

**Project title:** Accept the Construction of the Fire Administration Building Tenant Improvements Project as Complete and Authorize the Mayor to sign the Certificate of Completion with Kirtley-Cole Associates, LLC in the Amount of \$1,315,406.55

**Council Bill #****Agenda dates requested:**

6/2/21

Briefing

Proposed action

Consent 6/2/2021

Action

Ordinance

Public hearing

Yes  No **Budget amendment:**Yes  No **PowerPoint presentation:**Yes  No **Attachments:**

Certificate of Completion

**Department(s) involved:**

Parks and Facilities

Fire Department

Administration

**Contact person:**

Bob Leonard

**Phone number:**

425-257-8335

**Email:**

bleonard@everettwa.gov

**Initialed by:***RML*

Department head

Administration

Council President

**Project:** Fire Administration Building Tenant Improvements Project**Partner/Supplier:** Kirtley-Cole Associates, LLC**Location:** 2801 Oakes Avenue**Preceding action:** Award of Construction Contract - July 8, 2020**Fund:** Fund 342, Program 027 (CIP-1)**Fiscal summary statement:**

The source of funds for the Fire Administration Building Tenant Improvements project is CIP 1. The base bid for the project was \$983,000.00. The total of change orders for the project was \$215,002.32 (22% of base bid). Total sales tax for the project was \$117,404.22. The total contract amount is \$1,315,406.54.

An escrow account was established by Kirtley-Cole Associates, LLC. to hold 5% retainage. The escrow account will be released by the City when authorization is provided by the Washington State Department of Revenue and the Department of Labor & Industries.

This project is listed in the 2020 City Budget and is included in the CIP-1 financial model.

**Project summary statement:**

The purpose of the project was to provide adequate working spaces, classroom, and conference room for the relocation of Fire Department personnel and administrative operations from the Everett Municipal Building 7<sup>th</sup> floor location to the City Fire Administration Building located at 2801 Oakes Avenue

The project consisted of office space renovation on both 1<sup>st</sup> and 2<sup>nd</sup> floors; 1<sup>st</sup> floor ADA restrooms, electrical, mechanical, phone and data systems; 1<sup>st</sup> and 2<sup>nd</sup> floor selected window replacements; garage doors replacement; and the installation of an emergency generator transfer system.

Kirtley-Cole Associates, LLC. has completed the Fire Administration Building Improvements Project in accordance with the plans and specifications and to the satisfaction of the Parks and Facilities Department.

Acceptance of the construction of the Fire Administration Building Improvements Project as complete will allow the Mayor to sign the Certificate of Completion, which will start the 60-day retention period to release retainage.

**Recommendation (exact action requested of Council):**

Accept the construction of the Fire Administration Building Tenant Improvements Project as complete and authorize the Mayor to sign the Certificate of Completion with Kirtley-Cole Associates, LLC in the Amount of \$1,315,406.55.

SECTION 00 65 19 - CERTIFICATE OF COMPLETION FORM

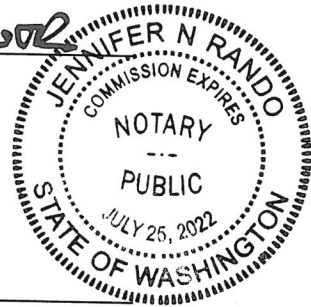
CONTRACTOR: Kirtley-Cole Associates, LLC  
ADDRESS: 2820 Oakes Avenue, Suite B  
CITY: Everett STATE: WA DATE: 4/26/2021  
PROJECT TITLE: Fire Administration Building Tenant Improvements PROJECT NO. 18-1080  
DATE WORK COMPLETED: 3/1/2021 FINAL CONTRACT AMOUNT: \$1,315,406.55

CONTRACTOR'S CERTIFICATION

I, the undersigned, having first been duly sworn, certify that the attached statement is a proper charge for work performed and material furnished to the City of Everett, that the same or any part thereof has not been paid, and that I am authorized to sign for the claimant; that I have not rented or purchased any equipment or materials from any employee of the City; I further certify that the attached final statement is a true and correct statement showing all the moneys due me from the City of Everett under this contract; that I have carefully examined said final statement and understand the same and that I hereby release the City of Everett from any and all claims of whatsoever nature which I may have, arising out of the performance of said contract, which are not set forth in said statement.

X Scott Nelson CONTRACTOR X Sr. Project Manager TITLE

Subscribed and sworn to before me this 28 day of April 2021  
X Jennifer N. Rando Notary Public  
in and for the State of Washington, residing at Everett WA 98201.



DEPARTMENT CERTIFICATION

APPROVED Date: \_\_\_\_\_

I Certify the attached final statement to be true and correct to the best of my knowledge.

X \_\_\_\_\_ Project Manager X \_\_\_\_\_ Director

ADMINISTRATION USE ONLY

Date of Acceptance \_\_\_\_\_ By: X \_\_\_\_\_  
Cassie Franklin, Mayor

Approved as to Form \_\_\_\_\_

X \_\_\_\_\_  
City Attorney

INSTRUCTIONS

The Affidavit of Wages Paid must be prepared by the prime contractor, all subcontractors, and all subcontractor's agents and forwarded with the Final Contract Voucher Certification.

Contractor's Claims, if any, must be included and the Contractor's Certification must be labeled indicating a claim attached.

Revised 11-03

END OF SECTION 00 65 19