

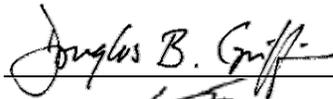
CITY OF PALMER
ACTION MEMORANDUM NO. 13-001

Subject: Authorize the City Manager to Execute Amendment No. Four to the 2008 Professional Services Agreement With Hattenburg Dilley and Linnell (HDL Engineering) for the Southwest Utility Extension Phase II Project in the Amount of \$82,721.00 for Final Design and Assistance During Bidding

Agenda of: January 8, 2013

Council Action: Authorized

Approved for presentation by:

City Manager City Attorney City Clerk	  
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Certification of Funds:

Total amount of funds listed in legislation:	\$ <u>82,721.00</u>
This legislation (√):	
<input type="checkbox"/> Has no fiscal impact	
Creates:	
<input checked="" type="checkbox"/> A negative fiscal impact in the amount of:	\$ <u>82,721.00</u>
<input type="checkbox"/> A positive fiscal impact in the amount of:	\$ _____
<input checked="" type="checkbox"/> Funds are budgeted from this (these) line item(s):	
➤ 24-20-09-6222 Grant 67119 (70% = \$57,904.70)	\$ <u>57,904.70</u>
➤ 24-02-09-6222 City Match (30% = 24,816.30)	\$ <u>24,816.30</u>
➤	\$ _____
<input type="checkbox"/> Funds are not budgeted. Budget modification is required. Affected line item(s):	
➤	\$ _____
Unrestricted/undesignated fund balance (after budget modification)	\$ _____
Director of Finance signature certifying funds:	

Attachment(s):

- HDL Amendment No. 4 Proposal
- Amendment No. 4 Contract Form (not executed)

Summary statement: On August 15, 2008, the City of Palmer entered into a Professional Services Agreement (PSA) with HDL Engineering to provide engineering services for the Southwest Utility Extension Phase II project. Because of its size and complex nature, subsequent contract amendments followed:

Amendment No. 1 was entered into on February 22, 2010

Amendment No. 2 was entered into on July 20, 2010

Amendment No. 3 was entered into on October 10, 2011

Southwest Utility Extension Phase IIa is located on Trunk Road on the north side of Mat-Su College. To utilize available funding, the City chose to package this phase of the project into two smaller projects.

In the summer of 2012, Scarsella Bros, Inc. completed package one which included site preparation for a future one million gallon water reservoir and booster pumping station, installation of 1,500 feet of roadway and 3,600 feet of 12 inch and 18 inch water main, and associated site work, including 20 acres of clearing and 240,000 cubic yards of excavation. Amendment No. 4 will task HDL Engineering with the final design of package two which includes the one million gallon water reservoir and booster pumping station. The construction portion of package two will be competitively bid during late winter of 2013 with construction beginning in the spring of 2013.

Summary of PSA and Amendments:

Professional Services Agreement	\$366,829.00
Added by Amendment No. One	\$254,962.00
Added by Amendment No. Two	\$150,902.00
Added by Amendment No. Three	\$339,370.00
Sub-Total	<u>\$1,112,063.00</u>
Amendment No. Four	<u>\$82,721.00</u>
Total	\$1,194,784.00

Administration recommendation: Approve action memorandum 13-001.

August 17, 2012

File: 78-046

Mr. Tom Cohenour, Director of Public Works
City of Palmer
231 West Evergreen Avenue
Palmer, Alaska 99645

Re: Amendment for Additional Services (Amendment 4)
Palmer Southwest Utility Extension, Phase IIa
Construct Reservoir 4 and Booster Station

Dear Mr. Cohenour:

This letter is an amendment proposal for the Palmer Southwest Utility System Extension, Phase II project. As requested, the additional work includes (1) completing design of Reservoir 4 and the Pressure Zone 2 Booster Station, (2) additional bidding assistance, and (3) additional construction phase services.

Background and Summary

In September 2010, HDL submitted a 95% complete set of design documents for the Southwest Utility Extension, Phase IIa project. The project included approximately 3,500 linear feet (LF) of water main, 1,600 LF of roadway, 225,000 cubic yards of earthwork, a 1.0 million gallon reservoir and a booster pumping station. To utilize available funding, the City chose to package this project into two smaller projects: (1) *Site Preparation and Water System Extension* and (2) *Construct Reservoir 4 and Booster Station*. The design phase of the *Site Preparation and Water System Extension* project was completed in March of 2012 and a contract was awarded to Scarsella Brothers, Inc. for \$1.79 million. HDL is currently providing construction administration (CA) services for the project; substantial completion is anticipated by August 31, 2012.

Design of the second package (*Construct Reservoir 4 and Booster Station*) will be completed in Fall 2012 through this amendment. The project will be competitively bid during the winter and construction will occur in 2013.

Proposed Additional Services

TASK 7 – Construction Documents

As an addition to Task 7 – Construction Documents, we propose to provide additional engineering services to complete the construction documents for the *Construct Reservoir 4 and Booster Station* project. The construction documents will detail the requirements for the proposed Reservoir 4, booster pumping station, water service connection to the college

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MATERIAL
TESTING

system, and final site improvements (fencing, final grading, etc.) as well as Supervisory Controls and Data Acquisition (SCADA) integration between the new Reservoir 4 and existing Reservoir 1, Wells 4 and 5, and the City's SCADA hub at the Wastewater Treatment Plant, as requested by City staff. Additionally, we will make the following staff-requested modifications:

- Addition of bathroom fixtures, a septic system and floor drains at the booster station building,
- Replacement of the originally-requested on-site hypochlorite generation system with a liquid hypochlorite injection system,
- Addition of security cameras at Reservoir 1 and Wells 4 and 5,
- Addition of pressure transducer controls to the Zone 2 booster pumps,
- Revisions to the originally specified diesel generator to a natural gas-fired generator with a propane backup,
- Addition of remote chlorine analyzers with SCADA integration,
- Completion of a painting specification to add trees to the exterior paint scheme on Reservoir 4.

We propose to provide the following services to complete design:

- a. Plan Revisions. Plans will be revised to clearly identify work included in this phase of construction and to include the changes requested by the City. We anticipate the new plan set will include revisions to 59 sheets from the 95% construction documents, plus 5 additional sheets detailing the requested SCADA improvements.
- b. Specification Revisions. Specifications will be revised to reflect the new scope of work, including revisions due to changes requested by the City.
- c. Engineer's Cost Estimate. We anticipate that this project will be bid with a single lump sum item rather than using unit prices. We will prepare a cost estimate using a schedule of values for each major work item in the completed construction documents. Manufacturer's quotes received during the previous design work will be re-evaluated and updated per their latest pricing information.
- d. ADEC Approval to Construct. We will submit applications, stamped design drawings, specifications, design calculations and reports to the Alaska Department of Environmental Conservation (ADEC) for the review and approval of the new water facilities. No separation waivers are anticipated.

TASK 8 – Assistance During Bidding

The current contract includes bid phase services for the proposed project. The budget is for HDL's services, but does not include our subconsultants, EDC and Dave Thompson. As an

amendment to Task 8, we propose to amend the budget to include services provided by EDC and Dave Thompson to assist HDL to answer bidder questions, issue addenda, and review bid proposals.

Task 7 & 8 Assumptions

1. This proposal is to prepare one complete, bid-ready set of construction documents as defined above. Significant levels of additional re-design effort are not anticipated. If additional changes are requested/required, additional costs may be incurred.
2. Storm Water Pollution Prevention Plan will be specified as contractor-provided.
3. Contractor will provide his own detailed schedule of values for each component of the construction.
4. Costs of advertisement, reproduction, and public notices for bidding are not included.
5. The City will pay all ADEC or MSB permitting fees.
6. No surveying or environmental services are anticipated.

TASK 9 –Construction Phase Services

As an amendment to Task 9, we propose to provide construction phase services for the *Construct Reservoir 4 and Booster Station* project. The scope of work is generally to provide construction administration and inspection services for the anticipated 40-week construction phase (March 1, 2013 through November 30, 2013). HDL will work closely with Public Works staff and will be the contractor's point of contact. Our scope of work will include construction monitoring, coordination, administration, inspection, material testing, system startup, record drawings and project closeout:

- a. Monitoring and Coordination. HDL will coordinate and monitor the day-to-day activities of the project on behalf of the City. At this time, we anticipate David Lundin, P.E. will be the Project Manager and Chris Bowman, P.E. will be the Project Engineer. Under Mr. Lundin's close supervision, Mr. Bowman will be the day-to-day point of contact and will keep the City informed of progress, field directives, and changes as they arise and will prepare weekly written status reports.
- b. Project Start-up / Review of Submittals & Shop Drawings. HDL and our subconsultants will review material and equipment submittals, shop drawings, samples, and quality control submittals. HDL will conduct a pre-construction conference to review the contractor's schedule, establish procedures for submittals and shop drawings, and to establish a working understanding between the contractor, HDL, and the City.
- c. Project Administration. HDL will review administrative submittals, schedules, and contract closeout submittals. HDL and our subconsultants will review and respond to Requests for Information (RFIs) from the contractor. We will conduct formal weekly construction meetings and will frequently meet informally with the Contractor and City to

assist in coordinating the work. We will review the contractor's monthly pay requests, verify completed pay items or portions thereof, and make recommendations for payment by the City. HDL and our subconsultants will prepare Requests for Proposals (RFP's) for minor changes in the work, review contractor proposals and prepare Change Orders. We will provide written request for ADEC interim approval to operate the newly constructed water system upon completion.

- d. Construction Inspection & Quality Assurance Testing. HDL will perform part-time construction inspection. We anticipate there will be approximately 31 weeks of construction at the site, during which our inspector will work an average of 24 hours per week, including approximately four hours per week of overtime. For four of those weeks, we have included full-time inspection (60 hrs/wk) to allow for observation of below grade improvements (yard piping, foundations, etc.) Actual hours will vary depending on the Contractor's schedule. Our inspector will observe, test, and document the construction on behalf of the City. Documentation will include photographs and daily reports detailing the equipment, labor, inspections, testing, and activities occurring each day. HDL and our subconsultants will conduct formal substantial and final completion inspections jointly with the City and prepare a substantial completion inspection report and list of deficient items.

HDL will provide quality assurance testing of soil and concrete materials to ensure the adequacy of the Contractor's quality control by performing the following independent tests:

- ✓ Approximately 8 field density tests,
- ✓ Approximately 4 laboratory moisture-density tests (Proctors) including soil gradations,
- ✓ Approximately 6 concrete strength field tests,
- ✓ Approximately 24 concrete cylinder break tests in the lab

In addition to the above mentioned quality control tests, an allowance of \$5,000 is included for any required special inspection for rebar, welding, high strength bolting, etc.

- e. System Startup. HDL will provide full-time representation during system startup to assist with and document the activities, our subconsultant, EDC will provide technical support from their Anchorage office. We anticipate that system startup will occur over the course of two weeks.
- f. Record Drawings/O&M Manuals and Closeout Documents. HDL and our subconsultants will review the contractor's construction markups and will prepare electronic record drawings. We will submit half-size record drawings on bond paper and will provide full- and half-size record drawings in Adobe PDF format; final AutoCAD files will also be submitted on CD for your records. HDL will submit record drawings to ADEC and will apply for Approval to Operate for the new water system on behalf of the City. We will

review the contractor's operation and maintenance materials for deficiencies and submit the Contractor's bound copies to the City. For the construction contract closeout, we will request a release of liens and claims statement from the contractor and will distribute a project completion and acceptance certificate for execution.

Task 9 Assumptions

1. HDL will be the primary point of contact for verbal and written communications. We will provide coordination and monitoring of contractor activities on behalf of the City.
2. HDL will provide half-time inspection services (approximately 24 hours per week) during construction activities. Inspection will not be required on Sundays or holidays.
3. HDL will observe and document the construction with photographs and written daily reports. Copies of daily reports will be provided to the City on a weekly basis.
4. Excludes claims negotiations or protracted disputes with the contractor, repeated retesting due to inadequate contractor performance, or if the contractor's work extends beyond their performance period.

SCHEDULE

Design. Work on the construction documents can proceed immediately upon approval of this amendment. Our preliminary design schedule is to complete bid-ready documents by mid-October, 2012 with project bidding occurring in early December 2012. This will allow ample time for ADEC permitting review, City council approvals, etc. We anticipate bid opening in early January 2013 and contract award in February 2013.

Construction. We anticipate submittal reviews will begin in March 2013 with construction activities beginning on-site on May 1, 2013 and continuing until the anticipated contract completion date of November 30, 2013 (31 weeks). If the contractor's work extends beyond the contract performance period, there may be additional cost to our work.

COST

We propose to provide the aforementioned services on a time-and-expenses basis using our published hourly labor rates and receiving reimbursement for subcontracts and expenses at cost plus 5%. Our anticipated costs are shown in the table below, and are further detailed on the attached fee estimate dated August 17, 2012.

Task 7 – Final Design (Repackage Construction Documents)	\$ 78,332
Task 8 – Assistance During Bidding	\$ 4,389
Task 9 – Construction Phase Services	\$ 276,444
Amendment Total	\$ 359,165

delete

#82,721.⁰⁰

*RE: Amendment for Additional Services
August 17, 2012
Page 6 of 6*

We appreciate the opportunity to work on this very exciting project and will continue to work towards completion. If you have any questions, you can contact me at 746-5230.

Sincerely,

HATTENBURG DILLEY & LINNELL, LLC

A handwritten signature in blue ink, appearing to read 'D. Lundin'.

David Lundin, P.E.
Project Manager/Principal Engineer

Attach: Fee Worksheet dated August 17, 2012 (3 pages)
EDC Fee Proposal dated July 31, 2012 (3 pages)

Cc: Chris Bowman, P.E.
Scott Hattenburg, P.E.

FEE PROPOSAL WORKSHEET
Amendment 4
Palmer Southwest Utility System Extension Phase IIa

TASK	ACTIVITY	QTY	RATE	HDL LABOR & DIRECT EXPENSES	REIMBURSABLE EXPENSES	SUB- CONTRACTS	SUBTOTAL	TOTAL
7.0	Final Design							\$76,300
	<u>Plan Revisions (59 Sheets)</u>						\$59,500	
	Principal Engineer	20 hrs	@ \$160	\$3,200				
	Civil Engineer	80 hrs	@ \$110	\$8,800				
	Designer/Drafter	100 hrs	@ \$95	\$9,500				
	Structural Engineer (DGT)	40 hrs	@ \$110			\$4,400		
	Mech., Elec. Engineer (EDC)	1 Allowance				\$33,600		
	<u>Specification Revisions</u>						\$10,200	
	Principal Engineer	12 hrs	@ \$160	\$1,920				
	Civil Engineer	40 hrs	@ \$110	\$4,400				
	Clerical	24 hrs	@ \$70	\$1,680				
	Structural Engineer (DGT)	20 hrs	@ \$110			\$2,200		
	<u>Engineer's Cost Estimate</u>						\$3,920	
	Principal Engineer	8 hrs	@ \$160	\$1,280				
	Civil Engineer	20 hrs	@ \$110	\$2,200				
	Structural Engineer (DGT)	4 hrs	@ \$110			\$440		
	<u>ADEC Approval to Construct</u>						\$2,680	
	Principal Engineer	4 hrs	@ \$160	\$640				
	Civil Engineer	16 hrs	@ \$110	\$1,760				
	Clerical	4 hrs	@ \$70	\$280				
	Subtotal			\$35,660	\$0	\$40,640		\$76,300
	5% Markup				\$0	\$2,032		\$2,032
	Total Task 7			\$35,660	\$0	\$42,672		\$78,332
8.0	Assistance During Bidding							\$4,180
	<u>Bidding Phase Services</u>						\$4,180	
	Structural Engineer (DGT)	8 hrs	@ \$110			\$880		
	Mech., Elec. Engineer (EDC)	1 Allowance				\$3,300		
	Subtotal			\$0	\$0	\$4,180		\$4,180
	5% Markup				\$0	\$209		\$209
	Total Task 8			\$0	\$0	\$4,389		\$4,389

FEE PROPOSAL WORKSHEET
Amendment 4
Palmer Southwest Utility System Extension Phase IIa

<u>TASK</u>	<u>ACTIVITY</u>	<u>QTY</u>	<u>RATE</u>	<u>HDL LABOR & DIRECT EXPENSES</u>	<u>REIMBURSABLE EXPENSES</u>	<u>SUB-CONTRACTS</u>	<u>SUBTOTAL</u>	<u>TOTAL</u>
9.0	Construction Phase Services							\$275,110
	<u>Project Startup / Review of Submittals & Shop Drawings</u>						\$23,200	
	Project Manager	40 hrs	@ \$160	\$6,400				
	Project Engineer	120 hrs	@ \$110	\$13,200				
	Clerical	20 hrs	@ \$70	\$1,400				
	Structural Engineer (DGT)	20 hrs	@ \$110			\$2,200		
	<u>Assistance During Construction (40 weeks)</u>						\$123,670	
	Project Manager, 4 hrs/wk	160 hrs	@ \$160	\$25,600				
	Project Engineer, 16 hrs/wk	640 hrs	@ \$110	\$70,400				
	Clerical, 4 hrs/wk	80 hrs	@ \$70	\$5,600				
	Structural Engineer (DGT)	40 hrs	@ \$110			\$4,400		
	Mech., Elec. Engineer (EDC)	1 Allowance				\$17,670		
	<u>Construction Inspection (31 Weeks)</u>						\$88,120	
	Inspector, 20 hrs/wk	540 hrs	@ \$85	\$45,900				
	Inspector, 4 hrs/wk OT	108 hrs	@ \$110	\$11,880				
	Inspection for Below Grade Const.	160 hrs	@ \$85	\$13,600				
	Inspection for Below Grade Const. OT	80 hrs	@ \$110	\$8,800				
	Vehicle	93 days	@ \$80	\$7,440				
	Miscellaneous Reimbursables	1 Allowance	@ \$500		\$500			
	<u>Quality Assurance Testing</u>						\$10,140	
	Geotechnical Engineer	8 hrs	@ \$135	\$1,080				
	Nuclear Densometer	5 days	@ \$35	\$175				
	Lab. Moisture-Density Test	4 ea	@ \$270	\$1,080				
	Soil Gradation	4 ea	@ \$150	\$600				
	Topsoil Test Set	1 ea	@ \$175	\$175				
	Concrete Field Test	6 ea	@ \$175	\$1,050				
	Concrete Cylinder Break	24 ea	@ \$20	\$480				
	Special Inspection	1 Allowance	@ \$5,000	\$5,000				
	Miscellaneous Reimbursables	1 Allowance	@ \$500		\$500			
	<u>System Startup</u>						\$13,760	
	Project Manager	16 hrs	@ \$160	\$2,560				
	Project Engineer	40 hrs	@ \$110	\$4,400				
	Inspector	80 hrs	@ \$85	\$6,800				



July 31, 2012

Dave Lundin, P.E.
Hattenburg, Dilley, & Linnell
202 W Elmwood Ave, Suite 1
Palmer, AK 99645

Subject: Palmer Southwest Utilities Extension, Phase IIa – Additional Work Proposal

Dear Dave:

This proposal is for providing electrical and mechanical engineering services for additional scope on the Palmer Southwest Utilities Extension project per request by Chris Bowman via e-mail on July 11 and based on the July 26 site visits to Reservoir 1 and Wells 4 & 5. This proposal is based on the following:

SCOPE OF WORK:

We understand that the project will be repackaged to include the booster station building, site work, Reservoir No.4 and additional SCADA work for Reservoir 1 and Well 4 & 5, as the site grading and water main portions of the project were packaged separately and are already in progress. This will require revisions to the 95% drawings that were submitted in 2010 to include the following additions/changes.

Reservoir 4 Booster Station

- Potential replacement of the MiOX system with hypochlorite injection for disinfection
- Addition of a floor drain in the pump room
- Completion of toilet room fixtures and septic system
- On demand water heater
- Addition of CL analyzers
- Installation of a natural gas standby generator instead of diesel generator with consideration of multiple fuel sources (possibly on-site propane)
- Revisions to SCADA to include control of zone 2 pumps by system pressure, incorporation of a building low temperature alarm, and keypad/card entry system

Reservoir 1

- Replacement of the existing relay-based control panel with a new PLC-based SCADA control panel and radio link compatible with the planned system wide SCADA. All existing I/O will be reconnected to the new control panel
- Modifications to the existing radio towers to allow for new SCADA radio link

- Replacement of the existing tank level transducer and pressure transducer associated with the reservoir transfer pump system
- Addition of new building low temperature alarm, and security keypad/card entry system
- Addition of Ethernet/IP security cameras at requested locations

Wells 4 & 5

- Modification of existing PLC-based SCADA control panel to be compatible with the planned system wide SCADA.
- Addition of radio link equipment for connection to existing SCADA system
- Addition of radio tower for new SCADA radio link.
- Addition of Ethernet/IP security cameras at requested locations at the site

Bidding Assistance

Services to include answering questions and issuing addendums during bidding

Construction Assistance (CA)

Construction phase services to include:

- Submittal reviews
- Review of RFIs, assistance with RFPs
- Two (2) progress inspections
- Startup assistance
- Final completion inspection
- Record drawing production

MECHANICAL SCOPE:

Mechanical work effort will include revisions to the 95% drawings to add floor drainage and specify toilet room fixtures, including selection of on-demand water heater. Also included will be coordination with Enstar for additional demand on natural gas service for support of the natural gas generator and design of fuel supply to the generator set, along with investigation and design of alternate fuel system to support the generator set. Revisions supporting any change to the disinfection system will also be included.

ELECTRICAL SCOPE:

Electrical work effort will include revisions to the 95% drawings to add requested dual fuel generator and additional SCADA/radio upgrades to Reservoir 4, and SCADA/radio upgrades at Reservoir 1 and Wells 4&5 as defined in the above SCOPE OF WORK.

ASSUMPTIONS:

- Existing 95% drawings will be used as the basis for the additional work
- HDL will provide site revised background drawings and any site information if required
- EDC, Inc. will coordinate with TecPro in the development of the SCADA drawings and selection of OFCI equipment

Dave Lundin, P.E.

Page 3

July 31, 2012

EXCLUSIONS:

- This proposal does not include any electrical or telephone utility line extension design.
- It is assumed that MEA/MTA will provide service to the new reservoir site. EDC, Inc. will provide coordination with MEA/MTA only.

DELIVERABLES:

A full and/or half-size, reproducible copy of each of the design drawings will be provided. A copy of the specifications and engineer's construction cost estimates will also be provided. An electronic copy of the drawings in AutoCAD format, specifications in Word format and estimates in Excel format will also be available upon request.

FEE:

The fee to perform the above scope of work is:

Mechanical design revisions (Reservoir 4)	\$5,400
Electrical design revisions (Reservoir 4)	\$4,450
Electrical design (Reservoir 1)	\$16,250
Electrical design (Wells 4&5)	<u>\$7,500</u>
Total design	\$33,600
Mechanical Bidding Assistance	\$1,500
Electrical Bidding Assistance	<u>\$1,800</u>
Total Bidding Assistance	\$3,300
Mechanical CA fee	\$6,920
Electrical CA fee	<u>\$10,750</u>
Total CM	\$17,670

Please feel free to contact me if you have any questions concerning this proposal.

Sincerely,



John A. Pepe, P.E.
EDC, Inc.

AMENDMENT NUMBER 4

PROFESSIONAL SERVICES AGREEMENT

Between the City of Palmer and Hattensburg Dilley & Linnell Engineering Consultants

For Palmer Southwest Utility Extension, Phase II

This amendment is made and entered into this ____ day of _____, 2013, by and between the City of Palmer (City) and Hattensburg Dilley & Linnell Engineering Consultants (Consultant) as authorized by the Council with Action Memorandum 13-001, on January 8, 2013. This document amends the Professional Services Agreement dated August 15, 2008, (the Agreement) between the City and Consultant for the provision of professional services for the Palmer Southwest Utility Extension, Phase II, as follows:

1. Add additional final design documents and bidding phase services as described in the attached letter from the Consultant dated August 17, 2012 consisting of twelve (12) pages hereinafter referred to as "Exhibit A" and made a part of the professional services agreement.
2. It provides for additional payment to the consultant on a time and expense basis for the services included in this amendment, in an amount not to exceed \$82,721.
3. These additional services increase the not to exceed total compensation amount in section 6.D. of the agreement as follows:

Professional Services Agreement	\$366,829.00
Added by Amendment No. One	\$254,962.00
Added by Amendment No. Two	\$150,902.00
Added by Amendment No. Three	\$339,370.00
	Sub-Total <u>\$1,112,063.00</u>
Amendment No. Four	<u>\$82,721.00</u>
Total	\$1,194,784.00

4. Time and Performance of Services is amended by changing the termination date from December 31, 2012, to December 31, 2013.

All other provisions of this Agreement remain unchanged.

CITY OF PALMER

CONSULTANT

Douglas B. Griffin, City Manager Date

David Lundin, P.E. Date

City of Palmer Funding Verification:

Legislation Verified By Date