\_\_\_ Mailstop: 2NPW Ext: \_\_\_\_\_

Supervisor/Manager Signature [Signature] Date 12/19/19

Department Head/Designee Signature [Signature] Date 12/19/19

Remarks: This amendment extends the grant completion date until December, 2021. The amount is unchanged.

ROUTING PROCESS: ( 2 copies)

To: for City Clerk (for routing and signatures) [Signature] Date 12/13/19

Risk Manager \_\_\_\_\_ Date 12/16/19  
(Signature or initials)

City Attorney \_\_\_\_\_ Date 12/17/19  
(Signature or initials)

Mayor \_\_\_\_\_ Date 12/18/19  
(Signature or initials)

[Signature] City Clerk \_\_\_\_\_ Date 12/18/19  
(Signature or initials)

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 8924-1

## 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.