SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET

ITEM NO: A-7

DATE: December 10, 2009

SUBJECT: Driftmier Contract Amendment for Facility Assessment

CONTACT PERSON: Deborah Knight, City Administrator

ISSUE:

The issue before the City Council is to authorize the Mayor to sign a contract amendment (Attachment A) with Driftmier Architects not to exceed $18,435.24.

STAFF RECOMMENDATION:

Authorize the Mayor to execute a contract amendment with Driftmier Architects not to exceed $18,435.24 for work performed to complete the facility assessment report.

SUMMARY:
The city council approved a contract with Driftmier Architects on July 9, 2009 not to exceed $16,300. The facility assessment report was accepted by the city council on November 12, 2009.

According to a letter from Driftmier Architects dated November 5, 2009 (Attachment B), consultant staff spent an additional 115.5 hours to complete the facility assessment report. Driftmier Architects is requesting reimbursement for only 17.7 hours ($2,145.24) billed at their regular rate.

Although city staff did not request work outside of the budget, Driftmier Architects is requesting the City council consider paying for the additional work.

FISCAL IMPACT:

The contract with Driftmier Architects was not to exceed $16,300. The request is for an additional $2,145.24. Although the work was not included in the 2009 budget, the City has the funds available in the facility budget to pay for the additional work.

ALTERNATIVES:

1. Authorize the Mayor to sign a contract amendment with Driftmier Architects not to exceed $18,435.24. This alternative would pay for the work performed to provide the city with facility assessment report.
2. Do not authorize the Mayor to sign a contract amendment with Driftmier Architects not to exceed $18,435.24.

RECOMMENDED ACTION:

Authorize the Mayor to execute a contract amendment with Driftmier Architects not to exceed $18,435.24 for work performed to complete the facility assessment report.

ATTACHMENTS:

A – Proposed contract amendment with Driftmier Architects
B – Invoice for services and request for reimbursement
C – July 1, 2009 Contract for Services

ATTACHMENT A
Proposed Addendum

FIRST ADDENDUM
BY AND BETWEEN THE CITY OF SULTAN AND
DRIFTMIER ARCHITECTS, INC.

THIS First ADDENDUM is made 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 7983 Leary Way NE, Redmond, WA 98052.

WHEREAS, on July 9, 2009, the City and the Service Provider entered into that certain Agreement for Services ("Agreement") for the provision of facility assessment services, and

WHEREAS, the City and Service Provider agree to amend the Agreement to provide for additional payment for services; **NOW THEREFORE,**

IN CONSIDERATION OF the mutual promises, terms and conditions set forth in the Agreement and contained herein, the Parties hereby agree as follows:

Section 1. Amendment of Payment

Section 2 Payment of the Agreement is hereby revised to provide in its entirety as follows:

2. Payment.

A. The City shall pay Service Provider not more than a total of eighteen thousand four hundred and thirty five dollars and twenty-four cents ($18,435.24) 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. Travel time, meals and meetings are included in the cost of services and shall not be billed separately.

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.

Section 2. Effect of Addendum. This 1st Addendum is in addition to the Agreement. Except as otherwise provided herein, the provisions of this 1st Addendum modify, but do not supersede the provisions of the Agreement. Except as otherwise provided herein, each provision of the Agreement shall continue in full force and effect as if this 1st Addendum did not exist. Except as otherwise provided herein, capitalized words and phrases shall have the meanings ascribed to them in the Agreement.

IN WITNESS WHEREOF, the parties have caused this Addendum to be signed and executed this 10th day of December, 2009.

CITY OF SULTAN:

By: _____
Mayor Carolyn Eslick

SERVICE PROVIDER:

By: _____
Title: _____
Taxpayer I D Number:_____
Address: _____
Phone: _____

ATTEST/AUTHENTICATED:

By: _____
City Clerk

APPROVED AS TO FORM:

By: _____
Office of the City Attorney

The
Driftmier
Architects, P.S.

RECEIVED
NOV 09 2009
BY:.....

November 5, 2009

Ms. Connie Dunn
City of Sultan
PO Box 1199
Sultan, WA 98294

Re: Final Invoice for Facilities Assessment

Dear Connie:

The report and slide show were finalized and the city has uploaded them from our FTP site. This is our final invoice for the work unless you have additional questions or additions to the report.

The original agreement included up to 132 hours of architectural and MEP time on the project. This was divided between 46 hours for MEP and 86 hours of architectural time. To date we have invested a total of 247.5 hours with the extra 115.5 hours all being on the architectural side. This means we have put in twice as much time as we anticipated. I have discussed the situation with Deborah.

You will see in this invoice that we have paid the mechanical/electrical subconsultants and the total under the main part of the contract is the contract amount. We have also added an extra services category, which includes time after the report was completed that additional changes and updates were requested. This totaled 17.7 hours and is billed at the regular hourly rates as quoted in the contract. While under the contract we might have billed the full 115.5 hours, we are only billing the 17.7 hours.

Please review the situation, and as appropriate, provide payment. If you have changes or comments, let me know.

Sincerely,

Rick Driftmier, AIA, President
The Driftmier Architects, P.S.

Attachment

cc: Deborah Knight, City Manager

7983
Leary
Way NE
Redmond,
Washington
98052
(425)
881-7506
Fax
(425)
881-7306
mail@driftmier.com

Invoice

THE DRIFTMIER ARCHITECTS, P.S.
7983 Leary Way NE
Redmond, WA 98052
(425) 881-7506

October 31, 2009
Project No: 20916.00
Invoice No: 0005431

Connie Dunn
City of Sultan
PO Box 1199
Sultan, WA 98294

Project 20916.00 City of Sultan - Facility Assessment
Facilities Condition Assessment

Compensation is on a time and materials basis not to exceed $16,290. Basic Compensation includes up to 132 hours of staff time: 46 hours for Mechanical, Electrical & Plumbing and 86 hours for Architectural. To date 201.5 of Architectural hours have been provided.

Professional Services from September 26, 2009 to October 25, 2009

Consultants

Mechanical Consultant				
10/27/09 Interface Engineering, Inc.	CONSLT		250.00	
Electrical Consultant				
10/27/09 Interface Engineering, Inc.	CONSLT		1,600.00	
Total Consultants		**1.15 times**	**1,850.00**	**2,127.50**

Reimbursable Expenses

Reproductions			14.40	
Telephone/Fax			1.03	
Total Reimbursables		**1.15 times**	**15.43**	**17.74**

Billing Limits	**Current**	**Prior**	**To-Date**	
Total Billings	2,145.24	16,290.00	18,435.24	
Limit			16,290.00	
Adjustment				**-2,145.24**
		Total this Project		**$0.00**

Billings to Date

	Current	**Prior**	**Total**
Labor	0.00	13,748.06	13,748.06
Consultant	0.00	1,605.98	1,605.98
Expense	0.00	935.96	935.96
Total	**0.00**	**16,290.00**	**16,290.00**

Project 20916.02 City of Sultan - Extra Services
Facilities Condition Assessment - Extra Services
Additional Edits to Final Report

Professional Personnel

	Hours	**Rate**	**Amount**

Interest charged at 1.5% per month on all amounts outstanding after 20 days.

Principal				
Driftmier, Richard	3.40	165.00	561.00	
Employee				
Meersman, Jamie	13.00	95.00	1,235.00	
Seely, David	1.30	140.00	182.00	
Totals	17.70		1,978.00	
Total Labor				**1,978.00**

Total this Project **$1,978.00**

Billings to Date

	Current	Prior	Total
Labor	1,978.00	0.00	1,978.00
Total	**1,978.00**	**0.00**	**1,978.00**

Total this Invoice **$1,978.00**

Total Due

Outstanding Invoices

Number	Date	Balance
0005408	9/30/09	6,161.69
Total		**6,161.69**

– Paid

Total Now Due **$8,139.69**

Invoice

THE DRIFTMIER ARCHITECTS, P.S.
7983 Leary Way NE
Redmond, WA 98052
(425) 881-7506

October 31, 2009
Project No: 20916.00
Invoice No: 0005431

Connie Dunn
City of Sultan
PO Box 1199
Sultan, WA 98294

Project 20916.00 City of Sultan - Facility Assessment
Facilities Condition Assessment

Compensation is on a time and materials basis not to exceed $16,290. Basic Compensation includes up to 132 hours of staff time: 46 hours for Mechanical, Electrical & Plumbing and 86 hours for Architectural. To date 201.5 of Architectural hours have been provided.

Professional Services from September 26, 2009 to October 25, 2009

Consultants

Mechanical Consultant				
10/27/09 Interface Engineering, Inc.	CONSLT		250.00	
Electrical Consultant				
10/27/09 Interface Engineering, Inc.	CONSLT		1,600.00	
Total Consultants		**1.15 times**	**1,850.00**	**2,127.50**

Reimbursable Expenses

Reproductions			14.40	
Telephone/Fax			1.03	
Total Reimbursables		**1.15 times**	**15.43**	**17.74**

Billing Limits	**Current**	**Prior**	**To-Date**	
Total Billings	2,145.24	16,290.00	18,435.24	
Limit			16,290.00	
Adjustment				**-2,145.24**
		Total this Project		**$0.00**

Billings to Date

	Current	**Prior**	**Total**
Labor	0.00	13,748.06	13,748.06
Consultant	0.00	1,605.98	1,605.98
Expense	0.00	935.96	935.96
Total	**0.00**	**16,290.00**	**16,290.00**

Project 20916.02 City of Sultan - Extra Services
Facilities Condition Assessment - Extra Services
Additional Edits to Final Report

Professional Personnel

	Hours	**Rate**	**Amount**

Interest charged at 1.5% per month on all amounts outstanding after 20 days.

Principal				
Driftmier, Richard	3.40	165.00	561.00	
Employee				
Meersman, Jamie	13.00	95.00	1,235.00	
Seely, David	1.30	140.00	182.00	
Totals	17.70		1,978.00	
Total Labor				**1,978.00**

Total this Project **$1,978.00**

Billings to Date

	Current	Prior	Total
Labor	1,978.00	0.00	1,978.00
Total	**1,978.00**	**0.00**	**1,978.00**

Total this Invoice **$1,978.00**

Outstanding Invoices

Number	Date	Balance
0005408	9/30/09	6,161.69
Total		**6,161.69**

Total Now Due **$8,139.69**

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:

T E R M S

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.

D. 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.

E. 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.

F. 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

By: _____
Carolyn Eslick, Mayor

SERVICE PROVIDER

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	**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

   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	**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

    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	**4**	**4**				**8**
Rate	**140**	**85**				
Total	**$560**	**$340**			**$100**	**$1,000**
Deliverables	**Final Report**					

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	**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

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.