

WORK ORDER AMENDMENT FORM

Project Name: Charter Review Commission
Contractor: Triangle Associates, Inc **Master Contract No.:** 5840688
Work Order/Service Request No.:
Address: 811 First Avenue, #255 **Amendment Date:** May 9, 2019
Amendment No.: 1
 Seattle, WA 98104

AMENDMENT REQUESTED BY
_____ Patrick Hamacher _____ Organization _____ Council _____ Name _____ Director of Legislative Analysts _____ Title

AMENDMENT EFFECTS	
<input checked="" type="checkbox"/>	Change of Scope
<input type="checkbox"/>	Method of Payment
<input checked="" type="checkbox"/>	Time of Performance
<input checked="" type="checkbox"/>	Compensation
<input checked="" type="checkbox"/>	Terms and Conditions
<input checked="" type="checkbox"/>	Results of Services
<input type="checkbox"/>	Other

Amendment 1 to Work Order, numbered CPA #6072775. The Work Order is amended by the following Exhibits.

Amended Scope of Work - Exhibit A (see attached)
 Amended Compensation - Exhibit B (see attached)

Time of Performance is amended to: Start 2/1/2019 - End 12/31/2019

All other terms and conditions of the Work Order remain the same.

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

King County, Washington

By _____ For _____

Title _____

Date _____

Contractor

By _____

Title _____

Date _____

Exhibit A

Amended Scope of Work for Triangle and Associates work with the King County Charter Review Commission ("CRC").

A. SCOPE OF WORK

The original scope of work for Work Order, numbered, CPA 6072775 is amended for the consultant to provide the additional, following services/products:

1. Travel to, prepare for, and facilitate CRC meetings and, when necessary, sub-committee meetings (approximately 2 Commission meetings and 4 subcommittee meetings per month-likely with no commission meetings in July or August). Assist the CRC to communicate effectively between and in meetings. Assist the CRC to develop and follow a decision making approach.
2. Work with CRC Co-Chairs to continue implementation of a project management plan including timeline and critical decision points.
3. Work with the CRC Co-chairs to prepare meeting agendas; develop, gather, organize, and distribute CRC meeting information and materials.
4. Travel to, prepare for, and facilitate Town Hall meetings. It is anticipated that the CRC will hold up to four additional town hall type meetings during the period of May through December to present draft findings to the public.
5. Other defined tasks that assist the CRC identifies to meet its charge.

Note: the original contract contains requirements to draft the final CRC report. That item continues forward.

B. COMPENSATION

The original contracted amount was for \$44,000. By the amendment to the work order, revised contract amount is \$106,670 See attachment B to this work order amendment for the detailed budget.

EXHIBIT B

King County Charter Review Commission (CRC) Facilitation and Mediation - Triangle Associates UPDATED Budget February - December 2019

	Senior Associate	Project Associate	Expense	Updated Budgeted Total	Contracted Budget #1	Increase total by task
Task 1: Project Kick Off and Background review	7	10	\$180	\$2,500	\$2,500	0
Task 2: Facilitated Monthly Meetings (& 13 - 2 hour meetings total)	104	182	\$500	\$37,810	\$23,500	\$14,310
Addition to Task 2: 20 Subcommittee meetings	80	100		\$25,300		\$25,300
Task 3: Town Hall Meetings (3) (6) including travel	33	60	\$480	\$12,510	\$6,500	\$6,010
Task 4: Regular communication between meetings with client, co-chairs and participants (increased to 10 months from 4)	60	140	\$250	\$24,750	\$10,000	\$14,750
Task 5: Project Management including contract/budget management & tracking, invoices, & progress reports (increased to 10 months from 4)	10	20		\$3,800	\$1,500	\$2,300
Totals	294.0	512.0	\$1,410	\$106,670.00	\$44,000.00	\$62,670

Rates for the personnel listed above are as follows:

Senior Associate \$210.00
 Project Associate \$85.00

Budget by person

Senior Associate \$61,740.00
 Project Associate \$43,520.00

# of meetings	CRC	SubComm
Feb	1	
March	2	
April	1	4
May	1	4
June	2	
July		
Aug		
Sept	2	4
Oct	2	4
Nov	2	4
TOTAL	13	20

EXHIBIT B

Assumptions (see separate, detailed scope of work for a complete listing of assumptions)

Background docs and legislation (4 hrs) + interview notes (2 hrs)

Prepare for and facilitate 8, 2-hour CRC meetings, including agenda/other prep, travel, meeting, approach development, summary review, (2 per month Feb-May). Expenses for printing and travel as needed.

Three town hall meetings with one in Seattle, one in Fall City and one in Federal Way. Expenses for mileage.

Weekly calls with KC staff team, monthly meetings with Co-Chairs as well as phone and email communication as needed with staff and participants. Expenses for printing.

Invoice and progress preparation, maintain budget, contract communications.

Check Total

\$106,670.00

\$106,670

\$0.00