

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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**ITEM:** A-3

**DATE:** July 9, 2009

**SUBJECT:** Driftmier Architects - Professional Services Agreement

**CONTACT PERSON:** Deborah Knight, City Administrator

**ISSUE:**

Authorize the Mayor to sign a contract for professional services (Attachment A) not to exceed \$16,300 with Driftmier Architects to provide an assessment of city facilities.

**STAFF RECOMMENDATION:**

City staff recommend authorizing the Mayor to sign a contract for services with Driftmier Architects to complete a facilities assessment by September 1, 2009. This timeline will allow the City to complete some facility improvements in 2009. It will also provide the City with information necessary to prioritize building repairs and develop a budget for 2010.

A copy of Driftmier's proposal was provided for the Council meeting on June 25, 2009.

**SUMMARY:**

On June 25, 2009, the City Council evaluated the staff recommendation to authorize the Mayor to negotiate and sign a professional services agreement with Driftmier Architects to provide an assessment of city facilities. The Council only authorized the Mayor to negotiate an agreement for services. The Council directed staff to return with a professional services agreement for Council consideration at the meeting on July 9, 2009.

Because this is a contract for professional services under RCW 39.80, price and cost may be considered only after the most qualified firm has been selected, at which time the law provides for negotiation of a "fair and reasonable price." (Washington Attorney General Opinion No. 4, 1988.)<sup>1</sup>

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<sup>1</sup> RCW 39.80.050 (1) provides:

The agency shall negotiate a contract with the most qualified firm for architectural and engineering services at a price which the agency determines is fair and reasonable to the agency. In making its determination, the agency shall take into account the scope, complexity, and professional nature thereof.

RCW 39.80.050 (2) adds:

If the agency is unable to negotiate a satisfactory contract with the firm selected at a price the agency determines to be fair and reasonable, negotiations with that firm shall be formally terminated and the agency shall select other firms in accordance with RCW 39.80.040 and continue in accordance with this section until an agreement is reached or the process is terminated.

Under the proposed scope of work Driftmier will observe and catalog the condition of the City Hall Building, Food Bank, Boys and Girls Club (2 buildings), Public Works Shop, Police Station, Post Office, and Visitor Information Center. The inventory and condition assessment of the exterior structure, HVAC, electrical and plumbing systems for these buildings will include the tasks as listed below.

Tasks 1 & 2

1. Receive Documents

Receive all existing drawings of existing buildings and copies of two years of utility bills for each building. Review documents.

2. Meeting

Meet with city staff to review procedures, timeline, and project requirements. Discuss known deficiencies in the various buildings and set times for inspection team to visit each site.

3. Building Observation

Visit and observe the existing condition of the buildings and building systems as listed above. Also observe general exterior and structural condition of the two pole buildings in the Public Works yard.

4. Catalog Building Conditions

Catalog information gained from building observations and prioritize for urgency of repairs or maintenance.

5. Review Meeting

Meet with city staff to review information gathered above and discuss options and, as appropriate, any special inspections needed.

6. Budget Development

Estimate the cost of significant maintenance and repair as well as develop cost comparison for repair or replacement of various building systems.

7. Schedule

Develop schedule identifying the highest priority items to be addressed first and the lower priority items later.

| Tasks 1 & 2     | Driftmier Associate Architect   | Driftmier Designer | Interface Princ/Assoc Principal | Interface Designer | Reimb. Expenses | Total    |
|-----------------|---|--------------------|---------------------------------|--------------------|-----------------|----------|
| Estimated Hours | 28  | 32                 | 16                              | 20                 |                 | 96       |
| Rate            | 140   | 85                 | 180                             | 105                |                 |          |
| Total           | \$3,920   | \$2,720            | \$2,880                         | \$2,100            | \$200           | \$11,820 |
| Deliverables    | Written Inventory of Building Conditions, Budget Estimate, Schedule of Priorities |                    |                                 |                    |                 |          |

### Task 3

#### 8. Draft Report

Develop a draft report based on the information gathered above. Include a matrix or report summary that highlights the major findings of the report.

#### 9. Review

Provide report to city staff for review and discuss any questions or changes requested.

| Task 3          | Driftmier Associate Architect | Driftmier Designer | Interface Princ/Assoc Principal | Interface Designer | Reimb. Expenses | Total   |
|-----------------|-------------------------------|--------------------|---------------------------------|--------------------|-----------------|---------|
| Estimated Hours | 8                             | 8                  | 2                               | 2                  |                 | 20      |
| Rate            | 140                           | 85                 | 180                             | 105                |                 |         |
| Total           | \$1,120                       | \$680              | \$360                           | \$210              | \$50            | \$2,420 |
| Deliverables    | Draft Report                  |                    |                                 |                    |                 |         |

### Task 4

#### 10. Final Report

From staff comments and any other new information, finalize report.

| Task 4          | Driftmier Associate Architect | Driftmier Designer | Interface Princ/Assoc Principal | Interface Designer | Reimb. Expenses | Total   |
|-----------------|-------------------------------|--------------------|---------------------------------|--------------------|-----------------|---------|
| Estimated Hours | 4                             | 4                  |                                 |                    |                 | 8       |
| Rate            | 140                           | 85                 |                                 |                    |                 |         |
| Total           | \$560                         | \$340              |                                 |                    | \$100           | \$1,000 |
| Deliverables    | Final Report                  |                    |                                 |                    |                 |         |

### Task 5

#### 11. Presentation

Present the significant findings of the report in a meeting before a regular or workshop meeting of the City Council.

| Task 5          | Driftmier Associate Architect | Driftmier Designer | Interface Princ/Assoc Principal | Interface Designer | Reimb. Expenses | Total   |
|-----------------|-------------------------------|--------------------|---------------------------------|--------------------|-----------------|---------|
| Estimated Hours | 4                             | 4                  |                                 |                    |                 | 8       |
| Rate            | 140                           | 85                 |                                 |                    |                 |         |
| Total           | \$560                         | \$340              |                                 |                    | \$150           | \$1,050 |
| Deliverables    | None                          |                    |                                 |                    |                 |         |

## Summary

|                             |          |
|-----------------------------|----------|
| Hours Included              | 132      |
| Fee Total                   | \$15,790 |
| Reimbursable Expenses Total | \$500    |
| Not to Exceed Total         | \$16,290 |

### **BACKGROUND:**

The City of Sultan owns, operates and maintains a variety of buildings housing government and non-profit services. City facilities include city hall, food bank, boys & girls club, public works shop, police station, post office, and visitor information center.

The City Council established a building maintenance fund in the 2009 budget. The fund has \$85,000. The City issued a request for qualifications on June 1, 2009 requesting proposals from qualified firms to conduct a facility condition assessment and inventory of key city facilities.

The City's interest is to use the information generated by the study to predict major systems replacement schedules and budget accordingly to better manage the maintenance of the City's real estate assets. The primary deliverables of the study include a comprehensive inventory for each building; comprehensive condition assessment and lifecycle assessment of major systems; and repair/replacement costs.

In keeping with the City's sustainability goals, the study results will also identify opportunities for replacing, repairing or upgrading various building components and systems using the most sustainable and energy efficient technology available.

### **EVALUATION OF PROPOSALS**

The City received ten (10) qualified responses. Members of the management team including the City Clerk, Community Development Director, Public Works Director and City Administrator reviewed the applications using the evaluation criteria in the request for qualifications:

1. Recent firm experience on similar projects. The City is interested in the experience of the firm's office providing similar professional services.
2. Key team members' qualifications and recent experience on similar projects.
3. Proposed project schedule.
4. Project understanding and approach.

The review team selected Driftmier as the most qualified firm. Recent firm experience includes evaluating facilities for Clallam County PUD, a needs assessment for the City of Fife, and an analysis of current buildings and a master plan for the Covington Water District.

The principal, Rick Driftmier has more than 30 years of experience covering all areas of architectural analysis, design and construction. In this project he will be supported by a structural engineer, mechanical engineer and cost consultant.

The review team was especially impressed by the integrated approach to the analysis. The Driftmier proposal suggests looking at the whole system of buildings rather than assessing individual systems and suggesting a master plan to optimize city dollars.

### **FISCAL IMPACT:**

The facility maintenance and repair fund has a balance of \$85,000. The proposed scope of work will provide a prioritized work plan to maintain the city's investment in facility assets and potentially extend their useful life.

A decision to postpone the facility assessment could result in higher repair costs in the future

### **ALTERNATIVES:**

1. Authorize the Mayor to sign a professional services agreement with Driftmier Architects not to exceed \$16,300 for a facility condition assessment. This alternative implies the City Council is comfortable with the scope of work and budget and is prepared to authorize the Mayor to sign an agreement for services.
2. Do not authorize the Mayor to sign an agreement with Driftmier Architects and direct staff to areas of concern.

### **RECOMMENDED ACTION:**

Authorize the Mayor to sign a contract for services with Driftmier Architects not to exceed \$16,300 to complete a facilities assessment by September 1, 2009.

### **ATTACHMENTS**

A – Professional Services Contract

**AGREEMENT FOR SERVICES  
BETWEEN THE CITY OF SULTAN AND  
DRIFTMIER ARCHITECTS**

THIS AGREEMENT, is made this 1st day of July, 2009, by and between the City of Sultan (hereinafter referred to as "City"), a Washington Municipal Corporation, and Driftmier Architects (hereinafter referred to as "Service Provider"), doing business at .

WHEREAS, Service Provider is in the business of providing certain services specified herein; and

WHEREAS, the City desires to contract with Service Provider for the provision of facility condition assessment, and Service Provider agrees to contract with the City for same;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed by and between the parties as follows:

**TERMS**

- 1. Description of Work.** Service Provider shall perform work as described in Exhibit A, Scope of Work, which is attached hereto and incorporated herein by this reference, according to the existing standard of care for such services. Service Provider shall not perform any additional services without the expressed permission of the City.
- 2. Payment.**
  - A. The City shall pay Service Provider at the hourly rate set forth in Exhibit A, but not more than a total of sixteen thousand and three hundred dollars (\$16,300) for the services described in this Agreement. This is the maximum amount to be paid under this Agreement, and shall not be exceeded without prior written authorization from the City in the form of a negotiated and executed supplemental agreement.
  - B. Service Provider shall submit monthly payment invoices to the City after such services have been performed, and the City shall make payment within four (4) weeks after the submittal of each approved invoice. Such invoice shall detail the hours worked, a description of the tasks performed, and shall separate all charges for clerical work and reimbursable expenses.
  - C. If the City objects to all or any portion of any invoice, it shall so notify Service Provider of the same within five (5) days from the date of receipt and shall pay that portion of the invoice not in dispute. The parties shall immediately make every effort to settle the disputed portion.

- 3. Relationship of Parties.** The parties intend that an independent contractor - client relationship will be created by this Agreement. As Service Provider is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative or subcontractor of Service Provider shall be or shall be deemed to be the employee, agent, representative or subcontractor of the City. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance and unemployment insurance, are available from the City to the Service Provider or his employees, agents, representatives or subcontractors. Service Provider will be solely and entirely responsible for his acts and for the acts of Service Provider's agents, employees, representatives and subcontractors during the performance of this Agreement. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that Service Provider performs hereunder.
- 4. Project Name.** Facilities Condition Assessment
- 5. Duration of Work.** Service Provider shall complete the work described in Attachment A on or before September 1, 2009.
- 6. Termination.**

  - A. Termination Upon the City's Option. The City shall have the option to terminate this Agreement at any time. Termination shall be effective upon ten (10) days written notice to the Service Provider.
  - B. Termination for Cause. If Service Provider refuses or fails to complete the tasks described in Attachment A, or to complete such work in a manner unsatisfactory to the City, then the City may, by written notice to Service Provider, give notice of its intention to terminate this Agreement. After such notice, Service Provider shall have ten (10) days to cure, to the satisfaction of the City or its representative. If Service Provider fails to cure to the satisfaction of the City, the City shall send Service Provider a written termination letter which shall be effective upon deposit in the United States mail to Service Provider's address as stated below.
  - C. Rights upon Termination. In the event of termination, the City shall only be responsible to pay for all services satisfactorily performed by Service Provider to the effective date of termination, as described in the final invoice to the City. The City Manager shall make the final determination about what services have been satisfactorily performed.
- 7. Nondiscrimination.** In the hiring of employees for the performance of work under this Agreement or any subcontract hereunder, Service Provider, its subcontractors or any person acting on behalf of Service Provider shall not, by reason of race, religion, color, sex, marital status, national origin or the presence of any sensory, mental, or physical disability, discriminate against any person who is qualified and available to perform the work to which the employment relates.

- 8. Indemnification / Hold Harmless.** The Service Provider shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Service Provider and the City, its officers, officials, employees, and volunteers, the Service Provider's liability hereunder shall be only to the extent of the Service Provider's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Service Provider'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.

- 9. Insurance.** The Service Provider shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Service Provider, their agents, representatives, employees or subcontractors.

A. **Minimum Scope of Insurance.** Service Provider shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract. The City shall be named as an insured under the Service Provider's Commercial General Liability insurance policy with respect to the work performed for the City using ISO additional insured endorsement GC 20 10 10 01 and GC 20 37 10 01 or substitute endorsements providing equivalent coverage.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

B. **Minimum Amounts of Insurance.** Service Provider shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
  2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.
- C. **Other Insurance Provisions.** The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:
1. The Service Provider's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Service Provider's insurance and shall not contribute with it.
  2. The Service Provider's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
- D. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- E. **Verification of Coverage.** Service Provider shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Service Provider before commencement of the work.
- F. **Subcontractors.** Service Provider shall include each subcontractor as insured under its policies or shall furnish separate certifications and endorsements for each subcontractor. All coverage shall be subject to all of the same insurance requirements as stated herein for the Service Provider.
- 10. Entire Agreement.** The written provisions and terms of this Agreement, together with all documents attached hereto, shall supersede all prior verbal statements of any officer or other representative of the City, and such statements shall not be effective or be construed as entering into or forming a part of, or altering in any manner whatsoever, this Agreement.
- 11. City's Right of Supervision, Limitation of Work Performed by Service Provider.** Even though Service Provider works as an independent contractor in the performance of his duties under this Agreement, the work must meet the approval of the City and be subject to the City's general right of inspection and supervision to secure the satisfactory completion thereof. In the performance of work under this Agreement, Service Provider shall comply with all federal, state and municipal laws, ordinances, rules and regulations that are applicable to Service Provider's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

- 12. Work Performed at Service Provider's Risk.** Service Provider shall be responsible for the safety of its employees, agents and subcontractors in the performance of the work hereunder and shall take all protections reasonably necessary for that purpose. All work shall be done at Service Provider's own risk, and Service Provider shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.
- 13. Ownership of Products and Premises Security.**
- A. All reports, plans, specifications, data maps, and documents produced by the Service Provider in the performance of services under this Agreement, whether in draft or final form and whether written, computerized, or in other form, shall be the property of the City.
  - B. While working on the City's premises, the Service Provider agrees to observe and support the City's rules and policies relating to maintaining physical security of the City's premises.
- 14. Modification.** No waiver, alteration or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the City and Service Provider.
- 15. Assignment.** Any assignment of this Agreement by Service Provider without the written consent of the City shall be void.
- 16. Written Notice.** All communications regarding this Agreement shall be sent to the parties at the addresses listed below, unless notified to the contrary. Any written notice hereunder shall become effective as of the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.
- 17. Non-Waiver of Breach.** The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver or relinquishment of said covenants, agreements or options, and the same shall be and remain in full force and effect.
- 18. Resolution of Disputes, Governing Law.** Should any dispute, misunderstanding or conflict arise as to the terms and conditions contained in this Agreement, the matter shall be referred to the City Manager, whose decision shall be final. In the event of any litigation arising out of this Agreement, the prevailing party shall be reimbursed for its reasonable attorney fees from the other party. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the day and year above written.

**CITY OF SULTAN**

**SERVICE PROVIDER**

By: \_\_\_\_\_  
Carolyn Eslick, Mayor

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Taxpayer ID #: \_\_\_\_\_

**CITY CONTACT**

\_\_\_\_\_  
City of Sultan  
319 Main Street, Suite 200  
Sultan, WA 98294  
Phone: 360-793-2231  
Fax: 360-793-3344

**SERVICE PROVIDER CONTACT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

**ATTEST/AUTHENTICATED**

By: \_\_\_\_\_  
City Clerk

**APPROVED AS TO FORM**

By: \_\_\_\_\_  
Office of the City Attorney

**EXHIBIT A**

**SCOPE OF WORK**

Consultant is to observe and catalog the condition of the City Hall Building, Food Bank, Boys and Girls Club (2 buildings), Public Works Shop, Police Station, Post Office, and Visitor Information Center. The inventory and condition assessment of the exterior structure, HVAC, electrical and plumbing systems for these buildings will include the tasks as listed below.

**Tasks 1 & 2**

1. Receive Documents

Receive from you all existing drawings of existing buildings and copies of three years of utility bills for each building. Review documents.

2. Meeting

a. Meet with city staff to review procedures, timeline, and project requirements. Discuss known deficiencies in the various buildings and set times for inspection team to visit each site.

3. Building Observation

b. Visit and observe the existing condition of the buildings and building systems as listed above. Also observe general exterior and structural condition of the two pole buildings in the Public Works yard.

4. Catalog Building Conditions

c. Catalog information gained from building observations and prioritize for urgency of repairs or maintenance.

5. Review Meeting

d. Meet with city staff to review information gathered above and discuss options and, as appropriate, any special inspections needed.

6. Budget Development

e. Estimate the cost of significant maintenance and repair as well as develop cost comparison for repair or replacement of various building systems.

7. Schedule

f. Develop schedule identifying the highest priority items to be addressed first and the lower priority items later.

| Tasks 1 & 2     | Driftmier Associate Architect  | Driftmier Designer | Interface Princ/Assoc Principal | Interface Designer | Reimb. Expenses | Total           |
|-----------------|--|--------------------|---------------------------------|--------------------|-----------------|-----------------|
| Estimated Hours | <b>28</b>  | <b>32</b>          | <b>16</b>                       | <b>20</b>          |                 | <b>96</b>       |
| Rate            | <b>140</b>   | <b>85</b>          | <b>180</b>                      | <b>105</b>         |                 |                 |
| Total           | <b>\$3,920</b>   | <b>\$2,720</b>     | <b>\$2,880</b>                  | <b>\$2,100</b>     | <b>\$200</b>    | <b>\$11,820</b> |
| Deliverables    | <b>Written Inventory of Building Conditions, Budget Estimate, Schedule of Priorities</b> |                    |                                 |                    |                 |                 |

Task 3

8. Draft Report

- g. Develop a draft report based on the information gathered above. Include a matrix or report summary that highlights the major findings of the report.

9. Review

- h. Provide report to city staff for review and discuss any questions or changes requested.

| Task 3          | Driftmier Associate Architect | Driftmier Designer | Interface Princ/Assoc Principal | Interface Designer | Reimb. Expenses | Total          |
|-----------------|-------------------------------|--------------------|---------------------------------|--------------------|-----------------|----------------|
| Estimated Hours | <b>8</b>                      | <b>8</b>           | <b>2</b>                        | <b>2</b>           |                 | <b>20</b>      |
| Rate            | <b>140</b>                    | <b>85</b>          | <b>180</b>                      | <b>105</b>         |                 |                |
| Total           | <b>\$1,120</b>                | <b>\$680</b>       | <b>\$360</b>                    | <b>\$210</b>       | <b>\$50</b>     | <b>\$2,420</b> |
| Deliverables    | <b>Draft Report</b>           |                    |                                 |                    |                 |                |

Task 4

10. Final Report

- i. From staff comments and any other new information, finalize report.

| Task 4          | Driftmier Associate Architect | Driftmier Designer | Interface Princ/Assoc Principal | Interface Designer | Reimb. Expenses | Total          |
|-----------------|-------------------------------|--------------------|---------------------------------|--------------------|-----------------|----------------|
| Estimated Hours | <b>4</b>                      | <b>4</b>           |                                 |                    |                 | <b>8</b>       |
| Rate            | <b>140</b>                    | <b>85</b>          |                                 |                    |                 |                |
| Total           | <b>\$560</b>                  | <b>\$340</b>       |                                 |                    | <b>\$100</b>    | <b>\$1,000</b> |
| Deliverables    | <b>Final Report</b>           |                    |                                 |                    |                 |                |

Task 5

11. Presentation

- j. Present the significant findings of the report in a meeting before a regular or workshop meeting of the City Council.

| Task 5          | Driftmier Associate Architect | Driftmier Designer | Interface Princ/Assoc Principal | Interface Designer | Reimb. Expenses | Total          |
|-----------------|-------------------------------|--------------------|---------------------------------|--------------------|-----------------|----------------|
| Estimated Hours | <b>4</b>                      | <b>4</b>           |                                 |                    |                 | <b>8</b>       |
| Rate            | <b>140</b>                    | <b>85</b>          |                                 |                    |                 |                |
| Total           | <b>\$560</b>                  | <b>\$340</b>       |                                 |                    | <b>\$150</b>    | <b>\$1,050</b> |
| Deliverables    | <b>None</b>                   |                    |                                 |                    |                 |                |

**Summary**

|                             |          |
|-----------------------------|----------|
| Hours Included              | 132      |
| Fee Total                   | \$15,790 |
| Reimbursable Expenses Total | \$500    |
| Not to Exceed Total         | \$16,290 |

This scope of work includes up to 132 hours of staff time invested in the tasks above, 3 trips to Sultan and one hard copy of the final report.

Project Schedule/Timeline is attached.