

# CONSULTANT AGREEMENT

**PROJECT TITLE**

**WORK DESCRIPTION**

**CONSULTANT**

**CONSULTANT CONTACT NAME,  
ADDRESS AND TELEPHONE NO.**

THIS AGREEMENT is entered into on \_\_\_\_\_ between the City of Gold Bar, Washington, hereinafter called "the CITY", and the above person, firm or organization, hereinafter called "the CONSULTANT".

WHEREAS, the CITY desires to accomplish the above-referenced project; and

WHEREAS, the CITY does not have sufficient staff or expertise to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary services for the project; and

WHEREAS, the CONSULTANT has represented to the CITY that the CONSULTANT is in compliance with the professional registration statutes of the State of Washington, if applicable, and has signified a willingness to furnish contractual services to the CITY, now, therefore,

IN CONSIDERATION OF the terms and conditions set forth below, or attached and incorporated and made a part hereof, the parties agree as follows:

1. Retention of CONSULTANT - Scope of Work. The CITY hereby retains the CONSULTANT to provide professional services as defined in this agreement and as necessary to accomplish the scope of work attached hereto as Exhibit A and incorporated herein by this reference as if set forth in full. The scope of work shall provide a detailed listing of those tasks associated with

\_\_\_\_\_ — Additional scopes of work for individual projects shall be added to this contract on a project by project basis and the text of this agreement shall supersede any conflicting provisions in such scopes of work or in any other projects performed by CONSULTANT for the CITY during the term of this agreement. The CONSULTANT shall furnish all services, labor and related equipment necessary to conduct and complete the work specified in the scopes of work, except as specifically noted otherwise in this agreement.

2. Completion of Work. The CONSULTANT shall not begin any work under the terms of this agreement until authorized in writing by the CITY. For some projects, the City and the CONSULTANT may agree to a work schedule in writing. In those instances, the CONSULTANT shall complete all work required by this agreement according to the schedule. A failure to complete the work to complete the work according to the schedule, except where such failure is due to circumstances beyond the control of the CONSULTANT, shall be deemed a breach of this agreement. The established completion time shall not be extended because of any delays attributable to the CONSULTANT, but may be extended by the CITY, in the event of a delay attributable to the CITY, or because of unavoidable delays caused by circumstances beyond the control of the CONSULTANT. All such extensions shall be in writing and shall be executed by both parties.

3. Payment. The amount payable for the scope of work identified in Exhibit A and incorporated herein shall not exceed \_\_\_\_\_. The CONSULTANT shall be paid by the CITY for satisfactorily completed work and services rendered under this agreement as provided in the attached exhibits, attached hereto and incorporated herein by this reference as if set forth in full. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work specified in the Scope of Work attached. The CONSULTANT shall be entitled to invoice the CITY no more frequently than once per month during the course of the completion of work and services by the CONSULTANT. Invoices shall detail the work performed or services rendered, the time involved (if compensation is based on an hourly rate) and the amount to be paid. The CITY shall pay all such invoices within 45 days of submittal, unless the CITY gives notice that the invoice is in dispute. In no event shall the total of all invoices paid exceed the maximum amount payable set forth above, if any, and the CONSULTANT agrees to perform all services contemplated by this agreement for no more than said maximum amount.

4. Changes in Work. The CONSULTANT shall make such changes and revisions in the complete work provided by this agreement as may be necessary to correct errors made by the CONSULTANT and appearing therein when required to do so by the CITY. The CONSULTANT shall make such corrective changes and revisions without additional compensation from the CITY. Should the CITY find it desirable for its own purposes to have previously

satisfactorily completed work or parts thereof changed or revised, the CONSULTANT shall make such revisions as directed by the CITY. This work shall be considered as extra work and shall be compensated at the rates specified in the attached exhibit(s).

5. Ownership of Work Product. Any and all documents, drawings, reports, and other work product produced by the CONSULTANT under this agreement shall become the property of the CITY upon payment of the CONSULTANT'S fees and charges therefore, including timesheets. The CITY shall have the complete right to use and re-use such work product in any manner deemed appropriate by the CITY, provided, that use on any project other than that for which the work product is prepared shall be at the CITY'S risk unless such use is agreed to by the CONSULTANT. CONSULTANT shall provide copies of timesheets upon demand. Timesheets shall be maintained by all persons billing CITY for their services pursuant to this agreement.

6. Independent CONSULTANT. The CONSULTANT is an independent CONSULTANT for the performance of services under this agreement. The CITY shall not be liable for, nor obligated to pay to the CONSULTANT, or any employee of the CONSULTANT, sick leave, vacation pay, overtime or any other benefit applicable to employees of the CITY, nor to pay or deduct any social security, income tax, or other tax from the payments made to the CONSULTANT which may arise as an incident of the CONSULTANT performing services for the CITY. The CITY shall not be obligated to pay industrial insurance for the services rendered by the CONSULTANT.

7. Indemnity. The CONSULTANT agrees to hold harmless, indemnify and defend the CITY, its officers, agents, and employees, from and against any and all claims, losses, or liability, for injuries, sickness or death of persons, including employees of the CONSULTANT, or damage to property, arising out of any willful misconduct or negligent act, error, or omission of the CONSULTANT, its officers, agents, sub-consultants or employees, in connection with the services required by this agreement, provided, however, that:

A. The CONSULTANT's obligations to indemnify, defend and hold harmless shall not extend to injuries, sickness, death or damage caused by or resulting from the sole willful misconduct or sole negligence of the CITY, its officers, agents or employees; and

B. The CONSULTANT's obligations to indemnify, defend and hold harmless for, injuries, sickness, death or damage caused by or resulting from the concurrent negligence or willful misconduct of the CONSULTANT and the CITY, or of the CONSULTANT and a third party other than an officer, agent, sub-consultant or employee of the CONSULTANT, shall apply only to the extent of the negligence or willful misconduct of the CONSULTANT.

It is further specifically and expressly understood that the indemnification provided herein constitutes the CONSULTANT'S waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

8. Insurance. The CONSULTANT shall provide the following minimum insurance coverages:

A. Worker's compensation and employer's liability insurance as required by the State of Washington;

B. Commercial general liability insurance written on an occurrence basis with limits no less than \$1,000,000 combined single limit per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage. Coverage shall include but not be limited to: blanket contractual; products/completed operations; broad form property damage; explosion, collapse and underground (XCU) if applicable; and employer's liability.

The amounts listed above are the minimum deemed necessary by the CITY to protect the CITY'S interests in this matter. The CITY has made no recommendation to the consultant as to the insurance necessary to protect the CONSULTANT'S interests and any decision by the CONSULTANT to carry or not carry insurance amounts in excess of the above is solely that of the CONSULTANT.

All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. Excepting the professional liability insurance, the CITY will be named on all insurance as an additional insured. The CONSULTANT shall submit a certificate of insurance to the CITY evidencing the coverages specified above, together with an additional insured endorsement naming the CITY, within fifteen (15) days of the execution of this agreement. The certificates of insurance shall cover the work specified in or performed under this agreement. No cancellation, reduction or modification of the foregoing policies shall be effective without thirty (30) days prior written notice to the CITY.

9. Records. The CONSULTANT shall keep all records, including timesheets, related to this agreement for a period of three years following completion of the work for which the CONSULTANT is retained. The CONSULTANT shall permit any authorized representative of the CITY, and any person authorized by the CITY for audit purposes, to inspect such records at all reasonable times during regular business hours of the CONSULTANT. Upon request, the CONSULTANT will provide the CITY with reproducible copies of any such records. The copies will be provided without cost if required to substantiate any billing of the CONSULTANT, but the CONSULTANT may charge the CITY for copies requested for any other purpose.

10. Notices. All notices required to be given by either party to the other under this Agreement shall be in writing and shall be given in person or by mail to the addresses set forth in the box for the same appearing at the outset of this Agreement. Notice by mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, addressed as provided in this paragraph.

11. Project Administrator. The Gold Bar Public Works Director shall be responsible for coordinating the work of the CONSULTANT, for providing any necessary information for and direction of the CONSULTANT's work in order to ensure that it meets the requirements of this Agreement, and for reviewing, monitoring and approving the quality and quantity of such work. The CONSULTANT shall report to and take any necessary direction from the Gold Bar Public Works Director.

12. Disputes. Any dispute concerning questions of fact in connection with the work not disposed of by agreement between the CONSULTANT and the CITY shall be referred for determination to the City of Gold Bar Mayor. The Mayor's decision in the matter shall be final and binding upon the parties to this agreement, provided, however, that if litigation is brought challenging the decision, that decision shall be subject to judicial review.

13. Termination. The CITY reserves the right to terminate this agreement at any time upon ten (10) days written notice to the CONSULTANT. Any such notice shall be given to the address specified above. In the event that this agreement is terminated by the City other than for fault on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT for all services performed. No payment shall be made for any work completed after ten (10) days following receipt by the CONSULTANT of the notice to terminate. In the event that services of the CONSULTANT are terminated by the CITY for fault on part of the CONSULTANT, the amount to be paid shall be determined by the CITY with consideration given to the actual cost incurred by the CONSULTANT in performing the work to the date of termination, the amount of work originally required which would satisfactorily complete it to date of termination, whether that work is in a form or type which is usable to the CITY at the time of termination, the cost of the CITY of employing another firm to complete the work required, and the time which may be required to do so.

14. Non-Discrimination. The CONSULTANT agrees not to discriminate against any customer, employee or applicant for employment, sub-consultant, or supplier because of race, color, creed, religion, national origin, marital status, sex, age or handicap, except for a bona fide occupational qualification. The CONSULTANT understands that if it violates this provision, this agreement may be terminated by the CITY and that the CONSULTANT may be barred from performing any services for the CITY now or in the future.

15. Subcontracting or Assignment. The CONSULTANT may not assign or subcontract any portion of the services to be provided under this agreement without the express written consent of the CITY. Any sub-consultants approved by the CITY at the outset of this agreement are named on Exhibit A attached hereto and incorporated herein by this reference as if set forth in full.

16. Non-Waiver. Payment for any part of the work or services by the CITY shall not constitute a waiver by the CITY of any remedies of any type it may have against the CONSULTANT for any breach of the agreement by the CONSULTANT, or for failure of the CONSULTANT to perform work

required of it under the agreement by the CITY. Waiver of any right or entitlement under this agreement by the CITY shall not constitute waiver of any other right or entitlement.

17. Litigation. In the event that either party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this agreement, the parties agree that such actions shall be initiated in the Superior Court of the State of Washington, in and for Snohomish County. The parties agree that all questions shall be resolved by application of Washington law and that parties to such actions shall have the right of appeal from such decisions of the Superior Court in accordance with the law of the State of Washington. The CONSULTANT hereby consents to the personal jurisdiction of the Superior Court of the State of Washington, in and for Snohomish County. The prevailing party in any such litigation shall be entitled to recover its costs, including reasonable attorney's fees, in addition to any other award.

18. Taxes. The CONSULTANT will be solely responsible for the payment of any and all applicable taxes related to the services provided under this agreement and if such taxes are required to be passed through to the CITY by Jaw, the same shall be duly itemized on any billings submitted to the CITY by the CONSULTANT.

19. Entire Agreement. This agreement represents the entire integrated agreement between the CITY and the CONSULTANT, superseding all prior negotiations, representations or agreements, written or oral. This agreement may be modified, amended, or added to, only by written instrument properly signed by both parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

CONSULTANT:

CITY OF GOLD BAR:

\_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Mayor

ATTEST / AUTHENTICATED:

\_\_\_\_\_  
City Clerk - Treasurer

# CITY OF GOLD BAR 2024 SEAL COAT PROJECT

## SCOPE OF WORK

Based upon our understanding of the project requirements and discussions with you we have developed the following scope of services:

## PROJECT UNDERSTANDING

Atwell, LLC ("Atwell") will provide civil engineering design and construction support services for the City of Gold Bar's 2024 Seal Coat Project ("Project") generally consisting of seal coating  $\pm$  2,300 LF of roadway. The Project areas are as follows:

- Prospector Ln from Smeltzer Rd to end of road.
- Smeltzer Rd from 1<sup>st</sup> Ave to Verlinde Ave.
- Verlinde Ave from Smeltzer Rd to end of road.

Atwell will provide topographic base mapping, design drawings, specifications, and engineer's estimate (PS&E).

### **TASK 001: PROJECT MANAGEMENT AND COORDINATION:**

This task is for general coordination and meetings on the project, including coordination with the City, internal plan review/discussion meetings, and in-house quality assurance. Atwell will prepare monthly invoices for work performed during the previous month. Included with the invoices will be pertinent backup materials and progress reports of the project to date. Quality Assurance/Quality Control reviews will be completed at each submittal stage.

***Deliverables:*** *Monthly Invoices, Progress Reports, Signed QA/QC Statements.*

### **TASK 002: SURVEY SERVICES (AERIALS WITH GIS):**

Under this task, Atwell will prepare a drawing at 1" = 20' scale (unless otherwise specified) detailing the location information and topographic relief from existing LIDAR and City available data. This drawing will be delivered in both a digital (Autocad) and paper format, and will depict:

1. Horizontal datum shall be NAD83/91 or as provided by client.
2. Vertical datum shall be NAVD88 or as provided by the client.
3. Subject area Right-of-Way limits will be depicted from record drawings.
4. Topographic relief will be depicted as 2' LIDAR contours.
5. Lidar contours will be shown for all areas.
6. Edge of pavement will be provided by the City of Gold Bar from available LIDAR files.
7. GIS parcel lines will be shown for adjacent properties including current available ownership information of record.
8. Aerial image will be included and referenced within the AutoCAD Drawing. (This will be provided at no charge.)
9. Review and analyze issues affecting the project.
10. Coordinate with the City to obtain pertinent GIS information.

***Assumptions:*** *The City will provide all available GIS data for utilities and property information.*

### **TASK 003: 60% DESIGN:**

Atwell will provide the design plans, estimate and specifications for the Project, including:

1. Plan sheets for the proposed improvements, including:
  - a. Sheets at 22"x34" with roughly an 18"x28" drawing area.





- b. Drawing scale at 1"=20'.
  - c. Cover Sheet, General Notes, and Sheet Index.
  - d. Temporary Erosion and Sedimentation Control (TESC) notes and details as necessary for the project.
  - e. Proposed improvements shown per City standards.
  - f. Preliminary details shown, referencing the City's standard details and developing specialized details as necessary.
2. 60% Design Plans, Specifications, Engineer's Estimate, and Design Memo.

**Deliverables:** 60% Design Plans (PDF)  
60% Design Specifications (PDF)  
60% Design Engineer's Estimate (PDF)  
Design Memo (Word) accompanying the submittal that outlines assumptions, questions, and recommendations.

#### **TASK 004: FINAL DESIGN:**

Based on City's review comments from the 60% Design stage, Atwell will complete production of the Final Design (Bid Documents), including:

1. 60% Review meeting with City staff as necessary.
2. Incorporating City's 60% Design comments into the contract documents.
3. Internal QA/QC
4. Final Design Plans
5. Final Design Specifications
6. Final Engineer's Estimate

**Deliverables:** Final Design Plans (PDF)  
Final Design Specifications (PDF)  
Final Design Engineer's Estimate (PDF)

#### **TASK 005: BIDDING & AWARD SERVICES:**

Atwell will provide consultation services during the bidding process, including:

1. Upload Contract Documents to Builder's Exchange.
2. Address questions from prospective bidders and responding to design-oriented RFIs, if necessary.
3. Prepare and issue addenda to clarify the construction documents, if necessary.
4. Conduct bid opening, provide bid tabulations, review Contractor bids, and provide recommendations for award.
5. Generally assist the City during the bidding process as needed.

**Deliverables:** Upload Bid Documents to Builder's Exchange  
Addenda, if necessary  
Bid Tabulations

#### **TASK 006: CONSTRUCTION SUPPORT SERVICES:**

Under this task, Atwell will provide Construction Support Services for this Project during the construction period. Services under this task are anticipated to include:

1. Provide an agenda, prepare for and attend the pre-construction conference.
2. Prepare and send out minutes from pre-construction conference.
3. Submittal reviews (Contractor's schedule, shop drawings, and traffic control plans).
4. Review change order requests.
5. Prepare and submit weekly reports (Statement of Working Days).



6. Review intents and affidavits.
7. Prepare monthly pay estimates.
8. Monitor Contractor's schedule and updates.
9. General consultation and coordination on an as-needed basis. Address construction questions as they arise.
10. Provide changes to drawings or specifications as necessary to respond to field conditions (as needed – coordinate with the City).
11. Prepare recommendation of project acceptance.
12. Attend and conduct construction progress meetings as required. Provide meeting minutes to attendees.
13. Prepare As-Builts based on Contractor and Inspector provided info.

**TASK 007: UNASSIGNED SERVICES RESERVE:**

This task provides for unanticipated design services deemed to be necessary during the course of the Project that are not specifically identified in the scope of work tasks defined above. Any additional work or funds under this item are not to be used unless explicitly authorized by the District.

## CLARIFICATIONS

### PROJECT UNDERSTANDINGS AND ASSUMPTIONS:

In preparing the proposal, we have assumed the following:

14. Scope and fees outlined above are based on the Project Understanding included with this proposal as well as the following information (any changes to these documents may result in changes to the fees):
  - a. Correspondence prior to the effective date of this Agreement.
15. The following items are not anticipated to be necessary and are not included in this proposal:
  - a. Structural, Environmental, Geotechnical, or Transportation Engineering Services.
  - b. Gas main relocation coordination.
  - c. Power relocation coordination (Client to coordinate).
  - d. Other dry utility relocation coordination.
  - e. Wall or rockery design above 4ft.
  - f. Traffic control plan design (Contractor to provide).
  - g. Potholing during design.
  - h. Flow control design.
  - i. Capacity analysis of existing stormwater conveyance system.
  - j. Environmental documentation/permits beyond what is included in the scope above.
  - k. Staking, or Inspection Services (a separate fee proposal can be provided upon request).
16. Water meter, and roof downspout sizing to be performed by others.
17. Standard Client review times will be 2-weeks, unless shown otherwise in a project schedule submitted to the Client.
18. Atwell will not pay any Agency fees on behalf of the Client. This includes any fees associated with permits and easements.
19. This scope of work anticipates a single construction package. If the project becomes split into separate packages, an additional fee estimate can be provided for those packages after the first complete construction documents.
20. The fees stated above do not include reimbursable expenses such as large format copies (larger than legal size), mileage, and plots. These will appear under a separate task called **EXPENSES**.
21. Time and expense items are based on Atwell's current hourly rates.
22. These fees stated above are valid if accepted within 30 days of the date of the proposal.
23. Atwell reserves the right to adjust fees per current market conditions for tasks not started within a year of contract execution.
24. Atwell reserves the right to move funds between approved Tasks 001 – 006 as necessary based on approved scope of work provided the overall budget of Tasks 001 – 006 is not exceeded. Client Project Manager will be notified if funds are shifted.
25. Project stops/starts and significant changes to the Project Schedule may result in changes to the fees provided above and a separate fee proposal will be provided.
26. Client revisions requested after the work is completed will be billed at an hourly rate under a new task called Client Requested Revisions. A fee estimate can be provided to the Client prior to proceeding with the revisions.
27. If the Client requests Atwell's assistance in complying with any public records request, including without limitation providing copies of documents and communications, Client will pay Atwell's hourly fees and costs incurred in providing such assistance at then-current rates. Such fees and costs will be billed as a separate task and will be in addition to the maximum or total fees and costs stated in the agreement to which this scope of work is attached.

### INFORMATION TO BE PROVIDED BY THE CLIENT:

In preparing the proposal, it is understood the following be provided by the Client:

- Obtaining any offsite easements or right-of-entry including permanent easements (if required) will be the responsibility of the Client.





## 2024 Gold Bar Seal Coat Project

Job Number: 23007873 Prepared By: Evan Bovard, EIT  
Date: 3/18/2024 Checked By: Rob Dahn, PE

Task #	Base Tasks	Senior Project Manager \$255/hr Hours	Project Manager \$240/hr Hours	Engineer \$212/hr Hours	Designer \$212/hr Hours	Total Hours	Total Fee	Fee Type
001	Project Management and Coordination	12	2	0	0	14	\$3,540	Not to Exceed
002	Survey Services (Aerials with GIS)	0	2	4	8	14	\$3,020	Not to Exceed
003	60% Design	6	10	20	10	46	\$10,290	Not to Exceed
004	Final Design	5	8	8	8	29	\$6,590	Not to Exceed
005	Bidding & Award Services	2	10	2	0	14	\$3,330	Not to Exceed
006	Construction Support Services	4	13	16	2	35	\$7,960	Not to Exceed
007	Management Reserve						\$3,000	Not to Exceed
	Expenses						\$1,000	Not to Exceed
	Total Hours	29	45	50	28	152		
	Atwell Personnel	\$7,395	\$10,800	\$10,600	\$5,936		\$38,730	

001 Project Management and Coordination		Senior Project Manager	Project Manager	Engineer	Designer	Total Hours	
Item #	Description	\$255/hr	\$240/hr	\$212/hr	\$212/hr		
		Hours	Hours	Hours	Hours		
1	Monthly Invoices/ Progress Reports	4				4	
2	QA/QC	4	1			5	
3	General Project Coordination	4	1			5	
Total Hours		12	2	0	0	14	
Total Fee		\$3,060	\$480	\$0	\$0		\$3,540

  

002 Survey Services (Aerials with GIS)		Senior Project Manager	Project Manager	Engineer	Designer	Total Hours	
Item #	Description	\$255/hr	\$240/hr	\$212/hr	\$212/hr		
		Hours	Hours	Hours	Hours		
1	Lidar and GIS Setup		2	4	8	14	
Total Hours		0	2	4	8	14	
Total Fee		\$0	\$480	\$848	\$1,696		\$3,020

  

003 60% Design		Senior Project Manager	Project Manager	Engineer	Designer	Total Hours	
Item #	Description	\$255/hr	\$240/hr	\$212/hr	\$212/hr		
		Hours	Hours	Hours	Hours		
1	Kickoff Meeting with City	2	2	2		6	
2	60% Design Plans	1	2	6	10	19	
3	60% Design Specifications	1	2	6		9	
4	60% Design Engineer's Estimate	1	2	4		7	
5	60% Design Memo	1	2	2		5	
Total Hours		6	10	20	10	46	
Total Fee		\$1,530	\$2,400	\$4,240	\$2,120		\$10,290

  

004 Final Design		Senior Project Manager	Project Manager	Engineer	Designer	Total Hours	
Item #	Description	\$255/hr	\$240/hr	\$212/hr	\$212/hr		
		Hours	Hours	Hours	Hours		
1	60% Review and Meeting with City	2	2	2		6	
2	Final Design Plans	1	2	2	8	13	
3	Final Design Specifications	1	2	2		5	
4	Final Design Engineer's Estimate	1	2	2		5	
Total Hours		5	8	8	8	29	
Total Fee		\$1,275	\$1,920	\$1,696	\$1,696		\$6,590

  

005 Bidding & Award Services		Senior Project Manager	Project Manager	Engineer	Designer	Total Hours	
Item #	Description	\$255/hr	\$240/hr	\$212/hr	\$212/hr		
		Hours	Hours	Hours	Hours		
1	Address Bidder Questions		2			2	
2	Prepare and Issue Addenda (if necessary)		2			2	
3	Conduct Bid Opening, Bid Tabulations & Review		4	2		6	
4	General Consultation	2	2			4	
Total Hours		2	10	2	0	14	
Total Fee		\$510	\$2,400	\$424	\$0		\$3,330

006 Construction Support Services		Senior Project Manager	Project Manager	Engineer	Designer	Total Hours
Item #	Description	\$255/hr	\$240/hr	\$212/hr	\$212/hr	
		Hours	Hours	Hours	Hours	
1	Prepare for & Attend Pre-Construction Conference	2	2	2		6
2	Review Material Submittals, TCP, and Schedule		1	2		3
3	Review Change Order Requests		2	2		4
4	Prepare Monthly Pay Estimates		2	2		4
5	Prepare for & Attend Weekly Progress Meetings		2	2		4
6	RFI Review		1	2		3
7	General Consultation and Coordination	2	2	2		6
8	Prepare Record Drawings		1	2	2	5
Total Hours		4	13	16	2	35
Total Fee		\$1,020	\$3,120	\$3,392	\$424	\$7,960

007 Management Reserve						Total
Item #	Description					
1	Unassigned Services Reserve					
Total Fee						\$3,000