

## City of Burien, Washington City Hall Contract Routing Sheet

Name of Contracting Party: King County Housing & Community Development - CDBG  
 Project Name/Description: Burien Hilltop Crosswalk/Path Project - AMENDMENT #2  
 Contract Amount: \$ N/A - No cost extension

Type of Contract: (Includes Agreements, Grants, Interlocals, Leases, MOUs, etc.)

<input type="checkbox"/> <b>Architectural/Engineering</b> <input type="checkbox"/> From MSRC Engineering Roster <input type="checkbox"/> RFQ Process Done <input type="checkbox"/> <b>Consulting/Services</b> (Non-Engineering) <input type="checkbox"/> <b>Human Svcs/Arts&amp;Culture</b>	<input type="checkbox"/> <b>Construction/Public Works</b> <input type="checkbox"/> Informal Bidding Process Done-3 bids (less than \$35,000) <input type="checkbox"/> From MRSC Small Works Roster (\$35,000 to \$300,000) <input type="checkbox"/> Competitive/Advertised Bidding Done (Over \$300,000) <input type="checkbox"/> Other: <u>Sole Source - Emergency</u>	<input type="checkbox"/> <b>Grant</b> <input type="checkbox"/> <b>Lease</b> <input type="checkbox"/> <b>Other:</b> _____ <input checked="" type="checkbox"/> <b>Contract Amendment</b> to Contract No. <u>4533</u>
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Is this contract authorized in the current year's budget?  Yes  No

If budgeted, list Fund/Dept.: Transportation CIP - Hilltop Elem Crosswalk/Path

Page # in Budget: 4-26 Budget line item amount: 141,000

BARS Account Number: 318-17-595-64

**CONTRACT ROUTING INSTRUCTIONS:**

Contract Manager Directions/Review: L Fleming Date: \_\_\_\_\_  
 Draft contract, get contract file checklist items  
 Prepare Contract Package (Contract Routing Sheet, contract, and checklist items)  
 Obtain Dept. Director Approval \_\_\_\_\_ Date: \_\_\_\_\_

Legal Dept. Directions/Review: \_\_\_\_\_ Date: \_\_\_\_\_  
 Review insurance  
 Review of City Attorney (non-routine contracts)

Finance Dept. Directions/Review: L Fleming Date: 11-9-16  
 Review contract budget/administrative review.

City Manager Review if over \$25,000: N/A Date: \_\_\_\_\_  
 Return Contract Package to Finance Dept.

**Contract Manager Directions:**

- Obtain signatures on contract.
- Provide fully signed copy of contract to other party.
- Make copy of contract for own files, if desired.
- Return original Contract Package to Finance Dept.

**Finance Dept. Directions:**

- Assign contract number.
- Provide contract number to Contract Manager.
- Provide Contract Package to Scanner.

**Contract File Checklist:**

- W-9 Taxpayer ID Form
- Burien Business License# \_\_\_\_\_
- Insurance Certificate
- Bids, if applicable  N/A
- Contract Fully Signed



Department of Community and Human Services  
 Community Services Division  
 (206) 263-9105 TTY Relay: 711

**CONTRACT AMENDMENT**

DCHS / CSD / Community Development Contract No. 5843746  
 Project/Exhibit(s) III - Burien Hilltop Elementary Crosswalk Original Contract Date 02/24/2016  
 Contractor City of Burien Amendment No. 2  
 Address 400 SW 152nd Street, Suite 300 Amendment Start Date 11/16/2016  
Burien, WA 98166-

Amendment Requested By:	Amendment Effects:
Community Services Division	<input type="checkbox"/> Scope of Service
Kathy Tremper / (206) 263-9097	<input checked="" type="checkbox"/> Time of Performance
	<input type="checkbox"/> Compensation
	<input type="checkbox"/> Method of Payment

**PURPOSE**

Change Contract end-date to January 30, 2017 to allow for completion of construction punchlist, review of labor compliance documentation for final voucher payment and project closeout.

**A. STANDARD CONTRACT CHANGES**

Change end date to January 30, 2017. Change funding table as follows:

	Exhibit Name	Amount	Fund Source
II	Burien Hilltop Elementary Crosswalk/Path C16321	\$42,000	CDBG CFDA #: 14.218
III	Burien Hilltop Elementary Crosswalk	\$103,000	CDBG CFDA #: 14.218
	TOTAL	\$145,000	

**B. EXHIBIT CHANGES**

Change Contract end-date to January 30, 2017.

IN WITNESS HEREOF, the parties hereto have caused this amendment to be executed and instituted on the date first above written.

KING COUNTY  
 DocuSigned by:  
 FOR Steve Andryszewski  
 King County Executive  
 11/10/2016  
 Date

CITY OF BURIEN  
 DocuSigned by:  
Kim Krause  
 Signature  
 Kim Krause  
 NAME (Please type or print)  
 11/9/2016  
 Date