



**CITY OF
TUMWATER
CITY COUNCIL
MEETING AGENDA**

**Online via Zoom and In Person at
Tumwater City Hall, Council Chambers,
555 Israel Rd. SW, Tumwater, WA 98501**

**Tuesday, October 07, 2025
7:00 PM**

- 1. Call to Order**
- 2. Roll Call**
- 3. Flag Salute**
- 4. Special Items:**
 - [a.](#) Proclamation: Walk to School Month, October 2025
 - [b.](#) Proclamation: Fire Prevention Week, October 5 - October 11, 2025
 - [c.](#) Proclamation: National Hispanic Heritage Month September 15 - October 15, 2025
- 5. Public Comment:** (for discussion of items not having a public hearing on tonight's agenda)
- 6. Consent Calendar:**
 - [a.](#) Approval of Minutes: City Council, September 16, 2025
 - [b.](#) Approval of Minutes: City Council Strategic Planning Retreat, September 20, 2025
 - [c.](#) Approval of Minutes: City Council Work Session, September 23, 2025
 - [d.](#) Payment of Vouchers (Finance Department)
 - [e.](#) Resolution No. R2025-017, Surplus Property (Finance Department)
 - [f.](#) Service Provider Agreement with SCJ Alliance for the Deschutes Valley Trail (Public Works Committee)
 - [g.](#) SaaS Cloud Contract Amendment with Tyler Technologies (Budget & Finance Committee)
 - [h.](#) Reappointment of Marnie Slakey to the Historic Preservation Commission (Executive Department)
 - [i.](#) Advisory Board Appointment of Charles Edmonson to the Tree Board (Executive Department)
- 7. Council Considerations:**
 - [a.](#) Service Provider Agreement with TCF Architecture, PLLC, for the City Operations and Maintenance Facility Design Amendment No. 1 (Public Works Committee)
- 8. Committee Reports**
 - a. Public Health and Safety Committee (Peter Agabi)

- b. General Government Committee (Michael Althausen)
- c. Public Works Committee (Eileen Swarthout)
- d. Budget and Finance Committee (Debbie Sullivan)

9. Mayor/City Administrator's Report

10. Councilmember Reports

11. Any Other Business

12. Adjourn

Hybrid Meeting Information

The public are welcome to attend in person, by telephone or online via Zoom.

Watch Online

Go to <http://www.zoom.us/join> and enter the Webinar ID 893 9908 1288 and Passcode 481118.

Listen by Telephone

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 893 9908 1288 and Passcode 481118.

Public and Written Comment

Attend in person to give public comment or register by 6:45 p.m. the day of the meeting to provide public comment using the web-based meeting platform:

https://us02web.zoom.us/webinar/register/WN_UpVGt5-1SA2PsR_s_sbDiw

After registering, you will receive a confirmation email with a login to join the online meeting.

As an alternative, prior to the meeting, the public may submit comments by sending an email to council@ci.tumwater.wa.us, no later than 5:00 p.m. on the day of the meeting. Comments are submitted directly to the Mayor and City Councilmembers and will not be read individually into the record of the meeting.

Post Meeting

Video of this meeting will be recorded and posted on our City Meeting page: <https://tumwater-wa.municodemeetings.com>.

Accommodations

The City of Tumwater takes pride in ensuring that people with disabilities are able to take part in, and benefit from, the range of public programs, services, and activities offered by the City. To request an accommodation or alternate format of communication, please contact the City's ADA Coordinator directly, call (360) 754-4129 or email ADACoordinator@ci.tumwater.wa.us. For vision or hearing impaired services, please contact the Washington State Relay Services at 7-1-1 or 1-(800)-833-6384.

Proclamation

WHEREAS, making bicycle, pedestrian, and active transportation safety improvements a priority can help protect the life and safety of Tumwater’s youth; and

WHEREAS, the City of Tumwater is working to add bike lanes, trails, sidewalks, and improve street crossings to better connect our neighborhoods and provide safer routes to schools; and

WHEREAS, increasing physical activity improves the health of our youth; and

WHEREAS, regularly walking, biking and rolling to school can be fun and increase students’ readiness to learn; and

WHEREAS, driving students to school contributes to traffic congestion and air pollution; and

WHEREAS, an important role for parents and caregivers is to teach children how to safely walk, bike and roll on our streets; and

WHEREAS, in October, community leaders, parents and children from around the world will join together for Walk to School events to increase awareness about the health and environmental benefits of walking and biking to school.

NOW THEREFORE, I, Debbie Sullivan, Mayor of the City of Tumwater, do hereby proclaim

October 2025

Walk to School Month

and I call upon the people of the City of Tumwater to promote the safety and health of children this month and throughout the year by supporting pedestrian, bicycle and active transportation improvements, modeling safe pedestrian and bicycle behaviors, and helping make our roads safer for those walking and biking by participating in safe driving practices and following the speed limit. I invite parents, school employees, and community leaders to make a lasting impression on our community's youth by joining Tumwater students in walking to school.

Signed in the City of Tumwater, Washington, and recognized on this 7th day of October in the year, two thousand twenty-five.



Debbie Sullivan
Mayor



Proclamation

WHEREAS, the City of Tumwater is committed to ensuring the safety and security of all those living in and visiting our City; and

WHEREAS, fire remains a serious public safety concern both locally and nationally, and the presence of lithium-ion batteries in many household devices introduces unique fire risks; and

WHEREAS, most of the electronics used in homes daily — including smartphones, tablets, laptops, power tools, e-bikes, e-scooters, and toys — are powered by lithium-ion batteries, which if misused, damaged, or improperly charged, can overheat, start a fire, or explode; and

WHEREAS, the National Fire Protection Association® (NFPA®) reports an increase in battery-related fires, underscoring the need for public education on the safe use of lithium-ion batteries; and

WHEREAS, residents should follow three key calls to action: Buy only listed products, charge batteries safely, and recycle them responsibly to prevent battery-related fires; and

WHEREAS, lithium-ion batteries store a large amount of energy in a small space, and improper use such as overcharging, using off-brand chargers without safety certification, or exposing batteries to damage can result in fire or explosion; and

WHEREAS, the proper disposal and recycling of lithium-ion batteries help prevent environmental hazards and reduce fire risks in the home and community; and

WHEREAS, the 2025 Fire Prevention Week theme, “Charge into Fire Safety: Lithium-Ion Batteries in Your Home!” serves to focus on lithium-ion batteries to better educate the public about how to buy, charge, and dispose of them safely.

NOW THEREFORE, I, Debbie Sullivan, Mayor of the City of Tumwater, do hereby proclaim the week of

October 5, 2025 - October 11, 2025

Fire Prevention Week

and I urge all residents and businesses in the City of Tumwater to heed these messages and to support the efforts of the Tumwater Fire Department and other emergency services to keep us safe from fires and in times of medical emergencies.

Signed in the City of Tumwater, Washington, and recognized on this 7th day of October in the year, two thousand twenty-five.



Debbie Sullivan

Debbie Sullivan

Mayor

Proclamation

WHEREAS, each year, Americans observe National Hispanic Heritage Month from September 15 to October 15, by celebrating the histories, cultures and contributions of those whose ancestors came from Spain, Mexico, the Caribbean and Central and South America; and

WHEREAS, the observance began in 1968 when Congress passed Public Law 90-498 authorizing and requesting the President to issue an annual proclamation of National Hispanic Heritage during mid-September; and

WHEREAS, Hispanic Americans have made exceptional contributions throughout our history in areas including science, medicine, business, law, sports, education, government and military. Our culture has been enriched by the art, food, music, literature, and creativity of Hispanic people; and

WHEREAS, National Hispanic Heritage Month is a time to honor the many ways Hispanics, Latinos, and Latinx contribute to Tumwater, celebrate diverse cultures, and work toward a stronger, more inclusive, and prosperous community for all; and

WHEREAS, understanding the lived experiences of Hispanics in Tumwater is critical to the creation of City services, development, infrastructure, programs, and investments with mutual benefits for all who reside in our community.

NOW THEREFORE, I, Debbie Sullivan, Mayor of the City of Tumwater, do hereby proclaim

National Hispanic Heritage Month *September 15 - October 15, 2025*

and I urge people to join me in learning and participating in events that celebrate the rich Hispanic cultural traditions.

Signed in the City of Tumwater, Washington, this 7th day of October in the year, two thousand twenty-five.



A handwritten signature in blue ink that reads "Debbie Sullivan".

Debbie Sullivan
Mayor

MEETING MINUTES

TUMWATER CITY COUNCIL
September 16, 2025



CONVENE: 7:00 p.m.

PRESENT: Mayor Debbie Sullivan and Councilmembers Peter Agabi, Michael Althausen, Joan Cathey, Leatta Dahlhoff, Angela Jefferson, Eileen Swarthout, and Kelly Von Holtz.

Staff: City Administrator Lisa Parks, Assistant City Administrator Kelly Adams, City Attorney Karen Kirpatrick, Fire Chief Brian Hurley, Finance Director Troy Niemeyer, Parks and Recreation Director Chuck Denney, Police Chief Jay Mason, Water Resources and Sustainability Director Dan Smith, Communication Manager Jason Wettstein, Alyssa Jones Wood Sustainability Manager and City Clerk Melody Valiant.

Others: Joe Avalos, Executive Director – Olympic Health & Recovery Services and Morgan Shook, Director - ECO Northwest

SPECIAL ITEMS:

PROCLAMATION: WEEK WITHOUT DRIVING, SEPTEMBER 29- OCTOBER 5, 2025

Councilmember Von Holtz read a proclamation declaring September 29-October 5, 2025, a week without driving. A week without driving was established in 2021 by Washington State by the Disability Mobility Initiative of Disability Rights Washington so those who have the option to drive can learn firsthand about the barriers and challenges that non-drivers face. Resident Patti Clark spoke of how disabilities have affected her husband and friends.

Mayor Sullivan presented the proclamation to Cody Cohan, the Public Information Officer for People First WA Thurston County chapter.

**GREEN TEAM 2024
ANNUAL REPORT:**

Manager Jones Wood presented the Green Team 2024 Annual report which is now an interactive dashboard with pie charts divided by section rather than one big report. The dashboard will be available on the city website soon. Council voiced their support for the new format and all the work we are doing towards sustainability.

PUBLIC COMMENT:

Public Comment was given by residents Crawford, Fitz-Hugh, Hays, McClusky, Prusous, and Reynolds.

**CONSENT
CALENDAR:**

- a. Approval of Minutes: City Council Work Session, August 26, 2025
- b. Approval of Minutes: City Council, September 2, 2025
- c. Approval of Minutes: Council Work Session, September 9, 2025
- d. Payment of Vouchers
- e. Service Provider Agreement with HDR Engineering for the Old Hwy 99 & 79th Ave Roundabout Design Amendment No. 2
- f. Service Provider Agreement with Robert W. Droll Landscape Architect for the Trails End Park Master Plan Design Amendment No. 2
- g. Purchase of Deschutes Valley Properties with LOTT - Authorization to Sign
- h. Interlocal Agreement with the Tumwater School District for the School Resource Officer program
- i. Reappointment of Dana Day, Jody Keys, Lalani Shelton, Tom Sparks, and Linnea Madison to the Barnes Lake Management District Steering Committee

MOTION:

Councilmember Agabi, moved, seconded by Councilmember Dahlhoff, to approve the Consent Calendar as published. A voice vote approved the motion unanimously.

**COUNCIL
CONSIDERATIONS:****SERVICE PROVIDER
AGREEMENT WITH
OLYMPIC HEALTH
AND RECOVERY
SERVICES FOR CRISIS
RESPONSE**

Chief Hurley gave a presentation on the Service Provider Agreement with Olympic Health and Recovery Services for our Tumwater mobile outreach team and crisis response services. Legislation passed in 2023 that established community-based crisis teams as part of fire service agencies for more accessible and effective emergency services. Chief Hurley introduced Joe Avalos, Executive Director of Olympic Health and Recovery

Services. Director Avalos talked about how it would work and the unique partnership as there are only two other communities state-wide they have a similar agreement with.

MOTION: **Councilmember Agabi, moved, seconded by Councilmember Von Holtz, to approve the Service Provider Agreement with Olympic Health and Recovery Services for Crisis Response. A voice vote approved the motion unanimously.**

**ORDINANCE
O2025-013, B&O TAX
MODEL ORDINANCE
UPDATE**

Director Niemeyer gave a presentation on adopting Ordinance O2025-013, Business and Occupation (B&O) model ordinance update. The update which was adopted by the state legislature earlier this year increases the threshold allowing a company outside of the city to get a “no-fee” endorsement. The threshold will automatically update every four years and will be tied with inflation. The new model ordinance goes into effect on January 1, 2026, adopting the Ordinance will keep us in compliance.

MOTION: **Councilmember Dahlhoff, moved, seconded by Councilmember Swarthout, to adopt Ordinance O2025-013, B&O Tax Model Ordinance update. A voice vote approved the motion unanimously.**

**QUARTERLY
FINANCIAL UPDATE**

Director Niemeyer presented a quarterly budget update. He highlighted that August was a huge sales tax month but mentioned that sales tax can be volatile in nature overall.

He updated the Council on the following:

- Sales Tax
- Public Safety Sales Tax
- B&O Tax
- Building Permits
- General Fund Revenues & Expenditures
- Water and Sewer Revenues & Expenditures
- Economy in general
- Upcoming Audits
- Tariffs & Unemployment

Council asked questions about the increases or decreases in specific funds and how our fellow cities are doing in comparison and expressed concern at the rising cost of food and basics.

10 YEAR FINANCIAL PLAN – REVIEW BASELINE ASSESSMENT

Administrator Parks introduced Morgan Shook with ECO Northwest who will share a baseline financial assessment for the City and how the City can utilize the tool to determine financial stability when planning the next biennial budget. Consultant Shook said the tool is intended to be a companion to the strategic planning process and will help align the City's values and priorities with how the City spends its dollars. It will also allow us to build a model to explore different scenarios in budgeting. He shared an overview of their analysis of the City's funds, expenses and revenues so far in 2025 and how to build a budget framework to make more informed budgeting decisions in the future.

Council asked questions about the process and how ECO Northwest accurately forecasts growth. Administrator Parks said they utilize the current budget and future goals along with population growth estimates from the Comprehensive Plan. Administrator Parks said these tools will assist Council when starting to plan for the next biennial budget in April 2026.

COMMITTEE REPORTS:

PUBLIC HEALTH & SAFETY: *Peter Agabi*

The committee met on September 9, 2025, and it included the School Resource Officer contract that was on the consent calendar and a Tumwater Safe Program briefing.

GENERAL GOVERNMENT: *Michael Althausen*

The committee met on September 10, 2025, and discussed the 2025 Comprehensive Plan Update.

PUBLIC WORKS: *Eileen Swarthout*

The next meeting is scheduled for September 19, 2025, and they will be discussing the following items:

- O2025-009 Final Docket for 2025 Comprehensive Plan Amendments
- SPA with SCJ Alliance for Design Services for Deschutes Valley Trail
- SPA with TCF Architecture for Public Works Facility (O&M) – Building A Design Amendment No. 1

BUDGET & FINANCE: *Debbie Sullivan*

The next meeting is scheduled for September 26, 2025, and they will be discussing the following items:

- Monthly Financial Update
- SaaS Cloud Contract Amendment with Tyler Technologies

**MAYOR/CITY
ADMINISTRATOR'S
REPORT:**

Administrator Parks shared a new interactive development map that is on the City website that tells you what type of construction is going on throughout the city for both private and city developments. Administrator Parks also let everyone know that the new Parks and Recreation fall brochure is out, a staff employee recognition event will be held on September 17th and the next strategic planning retreat will be held on September 20th.

Mayor Sullivan had no meetings to report, but reminded everyone about the City event Falls Fest being held at the Tumwater Falls Brewery Park on September 27, 2025.

**COUNCILMEMBER
REPORTS:**

Councilmembers Agabi, Cathey, Dahlhoff, Jefferson, Swarthout and Von Holtz gave reports.

Councilmember Althausen had nothing to report.

ADJOURNMENT:

With there being no further business, Mayor Sullivan adjourned the meeting at 9:25 p.m.

Prepared by Melody Valiant, City Clerk

MEETING MINUTES

TUMWATER CITY COUNCIL STRATEGIC PLANNING RETREAT
SEPTEMBER 20, 2025



CONVENE: 9:00 a.m.

PRESENT: Mayor Debbie Sullivan, Councilmembers Peter Agabi, Michael, Althausen, Joan Cathey, Eileen Swarthout, and Angela Jefferson.

Excused: Councilmembers Leatta Dahlhoff and Kelly Von Holtz

Staff: City Administrator Lisa Parks, Assistant City Administrator Kelly Adams, City Attorney Karen Kirkpatrick, and Executive Assistant Brittaney McClanahan.

Facilitator: Amy Leneker

WELCOME, GOALS & AGREEMENTS FOR TODAY:

Mayor Sullivan welcomed the Council and staff. Facilitator Leneker led an ice breaker exercise and reviewed the goals agreements for the day.

ANNUAL TIMELINE:

Administrator Parks reviewed the timeline of the prioritization process. Facilitator Leneker said Councilmembers absent from today's session will be debriefed and confirmed their input will be included in the strategic planning process.

ROLES:

Facilitator Leneker affirmed the role of the Councilmembers as their work relates to the strategic planning process.

PRIORITIZATION PART 1 & 2:

Mayor, Council and Staff discussed that Councilmembers are responsible to guide the "Why" and "What" of strategic planning, while staff are responsible for creating the "How" to accomplish the strategic planning.

**RECAP ACTION
ITEMS, DECISIONS,
PARKING LOT,
APPRECIATION:**

Facilitator Leneker recapped today's work and decisions.

**NEXT STEPS:
ADJOURNMENT:**

Administrator Parks reviewed the Strategic Plan Schedule
The strategic planning retreat was adjourned at 12:00 p.m.

Prepared by Brittaney McClanahan, Executive Assistant

MEETING MINUTES

TUMWATER CITY COUNCIL WORK SESSION
September 23, 2025



CONVENE: 6:00 p.m.

PRESENT: Mayor Debbie Sullivan and Councilmembers Peter Agabi, Michael Althaus, Joan Cathey, Leatta Dahlhoff, Eileen Swarthout, Angela Jefferson, Kelly Von Holtz.

Staff: City Administrator Lisa Parks, Assistant City Administrator Kelly Adams, City Attorney Karen Kirkpatrick, Finance Director Troy Niemeyer, Water Resources & Sustainability Director Dan Smith, Fire Chief Brian Hurley, Chuck Denney Parks & Recreation Director, Todd Anderson Recreation Manager and City Clerk Melody Valiant.

Others: Principal Keith Smith and Project Manager Cory Wilkerson with Barker, Rinker, Seacat Architecture

COMMUNITY CENTER DESIGN AND SITING: Recreation Manager Anderson introduced Project Manager Wilkerson and Principal Smith with Barker, Rinker, Seacat Architecture who will be designing the Community Center. Manager Wilkerson and Principal Smith went over what they would cover in their presentation including:

- Glossary of Terms
- 'Day in the Life' of a Multigenerational Recreation Center
- Floor Plan Adjacencies
- Standalone Senior Center
- Estimated Budget(s)
- Proposed Sites Selection

The consultants went over in detail what each space in a multigenerational recreation center would look like and talked about potential floor plans. They showed the six potential sites

for the Community Center. The two sites that they recommended moving forward with was the WSDOT Site located at 5202 Capitol Boulevard SE or Kimmie St. & 80th which is owned by the Port of Olympia.

The consultants evaluated the two potential sites based on a detailed set of criteria. Councilmembers asked detailed questions about each site and talked about the concerns or support they had for each potential location for the Community Center. Councilmembers said that before they can choose a location, they would like more public input on the sites as the Kimmie Street and 80th location was not previously included in the public outreach and they would like to be able to tour the two site locations in person.

Administrator Parks talked about the next steps, which will include doing an amendment to the scope of the contract with Barker, Rinker and Seacat Architecture and scheduling more public input sessions.

**STRATEGIC PLAN
DISCUSSION –
REVIEW DRAFT:**

Administrator Parks recapped Saturday's Strategic planning retreat which was the last in a series of three retreats. Consultant Leneker will outreach Councilmembers Dahlhoff and Von Holtz to get their feedback as they were unable to attend the retreat.

Administrator Parks thanked the Mayor, Council and staff for all their hard work throughout the process. After the Strategic plan is finalized it will go to a future council meeting and be adopted before the end of the year.

**MAYOR/CITY
ADMINISTRATOR's
REPORT:**

Administrator Parks said there would be an arborist to take some measurements and soil samples from the Davis Meeker Garry Oak tree on September 25 which will assist in refining the work plan to retain the tree. Several city staff are attending a real estate forum sponsored by the Economic Development Council to give a presentation on the planned EIS Action process for the brewery district area and Administrator Parks also reminded everyone that there is a fifth Tuesday in September so no regular meetings next week.

Mayor Sullivan had no report but reminded everyone about two upcoming City sponsored events Falls Fest on September 27th and Clean up Drop Off on October 4th.

ADJOURNMENT:

With there being no further business, Mayor Sullivan adjourned the meeting at 7:46 p.m.

Prepared by Melody Valiant, City Clerk

TO: City Council
 FROM: Doug Sampson, Accounting Technician
 DATE: October 07, 2025
 SUBJECT: Payment of Vouchers

1) Recommended Action:

Staff are seeking City Council ratification of:

- September 12, 2025, payment of Eden vouchers 174706 to 174711 in the amount of \$1,221.33; payment of Enterprise vouchers 187801 to 187881 in the amount of \$765,669.71 and electronic payments 906137 to 906174 in the amount of \$695,286.76 and wire payments in the amount of \$296,560.92
 - September 19, 2025, payment of Enterprise vouchers 187882 to 187926 in the amount of \$135,901.34 and electronic payments 906175 to 906190 in the amount of \$702,613.11
 - September 26, 2025, payment of Eden vouchers 174712 to 174730 in the amount of \$4,948.16; payment of Enterprise vouchers 187927 to 187997 in the amount of \$407,390.53 and Electronic payments 906191 to 906225 in the amount of \$247,617.65; Wire payments in the amount of \$315,038.52
-

2) Background:

The City pays vendors monthly for purchases approved by all departments. The Finance Director has reviewed and released the payments as certified on the attached Exhibit(s). The full voucher listings are available upon request from the Deputy Finance Director. The most significant payments* were:

Vendor		
Emergency Vehicle Solutions LLC	34,035.45	Patrol vehicle upfitting 25-2422
Honeywell International Inc	82,447.47	Station T1 Digital toning system
Nisqually Indian Tribe	28,500.80	Inmate incarceration fees. August 2025
RH2 Engineering, INC	60,113.11	SE Reservoir July
South Puget Sound Habitat for Humanity	127,586.50	Energize Thurston, 9 heat pumps and 1 water heater.
Shea Carr & Jewell, INC	55,079.72	SCJ Alliance progress billing 7/1 – 8/1/2025
Shea Carr & Jewell, INC	85,462.32	SCJ Alliance progress billing 8/2 – 8/29/2025
WA ST Auditors	31,205.50	2024 Audit & 2025 Investigation 08-2025
Haley & Aldrich, Inc	22,224.63	Phase II ESA for WSDOT
Staples Inc	26,986.20	Furniture, Detective relocation
Bobbie & Amanda's Cleaning SVC	23,410.43	August janitorial services
Lakeside Industries, Inc	648,082.83	PE#2 2025 pavement maintenance

Vendor		
Fehr & Peers	27,190.00	Aug 2025 Transportation master plan and impact fees
Ron Taylor Fidelity Solutions, Inc	33,066.78	Fire Station 1 digital toning installation
Capital Industrial Inc	89,656.59	Flatbed truck 8ftx14ft bed with Rugby Hoist – Sewer OPS

* Includes vouchers in excess of \$20,000, excluding routine utility payments.

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- 3) Policy Support:
- Strategic Goals and Priorities: Fiscally responsible and develop sustainable financial strategies.
 - Vision Mission Beliefs-Excellence: Efficient stewards of public resources, building public trust through transparency.
-

- 4) Alternatives:
- ☐ Ratify the vouchers as proposed.
 - ☐ Develop an alternative voucher review and approval process.
-

- 5) Fiscal Notes:
- The vouchers are for appropriated expenditures in the respective funds and departments.
-

- 6) Attachments:
- A. Exhibit A – Payment of Vouchers – Review and Approval
 - B. Exhibit B – Payment of Vouchers – Review and Approval
 - C. Exhibit C – Payment of Vouchers – Review and Approval

EXHIBIT "A"

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Tumwater, and that I am authorized to authenticate and certify to said claim.

Enterprise ERP

Voucher/Check Nos 187801 through 187881 in the amount of \$765,669.71

Electronic payment Nos 906137 through 906174 in the amount of \$695,286.76

Wire payments in the amount of \$296,560.92

Eden

Voucher/Check Nos 174706 through 174711 in the amount of \$1,221.33

Douglas Sampson

Accounting Technician – Accounts Payable

Checks dated 09/12/2025

EXHIBIT "B"

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Tumwater, and that I am authorized to authenticate and certify to said claim.

Enterprise ERP

Voucher/Check Nos 187882 through 187926 in the amount of \$135,901.34

Electronic payment Nos 906175 through 906190 in the amount of \$702,613.11

Eden

Voucher/Check Nos 17411 through 174--- in the amount of \$ (No refunds this week)

Douglas Sampson

Accounting Technician – Accounts Payable

Checks dated 09/19/2025

EXHIBIT "C"

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Tumwater, and that I am authorized to authenticate and certify to said claim.

Enterprise ERP

Voucher/Check Nos 187927 through 187997 in the amount of \$ 407,390.53

Electronic payment Nos 906191 through 906225 in the amount of \$ 247,617.65

Wire payments in the amount of \$315,038.52

Eden

Voucher/Check Nos 174712 through 174730 in the amount of \$4,948.16

Douglas Sampson

Accounting Technician – Accounts Payable

Checks dated 09/26/2025

TO: City Council
FROM: Joann Fletcher, Accountant
DATE: October 7, 2025
SUBJECT: Resolution No. R2025-017, Surplus Property

1) Recommended Action:

Adopt Resolution R2025-017 Declaring Property as Surplus.

2) Background:

The surplus items include 1 WRS/TED Operations vehicle, 1 TED Admin vehicle, and 3 Police vehicles.

All items have been taken out of service or will be taken out of service and replaced according to their useful lives, or have become obsolete.

3) Policy Support:

Refine and sustain a great organization.

4) Alternatives:

- ☐ Adopt the Resolution.
 - ☐ Don't adopt the Resolution
-

5) Fiscal Notes:

No significant impact. Most items are owned by the Equipment Rental Fund and are sold, disposed, or auctioned off where appropriate. Replacement cost for ER&R items is included in the internal rental rates. The replacement of all other items is budgeted by each department if necessary.

6) Attachments:

A. Resolution R2025-017 Declaring Property as Surplus with attached Exhibit A List of the items to be surplus.

RESOLUTION NO. R2025-017

A RESOLUTION of the City Council of the City of Tumwater, Washington declaring the property itemized on the attached Exhibit A surplus to the City's needs, so that it can be disposed of in accordance with Washington State Law.

WHEREAS, the Asset Manager has determined that the items on the attached Exhibit A, currently owned by the City of Tumwater by purchase, property seizure, or unclaimed property are not needed by the City for current operations; and

WHEREAS, it is the City's policy to dispose of surplus property in accordance with RCW 35A.11.010, RCW63.32.010, and other applicable Washington State laws, rules and regulations.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUMWATER AS FOLLOWS:

Section 1. Surplus Declaration. The property itemized on the attached Exhibit A is hereby declared surplus to the needs of the City of Tumwater, and it shall be auctioned, sold, traded, donated, or otherwise disposed of in accordance with the provisions of Washington State laws, rules and regulations.

Section 2. Ratification. Any act consistent with the authority and prior to the effective date of this Resolution is hereby ratified and affirmed.

Section 3. Severability. The provisions of this Resolution are declared separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this Resolution or the invalidity of the application thereof to any person or circumstance, shall not affect the validity of the remainder of the Resolution, or the validity of its application to other persons or circumstances.

Section 4. Effective Date. This Resolution shall become effective immediately upon adoption and signature as provided by law.

RESOLVED this 7th day of October 2025.

CITY OF TUMWATER

Debbie Sullivan, Mayor

ATTESTS:

Melody Valiant, City Clerk

APPROVED AS TO FORM:

Karen Kirkpatrick, City Attorney

MEMO

Date: October 7, 2025

To: Troy Niemeyer, Finance Director

From: Joann Fletcher, Accountant

Subject: Surplus of Equipment – Asset Management Fund



The following items have exceeded their useful lives, or are unclaimed items or evidence and are ready for donation, disposal or sale:

Asset #	ER&R#	Description	VIN# / Serial #	Current Location / Condition
0004427	69477	2007 Freightliner Con	5SXAANDC37RZ34896	ER&R Shop
0004633	6069953	2011 Ford Expedition	1FMHK8B86BGA54245	ER&R Shop
0004950	6070309	2017 Ford Interceptor	1FM5K8AT7HGC57842	ER&R Shop
0004982	6070341	2018 Ford Interceptor	1FM5K8AT0JGB34826	Police Yard
0004991	6070350	2018 Ford Interceptor	1FM5K8AT2JGB34830	Police Yard

TO: City Council
 FROM: Jared VerHey, Capital Projects Manager
 DATE: October 7, 2025
 SUBJECT: Service Provider Agreement with SCJ Alliance for the Deschutes Valley Trail

1) Recommended Action:

Authorize the Mayor to sign the Service Provider Agreement (SPA) with SCJ Alliance, for the Deschutes Valley Trail project.

This agreement was recommended for approval on the consent calendar at the September 18, 2025 Public Works Committee meeting.

2) Background:

The Deschutes Valley Trail is a multi-use trail from Historical Park to Pioneer Park consisting of seven total segments (A1, A2, B, C, D, Palermo Spur and Deschutes Valley Park Spur). Segment A1 was constructed in 2021. This SPA includes the design for the remaining six segments (A2, B, C, D, Palermo Spur and Deschutes Valley Park Spur).

These six segments of trail extend over two miles, traverse varying and complex terrain features, and navigate through and adjacent to critical areas. The trail will be 10' wide with 2' gravel shoulders on each side and will be designed to meet ADA guidelines for accessibility. This is a complex design project and will require significant cuts and fills, utility relocations, multiple retaining walls, barrier/protective fencing, and bridge structures.

Portions of the trail will be adjacent to the Tumwater Valley Golf course, integrated into the golf cart path, and will require protection of trail users from golf play via barrier/protective fencing. The trail system also consists of three water crossings requiring bridges over a drainage ditch, the Deschutes River, and its side channels.

This SPA will provide the final design, environmental permitting, and construction documents for a complete construction bid package. Work will be developed from previously completed planning and preliminary design documents that were completed circa 2018.

The design fee for this SPA is estimated at \$2,499,216.93 and will include full plans, specifications, and cost estimate. Construction is anticipated to be phased with the first segment beginning late 2026 or early 2027 and the final phase being complete by 2030.

3) Policy Support:

- A. Build a Community Recognized for Quality, Compassion and Humanity
 - Develop a city-wide trail system.
-

4) Alternatives:

- ☐ Request changes to the scope of work and budget.
- ☐ Decline approval.

5) Fiscal Notes:

This project and the funding necessary to complete this work is included in the 2024-2029 Capital Facility Plan (CFP). The Deschutes Valley Trail is identified as General Governmental Project GG-05, Deschutes Valley Trail. Project costs have been updated in the Draft 2026-2031 CFP, which will be brought forward to Council soon.

Total cost for the remaining segments is estimated at \$16.8 million. The City has secured \$5.8 million dollars in Connecting Washington grant funding through the State Transportation Budget and \$2.595 million in federal funding administered by Thurston Regional Planning Council. The remaining funds will come from the Metropolitan Park District, Park Impact Fees, and the General Fund. The City is actively researching and anticipates applying for more grant funding to reduce City funds needed for the project.

6) Attachments:

A. Service Provider Agreement

**CITY OF TUMWATER
SERVICE PROVIDER AGREEMENT**

Deschutes Valley Trail

THIS AGREEMENT is made and entered into in duplicate this _____ day of _____, 2025, by and between the CITY OF TUMWATER, a Washington municipal corporation, hereinafter referred to as the “CITY”, and SCJ Alliance, a Washington corporation, hereinafter referred to as the “SERVICE PROVIDER”.

WITNESSETH:

WHEREAS, the CITY desires to have certain services and/or tasks performed as set forth below requiring specialized skills and other supportive capabilities; and

WHEREAS, sufficient CITY resources are not available to provide such services; and

WHEREAS, the SERVICE PROVIDER represents that the SERVICE PROVIDER is qualified and possesses sufficient skills and the necessary capabilities, including technical expertise, where required, to perform the services and/or tasks set forth in this Agreement.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, the parties hereto agree as follows:

1. SCOPE OF SERVICES.

The SERVICE PROVIDER shall perform such services and accomplish such tasks, including the furnishing of all materials and equipment necessary for full performance thereof, as are identified and designated as SERVICE PROVIDER responsibilities throughout this Agreement and as detailed in Exhibit “A” Scope of Services attached hereto and incorporated herein (the “Project”).

2. TERM.

The Project shall begin no earlier than October 1, 2025, and shall be completed no later than December 31, 2027. This Agreement may be extended for additional periods of time upon mutual written agreement of the parties.

3. TERMINATION.

Prior to the expiration of the Term, this Agreement may be terminated immediately, with or without cause, by the CITY.

4. COMPENSATION AND METHOD OF PAYMENT.

A. Payments for services provided hereunder shall be made following the performance of such services, unless otherwise permitted by law and approved in writing by the CITY.

B. No payment shall be made for any service rendered by the SERVICE PROVIDER except for services identified and set forth in this Agreement.

C. The CITY shall pay the SERVICE PROVIDER for work performed under this Agreement a total sum not to exceed **Two-Million Four-Hundred-Ninety-Nine-Thousand Two-Hundred-Sixteen and 93/100 Dollars** (\$2,499,216.93) as follows: **As reflected in Exhibit "A"**.

D. Upon execution of this Agreement, the SERVICE PROVIDER must submit IRS Form W-9 Request for Taxpayer Identification Number (TIN) and Certification unless a current Form W-9 is already on file with the CITY.

E. The SERVICE PROVIDER shall submit an invoice to the CITY for services rendered during the contract period. The CITY shall initiate authorization for payment after receipt of said invoice and shall make payment to the SERVICE PROVIDER within approximately thirty (30) days thereafter.

F. When subcontracting services or purchasing goods from third parties, as identified and approved in this Agreement, the SERVICE PROVIDER must submit written documentation establishing that the goods and/or services have been provided and the third party has been paid in order to receive payment for such goods and/or services.

G. Invoices may be submitted immediately following performance of services, but in no event shall an invoice be submitted more than twenty (20) business days following the end of the contract term or the end of the calendar year, whichever is earlier.

5. INDEPENDENT CONTRACTOR RELATIONSHIP.

A. The parties intend that an independent contractor relationship will be created by this Agreement. Subject to paragraphs herein, the implementation of services pursuant to this Agreement will lie solely within the

discretion of the SERVICE PROVIDER. No agent, employee, servant or representative of the SERVICE PROVIDER shall be deemed to be an employee, agent, servant or representative of the CITY for any purpose, and the employees of the SERVICE PROVIDER are not entitled to any of the benefits the CITY provides for its employees. The SERVICE PROVIDER will be solely and entirely responsible for its acts and for the acts of its agents, employees, servants, subcontractors or representatives during the performance of this Agreement.

B. In the performance of the services herein contemplated the SERVICE PROVIDER is an independent contractor with the authority to control and direct the performance of the details of the work; however, the results of the work contemplated herein must meet the approval of the CITY and shall be subject to the CITY'S general rights of inspection and review to secure the satisfactory completion thereof.

C. As an independent contractor, the SERVICE PROVIDER shall be responsible for the reporting and payment of all applicable local, state, and federal taxes.

D. It is recognized that the SERVICE PROVIDER may or will be performing services during the Term for other parties; provided, however, that such performance of other services shall not conflict with or interfere with the SERVICE PROVIDER'S ability to perform the services. The SERVICE PROVIDER agrees to resolve any such conflicts of interest in favor of the CITY.

6. SERVICE PROVIDER EMPLOYEES/AGENTS.

The CITY may at its sole discretion require the SERVICE PROVIDER to remove an employee, agent or servant from employment on this Project. The SERVICE PROVIDER may, however, employ that individual on other non-CITY related projects.

7. HOLD HARMLESS INDEMNIFICATION.

A. SERVICE PROVIDER Indemnification. The SERVICE PROVIDER agrees to indemnify, defend and hold the CITY, its elected officials, officers, employees, agents, and volunteers harmless from any and all claims, demands, losses, actions and liabilities (including costs and all attorney fees) to or by any and all persons or entities, including, without limitation, their respective agents, licensees, or representatives, arising from, resulting from, or connected with this Agreement to the extent caused by the negligent acts, errors or omissions of the SERVICE PROVIDER, its partners, shareholders, agents, employees, or by the SERVICE PROVIDER'S breach of this Agreement. The SERVICE PROVIDER expressly waives any immunity that may be granted to it under the Washington State Industrial Insurance Act, Title 51 RCW. The SERVICE PROVIDER'S

indemnification shall not be limited in any way by any limitation on the amount of damages, compensation or benefits payable to or by any third party under workers' compensation acts, disability benefit acts or any other benefit acts or programs. This waiver has been mutually negotiated by the parties.

B. CITY Indemnification. The CITY agrees to indemnify, defend and hold the SERVICE PROVIDER, its officers, directors, shareholders, partners, employees, and agents harmless from any and all claims, demands, losses, actions and liabilities (including costs and attorney fees) to or by any and all persons or entities, including without limitation, their respective agents, licensees, or representatives, arising from, resulting from or connected with this Agreement to the extent solely caused by the negligent acts, errors, or omissions of the CITY, its employees or agents. No liability shall attach to the CITY by reason of entering into this Agreement except as expressly provided herein.

C. Survival. The provisions of this Section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

8. INSURANCE.

A. 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.

B. The SERVICE PROVIDER shall provide a Certificate of Insurance evidencing:

1. Automobile Liability insurance with limits no less than \$1,000,000 combined single limit per accident for bodily injury and property damage.

2. Commercial General Liability insurance written on an occurrence basis with limits no less than \$2,000,000 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.

3. Professional Liability insurance written on a claims made basis with limits of no less than \$2,000,000 per claim, and \$2,000,000 policy aggregate limit.

C. The CITY shall be named as an additional insured on the insurance policy, except professional liability, as respect to work performed by or on behalf of the SERVICE PROVIDER and a copy of the endorsement naming the CITY as additional insured shall be attached to the Certificate of Insurance. The CITY reserves the right to request certified copies of any required policies.

D. The SERVICE PROVIDER'S insurance shall contain a clause stating that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

E. Any payment of deductible or self-insured retention shall be the sole responsibility of the SERVICE PROVIDER.

F. The SERVICE PROVIDER'S insurance shall be primary insurance as respect to the CITY and the CITY shall be given written notice of any cancellation, suspension or material change in coverage within two (2) business days of SERVICE PROVIDER'S receipt of such notice.

9. TREATMENT OF ASSETS.

Title to all property furnished by the CITY shall remain in the name of the CITY and the CITY shall become the owner of the work product and other documents, if any, prepared by the SERVICE PROVIDER pursuant to this Agreement.

10. COMPLIANCE WITH LAWS.

A. The SERVICE PROVIDER, in the performance of this Agreement, shall comply with all applicable federal, state or local laws and ordinances, including being licensed to do business in the City of Tumwater by obtaining a Tumwater business license and any additional regulations for licensing, certification and operation of facilities, programs and accreditation, and licensing of individuals, and any other standards or criteria as described in this Agreement to assure quality of services.

B. The SERVICE PROVIDER specifically agrees to pay any applicable CITY business and occupation (B&O) taxes which may be due on account of this Agreement.

11. NONDISCRIMINATION.

A. The CITY is an equal opportunity employer.

B. Nondiscrimination in Employment. In the performance of this Agreement, the SERVICE PROVIDER will not discriminate against any employee or applicant for employment on the grounds of race, creed, religion, color, national origin, citizenship or immigration status, families with children status, sex, marital status, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, sexual orientation, genetic information, age or other basis prohibited by state or federal law; provided that the prohibition against discrimination in employment because of disability shall not apply if the particular disability prevents the proper performance of the particular worker involved. Such action shall include, but not be limited to: employment, upgrading, demotion or transfers, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and programs for training including apprenticeships.

C. Nondiscrimination in Services. The SERVICE PROVIDER will not discriminate against any recipient of any services or benefits provided for in this Agreement on the grounds of race, creed, religion, color, national origin, citizenship or immigration status, families with children status, sex, marital status, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability, sexual orientation, genetic information, age or other basis prohibited by state or federal law. "Race" is inclusive of traits historically associated or perceived to be associated with race including, but not limited to, hair texture and protective hairstyles. For purposes of this subsection, "protective hairstyles" includes, but is not limited to, such hairstyles as afros, braids, locks, and twists. It is not an unfair practice when a distinction or differential treatment on the basis of citizenship or immigration status is authorized by federal or state law, regulation, rule or government contract.

D. If any assignment and/or subcontract have been authorized by the CITY, said assignment or subcontract shall include appropriate safeguards against discrimination. The SERVICE PROVIDER shall take such action as may be required to ensure full compliance with the provisions in the immediately preceding paragraphs herein.

E. Nondiscrimination in Contractors / Subcontractors. The City of Tumwater, in accordance with RCW 49.60.530 requires all covered contractors or subcontractors to actively pursue a diverse and inclusive workforce. Contractors and subcontractors are prohibited from all forms of discrimination listed in RCW 49.60.530.

F. Nondiscrimination in Benefits. **The provisions of this subsection are only applicable to contracts with an estimated value of**

\$50,000 or more. Pursuant to Tumwater Municipal Code (TMC) Chapter 3.46, the SERVICE PROVIDER shall provide employee benefits or an equivalent sum to the domestic partners of their employees involved in the SERVICE PROVIDER'S operations applicable to this Agreement if such benefits are provided to employees' spouses as more particularly set forth in Chapter 3.46 of the TMC, a copy of which is attached hereto as Exhibit "B".

12. ASSIGNMENT/SUBCONTRACTING.

A. The SERVICE PROVIDER shall not assign its performance under this Agreement or any portion of this Agreement without the written consent of the CITY, and it is further agreed that said consent must be sought in writing by the SERVICE PROVIDER not less than thirty (30) days prior to the date of any proposed assignment. The CITY reserves the right to reject without cause any such assignment.

B. Any work or services assigned hereunder shall be subject to each provision of this Agreement and proper bidding procedures where applicable as set forth in local, state and/or federal statutes, ordinances and guidelines.

C. Any technical service subcontract not listed in this Agreement, must have express advance approval by the CITY.

13. NON-APPROPRIATION OF FUNDS.

If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the CITY will not be obligated to make payments for services or amounts incurred after the end of the current fiscal period, and this Agreement will terminate upon the completion of all remaining services for which funds are allocated. No penalty or expense shall accrue to the CITY in the event this provision applies.

14. CHANGES.

Either party may request changes to the Scope of Services and performance to be provided hereunder, however, no change or addition to this Agreement shall be valid or binding upon either party unless such change or addition be in writing and signed by both parties. Such amendments shall be attached to and made part of this Agreement.

15. MAINTENANCE AND INSPECTION OF RECORDS.

A. The SERVICE PROVIDER at such times and in such forms as the CITY may require, shall furnish to the CITY such statements, records, reports,

data, and information as the CITY may request pertaining to matters covered by this Agreement.

B. The SERVICE PROVIDER shall maintain books, records and documents, which sufficiently and properly reflect all direct and indirect costs related to the performance of this Agreement and shall maintain such accounting procedures and practices as may be necessary to assure proper accounting of all funds paid pursuant to this Agreement. These records shall be subject at all reasonable times to inspection, review, or audit, by the CITY, its authorized representative, the State Auditor, or other governmental officials authorized by law to monitor this Agreement.

C. To ensure the CITY'S compliance with the Public Records Act, RCW 42.56, the SERVICE PROVIDER shall retain all books, records, documents and other material relevant to this agreement, for six (6) years after its expiration. The SERVICE PROVIDER agrees that the CITY or its designee shall have full access and right to examine any of said materials at all reasonable times during said period.

16. POLITICAL ACTIVITY PROHIBITED.

None of the funds, materials, property or services provided directly or indirectly under the Agreement shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office.

17. PROHIBITED INTEREST.

No member, officer, or employee of the CITY shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

18. NOTICE.

Notice provided for in this Agreement shall be sent by certified mail to the addresses designated for the parties on the signature page of this Agreement.

19. ATTORNEYS FEES AND COSTS.

If any legal proceeding is brought for the enforcement of this Agreement, or because of a dispute, breach, default, or misrepresentation in connection with any of the provisions of this Agreement, the prevailing party shall be entitled to recover from the other party, in addition to any other relief to which such party may be entitled, reasonable attorney's fees and other costs incurred in that action or proceeding.

20. JURISDICTION AND VENUE.

A. This Agreement has been and shall be construed as having been made and delivered within the State of Washington. It is agreed by each party hereto that this Agreement shall be governed by laws of the State of Washington, both as to interpretation and performance.

B. Any action of law, suit in equity, or judicial proceeding for the enforcement of this Agreement or any provisions thereof shall be instituted and maintained in the superior court of Thurston County, Washington

21. SEVERABILITY.

A. If, for any reason, any part, term or provision of this Agreement is held by a court of the United States to be illegal, void or unenforceable, the validity of the remaining provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

B. If it should appear that any provision hereof is in conflict with any statutory provision of the State of Washington, said provision which may conflict therewith shall be deemed inoperative and null and void insofar as it may be in conflict therewith, and shall be deemed modified to conform to such statutory provisions.

22. ENTIRE AGREEMENT.

The parties agree that this Agreement is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded. Further, any modification of this Agreement shall be in writing and signed by both parties. Failure to comply with any of the provisions stated herein shall constitute material breach of contract and cause for termination. Both parties recognize time is of the essence in the performance of the provisions of this Agreement. It is also agreed by the parties that the forgiveness of the nonperformance of any provision of this Agreement does not constitute a waiver of the provisions of this Agreement. This Agreement may be executed in any number of counterparts, which counterparts shall collectively constitute the entire Agreement.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed the day and year first hereinabove written.

CITY:
CITY OF TUMWATER
555 Israel Road SW
Tumwater, WA 98501

SERVICE PROVIDER:
SHEA, CARR & JEWELL, INC. (dba
SCJ Alliance)
8730 Tallon Lane NE, Suite 200
Lacey, WA 98516
UBI No. 602-612-261
Phone No. 360-352-1465

Debbie Sullivan
Mayor

Signature (Notarized – see below)
Printed Name: _____
Title: _____

ATTEST:

Melody Valiant, City Clerk

APPROVED AS TO FORM:

Karen Kirkpatrick, City Attorney

[illegible]

I certify that I know or have satisfactory evidence that _____(name) is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument, on oath stated that (he/she) was authorized to execute the instrument and acknowledged it as the _____(title) of _____(company) to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: _____

Notary Public in and for the State of Washington,
My appointment expires: _____

Subconsultant Fee Determination Summary - Exhibit E-1

SCJ Alliance

Client: City of Tumwater
Project: Deschutes Valley Trail Segments: A2,B,D,Palermo
Job #: 25-000313
File Name: 25-000313_FEE_Segment C_2025822-civil.xlsm



Template Version: 7/2/2025
Contract Type: LAG Contract

Consultant Fee Determination

DIRECT SALARY COST

Classification	Hours	Direct Hourly Rate	Amount
Principal	24.0	\$104.86	\$2,516.64
Senior Project Manager	278.0	\$79.29	\$22,041.37
Senior Project Manager	505.0	\$76.59	\$38,680.22
E3 Engineer	540.0	\$46.82	\$25,282.80
T4 Technician	546.0	\$42.94	\$23,446.50
Senior Landscape Architect	109.0	\$57.79	\$6,299.11
L4 Landscape	178.0	\$47.27	\$8,414.06
L1 Landscape	364.0	\$31.49	\$11,462.36
Graphic Designer	28.0	\$32.20	\$901.60
P3 Planner	12.0	\$46.95	\$563.40
Senior Consultant	164.0	\$84.54	\$13,865.05
PM3 Project Manager	30.0	\$73.56	\$2,206.73
P4 Planner	52.0	\$48.08	\$2,500.00
Project Accountant	22.0	\$38.92	\$856.24

Total Direct Salary Cost \$159,036.08

OVERHEAD

Overhead Rate: 191.76% Direct Salary Cost: \$159,036.08 Overhead Cost \$304,967.60

FIXED FEE

Fixed Fee Rate: 26.00% Direct Salary Cost: \$159,036.08 Fixed Fee Cost \$41,349.38

TOTAL SALARY COST

Total Salary Cost \$505,353.06

SUBCONSULTANTS

DEA	Task 2	Topographic Survey and Right of Way Me	\$46,517
Sage	Task 3	Geotechnical Analysis (Sage)	\$77,497
Sargent	Task 4	Structural Engineering (Sargent)	\$107,881
NHC	Task 5	Hydraulics and Hydrology Services (NHC)	\$29,121
SWCA	Task 7	Cultural Resource Services (SWCA)	\$42,403
DEA	Task 8	Environmental Fieldwork and Mitigation	\$147,579

Subconsultant Fee Subtotal: \$0 \$450,998.00
Subconsultant Markup: 0% \$0.00

REIMBURSABLE EXPENSES

Copies, Printing, etc. 0.0% of the Direct Salary Costs \$0.00
Mileage 200 miles at \$0.700 per mile \$140.00
Expenses Subtotal: \$140.00
Expenses Markup: 0% \$0.00

SUBTOTAL (SALARY, SUBCONSULTANTS AND EXPENSES)

Subtotal (Salary, Subconsultants and Expenses) \$956,491.06

MANAGEMENT RESERVE FUND (MRF)

Management Reserve: \$100,000 \$100,000.00

Total Estimated Budget: \$1,056,491.06

Subconsultant Labor Hour Estimate

SCJ Alliance

Client: City of Tumwater

Template Version: 7/2/2025

Project: Deschutes Valley Trail Segments: A2,B,D,Palermo

LAG Contract

Job #: 25-000313

File Name: 25-000313_FEE_Segment C_20250904-civil.xlsm



		Bill	Patrick	Whitney	Rikki	Kyle	Trent	Collin - Arborist	Lorena	Jay	Laura	Sharese	Spencer	Vaughn	Traci		
Phase & Task No.	Phase & Task Title	Principal	Senior Project Manager	Senior Project Manager	E3 Engineer	T4 Technician	Senior Landscape Architect	L4 Landscape	L1 Landscape	Graphic Designer	P3 Planner	Senior Consultant	PM3 Project Manager	P4 Planner	Project Accountant	Total Direct Labor Hours & Cost	Total Cost
Task 1 Management / Coordination / Administration																	
Subtask 1	Continuous Project Management																\$ 42,794.59
1	Consultant Team Management	4.0	24.0	12.0												40.0	\$ 10,299.95
2	Prepare Project Schedule		2.0	4.0			4.0									10.0	\$ 2,211.96
3	Maintenance of Schedule and Budget		6.0	4.0												10.0	\$ 2,485.17
4	Progress Reports		2.0	6.0												8.0	\$ 1,964.20
5	Schedule and Budget Monitoring		4.0	6.0												10.0	\$ 2,468.07
6	Coordination with City	4.0	40.0	40.0												84.0	\$ 21,145.78
7	Record Keeping		2.0	4.0											6.0	12.0	\$ 2,219.46
Subtotal Hours:		8.0	80.0	76.0	0.0	0.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	6.0	174.0	\$ 42,794.59
Subtask 2	Continuous Administrative Services																\$ 26,660.28
1	Project Set-up and Execute Agreement	2.0	2.0	4.0											2.0	10.0	\$ 2,391.17
2	Execution of Subconsultant Agreements	2.0	2.0	4.0											2.0	10.0	\$ 2,391.17
3	Subconsultant Administration		12.0	24.0											6.0	42.0	\$ 9,606.56
4	Review Subconsultant Deliverables		12.0	24.0												36.0	\$ 8,864.53
5	Preparation of Monthly Invoices	2.0	6.0	2.0											6.0	16.0	\$ 3,406.84
Subtotal Hours:		6.0	34.0	58.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	16.0	114.0	\$ 26,660.28
Subtask 3	Biweekly Design Coordination Meetings																\$ 6,678.43
1	Biweekly Design Coordination Meetings		12.0	12.0			4.0									28.0	\$ 6,678.43
Subtotal Hours:		0.0	12.0	12.0	0.0	0.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	28.0	\$ 6,678.43
Subtask 4	Submitting Project Deliverables																\$ 15,100.76
1	Submittal and Documentation	8.0	12.0	24.0	24.0											68.0	\$ 15,100.76
Subtotal Hours:		8.0	12.0	24.0	24.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	68.0	\$ 15,100.76
Total Phase Hours:		22.0	138.0	170.0	24.0	0.0	8.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	22.0	384.0	384.0
Total Phase Direct Labor:		\$2,306.92	\$10,941.40	\$13,021.07	\$1,123.68	\$0.00	\$462.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$856.24	\$28,711.62	\$ 91,234.05
Task 2 Topographic Survey and Right of Way Mapping (DEA)																	
Task 3 Geotechnical Analysis (Sage)																	
Task 4 Structural Engineering (Sargent)																	
Task 5 Hydraulics and Hydrology Services (NHC)																	
Task 6 Arborist Services																	

Subconsultant Labor Hour Estimate

SCJ Alliance

Client: City of Tumwater

Template Version: 7/2/2025

Project: Deschutes Valley Trail Segments: A2,B,D,Palermo

LAG Contract

Job #: 25-000313

File Name: 25-000313_FEE_Segment C_20250904-civil.xlsm



		Bill	Patrick	Whitney	Rikki	Kyle	Trent	Collin - Arborist	Lorena	Jay	Laura	Sharese	Spencer	Vaughn	Traci		
Phase & Task No.	Phase & Task Title	Principal	Senior Project Manager	Senior Project Manager	E3 Engineer	T4 Technician	Senior Landscape Architect	L4 Landscape	L1 Landscape	Graphic Designer	P3 Planner	Senior Consultant	PM3 Project Manager	P4 Planner	Project Accountant	Total Direct Labor Hours & Cost	Total Cost
Subtask 1 Background Document Review and Conceptual Site Walk																	\$ 2,403.28
1	Background Document Review							16.0								16.0	\$ 2,403.28
Subtotal Hours:		0.0	0.0	0.0	0.0	0.0	0.0	16.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	16.0	\$ 2,403.28
Subtask 2 Tree Health Assessment																	\$ 3,972.19
1	Tree Health Assessment						2.0	24.0								26.0	\$ 3,972.19
Subtotal Hours:		0.0	0.0	0.0	0.0	0.0	2.0	24.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	26.0	\$ 3,972.19
Subtask 3 Design Review																	\$ 3,604.92
1	Design Review							24.0								24.0	\$ 3,604.92
Subtotal Hours:		0.0	0.0	0.0	0.0	0.0	0.0	24.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	24.0	\$ 3,604.92
Subtask 4 Public Involvement																	\$ 2,838.74
1	Public Involvement							8.0		16.0					0.0	24.0	\$ 2,838.74
Subtotal Hours:		0.0	0.0	0.0	0.0	0.0	0.0	8.0	0.0	16.0	0.0	0.0	0.0	0.0	0.0	24.0	\$ 2,838.74
Subtask 5 Final Design Communication																	\$ 2,770.55
1	Final Design Communication						2.0	16.0								18.0	\$ 2,770.55
Subtotal Hours:		0.0	0.0	0.0	0.0	0.0	2.0	16.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	18.0	\$ 2,770.55
Subtask 6 Bid Period Services																	\$ 1,201.64
1	Bid Period Services							8.0								8.0	\$ 1,201.64
Subtotal Hours:		0.0	0.0	0.0	0.0	0.0	0.0	8.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	8.0	\$ 1,201.64
Total Phase Hours:		0.0	0.0	0.0	0.0	0.0	4.0	96.0	0.0	16.0	0.0	0.0	0.0	0.0	0.0	116.0	\$ 116.0
Total Phase Direct Labor:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$231.16	\$4,537.92	\$0.00	\$515.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,284.28	\$ 16,791.33
Task 7 Cultural Resource Services (SWCA)																	
Task 8 Environmental Fieldwork and Mitigation (DEA)																	
Task 9 Environmental Compliance and Permitting																	
Subtask 1 Environmental Permitting Evaluation / Alternative Comparison																	\$ 4,214.37
1	Environmental Permitting Evaluation / Alternative Comparison		2.0	2.0								12.0				16.0	\$ 4,214.37
Subtotal Hours:		0.0	2.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	12.0	0.0	0.0	0.0	16.0	\$ 4,214.37
Subtask 2 Communication & Coordination																	\$ 19,978.19
1	Communication & Coordination		8.0	8.0	4.0							40.0	20.0			80.0	\$ 19,978.19
Subtotal Hours:		0.0	8.0	8.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	40.0	20.0	0.0	0.0	80.0	\$ 19,978.19
Subtask 3 NEPA																	\$ 9,509.81
1	NEPA		4.0									18.0		24.0		46.0	\$ 9,509.81

Subconsultant Labor Hour Estimate

SCJ Alliance

Client: City of Tumwater

Template Version: 7/2/2025

Project: Deschutes Valley Trail Segments: A2,B,D,Palermo

LAG Contract

Job #: 25-000313

File Name: 25-000313_FEE_Segment C_20250904-civil.xlsm



		Bill	Patrick	Whitney	Rikki	Kyle	Trent	Collin - Arborist	Lorena	Jay	Laura	Sharese	Spencer	Vaughn	Traci		
Phase & Task No.	Phase & Task Title	Principal	Senior Project Manager	Senior Project Manager	E3 Engineer	T4 Technician	Senior Landscape Architect	L4 Landscape	L1 Landscape	Graphic Designer	P3 Planner	Senior Consultant	PM3 Project Manager	P4 Planner	Project Accountant	Total Direct Labor Hours & Cost	Total Cost
Subtotal Hours:		0.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	18.0	0.0	24.0	0.0	46.0	\$ 9,509.81
Subtask 4	JARPA Preparation																\$ 16,263.45
1	JARPA Preparation			8.0	24.0							40.0				72.0	\$ 16,263.45
Subtotal Hours:		0.0	0.0	8.0	24.0	0.0	0.0	0.0	0.0	0.0	0.0	40.0	0.0	0.0	0.0	72.0	\$ 16,263.45
Subtask 5	SEPA																\$ 5,949.35
1	SEPA			2.0								2.0	8.0	20.0		32.0	\$ 5,949.35
Subtotal Hours:		0.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0	8.0	20.0	0.0	246.0	\$ 5,949.35
Subtask 6	WDFW HPA																\$ 5,380.18
1	WDFW HPA			2.0	4.0							16.0				22.0	\$ 5,380.18
Subtotal Hours:		0.0	0.0	2.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	16.0	0.0	0.0	0.0	22.0	\$ 5,380.18
Subtask 7	Shoreline Substantial Development Permit																\$ 7,089.10
1	Shoreline Substantial Development Permit			4.0	4.0							16.0		8.0		32.0	\$ 7,089.10
Subtotal Hours:		0.0	0.0	4.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	16.0	0.0	8.0	0.0	32.0	\$ 7,089.10
Subtask 8	Coordination of Trail Design with EPA/DOE																\$ 5,809.14
1	Coordination of Trail Design with EPA/DOE			4.0								18.0				22.0	\$ 5,809.14
Subtotal Hours:		0.0	0.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	18.0	0.0	0.0	0.0	22.0	\$ 5,809.14
Total Phase Hours:		0.0	14.0	30.0	36.0	0.0	0.0	0.0	0.0	0.0	0.0	162.0	28.0	52.0	0.0	322.0	\$ 322.0
Total Phase Direct Labor:		\$0.00	\$1,110.00	\$2,297.84	\$1,685.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,695.97	\$2,059.62	\$2,500.00	\$0.00	\$23,348.94	\$ 74,193.59
Task 10	Stormwater Analysis and Design																
Subtask 1	Data Collection & Prelim Site Investigation																\$ 4,922.60
1	Data Collection & Prelim Site Investigation			8.0	20.0											28.0	\$ 4,922.60
Subtotal Hours:		0.0	0.0	8.0	20.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	28.0	\$ 4,922.60
Subtask 2	Predesign Analysis																\$ 8,507.13
1	Analysis of Existing Conveyance System(s) & Outfall(s)			16.0	20.0	12.0										48.0	\$ 8,507.13
Subtotal Hours:		0.0	0.0	16.0	20.0	12.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	48.0	\$ 8,507.13
Subtask 3	Final Stormwater Analysis and Design																\$ 7,366.22
1	Design of New Conveyance System(s)			16.0	16.0	8.0										40.0	\$ 7,366.22
2	Design of On-Site Stormwater Management BMPs			16.0	16.0											32.0	\$ 6,274.59
3	Endangered Species Act (ESA) Stormwater Design Checklist			2.0	4.0											6.0	\$ 1,081.87
4	Drainage Control Plan (DCP) Reports			8.0	40.0	20.0										68.0	\$ 10,627.17
Subtotal Hours:		0.0	0.0	42.0	76.0	28.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	146.0	\$ 25,349.85
Subtask 4	Stormwater Pollution Prevention Plan (SWPPP)																\$ 2,380.40

Subconsultant Labor Hour Estimate

SCJ Alliance

Client: City of Tumwater

Template Version: 7/2/2025

Project: Deschutes Valley Trail Segments: A2,B,D,Palermo

LAG Contract

Job #: 25-000313

File Name: 25-000313_FEE_Segment C_20250904-civil.xlsm



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1	Stormwater Pollution Prevention Plan (SWPPP)				16.0											16.0	\$ 2,380.40
Subtotal Hours:		0.0	0.0	0.0	16.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	16.0	\$ 2,380.40
Subtask 5 NPDES Permit																	\$ 1,557.47
1	NPDES Permit				8.0		2.0									10.0	\$ 1,557.47
Subtotal Hours:		0.0	0.0	0.0	8.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	10.0	\$ 1,557.47
Total Phase Hours:		0.0	0.0	66.0	140.0	40.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	248.0	\$ 248.0
Total Phase Direct Labor:		\$0.00	\$0.00	\$5,055.24	\$6,554.80	\$1,717.69	\$115.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,443.31	\$ 42,717.46
Task 11 Public Outreach																	
Subtask 1 Public Outreach Materials																	\$ 5,187.72
1	Public Outreach Materials		2.0	2.0	4.0		1.0		4.0	12.0	12.0					37.0	\$ 5,187.72
Subtotal Hours:		0.0	2.0	2.0	4.0	0.0	1.0	0.0	4.0	12.0	12.0	0.0	0.0	0.0	0.0	37.0	\$ 5,187.72
Subtask 2 Pre-design Analysis Stakeholder Engagement																	\$ 3,962.59
1	Four In-Person Stakeholder Meetings		8.0	8.0												16.0	\$ 3,962.59
Subtotal Hours:		0.0	8.0	8.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	16.0	\$ 3,962.59
Subtask 3 Final Design Stakeholder / Public Engagement																	\$ 1,981.30
1	Two In-Person Stakeholder Meetings		4.0	4.0												8.0	\$ 1,981.30
2	One In-Person Public Open House	2.0	2.0	2.0		2.0						2.0	2.0			12.0	\$ 3,029.08
Subtotal Hours:		2.0	6.0	6.0	0.0	0.0	2.0	0.0	0.0	0.0	0.0	2.0	2.0	0.0	0.0	20.0	\$ 5,010.38
Total Phase Hours:		2.0	16.0	16.0	4.0	0.0	3.0	0.0	4.0	12.0	12.0	2.0	2.0	0.0	0.0	73.0	\$ 73.0
Total Phase Direct Labor:		\$209.72	\$1,268.57	\$1,225.51	\$187.28	\$0.00	\$173.37	\$0.00	\$125.96	\$386.40	\$563.40	\$169.09	\$147.12	\$0.00	\$0.00	\$4,456.41	\$ 14,160.69
Task 12 60% Design																	
Subtask 1 60% Plans																	\$ 84,842.15
1	Data Collection and Preliminary Site Investigation		8.0	8.0	8.0		8.0									32.0	\$ 6,621.86
X	Civil Pre-design Analysis		2.0	8.0	8.0											18.0	\$ 3,641.17
X	Compile Existing Drawings and Files			2.0	8.0	26.0										36.0	\$ 5,224.76
X	Cover Sheet (1 sheet)			2.0	4.0	8.0										14.0	\$ 2,173.50
X	Legend and Abbreviations (1 sheet)			2.0	4.0	8.0										14.0	\$ 2,173.50
X	Alignment Plan and Survey Control (7 sheets)			1.0	8.0	16.0										25.0	\$ 3,616.84
X	Existing Condition Plans (7 sheets)			2.0	4.0	8.0										14.0	\$ 2,173.50
X	Site Preparation and TESC Plans (7 sheets)			2.0	4.0	16.0										22.0	\$ 3,265.13
X	Construction Staging and Access Plans (14 sheets)			4.0	8.0	20.0										32.0	\$ 4,892.82
X	Trail Plans and Profiles (13 sheets)			2.0	8.0	20.0										30.0	\$ 4,406.04

Subconsultant Labor Hour Estimate

SCJ Alliance

Client: City of Tumwater

Template Version: 7/2/2025

Project: Deschutes Valley Trail Segments: A2,B,D,Palermo

LAG Contract

Job #: 25-000313

File Name: 25-000313_FEE_Segment C_20250904-civil.xlsm



		Bill	Patrick	Whitney	Rikki	Kyle	Trent	Collin - Arborist	Lorena	Jay	Laura	Sharese	Spencer	Vaughn	Traci		
Phase & Task No.	Phase & Task Title	Principal	Senior Project Manager	Senior Project Manager	E3 Engineer	T4 Technician	Senior Landscape Architect	L4 Landscape	L1 Landscape	Graphic Designer	P3 Planner	Senior Consultant	PM3 Project Manager	P4 Planner	Project Accountant	Total Direct Labor Hours & Cost	Total Cost
X	Trail Typical Cross Sections (3 sheets)			2.0	8.0	12.0										22.0	\$ 3,314.42
X	Trail General Notes and Details (4 sheets)			2.0	4.0	12.0										18.0	\$ 2,719.32
X	Trail Canopy and Fencing Plans (3 sheets)			2.0	4.0	8.0										14.0	\$ 2,173.50
X	Trail Canopy and Fencing Details (2 sheets)			2.0	4.0	8.0										14.0	\$ 2,173.50
X	Bridge Plans (Prepared under separate task, 5 sheets)															0.0	\$ -
X	Retaining Wall Plans (Prepared under separate task, 4 sheets)															0.0	\$ -
X	Tee Box Relocation Plans (4 sheets)			2.0	10.0	24.0										36.0	\$ 5,249.41
X	Stormwater Conveyance and Relocation Plan and Profiles (3 sheets)			4.0	10.0	24.0										38.0	\$ 5,736.18
X	Utility Relocation Plan (Wet and Dry Utilities) (Prepared under separate task, 4 sheets)															0.0	\$ -
X	Urban Design Plans (3 sheets)			4.0	10.0	30.0	2.0		4.0							50.0	\$ 7,322.42
X	Urban Trail Details (3 sheets)			4.0	10.0	30.0	2.0		4.0							50.0	\$ 7,322.42
X	Irrigation Relocation Plan (4 sheets)						4.0		32.0							36.0	\$ 3,936.54
X	Landscape and Restoration Plans (4 sheets)						4.0		32.0							36.0	\$ 3,936.54
X	Landscape and Restoration Plant Schedule (2 sheets)						2.0		24.0							26.0	\$ 2,768.77
Subtotal Hours:		0.0	10.0	55.0	124.0	270.0	22.0	0.0	96.0	0.0	0.0	0.0	0.0	0.0	0.0	577.0	\$ 84,842.15
Subtask 2 60% Cost Estimate																	\$ 6,179.90
1	60% Cost Estimate		1.0	2.0	16.0	8.0	2.0	8.0	4.0							41.0	\$ 6,179.90
Subtotal Hours:		0.0	1.0	2.0	16.0	8.0	2.0	8.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	41.0	\$ 6,179.90
Subtask 3 60% Specifications																	\$ 10,058.68
1	60% Specifications		8.0	16.0	16.0		2.0	4.0	8.0							54.0	\$ 10,058.68
Subtotal Hours:		0.0	8.0	16.0	16.0	0.0	2.0	4.0	8.0	0.0	0.0	0.0	0.0	0.0	0.0	54.0	\$ 10,058.68
Subtask 4 Quality Assurance / Quality Control																	\$ 10,160.88
1	Quality Assurance / Quality Control		16.0	16.0			4.0	2.0	12.0							50.0	\$ 10,160.88
Subtotal Hours:		0.0	16.0	16.0	0.0	0.0	4.0	2.0	12.0	0.0	0.0	0.0	0.0	0.0	0.0	50.0	\$ 10,160.88
Total Phase Hours:		0.0	35.0	89.0	156.0	278.0	30.0	14.0	120.0	0.0	0.0	0.0	0.0	0.0	0.0	722.0	\$ 722.0
Total Phase Direct Labor:		\$0.00	\$2,774.99	\$6,816.91	\$7,303.92	\$11,937.96	\$1,733.70	\$661.78	\$3,778.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,008.06	\$ 111,241.62
Task 13 Final Design																	
Subtask 1 90% Plans																	\$ 36,640.93
1	Cover Sheet (1 sheet)					1.0										1.0	\$ 136.45
X	Legend and Abbreviations (1 sheet)					1.0										1.0	\$ 136.45
X	Alignment Plan and Survey Control (7 sheets)				1.0	2.0										3.0	\$ 421.68
X	Existing Condition Plans (7 sheets)				1.0	2.0										3.0	\$ 421.68
X	Site Preparation and TESC Plans (7 sheets)			1.0	2.0	4.0										7.0	\$ 1,086.75

Subconsultant Labor Hour Estimate

SCJ Alliance

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Template Version: 7/2/2025

Project: Deschutes Valley Trail Segments: A2,B,D,Palermo

LAG Contract

Job #: 25-000313

File Name: 25-000313_FEE_Segment C_20250904-civil.xlsm



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Phase & Task No.	Phase & Task Title	Principal	Senior Project Manager	Senior Project Manager	E3 Engineer	T4 Technician	Senior Landscape Architect	L4 Landscape	L1 Landscape	Graphic Designer	P3 Planner	Senior Consultant	PM3 Project Manager	P4 Planner	Project Accountant	Total Direct Labor Hours & Cost	Total Cost
X	Construction Staging and Access Plans (14 sheets)			4.0	8.0	8.0										20.0	\$ 3,255.38
X	Trail Plans and Profiles (13 sheets)			1.0	4.0	8.0										13.0	\$ 1,930.12
X	Trail Typical Cross Sections (3 sheets)			1.0	4.0	4.0										9.0	\$ 1,384.30
X	Trail General Notes and Details (4 sheets)			1.0	4.0	4.0										9.0	\$ 1,384.30
X	Trail Canopy and Fencing Plans (3 sheets)			1.0	2.0	4.0										7.0	\$ 1,086.75
X	Trail Canopy and Fencing Details (2 sheets)			1.0	2.0	4.0										7.0	\$ 1,086.75
X	Bridge Plans (Prepared under separate task, 5 sheets)															0.0	\$ -
X	Retaining Wall Plans (Prepared under separate task, 4 sheets)															0.0	\$ -
X	Stormwater Conveyance and Relocation Plan and Profiles (3 sheets)			2.0	8.0	8.0										18.0	\$ 2,768.60
X	Stormwater Details (2 sheets)			2.0	4.0	8.0										14.0	\$ 2,173.50
X	Utility Relocation Plan (Wet and Dry Utilities) (Prepared under separate task, 4 sheets)															0.0	\$ -
X	Utility Details (Prepared under separate task, 1 sheet)															0.0	\$ -
X	Urban Design Plans (3 sheets)			1.0	4.0	12.0	2.0		8.0							27.0	\$ 3,643.70
X	Urban Trail Details (3 sheets)			1.0	4.0	12.0										17.0	\$ 2,475.93
X	Irrigation Relocation Plan (4 sheets)						2.0		36.0							38.0	\$ 3,969.52
X	Landscape and Restoration Plans (4 sheets)						2.0		36.0							38.0	\$ 3,969.52
X	Landscape and Restoration Plant Schedule (2 sheets)						4.0		24.0							28.0	\$ 3,136.04
X	Traffic Control Plans (2 sheets)			2.0	4.0	8.0										14.0	\$ 2,173.50
Subtotal Hours:		0.0	0.0	18.0	52.0	90.0	10.0	0.0	104.0	0.0	0.0	0.0	0.0	0.0	0.0	274.0	\$ 36,640.93
Subtask 2 90% Cost Estimate																	\$ 4,589.45
1	90% Cost Estimate		1.0	2.0	8.0	8.0	2.0	8.0								29.0	\$ 4,589.45
Subtotal Hours:		0.0	1.0	2.0	8.0	8.0	2.0	8.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	29.0	\$ 4,589.45
Subtask 3 90% Specifications																	\$ 7,478.60
1	90% Specifications		8.0	16.0			2.0	8.0								34.0	\$ 7,478.60
Subtotal Hours:		0.0	8.0	16.0	0.0	0.0	2.0	8.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	34.0	\$ 7,478.60
Subtask 4 100% Plans																	\$ 28,863.75
1	Cover Sheet (1 sheet)					1.0										1.0	\$ 136.45
X	Legend and Abbreviations (1 sheet)					1.0										1.0	\$ 136.45
X	Alignment Plan and Survey Control (7 sheets)				1.0	1.0										2.0	\$ 285.23
X	Existing Condition Plans (7 sheets)					1.0										1.0	\$ 136.45
X	Site Preparation and TESC Plans (7 sheets)			1.0	2.0	4.0										7.0	\$ 1,086.75
X	Construction Staging and Access Plans (14 sheets)			1.0	4.0	4.0										9.0	\$ 1,384.30
X	Trail Plans and Profiles (13 sheets)			1.0	4.0	8.0										13.0	\$ 1,930.12
X	Trail Typical Cross Sections (3 sheets)			1.0	4.0	4.0										9.0	\$ 1,384.30
X	Trail General Notes and Details (4 sheets)				1.0	2.0										3.0	\$ 421.68

Subconsultant Labor Hour Estimate

SCJ Alliance

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Template Version: 7/2/2025

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LAG Contract

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X	Trail Canopy and Fencing Plans (3 sheets)				1.0	2.0										3.0	\$ 421.68
X	Trail Canopy and Fencing Details (2 sheets)				1.0	2.0										3.0	\$ 421.68
X	Bridge Plans (Prepared under separate task, 5 sheets)															0.0	\$ -
X	Retaining Wall Plans (Prepared under separate task, 4 sheets)															0.0	\$ -
X	Stormwater Conveyance and Relocation Plan and Profiles (3 sheets)			1.0	4.0	4.0										9.0	\$ 1,384.30
X	Stormwater Details (2 sheets)			1.0	4.0	4.0										9.0	\$ 1,384.30
X	Utility Relocation Plan (Wet and Dry Utilities) (Prepared under separate task, 4 sheets)															0.0	\$ -
X	Utility Details (Prepared under separate task, 1 sheet)															0.0	\$ -
X	Urban Design Plans (3 sheets)			1.0	2.0	8.0	2.0		4.0							17.0	\$ 2,400.08
X	Urban Trail Details (3 sheets)			1.0	2.0	8.0	4.0		4.0							19.0	\$ 2,767.35
X	Irrigation Relocation Plan (4 sheets)						4.0		32.0							36.0	\$ 3,936.54
X	Landscape and Restoration Plans (4 sheets)						4.0		32.0							36.0	\$ 3,936.54
X	Landscape and Restoration Plant Schedule (2 sheets)						4.0		24.0							28.0	\$ 3,136.04
X	Traffic Control Plans (2 sheets)			2.0	4.0	8.0										14.0	\$ 2,173.50
Subtotal Hours:		0.0	0.0	10.0	34.0	62.0	18.0	0.0	96.0	0.0	0.0	0.0	0.0	0.0	0.0	220.0	\$ 28,863.75
Subtask 5 100% Cost Estimate																	\$ 6,599.01
1	100% Cost Estimate		2.0	2.0	8.0	4.0	8.0	16.0								40.0	\$ 6,599.01
Subtotal Hours:		0.0	2.0	2.0	8.0	4.0	8.0	16.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	40.0	\$ 6,599.01
Subtask 6 100% Specifications																	\$ 7,979.58
1	100% Specifications		8.0	16.0			8.0	4.0								36.0	\$ 7,979.58
Subtotal Hours:		0.0	8.0	16.0	0.0	0.0	8.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	36.0	\$ 7,979.58
Subtask 7 Quality Assurance / Quality Control																	\$ 8,898.74
1	Quality Assurance / Quality Control		16.0	20.0												36.0	\$ 8,898.74
Subtotal Hours:		0.0	16.0	20.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	36.0	\$ 8,898.74
Subtask 8 Supporting Documentation for WSDOT PS&E																	\$ 7,434.63
1	Supporting Documentation for WSDOT PS&E		8.0	8.0	16.0	8.0										40.0	\$ 7,434.63
Subtotal Hours:		0.0	8.0	8.0	16.0	8.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	40.0	\$ 7,434.63
Subtask 9 Final Documentation for Land Use Permits																	\$ 12,019.22
1	Final Documentation for Land Use Permits		16.0	8.0	16.0	8.0	2.0	4.0	16.0							70.0	\$ 12,019.22
Subtotal Hours:		0.0	16.0	8.0	16.0	8.0	2.0	4.0	16.0	0.0	0.0	0.0	0.0	0.0	0.0	70.0	\$ 12,019.22
Subtask 10 Bid Documents and Comment Response																	\$ 25,412.08
1	Comment Response		8.0	20.0	20.0	20.0	4.0	8.0	16.0							96.0	\$ 16,124.99
2	Bid Documents		4.0	8.0	16.0	16.0	2.0	4.0	8.0							58.0	\$ 9,287.09
Subtotal Hours:		0.0	12.0	28.0	36.0	36.0	6.0	12.0	24.0	0.0	0.0	0.0	0.0	0.0	0.0	154.0	\$ 25,412.08

SCJ Alliance

Template Version: 7/2/2025

LAG Contract

File Name: 25-000313_FEE_Segment C_20250904-civil.xlsm

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SCOPE OUTLINE

City of Tumwater (COT) Deschutes Valley Trail (Segment C and Deschutes Valley Park Spur)

A. Project Description/Background

The Tumwater Deschutes Valley Trail (DVT) Project Segment C ("Project") proposes to complete the design and permitting for construction of a non-motorized trail with a paved surface and gravel shoulders providing access to undeveloped City right of way. The overall project starts at the recently completed DVT Segment A1 at the Brewery Park and extends over 2 miles southeast terminating at Pioneer Park. This scope is for Segment C ("Project") which will start at the Valley Athletic Club parking lot and terminate near the entrance to the Deschutes Valley Spur. Segment C includes the Deschutes Valley Park Spur.

The mainline trail will be 10-feet wide hot mix asphalt (HMA) with 1 to 2-foot gravel shoulders where practicable, generally following the trail alignment developed as part of the preliminary design project completed in 2018.

Mitigation needs for critical areas and steep slopes are yet to be determined and will be provided during this design phase with supporting documentation via design reports, memos, and design recommendations. Stream and/or wetland mitigation for the project's watershed will comply with City of Tumwater Municipal Code and Army Corp Permit requirements.

The project scope shall include the following task breakdown or something similar. Each subconsultant to the Prime Consultant shall have its scope of work in a separate task.

- ❑ Task 1 – Management / Coordination / Administration
- ❑ Task 2 – Topographic Survey and Right of Way Mapping (DEA)
- ❑ Task 3 - Geotechnical Analysis (Sage)
- ❑ Task 4 – Structural Engineering (Sargent)
- ❑ Task 5 – Hydraulics and Hydrology Services (NHC)
- ❑ Task 6 – Arborist Services (SCJ)
- ❑ Task 7 – Cultural Resources Services (SWCA)
- ❑ Task 8 – Environmental Fieldwork and Mitigation (DEA)
- ❑ Task 9 – Environmental Compliance and Permitting
- ❑ Task 10 – Stormwater Analysis and Design
- ❑ Task 11 – Public Outreach
- ❑ Task 12 – 60% Design
- ❑ Task 13 – Final Design
- ❑ Tasks 12-13 Trail Design key elements include:
 - Fill and cut slopes
 - Retaining walls
 - Stormwater conveyance and LID requirements
 - Landscaping and restoration
 - Urban trail features
 - Wet and dry utility relocation
 - Golf course netting and delineation with trail
 - Illumination modifications
 - Irrigation modifications
 - Constructability review
- ❑ Task 14 – Bid Assistance

Segment C and the Deschutes Valley Park Spur will be designed as one trail project under one plan set for deliverables. The project timeframe may be separate from Segments A2, B, D, and Palermo Spur

Segment C:

- ❑ Limits: End of Segment B just southeast of Valley Athletic club frontage along perimeter of City of Tumwater Valley Golf Course just past the proposed Deschutes Valley Park Spur intersection connection. Segment C includes the Deschutes Valley Park Spur up to the T Street neighborhood connection and trailhead entrance. Description of the Spur is stated below.
- ❑ Length along Segment C trail alignment: Approximately 5,150 LF

Deschutes Valley Park Spur:

- ❑ Limits: Intersection with Segment C up to T Street and entrance into Deschutes Valley Park.
- ❑ Length along the trail alignment: Approximately 950 LF
- ❑ Trail node connection and wayfinding to direct nonmotorized users from T Street onto DVT.
- ❑ Review Deschutes Valley Park As-builts and finalize trail connection into park.
- ❑ ADA compliant HMA Path
- ❑ Fill and slope protection with steep topography.
- ❑ Temporary Construction access for Segment C.

B. Project Assumptions

The following overall project assumptions are made to provide direction to the design. Specific task assumptions are identified at the end of each Task:

- ❑ The City of Tumwater has secured Connect Washington State Funds for Design and Federal Funding for Construction for Segment C. The project will follow federal requirements per WSDOT Local Agency Guidelines (LAG) for design, environmental, and right of way documentation for Segment C.
- ❑ Submittal of the final stamped PS&E bid documents are dependent on comment and review process for environmental permitting and acceptance timeline by stakeholders and decision makers at City as well as construction funding. The Consultant will not proceed with PS&E post 90% until direction is provided from City.
- ❑ The project will be bid as one project for length of Segment C and Deschutes Valley Park Spur.
- ❑ At this time, improvements and construction access will remain within the existing City-owned property and right-of-way (ROW). Right-of-way and permanent and/or temporary easement support services are not included in this Contract, but may be required for construction of the project.
- ❑ All new retaining walls are assumed to be gravity block retaining walls using Redi-Rock blocks, unless specifically noted otherwise.
- ❑ Large scale sewer and drinking water main improvements are not anticipated. However, some existing underground wet utilities may require spot relocations.
- ❑ Aerial utility undergrounding is not included in this contract.
- ❑ The Consultant shall prepare all drawings using AutoCAD or Civil3D.
- ❑ The trail will be designed utilizing the guidance of the WSDOT Design Manual Division 15 – Pedestrian and Bicycle Facilities and AASHTO, where applicable.
- ❑ The 30%, 60%, 90%, Final Design, and Bid Documentation level of effort for all tasks within this scope is based on the alignment and design elements identified as part of the 2018 preliminary design project.

C. City-Provided Items:

- ❑ All 2018 preliminary design plans and documentation
- ❑ Right of entries for surveying, geotechnical exploration, design, and/or construction, as required.
- ❑ Submittal reviews, comments, and approvals (one consolidated set of comments per submittal).
- ❑ Public notices, property owner mailings, postage.
- ❑ Grant funding documentation, if any.
- ❑ Host and update the City's project website and/or other City social media postings with content provided by the consultant.
- ❑ Meeting room arrangements for stakeholder engagement.
- ❑ Participation in public outreach efforts.
- ❑ Existing record drawings (as-built plans), horizontal and vertical monumentation, adjacent development plans, geotechnical reports, environmental reports, GIS maps, CAD drawings, and other applicable information, if available.
- ❑ Existing transportation analysis reports, counts, and models, if available.
- ❑ City boilerplate contract documents and General Special Provisions (GSPs) in electronic format.
- ❑ Contact information for franchise utility providers within the project area.
- ❑ City provided services including pothole for all potentially conflicting utilities identified by the consultant team.

D. Consultant Deliverables

Deliverables prepared by the Consultant are identified at the end of each Task.

E. Scope of Work

1. Task 1 – Management / Coordination / Administration

- 1.1. The Consultant will provide continuous project management services for the project duration (estimate 12 months) including:
 - Consultant team management
 - Prepare project schedule
 - Maintenance of Schedule and Budget
 - Progress Reports
 - Schedule and budget monitoring
 - Coordination with City staff via phone, email, Microsoft Teams, and in-person meetings
 - Record keeping and design project closeout management (production in Task 1.5)
- 1.2 The Consultant will provide continuous administrative services for the project duration (estimate 12 months) including:
 - Project set-up
 - Subconsultant administration
 - Review subconsultant deliverables
 - Preparation of monthly invoices with progress reports. Progress reports will include information like tasks worked on monthly billing cycle, progress percentages on tasks, forecasting next month's tasks and deliverables.

- 1.3** The Consultant will prepare for and conduct biweekly design coordination meetings with City Project Manager and other Staff, as needed. These 30 minute meetings will be held via Microsoft Teams unless otherwise requested by the City.
- 1.4** Submittal and Documentation: The Consultant shall prepare, review, catalog, and submit all project deliverables to the City in digital format at each milestone and the end of the project. The digital documentation shall be arranged in a folder system matching the Project Tasks, i.e. documents completed in Task 2 should be sent to the City in a Task 2 folder.

Task 1 Assumptions:

- *For project deliverables and closeout of submittals, The Consultant's cloud based document sharing site, Project Web, will be used to share files. Folders shall be set-up to match tasks names and deliverables that can be recognized for all users with access.*
- *Quality Control and Quality Assurance will be included at the Task level.*

Task 1 Deliverables:

- *Monthly invoice with progress report of work done, work in progress, and anticipated work in next months invoice. Invoice will include percent complete for each task to track earned value.*
- *Biweekly meeting minutes*
- *Project schedule and updates using Microsoft Project (estimated preliminary schedule + 2 updates) (PDF)*
- *Project Closeout Documents (Electronic Zip Drive)*

2. Task 2 – Topographic Survey and Right of Way Mapping (DEA)

2.1 Task Management

Coordinate the efforts of the design team and maintain consistent communication with the City. Oversee adherence to the project schedule and provide monthly invoicing along with budget status summaries. Ensure quality through ongoing QA/QC review by the Team's Quality Manager. Conduct regular meetings with the CITY to provide project updates and address key milestones or concerns.

- 2.1.1 Task Planning – prepare project management plan, prepare project schedule, and maintain schedule and budget.
- 2.1.2 Task Monitoring – prepare invoices and monitor project status (cost, scope and schedule).
- 2.1.3 Progress Meetings - attend up to seven (7) in-person meetings, and five (5) video conference call meetings. It is assumed that the in-person meeting will be two (2) hours in duration and each video conference call meeting will be approximately one (1) hour long. Provide meeting agendas before and meeting summary after each meeting.

No. of Meetings	Meeting Name
1	Project Kick-off Meeting
1	Environmental Kickoff Meeting
1	Reclaimed Water Line Alignment Alternative Meeting
1	30-Percent Design Milestone Review Meeting
1	60-Percent Design Milestone Review Meeting
1	Development Permit Application Submittal Meetings

1	90-Percent Design Milestone Review Meeting
5	Project Status and Design Coordination Video Conference Calls

- 2.1.4 Design Review Submittal – Prepare submittals to City for review and comments at project stages as indicated below.
- 2.1.5 Quality Assurance – Perform QA/QC review by experienced professional for deliverables.
- 2.1.6 Project Closeout – completion of project including files and records archiving and transfer and documentation of completed work.

- 2.2. The Consultant will perform supplemental topographic survey and infill mapping in areas where updated or missing data is required to support preliminary design for Segment C and the Deschutes Valley Trail Spur. This task includes updating outdated base mapping and capturing new field data in areas where recent field conditions, environmental delineations, or design revisions require additional survey coverage.

Survey Limits and areas for Segment C, including Spur to be evaluated for survey updates as stated below:

- Segment C
 - Critical area and Wetland Delineations as flagged in the field by the biologist will be mapped.
 - Updated tee box locations, reflecting any shifts in layout from recent golf course revisions.
 - Deschutes Valley Spur Trail
 - Critical area and Wetland Delineations as flagged by the biologist will be mapped.
- 2.3. Additional survey needed outside of existing survey limits will be limited to 25 field hours and 25 office hours to perform additional survey outside the defined limits (e.g., due to trail realignments). If additional work exceeds these hours, the City will be notified prior to proceeding.

Task 2 Assumptions:

- Existing survey control provided for in this contract will be verified by establishing horizontal and vertical control based on NAD83/91 horizontal datum and NGVD 29 for vertical datum throughout the project.
- The lateral extent of the survey updates will match the extent of the existing survey.
- Survey deliverable will be provided to SCJ for incorporation into the existing survey basemaps.

Task 2 Deliverables:

- Electronic basemaps for each segment covering the updated/infill survey areas.

3. Task 3 – Geotechnical Analysis (Sage)

The scope of work will be divided into three phases. The first phase will support pre-design analysis; no geotechnical explorations will be conducted during this phase. Phase 2 will consist of completing a geotechnical investigation to obtain additional subsurface soil and groundwater information to support final design. The third phase will consist of geotechnical engineering analysis and recommendations to support design of the trail segments. Specific tasks for each phase are described below.

3.2. Predesign Analysis and Consultation: Sage will review the existing design elements and concepts and work with the team to identify key design considerations that could be optimized. Specific tasks will include:

- **Project Setup:** Sage will initiate the project and set up billing information in support of invoicing throughout the project.
- **Attend Project Kickoff Meeting:** Sage will participate in one project kickoff meeting with the City of Tumwater and the design team.
- **Review Geologic Hazardous Areas:** Sage will identify and evaluate geologic hazards near the alignments that could impact on the proposed improvements and alternative alignment options.
- **Site Reconnaissance Visit:** Sage will conduct a site visit to evaluate the existing conditions, areas of proposed improvements, and options for design alternatives being considered by the design team.
- **Attend Conceptual Design meetings:** Sage will participate in two conceptual design meetings with the project team.
- **Evaluate Potential Design Optimizations:** Sage will provide geotechnical input to the design team based on the existing information as the design team evaluates the existing preliminary designs and potential areas for design optimization.

3.3. Geotechnical Investigation: Sage will supplement existing geotechnical information by completing geotechnical field work:

- **Generate Geotechnical Work Plan Memo:** Sage will prepare a Geotechnical Work Plan Memorandum describing exploration means and methods associated with the exploration program. This work plan will be submitted to the design team and the City for review and approval.
- **Conduct Utility Locates:** Prior to mobilizing equipment, Sage will mark the proposed exploration locations and arrange for utility locates using the One-Call Utility Notification Center. In addition, private utility locators will be utilized when deemed necessary.
- **Boring Access:** Subcontract an excavator and operator to assist with drill rig access into wooded areas along the Deschutes Valley Park Spur. Hire a fencing contractor to cut, remove, and reinstall fencing section as required to access the Deschutes Valley Park Spur.
- **Conduct Limited Access Borings:** Sage will execute geotechnical borings using a limited access tracked drill rig, including:
- **Segment C:** Five borings to depths between about 10 and 25 feet below ground surface (bgs). These borings will be used to support design of proposed retaining walls, fill embankments, and canopy fencing foundations.
- **Deschutes Valley Park Spur:** One boring to depth between 30 and 40 feet bgs. Boring will be used to provide additional analysis and recommendations to support the large cuts and fill.
- **Palermo Waterway Bridge:** One boring to a depth of 75 to 100 feet bgs.
- **Perform Geophysical Subsurface Investigation:** Sage will subcontract a geophysical investigation of subsurface soils using Refraction-Microtremor (ReMi)

to collect shear wave velocity measurements of the soils in the upper 100 feet of the site (bridge site).

- **Perform Groundwater Monitoring:** Complete two of the geotechnical borings with flush mount monitoring wells. Install pressure transducers and record groundwater levels for one year, including monthly equipment checks with manual readings.
- **Prepare Summary Logs and Conduct Lab Testing:** Sage will generate summary boring logs and conduct geotechnical laboratory testing on the representative soil samples obtained from the borings.

3.4. Geotechnical Design Services: Complete geotechnical engineering analysis to support the design. Sage will:

- **Evaluate Field and Laboratory Data:** Generate estimates of the soil strength and other properties needed to evaluate the effects the subsurface conditions will have on the proposed improvements.
- **Develop Updated AASHTO Seismic Design Parameters:** Determine the Site Class seismic parameters in accordance with AASHTO requirements.
- **Evaluate Liquefaction and Lateral Spread Potential:** Evaluate the susceptibility to liquefaction of the materials at the bridge for the design event required by AASHTO. If liquefaction and lateral spreading are anticipated following the design seismic event, Sage will assess the potential impacts on the proposed improvements.
- **Develop Updated Bridge Foundation Recommendations:** Review foundation recommendations in the draft geotechnical report and perform additional analyses of foundation vertical capacities and lateral resistance for the preferred foundation type using the AASHTO LRFD Bridge Specifications and the Washington State Department of Transportation (WSDOT) Geotechnical Design Manual (GDM).
- **Generate Bridge Abutment Lateral Earth Pressures:** Provide lateral earth pressure recommendations for proposed bridge abutment structures and wing walls. Earth pressure diagrams for both static and seismic loading conditions will be generated using the procedures outlined in the WSDOT GDM.
- **Develop Trail Retaining Wall Design Parameters:** Develop design parameters and earthwork recommendations for gravity block and structural earth walls (SEWs) such as those produced by Redi-Rock, which are likely to be the preferred wall types for most situations. Sage will also evaluate other potential wall types, where appropriate.
- **Evaluate Slope Stability for Proposed Walls, Cuts and Fills:** Evaluate global stability of the proposed retaining structures, permanent cuts, and permanent fills. Global stability will be evaluated using the limit equilibrium approach under both static and seismic loading conditions.
- **Evaluate Impacts on Geologic Hazards:** Evaluate geologic hazards at the site and impacts of the proposed improvements on the geologic hazards.

- **Develop Foundation Design Recommendations for Netting/Fencing:** Develop geotechnical recommendations for design and construction of the netting/fencing foundations.
- **Review Existing Pavement Recommendations:** Review existing pavement recommendations provided in the preliminary plans, and provide updated recommendations as needed.
- **Draft Geotechnical Engineering Report:** Prepare a draft geotechnical engineering report summarizing the results of the review and subsurface investigation and presenting conclusions and recommendations.
- **Draft Report Comments:** Address questions and comments on the draft report and provide consultation to the design team on geotechnical aspects of the project as the design progresses to final design.
- **Final Geotechnical Engineering Report:** Finalize the report after receiving review comments from the design team.
- **Geotechnical Data Report:** Following delivery of the final geotechnical report, Sage will issue a final geotechnical data report for inclusion in bid documents.
- **Consultation, Project Management, and QA/QC:** Provide project management and correspondence with the design team to all geotechnical related aspects of the project. Sage will correspond with the City and the design team in the form of meetings, emails, and telephone calls, as necessary.

Task 3 Assumptions:

- *The geotechnical explorations proposed herein will not be used to assess site environmental conditions. However, visual or olfactory observations regarding potential contamination will be noted. Analysis, testing, storage, and handling potentially contaminated soil and groundwater (either sampled or spoils from drilling) are beyond this scope of services. If contaminated soils and/or groundwater are encountered, the material will be properly contained on-site for disposal as mutually agreed upon without additional cost to Sage.*
- *Per the 7/10/25 site access meeting with City personnel, drilling mud will be disposed of on-site by pumping into wooded areas away from waterways. Drill spoils (sand and gravel) will be disposed of on-site in vegetated areas. Exception: drilling mud for the Palermo Waterway Bridge boring will be drummed and disposed of off-site by the drilling subcontractor.*
- *Rights of entry and right of way permitting will be provided by the City at no cost to Sage.*
- *Site-specific seismic response analysis is excluded.*
- *Ground improvement design is excluded.*
- *Lateral spreading evaluations/design will be by the force-based method.*
- *The borehole locations will be identified using handheld GPS units.*
- *Decommissioning of monitoring wells is excluded.*
- *Obtaining clearing and grading permits for the drill rig assess and associated excavator assistance is excluded.*

Task 3 Deliverables:

- *Electronic copy Geotechnical Work Plan Memorandum.*
- *Electronic copy Draft and Final Geotechnical Engineering Report.*
- *Final Geotechnical Data Report*

4. Task 4 – Structural Engineering (Sargent)

The consultant will provide structural engineering support for the design of Segment C which includes the Deschutes Valley Park Spur (Project) which will start at the Valley Athletic Club parking lot and terminate near the entrance just south of the Deschutes Valley Spur.

- 4.2. Project Administration and Management:** The consultant will provide project management services for the consultant's activities. The consultant will provide the administration services, including the project set-up, preparation of monthly invoices with progress reports, as well as the maintenance of the budget and schedule.
- 4.3. Public Outreach:** The consultant will provide assistance to the prime consultant and the City for the public outreach efforts. The effort is expected mainly to focus on the bridge structure.
- 4.4. Review Existing Data:** The consultant will review the existing data, reports, and CAD to understand the project. The consultant team will also visit the site to assess the conditions.
- 4.5. Conceptual Design Retaining Walls:** The Project includes one wall as specified below. It is assumed at this time that the layout of the walls shown in the 2018 preliminary design report will remain unchanged, and that the only change will be from a rockery wall to Redi-Rock walls. As such, conceptual design of the retaining walls will not be necessary. No work by the structural engineer will be performed for this Task.

Wall	Proximity	Length
Wall C1	STA 38+25RT	155 ft

- 4.6. Conceptual Design Bridge:** The project includes one bridge near the beginning of the project that crosses the Palermo Waterway with an approximately 80-ft span. The bridge is called the "Palermo Waterway Bridge" hereafter. The consultant has assumed that the City has accepted the use of a pre-engineered, steel pony truss bridge superstructure with a concrete walking surface. The consultant will work with bridge manufacturers as part of development of the 60% bridge design.

Consultant assumes that the type, size, and location of the new bridge will not change from that shown in the 2018 predesign study. Consultant has assumed that no work will be required for this Task.

- 4.7. Final Design Retaining Walls:** Under this Task, the consultant will progress the design of the retaining walls from the concept level to the contract documents. The wall design responsibilities will follow WSDOT Geotechnical Design Manual, Appendices 15-A and 15-Q for the Redi-Rock pre-approved proprietary walls requirements. The consultant will collaborate with the City and the geotechnical team to determine the settlement requirements.

The consultant will review the site constraints to confirm that the City-standard wall type is feasible in the project. Using the surfaces and approved alignment developed by the civil engineering team, the consultant will create review design sections and evaluate the structural stability of the retaining walls. The consultant will review the geotechnical investigations and collaborate with the geotechnical team to confirm that the standard wall type is feasible. The consultant will review the constructability method of the retaining

walls to explore the impact on the right-of-way and permit requirements. The consultant will provide the geotechnical designer with details for the design of the wall for external stability (sliding, overturning, and bearing), compound stability, and overall (global) stability of the wall. The wall supplier shall be responsible for designing the wall for internal stability (structural failure of wall slope components, including the soil reinforcement, facing, and facing connectors to the reinforcement, and pullout), for all applicable limit states (as a minimum, serviceability, strength, and extreme event). The wall supplier shall also be responsible for designing the railing barrier connection and the distribution of the impact load into the soil reinforcement (if used).

The design will be in accordance with the latest WSDOT Bridge Design Manual, WSDOT Geotechnical Design Manual, and AASHTO LRFD Bridge Design Specifications.

- **60% Retaining Wall Submittal:** The 60% package is a constructability review package.

The consultant will progress the design to a constructability review stage.

The consultant will prepare the element sizing and inform SCJ of revisions needed to the plans as needed per the geotechnical, permitting, and right-of-way reviews.

The cost estimate will be per the structural quantities. The quantities will be based on the structural elements' sizes.

The consultant will provide the list of required General Special Provisions and project-specific Special Provisions. The project-specific Special Provisions will be developed at a later stage.

- **90% Retaining Wall Submittal:** The 90% package is a pre-contract review package.

The consultant will address the comments from the previous package.

The consultant will progress the design to an essentially final PS&E package based on the final geotechnical and hydraulics recommendations.

The cost estimate and quantities will be updated per the structural quantities.

The complete project General Special Provisions and the project-specific Special Provisions will be prepared.

- **Retaining Wall Bid Documents Submittal:** The Bid Documents package will be the signed plan (by SCJ), specifications, and Estimate package for the contract advertisement. The consultant will address the comments from the previous package. The consultant will progress the design to the contract-ready level. The bid documents will be sealed by a licensed Professional Engineer (PE) in the State of Washington.

4.8. Final Design Bridge: Under this task, the consultant will progress the design of the bridge structure from the 2018 conceptual design to the Contract documents. The design of the pre-engineered bridge type that was selected in the conceptual design will be reviewed.

The bridge manufacturer is responsible for the design and detailing of the superstructure. Due to the federally funded nature of the project, the project must be set up to allow multiple bidders for the bridge superstructure. The consultant will collaborate with the

possible manufacturers to obtain the superstructure parameters for the substructure design. The consultant will collaborate with other disciplines in the trail features connected to the bridge. The consultant will coordinate with the bridge manufacturers for the details on the trail features connected to the bridge. The superstructure design requirements will be presented schematically in the plans and as a performance-based specification in the project specifications.

In collaboration with the hydraulics and geotechnical engineering teams, the consultant will design the substructure, wingwalls, and approach retaining walls (if needed). To the extent feasible, the substructure will be designed to allow multiple bidder options.

The design will be in accordance with the latest WSDOT Bridge Design Manual, WSDOT Geotechnical Design Manual, AASHTO Guide Specifications for the Design of Pedestrian Bridges, and AASHTO LRFD Bridge Design Specifications.

- **60% Bridge Submittal:** The 60% package is a constructability review package.

The consultant will prepare the superstructure required documents, review the manufacturer's details and designs. The trail features on the bridge will be identified, located and coordinated with the manufacturer to detail the bridge.

The consultant will prepare the substructure and foundation sizing and revise the plans as needed per the geotechnical, permitting, and right-of-way reviews.

The cost estimate will be per the structural quantities. The quantities will be based on the structural elements' sizes and the bridge manufacturers' estimates.

The consultant will provide the list of required General Special Provisions and project-specific Special Provisions. A draft Special Provision for the bridge superstructure will be prepared for the City's review. The remaining project-specific Special Provisions will be developed at a later stage.

- **90% Bridge Submittal:** The 90% package is a pre-contract review package. The consultant will address the comments from the previous package and progress the design to an essentially final PS&E package based on the final geotechnical and hydraulics recommendations.

The cost estimate and quantities will be updated per the structural quantities and the manufacturer's quote of the superstructure.

The complete project General Special Provisions and the project-specific Special Provisions will be prepared.

- **Bridge Bid Documents Submittal:** The Bid Documents package will be the signed plan, specifications, and Estimate package for the contract advertisement. The consultant will address the comments from the previous package. The consultant will progress the design to the contract-ready level. The bid documents will be sealed by a licensed Structural Engineer (SE) in the State of Washington. The signed and sealed bridge superstructure design sheets will be the manufacturer's responsibility, and they will submit them during construction.

4.9. Final Design Trail Features: The project includes structural site elements referred to as trail structures. The trail structures are typical park structures. The type, size, and location of the trail structures are provided by the urban planners.

The consultant will review the standard trail structure for safety. The consultant will also collaborate with the geotechnical engineers to investigate foundation feasibility and assist with determining spacing and height of support poles for netting and parameters of foundation sizing.

Trail Structures	Proximity	Length
Trail Netting	Along segment C	Assume 1000 ft
Trail Fence Canopy	Along segment C	5150 ft

The consultant will progress the design of the trail structures, as specified above, from the 2018 concept level to the contract documents. The trail structures will be manufactured-designed elements. The consultant will be responsible for designing the foundation and the foundation connections, as well as the loading on the supporting retaining walls or other structures. The trail features on the bridges will be addressed in the previous section.

The design will be in accordance with the latest AASHTO LRFD Bridge Design Specifications for guidelines on material design (i.e. reinforced concrete), and LRFD Specifications for Structural Supports for Highway Signs, Luminaires, and Traffic Signals. The design plans and number of sheets are estimated as shown below:

- **60% Trail Structure Submittal:** The 60% package is a constructability review package.

The consultant will prepare the foundation sizes and connection details for the trail structures.

The cost estimate will be per the structural quantities. The quantities will be based on the structural elements' sizes.

The consultant will provide the list of required General Special Provisions and project-specific Special Provisions. The project-specific Special Provisions will be developed at a later stage.

- **90% Trail Structure Submittal:** The 90% package is a pre-contract review package.

The consultant will address the comments from the previous package. The consultant will progress the design to an essentially final PS&E package based on the final geotechnical recommendations.

The cost estimate and quantities will be updated per the structural quantities.

The complete project General Special Provisions and the project-specific Special Provisions will be prepared.

- **Trail Structure Bid Documents Submittal:** The Bid Documents package will include the signed plan, specifications, and Estimate for the contract advertisement. The consultant will address the comments from the previous package and progress the design to the contract-ready level. The bid documents will be sealed by a licensed Civil Engineer (PE) in the State of Washington.

- 4.10. Bid Assistance:** The consultant will assist the City during the bid period to answer any questions that arise concerning the above structural PS&E documents and will assist the City in preparing any addenda required to the extent of the budget provided in this contract. The consultant will provide this task on an as-needed basis. The consultant shall obtain authorization from the City prior to providing these services.

Task 4 Assumptions:

- *Task 4.1 Project Administration and Management:*
 - *One kick-off meeting will be attended by two consultant staff.*
 - *One consultant staff member will attend three (3) 30-minute online meetings.*
- *Task 4.2 Public Outreach:*
 - *One consultant staff member will attend a 60-minute Public Outreach online meeting.*
 - *Public outreach Meeting and material preparation are assumed to be four (4) hours.*
- *Task 4.3 Review Existing Data:*
 - *Two consultant staff will attend the site visit.*
- *Task 4.4 Conceptual Design Retaining Walls:*
 - *The walls will be City of Tumwater Standard (Redi-Rock retaining wall system). The consultant will confirm that the standard walls are suitable for the site constraints.*
 - *The proposed cut wall will not require wall guardrail. Slope will be graded back 2:1 above wall.*
- *Task 4.5 Conceptual Design Bridge:*
 - *The bridge superstructure will be a pre-engineered bridge.*
 - *City has selected to use a pre-manufactured pony truss with concrete walking surface for the superstructure. The substructure is assumed to be deep pile foundations.*
 - *Constructability study is inherent to concept design.*
 - *The preliminary substructure design intends to confirm that the bridge construction is feasible and the parameters of bridge type best fit for the site conditions.*
- *Task 4.6 Final Design Retaining Walls:*
 - *No utility line will cross the retaining walls.*
 - *No detailing will be completed until the final trail alignment is approved.*
- *Task 4.7 Final Design Bridge:*
 - *No utility line will be hung from the bridge.*
 - *The bridge will be for pedestrian use. The live loads will include a vehicular live load as required by the AASHTO Guide Specifications for the Design of Pedestrian Bridges.*
 - *No detailing will be completed until the final trail alignment and bridge type is approved.*
- *Task 4.8 Final Design Trail Features:*
 - *The trail fence canopy and trail netting layouts and locations will be provided by others.*
 - *The trail structures are designed by the supplier. The consultant will review the design and details to confirm they are consistent with the project requirements.*
 - *No detailing will be completed until City approves trail alignment and features.*
 - *The structural design trail feature will be performed by the manufacturer.*
 - *The soil properties will be sufficiently uniform so that one foundation design will be performed for the segment.*

- *Task 4.9 Bid Assistance:*
- *We estimated up to 12 hours of senior structural engineering time on an as-needed basis.*
- *We estimate up to 8 hours of drafter time on an as-needed basis for any design changes during the bid.*

Task 4 Deliverables:

- *Conceptual Design Retaining Walls – Segment C*
 - ❑ *Review Trail plans and email communications.*
- *60% Design Submittal – Segment C*
 - ❑ *60% Bridge Plans*
 - ❑ *60% Trail Structures Plans*
 - ❑ *60% Opinion of Cost*
 - ❑ *Draft Pre-engineered Bridge Superstructure Special Provisions.*
 - ❑ *List of any General Special Provisions and any Special Provisions.*
- *90% Design Submittal – Segment C*
 - ❑ *90% Retaining Wall Plans*
 - ❑ *90% Bridge Plans*
 - ❑ *90% Trail Structures Plans*
 - ❑ *90% Opinion of Cost*
 - ❑ *Project Specifications*
- *Signed and Sealed Design Submittal – Segment C*
 - ❑ *Signed and Sealed Bridge Plans*
 - ❑ *Signed and Sealed Trail Structures Plans*
 - ❑ *Cost Estimates*
 - ❑ *Project Specifications*
- *Bid Assistance*
 - ❑ *Bid questions answer via email or phone.*

5. Task 5 – Hydraulics and Hydrology Services (NHC)

The consultant will provide hydrologic and hydraulic analysis support for the design of Segment C which includes the Deschutes Valley Park Spur (Project) which will start at the Valley Athletic Club parking lot and terminate near the entrance just south of the Deschutes Valley Spur.

Phase 1 will consist of the hydrologic and hydraulic analysis required to support the design at the 30/60/90 percent design level. The hydraulic analysis will be used to assess any impacts the project may have on critical areas / the floodplain and is required to support the NEPA and SEPA permitting process.

5.2. Project Management: Manage budget and schedule, provide internal quality assurance / quality control review of their deliverables prior to submission to the Prime Consultant, and provide monthly progress reports. This task also includes internal coordination between the Project Team.

5.3. Hydrologic Analysis: Design flows have been previously developed for the FEMA Flood Insurance Study for the Deschutes River. The peak discharges developed for that study, including the 10, 25, 50, and 100-year floods will be utilized for the hydraulic analysis. Hours for this task include the effort to obtain the peak discharges, input them into the model, and subsequent model validation.

5.4. Hydraulic Analysis: The hydraulic analysis will be used to assess any impacts the project may have on critical areas and will be used in support of the NEPA and SEPA permitting process. Documentation of any flood plain impacts are also needed as part of this project.

- The FEMA effective one-dimensional HEC-RAS model, developed for the 2014 Flood Insurance Study (FIS), will be used to perform a hydraulic analysis of the Deschutes River in support of the proposed trail design and river crossing.
- The design will be assessed at the 30, 60, and 90 percent submittals. Changes to the design will be incorporated into the HEC-RAS model to ensure that the design continues to meet the FEMA criteria.
- For the proposed design, 100-year water surface elevations will be compared to existing conditions as published in the FIS and the differences summarized in the Hydraulic Technical Memo.
- Coordination with the proposed channel protection project that is occurring upstream of this trail project to ensure the channel protection project has the changes to their downstream condition.

5.5. Hydraulic Technical Memo: At the 90 percent level, prepare a Draft Hydraulics Technical Memo that documents the hydrologic and hydraulic analysis and design FEMA rise criteria and submit for review. Prepare a response to review comments and incorporate changes into a Final Hydraulic Technical Memo.

5.6. Permit Support: This task encompasses as-needed permitting support that may be needed by the design team. Examples of permit support may include answering questions by the permitting team, preparation of figures in support of permitting documents, and filling out any NEPA or SEPA documentation.

Task 5 Assumptions:

- *Task 5.1:*
- *There will be a virtual project kickoff meeting between the Client, Prime Consultant, and one (1) consultant staff member lasting one (1) hour.*
- *There will be bi-weekly virtual coordination meetings with the Prime Consultant and one (1) consultant staff lasting up to thirty minutes.*
- *Task 5.2:*
- *No additional hydrologic inputs or analysis will be performed.*
- *Task 5.3:*
- *At the 30 percent design level, the existing one-dimensional HEC-RAS model developed for the Deschutes River FIS will be obtained from FEMA and used for the analysis of the existing condition. If the model developed for the FIS has been updated with more recent geometry, the City will obtain and provide the most recent model. This model will be considered the Base Model.*
- *For the analysis of the proposed design, a duplicate effective one-dimensional HEC-RAS model will be developed from the Base Model.*
- *The Base Model obtained at 30 percent will be carried through the project duration.*
- *The hydrologic data developed as part of the Hydrologic Analysis task will be incorporated into the hydraulic model.*

- *The Phase 1 design will not include any work or encroachments in the regulatory floodway. A zero-rise floodway analysis is not included in this SOW.*
- *The upstream channel protection project is upstream of this project and will not affect water surface elevations at our project site. The trail project could affect water surface elevations at the channel protection site and some coordination with them is needed.*
- *The proposed design will not result in an increase in Base Flood Elevation. Therefore, this SOW does not include time and materials for a Conditional Letter of Map Revision (CLOMR) or Letter of Map Revision (LOMR).*
- *Task 5.4:*
- *One round of City review comments on the 90% Draft Hydraulics Memo will be addressed as part of the final submittal.*
- *Task 5.5:*
- *Permit Applications will be prepared and coordinated by the consultant.*

Task 5 Deliverables:

- *Task 5.1:*
- *Monthly invoices and progress reports.*
- *Task 5.2. & 5.3:*
- *Results will be summarized in a Hydraulic Technical Memo.*
- *Task 5.4:*
- *Draft 90% and final Hydraulics Report in electronic pdf format*
- *Electronic copy of the HEC-RAS model used for the hydraulic analysis.*

6. Task 6 – Arborist Services

The consultant will provide arborist analysis and observation support for the design of Segment C and the Deschutes Valley Park Spur.

- 6.1. Background Document Review and Conceptual Site Walk:** The consultant will examine the background documents, focusing on previous designs, historical aerials, as well as park, trail, and master plans for Tumwater and Thurston County. This review period will also include an examination of the municipal code.

Before the design process begins, the consultant will visit the site to provide a general assessment and familiarize themselves with the area and the extent of potential tree impacts.

- 6.2. Tree Health Assessment:** Tree Assessment shall be provided by the consultant for the project. The tree assessment will determine existing trees' health and long-term viability along the edge of the trail. The assessment will examine existing trees' age, trunk diameter, structural integrity, biological impacts, expected canopy size, and tolerance to construction impacts. The arborist shall note how canopy size and trunk placement can adversely impact the visibility for vehicles, pedestrians, and bicyclists.

- 6.3. Design Review:** As the design advances through the preliminary, 30%, 60%, and 90% submittal phases, the consultant will review potential tree conflicts and propose solutions to maximize preservation. This process includes site visits with the Consultant and Client to evaluate and refine solutions in the field.

During the design review, the consultant will define tree protection zones to be

incorporated into the construction plan set. In addition, the consultant will identify specific interaction zones where innovative strategies are applied to support preservation goals. Tree protection specifications and associated strategies will be added into the existing preliminary arborist report.

6.4. Public Involvement: The consultant will be part of the public process, as requested by the Consultant and Client, to address public concerns about trees and the landscape. The consultant will create graphics to assist in understanding the interaction between the trees and the proposed design.

6.5. Final Design Communication: The consultant arborist findings shall be incorporated into the final trail design and will consider the proposed improvements and if the removal and replacement of existing trees will better serve not only the improvements but also the long-term health of the urban forest as it relates to the trail alignment

6.6. Bid Period Services: The consultant will be available to answer any pre-bid questions.

Task 6 Assumptions:

- *The current Tumwater Municipal Code will be applied to the project.*
- *One visit as part of the tree health assessments.*
- *One site visit with the Client during the design review.*
- *graphics for one four-hour public meetings, including preparation strategy meetings.*
- *Tree information collected will be used to determine trail alignment and recommendations for tree removal or the adjustment of the trail. The consultant will attend one pre-bid walk-through, if required.*
- *The consultant has not scoped time for grant application assistance.*
- *The consultant will provide the consultant with the survey in a format compatible with AutoCAD Lt for the initial tree assessment.*
- *The consultant will update the consultant bi-monthly on the project's progress, schedule, and expectations.*
- *City will provide any available prior arborist reports performed along the stretch of the Deschutes Valley Trail.*

Task 6 Deliverables:

- *Task 6.2:*
- *CAD files indicating critical root zones*
- *Spreadsheet detailing specific trees of concern*
- *Task 6.3:*
- *Construction details for tree interactions*
- *Tree protection specifications addressing final design*
- *Tree assessment arborist report (preliminary report)*
- *Task 6.4:*
- *Graphics for public involvement, discussing trees in project boundaries*
- *Task 6.5:*
- *Arborist information shall be used on the plan as required for all phases of design and shall be noted on the design plan.*

7. Task 7 – Cultural Resources Services (SWCA)

The consultant will provide cultural resources support for the design of Segment C which includes

Deschutes Valley Park Spur (Project) which will start at the Tumwater Brewery Park parking lot and terminate in Pioneer Park.

The purpose of this task is to conduct cultural resources analyses needed to comply with Section 106 of the National Historic Preservation Act. The analyses will supplement and extend previous analyses completed by SWCA/NWAA (Shantry and Piper 2012).

- 7.1. Section 106 Regulatory Assistance and Client Coordination:** The use of FHWA funds subjects the project to compliance with Section 106 of the National Historic Preservation Act. Under Section 106, FHWA must consider the effects of the project on historic properties. FHWA delegates certain Section 106 responsibilities to WSDOT. The Consultant will prepare Section 106 correspondence for the City to submit to WSDOT Local Programs to request WSDOT/FHWA initiate Section 106 consultation. The correspondence will provide a project description, map of the proposed Area of Potential Effects (APE) for the project, and proposed methods for evaluating potential effects.
- 7.2. Background Research:** The Consultant will conduct background research of the Segment C and Deschutes Valley Park Spur trail segments, with a main goal to identify the probability for buried archaeological sites to be present within the project area. Research will include a records check at the Department of Archaeology and Historic Preservation's (DAHP) WISAARD database to identify any archaeological sites or historic structures within the project area. Other sources may include available nearby geotechnical data, the University of Washington Libraries, and SWCA's internal library. SWCA previously conducted background research for other segments of the trail, which will form the basis for this work.
- 7.3. Archaeological Survey:** SWCA will conduct archaeological survey along Segment C and spur. Prior to survey, SWCA will request the completion of a One-Call utility locate in accordance with Washington State law. Archaeological survey shall consist of pedestrian reconnaissance ("surface survey") and excavation of up to 8 shovel probes at locations deemed to be "high probability" for buried archaeological resources by the consultant, based on its observations during the pedestrian reconnaissance. During pedestrian reconnaissance, SWCA will assess the presence/absence of culturally modified trees (CMTs). Probes will be excavated using a round nosed shovel with spoils screened on to a tarp. Probes will measure 30-40 cm in diameter and extend to 1) 1.0 meter; 2) intact glacial deposits, or 3) until impassable conditions are encountered (whichever comes first). Artifacts (if encountered) will be documented in the field; surface artifacts will be left in place, excavated artifacts will be reburied in the shovel probe from which they originated. Probes will be backfilled upon completion.
- 7.4. Historic Property Inventory:** The Tumwater Valley Golf Course is older than 50 years and, therefore, meets the minimum age threshold for listing on the National Register of Historic Places and needs to be studied as part of this undertaking for compliance with Section 106 of the NHPA.

Architectural History Background Research

The Consultant Architectural Historians will conduct a mixture of in-person and digital research on the history of the region and the individual properties located in the APE, focusing specifically on the Tumwater Valley Golf Course. The background research will include a search of online newspaper articles, archival documents, historical maps, photographs, building permits, and other relevant information available from local libraries and historical societies, as well as online repositories and databases.

Architectural Survey & Documentation

The Consultant will conduct an architectural history/built environment survey of the APE, focused on the historic- age properties present. The Consultant staff will conduct a Historic Property Inventory (HPI) of the golf course, document it on a SHPO HPI form, and provide a recommendation regarding its eligibility for listing in the National Register of Historic Places (NRHP), as well as an analysis of potential effects of the project to the golf course, including any impacts to its historic integrity. The documentation will be conducted and reviewed by architectural historians who meet the Secretary of the Interior's Professional Qualifications Standards for Architectural History and History. All documentation will be prepared in accordance with guidance published by DAHP and the National Park Service.

7.5. Cultural Resources Assessment Technical Report: The Consultant will prepare a Cultural Resources Report that will meet the reporting standards requirements of DAHP and the Secretary of the Interior and assist in meeting the requirements of the Section 106 review. The report will supplement and extend background research previously prepared by SWCA/NWAA. In preparing the report, the consultant will review and incorporate, as needed, project designs, maps, descriptions, and existing and new geotechnical borings. The report will provide results of the archaeological survey and historic property inventory, recommendations regarding the NRHP eligibility of cultural resources, and recommendations for any follow-on work. If approved by the city and the USACE, the Consultant will submit the final Cultural Resources Report to WISSARD for DAHP review.

7.6. Archaeological Resources Inadvertent Discovery Plan: The consultant will prepare an Archaeological Resources Inadvertent Discovery Plan (IDP) for use during project construction. The IDP will contain any special provisions required by WSDOT/FHWA.

Task 7 Assumptions:

- *Up to 8 shovel probes will be excavated. No subsurface site boundary delineation will be necessary.*
- *WSDOT/FHWA will consult with SHPO, Squaxin Island Tribe, Cowlitz Indian Tribe, Nisqually Indian Tribe, and Confederated Tribes of the Chehalis Reservation.*
- *City will obtain/furnish rights-of-access.*
- *City will notify Squaxin Island Tribe, Cowlitz Indian Tribe, Nisqually Indian Tribe, and Confederated Tribes of the Chehalis Reservation of the survey and invite representatives to observe the work.*
- *Up to one cultural resources technical report will be developed under this scope of work including both archaeological investigation results and architectural history assessment results.*
- *Up to one Inadvertent Discovery Plan will be developed under this scope of work.*
- *Up to 1 archaeological site will be encountered and recorded. CMTs may be recorded as an archaeological site.*
- *Up to 1 HPI form will be prepared for the golf course.*
- *The HPI will be prepared at the Reconnaissance Level, as outlined by DAHP.*
- *The consultant will review existing and new geotechnical data for the project but will not conduct archaeological monitoring during new geotechnical investigations.*
- *City will be allowed one round of review on all draft deliverables.*
- *Document revisions will require up to 4 hours of SWCA labor to address.*
- *No mitigation tasks are included in this scope.*
- *SWCA's ability to conduct fieldwork will be unimpeded by access restrictions (e.g., fences, locked gates, etc.), road construction, wildfires and air quality, landowner restrictions, COVID-related restrictions, or any other factor(s) outside of SWCA's control.*
- *No artifacts will be collected or curated. If necessary SWCA will collect and prepare artifacts for curation under a new scope of work and for an additional fee.*

Task 7 Deliverables:

- *Draft and final Section 106 regulatory letter and map.*
- *Draft and final archaeological site form.*
- *Draft and final Historic Property Inventory form.*
- *Draft and final Cultural Resources Assessment Technical Report.*
- *Draft and final Archaeological Resources Inadvertent Discovery Plan.*

8. Task 8 – Environmental Fieldwork and Mitigation (DEA)

Pre-design Analysis: The purpose of tasks 8.1 and 8.2 is to collect information on existing environmental conditions within the project alignment, evaluate potential impacts from the project, and identify avoidance, minimization and mitigation opportunities in order to inform the conceptual design and to assist in comparing design alternatives.

8.1. Data Collection and Preliminary Site Investigation: This task includes reviewing background information and conducting limited site investigations to document onsite critical areas, as well as using available mapping and data to identify all other critical areas that may be present onsite for Segment C which includes the Deschutes Valley Pak Spur. Prior to the site visit, the Consultant will review publicly available GIS data and reports, reports and data provided to the Consultant by the City as well as other pertinent background information (e.g., historic aerial photos, etc.) to identify the presence of potential critical areas prior to conducting the field effort. Existing data that will be reviewed include the City of Tumwater and Thurston County critical area mappers, aerial photographs, NRCS hydric soils mapping, Pocket Gopher Soil Suitability Maps, National Wetland Inventory (NWI) maps, SWIFD fish distribution data, WDFW PHS data for species and habitat type, and the DNR Washington Natural Heritage Program (WNHP) plant data for sensitive plant species, among others.

Subsequent to data review, the Consultant will perform field investigations for Segment C consisting of:

- ☐ Wetland and stream delineations along both sides of the proposed alignment. Study area will be smaller in some areas where location of the trail is more certain (e.g., adjacent to Tumwater Valley Drive), and larger in areas where alignment shifts are more likely (e.g., river crossing).

The Consultant will delineate wetland boundaries in accordance with methods defined in the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Western Mountains, Valleys, and Coast Region (Version 2.0) (US Army Corps of Engineers [Corps] 2010) and the Corps of Engineers Wetlands Delineation Manual (Environmental Laboratory 1987). Wetland boundaries will be flagged and flag locations will be recorded using a hand-held GPS unit.

In addition to delineating the boundaries of any observed wetlands, the consultant will complete a wetland rating form as described in Washington State Wetland Rating System for Western Washington: 2014 Update Version 2.0 (Ecology Publication No. 23- 06-009). The consultant will use the results of the wetland rating to identify applicable wetland buffer extents per the City of Tumwater buffer standards in TMC 16.28.170.

The Consultant will delineate the ordinary high water mark (OHWM) of any streams observed on or near the site according to the methods in Ecology's Determining the Ordinary High Water Mark for Shoreline Management Act Compliance in Washington

State. These flags will also be recorded using a hand-held GPS unit, and photographs will be collected to characterize typical conditions.

Following the delineation, the Consultant will determine stream type using the definitions in WAC 222.16 and TMC 16.32.050. Applicable riparian buffer extents will be identified per the City of Tumwater buffer standards in TMC 16.32.065.

The boundaries of all delineated wetlands and stream/OHWMs will be surveyed in the field by a PLS (see Task 2).

For those wetlands and streams where a reconnaissance level investigation is deemed appropriate (such as on adjacent properties), the Consultant will estimate the boundaries of such features using information from previously prepared maps, supplemented by field observations and data collected with a hand-held GPS unit. Appropriate wetland ratings and stream types will also be estimated, to assess appropriate regulatory buffers. This information will be incorporated into the project basemap.

8.2. Mazama Pocket Gopher (MPG) Screening Survey (Important to start ASAP):

Suitable soil conditions for the Olympia and Yelm Pocket Gophers, both listed under the Endangered Species Act as Threatened, are present on portions of the project site. The consultant will conduct two site surveys according to the methodology and timing requirements in the USFWS Mazama Pocket Gopher (MPG) Screening Protocol Checklist (2018). According to the checklist, sites containing less-preferred soils and are more than 600 feet from a known MPG occurrence will be visited two (2) times, at least 30 days apart. The appropriate window for site visits is between June 1 and October 31. The consultant will include the results of the surveys in the Biological Assessment, if timing allows the inclusion. The BA will also include language that commits the City will not construct in MPG habitat, unless pocket gopher survey occurs in the season prior to construction and this survey yields negative results. In addition, the Consultant will coordinate with USFWS pocket gopher staff to determine previous survey efforts in the project vicinity, document the nearest known MPG occurrence, and establish if any previous survey data exists that pertains to the project area. This scope of work includes a potential third (3rd) site visit in the event that it is requested/required by USFWS.

Final Design: For the following Task 8 elements, the Consultant will delineate any remaining wetlands and streams along Segment C, prepare documentation for local, state, and federal environmental permits and approvals, and develop appropriate compensatory mitigation for critical areas impacts. With the exception of the specific permit applications and documents discussed below, no other documentation is included in this scope. It is assumed that the project will have direct impacts to wetlands and/or streams, therefore a U.S. Army Corps of Engineers Clean Water Act 401/404 permit and a Washington Department of Fish and Wildlife Hydraulic Project Approval will be required. The presence of a federal nexus, through CWA Corps permits, will require adherence with Section 7 of the Endangered Species Act (ESA) and Section 106 of the National Historic Preservation Act (NHPA). In addition, it is assumed the project will successfully acquire federal funding, triggering compliance with the National Environmental Policy Act (NEPA).

8.3. Meetings and Coordination: This task is for regular communication and coordination with the project engineers, technical staff, City staff, and for agency coordination. This includes one onsite meeting with WDFW to determine stream impacts and fish distribution, and up to two meetings with the Army Corps of Engineers (Corps), prior to JARPA submittal, and one meeting with other regulatory authorities. Environmental permitting support is expected to last approximately 12 months but may extend to 24 months.

8.4. Biological Assessment Preparation: The Consultant will prepare a biological assessment (BA) for Segment C, to comply with Section 7 of the Endangered Species Act as triggered through permitting by federal agencies (i.e., FHWA). The BA will include an evaluation of the potential direct and indirect effects of the project on federally listed threatened, endangered, and proposed species and critical habitats. The Consultant will also complete the analysis of the environmental baseline, interrelated and interdependent actions, cumulative effects, and address Essential Fish Habitat (EFH). The BA will be prepared following US Fish and Wildlife (USFWS) and National Marine Fisheries Service (NMFS) guidelines (collectively known as the Services) and will adhere to the standards of WSDOT. We assume that federal funding through WSDOT will be secured for project construction and that WSDOT review of the BA will be required.

Based on the presence of listed species and habitats within the action area, potential project impacts the assumption for this scope is that a BA effect finding of either “ May effect, not likely to adversely affect” or “no effect” is likely appropriate for other wildlife species, while the project will have “no effect” on all fish species due to lack of distribution in the Action Area.

8.5. Critical Areas, Habitat Management Report and Mitigation Plan: Based on the background review of publicly available information regarding critical areas and field work to define and classify wetlands and streams, combined the consultant will prepare a Critical Areas Report (CAR) that addresses wetlands and Fish and Wildlife Habitat Areas along Segment C, in accordance with the requirements in TMC 16.28.140 and 16.32.090.

It is anticipated that the project will impact wetlands, Fish and Wildlife Conservation Areas (FWCAs) buffers, and regulatory buffers for these features. The project will also require analysis of Geologically Hazardous Areas (TMC 16.20), which will be contained in the geotechnical report (see geotechnical services). For other regulated critical areas, it is assumed that the project will not negatively impact critical aquifer recharge areas.

The Critical Areas Report and Mitigation Plan will include the following elements:

- Executive Summary
- Introduction (purpose of the report)
- Project narrative (location, purpose and description, project schedule, responsible parties)
- Impact assessment (landscape setting, existing conditions of wetlands, streams, and buffers to be impacted, impact calculation summary tables, narrative of permanent and temporary impacts to wetlands, streams and buffers, discussion of affected functions).
- Mitigation strategy (avoidance and minimization of wetland impacts, proposed compensatory mitigation concept);
- Description of compensatory mitigation site (existing wetland acreage, vegetation, wildlife habitat, landscape position and watershed relationship, existing hydrologic regimes, topography, soils and substrate, buffer condition and function)
- Ecological processes, current and proposed
- Construction Schedule and timing restrictions
- Proposed design elements (grading, proposed mitigation activities and wetland acreage, hydrologic regimes, proposed soil conditions, planting zones, and species lists)
- Mitigation goals, objectives, and performance standards;
- Proposed site maintenance and monitoring plan (time period to be determined)

- Contingency Plan
- References;
- Appendices (site selection forms, credit-debit forms)

The report will include a detailed mitigation plan, that will be developed in parallel to the CAR as outlined in Task 8.6 and 8.7, below.

8.6. Mitigation Feasibility Assessment: The Consultant shall provide assistance to the City in evaluating the feasibility of sites for natural resources mitigation associated with Segment C. consistent with both Tumwater Critical Areas code and Corps requirements. This mitigation feasibility evaluation will consist of a review of three alternatives: mitigation bank/in-lieu fee credits; on-site mitigation; and an evaluation of up to two City-owned off-site properties in the vicinity.

A site reconnaissance and functional assessment will be conducted for the onsite and City-owned properties to evaluate each site's suitability as mitigation for the project's mitigation needs. The analysis will be based on the criteria outlined in Selecting Wetland Mitigation Sites Using a Watershed Approach (Ecology 2009), and will include the following steps:

- Watershed based identification of suitable sites – solicit input from agency staff on potential mitigation sites in the watershed.
- ☐ Field reconnaissance for two (2) site visits to assess existing conditions and current functions at potential mitigation sites.
- ☐ Prepare preliminary concept sketches to assess potential functional lift/wetland credits available at the sites.

The results of the site analyses will be documented in a Mitigation Feasibility Memorandum. Following review and concurrence from the Lead Agency and key stakeholders, a single site will move forward for incorporation in the Critical Areas Report and Habitat Mitigation Plan.

A formal wetland and FWHCA delineation will be conducted at the selected mitigation site, including final rating and functional assessment.

8.7. Mitigation Design: The proposed mitigation design will be incorporated into the design plans, and will include the following elements:

- ☐ Cover Page with location map and Index (2 sheets)
- ☐ Grading plans and profiles (2 sheets)
- ☐ Site details (1 sheet)
- ☐ Landscape Plans showing proposed mitigation types, planting zones, habitat features, and plant species lists (2 sheets)
- ☐ Irrigation Plans (1 sheet)
- ☐ TESC Plans and Details (2 sheets)
- ☐ Draft Specifications (2 sheets)
- ☐ Draft Monitoring Plan – narrative (2 sheets)
- ☐

Task 8 Assumptions:

- *The Critical Areas Report and Mitigation plan will be submitted with the NEPA CE form and*

will serve as sufficient NEPA documentation of streams and wetlands.

- *The Consultant will base its Biological Assessment on 60% Design Drawings and technical reports, once developed. This will include detailed information on existing and new impervious surfaces and proposed stormwater treatment and detention.*
- *This Task includes a single round of City review for the Draft BA. The City is responsible for consolidating comments from multiple reviewers and resolving any inconsistencies. Draft BA (provided electronically in MSWord and PDF format).*

Task 8 Deliverables:

- *The Consultant will attend up to three meetings with regulatory agencies.*
- *Draft BA (provided electronically in MSWord and PDF format).*
- *Final BA (provided electronically in MSWord and PDF format)*
- *Draft Critical Areas Report, Habitat Management Report, and Mitigation Plan*
- *Draft Critical Areas Report, Habitat Management Report, and Mitigation Plan*
- *Draft Mitigation Feasibility Memorandum*
- *Draft Wetland and FWHCA Delineation, Selected Mitigation Site*
- *Draft Mitigation Design Sheets (14 plan sheets)*
- *Final Mitigation Design Sheets (14 plan sheets)*

9. Task 9 – Environmental Compliance and Permitting

Predesign Analysis: The purpose of tasks 9.1 is to collect information on existing environmental conditions within the project alignment, evaluate potential impacts from the project, and identify avoidance, minimization and mitigation opportunities in order to inform the conceptual design and to assist in comparing design alternatives.

9.1. Environmental Permitting Evaluation / Alternative Comparison: The Consultant will evaluate the preliminary design options with a review of field data to inform the development of a permit matrix for Segments A2, B, D, and Palermo Spur describing all relevant local, state, and federal environmental permits and approvals anticipated on the project. The matrix will describe regulated activities/permit triggers, submittal requirements, and estimated permit review timelines. In addition, the matrix will specifically call out elements that have a substantial risk to negatively affecting future project phases, including scope, schedule, and budget, and will make recommendations on strategies to manage said risk. The matrix will compare up to three design alternatives/options to compare potential permitting implications.

9.2. Communication & Coordination: This task is for regular communication and coordination with the project engineers, technical staff, City staff, and for agency coordination. This includes one onsite meeting with WDFW to determine stream impacts and fish distribution, and up to one meeting with the Army Corps of Engineers (Corps), prior to JARPA submittal, and one meeting with other regulatory authorities. Environmental permitting support is expected to last approximately 12 months but may extend to 24 months.

9.3. NEPA: The anticipated involvement of federal funds from WSDOT/FHWA would trigger the requirement for the project to comply with the National Environmental Policy Act (NEPA), with FHWA as the federal lead agency. Prior to the commencement of work on the project, the scope and level of documentation for each discipline area will be confirmed by the City and WSDOT. The Consultant will coordinate with the City and WSDOT Local Programs staff to determine the appropriate approach for environmental review and documentation. The project assumptions will be discussed with WSDOT to confirm the approach. For the purposes of this scope, it is assumed that a DCE

(Documented Categorical Exclusion) is the appropriate level of NEPA documentation. It is assumed that no technical memoranda will be needed to document the existing conditions and lack of adverse effects other than those described herein.

The Consultant will prepare a Draft and Final WSDOT CE Form for the project, limited to Segment C, to document compliance with NEPA. The CE Form will be completed per the guidance and requirements in the WSDOT Environmental Manual and the Local Programs CE Guidebook at the time a notice to proceed is received by the Consultant and using existing information from the technical reports completed for the project, the project design plans, and other available information. This task includes up to two meetings with WSDOT Local Programs environmental staff.

9.4. JARPA Preparation: The Consultant will prepare a Joint Aquatic Resources Permit Application (JARPA) to support the City in obtaining federal permits from the Corps under the Clean Water Act sections 401 and 404 impacts along Segment C. These permits will be needed for anticipated as direct impact to Waters of the U.S. (wetland and streams). Based on the preliminary project information, it is assumed that the project will qualify for a Nationwide Permit (NWP) 14 for Linear Transportation Projects (under 0.5-acre of permanent fill). This scope assumes the project will require a Section 401 permit from the Washington State Department of Ecology (Ecology), which will be submitted concurrently with the Corps 404 permit. The permit package will also include documentation to obtain a coastal zone management (CZM) Federal Consistency Decision from Ecology. The Consultant will prepare a set of permit drawings in the format required by the Corps to accompany the JARPA. The JARPA application will include the Critical Areas Study and Mitigation Plan (see Task 8.7).

9.5. SEPA: It is assumed the NEPA document (Task 9.3, above) will be adopted for State Environmental Policy Act (SEPA) purposes and a separate Checklist will not be required. The Consultant will prepare a Draft and Final Notice of Adoption to comply with SEPA requirements for Segment C.

9.6. WDFW HPA: The Consultant will work with City staff to comply with state Hydraulic Code permitting requirements and will prepare an application for a Hydraulic Project Approval (HPA) for Washington Department of Fish and Wildlife (WDFW) that will permit any in-water and overwater work associated with stream crossings along Segment C. The application will be based on the 90% plan set, the technical reports described herein, and permit materials prepared for other approvals. The HPA will be submitted electronically, through the Washington State Aquatic Protection Permitting System (APPS).

9.7. Shoreline Substantial Development Permit: Based on City Code, it is anticipated that development will occur within the shoreline zone of the Deschutes River and will require a Shoreline Substantial Development Permit (SDP) under the Shoreline Master Program (SMP). The project will result in water-enjoyment use for recreation in a shoreline designation of "Urban Conservancy", per the Shoreline Master Program. The Consultant will utilize the JARPA narrative and supporting materials for a Shoreline Substantial Development application, supplemented with a Shoreline Master Program Evaluation Report and a site plan adhering to City standards to complete the required materials for the permit submittal. Attendance of Consultant staff at the required shoreline permit public hearing is included in Task 9.2 – Communication and Coordination.

9.8. Coordination of Trail Design with EPA/DOE: The existing treatment lagoon for the Palermo Wellfield Superfund Site Cleanup lead by EPA and WSDOT will be immediately adjacent to the beginning of Segment C. Groundwater at the site is contaminated with tetrachloroethene (PCE) and trichloroethene (TCE). The sources of contamination are

the Southgate Dry Cleaners and WSDOT materials testing laboratories located near Capitol Boulevard. Contaminated groundwater flows in the direction of the Palermo neighborhood and City wellfield. In the early 2000s, EPA constructed a subdrain at western edge of the Palermo neighborhood. The subdrain captures contaminated groundwater and discharges it to the treatment lagoon. The treatment lagoon has several aerators that treat the contaminants through volatilization to the atmosphere. Treated water from the lagoon is discharged to a ditch that empties into the Deschutes River. The trail alignment shall be coordinated with the EPA Remedial Project Manager. The City will provide an email with the basic information requested by EPA.

Task 9 Assumptions:

- *The City of Tumwater has requested NEPA be included in this SOW with anticipation that federal grants will be secured for construction funding.*
- *The Consultant will prepare only the environmental permits and approvals specifically referenced in Final Design, Task 8 and 9.*
- *All City comment/edits made to the permit applications or documents will be provided in track changes mode and comments from multiple reviewers will be consolidated, with any discrepancies resolved, by the City.*
- *For purposes of this scope of services, the Consultant has assumed that the City will be the SEPA lead agency and that they will issue a SEPA determination consistent with their SEPA rules.*
- *The Consultant assumes that any technical documents necessary for NEPA review outside the scope of this scope will be provided by the City.*
- *The Project will not increase traffic capacity and therefore is not subject to air quality conformity analysis requirements, nor will a noise assessment be required under NEPA.*
- *The Consultant assumes that project activities comply with the requirements and conditions of Nationwide Permit (NWP) 14, Linear Transportation Project, including direct wetland impacts of less than 0.5 acre.*
- *The project will not trigger a Section 404 Individual Permit. If an individual permit and 404(b)(1) alternatives analysis are required, an amendment to this SOW will be necessary.*
- *The Consultant will prepare JARPA plan sheets to Corp specifications to accompany the JARPA application. It is anticipated that up to 12 sheets will be required to illustrate existing conditions, project impacts, and proposed mitigation actions.*
- *On the JARPA, the Consultant will be the owner and owner's representative authorized agent and the City will serve as the project owner and signature authority.*
- *ESA documentation will result in no impacts and not require individual consultation.*

Task 9 Deliverables:

- *The Consultant will attend up to three meetings with regulatory agencies.*
- *Draft NEPA CE form and 4(f) technical memo for comments by the City*
- *Final NEPA CE form and 4(f) technical memo for City signature and submittal to WSDOT*
- *Draft JARPA form and permit drawings for City review.*
- *Final JARPA form and permit drawings for submittal to the Army Corps of Engineers and Department of Ecology.*
- *Draft SEPA NOA (provided electronically in MSWord format).*
- *Final SEPA NOA – (provided electronically in Adobe PDF format) includes edits based on one round of review comments by the City.*
- *Draft HPA application and submittal of Final HPA application through APPS*
- *Draft Shoreline Substantial Development Permit and Memo*
- *Final Shoreline Substantial Development Permit and Memo*

10. Task 10 – Stormwater Analysis and Design

The purpose of this task is to develop new and revised stormwater conveyance and flow control/management systems to support the proposed trail improvements and City requirements. This project is subject to Department of Ecology Western Washington Stormwater

Manual (Ecology 2024) which is a requirement of federal funding requirements. This scope shall also adhere to other requirements of the effective July 1, 2022 City Drainage Design and Erosion Control Manual (DDECM) Requirements which is equivalent to the Washington State Department of Ecology Stormwater Management Manual for Western Washington (Ecology 2019)., whichever is more stringent.

10.1. Data Collection & Prelim Site Investigation: The Consultant will review available existing storm drainage infrastructure data, reports, models, and record drawings. The Consultant will visit the site to observe and verify existing drainage features, flow patterns, topography, stormwater outfalls, and potential locations for BMPs. Off-site analyses will be conducted as required by applicable stormwater code.

10.2. Predesign Analysis: There have been significant changes to the stormwater code since the preliminary design was completed. These changes will likely require a more complex design and documentation process than what is shown on the preliminary plans. The Consultant will document the differing requirements and needs as part of the practical design review process.

The Consultant will review the previously developed stormwater and drainage design documents prepared by others, if any. The Consultant will identify and document discrepancies between conditions and assumptions that were incorporated into the prior design work, and those of the current site conditions observed in the prior task. Where changed site conditions impact the ability to advance the prior stormwater design, such constraints will be documented in a memorandum for discussion and resolution with the City prior to initiating additional design work.

The Consultant will inform the City about alternative means of meeting stormwater requirements that may be beneficial to the project in terms of reduced costs, addressing permitting constraints, and/or improving the project delivery schedule. The Consultant will meet with the City to discuss the findings of the practical stormwater design review and confirm the project approach to drainage and stormwater to be used in finalizing the design; decisions made will be documented and incorporated into the project basis of design documents.

Analysis of Existing Conveyance System(s) & Outfall(s): The Consultant will review existing stormwater conveyance facilities within the project limits and identify all existing discharge points which includes area take-offs; identify threshold discharge areas (TDAs) based on existing site conditions; and develop a summary of existing drainage patterns to receiving waters and identification of any downstream drainage issues for inclusion in the stormwater reporting.

10.3. Final Stormwater Analysis and Design

Design of New Conveyance System(s): The Consultant will prepare horizontal layout(s) of new drainage structures and conveyance pipes needed to drain the proposed trail surfaces and provide continuity of existing drainage systems.

Design of On-Site Stormwater Management BMPs: The Consultant will evaluate within each TDA the feasibility of On-Site Stormwater BMPs identified in the Drainage Design and Erosion Control Manual for Tumwater. The Consultant will perform sizing and hydraulic design computations for feasible BMPs and develop designs that will be

incorporated into the PS&E for the project.

Endangered Species Act (ESA) Stormwater Design Checklist: The Consultant will prepare Preliminary, Draft and Final checklist and figures in support of NEPA and Biological Assessment and federal environmental permits.

Drainage Control Plan (DCP) Reports: The Consultant will prepare Draft and Final DCP Reports to accompany the 60% and 90% Design Packages, respectively.

10.4. Stormwater Pollution Prevention Plan (SWPPP)

The Consultant will prepare a stormwater pollution prevention plan in support of project land use permits. The plan will be prepared to maximum extent feasible except for finalizing sections of the plan that require Contractor references and means and methods that will be finalized during construction.

10.5. NPDES Permit

The consultant will prepare and submit the NPDES permit through Department of Ecology after the 90% plans have been completed and submitted to the City.

Task 10 Assumptions:

- *A Drainage Scoping will be required for this project and will be included as part of Task 10.2.*
- *This project is subject to Department of Ecology Western Washington Stormwater Manual (Ecology 2024) which is a requirement of federal funding requirements. This scope shall also adhere to other requirements of the effective July 1, 2022 City Drainage Design and Erosion Control Manual (DDECM) Requirements which is equivalent to the Washington State Department of Ecology Stormwater Management Manual for Western Washington (Ecology 2019)., whichever is more stringent on stormwater requirements.*
- *A Drainage Control Plan is required.*
- *This scope and fee are based on up to 7 stormwater Threshold Discharge Areas within the project limits.*
- *Site stormwater data collection will require two staff for up to 8 hrs total per staff, including travel time.*
- *Backwater analyses of stormwater conveyance features is not required.*
- *The proposed non-motorized trail surface is not considered a Pollution-Generating Impervious Surface (PGIS). As such, water quality treatment measures are not anticipated to be required.*
- *Dispersion will be used for flow control.*
- *PIT Tests (Pilot Infiltration Test) is not included in this scope. A preliminary grain size sieve analysis for preliminary infiltration rates will be provided by the consultant.*
- *The Consultant will prepare and submit SWPPP to maximum extent feasible during design in support of project and permitting requirement. The Contractor will be required to finalize preparation and submit final SWPPP report to the City prior to construction.*

Task 10 Deliverables:

- *Stormwater Predesign Analysis Memorandum (PDF) to be submitted with Task 12.*
- *Endangered Species Act (ESA) Stormwater Checklist (PDF) to be submitted with Task 8 Biological Assessment.*
- *Draft Drainage Control Plan Report (PDF) submitted with the 60% Design Package.*
- *Final Drainage Control Plan Report (PDF) submitted with the 90% Design Package.*
- *Stormwater Pollution Prevention Plan (PDF and word document)*

11. Task 11 – Public Outreach

The purpose of the Public Outreach task is to solicit feedback and confirmation of the existing design to-date with key stakeholders and any future proposed design(s) recommendations that result from Task 12 and the subconsultants preliminary analyses of the plans and existing conditions. This work also includes providing updates to the stakeholders and the public during the design and permitting process.

11.1. Public Outreach Materials: The Consultant shall prepare presentation and graphic support materials for public outreach and City/Stakeholder design meetings. This may include visual rendered graphics, mailers, and photo sim mockups for design elements under consideration, such as intersection control features, signage, urban design features, and other outreach materials to support solicitation of feedback from the stakeholders and the public. Other types of outreach materials may include content for City website updates and create and help launch online public surveys for a Public Open house. The Consultant is also available to prepare and provide graphic materials for outdoor display boards, and mailers to provide information on public engagement, upcoming presentations, and project milestone dates. A budget of approximately \$17,000 or approximately 120 hours of material preparation has been added to the Contract. The Consultant will not start work on materials until specific request of graphics and effort have been requested by the Client. At that time, the Consultant will provide level of effort and hours required to prepare those materials

11.2. Predesign Analysis Stakeholder Engagement: The Consultant shall attend and facilitate the following public outreach meetings below during the research and alternatives analysis stage at the request or recommendation of City. The goal of these early stakeholder meetings is to listen and solicit feedback on the 2018 design, determine if stakeholder needs have changed, determine appropriate project design elements for the trail corridor, and vet ideas to advance the project vision from the 2018 preliminary design.

- Four (4) in-person stakeholder meetings (location to be provided by the City). Assume up to three (3) Consultants at each meeting. Stakeholder(s) will be determined prior to collaboration, but may include:
 - i. Tribes
 - ii. Parks Dept.
 - iii. Brewery Park Foundation
 - iv. Craft District Developers
 - v. Public forum whether held at City office, existing park, etc.

11.3. Final Design Stakeholder/Public Engagement: The Consultant shall attend and facilitate the following public outreach meetings below. The goal of these design meetings is to educate and vet ideas with stakeholders, determine appropriate project design elements for the trail corridor, and advance the project from 30% through Final Design.

- Two (2) in-person stakeholder meetings (location to be provided by the City). Assume up to three (3) Consultant members at each meeting. Stakeholder(s) will be determined prior to collaboration, but may include:
 - i. Tribes
 - ii. Parks Dept.
 - iii. Brewery Park Foundation
 - iv. Craft District Developers
 - v. Public forum whether held at City office, existing park, etc.
- One (1) in-person public open house (location to be provided by the City). Assume

up to three (3) Consultant members in attendance.

Task 11 Assumptions:

- *City shall facilitate space for in-person meetings and events. Location to be determined by the City.*
- *City shall provide coordination with stakeholders.*
- *City to manage and upload any presentation information onto City website, or other social media presentation platforms owned and operated by City and shall facilitate hosting and distribution of online surveys.*
- *Presentation to City Council will be after review and meetings with City staff and submittal milestones, to present design recommendations.*
- *The City shall lead efforts for mailing distribution. The consultant shall provide the materials in a format compatible with City programs.*

Task 11 Deliverables:

- *Public Outreach Plan*
- *Meeting Agenda and minutes*
- *Up to a combined three (3) visual rendered graphics and presentation materials for stakeholder and public outreach efforts.*
 - *Content for fact sheet and FAQ for City's social media & City website updates*
 - *36x48 outdoor display project boards*
 - *Photo sims*
- *Public comments and findings memo summary from each Public meeting Predesign Analysis and Final Design Public meeting, as necessary.*

12. Task 12 – 60% Design

12.1. Data Collection and Preliminary Site Investigation: The Consultant will visit the site to observe and verify existing civil, urban design, and landscape features and document changes in existing site features between 2018 and present.

12.2. Civil Predesign Analysis: The Consultant shall review the existing trail alignment, profile, cross section, design elements, civil details, and design documents prepared by others. Where changed site conditions or new design criteria will result in revisions or alterations to the original basis of design, the Consultant will document these issues in a design memorandum for discussion and resolution with the City prior to initiating 30% design work.

The Consultant team will use the 2018 Trail Alignment. This scope and fee has assumed 200 linear feet of alignment revisions if necessary to minimize geotechnical, hydrologic, and permitting impacts. The revised alignment will be developed in collaboration with the City and focus on locations where changes would be beneficial to the project in terms of reduced costs, addressing permitting constraint, improving the project delivery schedule, and/or meeting the changing design criteria of the project since the 2018 design.

12.3. The Consultant shall compile the existing 2018 CAD drawings and files prepared by others including proposed alignment, proposed planimetrics (i.e. proposed polylines, symbols, hatching), and drawing details into Civil3D.

12.4. The Consultant shall use the preliminary plans that were already been completed to prepare the 60% plans. incorporate City and stakeholder comments received during the 30% submittal review. Vertical grading associated with intersections and curb ramps will be developed. Cut and fill embankment lines, or retaining walls where needed, will be

shown. It is anticipated that the 60% plans will include the following:

- ❑ Cover Sheet (1 sheet)
- ❑ Legend and Abbreviations (1 sheet)
- ❑ Alignment Plan and Survey Control (7 sheets)
- ❑ Existing Condition Plans (7 sheets)
- ❑ Site Preparation and TESC Plans (7 sheets)
- ❑ Construction Staging and Access Plans (14 sheets)
- ❑ Trail Plans and Profiles (13 sheets)
- ❑ Trail Typical Cross Sections (3 sheets)
- ❑ Trail General Notes and Details (4 sheets)
- ❑ Trail Canopy and Fencing Plans (3 sheets)
- ❑ Trail Canopy and Fencing Details (2 sheets)
- ❑ Bridge Plans (Prepared under separate task) (5 sheets)
- ❑ Retaining Wall Plans (Prepared under separate task) (4 sheets)
- ❑ Tee Box Relocation Plans (4 sheets)
- ❑ Stormwater Conveyance and Relocation Plan and Profiles (3 sheets)
- ❑ Urban Design Plans (3 sheets)
- ❑ Urban Trail Details (2018 Preliminary Design LOE - Kiosks, Trail Nodes, Wayfinding) (3 sheets)
- ❑ Irrigation Relocation Plan (4 sheets)
- ❑ Landscape and Restoration Plans (4 sheets)
- ❑ Landscape and Restoration Plant Schedule (2 sheets)

12.5. The Consultant shall prepare a construction cost estimate based on the 60% plans.

12.6. The Consultant shall prepare special provisions for the 60% submittal based on the most current WSDOT Standard Specifications and GSPs as well as applicable APWA GSPs. The 60% specifications will cover Divisions 2-9 Bid items only.

12.7. The Consultant shall provide internal quality assurance/quality control (QA/QC) review of all deliverables prior to submittal.

Task 12 Assumptions:

- *No significant changes to the alignments or vertical profile will be required for the 60% design.*
- *The City will provide boilerplate specifications and GSPs or a sample specifications document as a basis for the project specifications.*
- *Assumes modifications to four tee boxes.*

Task 12 Deliverables:

- *60% Plans (Electronic PDF)*
- *60% Construction Cost Estimate (Electronic PDF)*
- *60% Special Provisions (Div 2-9 Bid Items)*

13. Task 13 – Final Design

13.1. The Consultant shall incorporate City and stakeholder comments received during the 60% plan review. It is anticipated that the 90% plans will include the following:

- ❑ Cover Sheet (1 sheet)
- ❑ Legend and Abbreviations (1 sheet)

- ❑ Alignment Plan and Survey Control (7 sheets)
- ❑ Existing Condition Plans (7 sheets)
- ❑ Site Preparation and TESC Plans (7 sheets)
- ❑ Construction Staging and Access Plans (14 sheets)
- ❑ Trail Plans and Profiles (13 sheets)
- ❑ Trail Typical Cross Sections (3 sheets)
- ❑ Trail General Notes and Details (4 sheets)
- ❑ Trail Canopy and Fencing Plans (3 sheets)
- ❑ Trail Canopy and Fencing Details (2 sheets)
- ❑ Bridge Plans (Prepared under separate task) (5 sheets)
- ❑ Retaining Wall Plans (Prepared under separate task) (4 sheets)
- ❑ Tee Box Relocation Plans (4 sheets)
- ❑ Stormwater Conveyance and Relocation Plan and Profiles (3 sheets)
- ❑ Stormwater Details (2 sheets)
- ❑ Urban Design Plans (3 sheets)
- ❑ Urban Trail Details (2018 Preliminary Design LOE - Kiosks, Trail Nodes, Wayfinding) (3 sheets)
- ❑ Irrigation Relocation Plan (4 sheets)
- ❑ Landscape and Restoration Plans (4 sheets)
- ❑ Landscape and Restoration Plant Schedule (2 sheets)
- ❑ Traffic Control Plans (Federal Funding Requirement) (2 sheets)

13.2. The Consultant shall prepare a construction cost estimate based on the 90% plans.

13.3. The 90% specifications will include Divisions 1-9. the Consultant shall update the 60% special provisions based on review comments from the City. The most current WSDOT Standard Specifications and GSPs will be included as well as the applicable AWPAs GSPs.

13.4. The Consultant shall incorporate City and stakeholder comments received during the 90% plan review. It is anticipated that the 100% plans will include the same sheet count as the 90% plans.

13.5. The Consultant shall prepare a construction cost estimate based on the 100% Draft Bid plans.

13.6. The Consultant shall update the 90% contract specifications for the 100% (Draft Bid) submittal based on the most current WSDOT Standard Specifications and City GSPs and comments provided by the City and by WSDOT. The Consultant shall prepare the Bid item proposal sheets following City preferred layout for the Contract front end documentation.

13.7. The Consultant shall provide internal quality assurance/quality control (QA/QC) review of all deliverables prior to submittal.

13.8. The Consultant shall prepare supporting documentation needed for the WSDOT review of the final PS&E with the anticipation that this project will receive federal grant funding. This may include completing the WSDOT PS&E Checklist, Public Interest Finding (PIF) forms, Patented/Proprietary Item Certification (PIC) forms, and Maximum Extend Feasible (MEF) documentation.

13.9. The Consultant shall prepare final supporting documentation needed for the City Planning Dept Land Use Permits.

- 13.10.** The Consultant will address comments from City and WSDOT review of the 100% submittal and prepare complete Bid Documents (Plans, Specifications, and Construction Cost Estimate) stamped and signed by a licensed Professional Engineer, for advertisement.

Task 13 Assumptions:

- *No significant changes to the alignments or vertical profile will be required for the 90% design.*
- *The City will provide a contract documents boiler plate or sample specifications (in MS Word) if contract documents are to be included in the 90% Specifications.*
- *The Consultant shall prepare and complete the 100% PS&E submittal for City approval at direction of City after the environmental permitting documents have been approved.*
- *The City will provide the front end contract documentation for incorporation into the contract specifications and bid package.*

Task 13 Deliverables:

- *90% Plans (Electronic PDF)*
- *90% Construction Cost Estimate (Electronic PDF)*
- *90% Special Provisions (Div 1-9)*
- *100% Plans (Electronic PDF)*
- *100% Construction Cost Estimate (Electronic PDF)*
- *100% Specifications (Electronic PDF)*
- *WSDOT PS&E Checklist, and as required: PIFs, PICs, and MEFs*
- *Bid Document Plans (Electronic PDF)*
- *Bid Document Construction Cost Estimate (Electronic PDF)*
- *Bid Document Specifications (Electronic PDF)*

14. Task 14 – Bid Assistance

- 14.1.** The Consultant shall provide bid assistance including:

- Prepare addenda as requested by the City. It is assumed that two (2) addenda will be prepared.
- Respond to bidder questions relayed through the City.
- Attend the bid opening, verify bids for accuracy, and prepare bid tabulation.

- 14.2.** The Consultant will provide the City with an electronic copy of conformed set of Bid Plan sheets and specifications. Consultant will incorporate any addendums that result to sheet or specification revisions. This supports the project to start construction with clean sheet and specification documents without any revision clouds may result from addendums and/or bidder questions that result in changes to the bid set.

Task 14 Assumptions:

- *The City shall prepare coordinate AD date and submit documents to BXWA and Newspapers, conduct bid opening, complete reference checks, compile bid tabulations, and work with WSDOT, grant lead agency, for construction obligation and award to Contractor.*

Task 14 Deliverables:

- *Responses for 2 rounds of Contractor questions during bidding and associated addendums as required (assumed 2 addenda)*
- *Conformed Bid Document Plans and Specifications (Electronic PDF)*

F. Management Reserve

Included in this Contract's Management Reserve includes, but is not limited to:

- Modified or additional design elements incorporated into the project after the predesign analysis and initial stakeholder outreach efforts.
- Right-of-way and temporary construction easement services.
- Sewer, water, joint utility trench design services.
- Illumination and/or traffic signal modification design services.
- Supplemental survey and base mapping not included in Task 2.
- Grant funding assistance.
- Construction services, such as design support during construction, construction management, inspection, construction surveying and staking, record drawings, or as-built preparation

At the time these services are required, the Consultant will provide a detailed scope of work and an estimate of cost. The above activities will require written authorization from City to access management reserve funds. The Consultant shall not proceed with additional work until the City has authorized the work and issued a notice to proceed.

Additional Services

The City of Tumwater may require other services of the Consultant. These services could include additional design, right of way, utility potholing, environmental documentation, geotechnical exploration, or other work tasks not included in the scope of work. At the time these services are required, the Consultant will provide the City with a detailed scope of work and an hour and fee estimate. These services will be authorized under a future contract supplement, if necessary. The Consultant will not proceed with the work until the City has authorized the work and issued a Notice to Proceed.

David Evans and Associates, Inc.

Project Fee Estimate
Deschutes Valley Trail (Segment C)
City of Tumwater

Project Number TBD
Date 8/29/2025
Prepared By NDV/RCLA

Task/Subtask ⁽¹⁾			Estimated DEA Labor - Civil Engineering, Surveying and Environmental Services																							Total - w/ Expenses and Subs.
			Personnel Positions and Approximate Hourly Billing Rates																				DEA Labor			
			Project Manager	QAQC	Senior Project Engineer	Project Engineer	Designer	CAD/GIS Technician	Survey Manager	Project Surveyor IV	Project Surveyor II	Office Survey Technician VI	Office Survey Technician V	Two Person Survey Crew	Survey Project Coordinator	Environmental Manager	Environmental Scientist IV	Environmental Scientist III	Landscape Architect	Landscape Designer	GIS Analyst IV	Project Accountant IV	Project Accountant II	Project Coordinator II	Total Hours	
Fully Burdened Rate			\$235.03	\$275.97	\$235.03	\$180.44	\$130.40	\$165.28	\$226.47	\$208.58	\$201.49	\$167.34	\$146.11	\$258.80	\$134.28	\$221.38	\$159.21	\$133.43	\$218.35	\$139.50	\$166.79	\$157.70	\$105.78	\$121.30		
2		Topographic Survey and Right of Way Mapping Mapping																						225	\$48,503	\$48,625
	2.1	Task Management	60																		8	8		76	\$16,209	
	2.2	Wetlands, critical areas, tee box location shift						10	6		12	16	54										4	102	\$22,323	
	2.3	Additional Survey if needed							3		10	10	24											47	\$9,971	
8		Environmental Compliance and Permitting																						883	\$145,889	\$147,579
	8.1	Data Collection and Preliminary Site Investigation													8	26	38			8				80	\$12,315	
	8.2	Mazama Pocket Gopher (MPG) Screening Survey													30		30							60	\$10,644	
	8.3	Environmental Meetings and Coordination													20		20							40	\$7,096	
	8.4	Biological Assessment Preparation													40		60			8			8	116	\$19,166	
	8.5	Critical Areas, Habitat Management Report and Mitigation Plan													4	80	24			8			8	124	\$19,130	
	8.6	Mitigation Feasibility Assessment													8	60	32	4	12	4			2	122	\$19,051	
	8.7	Mitigation Design													12	4		125	200					341	\$58,487	
Total			60	0	0	0	0	10	9	0	22	26	78	0	122	170	204	129	212	28	8	8	22	1108	\$194,393	\$196,204

Estimated Direct Expenses	
Mileage & Other Expenses	\$1,811
Subconsultants	\$0
Total Expenses	\$1,811

Project Fee Estimate Summary and Total	
Total Estimated Labor	\$194,393
Total Estimated Expenses	\$1,811
Total Fee Estimate	\$196,204

Notes and Assumptions:

(1) See detailed Scope of Work dated 08/29/2025.

(2) All hours and expenses are estimated, and may be increased or decreased within the total budget limit at the discretion of DEA's project manager. The DEA project manager may transfer budget from estimated expenses to labor and vice versa, as the project manager may determine as appropriate. Work will be billed on a time and expense basis, subject to the limit of the not-to-exceed Total Fee Estimate value.

(3) Client shall be responsible for direct payment of all permit, agency review, advertisement, service or other project expenses not expressly included in the Project Fee Estimate and/or Scope of Work.

CONSULTANT FEE COMPUTATION WORKSHEET

<i>Project Name:</i>	<i>Deschutes Valley Trail (Segment C)</i>
<i>Project Number:</i>	
<i>Consultant:</i>	<i>David Evans and Associates, Inc.</i>
<i>Estimated Design Fee:</i>	<i>\$196,204</i>
<i>Prepared By:</i>	<i>NDV/RCLA</i>

Fee Computation

Factor	Rate	Weight	Value
<i>Degree of Risk</i>	<i>0.26</i>	<i>X 25</i>	<i>6.50</i>
<i>Relative Difficulty of Work</i>	<i>0.30</i>	<i>X 20</i>	<i>6.00</i>
<i>Size of Job</i>	<i>0.26</i>	<i>X 15</i>	<i>3.90</i>
<i>Period of Performance</i>	<i>0.32</i>	<i>X 15</i>	<i>4.80</i>
<i>Assistance by the Agency</i>	<i>0.32</i>	<i>X 15</i>	<i>4.80</i>
Negotiated Fee (% of DSC)		100	26.00 %

Note: See Instructions for factor descriptions and rate guidelines

Multiplier Computation

Component	Multiplier
<i>Labor (DSC)</i>	<i>1.00</i>
<i>Overhead (OH)</i>	<i>1.7726</i>
<i>Fee</i>	<i>0.26</i>
Total Multiplier (DSC+OH+Fee)	3.032600

Exhibit D**Prime Consultant Cost Computations**

Project Name: Deschutes Valley Trail (Segment C)
 Project Number: TBD
 Consultant: David Evans and Associates, Inc.

NEGOTIATED HOURLY RATES

<u>Name</u>	<u>Classification</u>	<u>Hours</u>	<u>DSC</u>	<u>Overhead</u>	<u>Profit</u>	<u>Total</u>	<u>Total</u>
				177.26%	26%	Hourly Rate	
Nhan Vo	Project Manager	60	\$77.50	\$137.38	\$20.15	\$235.03	\$14,102
Tucker Collins	Project Engineer		\$59.50	\$105.47	\$15.47	\$180.44	
William (Billy) Gibbs	Designer		\$43.00	\$76.22	\$11.18	\$130.40	
Josh Korakis	CAD/GIS Technician		\$54.50	\$96.61	\$14.17	\$165.28	
Ken McAfee	Survey Manager	10	\$74.68	\$132.38	\$19.42	\$226.47	\$2,265
Rynea Edwards	Project Surveyor IV	9	\$68.78	\$121.92	\$17.88	\$208.58	\$1,877
Adam Lawson	Project Surveyor II		\$66.44	\$117.77	\$17.27	\$201.49	
Bobby Johnson	Office Survey Technician VI	22	\$55.18	\$97.81	\$14.35	\$167.34	\$3,681
Jay Dunn	Office Survey Technician V	26	\$48.18	\$85.40	\$12.53	\$146.11	\$3,799
Survey Crew - DVT	Two Person Survey Crew	78	\$85.34	\$151.27	\$22.19	\$258.80	\$20,187
Diana Gramling	Survey Project Coordinator		\$44.28	\$78.49	\$11.51	\$134.28	
Gray Rand	Environmental Manager	122	\$73.00	\$129.40	\$18.98	\$221.38	\$27,008
Rick Pratt	Environmental Scientist IV	170	\$52.50	\$93.06	\$13.65	\$159.21	\$27,066
MaKenna Lindberg	Environmental Scientist III	204	\$44.00	\$77.99	\$11.44	\$133.43	\$27,221
Jonathan Gage	Landscape Architect	129	\$72.00	\$127.63	\$18.72	\$218.35	\$28,167
Rachel Wells	Landscape Designer	212	\$46.00	\$81.54	\$11.96	\$139.50	\$29,574
Sara Gilbert	GIS Analyst IV	28	\$55.00	\$97.49	\$14.30	\$166.79	\$4,670
Vickie Elwell	Project Accountant IV	8	\$52.00	\$92.18	\$13.52	\$157.70	\$1,262
Tiffany Lynch	Project Accountant II	8	\$34.88	\$61.83	\$9.07	\$105.78	\$846
Olivia Werdal	Project Coordinator II	22	\$40.00	\$70.90	\$10.40	\$121.30	\$2,669
Subtotal:		1,108					\$194,393

REIMBURSABLES

Mileage	\$821
Title Report	
Lodging and Meals	\$900
Markup on Expenses - 10%	\$90
Subtotal:	\$1,811

SUBCONSULTANT COSTS

APS - Utility Pothole	
Markup on Subconsultants - 10%	
Subtotal:	

TOTAL**\$196,204**

Northwest Hydraulic Consultants Inc.
 12787 Gateway Drive S.
 Seattle, WA 98168
 Tel. (206) 241-6000
 Fax (206) 439-2420

Estimate of Professional Services

Prepared for: SCJ Alliance
 Project: Deschutes Valley Trail (Seg. C)
 Date: 07/16/2025
 Project #: P02010047
 Prepared By: P. Brooks

Labor Detail

TASK DESCRIPTION		Staff Hours						Totals
		Principal	Sr. Eng. 1	Eng./Sci. 1	Jr. Engineer/Scientist	GIS Analyst 1	Sr. Tech. Ed./Sr. Admin.	
5	Hydraulics and Hydrology Services							
5.1	Project Management	4	9				2	\$1,213
5.2	Hydrologic Analysis		1		2			\$169
5.3	Hydraulic Analysis	3	9		36	4		\$2,845
5.4	Hydraulic Tech Memo (@ 90%)	3	12		24		3	\$2,479
5.5	Permit Support	2	6		16	16		\$2,272
Total Hours		12	37	0	78	20	5	
Direct Rate (\$/hr)		99.75	78.75	58.80	44.89	55.13	52.50	
SUBTOTAL(LABOR)								\$8,977
OVERHEAD AT 198.39%								\$17,810
FEE AT 26.0%								\$2,334
TOTAL (COST PLUS FIXED FEE)								\$29,121

Direct Expense Detail

	Units	Rate	Cost
Mileage	0	\$0.700	\$0
TOTAL DIRECT EXPENSES			\$0

Cost Summary

Total Labor		\$29,121
Total Direct Expenses		\$0
TOTAL COST		\$29,121

Table 1
Budget Breakdown
Geotechnical Services
Segment C and Descutes Valley Park Spur
Tumwater, Washington

Scope Items	Principal Engineer	Senior Engineer	Technician	Assistant Project Manager	Totals	Total Labor Costs
LABOR						
Geotechnical Engineering						
Project Management and Administration	8	20		8	36	\$5,961
Fieldwork Preparation, Fieldwork, and Groundwater Monitoring	8	20	76		104	\$10,903
Geotechnical Analysis	20	80			100	\$17,268
Draft and Final Report, Plan Review, Data Report	10	20	6	6	42	\$6,575
Total Hours	46	140	82	14	282	\$40,706
Rate by Position	\$201.06	\$165.58	\$78.72	\$130.08		
Total - Labor Cost	\$9,249	\$23,181	\$6,455	\$1,821	\$40,706	
SUBCONTRACTED SERVICES AND EXPENSES						
Drilling Subcontractor					\$21,047	
Private Utility Locator					\$457	
Excavating Subcontractor					\$2,538	
Fencing Demo and Reconstruction					\$2,400	
Pressure Transducer Rental					\$3,600	
Geophysics Subconsultant					\$3,150	
Geotechnical Laboratory Testing					\$3,600	
Total - Direct Costs					\$36,791	
					TOTAL	
Base Total (without Contingencies)					\$77,497	

Note: Subcontractor/Subconsultant costs include a 1.5 percent markup.



Transportation Building
310 Maple Park Avenue S.E.
P.O. Box 47300
Olympia, WA 98504-7300
360-705-7000
TTY: 1-800-833-6388
www.wsdot.wa.gov

March 14, 2024

Mallory Skinner
Sage Geotechnical, LLC
724 Columbia Street, Suite 203
Olympia, WA 98501

Re: Sage Geotechnical, LLC
Safe Harbor Indirect Cost Rate Addendum

Dear Mallory:

Washington State has received approval from our local Federal Highway Administration (FHWA) Division to increase the Safe Harbor Indirect Cost Rates from 110% and 80% for home and field to 120% and 90% respectively.

You'll be able to update your rates on any WSDOT agreements based on the agreement terms. Please refer to your agreement for specific information on rate updates. For questions on updating your billing rate, please contact the Contract Services Office at consultantrates@wsdot.wa.gov.

You may use the Safe Harbor Rate of 120%, or 90% for field office situations, for agreements entered prior to September 8, 2026. For agreements entered after this date, please contact the WSDOT Consultant Services Office (CSO) or our office for guidance.

The Safe Harbor Rate will not be subject to audit. Please coordinate with CSO or your Local Programs contact if you have questions about when to apply the Safe Harbor rate to your agreement.

If you have any questions, please contact Steve McKerney or me at (360)705-7799.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jarron Elter', written over a horizontal line.

Jarron Elter
Agreement Compliance Audit Manager

cc: Steve McKerney, Director of Internal Audit
Maryna Ya
File

Actuals Not To Exceed Table (ANTE)

[illegible]



Deschutes Valley Trail - Segment C

Structural Engineering

	Principal	Senior Project Engineer	Project Engineer	Design Engineer	Task Cost
Direct Salary:	\$78.00	\$65.00	\$50.00	\$40.00	
Indirect Cost Rate (197.81%):	\$154.29	\$128.58	\$98.91	\$79.12	
Profit (26.00%):	\$20.28	\$16.90	\$13.00	\$10.40	
Total Rate:	\$252.57	\$210.48	\$161.91	\$129.52	

Task 4 - Structural Engineering

4.1 Project Admin and Management	24		16		\$8,652
4.2 Public Outreach	4		4		\$1,658
4.3 Review Existing Data	16		16		\$6,632
4.4 Conceptual Design Retaining Walls	0		0		\$0
4.5 Conceptual Design Bridge	0		0		\$0
4.6 Final Design Retaining Walls					
60% Submittal	10		16		\$5,116
90% Submittal	12		24		\$6,917
Final Submittal	8		16		\$4,611
4.7 Final Design Bridge					
60% Submittal	60		60		\$24,869
90% Submittal	20		40		\$11,528
Final Submittal	12		24		\$6,917
4.8 Final Design Trail Features					
60% Submittal	32		40		\$14,558
90% Submittal	18		36		\$10,375
Final Submittal	18		36		\$10,375
4.9 Bid Assistance	12		8		\$4,326
Subtotal	222	0	320	0	\$107,881

Direct Costs

Mileage	\$0.00
Subconsultants	\$0.00

Total Direct Costs

\$0

Total Structural Services

\$107,881



1800 NW Upshur Street, Suite 100
Portland, Oregon 97209
Tel 503.224.0333 Fax 503.224.1851
www.swca.com

August 6, 2025

Patrick Holm
SCJ Alliance
1201 Third Ave, Suite 550
Seattle, WA 98101

Submitted via email: Patrick Holm patrick.holm@scjalliance.com

Re: Cultural Resources Services for the Tumwater Deschutes Valley Trail Project Segment C and Deschutes Valley Park Spur, Thurston County, Washington

Dear Patrick Holm:

SWCA Environmental Consultants (SWCA) is pleased to submit this proposal to Patrick Holm for cultural resources services for the Tumwater Deschutes Valley Trail Project Segment C and Deschutes Valley Park Spur. SWCA understands that the City of Tumwater (COT) proposes to complete the design and permitting for construction of a non-motorized trail with a paved surface and gravel shoulders providing access to an undeveloped City right of way. This work shall also include The Deschutes Valley Trail Reclaimed Water Extension system as part of the Lacey, Olympia, Tumwater, Tumwater (LOTT) partnership. Because the project is receiving FHWA funds the project is subject to FHWA review under Section 106 of the National Historic Preservation Act. Our proposal includes a scope of work that will provide cultural resources support for the design of Segment C and Deschutes Valley Park Spur and assist FHWA in meeting their NHPA Section 106 compliance requirements, including consultation support with the Washington State Historic Preservation Office and Tribes.

Thank you for providing us with the opportunity to work with you. If you have any questions or wish to discuss the proposal, please do not hesitate to reach out to me by telephone at (503) 224-4173 or by email at amanda.carroll@swca.com.

Sincerely,

A handwritten signature in dark ink, appearing to read "Amanda J. Carroll". The signature is fluid and cursive.

Amanda Carroll

Principal Cultural Resources Team Lead
503.224.4173 / amanda.carroll@swca.com

SCOPE OF WORK

The Tumwater Deschutes Valley Trail (DVT) Project Segment C (“Project”) proposes to complete the design and permitting for construction of a non-motorized trail with a paved surface and gravel shoulders providing access to an undeveloped City right of way. The overall project starts at the recently completed DVT Segment A1 at the Brewery Park and extends over 2 miles southeast terminating at Pioneer Park. The length along Segment C trail alignment is approximately 5,150 LF with a 10 ft wide asphalt surface and 1 to 2 foot gravel shoulders on either side of the asphalt.

This work shall also include The Deschutes Valley Trail Reclaimed Water Extension system as part of the Lacey, Olympia, Tumwater, Tumwater (LOTT) partnership. This extension system will be an 18” diameter reclaimed water main and will extend the portion that runs through Segment C starting at the Booster Station within the Valley Golf Course and runs to the Deschutes Valley Park Trail Spur. This main line is approximately 4,000 LF overall in length and shall parallel the trail alignment. The line designed in Segment C is approximately 950 LF. The mainline trail will be 10’ wide hot mix asphalt (HMA) with 1 to 2’ gravel shoulders where practicable, generally following the trail alignment developed as part of the preliminary design project completed in 2018.

TASK 1: PROJECT MANAGEMENT, SECTION 106 REGULATORY ASSISTANCE AND CLIENT COORDINATION

The use of FHWA funds subjects the project to compliance with Section 106 of the National Historic Preservation Act. Under Section 106, FHWA must consider the effects of the project on historic properties. FHWA delegates certain Section 106 responsibilities to WSDOT. SWCA will prepare Section 106 correspondence for the City to submit to WSDOT Local Programs to request WSDOT/FHWA initiate Section 106 consultation. The correspondence will provide a project description, map of the proposed Area of Potential Effects (APE) for the project, and proposed methods for evaluating potential effects.

TASK 2: BACKGROUND RESEARCH

SWCA will conduct background research of the Segment C and Deschutes Valley Park Spur trail segments, with a main goal to identify the probability for buried archaeological sites to be present within the project area. Research will include a records check at the Department of Archaeology and Historic Preservation’s (DAHP) WISAARD database to identify any archaeological sites or historic structures within the project area. Other sources may include available nearby geotechnical data, the University of Washington Libraries, and SWCA’s internal library. SWCA previously conducted background research for other segments of the trail, which will form the basis for this work.

TASK 3: ARCHAEOLOGICAL SURVEY

SWCA will conduct archaeological survey along Segment C and spur. Prior to survey, SWCA will request the completion of a One-Call utility locate in accordance with Washington State law. Archaeological survey shall consist of pedestrian reconnaissance (“surface survey”) and excavation of up to 8 shovel probes at locations deemed to be “high probability” for buried archaeological resources by the consultant, based on its observations during the pedestrian reconnaissance. During pedestrian reconnaissance, SWCA will assess the presence/absence of culturally modified trees (CMTs). Probes will be excavated using a round nosed shovel with spoils screened on to a tarp. Probes will measure 30-40 cm in diameter and extend to 1) 1.0 meter; 2) intact glacial deposits, or 3) until impassable conditions are encountered (whichever comes first). Artifacts (if encountered) will be documented in the field; surface artifacts will be left in place, excavated artifacts will be reburied in the shovel probe from which they originated. Probes will be backfilled upon completion.

TASK 4. ARCHITECTURAL HISTORY ASSESSMENT

The Tumwater Valley Golf Course is older than 50 years and, therefore, meets the minimum age threshold for listing on the National Register of Historic Places and needs to be studied as part of this undertaking for compliance with Section 106 of the NHPA.

SUBTASK 4A. ARCHITECTURAL HISTORY BACKGROUND RESEARCH

SWCA Architectural Historians will conduct a mixture of in-person and digital research on the history of the region and the individual properties located in the APE, focusing specifically on the Tumwater Valley Golf Course. The background research will include a search of online newspaper articles, archival documents, historical maps, photographs, building permits, and other relevant information available from local libraries and historical societies, as well as online repositories and databases.

SUBTASK 4B. ARCHITECTURAL SURVEY & DOCUMENTATION

SWCA will conduct an architectural history/built environment survey of the APE, focused on the historic- age properties present. SWCA staff will conduct a Historic Property Inventory (HPI) of the golf course, document it on a SHPO HPI form, and provide a recommendation regarding its eligibility for listing in the National Register of Historic Places (NRHP), as well as an analysis of potential effects of the project to the golf course, including any impacts to its historic integrity. The documentation will be conducted and reviewed by architectural historians who meet the Secretary of the Interior's Professional Qualifications Standards for Architectural History and History. All documentation will be prepared in accordance with guidance published by DAHP and the National Park Service.

TASK 5. REPORT

SWCA will prepare a Cultural Resources Report that will meet the reporting standards requirements of DAHP and the Secretary of the Interior and assist in meeting the requirements of the Section 106 review. The report will supplement and extend background research previously prepared by SWCA/NWAA. In preparing the report, the consultant will review and incorporate, as needed, project designs, maps, descriptions, and existing and new geotechnical borings. The report will provide results of the archaeological survey and historic property inventory, recommendations regarding the NRHP eligibility of cultural resources, and recommendations for any follow-on work. If approved by the city and the USACE, SWCA will submit the final Cultural Resources Report to WISSARD for DAHP review.

TASK 6. INADVERTENT DISCOVERY PLAN

SWCA will prepare an Archaeological Resources Inadvertent Discovery Plan (IDP) for use during project construction. The IDP will contain any special provisions required by WSDOT/FHWA.

DELIVERABLES

- Draft and final Section 106 regulatory letter and map.
- Draft and final archaeological site form.
- Draft and final Historic Property Inventory form.
- Draft and final Cultural Resources Assessment Technical Report.
- Draft and final Archaeological Resources Inadvertent Discovery Plan.

COST ESTIMATE

SWCA proposes to complete the scope of work detailed above on a time-and-material, not-to-exceed total of \$42,403.

TASK	NTE AMOUNT
TASK 1: PROJECT MANAGEMENT, SECTION 106 REGULATORY ASSISTANCE AND CLIENT COORDINATION	\$3,529
TASK 2: BACKGROUND RESEARCH	\$3,053
TASK 3: ARCHAEOLOGICAL SURVEY	\$7,819
TASK 4: ARCHITECTURAL HISTORY ASSESSMENT	\$16,510
TASK 5: REPORT	\$9,551
TASK 6: INADVERTENT DISCOVERY PLAN	\$1,941
Total	\$42,403

ASSUMPTIONS

Our cost estimate is based on the following assumptions:

- Up to 8 shovel probes will be excavated. No subsurface site boundary delineation will be necessary.
- WSDOT/FHWA will consult with SHPO, Squaxin Island Tribe, Cowlitz Indian Tribe, Nisqually Indian Tribe, and Confederated Tribes of the Chehalis Reservation.
- City will obtain/furnish rights-of-access.
- City will notify Squaxin Island Tribe, Cowlitz Indian Tribe, Nisqually Indian Tribe, and Confederated Tribes of the Chehalis Reservation of the survey and invite representatives to observe the work.
- Up to one cultural resources technical report will be developed under this scope of work including both archaeological investigation results and architectural history assessment results.
- Up to one Inadvertent Discovery Plan will be developed under this scope of work.
- Up to 1 archaeological site will be encountered and recorded. CMTs may be recorded as an archaeological site.
- Up to 1 HPI form will be prepared for the golf course.
- The HPI will be prepared at the Reconnaissance Level, as outlined by DAHP.
- The consultant will review existing and new geotechnical data for the project but will not conduct archaeological monitoring during new geotechnical investigations.

- City will be allowed one round of review on all draft deliverables.
- Document revisions will require up to 4 hours of SWCA labor to address.
- No mitigation tasks are included in this scope.
- SWCA's ability to conduct fieldwork will be unimpeded by access restrictions (e.g., fences, locked gates, etc.), road construction, wildfires and air quality, landowner restrictions, COVID-related restrictions, or any other factor(s) outside of SWCA's control.
- No artifacts will be collected or curated. If necessary SWCA will collect and prepare artifacts for curation under a new scope of work and for an additional fee.

Rate Schedule: 0.26

Columns A-E are for internal reference and are outside of the print area for proposals.

Project Budget Summary

Project Name:	Deschutes Segment C
Project No.:	[Enter Project Number Here]
Annual Rate Escalation:	0%
Project Start (est.):	
Project End (est.):	



LABOR														Totals		Phase 01
Total All Phases																
Office	Name	Project Role	Discipline Short	Level Short	Discipline	Level	Rate	Hours	Charge	% of Total Project	% of Labor Hrs	% of Lbr Charge	Hours	Charge		
GEN	General Biller				Accounting - Billing		\$ -	-	\$ -	0.0%	0.0%	0.0%	-	\$ -		
GEN	General Technical Editor				Technical Writer/Editor		\$ 169.00	-	\$ -	0.0%	0.0%	0.0%	-	\$ -		
POR	Carroll, Amanda		CR	S11	Cultural Resources	Specialist XI	\$ 222.47	4.00	\$ 889.88	2.1%	1.5%	2.2%	4.00	\$ 889.88		
POR	Markus, David		CR	S10	Cultural Resources	Specialist X	\$ 203.54	4.00	\$ 814.16	1.9%	1.5%	2.0%	4.00	\$ 814.16		
POR	Mulholland, Meghan		CR	S09	Cultural Resources	Specialist IX	\$ 183.68	44.00	\$ 8,081.92	19.1%	16.8%	19.9%	44.00	\$ 8,081.92		
POR	Mulhennymiller, Katie		CR	S05	Cultural Resources	Specialist V	\$ 121.31	48.00	\$ 5,822.88	13.7%	18.3%	14.9%	48.00	\$ 5,822.88		
POR	Butler, Caele		CR	S06	Cultural Resources	Specialist VI	\$ 133.47	28.00	\$ 3,737.10	8.8%	10.7%	9.2%	28.00	\$ 3,737.10		
POR	Held, Rhianon		TW	S07	Technical Writer/Editor	Specialist VII	\$ 144.88	8.00	\$ 1,159.07	2.7%	3.0%	2.9%	8.00	\$ 1,159.07		
POR	Chatfield, Catherine		GS	S08	GIS/CADD	Specialist VIII	\$ 161.96	15.00	\$ 2,429.40	5.7%	5.7%	6.0%	15.00	\$ 2,429.40		
POR	Self, Katie		AD	S03	Administration	Specialist II	\$ 95.60	1.00	\$ 95.60	0.2%	0.4%	0.2%	1.00	\$ 95.60		
POR	Vallero, Ricardo		CR	S04	Cultural Resources	Specialist IV	\$ 107.02	24.00	\$ 2,568.48	6.1%	9.1%	6.3%	24.00	\$ 2,568.48		
POR	Cook, Deirdre		PC	S06	Project Controls	Specialist VI	\$ 133.47	0.50	\$ 66.73	0.2%	0.2%	0.2%	0.50	\$ 66.73		
SAC	Mark, Trevor		CR	S06	Cultural Resources	Specialist VI	\$ 133.47	24.00	\$ 3,203.23	7.6%	9.1%	7.9%	24.00	\$ 3,203.23		
SLC	Olson, Christina		CR	S09	Cultural Resources	Specialist IX	\$ 183.68	-	\$ -	0.0%	0.0%	0.0%	-	\$ -		
SAC	Herrick, Dan		CR	S12	Cultural Resources	Specialist XII	\$ 241.40	6.00	\$ 1,448.40	3.4%	2.3%	3.6%	6.00	\$ 1,448.40		
SAC	Demarais, LC		CR	S09	Cultural Resources	Specialist IX	\$ 183.68	56.00	\$ 10,286.08	24.3%	21.3%	25.3%	56.00	\$ 10,286.08		
Labor Subtotal								262.50	\$ 40,602.93	95.8%	100.0%		262.50	\$ 40,602.93		
Communication Fee - % of Labor								0%	\$ -	0.0%			-	\$ -		
Labor Total								262.50	\$ 40,602.93	95.8%			262.50	\$ 40,602.93		
TRAVEL EXPENSES																
Description Unit Rate # Units Charge % of Total Project # Units Charge																
Car / Full Size Truck Rental Daily Per Day 70.00 5.00 \$ 350.00 0.8%														5.00	\$ 350.00	
Car / Full Size Truck Rental Weekly Per Week 420.00 - \$ - 0.0%														-	\$ -	
Car / Full Size Truck Rental Monthly Monthly 1,680.00 - \$ - 0.0%														-	\$ -	
4x4 Truck Daily Half Ton, Per Day 75.00 - \$ - 0.0%														-	\$ -	
4x4 Truck Weekly Half Ton, Per Week 450.00 - \$ - 0.0%														-	\$ -	
4x4 Truck Monthly Half Ton, Per Month 1,800.00 - \$ - 0.0%														-	\$ -	
4x4 Truck Daily 3/4 Ton, Per Day 85.00 - \$ - 0.0%														-	\$ -	
4x4 Truck Weekly 3/4 Ton, Per Week 510.00 - \$ - 0.0%														-	\$ -	
4x4 Truck Monthly 3/4 Ton, Per Month 2,040.00 - \$ - 0.0%														-	\$ -	
4x4 Truck Daily Full Ton, Per Day 95.00 - \$ - 0.0%														-	\$ -	
4x4 Truck Weekly Full Ton, Per Week 570.00 - \$ - 0.0%														-	\$ -	
4x4 Truck Monthly Full Ton, Per Month 2,280.00 - \$ - 0.0%														-	\$ -	
Lodging/Housing Per Day 175.00 3.00 \$ 525.00 1.2%														3.00	\$ 525.00	
Mileage Per Mile \$ 0.700 - \$ - 0.0%														-	\$ -	
Airfare Rate / Unit or Lump Sum \$ - - \$ - 0.0%														-	\$ -	
Rental Car Gasoline Rate / Unit or Lump Sum \$ 3.20 80.00 \$ 256.00 0.6%														80.00	\$ 256.00	
Misc. Rate / Unit or Lump Sum \$ - - \$ - 0.0%														-	\$ -	
Misc. Rate / Unit or Lump Sum \$ - - \$ - 0.0%														-	\$ -	
Misc. Rate / Unit or Lump Sum \$ - - \$ - 0.0%														-	\$ -	
Misc. Rate / Unit or Lump Sum \$ - - \$ - 0.0%														-	\$ -	
Misc. Rate / Unit or Lump Sum \$ - - \$ - 0.0%														-	\$ -	
Misc. Rate / Unit or Lump Sum \$ - - \$ - 0.0%														-	\$ -	
Misc. Rate / Unit or Lump Sum \$ - - \$ - 0.0%														-	\$ -	
Misc. Rate / Unit or Lump Sum \$ - - \$ - 0.0%														-	\$ -	
Travel Expenses Subtotal															\$ 1,131.00	
Travel Expenses Markup 15%															\$ 169.65	
Per Diem per day \$ 68.00 6.00 \$ 408.00 1.0%														6.00	\$ 408.00	
Travel Expenses Total															\$ 1,708.65	
OTHER EXPENSES																
Description Unit Rate # Units Charge % of Total Project # Units Charge																
Supplies Rate / Unit or Lump Sum \$ - - \$ - 0.0%														-	\$ -	
Copies - B&W (in-house) Per Copy \$ 0.10 - \$ - 0.0%														-	\$ -	
Copies - Color (in-house) Per Copy \$ 1.00 - \$ - 0.0%														-	\$ -	
Graphic Plots Per Plot \$ - - \$ - 0.0%														-	\$ -	
Permits Rate / Unit or Lump Sum \$ - - \$ - 0.0%														-	\$ -	
Postage Rate / Unit or Lump Sum \$ - - \$ - 0.0%														-	\$ -	
Anemometer Per Day \$ 3.00 - \$ - 0.0%														-	\$ -	
Curator Rate / Unit or Lump Sum \$ - - \$ - 0.0%														-	\$ -	
Tablet + Geode Per Day \$ 40.00 2.00 \$ 80.00 0.2%														2.00	\$ 80.00	
Records Search Rate / Unit or Lump Sum \$ 25.00 - \$ - 0.0%														-	\$ -	
Misc. Rate / Unit or Lump Sum \$ - - \$ - 0.0%														-	\$ -	
Misc. Rate / Unit or Lump Sum \$ - - \$ - 0.0%														-	\$ -	
Misc. Rate / Unit or Lump Sum \$ - - \$ - 0.0%														-	\$ -	
Misc. Rate / Unit or Lump Sum \$ - - \$ - 0.0%														-	\$ -	
Misc. Rate / Unit or Lump Sum \$ - - \$ - 0.0%														-	\$ -	
Misc. Rate / Unit or Lump Sum \$ - - \$ - 0.0%														-	\$ -	
Misc. Rate / Unit or Lump Sum \$ - - \$ - 0.0%														-	\$ -	
Misc. Rate / Unit or Lump Sum \$ - - \$ - 0.0%														-	\$ -	
Other Expenses Subtotal															\$ 80.00	
Other Expenses Markup 15%															\$ 12.00	
Other Expenses Total															\$ 92.00	
TOTAL EXPENSES															\$ 1,800.65	
Project Phase Total															\$ 42,403.58	

Note: Communication expense is not subject to 15% administrative fee.

TOTAL PROJECT		Charges
SWCA Labor Total	\$	40,602.93
Expenses Total	\$	1,800.65
Subcontractors Total	\$	-
Total Project	\$	42,403.58
Tax Total	\$	-
Total Including Taxes	\$	42,403.58

Subconsultant Fee Determination Summary - Exhibit E-1

SCJ Alliance
Client: City of Tumwater
Project: Deschutes Valley Trail Segments: A2,B,D,Palermo
Job #: 25-000313
File Name: 25-000313_FEE_Segments A2, B, D, Palermo_20250904-Civil.xlsm



Template Version: 7/2/2025
Contract Type: LAG Contract

Consultant Fee Determination

DIRECT SALARY COST

Classification	Hours	Direct Hourly Rate	Amount
Principal	24.0	\$104.86	\$2,516.64
Senior Project Manager	263.0	\$79.29	\$20,852.09
Senior Project Manager	519.0	\$76.59	\$39,752.55
E3 Engineer	650.0	\$46.82	\$30,433.00
T4 Technician	640.0	\$42.94	\$27,483.07
Senior Project Manager	129.0	\$57.79	\$7,454.91
L4 Landscape	200.0	\$47.27	\$9,454.00
L1 Landscape	348.0	\$31.49	\$10,958.52
Graphic Designer	28.0	\$32.20	\$901.60
P3 Planner	12.0	\$46.95	\$563.40
Senior Consultant	128.0	\$84.54	\$10,821.50
PM3 Project Manager	30.0	\$73.56	\$2,206.73
P4 Planner	28.0	\$48.08	\$1,346.16
Project Accountant	22.0	\$38.92	\$856.24
Total Direct Salary Cost			\$165,600.41

OVERHEAD

Overhead Rate:	191.76%	Direct Salary Cost:	\$165,600.41	Overhead Cost	\$317,555.34
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FIXED FEE

Fixed Fee Rate:	31.00%	Direct Salary Cost:	\$165,600.41	Fixed Fee Cost	\$51,336.13
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TOTAL SALARY COST

Total Salary Cost	\$534,491.87
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SUBCONSULTANTS

DEA	Task 2	Topographic Survey and Right of Way Mapping (DE)	\$79,802
Sage	Task 3	Geotechnical Analysis (Sage)	\$188,829
Sargent	Task 4	Structural Engineering (Sargent)	\$159,185
NHC	Task 5	Hydraulics and Hydrology Services (NHC)	\$70,904
SWCA	Task 7	Cultural Resource Services (SWCA)	\$47,539
DEA	Task 8	Environmental Fieldwork and Mitigation (DEA)	\$130,912
DEA	Task 12	Utility Coordination (DEA)	\$53,073
DEA	Task 16	Utility Design (DEA)	\$77,850
Subconsultant Fee Subtotal:			\$0
Subconsultant Markup:			0%
			\$808,094.00
			\$0.00

REIMBURSABLE EXPENSES

Copies, Printing, etc.	0.0%	of the Direct Salary Costs	\$0.00
Mileage	200	miles at \$0.700 per mile	\$140.00
Expenses Subtotal:			\$140.00
Expenses Markup:			0%
			\$0.00

SUBTOTAL (SALARY, SUBCONSULTANTS AND EXPENSES)

Subtotal (Salary, Subconsultants and Expenses)	\$1,342,725.87
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MANAGEMENT RESERVE FUND (MRF)

Management Reserve:	\$100,000
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Total Estimated Budget:	\$1,442,725.87
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Subconsultant Labor Hour Estimate

SCJ Alliance

Client: City of Tumwater

Project: Deschutes Valley Trail Segments: A2,B,D,Palermo

Job #: 25-000313

File Name: 25-000313_FEE_Segments A2, B, D, Palermo_20250904-Civil.xlsx

Template Version: 7/2/2025

LAG Contract



		Bill	Patrick	Whitney	Rikki	Kyle	Trent	Colin-Arborist	Lorena	Jay	Laura	Sharese	Spencer	Vaughn	Traci		
Phase & Task No.	Phase & Task Title	Principal	Senior Project Manager	Senior Project Manager	E3 Engineer	T4 Technician	Senior Project Manager	L4 Landscape	L1 Landscape	Graphic Designer	P3 Planner	Senior Consultant	PM3 Project Manager	P4 Planner	Project Accountant	Total Direct Labor Hours & Cost	Total Cost
Task 1 Management / Coordination / Administration																	
Subtask 1 Continuous Project Management																	\$ 35,418.07
1	Consultant Team Management	4.0	24.0	12.0												40.0	\$ 10,462.03
2	Prepare Project Schedule		2.0	4.0			4.0									10.0	\$ 2,246.76
3	Maintenance of Schedule and Budget		6.0	4.0												10.0	\$ 2,524.28
4	Progress Reports		2.0	6.0												8.0	\$ 1,995.10
5	Schedule and Budget Monitoring		4.0	6.0												10.0	\$ 2,506.91
6	Coordination with City	4.0	24.0	24.0												52.0	\$ 13,428.62
7	Record Keeping		2.0	4.0											6.0	12.0	\$ 2,254.38
Subtotal Hours:		8.0	64.0	60.0	0.0	0.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	6.0	142.0	\$ 35,418.07
Subtask 2 Continuous Administrative Services																	\$ 27,079.78
1	Project Set-up and Execute Agreement	2.0	2.0	4.0											2.0	10.0	\$ 2,428.80
2	Execution of Subconsultant Agreements	2.0	2.0	4.0											2.0	10.0	\$ 2,428.80
3	Subconsultant Administration		12.0	24.0											6.0	42.0	\$ 9,757.73
4	Review Subconsultant Deliverables		12.0	24.0												36.0	\$ 9,004.02
5	Preparation of Monthly Invoices	2.0	6.0	2.0											6.0	16.0	\$ 3,460.44
Subtotal Hours:		6.0	34.0	58.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	16.0	114.0	\$ 27,079.78
Subtask 3 Biweekly Design Coordination Meetings																	\$ 6,783.51
1	Biweekly Design Coordination Meetings		12.0	12.0			4.0									28.0	\$ 6,783.51
Subtotal Hours:		0.0	12.0	12.0	0.0	0.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	28.0	\$ 6,783.51
Subtask 4 Submitting Project Deliverables																	\$ 15,338.37
1	Submittal and Documentation	8.0	12.0	24.0	24.0											68.0	\$ 15,338.37
Subtotal Hours:		8.0	12.0	24.0	24.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	68.0	\$ 15,338.37
Total Phase Hours:		22.0	122.0	154.0	24.0	0.0	8.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	22.0	352.0	352.0
Total Phase Direct Labor:		\$2,306.92	\$9,672.83	\$11,795.55	\$1,123.68	\$0.00	\$462.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$856.24	\$26,217.54	\$ 84,619.74
Task 2 Topographic Survey and Right of Way Mapping (DEA)																	
Task 3 Geotechnical Analysis (Sage)																	
Task 4 Structural Engineering (Sargent)																	
Task 5 Hydraulics and Hydrology Services (NHC)																	
Task 6 Arborist Services																	

Subconsultant Labor Hour Estimate

SCJ Alliance

Client: City of Tumwater

Project: Deschutes Valley Trail Segments: A2,B,D,Palermo

Job #: 25-000313

File Name: 25-000313_FEE_Segments A2, B, D, Palermo_20250904-Civil.xlsx

Template Version: 7/2/2025

LAG Contract



		Bill	Patrick	Whitney	Rikki	Kyle	Trent	Colin-Arborist	Lorena	Jay	Laura	Sharese	Spencer	Vaughn	Traci		
Phase & Task No.	Phase & Task Title	Principal	Senior Project Manager	Senior Project Manager	E3 Engineer	T4 Technician	Senior Project Manager	L4 Landscape	L1 Landscape	Graphic Designer	P3 Planner	Senior Consultant	PM3 Project Manager	P4 Planner	Project Accountant	Total Direct Labor Hours & Cost	Total Cost
Subtask 1 Background Document Review and Conceptual Site Walk																	\$ 6,475.79
1	Background Document Review and Conceptual Site Walk						2.0	40.0								42.0	\$ 6,475.79
Subtotal Hours:		0.0	0.0	0.0	0.0	0.0	2.0	40.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	42.0	\$ 6,475.79
Subtask 2 Tree Health Assessment																	\$ 4,034.69
1	Tree Health Assessment						2.0	24.0								26.0	\$ 4,034.69
Subtotal Hours:		0.0	0.0	0.0	0.0	0.0	2.0	24.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	26.0	\$ 4,034.69
Subtask 3 Design Review																	\$ 6,475.79
1	Design Review						2.0	40.0								42.0	\$ 6,475.79
Subtotal Hours:		0.0	0.0	0.0	0.0	0.0	2.0	40.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	42.0	\$ 6,475.79
Subtask 4 Public Involvement																	\$ 2,883.41
1	Public Involvement							8.0		16.0						24.0	\$ 2,883.41
Subtotal Hours:		0.0	0.0	0.0	0.0	0.0	0.0	8.0	0.0	16.0	0.0	0.0	0.0	0.0	0.0	24.0	\$ 2,883.41
Subtask 5 Final Design Communication																	\$ 4,034.69
1	Final Design Communication						2.0	24.0								26.0	\$ 4,034.69
Subtotal Hours:		0.0	0.0	0.0	0.0	0.0	2.0	24.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	26.0	\$ 4,034.69
Subtask 6 Bid Period Services																	\$ 1,220.55
1	Bid Period Services							8.0								8.0	\$ 1,220.55
Subtotal Hours:		0.0	0.0	0.0	0.0	0.0	0.0	8.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	8.0	\$ 1,220.55
Total Phase Hours:		0.0	0.0	0.0	0.0	0.0	8.0	144.0	0.0	16.0	0.0	0.0	0.0	0.0	0.0	168.0	\$ 168.0
Total Phase Direct Labor:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$462.32	\$6,806.88	\$0.00	\$515.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,784.40	\$ 25,124.93
Task 7 Cultural Resource Services (SWCA)																	
Task 8 Environmental Fieldwork and Mitigation (DEA)																	
Task 9 Environmental Compliance and Permitting																	
Subtask 1 Environmental Permitting Evaluation / Alternative Comparison																	\$ 4,582.92
1	Environmental Permitting Evaluation / Alternative Comparison		2.0	2.0	2.0							12.0				18.0	\$ 4,582.92
Subtotal Hours:		0.0	2.0	2.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	12.0	0.0	0.0	0.0	18.0	\$ 4,582.92
Subtask 2 Communication & Coordination																	\$ 20,292.55
1	Communication & Coordination		8.0	8.0	4.0							40.0	20.0			80.0	\$ 20,292.55
Subtotal Hours:		0.0	8.0	8.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	40.0	20.0	0.0	0.0	80.0	\$ 20,292.55
Subtask 3 JARPA Preparation																	\$ 16,519.36
1	JARPA Preparation			8.0	24.0							40.0				72.0	\$ 16,519.36

Subconsultant Labor Hour Estimate

SCJ Alliance

Client: City of Tumwater

Project: Deschutes Valley Trail Segments: A2,B,D,Palermo

Job #: 25-000313

File Name: 25-000313_FEE_Segments A2, B, D, Palermo_20250904-Civil.xlsx

Template Version: 7/2/2025

LAG Contract



		Bill	Patrick	Whitney	Rikki	Kyle	Trent	Colin-Arborist	Lorena	Jay	Laura	Sharese	Spencer	Vaughn	Traci		
Phase & Task No.	Phase & Task Title	Principal	Senior Project Manager	Senior Project Manager	E3 Engineer	T4 Technician	Senior Project Manager	L4 Landscape	L1 Landscape	Graphic Designer	P3 Planner	Senior Consultant	PM3 Project Manager	P4 Planner	Project Accountant	Total Direct Labor Hours & Cost	Total Cost
Subtotal Hours:		0.0	0.0	8.0	24.0	0.0	0.0	0.0	0.0	0.0	0.0	40.0	0.0	0.0	0.0	72.0	\$ 16,519.36
Subtask 4 SEPA																	\$ 6,042.96
1	SEPA			2.0								2.0	8.0	20.0		32.0	\$ 6,042.96
Subtotal Hours:		0.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0	8.0	20.0	0.0	202.0	\$ 6,042.96
Subtask 5 WDFW HPA																	\$ 5,464.83
1	WDFW HPA			2.0	4.0							16.0				22.0	\$ 5,464.83
Subtotal Hours:		0.0	0.0	2.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	16.0	0.0	0.0	0.0	22.0	\$ 5,464.83
Subtask 6 Shoreline Substantial Development Permit																	\$ 7,200.65
1	Shoreline Substantial Development Permit			4.0	4.0							16.0		8.0		32.0	\$ 7,200.65
Subtotal Hours:		0.0	0.0	4.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	16.0	0.0	8.0	0.0	32.0	\$ 7,200.65
Total Phase Hours:		0.0	10.0	26.0	38.0	0.0	0.0	0.0	0.0	0.0	0.0	126.0	28.0	28.0	0.0	256.0	\$ 256.0
Total Phase Direct Labor:		\$0.00	\$792.86	\$1,991.46	\$1,779.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,652.42	\$2,059.62	\$1,346.16	\$0.00	\$18,621.66	\$ 60,103.28
Task 10 Stormwater Analysis and Design																	
Subtask 1 Data Collection & Prelim Site Investigation																	\$ 5,604.52
1	Data Collection & Prelim Site Investigation			8.0	24.0											32.0	\$ 5,604.52
Subtotal Hours:		0.0	0.0	8.0	24.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	32.0	\$ 5,604.52
Subtask 2 Predesign Analysis																	\$ 10,184.26
1	Analysis of Existing Conveyance System(s) & Outfall(s)			20.0	20.0	16.0										56.0	\$ 10,184.26
Subtotal Hours:		0.0	0.0	20.0	20.0	16.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	56.0	\$ 10,184.26
Subtask 3 Final Stormwater Analysis and Design																	\$ 13,326.53
1	Design of New Conveyance System(s)			16.0	40.0	24.0										80.0	\$ 13,326.53
2	Design of On-Site Stormwater Management BMPs			16.0	32.0											48.0	\$ 8,791.18
3	Drainage Control Plan (DCP) Reports			16.0	40.0	16.0										72.0	\$ 12,217.72
Subtotal Hours:		0.0	0.0	48.0	112.0	40.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	200.0	\$ 34,335.43
Subtask 4 Stormwater Pollution Prevention Plan (SWPPP)																	\$ 2,417.86
1	Stormwater Pollution Prevention Plan (SWPPP)				16.0											16.0	\$ 2,417.86
Subtotal Hours:		0.0	0.0	0.0	16.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	304.0	\$ 2,417.86
Subtask 5 NPDES Permit																	\$ 1,208.93
1	NPDES Permit				8.0											8.0	\$ 1,208.93
Subtotal Hours:		0.0	0.0	0.0	8.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	8.0	\$ 1,208.93
Total Phase Hours:		0.0	0.0	76.0	180.0	56.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	312.0	\$ 312.0
Total Phase Direct Labor:		\$0.00	\$0.00	\$5,821.18	\$8,427.60	\$2,404.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,653.55	\$ 53,751.00

Subconsultant Labor Hour Estimate

SCJ Alliance

Client: City of Tumwater

Template Version: 7/2/2025

Project: Deschutes Valley Trail Segments: A2,B,D,Palermo

LAG Contract

Job #: 25-000313

File Name: 25-000313_FEE_Segments A2, B, D, Palermo_20250904-Civil.xlsx



		Bill	Patrick	Whitney	Rikki	Kyle	Trent	Colin-Arborist	Lorena	Jay	Laura	Sharese	Spencer	Vaughn	Traci		
Phase & Task No.	Phase & Task Title	Principal	Senior Project Manager	Senior Project Manager	E3 Engineer	T4 Technician	Senior Project Manager	L4 Landscape	L1 Landscape	Graphic Designer	P3 Planner	Senior Consultant	PM3 Project Manager	P4 Planner	Project Accountant	Total Direct Labor Hours & Cost	Total Cost
Task 11 Public Outreach																	
Subtask 1 Public Outreach Materials																	\$ 5,269.35
1	Public Outreach Materials		2.0	2.0	4.0		1.0		4.0	12.0	12.0					37.0	\$ 5,269.35
Subtotal Hours:		0.0	2.0	2.0	4.0	0.0	1.0	0.0	4.0	12.0	12.0	0.0	0.0	0.0	0.0	37.0	\$ 5,269.35
Subtask 2 Predesign Analysis Stakeholder Engagement																	\$ 4,024.95
1	Four In-Person Stakeholder Meetings		8.0	8.0												16.0	\$ 4,024.95
Subtotal Hours:		0.0	8.0	8.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	16.0	\$ 4,024.95
Subtask 3 Final Design Stakeholder / Public Engagement																	\$ 2,012.47
1	Two In-Person Stakeholder Meetings		4.0	4.0												8.0	\$ 2,012.47
2	One Council Meeting Support	2.0	2.0	2.0			2.0					2.0	2.0			12.0	\$ 3,076.75
Subtotal Hours:		2.0	6.0	6.0	0.0	0.0	2.0	0.0	0.0	0.0	0.0	2.0	2.0	0.0	0.0	20.0	\$ 5,089.22
Total Phase Hours:		2.0	16.0	16.0	4.0	0.0	3.0	0.0	4.0	12.0	12.0	2.0	2.0	0.0	0.0	73.0	\$ 73.0
Total Phase Direct Labor:		\$209.72	\$1,268.57	\$1,225.51	\$187.28	\$0.00	\$173.37	\$0.00	\$125.96	\$386.40	\$563.40	\$169.09	\$147.12	\$0.00	\$0.00	\$4,456.41	\$ 14,383.51
Task 12 Utility Coordination (DEA)																	
Task 13 60% Design																	
Subtask 1 60% Plans																	\$ 106,602.01
1	Data Collection and Preliminary Site Investigation		8.0	8.0	10.0		8.0									34.0	\$ 7,028.29
X	Civil Predesign Analysis		2.0	8.0	10.0											20.0	\$ 4,000.70
X	Compile Existing Drawings and Files			2.0	8.0	32.0										42.0	\$ 6,138.58
X	Palermo Design		8.0	8.0	12.0	24.0										52.0	\$ 9,164.75
X	Cover Sheet (1 sheet)			4.0	8.0	16.0										28.0	\$ 4,415.40
X	Legend and Abbreviations (1 sheet)			4.0	8.0	8.0										20.0	\$ 3,306.60
X	Alignment Plan and Survey Control (6 sheets)			4.0	8.0	20.0										32.0	\$ 4,969.81
X	Existing Condition Plans (6 sheets)			4.0	8.0	16.0										28.0	\$ 4,415.40
X	Site Preparation and TESC Plans (6 sheets)			4.0	8.0	16.0										28.0	\$ 4,415.40
X	Construction Staging and Access Plans (12 sheets)			4.0	8.0	24.0										36.0	\$ 5,524.21
X	Trail Plans and Profiles (12 sheets)			4.0	16.0	48.0										68.0	\$ 10,059.55
X	Trail Typical Cross Sections (3 sheets)			4.0	8.0	16.0										28.0	\$ 4,415.40
X	Trail General Notes and Details (1 sheet)			4.0	8.0	16.0										28.0	\$ 4,415.40
X	Bridge Plans (Prepared under separate task, 10 sheets)															0.0	\$ -
X	Retaining Wall & Railing Plans (Prepared under separate task, 8 sheets)															0.0	\$ -
X	Stormwater Conveyance and Relocation Plan and Profiles (6 sheets)			4.0	20.0	36.0										60.0	\$ 9,000.81

Subconsultant Labor Hour Estimate

SCJ Alliance

Client: City of Tumwater

Project: Deschutes Valley Trail Segments: A2,B,D,Palermo

Job #: 25-000313

File Name: 25-000313_FEE_Segments A2, B, D, Palermo_20250904-Civil.xlsx

Template Version: 7/2/2025

LAG Contract



		Bill	Patrick	Whitney	Rikki	Kyle	Trent	Colin-Arborist	Lorena	Jay	Laura	Sharese	Spencer	Vaughn	Traci		
Phase & Task No.	Phase & Task Title	Principal	Senior Project Manager	Senior Project Manager	E3 Engineer	T4 Technician	Senior Project Manager	L4 Landscape	L1 Landscape	Graphic Designer	P3 Planner	Senior Consultant	PM3 Project Manager	P4 Planner	Project Accountant	Total Direct Labor Hours & Cost	Total Cost
X	Utility Relocation Plan (Wet and Dry Utilities) (Prepared under separate task, 8 sheets)															0.0	\$ -
X	Urban Design Plans (6 sheets)			2.0	12.0	20.0	2.0		4.0							40.0	\$ 5,859.43
X	Urban Trail Details (8 sheets)			4.0	10.0	20.0	2.0		4.0							40.0	\$ 6,051.63
X	Irrigation Relocation Plan (6 sheets)						12.0		40.0							52.0	\$ 6,303.76
X	Landscape and Restoration Plans (6 sheets)						8.0		32.0							40.0	\$ 4,744.57
X	Landscape and Restoration Plant Schedule (3 sheets)						4.0		16.0							20.0	\$ 2,372.29
Subtotal Hours:		0.0	18.0	72.0	162.0	312.0	36.0	0.0	96.0	0.0	0.0	0.0	0.0	0.0	0.0	696.0	\$ 106,602.01
Subtask 2 60% Cost Estimate																	\$ 7,709.92
1	60% Cost Estimate		2.0	8.0	24.0		2.0	8.0								44.0	\$ 7,709.92
Subtotal Hours:		0.0	2.0	8.0	24.0	0.0	2.0	8.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	44.0	\$ 7,709.92
Subtask 3 60% Specifications																	\$ 8,420.54
1	60% Specifications		8.0	16.0	16.0											40.0	\$ 8,420.54
Subtotal Hours:		0.0	8.0	16.0	16.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	40.0	\$ 8,420.54
Subtask 4 Quality Assurance / Quality Control																	\$ 11,411.04
1	Quality Assurance / Quality Control		16.0	20.0			4.0		16.0							56.0	\$ 11,411.04
Subtotal Hours:		0.0	16.0	20.0	0.0	0.0	4.0	0.0	16.0	0.0	0.0	0.0	0.0	0.0	0.0	56.0	\$ 11,411.04
Total Phase Hours:		0.0	44.0	116.0	202.0	312.0	42.0	8.0	112.0	0.0	0.0	0.0	0.0	0.0	0.0	836.0	\$ 836.0
Total Phase Direct Labor:		\$0.00	\$3,488.56	\$8,884.96	\$9,457.64	\$13,398.00	\$2,427.18	\$378.16	\$3,526.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41,561.38	\$ 134,143.52
Task 14 Final Design																	
Subtask 1 90% Plans																	\$ 50,015.80
1	Cover Sheet (1 sheet)					1.0										1.0	\$ 138.60
X	Legend and Abbreviations (1 sheet)					1.0										1.0	\$ 138.60
X	Alignment Plan and Survey Control (6 sheets)				1.0	2.0										3.0	\$ 428.32
X	Existing Condition Plans (6 sheets)				1.0	2.0										3.0	\$ 428.32
X	Site Preparation and TESC Plans (6 sheets)			1.0	2.0	4.0										7.0	\$ 1,103.85
X	Construction Staging and Access Plans (12 sheets)			4.0	8.0	16.0										28.0	\$ 4,415.40
X	Trail Plans and Profiles (12 sheets)			1.0	24.0	24.0										49.0	\$ 7,200.42
X	Trail Typical Cross Sections (3 sheets)			1.0	4.0	4.0										9.0	\$ 1,406.08
X	Trail General Notes and Details (1 sheet)			1.0	4.0	4.0										9.0	\$ 1,406.08
X	Bridge Plans (Prepared under separate task, 10 sheets)															0.0	\$ -
X	Retaining Wall & Railing Plans (Prepared under separate task, 8 sheets)															0.0	\$ -
X	Stormwater Conveyance and Relocation Plan and Profiles (6 sheets)			2.0	8.0	12.0										22.0	\$ 3,366.57
X	Stormwater Details (2 sheets)			2.0	4.0	8.0										14.0	\$ 2,207.70

Subconsultant Labor Hour Estimate

SCJ Alliance
Client: City of Tumwater
Project: Deschutes Valley Trail Segments: A2,B,D,Palermo
Job #: 25-000313
File Name: 25-000313_FEE_Segments A2, B, D, Palermo_20250904-Civil.xlsx

Template Version: 7/2/2025
LAG Contract



		Bill	Patrick	Whitney	Rikki	Kyle	Trent	Colin-Arborist	Lorena	Jay	Laura	Sharese	Spencer	Vaughn	Traci		
Phase & Task No.	Phase & Task Title	Principal	Senior Project Manager	Senior Project Manager	E3 Engineer	T4 Technician	Senior Project Manager	L4 Landscape	L1 Landscape	Graphic Designer	P3 Planner	Senior Consultant	PM3 Project Manager	P4 Planner	Project Accountant	Total Direct Labor Hours & Cost	Total Cost
X	Utility Relocation Plan (Wet and Dry Utilities) (Prepared under separate task, 5 sheets)															0.0	\$ -
X	Utility Details (Prepared under separate task, 3 sheets)															0.0	\$ -
X	Urban Design Plans (6 sheets)			1.0	4.0	12.0	2.0		8.0							27.0	\$ 3,701.03
X	Urban Trail Details (8 sheets)			1.0	4.0	12.0	1.0		4.0							22.0	\$ 3,107.96
X	Irrigation Relocation Plan & Details (10 sheets)						12.0		40.0							52.0	\$ 6,303.76
X	Landscape and Restoration Plans (6 sheets)						8.0		32.0							40.0	\$ 4,744.57
X	Landscape and Restoration Plant Schedule (3 sheets)						4.0		24.0							28.0	\$ 3,185.38
X	Traffic Control Plans (5 sheets)			4.0	16.0	24.0										44.0	\$ 6,733.14
Subtotal Hours:		0.0	0.0	18.0	80.0	126.0	27.0	0.0	108.0	0.0	0.0	0.0	0.0	0.0	0.0	359.0	\$ 50,015.80
Subtask 2 90% Cost Estimate																	\$ 4,904.29
1	90% Cost Estimate			2.0	8.0	16.0	2.0	4.0								32.0	\$ 4,904.29
Subtotal Hours:		0.0	0.0	2.0	8.0	16.0	2.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	32.0	\$ 4,904.29
Subtask 3 90% Specifications																	\$ 6,986.00
1	90% Specifications		8.0	16.0			2.0	4.0								30.0	\$ 6,986.00
Subtotal Hours:		0.0	8.0	16.0	0.0	0.0	2.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	30.0	\$ 6,986.00
Subtask 4 100% Plans																	\$ 33,231.90
1	Cover Sheet (1 sheet)					1.0										1.0	\$ 138.60
X	Legend and Abbreviations (1 sheet)					1.0										1.0	\$ 138.60
X	Alignment Plan and Survey Control (6 sheets)				1.0	1.0										2.0	\$ 289.72
X	Existing Condition Plans (6 sheets)					1.0										1.0	\$ 138.60
X	Site Preparation and TESC Plans (6 sheets)			1.0	2.0	4.0										7.0	\$ 1,103.85
X	Construction Staging and Access Plans (12 sheets)			1.0	4.0	4.0										9.0	\$ 1,406.08
X	Trail Plans and Profiles (12 sheets)			1.0	4.0	8.0										13.0	\$ 1,960.49
X	Trail Typical Cross Sections (3 sheets)			1.0	4.0	4.0										9.0	\$ 1,406.08
X	Trail General Notes and Details (1 sheet)				1.0	2.0										3.0	\$ 428.32
X	Bridge Plans (Prepared under separate task, 10 sheets)															0.0	\$ -
X	Retaining Wall & Railing Plans (Prepared under separate task, 8 sheets)															0.0	\$ -
X	Stormwater Conveyance and Relocation Plan and Profiles (6 sheets)			2.0	8.0	12.0										22.0	\$ 3,366.57
X	Stormwater Details (2 sheets)				4.0	12.0										16.0	\$ 2,267.67
X	Utility Relocation Plan (Wet and Dry Utilities) (Prepared under separate task, 5 sheets)															0.0	\$ -
X	Utility Details (Prepared under separate task, 3 sheets)															0.0	\$ -
X	Urban Design Plans (6 sheets)			1.0	2.0	8.0	2.0	4.0	8.0							25.0	\$ 3,454.67
X	Urban Trail Details (8 sheets)			1.0	2.0	8.0	1.0	2.0	4.0							18.0	\$ 2,556.46
X	Irrigation Relocation Plan & Details (10 sheets)						8.0		40.0							48.0	\$ 5,557.67
X	Landscape and Restoration Plans (6 sheets)						4.0		32.0							36.0	\$ 3,998.48

Subconsultant Labor Hour Estimate

SCJ Alliance

Client: City of Tumwater

Project: Deschutes Valley Trail Segments: A2,B,D,Palermo

Job #: 25-000313

File Name: 25-000313_FEE_Segments A2, B, D, Palermo_20250904-Civil.xlsx

Template Version: 7/2/2025

LAG Contract



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Phase & Task No.	Phase & Task Title	Principal	Senior Project Manager	Senior Project Manager	E3 Engineer	T4 Technician	Senior Project Manager	L4 Landscape	L1 Landscape	Graphic Designer	P3 Planner	Senior Consultant	PM3 Project Manager	P4 Planner	Project Accountant	Total Direct Labor Hours & Cost	Total Cost
X	Landscape and Restoration Plant Schedule (3 sheets)						2.0		24.0							26.0	\$ 2,812.34
X	Traffic Control Plans (5 sheets)			2.0	4.0	8.0										14.0	\$ 2,207.70
Subtotal Hours:		0.0	0.0	10.0	36.0	74.0	17.0	6.0	108.0	0.0	0.0	0.0	0.0	0.0	0.0	251.0	\$ 33,231.90
Subtask 5 100% Cost Estimate																	\$ 6,402.52
1	100% Cost Estimate		4.0	8.0	16.0		2.0	4.0								34.0	\$ 6,402.52
Subtotal Hours:		0.0	4.0	8.0	16.0	0.0	2.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	34.0	\$ 6,402.52
Subtask 6 100% Specifications																	\$ 7,596.27
1	100% Specifications		8.0	16.0			2.0	8.0								34.0	\$ 7,596.27
Subtotal Hours:		0.0	8.0	16.0	0.0	0.0	2.0	8.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	34.0	\$ 7,596.27
Subtask 7 Quality Assurance / Quality Control																	\$ 10,062.37
1	Quality Assurance / Quality Control		20.0	20.0												40.0	\$ 10,062.37
Subtotal Hours:		0.0	20.0	20.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	40.0	\$ 10,062.37
Subtask 8 Final Documentation for Land Use Permits																	\$ 11,395.24
1	Final Documentation for Land Use Permits		16.0	8.0	16.0	8.0	2.0	4.0	8.0							62.0	\$ 11,395.24
Subtotal Hours:		0.0	16.0	8.0	16.0	8.0	2.0	4.0	8.0	0.0	0.0	0.0	0.0	0.0	0.0	62.0	\$ 11,395.24
Subtask 9 Bid Documents and Comment Response																	\$ 23,067.51
1	Comment Response		8.0	20.0	20.0	20.0	4.0	6.0								78.0	\$ 14,447.38
2	Bid Documents		4.0	8.0	16.0	16.0	2.0	4.0								50.0	\$ 8,620.13
Subtotal Hours:		0.0	12.0	28.0	36.0	36.0	6.0	10.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	128.0	\$ 23,067.51
Total Phase Hours:		0.0	68.0	126.0	192.0	260.0	60.0	40.0	224.0	0.0	0.0	0.0	0.0	0.0	0.0	970.0	\$ 970.0
Total Phase Direct Labor:		\$0.00	\$5,391.41	\$9,650.91	\$8,989.44	\$11,165.00	\$3,467.40	\$1,890.80	\$7,053.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$47,608.72	\$ 153,661.90
Task 15 Utility Design (DEA)																	
Task 16 Bid Assistance																	
Subtask 1 Bid Assistance																	\$ 5,377.59
1	Prepare Addenda as Requested (assumed 2 prepared)		1.0	2.0	4.0	8.0	4.0		8.0							27.0	\$ 4,022.79
2	Respond to Bidder Questions		1.0	2.0	4.0											7.0	\$ 1,354.80
Subtotal Hours:		0.0	2.0	4.0	8.0	8.0	4.0	0.0	8.0	0.0	0.0	0.0	0.0	0.0	0.0	34.0	\$ 5,377.59
Subtask 2 Conformed Bid Plan Sheets and Specifications																	\$ 3,326.39
1	Conformed Bid Plan Sheets and Specifications		1.0	1.0	2.0	4.0	4.0	8.0								20.0	\$ 3,326.39
Subtotal Hours:		0.0	1.0	1.0	2.0	4.0	4.0	8.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	20.0	\$ 3,326.39
Total Phase Hours:		0.0	3.0	5.0	10.0	12.0	8.0	8.0	8.0	0.0	0.0	0.0	0.0	0.0	0.0	54.0	\$ 54.0
Total Phase Direct Labor:		\$0.00	\$237.86	\$382.97	\$468.20	\$515.31	\$462.32	\$378.16	\$251.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,696.74	\$ 8,703.99

Subconsultant Labor Hour Estimate

SCJ Alliance
Client: City of Tumwater
Project: Deschutes Valley Trail Segments: A2,B,D,Palermo
Job #: 25-000313
File Name: 25-000313_FEE_Segments A2, B, D, Palermo_20250904-Civil.xlsx

Template Version: 7/2/2025
LAG Contract



		Bill	Patrick	Whitney	Rikki	Kyle	Trent	Colin-Arborist	Lorena	Jay	Laura	Sharese	Spencer	Vaughn	Traci		
Phase & Task No.	Phase & Task Title	Principal	Senior Project Manager	Senior Project Manager	E3 Engineer	T4 Technician	Senior Project Manager	L4 Landscape	L1 Landscape	Graphic Designer	P3 Planner	Senior Consultant	PM3 Project Manager	P4 Planner	Project Accountant	Total Direct Labor Hours & Cost	Total Cost
Total Hours All Phases		24.0	263.0	519.0	650.0	640.0	129.0	200.0	348.0	28.0	12.0	128.0	30.0	28.0	22.0	3,021.0	3021.0
Total Direct Labor Estimate All Phases		\$2,516.64	\$20,852.09	\$39,752.55	\$30,433.00	\$27,483.07	\$7,454.91	\$9,454.00	\$10,958.52	\$901.60	\$563.40	\$10,821.50	\$2,206.73	\$1,346.16	\$856.24	\$165,600.41	\$ 534,491.87
Indirect Costs																	
Subconsultants:																	
		DEA															\$79,802.00
		Sage															\$188,829.00
		Sargent															\$159,185.00
		NHC															\$70,904.00
		SWCA															\$47,539.00
		DEA															\$130,912.00
		DEA															\$53,073.00
		DEA															\$77,850.00
Subconsultant Subtotal:																	\$ 808,094.00
Subconsultant Markup:																	\$ -
Subconsultant Total:																	\$ 808,094.00
Reimbursable Expenses:																	
		Copies, Printing, etc.															\$ -
		Mileage															\$ 140.00
Expenses Subtotal:																	\$ 140.00
Expenses Markup:																	\$ -
Expenses Total:																	\$ 140.00
Management Reserve:																	\$ 100,000.00
Total Indirect Costs:																	\$ 908,234.00
Total:																	\$ 1,442,725.87

SCOPE OUTLINE

City of Tumwater (COT) Deschutes Valley Trail (Segments A2, B, D, Palermo Spur)

A. Project Description/Background

The Tumwater Deschutes Valley Trail (DVT) Project Segments A2, B, D, and Palermo Spur ("Project") proposes to complete the design and permitting for construction of a non-motorized trail with a paved surface and gravel shoulders providing access to undeveloped City right of way. The overall project starts at the recently completed DVT Segment A1 at the Brewery Park and extends over 2 miles southeast terminating at Pioneer Park. This Scope is written specifically for Segments A2, B, D, and Palermo Spur ("Project") which will start at the Tumwater Brewery Park parking lot and terminate in Pioneer Park. This Project includes the Palermo Spur.

The mainline trail will be 10-foot wide hot mix asphalt (HMA) with 1 to 2-foot gravel shoulders where practicable, generally following the trail alignment developed as part of the preliminary design project completed in 2018.

Mitigation needs for critical areas and steep slopes are yet to be determined and will be provided during this design phase with supporting documentation via design reports, memos, and design recommendations. Stream and/or wetland mitigation for the project's watershed will comply with City of Tumwater Municipal Code and Army Corp Permit requirements.

The project scope shall include the following task breakdown or something similar. Each subconsultant to the Prime Consultant shall have its scope of work in a separate task.

- ❑ Task 1 – Management / Coordination / Administration
- ❑ Task 2 – Topographic Survey and Right of Way Mapping (DEA)
- ❑ Task 3 - Geotechnical Analysis (Sage)
- ❑ Task 4 – Structural Engineering (Sargent)
- ❑ Task 5 – Hydraulics and Hydrology Services (NHC)
- ❑ Task 6 – Arborist Services
- ❑ Task 7 – Cultural Resources Services (SWCA)
- ❑ Task 8 – Environmental Fieldwork and Mitigation (DEA)
- ❑ Task 9 – Environmental Compliance and Permitting
- ❑ Task 10 – Stormwater Analysis and Design
- ❑ Task 11 – Public Outreach
- ❑ Task 12 – Utility Coordination (DEA)
- ❑ Task 13 – 60% Design
- ❑ Task 14 – Final Design
- ❑ Task 15 – Utility Design (DEA)
- ❑ Tasks 13-15 Trail Design key elements include:
 - Fill and cut slopes
 - Retaining walls
 - Stormwater conveyance and LID requirements
 - Landscaping and restoration
 - Urban trail features
 - Wet and dry utility relocation
 - Golf course netting and delineation with trail
 - Illumination modifications
 - Irrigation modifications
 - Constructability review

- ❑ Task 16 – Bid Assistance

Segments A2, B, D, and Palermo Spur will be designed as one trail project under one plan set for deliverables.

Segment A2:

- ❑ Limits: At Brewery Park connecting at east end of parking lot approximately 125 LF from underpass of Capitol Blvd to E Street Intersection.
- ❑ Length along trail alignment: Approximately 965 LF

Segment B:

- ❑ Limits: Connection point from Craft District Trail Construction at Tumwater Valley Dr SE to southeast of Valley Athletic Club where the trail ties into cul-de-sac dead end of M Street. Note: The original Segment B trail segment started from E Street intersection, however approximately 1000 LF section was removed along the frontage of Craft District Development improvements to Tumwater Valley Dr SE connection.
- ❑ Length along trail alignment: Approximately 2220 LF
- ❑ New mid-block crossing along Tumwater Valley Dr SE where trail crosses from alignment along eastside of Tumwater Valley Dr SE to westside of Tumwater Valley Dr SE.
- ❑ Existing City Illumination Pole Relocation.
- ❑ Coordination with the Craft District Development.

Segment D:

- ❑ Limits: End of Segment C up to the Pioneer Park parking lot connection.
- ❑ Length along trail alignment: Approximately 1630 LF
- ❑ Pedestrian Bridge over Deschutes River
- ❑ Pedestrian Bridge over Pioneer Park wetland waterway
- ❑ Golf Course coordination including tee box relocations and irrigation revisions.

Palermo Park Spur:

- ❑ Limits: Intersection with Segment C up to Linda St/Trosper Rd.
- ❑ Length along the trail alignment:
- ❑ Switchback from Linda St down to bottom of hill and Palermo Park (Paved non-ADA compliant): Approximately 775 LF
- ❑ Palermo Loop from Palermo Park to DVT Connection: Approximately 1000 LF
- ❑ Trail node connection and wayfinding to direct nonmotorized users onto DVT from Linda St/ Trosper Rd.
- ❑ Review recent development up at Trosper Rd.
- ❑ ADA compliant trail to be 8-foot wide HMA pathway.

B. Project Assumptions

The following overall project assumptions are made to provide direction to the design. Specific task assumptions are identified at the end of each Task:

- ❑ The project will follow local requirements for design, as well as state and federal agency requirements for environmental documentation, as applicable.
- ❑ Submittal of the final stamped PS&E bid documents are dependent on comment and review process for environmental permitting and acceptance timeline by stakeholders and decision makers at City as well as construction funding. The Consultant will not proceed with PS&E post 90% until direction is provided from City.
- ❑ At this time, the project will be bid as one project for length of Segments A2, B, D, and Palermo Spur as one deliverable.
- ❑ At this time, improvements and construction access will remain within the existing City-owned property and right-of-way (ROW). Right-of-way and permanent and/or temporary easement support services are not included in this Contract, but may be required for construction of the project.
- ❑ All new retaining walls are assumed to be gravity block retaining walls using Redi-Rock blocks, unless specifically noted otherwise.
- ❑ Large scale sewer and drinking water main improvements are not anticipated. However, some existing underground wet utilities may require spot relocations.
- ❑ Aerial utility undergrounding is not included in this contract.
- ❑ Utility poles and aerial facilities along with City lighting facilities along Tumwater Valley Dr SE. and Capitol Blvd SE may require relocation.
- ❑ The Consultant shall prepare all drawings using AutoCAD or Civil3D.
- ❑ The trail will be designed utilizing the guidance of the WSDOT Design Manual Division 15 – Pedestrian and Bicycle Facilities and AASHTO, where applicable.
- ❑ The 30% (3-span bridge only), 60%, 90%, Final Design, and Bid Documentation level of effort for all tasks within this scope is based on the alignment and design elements identified as part of the 2018 preliminary design project with the exception of Palermo Spur which was not previously designed, and will be new layout.
- ❑ Portions of the 2018 Segment B design are in the mapped floodway.

C. City-Provided Items:

- ❑ All 2018 preliminary design plans and documentation.
- ❑ Right of entries for surveying, geotechnical exploration, design, and/or construction, as required.
- ❑ Submittal reviews, comments, and approvals (one consolidated set of comments per submittal).
- ❑ Public notices, property owner mailings, postage.
- ❑ Grant funding documentation, if any.
- ❑ Host and update the City's project website and/or other City social media postings with content provided by the consultant.
- ❑ Meeting room arrangements for stakeholder engagement.
- ❑ Participation in public outreach efforts.
- ❑ Existing record drawings (as-built plans), horizontal and vertical monumentation, adjacent development plans, geotechnical reports, environmental reports, GIS maps, CAD drawings, and other applicable information, if available.
- ❑ Existing transportation analysis reports, counts, and models, if available.
- ❑ City boilerplate contract documents and General Special Provisions (GSPs) in electronic format.
- ❑ Contact information for franchise utility providers within the project area.

- ❑ City provided services including pothole for all potentially conflicting utilities identified by the consultant team.

D. Consultant Deliverables

Deliverables prepared by the Consultant are identified at the end of each Task.

E. Scope of Work

1. Task 1 – Management / Coordination / Administration

- 1.1. The Consultant will provide continuous project management services for the project duration (estimate 18 months) including:
 - Consultant team management
 - Prepare project schedule
 - Maintenance of Schedule and Budget
 - Progress Reports
 - Schedule and budget monitoring
 - Coordination with City staff via phone, email, Microsoft Teams, and in-person meetings
 - Record keeping and design project closeout management (production in Task 1.4)
- 1.3 The Consultant will provide continuous administrative services for the project duration (estimate 18 months) including:
 - Project set-up
 - Subconsultant administration
 - Review subconsultant deliverables
 - Preparation of monthly invoices with progress reports. Progress reports will include information like tasks worked on monthly billing cycle, progress percentages on tasks, forecasting next month's tasks and deliverables.
- 1.4 The Consultant will prepare for and conduct biweekly design coordination meetings with City Project Manager and other Staff, as needed. These 30 minute meetings will be held via Microsoft Teams unless otherwise requested by the City.
- 1.5 Submittal and Documentation: The Consultant shall prepare, review, catalog, and submit all project deliverables to the City in digital format at each milestone and the end of the project. The digital documentation shall be arranged in a folder system matching the Project Tasks, i.e. documents completed in Task 2 should be sent to the City in a Task 2 folder.

Task 1 Assumptions:

- *For project deliverables and closeout of submittals, The Consultant's cloud based document sharing site, Project Web, will be used to share files. Folders shall be set-up to match tasks names and deliverables that can be recognized for all users with access.*

Task 1 Deliverables:

- *Monthly invoice with progress report of work done, work in progress, and anticipated work in next month's invoice. Invoice will include percent complete for each task to track earned value.*
- *Biweekly meeting minutes*
- *Project schedule and updates using Microsoft Project (estimated preliminary schedule + 2 updates) (PDF)*
- *Project Closeout Documents (Electronic Zip Drive)*

2. Task 2 – Topographic Survey and Right of Way Mapping (DEA)

- 2.1. The Consultant will perform supplemental topographic survey and mapping in areas requiring updated or additional information to support the design work for Segments A2, B, D and Palermo Spur. Survey work will focus on locations with outdated, missing, or incomplete survey information as described below.

Survey limits and areas for each segment to be evaluated for survey updates as stated below:

- **Segment A2**
 - Survey will cover approximately 280 feet along the toe of the retaining wall constructed as part of the Capitol Boulevard improvements.
 - Critical area and Wetland Delineations as flagged by the biologist will be mapped.
 - Data will be provide to SCJ for incorporated into the existing Segment A2.
- **Segment B**
 - Survey will include a 40-foot-wide strip at the tie-in to existing roadway, reflecting the completed Craft District improvements along Tumwater Valley Dr SE.
 - Critical areas on the north side of Tumwater Valley Dr SE will be mapped based on flagging provided by the project biologist. No other areas will be included in this scope of topographic survey and mapping.
- **Segment D**
 - Topographic mapping will extend 150 feet on either side of river and stream crossings.
 - Cross section of the river and stream will be completed at 25 feet intervals.
 - Critical area and Wetland Delineations as flagged by the biologist will be mapped.
 - Updated survey will reflect any shifts in tee box locations.
 - Survey will also capture floodplain boundaries, stream channels, and delineated environmental features, including the Deschutes River ordinary high water line (OHWL) as flagged by the biologist.
- **Palermo Spur Trail**
 - Critical area and Wetland Delineations as flagged by the biologist will be mapped.

- 2.2. Additional survey needed outside of existing survey limits will be limited to 50 field hours and 50 office hours to perform additional survey outside the defined limits (e.g., due to trail realignments). If additional work exceeds these hours, the City will be notified prior to proceeding.

Task 2 Assumptions:

- Existing survey control provided for in this contract will be verified by establishing horizontal and vertical control based on NAD83/91 horizontal datum and NGVD 29 for vertical datum throughout the project.
- The lateral extent of the survey updates will match the extent of the existing survey.
- Survey deliverable will be provided to SCJ for incorporation into the existing survey basemaps.

Task 2 Deliverables:

- Electronic basemaps for each segment covering the updated/infill survey areas.

3. Task 3 – Geotechnical Analysis (Sage)

Our scope of work will be divided into three phases. The first phase will support pre-design analysis; no geotechnical explorations will be conducted during this phase. Phase 2 will consist of completing a geotechnical investigation to obtain additional subsurface soil and groundwater information to support final design. The third phase will consist of geotechnical engineering analysis and recommendations to support design of the trail segments. Specific tasks for each phase are described below.

3.1. Predesign Analysis and Consultation: Review the existing design elements and concepts and work with the team to identify key design considerations that could be optimized. Specific tasks will include:

- **Project Setup:** Initiate the project and set up billing information in support of invoicing throughout the project.
- **Attend Project Kickoff Meeting:** Participate in one project kickoff meeting with the City of Tumwater and the design team.
- **Review Geologic Hazardous Areas:** Identify and evaluate geologic hazards near the alignments that could impact on the proposed improvements and alternative alignment options.
- **Site Reconnaissance Visit:** Conduct a site visit to evaluate the existing conditions, areas of proposed improvements, and options for design alternatives being considered by the design team.
- **Attend Conceptual Design meetings:** Participate in two conceptual design meetings with the project team.
- **Evaluate Potential Design Optimizations:** Provide geotechnical input to the design team based on the existing information as the design team evaluates the existing preliminary designs and potential areas for design optimization.

3.2. Geotechnical Investigation: Supplement existing geotechnical information by completing geotechnical field work:

- **Generate Geotechnical Work Plan Memo:** Prepare a Geotechnical Work Plan Memorandum describing exploration means and methods associated with the exploration program. This work plan will be submitted to the design team and the City for review and approval.
- **Conduct Utility Locates:** Prior to mobilizing equipment, mark the proposed exploration locations and arrange for utility locates using the One-Call Utility Notification Center. In addition, private utility locators will be utilized when deemed necessary.
- **Boring Access:** Subcontract an excavator and operator to assist with drill rig access into wooded areas along Segment D and the Deschutes Valley Bridge.
- **Conduct Limited Access Borings:** Execute geotechnical borings using a limited access tracked drill rig, including:
 - **Segment A2:** Two borings to depths between about 20 and 30 feet.
 - **Segment B:** Two borings to depths between about 20 and 30 feet.
 - **Segment D:** Three borings to depths between 10 to 15 feet.
 - **Palermo Spur:** Two borings to depths between 20 and 40 feet.
 - **Deschutes Valley Bridge:** Three borings to depths between 60 and 100 feet.
 - **Contingency Borings:** Four borings to depths between 20 and 40 feet to support detailed seismic countermeasures at segment A2, or other geotechnical challenges of the project not yet identified.
 - **Contingency - Palermo Spur Environmental.** Conduct environmental drilling procedures instead of geotechnical drilling procedures, including analytical testing of drummed soil cuttings for disposal by others, and coordination with environmental consultants and/or City related to the Palermo Wellfield Superfund Site.
 - **Contingency – Foul Weather Drilling Access.** Provide mats to be laid ahead of the tracked drill rig when accessing borings along the golf course.
 -

- **Perform Geophysical Subsurface Investigation:** Consultant will subcontract a geophysical investigation of subsurface soils using Refraction-Microtremor (ReMi) to collect shear wave velocity measurements of the soils in the upper 100 feet of the site(at the bridges).
- **Perform Groundwater Monitoring:** Complete two of the geotechnical borings with flush mount monitoring wells. Install pressure transducers and record groundwater levels for one year, including monthly equipment checks with manual readings.
- **Prepare Summary Logs and Assign Lab Testing:** Generate summary boring logs and conduct geotechnical laboratory testing on the representative soil samples obtained from the borings.

3.3. Geotechnical Design Services: Complete geotechnical engineering analysis to support the design:

- **Evaluate Field and Laboratory Data:** Generate estimates of the soil strength and other properties needed to evaluate the effects the subsurface conditions will have on the proposed improvements.
- **Develop Updated AASHTO Seismic Design Parameters:** Determine the Site Class seismic parameters in accordance with AASHTO requirements.
- **Evaluate Liquefaction and Lateral Spread Potential:** Evaluate the susceptibility to liquefaction of the materials at the bridges for the design event required by AASHTO. If liquefaction and lateral spreading are anticipated following the design seismic event, Consultant will assess the potential impacts on the proposed improvements.
- **Develop Updated Bridge Foundation Recommendations:** Review foundation recommendations in the draft geotechnical report and perform additional analyses of foundation vertical capacities and lateral resistance for the preferred foundation type using the AASHTO LRFD Bridge Specifications and the Washington State Department of Transportation (WSDOT) Geotechnical Design Manual (GDM).
- **Generate Bridge Abutment Lateral Earth Pressures:** Provide lateral earth pressure recommendations for proposed bridge abutment structures and wing walls. Earth pressure diagrams for both static and seismic loading conditions will be generated using the procedures outlined in the WSDOT GDM.
- **Develop Trail Retaining Wall Design Parameters:** Develop design parameters and earthwork recommendations for gravity block and structural earth walls (SEWs) such as those produced by Redi-Rock, which are likely to be the preferred wall types for most situations. Consultant will also evaluate other potential wall types, where appropriate.
- **Evaluate Slope Stability for Proposed Walls, Cuts and Fills:** Evaluate global stability of the proposed retaining structures, permanent cuts, and permanent fills. Global stability will be evaluated using the limit equilibrium approach under both static and seismic loading conditions.
- **Evaluate Impacts on Geologic Hazards:** Evaluate geologic hazards at the site and impacts of the proposed improvements on the geologic hazards.

- **Develop Luminaire Foundation Design Recommendations:** Provide geotechnical recommendations for design and construction of luminaire foundations in accordance with WSDOT and/or Tumwater standard plans and procedures.
- **Provide Geotechnical Recommendations for Waterline.** Provide recommendations for pipe bedding, backfilling, and shoring and dewatering considerations for the proposed waterline in Trail Segment D.
- **Review Existing Pavement Recommendations:** Review existing pavement recommendations provided in the preliminary plans, and provide updated recommendations as needed.
- **Contingency Geotechnical Fieldwork/PM/Engineering/Reporting:** This task is reserved for providing geotechnical support on challenging and/or currently undefined geotechnical tasks, including but not limited to seismic design in segments A2 and B and coordination on environmental aspects of work within the Palermo Spur.
- **Draft Geotechnical Engineering Report:** Prepare a draft geotechnical engineering report summarizing the results of the review and subsurface investigation and presenting conclusions and recommendations.
- **Draft Report Comments:** Address questions and comments on the draft report and provide consultation to the design team on geotechnical aspects of the project as the design progresses to final design.
- **Final Geotechnical Engineering Report:** Finalize the report after receiving review comments from the design team.
- **Geotechnical Data Report:** Following delivery of the final geotechnical report, Sage will issue a final geotechnical data report for inclusion in bid documents.
- **Consultation, Project Management, and QA/QC:** Provide project management and correspondence with the design team to all geotechnical related aspects of the project. Correspond with the City and the design team in the form of meetings, emails, and telephone calls, as necessary.

Task 3 Assumptions:

- *Traffic control will only be necessary for borings along Tumwater Valley Dr SE, and will consist of shoulder or single lane closures where necessary.*
- *The geotechnical explorations proposed herein will not be used to assess site environmental conditions. However, visual or olfactory observations regarding potential contamination will be noted. Analysis, testing, storage, and handling potentially contaminated soil and groundwater (either sampled or spoils from drilling) are beyond this scope of services. If contaminated soils and/or groundwater are encountered, the material will be properly contained on-site for disposal as mutually agreed upon without additional cost to Sage.*
- *Per the 7/10/24 site access meeting with City personnel, drilling mud will be disposed of on-site by pumping into wooded areas away from waterways. Drill spoils (sand and gravel) will be disposed of on-site in vegetated areas.*
- *Rights of entry and right of way permitting will be provided by the City at no cost to Sage.*
- *Site-specific seismic response analysis is excluded.*
- *Ground improvement design is excluded.*
- *Lateral spreading evaluations/design will be by the force-based method.*
- *The borehole locations will be identified using handheld GPS units*
- *Decommissioning of monitoring wells is excluded.*

- *Obtaining clearing and grading permits for the drill rig assess and associated excavator assistance is excluded.*

Task 3 Deliverables:

- *Electronic copy Geotechnical Work Plan Memorandum.*
- *Draft and Final Geotechnical Engineering Report.*
- *Final Geotechnical Data Report*

4. Task 4 – Structural Engineering (Sargent)

The consultant will provide structural engineering design support for the design of Segments A2, B, D, and the Palermo Park Spur (Project) which will start at the Tumwater Brewery Park parking lot and terminate in Pioneer Park.

- 4.1. Project Administration and Management:** The consultant will provide project management services for their activities. The consultant will provide the administration services, including the project set-up, preparation of monthly invoices with progress reports, as well as the maintenance of the budget and schedule.
- 4.2. Public Outreach:** The consultant will provide assistance to the prime consultant and the City for the public outreach efforts. The effort is expected mainly to focus on the bridge structure.
- 4.3. Review Existing Data:** The consultant will review the existing data, reports, and CAD to understand the project. The consultant team will also visit the site to assess the conditions.
- 4.4. Conceptual Design Retaining Walls:** The Project includes five (5) walls as specified below. It is assumed at this time that the layout of the walls shown in the 2018 preliminary design report will remain unchanged, and as such, conceptual design of the retaining walls will not be necessary. No work by the structural engineer will be performed for this Task. .

Segment	Walls	Proximity	Length
Segment A2	Wall A1	STA 0+91 LT	135 ft
	Wall A2	STA 4+56 RT	254 ft
	Wall A3	STA 2+27 RT	290 ft
Segment B	Wall B1	STA 21+65 RT	180 ft
	Wall B2 - CIP for utility	STA 21+75 RT	10 ft
Palermo Spur	Wall P1	N/A	200 ft
Segment D	No Structure.	N/A	N/A

- 4.5. Conceptual Design Bridge:** The project includes two bridges in Segment D. The Deschutes River Bridge is a three-span bridge with a length of approximately 300 ft over the Deschutes River. The Deschutes River Slough Bridge is a 120-ft single-span bridge.

The consultant has assumed that the City has accepted the use of pre-engineered, steel pony truss bridge superstructures with a concrete walking surface. The consultant will work with bridge manufacturers as part of development of the conceptual design bridge.

The consultant will review the geotechnical investigations to select the type of foundation. A preliminary sizing of the foundations will be determined in collaboration with the

geotechnical and hydraulics engineers. The wingwalls and approach retaining walls, if needed, will be determined in collaboration with other disciplines.

A construction feasibility study is an inherent part of the conceptual design. The consultant will explore the construction methods of bridge structures to investigate the feasibility of the design as well as the impacts on right-of-way and permit requirements. The consultant will provide a preliminary bridge design for stakeholder discussions.

Consultant assumes that the type, size, and location of the Deschutes Slough Bridge will not change from that shown in the 2018 predesign study. Consultant also assumes that the type will not change, but size and location of the Deschutes River Bridge may need to change due to hydraulic and/or permitting requirements.

Bridges	Proximity	Length
Deschutes River Bridge	0+80 to 3+70	300 ft (three Span)
Deschutes Slough Bridge	9+93 to 10+13	120 ft (Single Span)

4.6. Final Design Retaining Walls: Under this Task, the consultant will progress the design of the retaining walls, as specified above, from the concept level to the contract documents. The wall design responsibilities will follow WSDOT Geotechnical Design Manual, Appendices 15-A and 15-Q for the Redi-Rock pre-approved proprietary walls requirements. The consultant will collaborate with the City and the geotechnical team to determine the settlement requirements.

The consultant will provide the geotechnical designer with details for the design of the wall for external stability (sliding, overturning, and bearing), compound stability, and overall (global) stability of the wall. The wall supplier shall be responsible for designing the wall for internal stability (structural failure of wall slope components, including the soil reinforcement, facing, and facing connectors to the reinforcement, and pullout), for all applicable limit states (as a minimum, serviceability, strength, and extreme event). The wall supplier shall also be responsible for designing the railing barrier connection and the distribution of the impact load into the soil reinforcement (if used). The consultant will be responsible for the design of the railing barrier and trail features connections.

The design will be in accordance with the latest WSDOT Bridge Design Manual, WSDOT Geotechnical Design Manual, and AASHTO LRFD Bridge Design Specifications.

- **60% Retaining Wall Submittal:** The 60% package is a constructability review package.

The consultant will progress the design to a constructability review stage. The consultant will prepare the element sizing and inform SCJ of revisions needed to the plans as needed per the geotechnical, permitting, and right-of-way reviews. The cost estimate will be per the structural quantities. The quantities will be based on the structural elements' sizes.

The consultant will provide the list of required General Special Provisions and project-specific Special Provisions. The project-specific Special Provisions will be developed at a later stage.

- **90% Retaining Wall Submittal:** The 90% package is a pre-contract review package.

The consultant will address the comments from the previous package.

The consultant will progress the design to an essentially final PS&E package based on the final geotechnical and hydraulics recommendations. The cost estimate and quantities will be updated per the structural quantities.

The complete project General Special Provisions and the project-specific Special Provisions will be prepared.

- **Retaining Wall Bid Documents Submittal:** The Bid Documents package will be the signed plan (by SCJ), specifications, and Estimate package for the contract advertisement. The consultant will address the comments from the previous package. The consultant will progress the design to the contract-ready level. The bid documents will be sealed by a licensed Professional Engineer (PE) in the State of Washington.

- 4.7. Final Design Bridge:** The consultant will progress the design of the bridge structure from the 2018 conceptual design to the Contract documents. The design of the pre-engineered bridge types that were selected in the conceptual design will be reviewed.

The bridge manufacturer is responsible for the design and detailing of the superstructure. The consultant will collaborate with the possible manufacturers to obtain the superstructure parameters for the substructure design. The consultant will collaborate with other disciplines in the trail features connected to the bridge. The consultant will coordinate with the bridge manufacturers for the details on the trail features connected to the bridge. The superstructure design requirements will be presented schematically in the plans and as a performance-based specification in the project specifications.

In collaboration with the hydraulics and geotechnical engineering teams, the consultant will design the substructure, wingwalls, and approach retaining walls (if needed). To the extent feasible, the substructure will be designed to allow multiple bidder options.

The design will be in accordance with the latest WSDOT Bridge Design Manual, WSDOT Geotechnical Design Manual, AASHTO Guide Specifications for the Design of Pedestrian Bridges, and AASHTO LRFD Bridge Design Specifications. The design plans and number of sheets are estimated as shown below:

- **30% Bridge Submittal:** The 30% package is a geometric design review package for the 3-span bridge only.

The consultant will prepare the layout plan and elevation of the bridges. The bridge spans, widths, and profiles will be finalized. The catalogue cuts, manufacturer, and general details of the superstructures will be selected at this phase. The types and sizes of substructure elements, such as the foundations and wingwalls, as well as the approach retaining walls (if needed), will be progressed to the level required to complete the constructability review. The construction method, over-excavation, and approximate shoring limits will be prepared for the environmental documents.

The preliminary cost estimate per the manufacturer's quote, plan area of the bridge, and the facia area of the approach walls will be determined.

- **60% Bridge Submittal:** The 60% package is a constructability review package for both

bridges.

The consultant will prepare the required documents for the superstructure and review the manufacturer's details and designs. The trail features on the bridge will be identified, located, and coordinated with the manufacturer to detail the bridge.

The consultant will prepare the substructure and foundation sizing and revise the plans as needed per the geotechnical, permitting, and right-of-way reviews.

The cost estimate will be per the structural quantities. The quantities will be based on the structural elements' sizes and the bridge manufacturers' estimates.

The consultant will provide the list of required General Special Provisions and project-specific Special Provisions. A draft Special Provision for the bridge superstructure will be prepared for the city's review. The remaining project-specific Special Provisions will be developed at a later stage.

- **90% Bridge Submittal:** The 90% package is a pre-contract review package.

The consultant will address the comments from the previous package and progress the design to an essentially final PS&E package based on the final geotechnical and hydraulics recommendations.

The cost estimate and quantities will be updated per the structural quantities and the manufacturer's quote of the superstructure.

The complete project General Special Provisions and the project-specific Special Provisions will be prepared.

- **Bridge Bid Documents Submittal:** The Bid Documents package will be the signed plan, specifications, and Estimate package for the contract advertisement. The consultant will address the comments from the previous package. The consultant will progress the design to the contract-ready level. The bid documents will be sealed by a licensed Structural Engineer (SE) in the State of Washington. The signed and sealed bridge superstructure design sheets will be the manufacturer's responsibility, and they will submit them during construction.

- 4.8. Final Design Trail Features:** The project includes structural site elements referred to as trail structures. The trail structures are typical park structures. The type, size, and location of the trail structures are provided by the urban planners.

The consultant will review the standard trail structure for safety. The consultant will also collaborate with the geotechnical engineers to investigate foundation feasibility and assist with determining spacing and height of support poles for netting and parameters of foundation design.

Segment	Trail structures	Proximity	Quantity
Segment A2	Street/ped Lighting for trail on side mount on wall Assume Tumwater standard foundation details for lighting at grade unless bearing pressures review structural review.	Near under pass of Capitol Blvd. and near crossing	4 EA
Segment B	Street/ped Lighting for trail on side mount on wall Assume Tumwater standard foundation details for lighting at grade unless bearing pressures review structural review.	Along Tumwater Valley Dr SE STA 16+00 – 23+00	2 EA
	Information kiosk	In front of Tumwater Valley Athletic Club STA 25+50	1 EA
	Trail Netting and foundations Assume pole spacing 40 LF and vinyl strung netting 15 min height. Assume foundation detail for each pole the same design unless bearing pressures change throughout alignment.	STA 25+00 -29+00	11 EA pole foundations
Palermo Spur	No structure.	N/A	N/A
Segment D	Information kiosk structure details and foundations	STA 15+50	1 EA
	Trail Fence Canopy	STA 0-1+00	100 ft
	Trail Netting and foundations Assume pole spacing 40 LF and vinyl strung netting 15 min height. Assume foundation detail for each pole the same design unless bearing pressures change throughout alignment.	STA 3+00-8+50	14 EA pole foundations

Under this task, the consultant will progress the design of the trail structures, as specified above, from the 2018 concept level to the contract documents. The trail structures will be manufactured-designed elements. The consultant will be responsible for designing the foundation and the foundation connections, as well as the loading on the supporting retaining walls or other structures. The trail features on the bridges will be addressed in

the previous section.

The design will be in accordance with the latest WSDOT Bridge Design Manual, AASHTO LRFD Bridge Design Specifications for guidelines on material design (i.e. reinforced concrete), and LRFD Specifications for Structural Supports for Highway Signs, Luminaires, and Traffic Signals. The design plans and number of sheets are estimated as shown below:

- **60% Trail Structure Submittal:** The 60% package is a constructability review package.

The consultant will prepare the foundation sizes and connection details for the trail structures. The cost estimate will be per the structural quantities. The quantities will be based on the structural elements' sizes.

The consultant will provide the list of required General Special Provisions and project-specific Special Provisions. The project-specific Special Provisions will be developed at a later stage.

- **90% Trail Structure Submittal:** The 90% package is a pre-contract review package.

The consultant will address the comments from the previous package. The consultant will progress the design to an essentially final PS&E package based on the final geotechnical recommendations.

The cost estimate and quantities will be updated per the structural quantities.

The complete project General Special Provisions and the project-specific Special Provisions will be prepared.

- **Trail Structure Bid Documents Submittal:** The Bid Documents package will include the signed plan, specifications, and Estimate for the contract advertisement. The consultant will address the comments from the previous package and progress the design to the contract-ready level. The bid documents will be sealed by a licensed Civil Engineer (PE) in the State of Washington.

4.9. Bid Assistance: The consultant will assist the City during the bid period to answer any questions that arise concerning the above structural PS&E documents and will assist the City in preparing any addenda required to the extent of the budget provided in this contract. The consultant will provide this task on an as-needed basis. The consultant shall obtain authorization from the City prior to providing these services.

Task 4 Assumptions:

- *Task 4.1 Project Administration and Management:*
- *One kick-off meeting will be attended by two consultant staff.*
- *One consultant staff member will attend three (3) 30-minute online meetings.*
- *Task 4.2 Public Outreach:*
- *One consultant staff member will attend a 60-minute Public Outreach online meeting.*
- *Public outreach Meeting and material preparation are assumed to be four (4) hours.*
- *Task 4.3 Review Existing Data:*
- *Two consultant staff will attend the site visit.*
- *Task 4.4 Conceptual Design Retaining Walls:*
- *The walls will be City of Tumwater Standard (Redi-Rock retaining wall system). The*

consultant will confirm that the standard walls are suitable for the site constraints.

- *Task 4.5 Conceptual Design Bridge:*
- *The bridge superstructure will be a pre-engineered bridge.*
- *The City has selected to use a pre-manufactured pony truss with concrete walking surface for the superstructure. The substructure on all concepts is assumed to be deep pile foundations.*
- *The preliminary substructure design intends to confirm that the bridge construction is feasible and the parameters of bridge type best fit for the site conditions.*

- *Task 4.6 Final Design Retaining Walls:*
- *Where supporting the trail, the walls will be designed for the surcharge of a single H10 Truck live load for the maintenance vehicle.*
- *The consultant will review and use the existing 2018 wall details, such as the wall railing, utility knockouts, pole connections, provide supporting design calculations, and adjust as needed. Only minor detail revisions are expected.*

- *Task 4.7 Final Design Bridge:*
- *An 18"-diameter reclaimed water line will be hung from the bridges.*
- *The bridges will be for pedestrian use. The live loads will include a vehicular live load as required by the AASHTO Guide Specifications for the Design of Pedestrian Bridges.*
- *No detailing will be completed until the final trail alignment and bridge type is approved.*

- *Task 4.8 Final Design Trail Features:*
- *The trail structure layouts and locations will be provided by others.*
- *The trail structures are designed by the supplier. The consultant will review the design and details to confirm they are consistent with the project requirements.*
- *No detailing will be completed until city approves trail alignment and features.*
- *The consultant will review and use the existing 2018 canopy fencing and kiosk details, provide supporting design calculations, and adjust as needed. Minor detail revisions are expected.*
- *The consultant will provide design and detailing for the foundations of the trail features.*
- *The soil properties will be sufficiently uniform so that one foundation design will be performed for the segments.*

- *Task 4.9 Bid Assistance:*
- *We estimated up to 12 hours of senior structural engineering time on an as-needed basis.*
- *We estimate up to 8 hours of drafter time on an as-needed basis for any design changes during the bid.*

Task 4 Deliverables:

- *Conceptual Design Retaining Walls – Segments A1, B, and D*
 - *Review Trail plans and email communications.*

- *Conceptual Design Bridge – Segments A1, B, and D*
 - *Bridge plan, elevation, and bridge cross-section with enough detail for discussion with City.*
 - *Bridge Catalogue cut.*

- *30% Design Submittal – Segments A2, B, and D*
 - *30% Retaining wall Plans*
 - *30% Bridge Plans*
 - *30% Trail feature review and email communications.*
 - *30% Opinion of Cost*

- **60% Design Submittal – Segments A2, B, and D**
 - ❑ 60% Retaining Wall Plans
 - ❑ 60% Bridge Plans
 - ❑ 60% Trail Structures Plans
 - ❑ 60% Opinion of Cost
 - ❑ Draft Pre-engineered Bridge Superstructure Special Provisions.
 - ❑ List of any General Special Provisions and any Special provisions.
- **90% Design Submittal – Segments A2, B, and D**
 - ❑ 90% Retaining Wall Plans
 - ❑ 90% Bridge Plans
 - ❑ 90% Trail Structures Plans
 - ❑ 90% Opinion of Cost
 - ❑ Project Specifications
- **Signed and Sealed Design Submittal – Segments A2, B, and D**
 - ❑ Signed and Sealed Retaining Wall Plans
 - ❑ Signed and Sealed Bridge Plans
 - ❑ Signed and Sealed Trail Structures Plans
 - ❑ Cost Estimates
 - ❑ Project Specifications
- **Bid Assistance**
 - ❑ Bid questions answer via email or phone.

5. Task 5 – Hydraulics and Hydrology Services (NHC)

The consultant will provide hydrologic and hydraulic analysis support for the design of Segments A2, B, D, and the Palermo Park Spur (Project) which will start at the Tumwater Brewery Park parking lot and terminate in Pioneer Park.

The proposed project will include hydrologic and hydraulic modeling and consideration of the design concept at the 30/60/90 percent design levels. The hydraulic analysis will evaluate impacts to the floodplain and floodway and assess any impacts the project may have on critical areas and will be used in support of the design revision and permitting process. In addition, a scour analysis will be used to assess the proposed bridge design and any countermeasures needed. A site investigation is needed to assess potential channel impacts at the bridge crossing and to collect data to be used in the scour analysis.

5.1. Project Management: Manage budget and schedule, provide internal quality assurance / quality control review of their deliverables prior to submission to the Prime Consultant, and provide monthly progress reports. This task also includes internal coordination between the Project Team.

5.2. Preliminary Site Investigation: A site investigation is needed to assess potential channel impacts at the bridge crossing and to collect data (Bathymetry to be collected as part of Task 2) to be used in the scour analysis.

- Conduct a site investigation to record observations, gather field measurements, and take digital photographs. Assume 2 staff for 1 day.
- Record observations of the following:

- General characteristics of the channel and adjacent floodplain in the study reach that includes the bridge crossing
- Field indicators of lateral and vertical stability of the channel
- Lateral and vertical controls
- Channel and floodplain roughness
- Large woody material
- Bed material characteristics
- If access allows during site visit, conduct up to three (3) Wolman pebble counts and / or visual characterization of bed material to be used for determining the existing sediment gradation. This information will be used in the scour calculations.
- Review available historic aerial photos to evaluate instances of past channel migration.
- Evaluate the vertical and lateral stability of the channel.

5.3. Hydrologic Analysis: Design flows have been previously developed for the FEMA Flood Insurance Study for the Deschutes River. The peak discharges developed for that study, including the 10, 25, 50, and 100-year floods will be utilized for the hydraulic analysis. Hours for this task include the effort to obtain the peak discharges, input them into the model, and subsequent model validation.

5.4. Hydraulic Analysis: The hydraulic analysis will be used to assess any impacts the project may have on critical areas, the floodplain, floodway, and will be used in support of the permitting process. Documentation of any floodplain impacts are required for this project. The project must also show that any encroachment into the regulatory floodway will not cause any rise in water surface elevations (zero-rise floodway analysis).

- The FEMA effective one-dimensional HEC-RAS model, developed for the 2014 Flood Insurance Study (FIS), will be used to perform a hydraulic analysis of the Deschutes River in support of the proposed trail design and river crossing.
- The proposed design will be assessed at the 30/60/90 percent submittals. Changes to the design will be incorporated into the HEC-RAS model to ensure that the design continues to meet the FEMA no-rise criteria.
- 100-year water surface elevations will compare effective, existing, and proposed conditions using the FIS and the differences summarized in the Hydraulic Technical Memo.
- A zero-rise floodway analysis will be conducted.
- Coordination with the proposed channel protection project that is occurring upstream of this trail project to ensure the channel protection project has the changes to their downstream condition.

5.5. Scour Analysis: A scour analysis will be used to assess scour impacts the proposed bridge design and to determine any scour countermeasures needed.

- Conduct a scour analysis at the river crossing following the guidelines as outlined in

HEC-18, Evaluating Scour at Bridges (Fifth Edition) to support the design of scour countermeasures and bridge foundations.

- Calculate total scour at the bridge as appropriate.
- Coordinate with the structural and geotechnical engineers on the design of the scour countermeasures.
- The scour analysis of proposed design will be assessed twice, once at approximately the 30 percent design level and again at approximately the 90 percent design level.
- Evaluate lateral migration and long-term degradation risks.

Hydraulic Technical Memo: At the 60 percent level, prepare a Draft Hydraulic Technical Memo that documents the hydrologic and hydraulic analysis, including scour analysis, and countermeasure recommendations, FEMA rise criteria, and submit for review. Prepare a response to review comments and incorporate changes into a Final Hydraulic Technical Memo.

5.6. Permit Support: This task encompasses as-needed permitting support that may be needed by the design team. Examples of permit support may include answering questions by the permitting team, preparation of figures in support of permitting documents, and filling out SEPA documentation.

Task 5 Assumptions:

- *Task 5.2:*
- *Site visit not to exceed six (6) hours and will be attended by up to two (2) consultant staff.*
- *Geotechnical borings will be performed by the Geotechnical Engineer and the results provided to the design team. Boring results will be used to inform the scour analysis.*
- *City will provide all necessary Rights of Entry.*
- *The City will be notified prior to the site visit.*
- *Task 5.3:*
- *No additional hydrologic inputs or analysis will be performed.*
- *If the bridge design requires in water work additional gage analysis will be required to estimate construction season flows.*
- *Task 5.4:*
- *At the 30 percent design level, the existing one-dimensional HEC-RAS model developed for the Deschutes River FIS will be obtained from FEMA and used for the analysis of the existing condition. If the model developed for the FIS has been updated with more recent geometry, the City will obtain and provide the most recent model. This model will be considered the Base Model.*
- *For the analysis of proposed design, a duplicate effective one-dimensional HEC-RAS model will be developed from the Base Model.*
- *The Base Model obtained at 30 percent will be carried through the project duration.*
- *The hydrologic data developed as part of the Hydrologic Analysis task will be used for the hydraulic analysis of the proposed design.*
- *The upstream channel protection project is upstream of this project and will not affect water surface elevations at our project site. The trail project could affect water surface elevations at the channel protection site and some coordination with them is needed.*
- *The proposed design will not result in an increase in Base Flood Elevation or a rise in the Regulatory Floodway. Therefore, this SOW does not include time and materials for a*

Conditional Letter of Map Revision (CLOMR) or Letter of Map Revision (LOMR).

- *Task 5.5:*
- *Contraction scour and abutment scour will be calculated using the FHWA Hydraulic Toolbox application and HEC-RAS outputs.*
- *Task 5.6 & 5.7*
- *Permit Applications will be prepared and coordinated by the consultant.*

Task 5 Deliverables:

- *Task 5.1:*
- *Monthly invoices and progress reports.*
- *Task 5.2:*
- *Summary memo documenting the site investigation findings (Final).*
- *Task 5.3 & 5.4:*
- *Results will be part of the Hydraulic Technical Memo.*
- *Task 5.5:*
- *Results will be part of the Hydraulic Technical Memo.*

6. Task 6 – Arborist Services

The arborist will provide arborist analysis and observation support for the design of Segments A2, B, D, and the Palermo Park Spur (Project) which will start at the Tumwater Brewery Park parking lot and terminate in Pioneer Park.

6.1. Background Document Review and Conceptual Site Walk: The consultant will examine the background documents, focusing on previous designs, historical aerials, as well as park, trail, and master plans for Tumwater and Thurston County. This review period will also include an examination of the municipal code.

6.2. Tree Health Assessment: Tree Assessment shall be provided by the consultant for the project. The tree assessment will determine existing trees' health and long-term viability along the edge of the trail. The assessment will examine existing trees' age, trunk diameter, structural integrity, biological impacts, expected canopy size, and tolerance to construction impacts. The Arborist shall note how canopy size and trunk placement can adversely impact the visibility for vehicles, pedestrians, and bicyclists.

6.3. Design Review: As the design advances through the preliminary, 30%, 60%, and 90% submittal phases, the consultant will review potential tree conflicts and propose solutions to maximize preservation. This process includes site visits with the Consultant and Client to evaluate and refine solutions in the field.

During the design review, the consultant will define tree protection zones to be incorporated into the construction plan set. In addition, the consultant will identify specific interaction zones where innovative strategies are applied to support preservation goals. Tree protection specifications and associated strategies will be added into the existing preliminary arborist report.

6.4. Public Involvement: The consultant will be part of the public process, as requested by the Consultant and Client, to address public concerns about trees and the landscape.

The consultant will create graphics to assist in understanding the interaction between the trees and the proposed design.

6.5. Final Design Communication: The consultant's final arborist design report will consider the proposed improvements and if the removal and replacement of existing trees will better serve not only the improvements but also the long-term health of the urban forest.

6.6. Bid Period Services: The consultant will be available to answer any pre-bid questions.

Task 6 Assumptions:

- *The current Tumwater Municipal Code will be applied to the project.*
- *Two site visits as part of the tree health assessments.*
- *One visit with the Consultant and Client during the design review.*
- *Graphics for one four-hour public meetings, including preparation strategy meetings.*
- *Both preliminary and final arborist reports will go through three revisions.*
- *The consultant will attend one pre-bid walk-through, if required.*
- *The consultant has not scoped time for grant application assistance.*
- *The consultant will provide the arborist with the survey in a format compatible with AutoCAD Lt for the initial tree assessment.*
- *The consultant will update the arborist bi-monthly on the project's progress, schedule, and expectations.*
- *City will provide any available prior arborist reports performed along the stretch of the Deschutes Valley Trail.*

Task 6 Deliverables:

- *Task 6.2:*
- *CAD files indicating critical root zones*
- *Spreadsheet detailing specific trees of concern*
- *Task 6.3:*
- *Construction details for tree interactions*
- *Tree protection specifications addressing final design*
- *Tree assessment arborist report (preliminary report)*
- *Task 6.4:*
- *Graphics for public involvement, discussing trees in project boundaries*
- *Task 6.5:*
- *Arborist information shall be used on the plan as required for all phases of design and shall be noted on the design plans*

7. Task 7 – Cultural Resources Services (SWCA)

The consultant will provide cultural resources support for the design of Segments A2, B, D, and the Palermo Park Spur (Project) which will start at the Tumwater Brewery Park parking lot and terminate in Pioneer Park.

The purpose of this task is to conduct cultural resources analyses needed to comply with Section 106 of the National Historic Preservation Act. The analyses will supplement and extend previous analyses completed by SWCA/NWAA (Shantry and Piper 2012) and SWCA (Hannum and Shantry 2017).

- 7.1. Section 106 Regulatory Assistance:** The requirement for a permit from the US Army Corps of Engineers subjects the project to compliance with Section 106 of the National Historic Preservation Act. Under Section 106, USACE must consider the effects of the project on historic properties. The USACE follows the Appendix C process, meaning that it does not initiate Section 106 consultation prior to cultural resources studies. The Consultant will prepare project introduction correspondence for the City to submit to SHPO and Affected Tribes (Squaxin Island Tribe, Cowlitz Indian Tribe, Nisqually Indian Tribe, and Confederated Tribes of the Chehalis Reservation) to advise them of the project and future Section 106 consultation under USACE. The correspondence will provide a project description, map of the proposed Area of Potential Effects (APE) for the project, and proposed methods for evaluating potential effects.
- 7.2. Background Research:** The consultant will conduct background research of the Segment A2, B, D, and Palermo Spur trail segments, with a main goal to identify the probability for buried archaeological sites to be present within the project area. Research will include a records check at the Department of Archaeology and Historic Preservation's (DAHP) WISAARD database to identify any archaeological sites or historic structures within the project area. Other sources may include available nearby geotechnical data, the University of Washington Libraries, and SWCA's internal library. SWCA previously conducted background research for other segments of the trail, which will form the basis for this work.
- 7.3. Archaeological Survey:** The consultant will conduct archaeological surveys along Segments A2, B, D, and Palermo Spur. Prior to the survey, SWCA will request the completion of a One-Call utility locate in accordance with Washington State law. Archaeological survey shall consist of pedestrian reconnaissance ("surface survey") and excavation of up to 12 shovel probes at previously unprobed locations deemed to be "high probability" for buried archaeological resources by the consultant, based on its observations during the pedestrian reconnaissance. During pedestrian reconnaissance, SWCA will assess the presence/absence of culturally modified trees (CMTs). Probes will be excavated using a round nosed shovel with spoils screened on to a tarp. Probes will measure 30-40 cm in diameter and extend to 1) 1.0 meter; 2) intact glacial deposits, or 3) until impassable conditions are encountered (whichever comes first). Artifacts (if encountered) will be documented in the field; surface artifacts will be left in place, excavated artifacts will be reburied in the shovel probe from which they originated. Probes will be backfilled upon completion. Up to two archaeological sites will be recorded on a DAHP Archaeological Site Form.
- 7.4. Historic Property Inventory:** Tumwater Falls Park is older than 50 years and, therefore, meets the minimum age threshold for listing on the National Register of Historic Places and needs to be studied as part of this undertaking for compliance with Section 106 of the NHPA.

Architectural History Background Research

The Consultant Architectural Historians will conduct a mixture of in-person and digital research on the history of the region and the individual properties located in the APE, specifically those properties located within Tumwater Falls Park. The background research will include a search of online newspaper articles, archival documents, historical maps, photographs, building permits, and other relevant information available from local libraries, historical societies, and a variety of online repositories and databases.

Architectural Survey & Documentation

The consultant will conduct an architectural history/built environment survey of the

APE, focused on the historic-age properties present. SWCA staff will conduct a Historic Property Inventory (HPI) of the Tumwater Falls Park, document it on a SHPO HPI form, and provide a recommendation regarding its eligibility for listing in the National Register of Historic Places (NRHP), as well as an analysis of potential effects of the project to the park, including any impacts to its historic integrity. The documentation will be conducted and reviewed by our team of architectural historians who meet the Secretary of the Interior's Professional Qualifications Standards for Architectural History and History. All documentation will be prepared in accordance with guidance published by DAHP and the National Park Service.

7.5. Cultural Resources Assessment Technical Report: The consultant will prepare a Cultural Resources Report that will meet the reporting standard requirements of DAHP and the Secretary of the Interior and assist in meeting the requirements of the Section 106 review. The report will supplement and extend background research previously prepared by SWCA. In preparing the report, the consultant will review and incorporate, as needed, project designs, maps, descriptions, and existing and new geotechnical borings. The report will provide results of the archaeological survey and HPI, recommendations regarding the NRHP eligibility of cultural resources, and recommendations for any follow-on work. If approved by the city and the USACE, SWCA will submit the final Cultural Resources Report to WISSARD for DAHP review.

7.6. Archaeological Resources Inadvertent Discovery Plan: The consultant will prepare an Archaeological Resources Inadvertent Discovery Plan (IDP) for use during project construction. The IDP will contain any special provisions required by USACE.

Task 7 Assumptions:

- *Up to 12 shovel probes will be excavated. No subsurface site boundary delineation will be necessary.*
- *USACE will consult with SHPO, Squaxin Island Tribe, Cowlitz Indian Tribe, Nisqually Indian Tribe, and Confederated Tribes of the Chehalis Reservation.*
- *City will obtain/furnish rights-of-access.*
- *City will notify Squaxin Island Tribe, Cowlitz Indian Tribe, Nisqually Indian Tribe, and Confederated Tribes of the Chehalis Reservation of the survey and invite representatives to observe the work.*
- *Up to 2 archaeological sites will be encountered and recorded. CMTs may be recorded as an archaeological site.*
- *Golf Course will have been recorded and evaluated for NRHP under cultural resources assessment for Segment C.*
- *Up to one cultural resources technical report will be developed under this scope of work including both archaeological investigation results and architectural history assessment results.*
- *Up to one inadvertent discovery plan will be developed under this scope of work.*
- *Up to 1 HPI form will be prepared for Tumwater Falls Park.*
- *The HPI will be conducted at the Reconnaissance Level, as outlined by DAHP.*
- *The consultant will review existing and new geotechnical data for the project, but will not conduct archaeological monitoring during new geotechnical investigations.*
- *City will be allowed one round of review on all draft deliverables.*
- *Document revisions will require up to 4 hours of SWCA labor to address.*
- *No mitigation tasks are included in this scope.*
- *SWCA's ability to conduct fieldwork will be unimpeded by access restrictions (e.g., fences, locked gates, etc.), road construction, wildfires and air quality, landowner restrictions, COVID-related restrictions, or any other factor(s) outside of SWCA's control.*
- *No artifacts will be collected or curated. If necessary SWCA will collect and prepare artifacts for curation under a new scope of work and for an additional fee.*

Task 7 Deliverables:

- *Draft and final SHPO/Tribal letter and map.*
- *Draft and final archaeological site forms.*
- *Draft and final Historic Property Inventory form.*
- *Draft and final Cultural Resources Assessment Technical Report.*
- *Draft and final Archaeological Resources Inadvertent Discovery Plan.*

8. Task 8 – Environmental Fieldwork and Mitigation (DEA)

Predesign Analysis: The purpose of tasks 8.1 through 8.2 is to collect information on existing environmental conditions within the project alignment, in order to inform the conceptual design and to assist in comparing design alternatives.

8.1. Data Collection and Preliminary Site Investigation: This task includes reviewing background information and conducting limited site investigations to document onsite critical areas, as well as using available mapping and data to identify all other critical areas that may be present onsite along Segments A2, B, D and Palermo spur. Prior to the site visit, the Consultant will review publicly available GIS data and reports, reports and data provided to the Consultant by the City as well as other pertinent background information (e.g., historic aerial photos, etc.) to identify the presence of potential critical areas prior to conducting the field effort. Existing data that will be reviewed include the City of Tumwater and Thurston County critical area mappers, aerial photographs, NRCS hydric soils mapping, Pocket Gopher Soil Suitability Maps, National Wetland Inventory (NWI) maps, SWIFD fish distribution data, WDFW PHS data for species and habitat type, and the DNR Washington Natural Heritage Program (WNHP) plant data for sensitive plant species, among others.

Subsequent to data review, the Consultant will perform field investigations along Segments A2, B, D and Palermo Spur. consisting of:

- ☐ Wetland and stream delineations along both sides of the proposed alignment. Study area will be smaller in some areas where location of the trail is more certain (e.g., adjacent to Tumwater Valley Drive), and larger in areas where alignment shifts are more likely (e.g., river crossing).

The Consultant will delineate wetland boundary in accordance with methods defined in the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Western Mountains, Valleys, and Coast Region (Version 2.0) (US Army Corps of Engineers [Corps] 2010) and the Corps of Engineers Wetlands Delineation Manual (Environmental Laboratory 1987). Wetland boundaries will be flagged and flag location will be recorded using a hand-held GPS unit.

In addition to delineating the boundaries of any observed wetlands, the consultant will complete a wetland rating form as described in Washington State Wetland Rating System for Western Washington: 2014 Update Version 2.0 (Ecology Publication No. 23- 06-009). The consultant will use the results of the wetland rating to identify applicable wetland buffer extents per the City of Tumwater buffer standards in TMC 16.28.170.

The Consultant will delineate the ordinary high water mark (OHWM) of any streams observed on or near the site according to the methods in Ecology's Determining the Ordinary High Water Mark for Shoreline Management Act Compliance in Washington State. These flags will also be recorded using a hand-held GPS unit, and photographs will be collected to characterize typical conditions.

Following the delineation, the Consultant will determine stream type using the definitions in WAC 222.16 and TMC 16.32.050. Applicable riparian buffer extents will be identified per the City of Tumwater buffer standards in TMC 16.32.065.

The boundaries of all delineated wetlands and stream/OHWMs will be surveyed in the field by a PLS (see Task 2).

For those wetlands and streams where a reconnaissance level investigation is deemed appropriate (such as on adjacent properties), the Consultant will estimate the boundaries of such features using information from previously prepared maps, supplemented by field observations and data collected with a hand-held GPS unit. Appropriate wetland ratings and stream types will also be estimated, to assess appropriate regulatory buffers. This information will be incorporated into the project basemap.

8.2. Mazama Pocket Gopher (MPG) Screening Survey (Important to start ASAP):

Suitable soil conditions for the Olympia and Yelm Pocket Gophers, both listed under the Endangered Species Act as Threatened, are present on portions of the project site. The consultant will conduct two site surveys according to the methodology and timing requirements in the USFWS Mazama Pocket Gopher (MPG) Screening Protocol Checklist (2018). According to the checklist, sites containing less-preferred soils and are more than 600 feet from a known MPG occurrence will be visited two (2) times, at least 30 days apart. The appropriate window for site visits is between June 1 and October 31. The consultant will include the results of the surveys in the Biological Assessment, if timing allows the inclusion. The BA will also include language that commits the City will not construct in MPG habitat, unless pocket gopher survey occurs in the season prior to construction and this survey yields negative results. In addition, the Consultant will coordinate with USFWS pocket gopher staff to determine previous survey efforts in the project vicinity, document the nearest known MPG occurrence, and establish if any previous survey data exists that pertains to the project area. This scope of work includes a potential third (3rd) site visit in the event that it is requested/required by USFWS.

Final Design: For the following Task 8 elements, the Consultant will prepare documentation for local, state, and federal environmental permits and approvals, and develop appropriate compensatory mitigation for critical areas impacts. With the exception of the specific permit applications and documents discussed below, no other documentation is included in this scope. It is assumed that the project will have direct impacts to wetlands and/or streams, therefore a U.S. Army Corps of Engineers Clean Water Act 401/404 permit and a Washington Department of Fish and Wildlife Hydraulic Project Approval will be required. The presence of a federal nexus, through CWA Corps permits, will require adherence with Section 7 of the Endangered Species Act (ESA) and Section 106 of the National Historic Preservation Act (NHPA).

8.3. Meetings and Coordination: This task is for regular communication and coordination with the project engineers, technical staff, City staff, and for agency coordination. This includes one onsite meeting with WDFW to determine stream impacts and fish distribution, and up to one meeting with the Army Corps of Engineers (Corps), prior to JARPA submittal, and one meeting with other regulatory authorities. Environmental permitting support is expected to last approximately 12 months but may extend to 24 months.

8.4. Critical Area, Habitat Management Report and Mitigation Plan: Based on the background review of publicly available information regarding critical areas and field work to define and classify wetlands and streams, combined the consultant will prepare a Critical Areas Report (CAR) that addresses wetlands and Fish and Wildlife Habitat Areas along project segments A2, B, D, and Palermo Spur, in accordance with the requirements

in TMC 16.28.140 and 16.32.090.

It is anticipated that the project will impact wetlands, Fish and Wildlife Conservation Areas (FWCAs) buffers, and regulatory buffers for these features. The project will also require analysis of Geologically Hazardous Areas (TMC 16.20), which will be contained in the geotechnical report (see geotechnical services). For other regulated critical areas, it is assumed that the project will not negatively impact critical aquifer recharge areas.

The Critical Areas Report and Mitigation Plan will include the following elements:

- Executive Summary
- Introduction (purpose of the report)
- Project narrative (location, purpose and description, project schedule, responsible parties)
- Impact assessment (landscape setting, existing conditions of wetlands, streams, and buffers to be impacted, impact calculation summary tables, narrative of permanent and temporary impacts to wetlands, streams and buffers, discussion of affected functions).
- Mitigation strategy (avoidance and minimization of wetland impacts, proposed compensatory mitigation concept);
- Description of compensatory mitigation site (existing wetland acreage, vegetation, wildlife habitat, landscape position and watershed relationship, existing hydrologic regimes, topography, soils and substrate, buffer condition and function)
- Ecological processes, current and proposed
- Construction Schedule and timing restrictions
- Proposed design elements (grading, proposed mitigation activities and wetland acreage, hydrologic regimes, proposed soil conditions, planting zones, and species lists)
- Mitigation goals, objectives, and performance standards;
- Proposed site maintenance and monitoring plan (time period to be determined)
- Contingency Plan
- References;
- Appendices (site selection forms, credit-debit forms)

The report will include a detailed mitigation plan, that will be developed in parallel to the CAR as outlined in Task 8.5 and 8.6, below

8.5. Mitigation Feasibility Assessment: The Consultant shall provide assistance to the City in evaluating the feasibility of sites for natural resources mitigation for project segments A2, B, D, and Palermo Spur, consistent with both Tumwater Critical Areas code and Corps requirements. This mitigation feasibility evaluation will consist of a review of three alternatives: mitigation bank/in-lieu fee credits; on-site mitigation; and an evaluation of up to two city-owned off-site properties in the vicinity.

A site reconnaissance and functional assessment will be conducted for the onsite and City-owned properties to evaluate each site's suitability as mitigation for the project's mitigation needs. The analysis will be based on the criteria outlined in Selecting Wetland Mitigation Sites Using a Watershed Approach (Ecology 2009), and will include the following steps:

- Watershed based identification of suitable sites – solicit input from agency staff on potential mitigation sites in the watershed.

- Field reconnaissance for two (2) site visits to assess existing conditions and current functions at potential mitigation sites.
- Prepare preliminary concept sketches to assess potential functional lift/wetland credits available at the sites.

The results of the site analyses will be documented in a Mitigation Feasibility Memorandum. Following review and concurrence from the Lead Agency and key stakeholders, a single site will move forward for incorporation in the Critical Areas Report and Habitat Mitigation Plan.

A formal wetland and FWHCA delineation will be conducted at the selected mitigation site, including final rating and functional assessment.

8.6. Mitigation Design: The proposed mitigation design will be incorporated into the design plans, and will include the following elements:

- Cover Page with location map and Index (2 sheets)
- Grading plans and profiles (2 sheets)
- Site details (1 sheet)
- Landscape Plans showing proposed mitigation types, planting zones, habitat features, and plant species lists (2 sheets)
- Irrigation Plans (1 sheet)
- TESC Plans and Details (2 sheets)
- Draft Specifications (2 sheets)
- Draft Monitoring Plan – narrative (2 sheets)

Task 8 Assumptions:

- *The Consultant assumes that project activities comply with the requirements and conditions of Nationwide Permit (NWP) 14, Linear Transportation Project, including direct wetland impacts of less than 0.5 acre.*
- *The project will not trigger a Section 404 Individual Permit. If an individual permit and 404(b)(1) alternatives analysis are required, an amendment to this SOW will be necessary.*
- *The Consultant will prepare JARPA plan sheets to Corp specifications to accompany the JARPA application. It is anticipated that up to 12 sheets will be required to illustrate existing conditions, project impacts, and proposed mitigation actions. These sheets will be based on existing plan sheets being developed by the design team.*
- *On the JARPA, the Consultant will be the owner and owner's representative authorized agent and the City will serve as the project owner and signature authority*

Task 8 Deliverables:

- *The Consultant will attend up to three meetings with regulatory agencies.*
- *Draft Critical Areas Report, Habitat Management Report, and Mitigation Plan*
- *Draft Critical Areas Report, Habitat Management Report, and Mitigation Plan*
- *Draft Mitigation Feasibility Memorandum*
- *Draft Wetland and FWHCA Delineation, Selected Mitigation Site*
- *Draft Mitigation Design Sheets (14 plan sheets)*
- *Final Mitigation Design Sheets (14 plan sheets)*

9. Task 9 – Environmental Compliance and Permitting

Predesign Analysis: The purpose of task 9.1 is to collect information on existing environmental and cultural resource conditions within the project alignment, in order to inform the conceptual

design and to assist in comparing design alternatives.

- 9.1. Environmental Permitting Evaluation / Alternative Comparison:** The Consultant will evaluate the preliminary design options with a review of field data to inform the development of a permit matrix for Segments A2, B, D, and Palermo Spur describing all relevant local, state, and federal environmental permits and approvals anticipated on the project. The matrix will describe regulated activities/permit triggers, submittal requirements, and estimated permit review timelines. In addition, the matrix will specifically call out elements that have a substantial risk to negatively affecting future project phases, including scope, schedule, and budget, and will make recommendations on strategies to manage said risk. The matrix will compare up to three design alternatives/options to compare potential permitting implications.
- 9.2. Communication & Coordination:** This task is also for regular communication and coordination with the project engineers, technical staff, City staff, and for agency coordination. This includes one onsite meeting with WDFW to determine stream impacts and fish distribution, and up to one meeting with the Army Corps of Engineers (Corps), prior to JARPA submittal, and one meeting with other regulatory authorities. Environmental permitting support is expected to last approximately 12 months but may extend to 24 months.
- 9.3. JARPA Preparation:** The Consultant will prepare a Joint Aquatic Resources Permit Application (JARPA) to support the City in obtaining federal permits from the Corps under the Clean Water Act sections 401 and 404 for impacts along Segments A2, B, and D. These permits will be needed for anticipated direct impact to Waters of the U.S. (wetland and streams). Based on the preliminary project information, it is assumed that the project will qualify for a Nationwide Permit (NWP)14 for Linear Transportation Projects (under 0.5-acres of permanent fill). This scope assumes the project will require a Section 401 permit from the Washington State Department of Ecology (Ecology), which will be submitted concurrently with the Corps 404 permit. The permit package will also include documentation to obtain a coastal zone management (CZM) Federal Consistency Decision from Ecology. The Consultant will prepare a set of permit drawings in the format required by the Corps to accompany the JARPA. The JARPA application will include the Critical Areas Study and Mitigation Plan (see Task 8.4).
- 9.4. SEPA:** The Consultant will prepare documentation in compliance with the State Environmental Policy Act (SEPA) for project segments A2, B, D, and Palermo Spur. It is assumed that a SEPA Checklist is the appropriate level of documentation and the City will issue a Determination of Non-significance (DNS). We will use existing information to complete the Checklist. At this time, it is reasonable to assume that no additional studies would be necessary to complete the Checklist, other than those outlined in this scope. The SEPA Checklist will be based on 30 percent design level project plans. The Consultant will prepare a Draft SEPA Checklist for project team review that addresses all elements of the environment per RCW Chapter 43.21C, WAC Chapter 197-11, and Tumwater Municipal Code (TMC 16.04). This task includes one virtual meeting with the project team and the City to discuss the Checklist findings and answer questions. A revised Draft SEPA Checklist and Determination of Non-Significance (DNS) will then be prepared for review by the project team. If no edits are required, the Checklist and DNS will be routed for signature by the SEPA Official.

The Consultant will then prepare the Final SEPA Checklist and DNS for publication and distribution. The Consultant will post the document on the Department of Ecology's SEPA Register to start the 14-day public review period. It is assumed the City will be responsible for posting the DNS onsite, mailing and other distribution of the SEPA documents, and

posting to the City's website.

This scope of work does not include response to comments received during the public comment period, or amendment of the SEPA Checklist based on comments received. This scope does not include support during an appeal of the SEPA Checklist. If these services are required, an amendment to the scope and budget would be required.

9.5. WDFW HPA: The Consultant will work with City staff to comply with state Hydraulic Code permitting requirements and will prepare an application for a Hydraulic Project Approval (HPA) for Washington Department of Fish and Wildlife (WDFW) that will permit any in-water and overwater work associated with stream crossings along project segments A2, B, D, and Palermo Spur. The application will be based on the 90% plan set, the technical reports described herein, and permit materials prepared for other approvals. The HPA will be submitted electronically, through the Washington State Aquatic Protection Permitting System (APPS).

9.6. Shoreline Substantial Development Permit: Based on City Code, it is anticipated that development will occur within the shoreline zone of the Deschutes River and will require a Shoreline Substantial Development Permit (SDP) under the Shoreline Master Program (SMP). The project will result in water-enjoyment use for recreation in a shoreline designation of "Urban Conservancy", per the Shoreline Master Program. The Consultant will utilize the JARPA narrative and supporting materials for a Shoreline Substantial Development application, supplemented with a Shoreline Master Program Evaluation Report and a site plan adhering to City standards to complete the required materials for the permit submittal. Attendance of Consultant staff at the required shoreline permit public hearing is included in Task 8.3 – Final Site Investigation and Meetings.

Task 9 Assumptions:

- *The Consultant will prepare only the environmental permits and approvals specifically referenced in Task 9.*
- *All City comment/edits made to the permit applications or documents will be provided in track changes mode and comments from multiple reviewers will be consolidated, with any discrepancies resolved, by the City.*
- *For purposes of this scope of services, the Consultant has assumed that the City will be the SEPA lead agency and that they will issue a SEPA determination consistent with their SEPA rules.*
- *The appropriate level of SEPA documentation is a Checklist and DNS/MDNS. If it is determined that the project will likely have significant impacts and an Environmental Impact Statement is required, this SOW would be amended.*
- *The City will be responsible for finalizing the checklist and responding to public and agency comments and will be responsible for any publication or permit fees.*
- *The Consultant assumes that any technical documents necessary for SEPA review outside the scope of this scope will be provided by the City.*
- *The Consultant assumes that project activities comply with the requirements and conditions of Nationwide Permit (NWP) 14, Linear Transportation Project, including direct wetland impacts of less than 0.5 acre.*
- *The project will not trigger a Section 404 Individual Permit. If an individual permit and 404(b)(1) alternatives analysis are required, an amendment to this SOW will be necessary.*
- *The Consultant will prepare JARPA plan sheets to Corp specifications to accompany the JARPA application. It is anticipated that up to 12 sheets will be required to illustrate existing conditions, project impacts, and proposed mitigation actions.*
- *On the JARPA, the Consultant will be the owner and owner's representative authorized agent and the City will serve as the project owner and signature authority.*

Task 9 Deliverables:

- *The Consultant will attend up to three meetings with regulatory agencies.*
- *Delineation of additional critical areas that underwent a simple reconnaissance in Phase 1, including wetland delineation forms and wetland rating forms, if applicable.*
- *Preliminary Draft JARPA form and permit drawings for City review.*
- *Draft JARPA form and permit drawings for submittal to the Army Corps of Engineers and Department of Ecology.*
- *Final JARPA form and permit drawings for submittal to the Army Corps of Engineers and Department of Ecology.*
- *Draft SEPA Checklist (provided electronically in MSWord format).*
- *Final SEPA Checklist for publication – (provided electronically in Adobe PDF format) includes edits based on one round of review comments by the City.*
- *HPA application and submittal through APPS*
- *Draft Shoreline Substantial Development Permit and Memo*
- *Final Shoreline Substantial Development Permit and Memo*

10. Task 10 – Stormwater Analysis and Design

The purpose of this task is to develop new and revised stormwater conveyance and flow control/management systems to support the proposed trail improvements and City requirements. This project is subject to the effective July 1, 2022 City drainage Design and Erosion Control Manual (DDECM) Requirements which is equivalent to the Washington State Department of Ecology Stormwater Management Manual for Western Washington (Ecology 2019).

10.1. Data Collection & Prelim Site Investigation: The Consultant will review available existing storm drainage infrastructure data, reports, models, and record drawings. The Consultant will visit the site to observe and verify existing drainage features, flow patterns, topography, stormwater outfalls, and potential locations for BMPs. Off-site analyses will be conducted as required by applicable stormwater code.

10.2. Predesign Analysis: There have been significant changes to the stormwater code since the preliminary design was completed. These changes will likely require a more complex design and documentation process than what is shown on the preliminary plans. The Consultant will document the differing requirements and needs as part of the practical design review process.

The Consultant will review the previously developed stormwater and drainage design documents prepared by others, if any. The Consultant will identify and document discrepancies between conditions and assumptions that were incorporated into the prior design work, and those of the current site conditions observed in the prior task. Where changed site conditions impact the ability to advance the prior stormwater design, such constraints will be documented in a memorandum for discussion and resolution with the City prior to initiating additional design work.

The Consultant will inform the City about alternative means of meeting stormwater requirements that may be beneficial to the project in terms of reduced costs, addressing permitting constraints, and/or improving the project delivery schedule. The Consultant will meet with the City to discuss the findings of the practical stormwater design review and confirm the project approach to drainage and stormwater to be used in finalizing the design; decisions made will be documented and incorporated into the project basis of design documents.

Analysis of Existing Conveyance System(s) & Outfall(s): The Consultant will review existing stormwater conveyance facilities within the project limits and identify all existing

discharge points which includes area take-offs; identify threshold discharge areas (TDAs) based on existing site conditions; and develop a summary of existing drainage patterns to receiving waters and identification of any downstream drainage issues for inclusion in the stormwater reporting.

10.3. Final Stormwater Analysis and Design

Design of New Conveyance System(s): The Consultant will prepare horizontal layout(s) of new drainage structures and conveyance pipes needed to drain the proposed trail surfaces and provide continuity of existing drainage systems.

Design of On-Site Stormwater Management BMPs: The Consultant will evaluate within each TDA the feasibility of On-Site Stormwater BMPs identified in the Drainage Design and Erosion Control Manual for Tumwater. The Consultant will perform sizing and hydraulic design computations for feasible BMPs and develop designs that will be incorporated into the PS&E for the project.

Drainage Control Plan (DCP) Reports: The Consultant will prepare Draft and Final DCP Reports to accompany the 60% and 90% Design Packages, respectively.

10.4. Stormwater Pollution Prevention Plan (SWPPP)

The Consultant will prepare a stormwater pollution prevention plan in support of project land use permits. The plan will be prepared to maximum extent feasible except for finalizing sections of the plan that require Contractor references and means and methods that will be finalized during construction.

10.5. NPDES Permit

The consultant will prepare and submit the NPDES permit through Department of Ecology after the 90% plans have been completed and submitted to the City.

Task 10 Assumptions:

- A Drainage Scoping will be required for this project and will be included as part of Task 9.2. This project is subject to effective July 1, 2022 City Drainage Design and Erosion Control Manual (DDECM) Requirements which is equivalent to the Washington State Department of Ecology Stormwater Management Manual for Western Washington (Ecology 2019).
- A Drainage Control Plan is required.
- This scope and fee are based on up to 9 stormwater Threshold Discharge Areas within the project limits.
- Site stormwater data collection will require two staff for up to 8 hrs total per staff, including travel time.
- Backwater analyses of stormwater conveyance features is not required.
- The proposed non-motorized trail surface is not considered a Pollution-Generating Impervious Surface (PGIS). As such, water quality treatment measures are not anticipated to be required.
- Dispersion will be used for flow control.
- PIT Tests (Pilot Infiltration Test) is not included in this scope. A preliminary grain size sieve analysis for preliminary infiltration rates will be provided by the consultant.
- The Consultant will prepare and submit SWPPP to maximum extent feasible during design in support of project and permitting requirement. The Contractor will be required to finalize preparation and submit final SWPPP report to the City prior to construction.

Task 10 Deliverables:

- Stormwater Predesign Analysis Memorandum (PDF) to be submitted with Task 13.
- Draft Drainage Control Plan Report (PDF) submitted with the 60% Design Package.
- Final Drainage Control Plan Report (PDF) submitted with the 90% Design Package.

- *Stormwater Pollution Prevention Plan (PDF and word document)*

11. Task 11 – Public Outreach

The purpose of the Public Outreach task is to solicit feedback and confirmation of the existing design to-date with key stakeholders and any future proposed design(s) recommendations that result from Task 13 and the subconsultants preliminary analyses of the plans and existing conditions. This work also includes providing updates to the stakeholders and the public during the design and permitting process.

11.1. Public Outreach Materials: The Consultant shall prepare presentation and graphic support materials for public outreach and City/Stakeholder design meetings. This may include visual rendered graphics, mailers, and photo sim mockups for design elements under consideration, such as intersection control features, signage, urban design features, and other outreach materials to support solicitation of feedback from the stakeholders and the public. Other types of outreach materials may include content for City website updates and create and help launch online public surveys for a Public Open house. The Consultant is also available to prepare and provide graphic materials for outdoor display boards, and mailers to provide information on public engagement, upcoming presentations, and project milestone dates. A budget of approximately \$17,000 or approximately 120 hours of material preparation has been added to the Contract. The Consultant will not start work on materials until specific request of graphics and effort have been requested by the Client. At that time, the Consultant will provide level of effort and hours required to prepare those materials.

11.2. Predesign Analysis Stakeholder Engagement: The Consultant shall attend and facilitate the following public outreach meetings below during the research and alternatives analysis stage at the request or recommendation of City. The goal of these early stakeholder meetings is to listen and solicit feedback on the 2018 design, determine if stakeholder needs have changed, determine appropriate project design elements for the trail corridor, and vet ideas to advance the project vision from the 2018 preliminary design.

- Four (4) in-person stakeholder meetings (location to be provided by the City). Assume up to three (3) Consultants at each meeting. Stakeholder(s) will be determined prior to collaboration, but may include:
 - i. Tribes
 - ii. Parks Dept.
 - iii. Brewery Park Foundation
 - iv. Craft District Developers
 - v. Public forum whether held at City office, existing park, etc.

11.3. Final Design Stakeholder/Public Engagement: The Consultant shall attend and facilitate the following public outreach meetings below. The goal of these design meetings is to educate and vet ideas with stakeholders, determine appropriate project design elements for the trail corridor, and advance the project from 30% through Final Design.

- Two (2) in-person stakeholder meetings (location to be provided by the City). Assume up to three (3) Consultant members at each meeting. Stakeholder(s) will be determined prior to collaboration, but may include:
 - i. Tribes
 - ii. Parks Dept.
 - iii. Brewery Park Foundation

- iv. Craft District Developers
 - v. Public forum whether held at City office, existing park, etc.
- One (1) Council Meeting support which includes one representative from the consultant to speak and present prepared PPT of project status.

Task 11 Assumptions:

- *City shall facilitate space for in-person meetings and events. Location to be determined by the City.*
- *City shall provide coordination with stakeholders.*
- *City to manage and upload any presentation information onto City website, or other social media presentation platforms owned and operated by City and shall facilitate hosting and distribution of online surveys.*
- *Presentation to City Council will be after review and meetings with City staff and submittal milestones, to present design recommendations.*
- *The City shall lead efforts for mailing distribution. The consultant shall provide the materials in a format compatible with City programs.*
- *Outreach will take place concurrently with the other segment scope.*

Task 11 Deliverables:

- *Public Outreach Plan*
- *Meeting Agenda and minutes*
- *City Council Powerpoint Presentation*
- *Up to a combined three (3) visual rendered graphics and presentation materials for stakeholder and public outreach efforts.*
 - *Content for fact sheet and FAQ for City's social media & City website updates*
 - *36x48 outdoor display project boards*
 - *Photo sims*
- *Public comments and findings memo summary from each Public meeting Predesign Analysis and Final Design Public meeting, as necessary.*

12. Task 12 – Utility Coordination

This task includes coordination with both public and private utility providers to identify, evaluate, and resolve potential conflicts between existing infrastructure and the proposed trail design. Consultant will facilitate communication, verify utility data, support design resolution, and help ensure utility relocations are aligned with project delivery. The process is organized into the following key activities and includes coordination with the following utility providers:

Public Utility Providers:

- City of Tumwater – water, sewer, stormwater, and street lighting
- Tumwater Golf Course – irrigation system
- LOTT Clean Water Alliance – wastewater and reclaimed water systems
- WSDOT – fiber communications infrastructure

Private Utility Providers:

- Puget Sound Energy (PSE) – electric and natural gas
- Lumen (formerly CenturyLink) – telecommunications
- Comcast – cable and internet services
- AT&T – wireless and telecommunications

- Astound Broadband – internet and telecommunications services

In addition to the utility coordination described above, DEA will also provide task management, coordination, and contract administration under Task 12.1 for the following associated tasks:

- Task 2 – Topographic Survey and Right-of-Way Mapping
- Task 8 – Environmental Fieldwork and Mitigation
- Task 12 – Utility Coordination
- Task 15 – Utility Relocation Design of City-Owned Utilities

The scope of work is further detailed as follows.

12.1. Task Management

Coordinate the efforts of the design team and maintain consistent communication with the City. Oversee adherence to the project schedule and provide monthly invoicing along with budget status summaries. Ensure quality through ongoing QA/QC review by the Team's Quality Manager. Conduct regular meetings with the City to provide project updates and address key milestones or concerns.

- 12.1.1 Task Planning – prepare project management plan, prepare project schedule, and maintain schedule and budget.
- 12.1.2 Task Monitoring – prepare invoices and monitor project status (cost, scope and schedule).
- 12.1.3 Progress Meetings - attend up to ten (10) in-person meetings, and ten (10) video conference call meetings. It is assumed that the in-person meeting will be two (2) hours in duration and each video conference call meeting will be approximately one (1) hour long. Provide meeting agendas before and meeting summary after each meeting.

No. of Meetings	Meeting Name
1	Project Kick-off Meeting
1	Environmental Kickoff Meeting
2	Utility Coordination Meeting
1	Utility Relocation of City-Owned Utilities
1	Reclaimed Water Line Alignment Alternative Meeting
1	Pioneer Park Pump Station and Connections Meeting
1	60-Percent Design Milestone Review Meeting
1	Development Permit Application Submittal Meetings
1	90-Percent Design Milestone Review Meeting
10	Project Status and Design Coordination Video Conference Calls

- 12.1.4 Design Review Submittal – Prepare submittals to City for review and comments at project stages as indicated below.
- 12.1.5 Quality Assurance – Perform QA/QC review by experienced professional for deliverables.
- 12.1.6 Project Closeout – completion of project including files and records archiving and transfer and documentation of completed work.

12.2. Utility Provider Notification and Communication

Consultant will initiate coordination by notifying above listed utility providers of the project scope, anticipated impacts, and coordination expectations. Consultant will represent the City in all utility discussions and facilitate meetings with utility providers and City utility staff to review conflict areas and discuss mitigation responsibilities.

12.3. Utility Research and Identification

Consultant will contact each listed utility provider to request record drawings, base mapping, and as-built documentation. As part of this outreach, Consultant will provide formal notification of the project to each utility, including a project overview, anticipated construction timeline, potential impacts, and expectations for coordination. Consultant will also furnish any additional project-related information necessary to support the utility's internal coordination and response processes. All available utility data will be compiled into a consolidated base map for use in utility conflict analysis.

12.4. Identifying Potential Utility Conflicts

Review the compiled utility data in relation to the trail design to identify horizontal and vertical conflicts. Utilities located within or near the proposed alignment will be flagged for verification and further coordination.

12.5. Utility Conflict Coordination

Public Utilities (City of Tumwater, Tumwater Golf Course, LOTT, WSDOT Fiber): Coordinate with agency staff to evaluate conflicts and develop solutions including design modifications, protection-in-place, or relocation strategies.

Private Utilities (PSE, Lumen, Comcast, AT&T, Astound): Notify each utility of identified conflicts and request relocation or protection plans per City franchise agreements. Coordinate with providers to ensure proposed plans align with the trail design.

All conflict resolutions and responsibilities will be tracked and confirmed in meetings and documented in the utility coordination log.

12.6. Utility Relocation Design and Planning

Public Utilities: Prepare relocation designs for City-owned and LOTT-owned utilities and will integrate those designs into the final construction documents. All other utilities located on the Tumwater Golf Course—including irrigation, golf course drainage system, and any other golf course-related infrastructure—will be the responsibility of SCJ for relocation design and coordination.

Private Utilities: Franchise providers are responsible for their own relocation designs. Review submitted plans to verify compatibility with project design and schedule.

12.7. Permitting and Approvals

Identify all utility-related permitting needs and assist in securing approvals for public utility relocations. For private utilities, support providers by supplying necessary project data. Additionally:

- Coordinate with the City and utilities to determine right-of-way (ROW) or easement needs.
- Provide exhibits, legal descriptions, and mapping to support acquisition or access agreements outside of existing ROW per Task 2 above.

12.8. Document Management

Maintain a complete and up-to-date utility coordination log, including:

- Contact information for all listed utilities
- Meeting records and communications
- Conflict tracking
- Relocation responsibilities
- Timeline milestones
- Relocation plans and approvals

All documentation will be archived for design and construction reference.

Task 12 Assumptions:

- *The City will use its internal workforce to perform utility potholing for public utilities. The Consultant will not be responsible for conducting any utility potholing work.*
- *The Consultant will reference the locations of existing utilities as shown on available record drawings and identified in the base mapping included in the plans.*
- *Only minor relocations and adjustments of franchise utilities are anticipated.*
- *The Consultant will provide relocation designs for City-owned utilities as outlined in Task 17. Other utility providers will address their own conflicts.*
- *Construction of new franchise utility systems, aerial undergrounding, and joint utility trenches are not included in this contract.*
- *City will coordinate with Franchise Utility providers to secure any required franchise agreements.*

Task 12 Deliverables:

- *Utility Coordination Kickoff Memo*
- *Utility Stakeholder Notification Package*
- *Utility Provider meeting minutes*
- *Utility Conflict Matrix (Updated at Milestones)*
- *Consolidated Utility Base Map (Draft and Final)*
- *Utility Relocation Review Summary*
- *ROW, Easement, Permitting Support Package*
- *Final Utility Coordination Summary Report*

13. Task 13 – 60% Design

13.1. Data Collection and Preliminary Site Investigation: The Consultant will visit the site to observe and verify existing civil, urban design, and landscape features and document changes in existing site features between 2018 and present.

13.2. Civil Predesign Analysis: The Consultant shall review the existing trail alignment, profile, cross section, design elements, civil details, and design documents prepared by others. Where changed site conditions or new design criteria will result in revisions or alterations to the original basis of design, the Consultant will document these issues in a design memorandum for discussion and resolution with the City prior to initiating 30%

design work.

The Consultant team will use the preliminary layout. This scope and fee has assumed 200 lf of alignment revisions if necessary to minimize geotechnical, hydrologic, and permitting impacts. The revised alignment will be developed in collaboration with the City and focus on locations where changes would be beneficial to the project in terms of reduced costs, addressing permitting constraint, improving the project delivery schedule, and/or meeting the changing design criteria of the project since the 2018 design.

13.3. The Consultant shall compile the existing 2018 CAD drawings and files prepared by others including proposed alignment, proposed planimetrics (i.e. proposed polylines, symbols, hatching), and drawing details into Civil 3D.

13.4. Prepare Preliminary Trail layout for the Palermo Segment.

13.5. The Consultant shall use the preliminary plans that were already been completed to prepare the 60% plans. . Vertical grading associated with intersections and curb ramps will be developed. Cut and fill embankment lines, or retaining walls where needed, will be shown. It is anticipated that the 60% plans will include the following:

- ❑ Cover Sheet (1 sheet)
- ❑ Legend and Abbreviations (1 sheet)
- ❑ Alignment Plan and Survey Control (6 sheets)
- ❑ Existing Condition Plans (6 sheets)
- ❑ Site Preparation and TESC Plans (6 sheets)
- ❑ Construction Staging and Access Plans (12 sheets)
- ❑ Trail Plans and Profiles (12 sheets)
- ❑ Trail Typical Cross Sections (3 sheets)
- ❑ Trail General Notes and Details (1 sheet)
- ❑ Bridge Plans (Prepared under separate task) (10 sheets)
- ❑ Retaining Wall & Railing Plans (8 sheets)
- ❑ Stormwater Conveyance and Relocation Plan and Profiles (6 sheets)
- ❑ Utility Relocation Plan (Wet and Dry Utilities) (Prepared under separate task) (8 sheets)
- ❑ Urban Design Plans (6 sheets)
- ❑ Urban Trail Details (2018 Preliminary Design LOE - Kiosks, Trail Nodes, Wayfinding) (8 sheets)
- ❑ Irrigation Relocation Plan (6 sheets)
- ❑ Landscape and Restoration Plans (6 sheets)
- ❑ Landscape and Restoration Plant Schedule (3 sheets)

13.6. The Consultant shall prepare a construction cost estimate based on the 60% plans.

13.7. The Consultant shall prepare special provisions for the 60% submittal based on the most current WSDOT Standard Specifications and GSPs as well as applicable AWWA GSPs. The 60% specifications will cover Divisions 2-9 Bid items measure and payment only.

13.8. The Consultant shall provide internal quality assurance/quality control (QA/QC) review of all deliverables prior to submittal.

Task 13 Assumptions:

- *No significant changes to the alignments or vertical profile will be required for the 60% design.*

- *The City will provide boilerplate specifications and GSPs or a sample specifications document as a basis for the project specifications.*

Task 13 Deliverables:

- *60% Plans (Electronic PDF)*
- *60% Construction Cost Estimate (Electronic PDF)*
- *60% Special Provisions (Div 2-9 Bid Items)*

14. Task 14 – Final Design

14.1. The Consultant shall incorporate City and stakeholder comments received during the 60% plan review. It is anticipated that the 90% plans will include the following:

- ❑ Cover Sheet (1 sheet)
- ❑ Legend and Abbreviations (1 sheet)
- ❑ Alignment Plan and Survey Control (6 sheets)
- ❑ Existing Condition Plans (6 sheets)
- ❑ Site Preparation and TESC Plans (6 sheets)
- ❑ Construction Staging and Access Plans (12 sheets)
- ❑ Trail Plans and Profiles (12 sheets)
- ❑ Trail Typical Cross Sections (3 sheets)
- ❑ Trail General Notes and Details (1 sheet)
- ❑ Bridge Plans (Prepared under separate task) (10 sheets)
- ❑ Retaining Wall & Railing Plans (8 sheets)
- ❑ Stormwater Conveyance and Relocation Plan and Profiles (6 sheets)
- ❑ Stormwater Details (2 sheets)
- ❑ Utility Relocation Plan (Wet and Dry Utilities) (Prepared under separate task) (5 sheets)
- ❑ Utility Details (Prepared under separate task) (3 sheets)
- ❑ Urban Design Plans (6 sheets)
- ❑ Urban Trail Details (2018 Preliminary Design LOE - Kiosks, Trail Nodes, Wayfinding) (8 sheets)
- ❑ Irrigation Relocation Plan & Details (10 sheets)
- ❑ Landscape and Restoration Plans (6 sheets)
- ❑ Landscape and Restoration Plant Schedule (3 sheets)
- ❑ Traffic Control Plans (Local funding layout approval) – (5 sheets)

14.2. The Consultant shall prepare a construction cost estimate based on the 90% plans.

14.3. The 90% specifications will include Divisions 1-9. The Consultant shall update the 60% special provisions based on review comments from the City. The most current WSDOT Standard Specifications and GSPs will be included as well as the applicable AWPAs GSPs.

14.4. The Consultant shall incorporate City and stakeholder comments received during the 90% plan review. It is anticipated that the 100% plans will include the same sheet count as the 90% plans.

14.5. The Consultant shall prepare a construction cost estimate based on the 100% Draft Bid plans.

14.6. The Consultant shall update the 90% contract specifications for the 100% (Draft Bid) submittal based on the most current WSDOT Standard Specifications and City GSPs and

comments provided by the City. The Consultant shall prepare the Bid item proposal sheets following City preferred layout for the Contract front end documentation.

14.7. The Consultant shall provide internal quality assurance/quality control (QA/QC) review of all deliverables prior to submittal.

14.8. The Consultant shall prepare final supporting documentation needed for the City Planning Dept land use Permits.

14.9. The Consultant will address comments from City and prepare complete Bid Documents (Plans, Specifications, and Construction Cost Estimate) stamped and signed by a licensed Professional Engineer, for advertisement.

Task 14 Assumptions:

- *No significant changes to the alignments or vertical profile will be required for the 90% design.*
- *The City will provide a contract documents boiler plate or sample specifications (in MS Word) if contract documents are to be included in the 90% Specifications.*
- *The Consultant shall prepare and complete the 100% PS&E submittal for City approval at direction of City after the environmental permitting documents have been approved.*
- *The City will provide the front end contract documentation for incorporation into the contract specifications and bid package.*

Task 14 Deliverables:

- *90% Plans (Electronic PDF)*
- *90% Construction Cost Estimate (Electronic PDF)*
- *90% Special Provisions (Div 1-9)*
- *100% Plans (Electronic PDF)*
- *100% Construction Cost Estimate (Electronic PDF)*
- *100% Specifications (Electronic PDF)*
- *Bid Document Plans (Electronic PDF)*
- *Bid Document Construction Cost Estimate (Electronic PDF)*
- *Bid Document Specifications (Electronic PDF)*

15. Task 15 – Utility Design (DEA)

This task includes the identification, evaluation, and design of relocations for City-owned utilities impacted by the proposed trail design. The Consultant will develop relocation plans to accommodate utility conflicts, address shallow bedrock constraints, coordinate with retaining wall design, and maintain uninterrupted service through construction sequencing. Work includes relocations for two 16-inch sanitary sewer force mains, and reclaimed water air/vacuum release valves.

Scope of Utility Relocation Work

- Two 16-inch Sanitary Sewer Force Mains
 - STA 2+50 to STA 6+50 (Segment A2)
 - STA 8+20 to STA 8+65 (Segment A2)
- Reclaimed Water Infrastructure – Air/Vacuum Release Valves and Vaults
 - Near STA 11+75 (Segment B)
 - Near STA 14+75 (Segment B)

15.1. Civil Predesign Analysis:

Before initiating utility relocation design, the Consultant will conduct a civil predesign evaluation of the proposed trail alignment and related infrastructure components to identify areas requiring updates due to changed site conditions, revised criteria, or new project goals.

Activities include:

- Review of the proposed trail alignment, vertical profile, typical sections, civil details, and supporting design documentation prepared by others.
- Identification of discrepancies, outdated standards, or constructability challenges that may affect utility relocation or require revision to the original basis of design.
- Preparation of a design memorandum summarizing proposed changes and recommendations for discussion and resolution with the City prior to starting the 30% utility relocation design.

Alternative Alignment Development:

- Review the utility conflicts of up to two (2) horizontal trail corridor alignment alternatives in addition to the proposed alignment.
- For each alternative alignment, develop an associated vertical profile of the utilities along the trail.
- Present alignment and profile alternatives to the City for review and input. The City will select the preferred alignment and profile (if applicable) to be advanced into 30% design.

15.2. 30% Design:

The Consultant shall begin the design phase by compiling and reviewing all available utility records and conducting field verification of City-owned utilities. The Consultant will confirm existing and proposed alignments and incorporate verified utility data into project base mapping.

As part of the 30% design development, the Consultant shall provide supplemental quantities based on minimal modifications to the preferred alignment selected by the City. These quantities will reflect anticipated construction elements associated with utility relocations and adjacent civil features. The 30% plans will emphasize:

- Proposed horizontal trail alignment and locations of improvements
- Approximate heights and locations of retaining walls
- General layout of elevated structures
- Limits of disturbance and restoration
- Basic construction notes and standard details
- A preliminary vertical trail profile and typical trail cross sections

It is anticipated that the supplemental quantities for the 30% plans will include the following (approximate sheet count provided; integration with SCJ plan set as applicable):

- ☐ Cover Sheet (integration with SCJ plan set)
- ☐ Legend and Abbreviations (integration with SCJ plan set)
- ☐ Sheet Index, Alignment Plan, and Survey Control (integration with SCJ plan set)
- ☐ Site Preparation and TESC Plans (integration with SCJ plan set)
- ☐ Utility Relocation Plans (Preliminary Identification Only) 5 pages

15.3. 30% Quantity Takeoff and OPCC

The Consultant shall provide supplemental quantities for the 30% design level cost estimate prepared in Task 13.

15.4. 60% Design:

At the 60% design stage, the Consultant shall refine utility relocation plans based on City's feedback received during the 30% submittal review. The Consultant will finalize utility conflict resolutions and further develop design elements to support integration with the evolving trail, retaining wall, and civil grading plans.

Key design development activities will include:

- Incorporation of City comments
- Finalization of alignment shifts and vertical adjustments
- Bracing and structural support design for utilities beneath proposed retaining walls such as utility sleeves (in coordination with the geotechnical engineer)
- Layout and sizing of utility sleeves for trail crossings and wall penetrations
- Coordination with SCJ to ensure consistency across the plan set

It is anticipated that the supplemental quantities for the 60% plans will include the following (approximate sheet count provided; integration with SCJ plan set as applicable):

- ☐ Cover Sheet (integration with SCJ plan set)
- ☐ Legend and Abbreviations (integration with SCJ plan set)
- ☐ Sheet Index, Alignment Plan, and Survey Control (integration with SCJ plan set)
- ☐ Site Preparation and TESC Plans (integration with SCJ plan set)
- ☐ Construction Staging and Access Plans (integration with SCJ plan set)
- ☐ Utility Relocation Plans and Profiles (Wet and Dry Utilities) and Details 8 pages

15.5. 60% Quantity Takeoff and OPCC

The Consultant shall provide supplemental quantities for the construction cost estimate based on the 60% plans prepared in Task 14.

15.6. 60% Technical Specifications

The Consultant shall provide supplemental special provisions for the 60% submittal prepared in Task 14. The 60% specifications will cover Divisions 2-9 Bid items measure and payment only.

15.7. 90% Design:

The Consultant shall incorporate City's comments received during the 60% plan review. It is anticipated that the supplemental quantities for the 90% plans will include the following (approximate sheet count provided; integration with SCJ plan set as applicable):

- ☐ Cover Sheet (integration with SCJ plan set)
- ☐ Legend and Abbreviations (integration with SCJ plan set)
- ☐ Sheet Index, Alignment Plan, and Survey Control (integration with SCJ plan set)
- ☐ Site Preparation and TESC Plans (integration with SCJ plan set)

- ❑ Construction Staging and Access Plans (integration with SCJ plan set)
- ❑ Utility Relocation Plans and Profiles (Wet and Dry Utilities) 5 pages
- ❑ Utility Details 3 pages

15.8. 90% Quantity Takeoff and OPCC

The Consultant shall provide supplemental quantities for the construction cost estimate based on the 90% plans prepared in Task 15.

15.9. 90% Technical Specifications

The 90% specifications will include Divisions 1-9. the Consultant shall update the supplemental 60% special provisions based on review comments from the City.

15.10. 90% Review Comments and Responses

The Consultant shall incorporate City and stakeholder comments received during the 90% plan review. It is anticipated that the supplemental quantities for the 100% plans will include the same sheet count as the 90% plans.

15.11. Final Engineer's Estimate

The Consultant shall provide supplemental quantities for the construction cost estimate based on the 100% Draft Bid plans prepared in Task 15.

15.12. Final Technical Specifications

The Consultant shall update the supplemental 90% contract specifications for the 100% (Draft Bid) submittal based on the most current WSDOT Standard Specifications and City GSPs and comments provided by the City. The Consultant shall prepare the Bid item proposal sheets following City preferred layout for the Contract front end documentation.

15.13. Permitting Support

The Consultant shall prepare final supporting documentation needed for the City Planning Dept land use Permits.

15.14. Final PS&E – Bid Ready Package

The Consultant will address comments from City and prepare complete Bid Documents (Plans, Specifications, and Construction Cost Estimate) stamped and signed by a licensed Professional Engineer, for advertisement.

15.15. Bid Support

The Consultant shall provide bid assistance including:

- Prepare addenda as requested by the City. It is assumed that two (2) addenda will be prepared.
- Respond to bidder questions relayed through the City.

Task 17 Assumptions:

- *The 30% alignment, vertical profiles and other design elements will match closely with the provided alignment, vertical design, and design elements of the 2018 preliminary design except as required to meet current design criteria.*
- *Significant changes to the existing design may require an amendment to the scope before*

the 30% design begins.

- *The approved 30% layout design will become the basis for subsequent plans, specifications, and estimates, as well as the preliminary environmental documentation.*
- *No significant changes to the alignments or vertical profile will be required for the 60% design.*
- *The City will provide boilerplate specifications and GSPs or a sample specifications document as a basis for the project specifications.*
- *No significant changes to the alignments or vertical profile will be required for the 90% design.*
- *The City will provide a contract documents boiler plate or sample specifications (in MS Word) if contract documents are to be included in the 90% Specifications.*
- *The Consultant shall prepare and complete the 100% PS&E submittal for City approval at direction of City after the environmental permitting documents have been approved.*
- *The City will provide the front end contract documentation for incorporation into the contract specifications and bid package.*

Task 17 Deliverables:

- *30% Plans (PDF)*
- *60% Plans (Electronic PDF)*
- *90% Plans (Electronic PDF)*
- *100% Plans (Electronic PDF)*
- *Bid Document Plans (Electronic PDF)*

16. Task 16 – Bid Assistance

16.1. The Consultant shall provide bid assistance including:

- Prepare addenda as requested by the City. It is assumed that two (2) addenda will be prepared.
- Respond to bidder questions relayed through the City.

16.2. The Consultant will provide the City with an electronic copy of conformed set of Bid Plan sheets and specifications. The Consultant will incorporate any addendums that result to sheet or specification revisions. This supports the project to start construction with clean sheet and specification documents without any revision clouds may result from addendums and/or bidder questions that result in changes to the bid set.

Task 18 Assumptions:

- *The City shall prepare coordinate AD date and submit documents to BXWA and Newspapers, conduct bid opening, complete reference checks, compile bid tabulations, and work with WSDOT, grant lead agency, for construction obligation and award to Contractor.*

Task 18 Deliverables:

- *Responses for 2 rounds of Contractor questions during bidding and associated addendums as required (assumed 2 addenda)*
- *Conformed Bid Document Plans and Specifications (Electronic PDF)*

F. Management Reserve

Included in this Contract's Management Reserve includes, but is not limited to:

- Modified or additional design elements incorporated into the project after the predesign analysis and initial stakeholder outreach efforts.
- Right-of-way and temporary construction easement services.

- Sewer, water, joint utility trench design services.
- Illumination and/or traffic signal modification design services.
- Supplemental survey and base mapping not included in Task 2.
- Grant funding assistance.
- Construction services, such as design support during construction, construction management, inspection, construction surveying and staking, record drawings, or as-built preparation

At the time these services are required, the Consultant will provide a detailed scope of work and an estimate of cost. The above activities will require written authorization from City to access management reserve funds. The Consultant shall not proceed with additional work until the City has authorized the work and issued a notice to proceed.

Additional Services

The City of Tumwater may require other services of the Consultant. These services could include additional design, right of way, utility potholing, environmental documentation, geotechnical exploration, or other work tasks not included in the scope of work. At the time these services are required, the Consultant will provide the City with a detailed scope of work and an hour and fee estimate. These services will be authorized under a future contract supplement, if necessary. The Consultant will not proceed with the work until the City has authorized the work and issued a Notice to Proceed.

David Evans and Associates, Inc.

Project Fee Estimate
Deschutes Valley Trail (Segments A2, B, D, Palermo Spur)
City of Tumwater

Project Number TBD
Date 8/29/2025
Prepared By NDV/RCLA

Estimated DEA Labor - Civil Engineering, Surveying and Environmental Services
Personnel Positions and Approximate Hourly Billing Rates

Task/Subtask ⁽¹⁾			Personnel Positions and Approximate Hourly Billing Rates																				DEA Labor		Total - w/ Expenses and Subs.		
			Project Manager	QAQC	Senior Project Engineer	Project Engineer	Designer	CAD/GIS Technician	Survey Manager	Project Surveyor IV	Project Surveyor II	Office Survey Technician VI	Office Survey Technician V	Two Person Survey Crew	Survey Project Coordinator	Environmental Manager	Environmental Scientist IV	Environmental Scientist III	Landscape Architect	Landscape Designer	GIS Analyst IV	Project Accountant IV	Project Accountant II	Project Coordinator II		Total Hours	Total Estimated Fee
Fully Burdened Rate			\$235.03	\$275.97	\$235.03	\$180.44	\$130.40	\$165.28	\$226.47	\$208.58	\$201.49	\$167.34	\$146.11	\$258.80	\$134.28	\$221.38	\$159.21	\$133.43	\$218.35	\$139.50	\$166.79	\$157.70	\$105.78	\$121.30			
2		Topographic Survey and Right of Way Mapping Mapping																							368	\$79,599	\$79,848
	2.1	Survey Update only to scoped items	1	2				40	14		48	40	124	10											279	\$60,077	
	2.2	Additional Survey if needed	1						10		8	20	50												89	\$19,522	
8		Environmental Compliance and Permitting																							778	\$128,782	\$130,912
	8.1	Data Collection and Preliminary Site Investigation	1												8	36	48			8					101	\$15,477	
	8.2	Mazama Pocket Gopher (MPG) Screening Survey	1												22		20								43	\$7,774	
	8.3	Environmental Meetings and Coordination	1												20		20								41	\$7,331	
	8.4	Critical Area, Habitat Management Report and Mitigation Plan	1	1											4	80	24			8			8	126	\$19,641		
	8.5	Mitigation Feasibility Assessment	1	1											8	60	32	4	12	4			2	124	\$19,562		
	8.6	Mitigation Design	1	1											12	4		125	200					343	\$58,998		
12		Utility Coordination																							256	\$52,714	\$53,073
	12.1	Task Management	100	4																	10	16	20	150	\$30,302		
	12.2	Utility Provider Notification and Communication	1		8																				9	\$2,115	
	12.3	Utility Research and Identification		1	16																				17	\$4,036	
	12.4	Identifying Potential Utility Conflicts		1	8																				9	\$2,156	
	12.5	Utility Conflict Coordination	1		4																				5	\$1,175	
	12.6	Utility Relocation Design and Planning	1	2	8	20		20																	51	\$9,581	
	12.7	Permitting and Approvals	1		4																				5	\$1,175	
	12.8	Document Management	1	1	4	4																			10	\$2,173	
17		Utility Design																							436	\$77,738	\$77,850
	17.1	60% Design	4	2	20	40	40	80																	186	\$31,848	
	17.2	60% Quantity Takeoff and OPCC	1	1	2	4	4																		12	\$2,224	
	17.3	60% Technical Specifications	1	1	4	16																			22	\$4,338	
	17.4	90% Design	4	2	10	30	30	40																	116	\$19,779	
	17.5	90% Quantity Takeoff and OPCC	1	1	2	4	4																		12	\$2,224	
	17.6	90% Technical Specifications	2	1	4	8																			15	\$3,130	
	17.7	90% Review Comments and Responses	2	2	4	8		20																	36	\$6,711	
	17.8	Final Engineer's Estimate	1		1	2																			4	\$831	
	17.9	Final Technical Specifications	1		2	2																			5	\$1,066	
	17.10	Permitting Support	1		2	2																			5	\$1,066	
	17.11	Final PS&E - Bid Ready Package	2		2	2		4																	10	\$1,962	
	17.12	Bid Support	1		4	4		4																	13	\$2,558	

Task/Subtask (1)			Personnel Positions and Approximate Hourly Billing Rates																			DEA Labor		Total - w/ Expenses and Subs.			
			Project Manager	QAQC	Senior Project Engineer	Project Engineer	Designer	CAD/GIS Technician	Survey Manager	Project Surveyor IV	Project Surveyor II	Office Survey Technician VI	Office Survey Technician V	Two Person Survey Crew	Survey Project Coordinator	Environmental Manager	Environmental Scientist IV	Environmental Scientist III	Landscape Architect	Landscape Designer	GIS Analyst IV	Project Accountant IV	Project Accountant II		Project Coordinator II	Total Hours	Total Estimated Fee
Fully Burdened Rate			\$235.03	\$275.97	\$235.03	\$180.44	\$130.40	\$165.28	\$226.47	\$208.58	\$201.49	\$167.34	\$146.11	\$258.80	\$134.28	\$221.38	\$159.21	\$133.43	\$218.35	\$139.50	\$166.79	\$157.70	\$105.78	\$121.30			
	17.13	Unanticipated Work																						0	\$0		
Total			134	24	109	146	78	168	40	24	0	56	60	174	10	74	180	144	129	212	20	10	16	30	1838	\$338,833	\$341,684

Estimated Direct Expenses	
Mileage & Other Expenses	\$2,850
Subconsultants	\$0
Total Expenses	\$2,850

Project Fee Estimate Summary and Total	
Total Estimated Labor	\$338,833
Total Estimated Expenses	\$2,850
Total Fee Estimate	\$341,684

Notes and Assumptions:

(1) See detailed Scope of Work dated 8/29/2025.

(2) All hours and expenses are estimated, and may be increased or decreased within the total budget limit at the discretion of DEA's project manager. The DEA project manager may transfer budget from estimated expenses to labor and vice versa, as the project manager may determine as appropriate. Work will be billed on a time and expense basis, subject to the limit of the not-to-exceed Total Fee Estimate value.

(3) Client shall be responsible for direct payment of all permit, agency review, advertisement, service or other project expenses not expressly included in the Project Fee Estimate and/or Scope of Work.

CONSULTANT FEE COMPUTATION WORKSHEET

Project Name:	Deschutes Valley Trail (Segments A2, B, D, Palermo Spur)
Project Number:	
Consultant:	David Evans and Associates, Inc.
Estimated Design Fee:	\$341,684
Prepared By:	NDV/RCLA

Fee Computation

Factor	Rate		Weight	Value
Degree of Risk	0.26	X	25	6.50
Relative Difficulty of Work	0.30	X	20	6.00
Size of Job	0.26	X	15	3.90
Period of Performance	0.32	X	15	4.80
Assistance by the Agency	0.32	X	15	4.80
Negotiated Fee (% of DSC)			100	26.00 %

Note: See Instructions for factor descriptions and rate guidelines

Multiplier Computation

Component	Multiplier
Labor (DSC)	1.00
Overhead (OH)	1.7726
Fee	0.26
Total Multiplier (DSC+OH+Fee)	3.032600

Exhibit D

Prime Consultant Cost Computations

Project Name: Deschutes Valley Trail (Segments A2, B, D, Palermo Spur)
 Project Number: TBD
 Consultant: David Evans and Associates, Inc.

NEGOTIATED HOURLY RATES

		Survey I		Overhead	Profit	Total Hourly	
Name	Classification	Hours	DSC	177.26%	26%	Rate	Total
Tucker Collins	Project Engineer	146	\$59.50	\$105.47	\$15.47	\$180.44	\$26,344
William (Billy) Gibbs	Designer	78	\$43.00	\$76.22	\$11.18	\$130.40	\$10,171
Josh Korakis	CAD/GIS Technician	168	\$54.50	\$96.61	\$14.17	\$165.28	\$27,766
Ken McAfee	Survey Manager	40	\$74.68	\$132.38	\$19.42	\$226.47	\$9,059
Rynea Edwards	Project Surveyor IV	24	\$68.78	\$121.92	\$17.88	\$208.58	\$5,006
Adam Lawson	Project Surveyor II		\$66.44	\$117.77	\$17.27	\$201.49	
Bobby Johnson	Office Survey Technician VI	56	\$55.18	\$97.81	\$14.35	\$167.34	\$9,371
Jay Dunn	Office Survey Technician V	60	\$48.18	\$85.40	\$12.53	\$146.11	\$8,767
Survey Crew - DVT	Two Person Survey Crew	174	\$85.34	\$151.27	\$22.19	\$258.80	\$45,032
Diana Gramling	Survey Project Coordinator	10	\$44.28	\$78.49	\$11.51	\$134.28	\$1,343
Gray Rand	Environmental Manager	74	\$73.00	\$129.40	\$18.98	\$221.38	\$16,382
Rick Pratt	Environmental Scientist IV	180	\$52.50	\$93.06	\$13.65	\$159.21	\$28,658
MaKenna Lindberg	Environmental Scientist III	144	\$44.00	\$77.99	\$11.44	\$133.43	\$19,215
Jonathan Gage	Landscape Architect	129	\$72.00	\$127.63	\$18.72	\$218.35	\$28,167
Rachel Wells	Landscape Designer	212	\$46.00	\$81.54	\$11.96	\$139.50	\$29,574
Sara Gilbert	GIS Analyst IV	20	\$55.00	\$97.49	\$14.30	\$166.79	\$3,336
Vickie Elwell	Project Accountant IV	10	\$52.00	\$92.18	\$13.52	\$157.70	\$1,577
Tiffany Lynch	Project Accountant II	16	\$34.88	\$61.83	\$9.07	\$105.78	\$1,692
Olivia Werdal	Project Coordinator II	30	\$40.00	\$70.90	\$10.40	\$121.30	\$3,639
Subtotal:		1,838					\$338,834
REIMBURSABLES							
Mileage							\$1,420
Title Report							
Lodging and Meals							\$1,300
Markup on Expenses - 10%							\$130
Subtotal:							\$2,850
SUBCONSULTANT COSTS							
APS - Utility Pothole							
APS - Utility Locate							
Markup on Subconsultants - 10%							

TOTAL

\$341,684

Northwest Hydraulic Consultants Inc.
12787 Gateway Drive S.
Seattle, WA 98168
Tel. (206) 241-6000
Fax (206) 439-2420

Estimate of Professional Services

Prepared for: SCJ Alliance
Project: Deschutes Valley Trail (Seg. A2,B,D,&P.Spur)
Date: 08/11/2025
Project #: P02010047
Prepared By: P. Brooks

Labor Detail

TASK DESCRIPTION		Staff Hours						Totals
		Principal	Sr. Eng. 1	Eng./Sci. 1	Jr. Engineer/Scientist	GIS Analyst 1	Sr. Tech. Ed./Sr. Admin.	
5	Hydraulics and Hydrology Services							
5.1	Project Management	6	19				2	\$2,200
5.2	Preliminary Site Investigation	1	2	20	20	4		\$2,552
5.3	Hydrologic Analysis		1		2			\$169
5.4	Hydraulic Analysis	6	20		84			\$5,944
5.5	Scour Analysis	11	38	8	100	0	3	\$9,207
5.6	Permit Support	2	6		16	16		\$2,272
Total Hours		26	86	28	222	20	5	
Direct Rate (\$/hr)		99.75	78.75	58.80	44.89	55.13	52.50	
SUBTOTAL(LABOR)								\$22,343
OVERHEAD AT 198.39%								\$44,326
FEE AT 26.0%								\$5,809
TOTAL (COST PLUS FIXED FEE)								\$72,479

Direct Expense Detail

	Units	Rate	Cost
Mileage	120	\$0.700	\$84
TOTAL DIRECT EXPENSES			\$84

Cost Summary

Total Labor	\$72,479
Total Direct Expenses	\$84
TOTAL COST	\$72,563

Table 1
Budget Breakdown
Geotechnical Services
DVT Segments A2, B, D, and Palermo Spur
Tumwater, Washington

Scope Items	Principal Engineer	Senior Engineer	Technician	Assistant Project Manager	Totals	Total Labor Costs
LABOR						
Geotechnical Engineering						
Project Management and Administration	12	24		12	48	\$7,948
Fieldwork Preparation, Fieldwork, and Groundwater Monitoring	8	120	56		184	\$25,886
Geotechnical Analysis	20	160			180	\$30,514
Draft and Final Report, Plan Review, Data Report	20	40	12	8	80	\$12,630
Contingency - Additional Drilling Fieldwork/PM/Engineering/Reporting	40	60	20	4	124	\$20,072
					0	
Total Base Hours	60	344	68	20	492	\$76,978
Total Contingency Hours	40	60	20	4	124	\$20,072
Rate by Position	\$201.06	\$165.58	\$78.72	\$130.08		
Total - Base Labor Cost	\$12,064	\$56,960	\$5,353	\$2,602	\$76,978	
Total - Contingency Labor Cost	\$8,042	\$9,935	\$1,574	\$520	\$20,072	
SUBCONTRACTED SERVICES AND EXPENSES						
Drilling Subcontractor					\$39,629	
Private Utility Locator					\$1,117	
Traffic Control Services					\$1,827	
Excavating Subcontractor					\$2,538	
Pressure Transducer Rental					\$3,600	
Geophysics Subconsultant					\$3,045	
Geotechnical Laboratory Testing					\$5,400	
Contingency - Additional Drilling and Lab Testing					\$15,634	
Contingency - Environmental Sampling and Testing for Palermo Spur Borings					\$5,000	
Contingency - Foul Weather Drill Access					\$4,800	
Total - Base Direct Costs					\$57,155	
Total - Contingency Direct Costs					\$25,434	
					TOTAL	
Base Total (without Contingencies)					\$134,132	
Total with Contingency Costs					\$179,638	

Note: Subcontractor/Subconsultant costs include a 1.5 percent markup.



Deschutes Valley Trail - Segment A2, B, D, Palermo

Structural Engineering

	Principal	Senior Project Engineer	Project Engineer	Design Engineer	Task Cost
Direct Salary:	\$78.00	\$65.00	\$50.00	\$40.00	
Indirect Cost Rate (197.81%):	\$154.29	\$128.58	\$98.91	\$79.12	
Profit (26.00%):	\$20.28	\$16.90	\$13.00	\$10.40	
Total Rate:	\$252.57	\$210.48	\$161.91	\$129.52	

Task 4 - Structural Engineering

4.1 Project Admin and Management	24		16		\$8,652
4.2 Public Outreach	4		4		\$1,658
4.3 Review Existing Data	16		16		\$6,632
4.4 Conceptual Design Retaining Walls	0		0		\$0
4.5 Conceptual Design Bridges	24		48		\$13,833
4.6 Final Design Retaining Walls					\$0
60% Submittal	16		24		\$7,927
90% Submittal	12		24		\$6,917
Final Submittal	12		24		\$6,917
4.7 Final Design Bridges					\$0
30% Submittal	40		80		\$23,055
60% Submittal	64		24		\$20,050
90% Submittal	40		80		\$23,055
Final Submittal	24		48		\$13,833
4.8 Final Design Trail Features					\$0
60% Submittal	24		40		\$12,538
90% Submittal	16		32		\$9,222
Final Submittal	16		32		\$9,222
4.9 Bid Assistance	12		8		\$4,326
Subtotal	320	0	484	0	\$159,185

Direct Costs

Mileage	\$0.00
Subconsultants	\$0.00

Total Direct Costs **\$0**

Total Structural Services **\$159,185**



1800 NW Upshur Street, Suite 100
Portland, Oregon 97209
Tel 503.224.0333 Fax 503.224.1851
www.swca.com

August 6, 2025

Patrick Holm
SCJ Alliance
1201 Third Ave, Suite 550
Seattle, WA 98101

Submitted via email: Patrick Holm patrick.holm@scjalliance.com

Re: Cultural Resources Services for the Tumwater Deschutes Valley Trail Project Segments A2, B, D, Palermo Spur, Thurston County, Washington

Dear Patrick Holm:

SWCA Environmental Consultants (SWCA) is pleased to submit this proposal to Patrick Holm for cultural resources services for the Tumwater Deschutes Valley Trail Project Segments A2, B, D, Palermo Spur. SWCA understands that the City of Tumwater (COT) proposes to complete the design and permitting for construction of a non-motorized trail with a paved surface and gravel shoulders providing access to an undeveloped City right-of-way. This work shall also include The Deschutes Valley Trail Reclaimed Water Extension system as part of the Lacey, Olympia, Tumwater, Tumwater (LOTT) partnership. Because the project is obtaining permitting through the US Army Corps of Engineers it is subject to review under Section 106 of the National Historic Preservation Act. Our proposal includes a scope of work that will provide cultural resources support for the design of Segments A2, B, D, and the Palermo Park Spur and assist US Army Corps of Engineers in meeting their NHPA Section 106 compliance requirements, including consultation support with the Washington State Historic Preservation Office and Tribes.

Thank you for providing us with the opportunity to work with you. If you have any questions or wish to discuss the proposal, please do not hesitate to reach out to me by telephone at (503) 224-4173 or by email at amanda.carroll@swca.com.

Sincerely,

A handwritten signature in blue ink that reads "Amanda J. Carroll". The signature is fluid and cursive, with the first name "Amanda" and last name "Carroll" clearly legible.

Amanda Carroll

Principal Cultural Resources Team Lead
503.224.4173 / amanda.carroll@swca.com

SCOPE OF WORK

The Tumwater Deschutes Valley Trail (DVT) Project Segments A2, B, D, and Palermo Spur ("Project") proposes to complete the design and permitting for construction of a non-motorized trail with a paved surface and gravel shoulders providing access to an undeveloped City right of way. The overall project starts at the recently completed DVT Segment A1 at the Brewery Park and extends over 2 miles southeast terminating at Pioneer Park. Segments A2, B, D, and Palermo Spur ("Project") will start at the Tumwater Brewery Park parking lot and terminate in Pioneer Park. The length along the segments are as follows: A2 equals 1,090 LF; B equals 2,220 LF; D equals 1,630 LF and the Palermo Spur equals 1,775. All segments will have a 10 ft wide asphalt surface and 1-to-2-foot gravel shoulders.

The purpose of this scope is to conduct cultural resources analyses needed to comply with Section 106 of the National Historic Preservation Act. The analyses will supplement and extend previous analyses completed by SWCA (Shantry and Piper 2012) and SWCA (Hannum and Shantray 2017).

This work shall also include The Deschutes Valley Trail Reclaimed Water Extension system as part of the Lacey, Olympia, Tumwater, Tumwater (LOTT) partnership. This extension system will be an 18" diameter reclaimed water main and will extend the portion that runs through Segment C starting at the Booster Station within the Valley Golf Course and runs to the Deschutes Valley Park Trail Spur. This main line is approximately 4,000 LF in length and shall parallel the trail alignment.

TASK 1: PROJECT MANAGEMENT, SECTION 106 REGULATORY ASSISTANCE AND CLIENT COORDINATION

The requirement for a permit from the US Army Corps of Engineers subjects the project to compliance with Section 106 of the National Historic Preservation Act. Under Section 106, USACE must consider the effects of the project on historic properties. The USACE follows the Appendix C process, meaning that it does not initiate Section 106 consultation prior to cultural resources studies. SWCA will prepare project introduction correspondence for the City to submit to SHPO and Affected Tribes (Squaxin Island Tribe, Cowlitz Indian Tribe, Nisqually Indian Tribe, and Confederated Tribes of the Chehalis Reservation) to advise them of the project and future Section 106 consultation under USACE. The correspondence will provide a project description, map of the proposed Area of Potential Effects (APE) for the project, and proposed methods for evaluating potential effects.

TASK 2: BACKGROUND RESEARCH

SWCA will conduct background research of the Segment A2, B, D, and Palermo Spur trail segments, with a main goal to identify the probability for buried archaeological sites to be present within the project area. Research will include a records check at the Department of Archaeology and Historic Preservation's (DAHP) WISAARD database to identify any archaeological sites or historic structures within the project area. Other sources may include available nearby geotechnical data, the University of Washington Libraries, and SWCA's internal library. SWCA previously conducted background research for other segments of the trail, which will form the basis for this work.

TASK 3: ARCHAEOLOGICAL SURVEY

SWCA will conduct archaeological surveys along Segments A2, B, D, and Palermo Spur. Prior to the survey, SWCA will request the completion of a One-Call utility locate in accordance with Washington State law. Archaeological survey shall consist of pedestrian reconnaissance ("surface survey") and excavation of up to 12 shovel probes at previously unprobed locations deemed to be "high probability" for buried archaeological resources by the consultant, based on its observations during the pedestrian reconnaissance. During pedestrian reconnaissance, SWCA will

assess the presence/absence of culturally modified trees (CMTs). Probes will be excavated using a round nosed shovel with spoils screened on to a tarp. Probes will measure 30-40 cm in diameter and extend to 1) 1.0 meter; 2) intact glacial deposits, or 3) until impassable conditions are encountered (whichever comes first). Artifacts (if encountered) will be documented in the field; surface artifacts will be left in place, excavated artifacts will be reburied in the shovel probe from which they originated. Probes will be backfilled upon completion. Up to two archaeological sites will be recorded on a DAHP Archaeological Site Form.

TASK 4. ARCHITECTURAL HISTORY ASSESSMENT

Tumwater Falls Park is older than 50 years and, therefore, meets the minimum age threshold for listing on the National Register of Historic Places and needs to be studied as part of this undertaking for compliance with Section 106 of the NHPA.

SUBTASK 4A. ARCHITECTURAL HISTORY BACKGROUND RESEARCH

SWCA Architectural Historians will conduct a mixture of in-person and digital research on the history of the region and the individual properties located in the APE, specifically those properties located within Tumwater Falls Park. The background research will include a search of online newspaper articles, archival documents, historical maps, photographs, building permits, and other relevant information available from local libraries, historical societies, and a variety of online repositories and databases.

SUBTASK 4B. ARCHITECTURAL SURVEY & DOCUMENTATION

SWCA will conduct an architectural history/built environment survey of the APE, focused on the historic- age properties present. SWCA staff will conduct a Historic Property Inventory (HPI) of the Tumwater Falls Park, document it on a SHPO HPI form, and provide a recommendation regarding its eligibility for listing in the National Register of Historic Places (NRHP), as well as an analysis of potential effects of the project to the park, including any impacts to its historic integrity. The documentation will be conducted and reviewed by our team of architectural historians who meet the Secretary of the Interior's Professional Qualifications Standards for Architectural History and History. All documentation will be prepared in accordance with guidance published by DAHP and the National Park Service.

TASK 5. REPORT

SWCA will prepare a Cultural Resources Report that will meet the reporting standard requirements of DAHP and the Secretary of the Interior and assist in meeting the requirements of the Section 106 review. The report will supplement and extend background research previously prepared by SWCA. In preparing the report, the consultant will review and incorporate, as needed, project designs, maps, descriptions, and existing and new geotechnical borings. The report will provide results of the archaeological survey and HPI, recommendations regarding the NRHP eligibility of cultural resources, and recommendations for any follow-on work. If approved by the city and the USACE, SWCA will submit the final Cultural Resources Report to WISSARD for DAHP review.

TASK 6. INADVERTENT DISCOVERY PLAN

SWCA will prepare an Archaeological Resources Inadvertent Discovery Plan (IDP) for use during project construction. The IDP will contain any special provisions required by USACE

DELIVERABLES

- Draft and final SHPO/Tribal letter and map.
- Draft and final archaeological site forms.
- Draft and final Historic Property Inventory form.

- Draft and final Cultural Resources Assessment Technical Report.
- Draft and final Archaeological Resources Inadvertent Discovery Plan.

COST ESTIMATE

SWCA proposes to complete the scope of work detailed above on a time-and-material, not-to-exceed total of \$47,539.

TASK	NTE AMOUNT
TASK 1: PROJECT MANAGEMENT, SECTION 106 REGULATORY ASSISTANCE AND CLIENT COORDINATION	\$3,249
TASK 2: BACKGROUND RESEARCH	\$3,912
TASK 3: ARCHAEOLOGICAL SURVEY	\$8,445
TASK 4: ARCHITECTURAL HISTORY ASSESSMENT	\$19,036
TASK 5: REPORT	\$10,929
TASK 6: INADVERTENT DISCOVERY PLAN	\$1,968
Total	\$47,539

ASSUMPTIONS

Our cost estimate is based on the following assumptions:

- Up to 12 shovel probes will be excavated. No subsurface site boundary delineation will be necessary.
- USACE will consult with SHPO, Squaxin Island Tribe, Cowlitz Indian Tribe, Nisqually Indian Tribe, and Confederated Tribes of the Chehalis Reservation.
- City will obtain/furnish rights-of-access.
- City will notify Squaxin Island Tribe, Cowlitz Indian Tribe, Nisqually Indian Tribe, and Confederated Tribes of the Chehalis Reservation of the survey and invite representatives to observe the work.
- Up to 2 archaeological sites will be encountered and recorded. CMTs may be recorded as an archaeological site.
- Golf Course will have been recorded and evaluated for NRHP under cultural resources assessment for Segment C.
- Up to one cultural resources technical report will be developed under this scope of work including both archaeological investigation results and architectural history assessment results.
- Up to one inadvertent discovery plan will be developed under this scope of work.
- Up to 1 HPI form will be prepared for Tumwater Falls Park.
- The HPI will be conducted at the Reconnaissance Level, as outlined by DAHP.

- The consultant will review existing and new geotechnical data for the project, but will not conduct archaeological monitoring during new geotechnical investigations.
- City will be allowed one round of review on all draft deliverables.
- Document revisions will require up to 4 hours of SWCA labor to address.
- No mitigation tasks are included in this scope.
- SWCA's ability to conduct fieldwork will be unimpeded by access restrictions (e.g., fences, locked gates, etc.), road construction, wildfires and air quality, landowner restrictions, COVID-related restrictions, or any other factor(s) outside of SWCA's control.
- No artifacts will be collected or curated. If necessary SWCA will collect and prepare artifacts for curation under a new scope of work and for an additional fee.



Standard Rate Schedule



2025 LABOR CATEGORIES AND BILLING RATES

Professional Consulting Services

Cultural Resources
Environmental Resources
Paleontology
Scientific Resources
Planning Resources
Engineering and Special Services

Graphics/Media Production
GIS/CADD Resources
Technical Writing/Editing
Air Quality
Training/Facilitating

Subject Matter Expert IV.....	\$293.00	Specialist VIII.....	\$158.00
Subject Matter Expert III.....	\$268.00	Specialist VII.....	\$147.00
Subject Matter Expert II.....	\$242.00	Specialist VI.....	\$137.00
Subject Matter Expert I.....	\$230.00	Specialist V.....	\$123.00
Specialist XII.....	\$226.00	Specialist IV.....	\$114.00
Specialist XI.....	\$207.00	Specialist III.....	\$104.00
Specialist X.....	\$189.00	Specialist II.....	\$91.00
Specialist IX.....	\$169.00	Specialist I.....	\$77.00

Direct expenses are subject to a 15% administrative markup and subcontractor expenses are subject to a 20% administrative markup. These rates do not apply to depositions or testimonies at administrative hearings and trials. Such activities fall under our Expert Witness rates, which vary by state.

Overtime is invoiced at 1.2 times standard rates.

Per Diem is billed at the then-current GSA rate at time of billing.

Mileage is billed at the then-current IRS mileage rate at time of billing.

Rate Schedule: 2025 Standard Rates

Columns A-E are for internal reference and are outside of the print area for proposals.

Project Budget Summary

Project Name:	Deschutes Segment A2,B,D, Palermo
Project No.:	[Enter Project Number Here]
Annual Rate Escalation:	0%
Project Start (est.):	
Project End (est.):	



															Totals			Phase 01	
															Total All Phases				
LABOR																			
Office	Name	Project Role	Discipline Short	Level Short	Discipline	Level	Rate	Hours	Charge	% of Total Project	% of Labor Hrs	% of Lbr Charge	Hours	Charge					
							\$ -	-	\$ -	0.0%	0.0%	0.0%	-	\$ -					
							\$ -	-	\$ -	0.0%	0.0%	0.0%	-	\$ -					
GEN	General Biller				Accounting - Billing		\$ 104.00	-	\$ -	0.0%	0.0%	0.0%	-	\$ -					
GEN	General Technical Editor				Technical Writer/Editor		\$ 169.00	-	\$ -	0.0%	0.0%	0.0%	-	\$ -					
POR	Carroll, Amanda		CR	S11	Cultural Resources	Specialist XI	\$ 207.00	4.00	\$ 828.00	1.7%	1.3%	1.8%	4.00	\$ 828.00					
POR	Markus, David		CR	S10	Cultural Resources	Specialist X	\$ 189.00	4.00	\$ 756.00	1.6%	1.3%	1.7%	4.00	\$ 756.00					
POR	Mulholland, Meghan		CR	S09	Cultural Resources	Specialist IX	\$ 169.00	48.00	\$ 8,112.00	17.1%	15.7%	17.9%	48.00	\$ 8,112.00					
POR	McIlhannymiller, Katie		CR	S05	Cultural Resources	Specialist V	\$ 123.00	64.00	\$ 7,872.00	16.6%	20.9%	17.4%	64.00	\$ 7,872.00					
POR	Butler, Caele		CR	S06	Cultural Resources	Specialist VI	\$ 137.00	28.00	\$ 3,836.00	8.1%	9.2%	8.5%	28.00	\$ 3,836.00					
POR	Held, Rhiannon		TW	S07	Technical Writer/Editor	Specialist VII	\$ 147.00	8.00	\$ 1,176.00	2.5%	2.6%	2.6%	8.00	\$ 1,176.00					
POR	Chatfield, Catherine		GS	S08	GIS/CADD	Specialist VIII	\$ 158.00	18.00	\$ 2,844.00	6.0%	5.9%	6.3%	18.00	\$ 2,844.00					
POR	Self, Katie		AD	S03	Administration	Specialist II	\$ 104.00	1.00	\$ 104.00	0.2%	0.3%	0.2%	1.00	\$ 104.00					
POR	Vallejo, Ricardo		CR	S04	Cultural Resources	Specialist IV	\$ 114.00	24.00	\$ 2,736.00	5.8%	7.9%	6.0%	24.00	\$ 2,736.00					
	Cook, Dairdre		PC	S06	Project Controls	Specialist VI	\$ 137.00	0.50	\$ 68.50	0.1%	0.2%	0.2%	0.50	\$ 68.50					
SAC	Mark, Trevor		CR	S06	Cultural Resources	Specialist VI	\$ 137.00	40.00	\$ 5,480.00	11.5%	13.1%	12.1%	40.00	\$ 5,480.00					
SLC	Olson, Christina		CR	S09	Cultural Resources	Specialist IX	\$ 169.00	-	\$ -	0.0%	0.0%	0.0%	-	\$ -					
SAC	Herrick, Dan		CR	S12	Cultural Resources	Specialist XII	\$ 226.00	6.00	\$ 1,356.00	2.9%	2.0%	3.0%	6.00	\$ 1,356.00					
SAC	Demarais, LC		CR	S09	Cultural Resources	Specialist IX	\$ 169.00	60.00	\$ 10,140.00	21.3%	19.6%	22.4%	60.00	\$ 10,140.00					
Labor Subtotal								305.50	\$ 45,308.50	95.3%	100.0%		305.50	\$ 45,308.50					
Communication Fee - % of Labor							0%		\$ -	0.0%			\$ -						
Labor Total								305.50	\$ 45,308.50	95.3%			305.50	\$ 45,308.50					
TRAVEL EXPENSES																			
					Description	Unit	Rate	# Units	Charge	% of Total Project				# Units	Charge				
					Car / Full Size Truck Rental Daily	Per Day	70.00	7.00	\$ 490.00	1.0%				7.00	\$ 490.00				
					Car / Full Size Truck Rental Weekly	Per Week	420.00	-	\$ -	0.0%				-	\$ -				
					Car / Full Size Truck Rental Monthly	Monthly	1,680.00	-	\$ -	0.0%				-	\$ -				
					4x4 Truck Daily	Half Ton, Per Day	75.00	-	\$ -	0.0%				-	\$ -				
					4x4 Truck Weekly	Half Ton, Per Week	450.00	-	\$ -	0.0%				-	\$ -				
					4x4 Truck Monthly	Half Ton, Per Month	1,800.00	-	\$ -	0.0%				-	\$ -				
					4x4 Truck Daily	3/4 Ton, Per Day	85.00	-	\$ -	0.0%				-	\$ -				
					4x4 Truck Weekly	3/4 Ton, Per Week	510.00	-	\$ -	0.0%				-	\$ -				
					4x4 Truck Monthly	3/4 Ton, Per Month	2,040.00	-	\$ -	0.0%				-	\$ -				
					4x4 Truck Daily	Full Ton, Per Day	95.00	-	\$ -	0.0%				-	\$ -				
					4x4 Truck Weekly	Full Ton, Per Week	570.00	-	\$ -	0.0%				-	\$ -				
					4x4 Truck Monthly	Full Ton, Per Month	2,280.00	-	\$ -	0.0%				-	\$ -				
					Lodging/Housing	Per Day	175.00	4.00	\$ 700.00	1.5%				4.00	\$ 700.00				
					Mileage	Per Mile	\$ 0.700	-	\$ -	0.0%				-	\$ -				
					Airfare	Rate / Unit or Lump Sum	\$ -	-	\$ -	0.0%				-	\$ -				
					Rental Car Gasoline	Rate / Unit or Lump Sum	\$ 3.20	80.00	\$ 256.00	0.5%				80.00	\$ 256.00				
					Misc.	Rate / Unit or Lump Sum	\$ -	-	\$ -	0.0%				-	\$ -				
					Misc.	Rate / Unit or Lump Sum	\$ -	-	\$ -	0.0%				-	\$ -				
					Misc.	Rate / Unit or Lump Sum	\$ -	-	\$ -	0.0%				-	\$ -				
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					Misc.	Rate / Unit or Lump Sum	\$ -	-	\$ -	0.0%				-	\$ -				
					Misc.	Rate / Unit or Lump Sum	\$ -	-	\$ -	0.0%				-	\$ -				
					Travel Expenses Subtotal				\$ 1,446.00	3.0%					\$ 1,446.00				
					Travel Expenses Markup		15%		\$ 216.90	0.5%					\$ 216.90				
					Per Diem	per day	\$ 68.00	7.00	\$ 476.00	1.0%				7.00	\$ 476.00				
					Travel Expenses Total				\$ 2,138.90	4.5%					\$ 2,138.90				
OTHER EXPENSES																			
					Description	Unit	Rate	# Units	Charge	% of Total Project				# Units	Charge				
					Supplies	Rate / Unit or Lump Sum	\$ -	-	\$ -	0.0%				-	\$ -				
					Copies - B&W (in-house)	Per Copy	\$ 0.10	-	\$ -	0.0%				-	\$ -				
					Copies - Color (in-house)	Per Copy	\$ 1.00	-	\$ -	0.0%				-	\$ -				
					Graphic Plots	Per Plot	\$ -	-	\$ -	0.0%				-	\$ -				
					Permits	Rate / Unit or Lump Sum	\$ -	-	\$ -	0.0%				-	\$ -				
					Postage	Rate / Unit or Lump Sum	\$ -	-	\$ -	0.0%				-	\$ -				
					Arenometer	Per Day	\$ 3.00	-	\$ -	0.0%				-	\$ -				
					Curation	Rate / Unit or Lump Sum	\$ -	-	\$ -	0.0%				-	\$ -				
					Tablet + Geode	Per Day	\$ 40.00	2.00	\$ 80.00	0.2%				2.00	\$ 80.00				
					Records Search	Rate / Unit or Lump Sum	\$ 25.00	-	\$ -	0.0%				-	\$ -				
					Misc.	Rate / Unit or Lump Sum	\$ -	-	\$ -	0.0%				-	\$ -				
					Misc.	Rate / Unit or Lump Sum	\$ -	-	\$ -	0.0%				-	\$ -				
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					Misc.	Rate / Unit or Lump Sum	\$ -	-	\$ -	0.0%				-	\$ -				
					Misc.	Rate / Unit or Lump Sum	\$ -	-	\$ -	0.0%				-	\$ -				
					Misc.</														

TO: City Council
FROM: Matthew Ames, Information Technology Project Manager
DATE: October 7, 2025
SUBJECT: SaaS Cloud Contract Amendment with Tyler Technologies

1) Recommended Action:

Authorize the Mayor to sign the SaaS Cloud Contract Amendment with Tyler Technologies for transferring our On-prem Enterprise Resource Planning system to a cloud hosted solution.

This agreement was recommended for approval on the consent calendar at the September 26, 2025, Budget & Finance Committee meeting.

2) Background:

In 2021, the city began upgrading its primary software for managing key business functions like Finance, Human Resources, Utility Billing, Permitting and Asset Management. The software provider, Tyler Technologies, is now releasing powerful new features, including Artificial Intelligence (AI) tools, that are only available to cloud customers. By moving to the cloud, the city gains access to these modern tools, which will improve efficiency. Staff have confirmed with the provider that migrating now is the most efficient option. It will require less staff time and cause the least disruption to public services compared to delaying the move.

Moving from our on-premise version to the SaaS (Cloud) version was discussed at the September 10, 2024, work session and again at the November 12, 2024, budget workshop #3 and the Budget and Finance Committee on September 26, 2025.

3) Policy Support:

Be fiscally responsible and develop sustainable financial strategies.

4) Alternatives:

☐ Do not sign the agreement.

5) Fiscal Notes:

The original contract for licensing and implementation costs in 2021 was \$891,989, plus annual subscription and maintenance fees. Amendment #1 added \$7,800, and Amendment #2 added \$35,000 to the total cost, bringing the total contract cost to \$934,789.

This Cloud Amendment # 3, was planned and approved through the budget process for the 2025-2026 budget. City of Tumwater currently pays software maintenance and support costs of \$173,662 annually. This amendment adds hosting fees increasing our annual costs to \$352,866.

For 2026 Tyler has agreed to waive the Enterprise Asset Management portion of the fees making our annual cost \$253,030. For 2027 and future years our annual cost will be based on \$352,866 plus that year's annual percentage increase, which is typically 5%.

Year	Subscription Fee	Change from prior year
2025	\$173,662	\$0
2026	\$253,030	\$79,368
2027	\$352,866	\$99,836

6) Attachments:

A. SaaS Cloud Contract Amendment with Tyler Technologies



THIRD AMENDMENT

This third amendment ("Amendment") is effective as of the date of signature of the last party to sign as indicated below ("Amendment Effective Date"), by and between Tyler Technologies, Inc. with offices at One Tyler Drive, Yarmouth, Maine 04096 ("Tyler") and the City of Tumwater, Washington, with offices at 555 Israel Road SW, Tumwater, Washington 98501 ("Client").

WHEREAS, Tyler and Client are parties to an agreement dated November 17, 2021 (collectively with all amendments, the "Agreement"); and

WHEREAS, Tyler and the Client are parties to a first amendment dated January 29, 2024 ("First Amendment"); and

WHEREAS, Tyler and the Client are parties to a second amendment dated May 24, 2024 ("Second Amendment"); and

WHEREAS, Section (I)10 of the initial Agreement states that Agreement may only be modified by a written amendment signed by an authorized representative of each party.

WHEREAS, Tyler and Client desire to amend the terms of the Agreement as provided herein.

NOW THEREFORE, in consideration of the mutual promises hereinafter contained, Tyler and Client agree as follows:

1. The items set forth in the sales quotation attached as Exhibit 1 to this Third Amendment are hereby added to the Agreement as of the first day of the first month following the Third Amendment Effective Date. Payment of fees and costs for such items shall conform to the following terms:
 - a. SaaS Fees.
 - i. SaaS Fees are invoiced annually in advance, beginning on the commencement of the initial term as indicated in Section C(1) of Exhibit 2. Subsequent annual SaaS Fees are invoiced annually in advance of each anniversary thereof. Your fees for each subsequent year will be set at our then-current rates.
 - ii. SaaS fees for the Asset Maintenance Tyler Software are waived for the time period beginning on the commencement of the initial term as indicated in Section C(1) of Exhibit 2 and ending January 1, 2027.
 - b. Unless otherwise provided herein, services identified at Exhibit 1 and added to the Agreement pursuant to this Amendment, along with applicable expenses, shall be invoiced as provided and/or incurred.
2. We will host the Tyler Software in accordance with the terms and conditions set forth in the

SaaS Services Exhibit, attached hereto as Exhibit 2, and the Service Level Agreement, attached hereto as Schedule 1 to Exhibit 2.

3. This Amendment shall be governed by and construed in accordance with the terms and conditions of the Agreement.
4. Except as expressly indicated in this Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the dates set forth below.

Tyler Technologies, Inc.

City of Tumwater, Washington

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



Exhibit 1

Amendment Investment Summary

The following Amendment Investment Summary details the software, products, and services to be delivered by us to you under the Agreement. This Amendment Investment Summary is effective as of the Amendment Effective Date, despite any expiration date in the Amendment Investment Summary that may have lapsed as of the Amendment Effective Date.

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Quoted By: Christina Young
 Quote Expiration: 06/30/25
 Quote Name: Tumwater-ERP-SaaS Flip - 2025

SaaS Term 1.00

Sales Quotation For:
Shipping Address:

City of Tumwater
 555 Israel Rd SW
 Tumwater WA 98501-6515

Tyler SaaS and Related Services

Description	Qty	Imp. Hours	Annual Fee
Financial Management			
Accounting	1	0	\$ 20,805.00
Accounts Payable	1	0	\$ 6,282.00
Budgeting	1	0	\$ 6,282.00
Capital Assets	1	0	\$ 5,317.00
Cash Management	1	0	\$ 3,538.00
Contract Management	1	0	\$ 2,330.00
eProcurement	1	0	\$ 3,538.00
Inventory	1	0	\$ 4,991.00
Project & Grant Accounting	1	0	\$ 4,184.00
Purchasing	1	0	\$ 8,986.00
Human Resources Management			
Advanced Scheduling - Up to 250 Employees	1	0	\$ 14,630.00
Advanced Scheduling Mobile Access	1	0	\$ 3,444.00
Human Resources & Talent Management	1	0	\$ 7,053.00
Payroll with Employee Access	1	0	\$ 9,108.00

2024-484284-L2J1P0

CONFIDENTIAL

Page 1

Time & Attendance - Up to 250 Employees	1	0	\$ 14,630.00
Time & Attendance Mobile Access	1	0	\$ 4,396.00
Revenue Management			
Accounts Receivable	1	0	\$ 4,625.00
Business Licenses	1	0	\$ 5,003.00
Cashiering	1	0	\$ 7,769.00
Central Property File	1	0	\$ 0.00
Citizen Self Service	1	0	\$ 4,625.00
General Billing	1	0	\$ 3,149.00
Utility Billing CIS	1	0	\$ 7,686.00
Utility Billing Meter Interface	1	0	\$ 2,535.00
Civic Services			
Civic Access - Community Development	1	0	\$ 5,245.00
Community Development Suite	22	0	\$ 21,802.00
e-Reviews	1	0	\$ 8,404.00
Enterprise Permitting & Licensing Advanced Automation Bundle	1	0	\$ 0.00
Enterprise Permitting & Licensing Mobile	5	0	\$ 1,650.00
Enterprise Permitting & Licensing View Only License	1	0	\$ 1,980.00
Enterprise Service Requests	1	0	\$ 3,869.00
Report Toolkit	1	0	\$ 1,569.00
Enterprise Asset Management			
Asset Maintenance - Site License	1	0	\$ 99,836.00
Content Management			
Content Manager Core includes Onboarding	1	0	\$ 9,631.00
Data Insights			
Enterprise Analytics and Reporting (Limited Use) w Executive Insights	1	0	\$ 16,910.00
Additional			
ACFR Statement Builder	1	0	\$ 0.00
Enterprise Forms Processing (including Common Form Set)	1	0	\$ 5,904.00
GIS Site License	1	0	\$ 11,476.00
Notify includes 30,000 Msgs and 1,000 Mins per year	1	0	\$ 6,684.00
Recurring Services			
Data Access Services	1	0	\$ 3,000.00

\$ 352,866.00

Description	Quantity	Unit Price	Ext Discount	Extended Price	Maintenance
120 Remote Hours for UB Implementation after SaaS flip	120	\$ 155.00	\$ 0.00	\$ 18,600.00	\$ 0.00
Amazon Web Services Configuration Fee	1	\$ 2,981.00	\$ 2,981.00	\$ 0.00	\$ 0.00
Project Managerment - for UB Implementation after SaaS flip	20	\$ 155.00	\$ 0.00	\$ 3,100.00	\$ 0.00
Project Planning Services	1	\$ 16,464.00	\$ 0.00	\$ 16,464.00	\$ 0.00
TOTAL				\$ 38,164.00	\$ 0.00

Page 3

All Primary values quoted in US Dollars

Comments

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the scope, level of engagement, and timeline as defined in the Statement of Work (SOW) for your project. The actual amount of services required may vary, based on these factors.

Tyler's pricing is based on the scope of proposed products and services contracted from Tyler. Should portions of the scope of products or services be altered by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely but can be done onsite upon request at an additional cost.

In the event Client cancels services less than four (4) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

The Implementation Hours included in this quote assume a work split effort of 70% Client and 30% Tyler.

Implementation Hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

Community Development: Tyler leads and owns the "Assess and Define" and "Configuration" 2 unique business transactions, 2 template business transactions, 1 geo-rules and 1 automation events. Configuration elements beyond this will be owned by the client.

Content Manager Core includes up to 1TB of storage. Should additional storage be needed it may be purchased as needed at an annual fee of \$5,000 per TB.

Amazon Web Services (AWS) has provided a credit in the amount of \$2,981 in sponsorship of your project.

Utility billing library includes: standard Utility bill, standard UB receipt, standard UB delinquent notice, standard door hanger and standard final utility bill.

Financial library includes: standard A/P check, standard EFT/ACH, standard Purchase order, standard Contract, 1099M, 1099INT, 1099S, 1099NEC and 1099G.

Business license library includes: standard business license and standard renewal application.

General Billing library includes: standard invoice, standard statement, standard general billing receipt and standard miscellaneous receipt.

Personnel Actions Forms Library includes: standard Personnel Action form - New and standard Personnel Action Form - Change.

Project Management includes project planning, kickoff meeting, status calls, task monitoring, verification and transition to support.

Your payment of the annual subscription or SaaS fee for Tyler Notify will include an identified amount of messages and/or minutes annually. Additional messages and/or minutes may be purchased from Tyler in defined packages at our then-current rates. Tyler Notify will not restrict use of messages and/or minutes that exceed the allotted messages but reserves the right to invoice you for documented overages occurring during the annual term. Any unused messages or minutes remaining at the end of your annual subscription term expire.

Tyler's form library prices are based on the actual form quantities listed, and assume the forms will be provided according to the standard Enterprise ERP form template. Any forms in addition to the quoted amounts and types, including custom forms or forms that otherwise require custom programming, are subject to an additional fee. Please also note that use of the Tyler Forms functionality requires the use of approved printers as well. You may contact Tyler's support team for the most current list of approved printers. Any forms included in this quote are based on the standard form templates provided. Custom forms, additional forms and any custom programming are subject to additional fees not included in this quote. The additional fees would be quoted at the time of request, generally during the implementation of the forms. Please note that the form solution provided requires the use of approved printers. You may contact Tyler's support team for the most current list of approved printers.

Payroll library includes: standard PR check, standard direct deposit, standard vendor from payroll check, standard vendor from payroll direct deposit, W2, W2c, ACA 1095B, ACA 1095C and 1099 R.

In the event Client acquires from Tyler any edition of Content Manager software other than Enterprise Edition, the license for Content Manager is restricted to use with Tyler applications only. If Client wishes to use Content Manager software with non-Tyler applications, Client must purchase or upgrade to Content Manager Enterprise Edition.

The SaaS Setup Fee for your project has been discounted by 100% by credits sponsored and provided by Amazon Web Services (AWS).



Exhibit 2

SaaS Services

SaaS Services for the Tyler Software will be provided subject to the following terms and conditions.

SECTION A – DEFINITIONS

- **“Data”** means your data necessary to utilize the Tyler Software.
- **“Data Storage Capacity”** means the contracted amount of storage capacity for your Data identified in the Investment Summary.
- **“Defined Users”** means the number of users that are authorized to use the SaaS Services. The Defined Users for the Agreement are as identified in the Amendment Investment Summary. If the Amendment Investment Summary contains Enterprise Permitting & Licensing labeled software, Defined Users mean the maximum number of named users that are authorized to use the Enterprise Permitting & Licensing labeled modules as indicated in the Amendment Investment Summary.
- **“SaaS Fees”** means the fees for the SaaS Services identified in the Amendment Investment Summary.
- **“SaaS Services”** means software as a service consisting of system administration, system management, and system monitoring activities that Tyler performs for the Tyler Software, and includes the right to access and use the Tyler Software, receive maintenance and support on the Tyler Software, including Downtime resolution under the terms of the SLA, and Data storage and archiving. SaaS Services do not include support of an operating system or hardware, support outside of our normal business hours, or training, consulting or other professional services.
- **“SLA”** means the Service Level Agreement. A copy of our current SLA is attached hereto as Schedule 1.
- **“Third Party SaaS Services”** means software as a service provided by a third party, if any, identified in the Amendment Investment Summary.

SECTION B – SAAS SERVICES APPLICABLE TO TYLER SOFTWARE

1. Rights Granted. We grant to you the non-exclusive, non-assignable limited right to use the SaaS Services solely for your internal business purposes for the number of Defined Users only. The Tyler Software will be made available to you according to the terms of the SLA. You acknowledge that we have no delivery obligations and we will not ship copies of the Tyler Software as part of the SaaS Services. You may use the SaaS Services to access updates and enhancements to the Tyler Software, as further described in Exhibit C of the Agreement. The foregoing notwithstanding, to the extent we have sold you perpetual licenses for Tyler Software, your rights to use such Tyler Software are perpetual, subject to the terms and conditions of this Agreement. We will make any such software available to you for download.

2. SaaS Fees. You agree to pay us the annual SaaS Fees. Those amounts are payable as set forth in Section 1(a) of the Third Amendment attached hereto. The SaaS Fees are based on the number of Defined Users and amount of Data Storage Capacity. You may add additional users or additional data storage capacity on the terms set forth in Section I(1) of the Agreement. In the event you regularly and/or meaningfully exceed the Defined Users or Data Storage Capacity, we reserve the right to charge you additional fees commensurate with the overage(s). We will provide 45 days advance notice of any additional charges or fees.
3. Ownership.
 - 3.1. We retain all ownership and intellectual property rights to the SaaS Services, the Tyler Software, and anything developed by us under this Agreement.
 - 3.2. The Documentation is licensed to you and may be used and copied by your employees for internal, non-commercial reference purposes only.
 - 3.3. You retain all ownership and intellectual property rights to the Data. You expressly recognize that except to the extent necessary to carry out our obligations contained in this Agreement, we do not create or endorse any Data used in connection with the SaaS Services.
4. Restrictions. You may not: (a) make the Tyler Software or Documentation resulting from the SaaS Services available in any manner to any third party for use in the third party's business operations; (b) modify, make derivative works of, disassemble, reverse compile, or reverse engineer any part of the SaaS Services; (c) access or use the SaaS Services in order to build or support, and/or assist a third party in building or supporting, products or services competitive to us; or (d) license, sell, rent, lease, transfer, assign, distribute, display, host, outsource, disclose, permit timesharing or service bureau use, or otherwise commercially exploit or make the SaaS Services, Tyler Software, or Documentation available to any third party other than as expressly permitted by this Agreement.
5. SaaS Services.
 - 5.1. Our SaaS Services are audited at least yearly in accordance with the AICPA's Statement on Standards for Attestation Engagements ("SSAE") No. 21. We have attained, and will maintain, SOC 1 and SOC 2 compliance, or its equivalent, for so long as you are timely paying for SaaS Services. The scope of audit coverage varies for some Tyler Software solutions. Upon execution of a mutually agreeable Non-Disclosure Agreement ("NDA"), we will provide you with a summary of our compliance report(s) or its equivalent. Every year thereafter, for so long as the NDA is in effect and in which you make a written request, we will provide that same information. If our SaaS Services are provided using a 3rd party data center, we will provide available compliance reports for that data center.
 - 5.2. You will be hosted on shared hardware in a Tyler data center or in a third-party data center. In either event, databases containing your Data will be dedicated to you and inaccessible to our other customers.
 - 5.3. Our Tyler data centers, including third-party data centers used by Tyler, have fully-redundant telecommunications access, electrical power, and the required hardware to provide access to the Tyler Software in the event of a disaster or component failure. In the event of a data center failure, we reserve the right to employ our disaster recovery plan for resumption of the SaaS

Services. In that event, we commit to a Recovery Point Objective (“RPO”) of 24 hours and a Recovery Time Objective (“RTO”) of 24 hours. RPO represents the maximum duration of time between the most recent recoverable copy of your hosted Data and subsequent data center failure. RTO represents the maximum duration of time following data center failure within which your access to the Tyler Software must be restored.

- 5.4. We conduct annual penetration testing of either the production network and/or web application to be performed. We will maintain industry standard intrusion detection and prevention systems to monitor malicious activity in the network and to log and block any such activity. We will provide you with a written or electronic record of the actions taken by us in the event that any unauthorized access to your database(s) is detected as a result of our security protocols. We will undertake an additional security audit, on terms and timing to be mutually agreed to by the parties, at your written request. You may not attempt to bypass or subvert security restrictions in the SaaS Services or environments related to the Tyler Software. Unauthorized attempts to access files, passwords or other confidential information, and unauthorized vulnerability and penetration test scanning of our network and systems (hosted or otherwise) is prohibited without the prior written approval of our IT Security Officer.
- 5.5. We test our disaster recovery plan on an annual basis. Our standard test is not client-specific. Should you request a client-specific disaster recovery test, we will work with you to schedule and execute such a test on a mutually agreeable schedule. At your written request, we will provide test results to you within a commercially reasonable timeframe after receipt of the request.
- 5.6. We will be responsible for importing back-up and verifying that you can log-in. You will be responsible for running reports and testing critical processes to verify the returned Data.
- 5.7. We provide secure Data transmission paths between each of your workstations and our servers.
- 5.8. Tyler data centers, including third-party data centers used by Tyler, are accessible only by authorized personnel with a unique key entry. All other visitors to Tyler data centers must be signed in and accompanied by authorized personnel. Entry attempts to the data center are regularly audited by internal staff and external auditors to ensure no unauthorized access.
- 5.9. Where applicable with respect to our applications that take or process card payment data, we are responsible for the security of cardholder data that we possess, including functions relating to storing, processing, and transmitting of the cardholder data and affirm that, as of the Effective Date, we comply with applicable requirements to be considered PCI DSS compliant and have performed the necessary steps to validate compliance with the PCI DSS. We agree to supply the current status of our PCI DSS compliance program in the form of an official Attestation of Compliance, which can be found at <https://www.tylertech.com/about-us/compliance>, and in the event of any change in our status, will comply with applicable notice requirements.

SECTION C – SAAS TERM AND TERMINATION of SAAS SERVICES

1. Term. The term for Tyler SaaS Services is one (1) year commencing on the first day of the first month following the Amendment Effective Date. Upon expiration of the initial term, the term will

renew automatically for additional one (1) year renewal terms at our then-current SaaS Fees unless terminated in writing by either party at least sixty (60) days prior to the end of the then-current renewal term. Your right to access or use the SaaS Services will terminate at the end of the term for SaaS Services.

2. Failure to Pay SaaS Fees. You acknowledge that continued access to the SaaS Services is contingent upon your timely payment of the SaaS Fees. If you fail to timely pay undisputed SaaS Fees, we may discontinue the SaaS Services and deny your access to the Tyler Software pursuant to Section F(2) of the Agreement.



Exhibit 2
Schedule 1
SERVICE LEVEL AGREEMENT

I. Agreement Overview

This SLA operates in conjunction with, and does not supersede or replace any part of, the Agreement. It outlines the information technology service levels that we will provide to you to ensure the availability of the application services that you have requested us to provide. All other support services are documented in the Support Call Process. This SLA does not apply to any Third Party SaaS Services. All other support services are documented in the Support Call Process.

II. Definitions. Except as defined below, all defined terms have the meaning set forth in the Agreement.

Actual Attainment: The percentage of time the Tyler Software is available during a calendar month, calculated as follows: $(\text{Service Availability} - \text{Downtime}) \div \text{Service Availability}$.

Client Error Incident: Any service unavailability resulting from your applications, content or equipment, or the acts or omissions of any of your service users or third-party providers over whom we exercise no control.

Downtime: Those minutes during Service Availability, as defined below, when all users cannot launch, login, search or save primary data in the Tyler Software. Downtime does not include those instances in which only a Defect is present.

Emergency Maintenance Window: (1) maintenance that is required to patch a critical security vulnerability; (2) maintenance that is required to prevent an imminent outage of Service Availability; or (3) maintenance that is mutually agreed upon in writing by Tyler and the Client.

Planned Downtime: Downtime that occurs during a Standard or Emergency Maintenance window.

Service Availability: The total number of minutes in a calendar month that the Tyler Software is capable of receiving, processing, and responding to requests, excluding Planned Downtime, Client Error Incidents, denial of service attacks and Force Majeure. Service Availability only applies to Tyler Software being used in the live production environment.

Standard Maintenance: Routine maintenance to the Tyler Software and infrastructure. Standard Maintenance is limited to five (5) hours per week.

III. Service Availability

a. Your Responsibilities

Whenever you experience Downtime, you must make a support call according to the procedures outlined in the Support Call Process. You will receive a support case number.

b. Our Responsibilities

When our support team receives a call from you that Downtime has occurred or is occurring, we will work with you to identify the cause of the Downtime (including whether it may be the result of Planned Downtime, a Client Error Incident, denial of service attack or Force Majeure). We will also work with you to resume normal operations.

c. Client Relief

Our targeted Attainment Goal is 100%. You may be entitled to credits as indicated in the Client Relief Schedule found below. Your relief credit is calculated as a percentage of the SaaS Fees paid for the calendar month.

In order to receive relief credits, you must submit a request through one of the channels listed in our Support Call Process within fifteen days (15) of the end of the applicable month. We will respond to your relief request within thirty (30) day(s) of receipt.

The total credits confirmed by us will be applied to the SaaS Fee for the next billing cycle. Issuing of such credit does not relieve us of our obligations under the Agreement to correct the problem which created the service interruption.

Credits are only payable when Actual Attainment results in eligibility for credits in consecutive months and only for such consecutive months.

Client Relief Schedule	
Actual Attainment	Client Relief
99.99% - 99.70%	Remedial action will be taken
99.69% - 98.50%	2% of SaaS Fees paid for applicable month
98.49% - 97.50%	4% of SaaS Fees paid for applicable month
97.49% - 96.50%	6% of SaaS Fees paid for applicable month
96.49% - 95.50%	8% of SaaS Fees paid for applicable month
Below 95.50%	10% of SaaS Fees paid for applicable month

* Notwithstanding language in the Agreement to the contrary, Recovery Point Objective is one (1) hour.

IV. Maintenance Notifications

We perform Standard Maintenance during limited windows that are historically known to be reliably low-traffic times. If and when maintenance is predicted to occur during periods of higher traffic, we will provide advance notice of those windows and will coordinate to the greatest extent possible with you.

Not all maintenance activities will cause application unavailability. However, if Tyler anticipates that activities during a Standard or Emergency Maintenance window may make the Tyler Software unavailable, we will provide advance notice, as reasonably practicable, that the Tyler Software will be unavailable during the maintenance window.

TO: City Council
FROM: Brittaney McClanahan, Executive Assistant
DATE: October 7, 2025
SUBJECT: Reappointment of Marnie Slakey to the Historic Preservation Commission

1) Recommended Action:

Approve Mayor Sullivan's reappointment of Marnie Slakey to the Historic Preservation Commission.

2) Background:

Marnie Slakey has contributed her time and expertise to the Historic Preservation Commission. Upon Council confirmation, the 3-year term for Marnie Slakey on the Historic Preservation Commission will expire October 31, 2028.

3) Policy Support:

Vision | Mission | Beliefs - Our Vision:

Tumwater of the future will be people-oriented and highly livable, with a strong economy, dynamic places, vibrant neighborhoods, a healthy natural environment, diverse and engage residents, and living connection to its history.

We Believe in PEOPLE:

Partnership | We work collaboratively with residents, businesses, and community organizations.

4) Alternatives:

- ☐ Confirm some of the reappointments
 - ☐ Do not confirm the reappointments
-

5) Fiscal Notes:

There is no fiscal impact associated with this report.

6) Attachments:

A. Application

APPLICATION

The City of Tumwater's advisory boards, commissions and committees are listed below with a short paragraph describing the make-up of the group. Please complete the application below and show your group preference, listing your first choice as #1, second choice as #2, etc. Please attach a letter of interest and a resume with this application showing your current qualifications and interests. Thank you!

Name:

Marnie Slakey

Address:

Telephone:

Date:

BOARD, COMMITTEE OR COMMISSIONPREFERENCE
NUMBER:Barnes Lake Management District Steering Committee

Nine members; Mayoral appointment; two-year terms; active

Board of Parks Commissioners:

Seven members; Mayoral appointment with Council confirmation; three-year terms; active

Building Board of Appeals / Building Code Advisory Committee:

Seven members; Mayoral appointment; two-year terms

Civil Service Commission:

Three members; Mayoral appointment; six-year terms; active

2

Crime Stoppers:

Two citizen representatives; Mayoral appointment with Council confirmation; three-year terms; active

Historic Preservation Commission:

Seven members; Mayoral appointment with Council confirmation; three-year terms; active

/

Human Services Review Council:

One citizen member; Mayoral appointment with Council confirmation; three-year terms; active

Library Advisory Board:

Five members; Mayoral appointment with Council confirmation; five-year terms; active

Planning Commission:

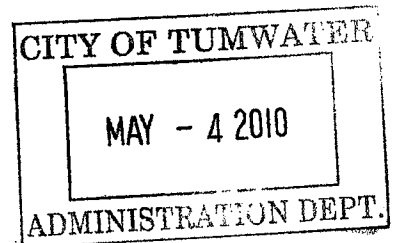
Nine members; Mayoral appointment with Council confirmation; six-year terms; active

Thurston Community Television:

One citizen representative; Mayoral appointment; three-year terms; active

Tree Board:

Five to seven members; Mayoral appointment with Council confirmation; three-year terms; active



May 1, 2010

Mayor Pete Kmet
Tumwater City Hall
555 Isreal Road
Tumwater, WA 98501-6558

Dear Mr. Mayor:

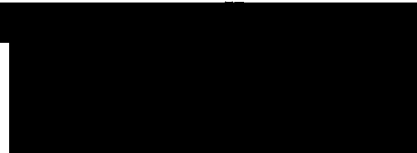
Thanks for the reminder that you recently sent me about the Historic Preservation Committee. This is an expression of my interest in that Committee and my attached application.

We are traveling to Europe over the next three weeks but I should be returning home by the end of May. My resume has all the pertinent info regarding phone numbers and address. Thanks for considering me for this appointment. I love living in the city of Tumwater and would be very proud to contribute in some way to the preservation of its unique history and resources.

Again, I very much appreciate your review and consideration of this application.

Sincerely,


Marnie Slakey



Marnie M. Slakey



Background and Experience

12/01/07—Present

Slakey Consulting, consultant services with focus on third party investigations related to workplace issues; Including range of organizational development Services including training, performance management Assessment, conflict resolution and communications Training.

08/92—01/2007

Vice-President, Human Resources and Labor Relations Pierce Transit, Tacoma, WA. Executive staff member responsible for programs and policies needed to manage agency's 1000 + employees through functions of employment, employee benefits and compensation, staff development/training, risk management and workers compensation, and labor relations.

Conducted agency's internal investigations and response to legal, employment and personnel issues, EEOC and PERC complaints, liability lawsuits. Served as Chief Negotiator for renewal of labor contract with ATU Local 758. Investigated grievances and coordinated arbitrations. Developed and presented human resources programs, policies and budget to CEO and Board of Commissioners.

09/75—07/92

Assistant General Manager for Administration, Metropolitan Atlanta Rapid Transit Authority (MARTA), Atlanta, GA. Executive Staff member responsible for Divisions of Personnel, Labor Relations, Contracts and Procurement, Administrative Services, Management Information Systems, 3500 employee workforce.

Education:

Masters of Public Administration, 1974, University of Georgia
AB Political Science, 1968, University of Georgia
Nine-month post graduate certification in Organizational Behavior
1976, Georgia State University
40-Hour Mediation Certification Training, 2010, Dispute Resolution Center, Olympia, WA

Volunteer:

Planning Commission, City of Tumwater, 2000-2005
Board Member, the Farm Homeowners Association, 4 years
Current Conciliator for the Dispute Resolution Center, Olympia

TO: City Council
FROM: Brittaney McClanahan, Executive Assistant
DATE: October 7, 2025
SUBJECT: Advisory Board Appointment of Charles Edmonson to the Tree Board

1) Recommended Action:

Approve Mayor Sullivan's appointment of Charles Edmonson to the Tree Board.

2) Background:

Charles Edmonson has been interviewed and shows interest in filling a vacancy on the Tree Board. Upon Council confirmation, Charles's term will be effective immediately through March 1, 2028.

3) Policy Support:

Vision | Mission | Beliefs - Our Vision:

Tumwater of the future will be people-oriented and highly livable, with a strong economy, dynamic places, vibrant neighborhoods, a healthy natural environment, diverse and engaged citizens, and living connection to its history.

We Believe in PEOPLE:

Partnership | We work collaboratively with citizens, businesses, and community organizations.

4) Alternatives:

- ☐ Approve the appointment
 - ☐ Do not approve the appointment
-

5) Fiscal Notes:

There is no fiscal impact associated with this report.

6) Attachments:

A. Application and supplemental applicant information.

Charles Edmonson

Tumwater, WA 98512

August 5th, 2025

Debbie Sullivan
Mayor, City of Tumwater
555 Israel Rd. SW
Tumwater, WA 98501

Mayor Sullivan,

My name is Charles Edmonson, and I am a resident of the city of Tumwater interested in serving on the Tree Board for the same. I have a professional background in ecological conservation and vegetation management, focusing on noxious weed and invasive plant sciences. My work history includes positions with the National Park Service, Forest Service, and Bureau of Land Management, where I worked in related fields such as rangeland management and ecological restoration. In my current role, I serve as the Program Coordinator for the Noxious Weed Control Board of Lewis County, though I have lived in Thurston County for the past four years.

The Tumwater Tree Board has piqued my curiosity as a means by which I might serve local concerns through volunteer work and better integrate myself into the community. Urban forestry is an area of particular interest to me, and I am aware that trees play a particularly important role in the landscape of the Pacific Northwest for a wide variety of reasons, not the least of which is their impact on the residents of our municipality. The natural beauty of Tumwater is an essential part of why many people love to call it their home, and preserving our tree canopy is integral to preserving that cultural value, as well as our water and air quality. I believe that with my credentials I should be a useful contributor to future tree-related planning for the city that I now call my home.

Your attention to my application, and consideration for appointment, to the Tumwater Tree Board is sincerely appreciated. If you are interested in reaching out to further discuss the available vacancies on the board, please do not hesitate to contact me at either (254) 220-1775 or charles.ed@gmail.com. I am excited by the opportunity to be of service to my community and look forward to hearing more about the details of this potential appointment.

Sincerely,



Charles Edmonson

Tumwater Resident & Conservation Professional

Application

Complete the application, attach a letter of interest, a resume, or any other documents showing your current qualifications and interests.

Name: **Charles J. Edmonson**

Address: **Tumwater, WA 98512**

Telephone: (Home)

(Mobile)

(Work)

Date: **8/5/2025**

Email:

Review the Advisory Board, Commission, and Committee descriptions and rank your preferred assignments with #1 indicating first choice, #2 second choice, etc.

Board, Committee, or Commission	Preference Number
<u>Barnes Lake Management District Steering Committee</u> Eleven members; Mayoral appointment; two-year terms; active	_____
<u>Board of Parks and Recreation Commissioners</u> Seven members; Mayoral appointment with Council confirmation; three-year terms; active	#3 _____
<u>Civil Service Commission</u> Three members; Mayoral appointment; six-year terms; active	_____
<u>Historic Preservation Commission</u> Seven members; Mayoral appointment with Council confirmation; three-year terms; active	_____
<u>Lodging Tax Advisory Committee</u> Five to seven members; Mayoral appointment with Council confirmation; annual term; active	#2 _____
<u>Planning Commission</u> Nine members; Mayoral appointment with Council confirmation; four-year terms; active	_____
<u>Tree Board</u> Five to seven members; Mayoral appointment with Council confirmation; three-year terms; active	#1 _____

Charles Edmonson

Education

University of Texas at Austin

Bachelor of Arts in *Religious Studies*, Minor in *Anthropology*

Graduated Spring 2016

Work Experience

Lewis County - Noxious Weed Control Board

April 2021 — Present

Program Coordinator

40 hours per week

- Planned and implemented noxious weed outreach programs, activities, and staff for the Lewis County Weed Control Board.
- Managed on-the-ground control and eradication efforts for designated noxious weeds; planned and implemented prevention and field-survey programs; ensured compliance with both State law and County policies. Partnered with State and Federal agencies to achieve weed management compliance on public lands.
- Supervised the performance of Program Specialists and seasonal weed technicians. Planned and directed the application of pesticides; prioritized projects and supervised work to ensure the proper application of materials and the observance of all safety procedures.
- Provided technical assistance to residents, landowners, and businesses on weed management programs.
- Collected and managed field survey data as necessary.
- Managed and coordinated statutory noxious weed compliance and enforcement actions.
- Planned and managed the activities of staff; planned, prioritized, and assigned tasks and projects; trained and coached staff; monitored work, developed staff skills, and evaluated performance; reviewed work assigned to staff to ensure work quality and timely completion of assigned duties.
- Managed budget preparation and administration; monitored and approved expenditures; collected operational and administrative information and compiled data for reports; analyzed and reported usage statistics; evaluated and applied for project grants and other resources for the Weed Board.
- Served as subject matter expert on the weed management program; prepared special and recurring reports and proposals for special projects and programs.
- Monitored and evaluated weed reduction program compliance with laws, rules, regulations, and standards; monitored and evaluated program performance; recommended and implemented modifications to policies and procedures.

Bureau of Land Management — Colorado River Valley Field Office

March 2020 — March 2021

Range Technician — Invasive Species Crew Lead

GS 07 — 40 hours per week

- Identified invasive plant species using a dichotomous key, and taught salient criteria for field identification to other office personnel as appropriate.
- Utilized herbicides, mixing various formulated products from concentrates and following guidelines and ratios as listed on labels, into a 160-gallon spray tank mounted on a flatbed truck, along with an engine and pump to pressurize hand guns, as well as a 50-gallon tank mounted to the back of a UTV. Applied herbicide treatments to noxious weeds, utilizing high-pressure spray guns, while climbing ridges or other rough terrain, etc., and monitoring for safety.
- Recorded all herbicide applications with Pesticide Application Record (PAR) form, ensuring paper records were stored and maintained appropriately, that all required fields were completed, and reviewing records intermittently to assess progress towards our seasonal funding goals, etc. Calculated annual Pesticide Use Report (PUR), for both my own office and the weed spraying contractors for our oil and gas partners. Verified data from their annually submitted Pesticide Application Records.
- Maintained register and appropriate documentation for Pesticide Use Proposals (PUPs) for both the BLM CRVFO as well as for the weed spraying contractors of our oil and gas partners, verifying that their proposed chemicals and use rates were both accurate and within legal and BLM approved limits. Took corrective action when necessary to notify them of any discrepancies and suggested new use rates as appropriate, before submitting proposals to state and national coordinators for final approval.
- Evaluated the effectiveness of weed treatments throughout the season, retreating areas when necessary, and took notes to more effectively treat particular species in the future.
- Purchased chemicals, reconciled invoices to the budget, stored containers in appropriate chemical and fire cabinets for optimal capacity and safety, etc. Inventoried chemicals associated with herbicide treatments, updating published lists of those above on a monthly basis, and ensured the Safety Officer had access to them.

Grand Canyon National Park

April 2019 — October 2019

Restoration Crew Lead — North Rim

GS 06 — 40 hours per week

- Supervised Vegetation Program Restoration crew in an isolated park area, with minimal supervision. Managed seasonal staff members and interns, as well as large volunteer groups. Directed and reviewed work assignments, providing daily on-site decisions concerning workflow, pace, assignment, and distribution of work, as well as monitoring scheduling needs and prioritizing work as projects developed.
- Planned and implemented the North Rim Lodge Restoration Project, independently overseeing planting, installing more than 1,500 new plants, and keeping detailed records of all planting locations by species, method, number of people, and work hours, etc.
- Identified dozens of listed invasive plant species at the Grand Canyon, the greater Colorado Plateau, and generally in the Western US, at various stages of growth and seasonal development, from memory and independently using a dichotomous key. Monitored invasive plant species, utilizing legacy data to check on and continue to treat historic populations whenever possible, especially those determined to be high and medium priority by the Exotic Plant Management Plan for Grand Canyon National Park.

- Acted as a liaison between the Vegetation Crew on the North Rim and other offices and personnel, such as the National Park Service Maintenance and Interpretation Divisions, as well as the concessionaire company, and advocated for the proper treatment methods of invasive plants in affected areas.
- Assisted Invasive Plant Specialist with invasive plant surveys at “borrow pits,” outside the park, to prevent invasive plant species from entering the park as seeds within gravel mixes used for construction projects, road maintenance, etc.

Tonto National Forest — Tonto Basin and Globe Districts

December 2018 — March 2019

Range Technician

GS 05 — 40 hours per week

- Assessed range allotments to determine appropriate grazing schedules and ensure compliance with management plans, including the number of livestock, herding procedures, salting, maintenance, etc., as well as the need for additional range improvements, such as fences or water development. Estimated production and potential production of a site based on various sampling techniques. Using accepted indicator plants, determined range readiness dates, and advised the supervisor of recommendations.
- Identified various native, invasive, endemic, and rare plants using a dichotomous key in both field and office settings, spearheading the efforts of our crew to locate and identify historical populations of rare and endemic plant species, especially when threatened by grazing practices.
- Executed a variety of computations and assessments of standard rangeland management data to prepare it for inclusion in reports. Prepared charts, graphs, and/or reports using established procedures and wrote notes on observed field conditions, such as range utilization, grazing impact, soil erosion, violations, or needed maintenance. Created inspection-based range improvement database, allowing higher-level Range Specialists to quickly and efficiently import all inspected range improvements into appropriate GIS layers, with all relevant inspection data attached, including items of noncompliance.
- Cultivated relationships with permittees, informing them of inspection dates, communicating expectations and requirements stipulated in agreements, and generally facilitating productive and amiable working relationships with the public.

Charles Edmonson

Education

University of Texas at Austin

Bachelor of Arts in *Religious Studies*, Minor in *Anthropology*

Graduated Spring 2016

Work Experience

Bureau of Land Management — Colorado River Valley Field Office

March 2020 — Present

Range Technician — Noxious Weeds Program Coordinator

GS 07 — 40 hours per week

- Identified invasive plant species, listed by the Colorado State Noxious Weed Advisory Committee for eradication or control, using a dichotomous key.
- Utilized herbicides, mixing various formulated products from concentrates and following guidelines and ratios as listed on labels, into a 160-gallon tank spray unit mounted on a flatbed truck, as well as a 50-gallon tank mounted to the back of a UTV.
- Utilized all appropriate Personal Protective Equipment and safety practices when mixing and applying herbicides, such as chemical gloves and eye protection, maintained awareness of wind direction and intensity, and the proximity and direction of any other staff members, to minimize the potential of drift or accidental exposure, etc.
- Applied herbicide treatments to noxious weeds, utilizing high-pressure spray guns, while climbing ridges or other rough terrain, etc., and monitoring wind conditions to ensure the safety of myself, others, and non-target vegetation, including special status plants in the area of the treatments, after consultation with an Ecologist.
- Navigated over rough terrain, often in largely unfamiliar areas of the field office, driving a large 4WD truck and a 160-gallon spray unit, often in extreme conditions.
- Monitored and maintained personal wellbeing and that of my coworkers in extreme heat conditions, assessing for signs of heat exhaustion, etc., and adjusting work schedule and intensity accordingly.
- Recorded all herbicide applications with Pesticide Application Record (PAR) form, ensuring paper records were stored and maintained appropriately for ten years, and that all required fields were completed.
- Entered treatment data accurately and promptly into the National VMAP database through a mobile tablet, utilizing S1 Mobile Mapper.
- Calculated annual Pesticide Use Report (PUR), for the Colorado River Valley Field Office, as well as for all of the weed spraying contractors for our Oil and Gas partners, verifying data from each of their annually submitted Pesticide Application Records.
- Maintained register and appropriate documentation for Pesticide Use Proposals (PUPs) for both the BLM CRVFO as well as the weed spraying contractors of our oil and gas partners, verifying that their proposed chemicals and use rates were accurate and within both legal and BLM

approved limits, taking corrective action when necessary to notify them of any discrepancies and request or suggest suggested use rates, etc., before submitting proposals to state and national coordinators for final approval.

- Coordinated with ecologist to ensure that all Threatened and Endangered, or other special status plants in areas where spraying was proposed would be taken into account, and that appropriate corrective measures were taken to guarantee their well-being and minimize off-target contamination.
- Performed inspections of various recreation sites, treating twice a year for unwanted vegetation occurring in gravel areas, as well as inventorying, recording, and treating any higher priority invasive plant populations.
- Tracked weed treatments concerning specific funding sources, such as fire, sage grouse, and range, etc., ensuring that total acreage accomplished met and exceeded annual goals.
- Evaluated the effectiveness of weed treatments throughout the season, retreating areas when necessary, and taking notes to more effectively treat certain plant species in specific areas at particular times of year, etc., in future years.
- Purchased large amounts of chemicals, reconciling invoices to the budget, arranging containers in chemical and fire cabinets for optimal capacity and safety, and checking invoices against orders, etc.
- Inventoried and managed storage of various chemicals associated with herbicide treatments, updating published lists of those above on a monthly basis, ensuring the safety officer had access to it in cases of potential emergency.
- Maintained property lists, including vehicles, tablets, GPS units, computers, and other tools to ensure equipment was maintained with appropriate care, etc.
- Performed monthly vehicle safety inspections and submitted monthly fleet card documentation, informing office personnel of any needed repairs and arranging for them at local auto shops, and reconciling expenses to receipts, mileage, etc.
- Coordinated the schedule of the weed spraying crew, balancing priorities between various funding sources, and

Roaring Fork Valley Transportation Authority

November 2019 — February 2020

CDL Bus Operator — Based in Aspen, CO

Pay exceeded GS 08 — 40 to 50 hours per week

- Comported self in an appropriate manner, as a representative of RFTA, worked effectively in a diverse work environment, used prudent judgment at all times, performed duties safely and professionally, and assured quality of services to all customers.
- Operated transit bus in service to the general community while in strict compliance with RFTA policies, directives, and procedures, as well as all federal and state traffic laws and regulations.
- Maintained working knowledge of streets, current bus routes and stops within RFTA's service area, as well as RFTA's current fare structure and bus pass programs and all RFTA operating policies, directives, and procedures.
- Maintained current knowledge of and compliance with Federal and Colorado traffic laws and regulations, as well as the Department of Transportation (DOT) rules and regulations.
- Performed RFTA pre-trip inspection of transit bus for mechanical problems before the scheduled run. Included conducting an external/internal visual inspection of the transit bus and pre-testing

all necessary equipment, operating/safety devices, and transit bus control for use while in service.

Grand Canyon National Park

April 2019 — October 2019

Restoration Crew Lead — North Rim

GS 06 — 40 hours per week

- Supervised Vegetation Program Restoration crew in an isolated park area and with a minimum of supervisorial input, coordinating crew and project schedules and priorities, including 3 restoration projects, primarily focusing the Grand Canyon Lodge Restoration project, as well as invasive plant surveys and treatments, endemic and endangered plant monitoring, volunteer groups, bison impact vegetation surveys, and native plant seed collections.
- Managed seasonal staff members and interns, as well as large volunteer groups. Directed and reviewed work assignments, providing daily on-site decisions concerning workflow, pace, assignments, and distribution of work, as well as monitoring scheduling needs and prioritizing work as projects developed.
- Facilitated day-to-day life and access to community resources outside of worktime for crew members or volunteers new to life in isolated areas or living on their own, or simply new to the area, in case of volunteer groups.
- Planned and implemented the final season of the North Rim Lodge Restoration Project, independently overseeing planting, installing more than 1,500 new plants, and keeping detailed records of all planting locations by species, method, number of personnel, and work hours involved, etc., for data and planning purposes.
- Maintained a makeshift nursery of up to 3,000 plants at a time, keeping the plants inventoried, and managing their watering and other needs regularly, as well as implementing data entry and quality control procedures for the Grand Canyon Vegetation Database as necessary.
- Watered all new and previous years' plantings, monitoring their condition on a three-year decreasing maintenance schedule and adjusting as necessary, removed and documented exotic species, and mulched and repaired planting basins with a strong emphasis on controlling sheet washing and the incumbent erosion to preserve historic cabins.
- Implemented surveys of the North Rim populations of Grand Canyon National Park's only listed endangered plant, *Astragalus cremnophylax* var. *cremnophylax*, assessing population health, site conditions, and mineralogical context, etc.
- Attended construction meetings for the water distribution pipeline system replacement, acting as a representative of the Vegetation Program and offering guidance on vegetation-related issues, even rerouting the pipeline to avoid unnecessarily damaging vegetative resources.
- Assessed the status of the project in order to salvage plants before construction disturbed specific areas more effectively, treated invasive species along the length of the pipeline scar, and collected seed to fully revegetate the affected regions, documenting all efforts in the database according to established protocols.
- Attended weekly North Rim Managers' Meetings as Vegetation Program representative.
- Collected native plant seed in the field, as ready and available throughout the spring and summer, around the North Rim Developed Area and surrounding park areas, as well as within the corridor trails in the Inner Canyon.

- Maintained records of specific locations, assessing seed readiness and identifying desirable plant species present, as well as exact phenological states at all dates visited to ascertain optimal sites and times to collect seed in the future. Also kept detailed notes on seed readiness in various areas in the Inner Canyon, especially concerning time of year, aspect, and elevation, and used all applicable information to conjecture on likely readiness in adjacent areas for future trips. Utilized records from previous years for the same purpose.
- Documented all seed collection according to established protocols, entering it into the database while maintaining quality control and the integrity of the data.
- Cleaned seed in the field to the extent possible,
- Monitored invasive plant species, utilizing legacy data to check on and continue to treat historic populations whenever possible, especially those determined to be high and medium priority by the Exotic Plant Management Plan for Grand Canyon National Park. Kept detailed records of methods, location, time of year, and stage of growth, etc.
- Acted as a liaison between the Vegetation Crew on the North Rim and other offices and personnel, such as the National Park Service Maintenance and Interpretation Divisions, as well as the concessionaire company that operated the Grand Canyon Lodge during completion of various projects. Advocated for the proper treatment methods of invasive plants in affected areas, coordinated blue-stake and watering efforts, etc.
- Identified dozens of listed invasive plant species at the Grand Canyon, the greater Colorado Plateau, and generally in the Western US, at various stages of growth and seasonal development, from memory and independently using a dichotomous key.
- Mitigated damage in and restored visitor-impacted sites, returning areas selected for their proximity to high-use visitor areas and historic view sheds to their pristine and pre-European contact conditions of plant-life, whenever possible.
- Practiced creative landscaping techniques to control access to sensitive or rehabilitated areas by tourists and concessionaire staff, without sacrificing aesthetic and historic site values, such as by implementing methods of vertical mulching, installing large rock formations, planting, etc.
- Assisted with Bison Impact Vegetation Surveys, coordinating between the Grand Canyon Field Institute, the NPS Wildlife Program, volunteers, and other Vegetation crews to implement a new protocol in its pilot year and establish baseline data with which to measure the impact of large, non-native ungulates on the North Rim montane meadows and upland subalpine grasslands.
- Assisted Invasive Plant Specialist with invasive plant surveys at "borrow pits," outside the park, to prevent invasive plant species from entering the park as seeds within gravel mixes used for construction projects, road maintenance, etc.
- Experienced in backcountry travel across rough terrain, hiking up to 10 miles a day in extreme conditions, and while carrying packs up to 60 lbs.
- Conducted safety "tailgate sessions" whenever necessary, but especially when initiating a new task or operating specialized equipment, and instructed others on the proper use of various types of personal protective equipment (PPE), both in training and daily on-site.

Tonto National Forest — Tonto Basin and Globe Districts

December 2018 — March 2019

Range Technician

GS 05 — 40 hours per week

- Assessed range allotments to determine appropriate grazing schedules and ensure compliance with management plans and operating instructions, including the number of livestock, herding procedures, salting, maintenance, and other compliance, as well as the need for additional range improvements, such as fences or water development.
- Estimated production and potential production of a site based on various sampling techniques, as well as the utilization of available forage by all grazing animals, and determined as closely as possible the percentage of use by each class of animal. Using accepted indicator plants, determined range readiness dates, and advised the supervisor.
- Identified plant species in the field, often collecting and preparing specimens for later analysis. Identified various native, invasive, endemic, and rare plants by using a dichotomous key in both field and office settings, spearheading the efforts of our crew to locate and identify historical populations of rare and endemic plant species, especially when threatened by grazing practices.
- Researched rare plants endemic to the Tonto Basin, and
- Inspected allotments before and after grazing for trespass stock and, if found, gathered necessary brands, numbers, dates, and locations, and reported all pertinent information to supervisors.
- Examined structural range improvements and notified the supervisor of needed maintenance. Recommended the construction, repair, or abandonment of range improvements such as fences, water developments, etc.
- Executed a variety of computations and assessments of standard rangeland management data to prepare it for interpretative use or inclusion in reports. Prepared charts, graphs, and/or reports using established procedures and wrote notes on observed field conditions, such as range utilization, grazing impact, soil erosion, violations, or needed maintenance.
- Composed utilization reports and maintained the associated records and filing system, detailing conditions of pastures and referring collected data and other information to higher-level rangeland specialists for official recommendations.
- Corroborated and clarified records of improvements, such as historic maps or other documents, for gates, fences, water features, cattle guards, windmills, corrals, etc., when not precisely accounted for in existing maps and other records, or when legacy data was in question, by surveying areas on foot.
- Reproduced photo points using historical field data and a handheld GPS device. Performed "Parker 3-step" monitoring protocol at established locations throughout the Tonto National Forest.
- Performed "Reading the Range" monitoring protocol, including taking ground cover points, fetch, frequency, canopy cover, and dry weight rank, in an orchestrated effort to understand changes in vegetation trend.
- Assisted University of Arizona Gila and Pima County Cooperative Extension staff with the establishment of new plots for the "Reading the Range" monitoring program, often independently assessing historical monitoring sites for the feasibility of conversion to contemporary monitoring protocols.
- Orchestrated the overhaul of the long term monitoring sites in 4 of the 22 grazing allotments within Tonto Basin Ranger District, updating plan6 monitoring plots and parker 3 step cluster transects to Reading the Range, ensuring that all digital files and hardcopies were as up to date as possible, and filed appropriately, regularly going into the field to take updated monitoring data on vegetation trends for most of the sites involved, as well as recommending a merged and streamlined protocol for all future photo points.

- Created inspection-based range improvement database, allowing higher level Range Specialists to quickly and efficiently import all inspected range improvements into appropriate GIS layers, with all relevant inspection data attached, including items of noncompliance, for features such as fences, pipelines, troughs, stock tanks, storage tanks, temporary storage tanks, windmills, pump houses, corrals, solar pumps, and other rangeland related structures found in the field.
- Operated UTVs and large Four-wheel drive trucks, while towing 15' flatbed trailers for extended periods, over extremely rough terrain and in remote areas.
- Navigated to remote areas often using inaccurate maps and other resources that may or may not have reflected the roads and other landmarks found in the field.
- Hiked cross country in extreme conditions while carrying a heavy pack and equipment.
- Cultivated relationships with permittees, informing them of inspection dates, communicating expectations and requirements stipulated in agreements, and generally facilitating productive and amiable working relationships with the public.
- Shared responsibilities for planning and scheduling work priorities with primary co-worker and multiple supervisors, while facilitating crew dynamics and creating a productive and pleasant work environment in the office and in the field.

Zion National Park

April 2018 — October 2018

Biological Science Technician — Native Plant Nursery and Revegetation

GS 05 — 50 hours per week (Overtime available through the Maintenance Division)

- Identified native & non-native plants of the South West and Southern Utah to genus and species, independently and collaboratively using taxonomic guides and dichotomous keys.
- Watered thousands of plants daily, monitoring for signs of over- or under-watering, excess or dearth of nitrogen or other minerals or nutrients, as well as any signs of infestations or infections from various pathogens and pests. Performed treatments as necessary, keeping records for future reference.
- Lead staff, interns & volunteers in manually and chemically controlling invasive plant species.
- Handled an assortment of minor pesticides for plant care, utilizing appropriate PPE and familiarizing myself with the SDS of each chemical.
- Collected seed and other plant materials from around the park, but especially in the "Increase Field" maintained near the nursery, as well as monitoring seed readiness at various sites around the park and reporting observations to supervisors.
- Irrigated field sites and maintained watering log, coordinating responsibility for various sites between myself and other coworkers and interns, ensuring log was regularly completed and that sites were being watered by responsible parties, in addition to monitoring rainfall to ensure sites were not being watered unnecessarily.
- Monitored and maintained the condition of plants within restoration sites, recommending specific solutions to observed problems to higher-level specialists and implementing them as advised.
- Operated large 4WD trucks, up to one or two tons, sometimes through muddy, steep, or otherwise inaccessible backcountry terrain, often loading and unloading tools and other heavy equipment from truck beds.

- Operated and maintained chainsaws in crowded worksites while monitoring the safety of other crew members and generally ensuring adherence to strict safety standards.
- Used computer software & database applications, especially related to GIS applications (e.g., ArcGIS) for storing & transferring geospatial data to & from handheld GPS units; & developing GIS layers from existing data &/or data collected in the field.
- Used databases (e.g. MS Access) for data entry, managing & manipulating digital images, conducting surveys, collecting field data, & assisting other employees & volunteers in how to perform these tasks efficiently.
- Oversaw large volunteer groups of a dozen or more at a time, weekly, almost without exception, often taking over direction of activities from higher-level staff members.
- Managed Intergovernmental Internship Cooperative (ICC) Interns three days a week, directing their activities and mentoring them in various tasks related to the care and propagation of native plants in a nursery setting.
- Created a seed collection date database for each collected species of native plant, detailing the dates and areas it is mature and ready to be collected at within the confines of the park, allowing the Nursery Manager to generate a seed collection schedule in future years that reflects the reality of Zion National Park rather than what botanical texts say it should be.
- Characterized the differences between difficult-to-distinguish native and exotic grass species for the benefit of other employees and volunteers, creating simple guides to illustrate the differences between commonly confused species.
- Developed a summer educational program for Kindergarten to 4th graders about pollination and pollinators in conjunction with the Education program's Nature Center staff, the Canyon Community Center in Springdale, UT, and Youth Activities of Zion (YAZ).
- Facilitated cross-training opportunities for Zion National Park staff members who wanted to work with plants in the Native Plant Nursery, acting as the point of contact for coordinating schedules and assigning appropriate tasks.
- Conducted a safety audit of the Nursery, focusing on herbicide storage and the cleanup of rodent infestation sites, to mitigate any possible hantavirus exposures. Assisted in reviewing and rewriting applicable SOPs.
- Contributed to the Southern Paiute Kwiamuntsi Youth Camp, alongside the Superintendents of both Zion and Bryce Canyon National Parks, as well as the Concrete to Canyons program and various other inter-organizational development opportunities that allowed me to enrich the public's understanding and appreciation of native plants in the National Park system.
- Trained in Fire-Effects Monitoring, gathering data and information needed for fire management planning and activities, including operating a hypsometer, monitoring overhead and pole trees within an FMH plot, and other tasks as assigned.
- Collected water samples under the supervision of professional Hydrologists, as well as independently, from areas of the Virgin River not found to comply with E. coli levels for state and federal regulations. Processed and read samples, recorded data, and reported results to appropriate agencies.
- Participated in Search and Rescue operations, hiking long distances in steep and rugged terrain, while carrying a heavy pack with medical supplies and extra food and water, etc., to assist with the care and safe extrication of injured visitors.
- Cross-trained with Wilderness program, issuing permits and patrolling trails in the front and backcountry, explaining and enforcing park policies and permit parameters, such as Leave No

Trace principles, the use of WAG (Waste Alleviation and Gelling) bags, cleaning up human waste and trash at popular viewpoints in the backcountry, checking for permits in wilderness areas, etc.

- Volunteered with the Visitor Use Management and Maintenance divisions on weekends, counting people entering and leaving the narrows by the hour and recording the data on provided documents, and helped out cleaning bathrooms, respectively. At the same time, they were understaffed, for approximately 10 hours of overtime per week.

Tonto National Forest — Tonto Basin District

February 2018 — April 2018

Range Technician

GS 05 — 40 hours per week

- Same duties as reflected for the Range Technician position with the Tonto National Forest above, please see the more recent entry.
- Left before completion of 1039 to start at Zion National Park, resumed the same 1039 the following winter (known as a “split season”).

Rain on 4th

November 2017 — January 2018

Security and Door Staff Lead

30 hours per week (Drove for Uber and Lyft on off time)

- Screened up to 1,000 people for entrance each night, managing crowds of up to 400 people at a time, while monitoring for excessive inebriation and inappropriate behavior.
- Selectively restricted access to the bar by screening potential customers for signs of intoxication, verifying their age with a valid government-issued ID, and assessing the legal liability of allowing entrance to each individual.
- Maintained professional composure and demeanor, as well as strict safety standards, while facilitating a fun-loving party atmosphere.
- Monitored for patrons who were misbehaving, such as by harassing other customers, and resolved problematic situations through emotionally intelligent communication techniques before they became safety concerns.
- Addressed problematic situations with customers politely but assertively, physically removing the customer from the premises when necessary.
- Remained calm even when under verbal assault or during physical altercations and coordinated efforts with a team of other staff members.

Yosemite National Park

May 2017 — October 2017

Restoration Worker

WG 05 — 40 hours per week

- Implemented detailed planting and watering regimens in rehabilitation areas within the Mariposa Grove, previously covered by pavement, road base, buildings, or otherwise disturbed by human

activities, as well as in wetlands and other ecologically sensitive areas surrounding Giant Sequoias (*Sequoiadendron giganteum*).

- Operated skid steer, dump truck, and other heavy equipment, as well as a noninvasive digging tool called an air spade.
- Monitored construction and road crews working in the vicinity of the Giant Sequoias (*Sequoiadendron giganteum*), ensuring the safety of the trees and their roots, mainly when heavy equipment was being used to dig within 30 feet of established trees, calling a halt when there was any possibility of activities harming the trees mentioned above, and seeking input from higher ups on solutions or alterations allowing work to continue.
- Oversaw volunteer groups performing manual labor or other work in the Mariposa Grove, with an eye on the safety of elderly individuals or those otherwise unaccustomed to hard labor, while encouraging productivity and fostering pleasant experiences.
- Treated and monitored invasive plants within the Mariposa Grove, selectively targeting high-priority invasive species at critical growth stages, and recommending specific areas for follow-up treatments by crews utilizing herbicide.
- Maintained stringent safety standards, utilizing extensive Personal Protective Equipment (PPE) around heavy construction equipment on a jam-packed work site, while working with the Air-Spade and other specialized equipment, and in different day-to-day activities.
- Collected seeds and maintained strict documentation of location and other aspects of native plants within the grove and surrounding areas, as well as identifying promising candidates, monitoring for ideal times to harvest, maintaining strict ratios of the amount of seed harvested to overall population, and reporting observations to the supervisor.
- Identified plants within the grove down to species with a dichotomous key.
- Inventoried and maintained the crew's tool cache.
- Narrowed dirt roads into trails, following established protocols from technical advisors, restoring natural slope and aesthetic qualities of areas that were previously disturbed.
- Collected monitoring data on native plant cover in restoration areas, identifying them to the species level, including ground and canopy cover, and compared and contrasted restoration areas with undisturbed control sites to assess the effectiveness of techniques.
- Instructed and managed others in the collection of field data, and utilized handheld Trimble devices for recording the above.
- Hiked off-trail with a heavy pack in extremely hot weather and over rough terrain, often exceeding 8,000 feet above sea level.
- Interacted with the public to enforce the Superintendent's order that no park visitors be allowed access to the Mariposa Grove for the duration of the project, politely correcting misconceptions through nonverbal communication among tourists who did not speak English as a first language, and contacted Law Enforcement when presented with repeated and intentional resistance.
- Oversaw the dispersal of native seed mixes throughout the Mariposa Grove and related sites, ensuring consistent ground cover and that the seed was spread in the most appropriate areas and by approved techniques. Documented specific species and weights per area used.

Grand Canyon National Park

June 2016 — May 2017

Exotic Plant Management Intern

GS 05 Equivalent — 40 hours per week

- Identified over 200 listed invasive plant species at the Grand Canyon, the greater Colorado Plateau, and generally in the Western US, at various stages of growth and seasonal development, from memory and independently using a dichotomous key.
- Defined and recognized exotic plants as high, medium, and low priority utilizing criteria established by the Exotic Plant Management Plan for Grand Canyon National Park.
- Surveyed park areas for invasive plant species, as well as their impact on native species and the local ecology, making field observations of natural resource conditions and forming preliminary evaluations and recommendations on the cause of problems and possible solutions. Reported results to higher-level specialists for analysis.
- Researched and developed Integrated Pest Management strategies for control of common exotic plant pests, applying the components of Integrated Pest Management to achieve program goals.
- Performed exotic plant treatments by chemical, manual, and mechanical methods.
- Deployed various herbicides, using hand and back sprayers, assessing associated risks and benefits, researching the different species to determine optimum application timing, and maintaining related equipment.
- Maintained inventories on types, amounts, and associated documentation of herbicides, as well as the related equipment, detailing labels and safety data sheets, on all the herbicides related to the Exotics crew and the entire Science and Resource Management Division.
- Stored, mixed, and disposed of all herbicides and other hazardous chemicals utilized by the Vegetation Program by Program and State-established guidelines.
- Coordinated, monitored, and supervised volunteer crews, including the Youth Conservation Corps and Sierra Club, in plant identification, manual treatment methods, and tool safety, while monitoring risk and safety in relatively extreme conditions.
- Recorded data in the field and maintained quality control on reports issued by the entire Exotics Crew on the official park areas, UTM coordinates, vegetative state, number and type of invasive plants treated, etc., to ensure adequate future treatment, track year by year progress, the effectiveness of various methods and timing of treatments, etc.
- Entered data through a Structured Query Language (SQL) database, maintaining the integrity of the data and the relationship between the database and records on ArcMap.
- Experienced with ArcGIS 10.4 navigation, data entry, and retrieval, with both desktop and handheld devices, such as Trimble GIS units.
- Mapped plant populations in the field using manual and GPS techniques.
- Collected, prepared, and documented botanical specimens for the GRCA Herbarium.
- Assisted with plant propagation and care in conjunction with the Horticulture crew, including mixing soil, sowing seeds, collecting native seeds and cuttings in the field, salvaging native plants from scheduled construction or disturbance sites, and working with the endemic and endangered species, *Astragalus cremnophylax* var. *cremnophylax*.
- Mitigated damage in and restored impacted sites, returning areas selected for their proximity to high visitor use areas to their pristine and pre-European contact conditions of plant-life, and practiced creative landscaping techniques to control access by tourists and staff without sacrificing aesthetic site values, by implementing methods of vertical mulching, soil moisture monitoring, out-planting, exotic removal, etc.
- Experienced in backcountry travel across rough terrain, hiking up to 8 miles a day in extreme conditions while carrying packs up to 60 lbs., requiring the exercise of independent decision making and monitoring risks to the safety of the crew.

- Conducted safety "tailgate sessions" whenever necessary, but especially when initiating a new task or operating specialized equipment, and instructed others on the proper use of various types of personal protective equipment (PPE), in training and daily on-site.
- Assisted with the coordination of field logistics and remote work projects that involved being in the field for 4-9 days.

Rain on 4th

April 2014 — May 2016

Security, Bar Back, and Lead of Door Team

30 hours per week (Also Attended College Full Time)

- Same duties as reflected for Rain on 4th above, please see previous entry.

Texas Conservation Corps

Nov 2012 — Nov 2013

Service Learning Academy Crew Lead

GS 06 Equivalent — 40 hours per week

- Supervised and trained crews, ranging in size up to 20+, exclusively composed of At-Risk High School students between the ages of 16 and 21.
- Supervised and trained crew members in all elements of trail construction and maintenance, chainsaw and hand tool use, herbicide application, and manual removal of invasive species.
- Trained crew members in dry and wet stone masonry, including construction methods for single and multi-tier rock walls, bridge abutments, causeways, water bars and check dams, etc., as well as quarrying, cutting, shaping, and finishing stone with both hand and power tools for use in those mentioned above, as well as other functional and aesthetically pleasing trail features.
- Used a variety of tools associated with the mason trade: single and double jacks, rock bars, tape measures, air-driven and gas-powered drills with related attachments, chisels, cutoff saws, etc.
- Utilized a variety of hand tools, such as shovels, rock bars, sledgehammers, pulaskis, pick mattocks, lopping shears, pruning saws, and McLeods, among others.
- Performed carpentry work in the maintenance and construction of boardwalks and the conversion of old railway bridges into modern bicycle trails.
- Used, maintained, and repaired chainsaws, gas-powered drills, timber tongs, wood chisels, and other tools associated with log work.
- Inspected and analyzed trails for signs of drainage patterns and recommended specific erosion control measures.
- Operated Bobcat, trailers, and other large vehicles, and transported crews, equipment, tools, gasoline, and hazardous chemicals in or on 15 passenger vehicles and associated trailers on a day-to-day basis, as well as trips traversing the state of TX while driving up to 10 hours a day.
- Directed and reviewed the work of crew members, providing daily on-site decisions concerning workflow, pace, assignment, and distribution of work.
- Instructed others on the proper use of various types of personal protective equipment (PPE).
- Facilitated day-to-day details of crew life, on site and in the classroom, including extended field expeditions, as well as managing the purchase of food and other supplies, while mediating interpersonal conflicts between the students and managing crew dynamics and morale, maintaining discipline and professional conduct, etc.

- Tutored the crew members in each of their classes and assignments, in the classroom and in the field, covering all high school subjects and ability levels, including ESL and special education.
- Maintained the privacy of students with sensitive backgrounds, conforming to FERPA standards established by federal training and certification.
- Developed and presented educational materials and lesson plans in horticulture, forestry, rangeland ecology and management, landscape design, and turf grass management, fulfilling state-established criteria.
- Instructed crew members on minimum impact, or “leave no trace,” techniques on the worksite.
- Monitored safety in extreme conditions while overseeing dangerous tasks, such as operating chainsaws in large groups spread out over rough terrain.
- Coordinated management efforts with a Co-Lead, sharing responsibilities for planning and scheduling, supervising work, tutoring, training, delegating tasks, and completing paperwork.
- Acted as liaison between the TXCC administrative staff, the SLA Field Coordinator, and various clients or project partners, including federal, state, and local land management agencies, allowing for the completion of projects to specified details, facilitating the flow of communication, and adapting to changing circumstances.
- Wrote letters, reports, program/presentation outlines, and other documents to inform my supervisor of details on site, document accidents, and develop educational materials.

American Conservation Experience

Sep 2011 — Sep 2012

AmeriCorps Professional Development Member

GS 04 Equivalent — 40 hours per week

- Trained in and instructed others in outdoor skills including crosscut saws, “Leave No Trace,” native plant identification, trail construction and maintenance, and wilderness first aid.
- Constructed and maintained trails, utilizing ecologically informed methods to facilitate trail design and conforming to Wilderness Act standards, such as by salvaging native rock and other materials for all trail structures, while considering site-specific visitor uses.
- Restored wildlife habitats and native landscapes, conducting native plant revegetation and removing invasive plant species.
- Surveyed, mapped, and monitored using Trimble GIS.
- Environmental restoration and landscape engineering with the dry stone construction of multi-tier rock walls, check-steps, water bars, etc.
- Mitigated damage in and restored impacted sites, including backcountry campsites, visitor-created social trails, and unauthorized OHV roads.
- Camped and cooked outdoors, living and working exclusively in the back country for extended periods, as well as in high alpine environments often over 12,000 ft. above sea level, living out of a tent more than 2/3’s of the year.
- Hiked up to 12 miles a day in extreme conditions while carrying a backpack of up to 50 lbs.
- Lifted and carried objects, such as rocks or logs, weighing up to 100 lbs. regularly.
- Performed rigging operations including planning, selecting, assembling, and installing weight handling gear such as wire ropes, cables, slings, and chains used to lift, move, and position a variety of large and heavy equipment, large rocks, logs, and other materials.
- Maintained and repaired hand tools, power tools, and other equipment as necessary.

- Worked effectively as part of a close-knit team and maintained appropriate, healthy, and vibrant relationships with co-workers while under stress during extended periods of isolation.
- Assisted the crew supervisor in logistical details such as gathering and keeping track of tools, training other team members in field work techniques, caring for equipment, field communication, and facilitating the communication of the details of project completion.
- Completed project paperwork where necessary, including AmeriCorps member time-sheets, weekly reports, safety sheets, accident reports, end-of-week check lists, and feedback forms.
- Co-facilitated volunteer events, recruiting over 40 volunteers to participate in my ACE community service volunteer event, working with a team of other AmeriCorps members to oversee logistics.
- Conducted safety "tailgate sessions" as necessary, but especially when initiating a new task, working in an unusually hazardous environment, or operating specialized equipment.
- Instructed others on the proper use of various types of personal protective equipment (PPE).

Certifications

- NOLS Wilderness First Aid: Valid through June 2020
- NOLS Adult/Child CPR, AED & Airway Management: Valid through June 2020
- NOLS Epinephrine Auto-injector: Valid through June 2020
- Arizona Agricultural Commercial Pesticide Applicator - Forest Pest: Valid through December 2019
- American Traffic Safety Services – Registered Flagger (Utah): Valid through June 2021
- Search and Rescue Arduous Duty Pack Test – May 2018
- Recreational Off-Highway Vehicle Association: UTV – Valid through February 2021
- U.S. Government Motor Vehicle Operator's ID: OF 346, Card N – Valid through February 2021
- Incident Qualification "Red" Card: Firefighter Type 2 (Arduous Duty)
 - S-212 Wildland Fire Chainsaw
 - READ / REAF

Trainings

- Basics of NEPA and Section 106 Planning and Compliance, Multi-day Workshop – August 2019
- Cybersecurity, FISSA, Section 508, Records Management, Privacy, CUI – June 2019
- Wilderness Resource Advisor (READ) – May 2019
- Budding Botanist: 2-day botany intensive workshop – May 2019
- Director's Order 16E and accompanying Reference Manual – May 2019
- NSC Defensive Driving Course 9th Edition – May 2018
- Wilderness Act Policy and Implementation Workshop – January 2017

References

- Brian Hopkins
Current Supervisor
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@BLM Colorado River Valley Field Office

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- Daniel Boughter
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- Eric Hoskins
Former Supervisor
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- Kathleen Dilley
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Native Plant Biologist and Nursery Manager
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- Cameron Prophet
Former Crew Lead
Invasive Plants Crew Lead
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TO: City Council
FROM: Jared VerHey, Capital Projects Manager
DATE: October 7, 2025
SUBJECT: Service Provider Agreement with TCF Architecture, PLLC, for the City Operations and Maintenance Facility Design Amendment No. 1

1) Recommended Action:

Authorize the Mayor to sign the Service Provider Agreement Amendment No. 1 with TCF Architecture, PLLC, for the City Operations and Maintenance Facility Design.

The agreement was recommended for approval on considerations at the September 18, 2025 Public Works Committee Meeting.

2) Background:

In 2014, the City acquired property at 79th Avenue and Trails End Drive (former Trails End Arena) for the purpose of locating a future Public Works Facility.

In 2016, the City entered into a Service Provider Agreement (SPA) with TCF Architecture for development of a Master Plan for the site and the pre-design work necessary to determine space needs, a preferred site alternative, including identification of potential park opportunities, conceptual building designs, project estimates, and community engagement. During this process, the City decided to defer relocating Transportation and Engineering (TED) and Water Resources and Sustainability (WRS) office staff to the new facility until a later date to bring down initial costs.

In 2023, the City entered into a new SPA with TCF Architecture for further development of the preferred site alternative selected during master planning. The scope of work included 100% plans, specifications and estimate (PS&E). A part of the PS&E development included building plans for a new approximately 8,000 SF Administration Building intended to house TED and WRS Operations staff. The Administration Building was designed for future expansion to eventually house all TED and WRS office staff. The fees for the original SPA totaled \$2,450,000 and were based on the 2015 Office of Financial Management (OFM) Guidelines.

Over the past several years, the size of Tumwater's workforce has expanded in response to growth in population and associated public services. As a result, through development of the 2025-2026 budget, several new positions were added across various departments to ensure the City can continue to provide essential services and pursue Council priorities for Tumwater's growing population. With City facilities already exceeding staff workspace capacity, some departments/divisions have had to relocate to leased office space. There are still several positions that have not been filled, and it is likely the City's workforce will continue to increase as projected growth happens, resulting in a potential need for more leased space.

The long-term plan is to increase the size of City Hall, however, that is an effort that cannot be undertaken for several years due to capacity and cost. To address the immediate need for additional workforce capacity, staff evaluated other short and mid-term solutions centered on relocating additional staff to satellite office spaces. It was determined the most

practical and responsible solution is to relocate TED and WRS office staff to the new Public Works Facility now rather than in the future, for several reasons:

- Construction of the Public Works Facility will require debt financing, and it is more cost effective to build and finance a facility that meets long-term needs;
- It is already a planned move that is going to need to occur in less than ten years;
- There is an active project to expedite the timeline;
- It eliminates the need of further separation of departments and functions;
- It allows WRS office staff to be relocated from leased space to a City-owned facility; and,
- It frees up much of the basement office space for other City departments/staff.

In 2024, design efforts were shifted to evaluating space needs to include TED and WRS office staff in the new Public Works Facility so cost estimates could be presented to Council. City staff worked in cooperation with TCF on the development of a new Administration Building floor plan. The proposed revisions to the Administration Building increase the size of the building from the original 8,000 SF to approximately 24,400 SF. The proposed revisions add an estimated \$8.4 million to the construction cost. While this is a large expense, the project will be debt-financed and the difference in annual cost for debt service is much more manageable. The plan significantly decreases long-term costs by eliminating the need for leased office space and opening up existing office space at City Hall, currently occupied by TED office staff.

Amendment No. 1 reflects the efforts to redesign Building A and update the surrounding site design resulting from the increased building footprint. A continued relationship with TCF Architecture to design the facilities will provide continuity in concepts and design. The design fee to redesign Building A, revise the civil site plans, landscape and irrigation plans, specifications, and cost estimate is \$1,247,727 and is based on the 2015 OFM Guidelines.

Design completion is anticipated in April 2026. Construction is anticipated to occur from late 2026 to 2028.

3) Policy Support:

- A. Build a Community Recognized for Quality, Compassion and Humanity
- F. Refine and Sustain a Great Organization.

4) Alternatives:

- ☐ Do not sign the supplemental agreement.

5) Fiscal Notes:

This supplement will increase the original contract maximum amount payable from \$2,450,000 to \$3,697,727, an increase of \$1,247,727.

This project and the funding necessary to complete this work are included in the General Governmental, Water, Sewer, and Storm Capital Facility Plans. Project funding is split 33% General Fund, 33% Water, 17% Sewer, and 17% Storm.

6) Attachments:

- A. Service Provider Agreement Amendment No.1 with TCF
- B. Original Service Provider Agreement

**FIRST AMENDMENT
TO
SERVICE PROVIDER AGREEMENT
FOR
CITY OPERATIONS AND MAINTENANCE FACILITY DESIGN**

This First Amendment ("Amendment") is dated effective this _____ day of _____, 2025, and is entered into by and between the CITY OF TUMWATER, a Washington municipal corporation ("CITY"), and TCF ARCHITECTURE, PLLC., a Washington limited liability company ("SERVICE PROVIDER").

A. The CITY and the SERVICE PROVIDER entered into a Service Provider Agreement dated effective June 7, 2023, whereby the SERVICE PROVIDER agreed to provide architecture services ("Agreement").

B. Section 14 of the Agreement provided that the Agreement may only be amended by written agreement signed by the parties.

C. The CITY and the SERVICE PROVIDER desire to amend the Agreement to provide additional services described in Attachment A-1 of the Agreement by extending the term of the Agreement and increasing the compensation paid to the SERVICE PROVIDER.

NOW, THEREFORE, the parties agree to the following terms and conditions:

1. SCOPE OF SERVICES.

Section 1 of the Agreement is amended to provide for additional services as more particularly described and detailed in Exhibit "A-1," attached hereto and incorporated herein.

2. TERM.

Section 2 of the Agreement shall be amended to extend the term of the Agreement until December 31, 2026.

3. COMPENSATION.

In consideration of the SERVICE PROVIDER continuing to provide the services described in Section 1 of the Agreement and providing the additional services described in Exhibit "A-1" during the extended term of the Agreement, Section 4.C. shall be amended to increase the compensation paid to the SERVICE PROVIDER by an additional amount not to exceed One Million Two Hundred Forty-Seven Thousand Seven Hundred Twenty-Seven and 00/100 Dollars (\$1,247,727.00). The total amount payable to the SERVICE PROVIDER pursuant to the original Agreement and this First Amendment shall be an amount not to exceed Three Million Six Hundred Ninety-Seven Thousand Seven Hundred Twenty-Seven and 00/100 Dollars (\$3,697,727).

4. FULL FORCE AND EFFECT.

All other terms and conditions of the Agreement not modified by this Amendment shall remain in full force and effect.

DATED the effective date set forth above.

CITY:

CITY OF TUMWATER
555 Israel Road SW
Tumwater, WA 98501

SERVICE PROVIDER:

TCF ARCHITECTURE, PLLC
902 N 2nd Street
Tacoma, WA 98403-1931
UBI No. 601-592-500
Phone No. 253-572-3993

Debbie Sullivan
Mayor

Signature (Notarized – see below)
Printed Name:
Title:

ATTEST:

Melody Valiant, City Clerk

APPROVED AS TO FORM:

Karen Kirkpatrick, City Attorney

STATE OF WASHINGTON)
) ss.
COUNTY OF THURSTON)

I certify that I know or have satisfactory evidence that _____(name) is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument, on oath stated that (he/she) was authorized to execute the instrument and acknowledged it as the _____(title) of _____(company) to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated:_____

Notary Public in and for the State of
Washington,
My appointment expires: _____



CITY OF TUMWATER
SCOPE OF SERVICES – BASIC & ADDITIONAL SERVICES
AMENDMENT 2 - BUILDING A REDESIGN

GENERAL

1. This proposal is for the Building A redesign scope and is an amendment to the original SERVICE PROVIDER agreement and original scope and fees which are still applicable.

2. **Cost of the Work:** For Building A Redesign only.

(MACC Budget): The Initial Maximum Allowable Construction Cost ("MACC") budget exclusive of "soft costs" (sales tax, professional services, permit fees, management reserve contingencies, special equipment, furnishings, etc.) is estimated at approximately \$13,660,000 per the provided cost estimate.

Bid Alternates: No Building A alternates are included.

A/E Fee Methodology: This MACC value is the basis for determining the cost of the basic architect/engineer fees based on the OFM guidelines. See attachment B for the summary basic and additional service fees.

Hourly Rates: Maximum hourly rates for hourly NTE services;

- Principal rate: \$350/hr
- Staff rate: \$250 Max/hr

PROJECT MANAGEMENT AND ADMINISTRATION

1. Throughout each of the phases covered under these Services, the SERVICE PROVIDER shall manage and coordinate the Design Team, collaborate with the CITY, facilitate meetings, conference calls, and conduct other activities as listed in the OFM Guidelines for basic services.

Activities & Deliverables:

Schedule: Design schedule management, overall team coordination, data management, and other administrative tasks as needed to complete the Services and as noted in the OFM guidelines.

Meetings/presentations: Attend and facilitate meetings throughout the project phases as appropriate and necessary to ensure the timely progress of the Services.

SCHEMATIC DESIGN (SD)

1. **SD Phase General Scope of Services:** Including those items listed in the OFM Guidelines for basic services, the Schematic Design Documents will include further develop and confirm the site adjustments and building A design (See Exhibit A.1 and A.2), identify major materials, basic structural systems, HVAC, plumbing and electrical systems, low voltage systems, civil systems, and specialty equipment. Deliverables will be in the form of preliminary drawings for each design discipline, including reference notes to identify systems, materials, conditions, and overall scope of the project, etc. for basic and additional services. Design includes:

Site: Redevelopment of the site to accommodate the building A redesign.

Building: Building A Redesign

Meetings: Expect meetings to confirm site and building plan layouts, general architectural and engineered system designs.

2. **Permitting Agency Coordination:** The SERVICE PROVIDER shall coordinate with the Authority Having Jurisdiction (AHJ). Per previous discussions with the AHJ, the project is an allowed use, so no CUP or other special permitting is required as part of this submittal. Any special permitting will be an additional service.
2. **Cost Estimating:** A Schematic level parametric cost estimate shall be prepared reflecting the scope of the Project indicated in the SD Documents. THE SERVICE PROVIDER shall advise the CITY of possible adjustments to the MACC budget, and provide recommendations as appropriate to meet the CITY's budget goals. A project "Base Bid" scope and budget will be finalized, along with any possible Alternate Bid items.
3. **Consultants:** See sub-consultants' scope of work including basic and additional services and OFM guidelines.
4. **Presentations:** Appropriate presentations of schematic basic services documentation
5. **Renderings (additional service):** 3D renderings illustrating exterior mass and basic materiality to aid in the selection of colors and understanding of building form.

Deliverables: Including those items listed in the OFM Guidelines for basic services, the Schematic Design Documents will include,

- Schematic Design level, two-dimensional architectural drawings for the site and each structure, generally including floor plans, building sections, elevations, and other two-dimensional images as appropriate to convey the design intent.
- Schematic Design level drawings for engineering items including structural, HVAC, plumbing, fire protection, electrical, equipment, communications, security, audio-visual, civil, landscape and equipment systems as described in the OFM Guidelines.
- 50% SD Document Progress Set (.pdf documents by transfer file). Comments from the CITY are requested within one week in order to stay on schedule.
- 100% SD Documents Set (.pdf documents by transfer file). Comments from the CITY are requested within one week in order to stay on schedule.



- Three-dimensional exterior architectural massing graphics and illustrations to convey design intent in 2 – 4 images (Additional Service)

SD level parametric MACC Cost Estimate, excluding soft costs and other City required expenses. Comments from the CITY are requested within one week in order to stay on schedule.

DESIGN DEVELOPMENT (DD)

1. **DD Phase:** Based on the CITY'S written approval of the Schematic Design Documents updated Cost Estimate and Including those items listed in the OFM Guidelines for basic services, The SERVICE PROVIDER shall move into the design development phase. The DD Documents shall illustrate, and describe the development of the approved Schematic Design Documents, further identifying specific materials, products, size and appearance of the project by means of plans, sections, elevations, and details in 2D. The Design Development Documents will include new, if any, basic manufacturer's products or systems literature describing the expected performance, quality, and character of materials, systems and products creating an outline spec. If new materials, the new physical materials samples and color studies shall be provided for the selection of both interior and exterior materials. Other services and deliverables are further described in the various Scopes of Services proposals provided by each sub-consulting team member.
2. **Permitting Agency Coordination:** In preparation for Plan Review submittals and final permitting, the SERVICE PROVIDER may further coordinate with the AHJ if allowed and provide updated research of applicable codes and site development regulation & requirements for the project.
3. **Cost Estimating:** A DD level parametric cost estimate shall be prepared reflecting the scope of the Project indicated in the DD Documents. The SERVICE PROVIDER shall advise the CITY of possible adjustments to the MACC budget and provide recommendations as appropriate to meet the CITY's budget goals.
4. **Renderings (additional service):** 3D renderings illustrating key interior spaces showing mass and basic materiality to aid in the selection of colors and understanding of interior spaces.
5. **Consultants:** See sub-consultants' scope of work including basic and additional services and OFM guidelines.
6. **Presentations:** Appropriate presentations of design Development basic services documentation.

Deliverables: Including those items listed in the OFM Guidelines for basic services, the Design Development Design Documents will include;

- Design Development level, two-dimensional architectural drawings for building A, generally including floor plans, wall and building sections, elevations, and other two-dimensional images as appropriate to convey the design intent.
- Design Development level drawings for engineering items including structural, HVAC, plumbing, fire protection, electrical, equipment, communications, security, audio-visual, civil, landscape and specialty equipment as described in the OFM Guidelines.

- Updated Color and Material Board showing main materials for review and approval. Comments from the CITY are requested within one week in order to stay on schedule.
- Three-dimensional Interior architectural design graphics showing design, materials, and colors (1-2 images) (Additional Services)
- For new materials, if any, outline specification using product Cutsheets to establish design intent for review and approval. Comments from the CITY are requested within one week in order to stay on schedule.
- DD level parametric MACC Cost Estimate, excluding soft costs and other City required expenses. Comments from the CITY are requested within one week in order to stay on schedule.
- 50% DD Coordination Set (.pdf documents by transfer file). Comments from the CITY are requested within one week in order to stay on schedule.
- 100% DD Documents Set (.pdf documents by transfer file). Comments from the CITY are requested within one week in order to stay on schedule.

CONSTRUCTION DOCUMENTS (CD)

1. **CD Phase:** Based upon the CITY's written approval of the Design Development documents' updated cost estimate, and confirmed Base Bid Scope and any Alternate Bid items and Including those items listed in the OFM Guidelines for basic services, the SERVICE PROVIDER shall move into the Construction Document phase. The Construction Documents will include preparation of drawings and specifications, setting forth in detail the requirements for the Project bidding, permitting, and construction.
2. **Permit Coordination:** Including those items listed in the OFM Guidelines for basic services, the SERVICE PROVIDER shall coordinate the plan review and permit process including the submittal of required documents to the AHJ, and will be the primary point of contact for permitting agencies. The CITY, as the Owner, shall be responsible for signing all applicable permit documents as required by the AHJ, unless the SERVICE PROVIDER can sign on behalf of the CITY.

Permit Fees: The CITY shall be responsible for direct payment of all permit and plan review fees to all governing/permitting agencies.

Submittal Documents: The SERVICE PROVIDER shall provide completed permit application(s), site and building design drawings, specifications, structural calculations, energy code compliance calculations, storm water management report and geotechnical reports as indicated in the scope of Services. Per previous conversations with the AHJ there are no special permits needed for the project.

Comment Response: The SERVICE PROVIDER shall provide written responses to agency plan review comments, and revise documents as needed for permit acquisition. The CITY shall provide other documents if required by the AHJ.

3. **Cost Estimating:** An updated CD level parametric estimate for the Cost of the Work shall be prepared, reflecting the scope of the Project indicated in the CD Documents and organized by Base Bid and Alternate Bid items. The SERVICE PROVIDER shall advise the CITY of any final adjustments to the MACC, and provide recommendations as appropriate to meet the CITY's Project goals and budget.



4. **Project Manual / Specifications:** Update and provide new technical specification sections as needed.
5. **Bid Document Distribution:** The SERVICE PROVIDER shall provide all Bidding Documents to an electronic plan center for uploading to an on-line document distribution service such as ARC plan center or Builders Exchange etc. The CITY will be responsible for direct payment to the plan center.
6. **Consultants:** See sub-consultants' scope of work including basic and additional services and OFM guidelines.

Deliverables: Including those items listed in the OFM Guidelines for basic services, the Construction Documents will include,

- Construction Document level, two-dimensional architectural drawings for each structure, generally including floor plans, wall and building sections, elevations, details, and other two-dimensional images as appropriate to convey the design intent.
- Construction Document level drawings for all buildings for structural, HVAC, plumbing, fire protection, electrical, equipment, communications, security, audio-visual, civil, landscape and equipment systems
- Fully compiled Project Manual / technical specifications book. Comments from the CITY are requested within one week in order to stay on schedule.
- CD level parametric MACC Cost Estimate, excluding soft costs and other City required expenses. Comments from the CITY are requested within one week in order to stay on schedule.
- 80% CD Coordination, Cost Estimating, and Building Permit Set (.pdf documents by transfer file). Comments from the CITY are requested within one week in order to stay on schedule.
- 100% CD/Bid Documents Set (.pdf documents by transfer file). Comments from the CITY are requested within one week in order to stay on schedule.

BIDDING PHASE - See original proposal

CONSTRUCTION ADMINISTRATION – See original agreement

BUILDING A REDESIGN PRELIMINARY SCHEDULE

1. As noted in our discussions TCF can start redesign services of building A redesign as soon as October, 2025. Below is an approximate schedule that is anticipated for design. This schedule will be updated at each phase and throughout the project as necessary.

○ Project NTP	TBD
○ Schematic Design:	2 months
○ Design Development:	2 months
○ Construction Documents:	2 months

ADDITIONAL SERVICES – HOURLY NTE (TCF)

1. **AS-.01: Bldg. A Redesign Site Adjustments and Coordination:** SD phase redesign of affected site areas including around building A and the east parking lot. Review and coordination of revised site items completed by civil and landscape. Site impacts code review and coordination.
2. **AS-.02: Bldg. A Redesign Conformed Drawings:** Provide building A conformed drawings to include a full drawing and specification set of all adjustments made during bidding phase for use by the City, GC and TCF during construction.
3. **S-.03: Bldg. A Redesign Record Drawings:** Provide architectural building A PDF and CAD files to the City to include adjustments made during construction.
4. **AS-.04: Bldg. A Redesign Renderings / Special Graphics:** During SD provide up to (2) 3D renderings illustrating exterior mass and basic materiality to aid in the selection of colors and understanding of building form. During DD provide up to (2) 3D renderings to generally illustrate interior mass and basic materiality to aid in the selection of colors and materials.
5. **S-.05: Bldg. A Redesign Permitting during CA for all Buildings and Site:** Includes permit submittal of the site and each building, excluding Building A. This did not occur during the original contract because it was decided to submit during the construction phase. This is intended to cover that scope that did not occur during the original contract.
6. **AS-.06: Bldg. A Redesign Post Permit/Prior to Biding Phase:** This will cover any discussions/ coordination that occurs between TCF and the City after design is complete and before the bidding phase begins.

Note:
On 1-23-25 a meeting with Brandon Hicks, Dan Smith, Bill Lindauer, Don Carney, and Steve Craig. We determined Option 1 was not the preferred option. We will select Option 2 with some minor revisions. See changes recommended.

EXHIBIT A.1



Project Title

O&M FACILITY

7842 TRAILS END DR SE
TUMWATER, WA 98501

Project Numbers
2023-012

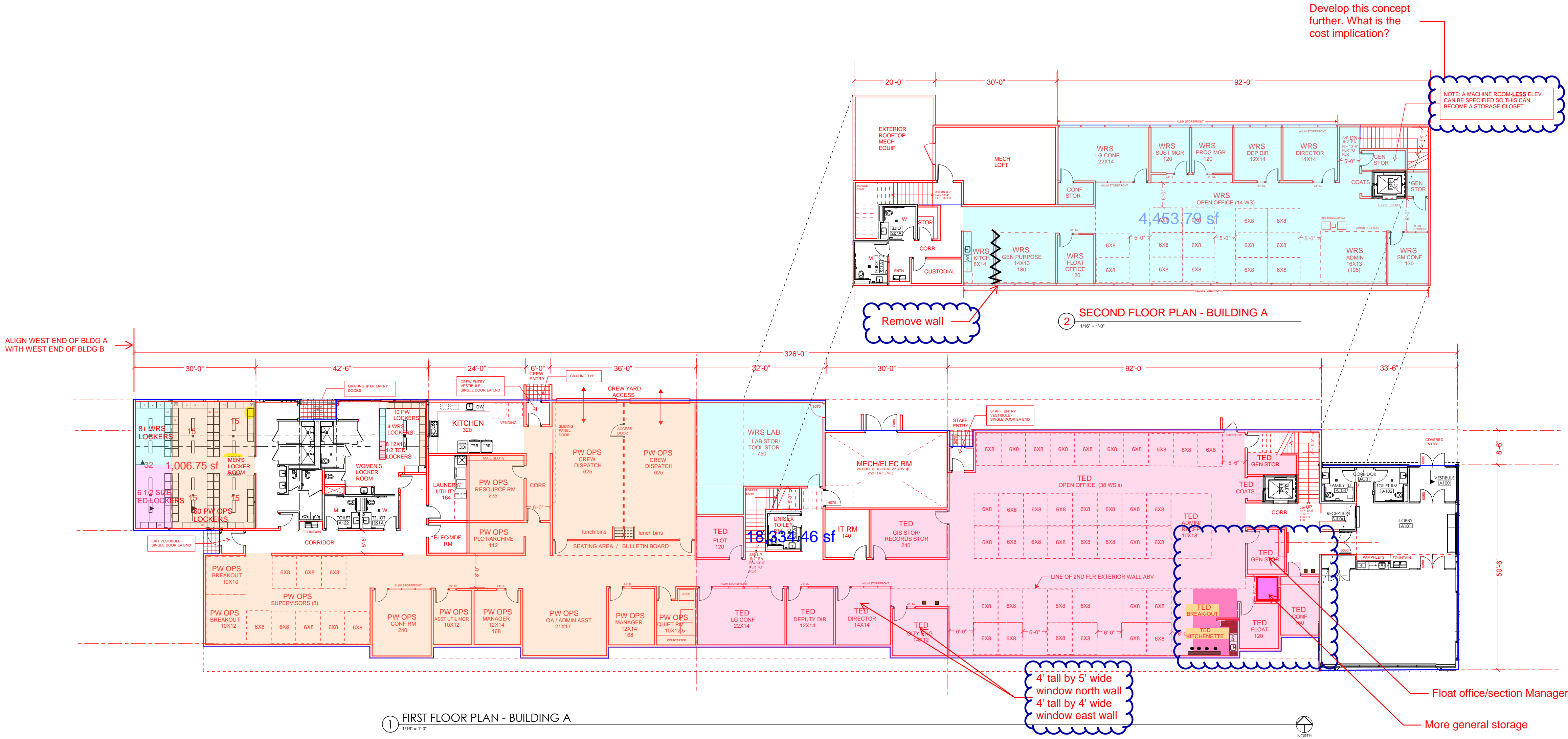
Issue & Revision Dates

100% SD	September 28, 2023
100% DD	December 22, 2023
50% CD	February 12, 2024
75% CD	March 1, 2024
AGENCY SET	April 26, 2024

BLDG A REDESIGN January 17, 2025

BUILDING A REDESIGN

EXHIBIT A.1



Sheet Title

FLOOR PLAN

OPTION 2

(ALTERNATE LAYOUT
AT ELEVATOR/MAIN
STAIR)

Drawn By

MP

Checked By

MP

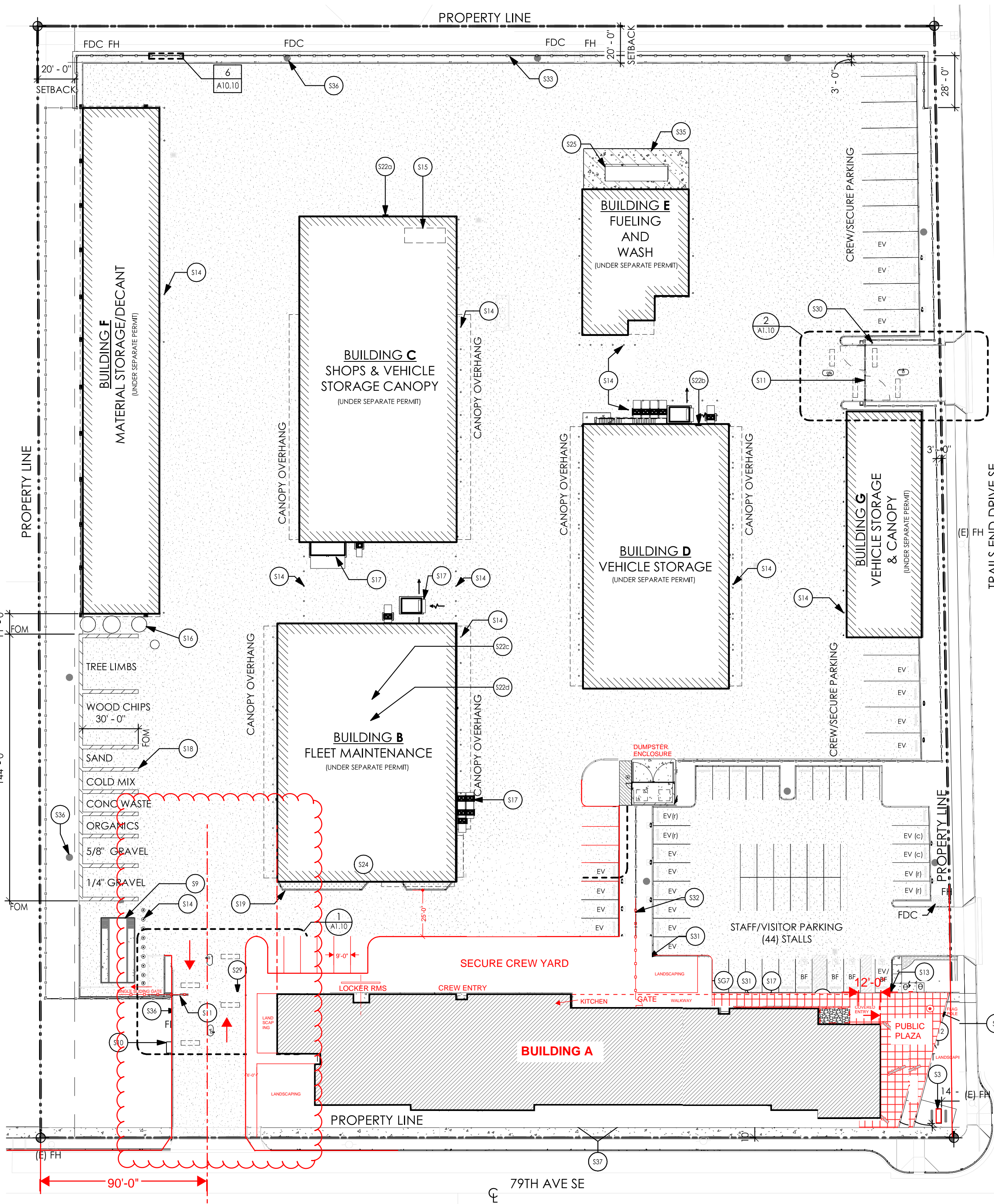
Sheet Number

A2.10

Sheet Number

Of

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1 SITE PLAN
1" = 40'-0"

GROSS BUILDING AREAS

BUILDING A	
EXTERIOR COVERED AREA	2,997 SF
GROUP A-2	805 SF
GROUP B	8,353 SF
	12,155 SF
BUILDING B	
GROUP B	1,171 SF
GROUP S-1	12,022 SF
	13,193 SF
BUILDING C	
GROUP S-2	4,218 SF
GROUP S-1	9,739 SF
GROUP S-1	123 SF
	14,080 SF
BUILDING D	
GROUP S-2	10,964 SF
	10,964 SF
BUILDING E	
GROUP B	456 SF
GROUP S-1	1,374 SF
GROUP S-2	2,103 SF
	3,933 SF
BUILDING F	
GROUP S-1	11,284 SF
	11,284 SF
BUILDING G	
GROUP S-2	4,720 SF
	4,720 SF
GRAND TOTAL	70,329 SF

GENERAL PERMIT SUBMITTAL NOTES:

1. ALL SITEWORK INCLUDED IN THIS AGENCY SET IS TO BE REVIEWED AND APPROVED AS PART OF THIS PERMIT SUBMITTAL. BUILDINGS B-G WILL BE PERMITTED SEPARATELY. NO CONSTRUCTION ACTIVITY ASSOCIATED WITH BUILDINGS B-G IS TO OCCUR UNTIL BUILDING PERMITS HAVE BEEN ISSUED.
2. A SEPARATE SITE DEMOLITION PERMIT IS REQUIRED AND WILL BE SUBMITTED SEPARATELY FOR REVIEW AND APPROVAL. NO SITE DEMOLITION IS TO OCCUR UNTIL THE SITE DEMOLITION PERMIT IS ISSUED. A SITE DEMOLITION PLAN IS INCLUDED IN CIVIL DRAWINGS FOR REFERENCE ONLY.
3. BUILDING A, PAVED PUBLIC PLAZA, CREW YARD AND THE TWO PARKING LOTS LOCATED OUTSIDE OF THE SECURE SITE FENCE ARE TO BE INSTALLED IN CONJUNCTION WITH THE CONSTRUCTION OF BUILDING A. THE INSTALLATION OF ASPHALT PAVING WITHIN THE SECURE SITE FENCE WILL OCCUR AS PART OF THE FUTURE CONSTRUCTION OF BUILDINGS B-G PER SEQUENCING ESTABLISHED BY THE GENERAL CONTRACTOR.

GATE SCHEDULE

SG6	3'-0"x8'-0" SINGLE SWING GATE TO MATCH THE DECORATIVE WROUGHT IRON FENCING, MANUAL OPERATION W/PADLOCKABLE LATCH AND KNOX BOX PER SPECS
SG7	3'-0"x8'-0" SINGLE SWING GATE TO MATCH ADJACENT CUSTOM SCREEN WALL

KEYNOTES

S1	CONCRETE SIDEWALK, PAVING, SEE CIVIL
S2	30' TALL FLAG POLE WITH DOWNLIGHTING, EXACT LOCATION TBD
S3	CAST-IN-PLACE CONCRETE MONUMENT SIGN WITH ALUMINUM SHROUD PER SITE DETAIL, SHEET 1/A10.11
S9	GENERATOR, SEE ELECTRICAL DRAWINGS
S10	PAD MOUNTED TRANSFORMER, SEE ELECTRICAL PLANS
S11	SEE ENLARGED SITE PLANS FOR SLIDING AND SWING GATE INFORMATION
S12	CUSTOM BENCHES AND PAVING PATTERN PER LANDSCAPE DRAWINGS
S13	VEHICLE CHARGING STATION, SEE CIVIL AND ELECTRICAL DRAWINGS
S14	BOLLARD ADJACENT TO BUILDINGS, OR AS NOTED, SEE DIMENSION FLOOR PLANS FOR LOCATIONS, REFERENCE SITE DETAILS
S15	OWNER-SUPPLIED 40 YARD DUMPSTER
S16	DECANT VAULTS - SEE BLDG F
S17	EXTERIOR MECHANICAL EQUIPMENT - REFER TO MECHANICAL DRAWINGS
S18	STACKED ECO-BLOCKS 6' HIGH FOR MATERIAL STORAGE BAYS, (144 LINEAR FEET OF 6' LONG BLOCKS WITH 30' LONG DIVIDER WALLS)
S19	RAISED PLANTER AND SEATING PER LANDSCAPE DRAWINGS
S22a	DEDICATED PANELBOARD FOR FUTURE (8) EV'S
S22b	DEDICATED PANELBOARD FOR FUTURE (X) EV'S
S22c	(1) DUAL PORT EV CAPABLE FOR FUTURE CHARGING STATION
S22d	(1) SINGLE PORT EV CHARGING STATION
S23	BIKE CANOPY
S24	ENCLOSED LONG TERM BIKE STORAGE LOCATION TBD
S25	ABOVE GROUND FUEL TANK
S26	RUSTY ARTIFACTS PLANTER
S27	PUBLIC ART
S28	DUMPSTER ENCLOSURE
S29	8'H SLIDING GATES TO MATCH DECORATIVE SECURITY FENCING
S30	8'H SWINGING GATES TO MATCH DECORATIVE SECURITY FENCING
S31	8'H CUSTOM SCREEN WALL PER LEGEND
S32	8'H ORNAMENTAL SECURITY FENCING PER LEGEND
S33	5'H SOUND BARRIER WALL PER LEGEND - SEE 6/A10.10
S35	CONCRETE SLAB @ ABOVE-GROUND FUEL TANK
S36	SITE LIGHTING, SEE ELECTRICAL DRAWINGS
S37	RAIN CHAIN BASIN, SEE PLAN AND DETAIL 1/A10.12
S38	ON-GRADE PLANTER PER LANDSCAPE DRAWINGS

LEGEND

	CONCRETE PAVING AND WALKWAYS, SEE CIVIL & LANDSCAPE DRAWINGS
	BUILDING FOOTPRINT
	ASPHALT, SEE CIVIL DRAWINGS
	STAMPED CONCRETE DESIGN 1
	STAMPED CONCRETE DESIGN 2
	PLANTER
EV	EV CHARGING PARKING STALL
EV(i)	EV READY FOR FUTURE PARKING STALL
EV(c)	EV CAPABLE FOR FUTURE PARKING STALL
	8'H ORNAMENTAL WROUGHT IRON SECURITY FENCING AT STREET-FACE SIDES, TYP. ALL PERIMETER ORNAMENTAL FENCING TO HAVE A 6'-0" WIDE x 12" DEEP CONTINUOUS COMPACTED 1 1/4" ROCK BASE, FENCE CENTERED ON ROCK BASE, TYP.
	5'H SOUND BARRIER WALL
	8'H CUSTOM SCREEN WALL, TYP
	PROPERTY LINE
	DIRECTIONAL TRAFFIC ARROW - SEE CIVIL DRAWINGS
•CR	CARD READER AT POST, SEE ELECTRICAL DRAWINGS
•	8" DIA 42" TALL BOLLARD, SEE KEYNOTES
	VEHICULAR SIGNS - SEE CIVIL DRAWINGS
FH FDC PIV	FIRE HYDRANTS, FIRE DEPARTMENT CONNECTION & POST INDICATOR VALVE - SEE CIVIL DRAWINGS, ALSO SEE CIVIL FOR BOLLARDS AROUND FHS, FDC'S & PIV'S
	PROPERTY LINE
XX	SET BACK
	ROOF/CANOPY OVERHANG

PROPERTY DATA

PROPERTY ADDRESS:
BUILDING A: 1360 79TH AVE SE, TUMWATER, WA 98501
BUILDING B-G: 1360 79TH AVE SE, BLDG B-G

WEST PARCEL CURRENT ADDRESS:
7842 TRAILS END DR SE, TUMWATER, WA 98501

WEST PARCEL IDENTIFICATION #: 12712320400

EAST PARCEL CURRENT ADDRESS:
1500 79TH AVE SE, TUMWATER, WA 98501

EAST PARCEL IDENTIFICATION #: 12712320300
LOT NUMBER:

WEST PARCEL SIZE: 302,450 SF (6.94 ACRES)
EAST PARCEL SIZE: 28,460 SF (.65 ACRES)

GENERAL COMMERCIAL ZONE: 18.22
PERMITTED USE: 18.22.020E

WEST PARCEL TOTAL ACRES: +/- 6.6
IMPERVIOUS AREA: 5.18 ACRES - 78.5%
PERVIOUS AREA: 1.42 - 21.5%

EAST PARCEL TOTAL ACRES: +/- 1.21 ACRES
IMPERVIOUS AREA: .8 ACRES - 66.1%
PERVIOUS AREA: .41 ACRES - 33.9%

MAXIMUM STRUCTURE HEIGHT: 65'

NEW DEVELOPMENTS WITH NON-RESIDENTIAL USES ON SITES WITH A TOTAL SITE AREA GREATER THAN 1 ACRE MUST PROVIDE OPEN SPACE EQUAL TO AT LEAST 1% OF THE GROUND FLOOR NON-RESIDENTIAL BUILDING FOOTPRINT PLUS 1% OF THE "SITE AREA".

SIGNAGE REQUIRES SEPARATE PERMIT

EXHIBIT A.2

A1.01



BASIC SERVICES - Building A Redesign

Updated 7-10-25

Basis of Fee Calculations

Fee Methodology: The fees below are organized into two categories: Basic Services and Additional Services. **Basic Services** are those services provided by the Architect, Structural Engineer, the Mechanical/Electrical Engineer for the primary building normal building systems. Fees for the Basic Services are proposed as a percentage of construction cost, or, the MACC ("Maximum Allowable Construction Cost"). **Additional Services** are in addition to Basic Services and include, but are not limited to, civil engineering, special building system consulting (security, data/comm, audio-visual), and other specialty system services. This fee methodology closely follows the WA State Office of Financial Management (OFM) guidelines for determining Architect/Engineering fees for public works building projects. There is a credit in fee for reuse of specifications and details from the original building A design that are applicable to the building redesign.

Description	Area Qty	Unit	Unit Cost Per SF	Subtotal MACC	Fee % (Basic Services)	Estimated Fee	Remarks
				Estimate by the City	AE Fee Sched	Basic Services	July 2015 WA State OFM Fee Schedule
BUILDINGS							
Administration & Operations Building Redesign (Building A)	23,362			\$13,660,000	7.70%	\$1,051,820	Schedule B
Site Redesign (as impacted by bldg A redesign)							See additional services below
TOTAL BLDG MACC AND BASIC SERVICES EST.				\$13,660,000		\$1,051,820	

BASIC SERVICES - Distribution of Fees by Phase

Credits shown by phase

Schematic Design	18.00%	\$189,328	
Design Development	20.00%	\$210,364	-\$10,000 spec outline, coordination (Arch/MEP)
Construction Documents	31.00%	\$326,064	-\$37,000 specs and details (Arch/MEP)
Bidding	2.00%	\$21,036	-\$7,351 Bldg A original bidding fee
Construction Administration / Close-out	29.00%	\$305,028	-106,585 Bldg A original CA and close out fees
SUBTOTAL BASIC SERVICES FEES	100.00%	\$1,051,820	
Credit back on basic services fees			-\$160,936.00
TOTAL BASIC SERVICES FEES		\$890,884	

ADDITIONAL SERVICES

	Consultant Labor Fees	Add'l Services Subtotals	Remarks
EXTRA AND OTHER SERVICES (T & M)			
AS-0 Architecture - TCF Architecture, PLLC	\$166,350	\$166,350.00	
Bldg A Redesign Site Adjustments and coordination	\$27,850		Other Services,
Bldg A Redesign Conformed Drawings Bldg A (optional)	\$5,200		Post Bidding, Extra Services
Bldg A Redesign Record Drawings (optional)	\$8,900		Post Construction, Extra Services
Bldg A Redesign Renderings / Special Graphics (optional)	\$19,000		Assumed to span SD and DD design phases, Extra Services
Permitting during CA for all buildings and site	\$25,200		Other Services
Post Permit/Prior to bid	\$29,900		Extra services, Slush fund for use by the design team
10% Escalation on Original Bid fee	\$3,300		Other Services
10% Escalation on Original CA fee	\$47,000		Other Services
AS-1 Civil Engineering - SCJ Alliance	\$73,766	\$73,766.00	
Schematic Design	\$15,938		Other Services
Design Development	\$21,746		Other Services
Construction Documents	\$36,082		Other Services
AS-2 Landscape Architecture - Lyon	\$8,500	\$8,500.00	
Project Management	\$1,500		Other Services
Schematic Design	\$3,000		Other Services
Design Development	\$1,500		Other Services
Construction Documents	\$2,500		Other Services
SUBTOTAL ADDITIONAL SERVICES	\$248,616	\$248,616	
TCF Mark-up on Consultant Additional Services 10.00%		\$8,227	Does not include mark-up on TCF's additional services
TOTAL DESIGN SERVICES THROUGH CONSTRUCTION		\$1,147,727	
MANAGEMENT RESERVE FUND (MRF)			
Management Reserve Fund		\$100,000	
GRAND TOTAL		\$1,247,727	

ASSUMPTIONS AND EXCLUSIONS

Consultants: Limited to those included above. Other consultants and services may be added at a future time by amendment as needed unless considered a basic service in the OFM guidelines.

Plan Review and Permitting Costs/Fees: Building plan and permitting fees, special use permit fees, agency legal costs, and other agency-related fees/costs are NOT included.

Consultant Exclusions: Refer to separate consultant proposals for specific exclusions. OFM guidelines will control in the event exclusions conflict.

Sustainability Certification: The project is not pursuing LEED certification or other environmental stewardship certifications.

Bid Document Printing and Distribution: Costs for printing Bid Documents (drawings, project manuals, addenda), are not included aligning with OFM guidelines.

Furniture: Furniture design, layout and procurement is not part of this scope but can be added as an additional service if requested by the City

Commissioning: Not included as part of this scope. TCF would prefer the City brings this on. We can coordinate as we get closer to construction.

Environmental Study: Previous environmental studies have been completed by the City, it is assumed these are still valid. No environmental studies are included with this scope.

CITY OF TUMWATER
AMENDMENT 2 - BLDG A REDESIGN

AS NO.	ADDITIONAL SERVICES PROJECT TASKS	TCF ARCHITECTURE		
		Principal	Sr. Architect	Architect
AS-0.1 Bldg A Redesign Site Adjustments and Coordination				
	ESTIMATED HOURS	8	60	90
	HOURLY RATE	\$350.00	\$200.00	\$145.00
	ESTIMATED FEES	\$2,800.00	\$12,000.00	\$13,050.00
	SUBTOTAL	\$27,850.00		
AS-0.2 Bldg A Redesign Conformed Drawings Bldg A (Optional)				
	ESTIMATED HOURS	2	8	20
	HOURLY RATE	\$350.00	\$200.00	\$145.00
	ESTIMATED FEES	\$700.00	\$1,600.00	\$2,900.00
	SUBTOTAL	\$5,200.00		
AS-0.3 Bldg A Redesign Record Drawings (optional)				
	ESTIMATED HOURS	2	12	40
	HOURLY RATE	\$350.00	\$200.00	\$145.00
	ESTIMATED FEES	\$700.00	\$2,400.00	\$5,800.00
	SUBTOTAL	\$8,900.00		
AS-0.4 Bldg A Redesign Renderings / Special Graphics (optional)				
	ESTIMATED HOURS	4	30	80
	HOURLY RATE	\$350.00	\$200.00	\$145.00
	ESTIMATED FEES	\$1,400.00	\$6,000.00	\$11,600.00
	SUBTOTAL	\$19,000.00		
AS-0.5 Permitting during CA for all buildings and site				
	ESTIMATED HOURS	16	40	80
	HOURLY RATE	\$350.00	\$200.00	\$145.00
	ESTIMATED FEES	\$5,600.00	\$8,000.00	\$11,600.00
	SUBTOTAL	\$25,200.00		
AS-0.6 Post Permit/Prior to bid				
	ESTIMATED HOURS	20	100	20
	HOURLY RATE	\$350.00	\$200.00	\$145.00
	ESTIMATED FEES	\$7,000.00	\$20,000.00	\$2,900.00
	SUBTOTAL	\$29,900.00		



Amendment #5
Building A Redesign
Tumwater Public Works Facility Design
Tumwater, WA

Prepared For: TCF Architecture

Prepared By: Whitney Holm, PE.

Date Prepared: May 28, 2025

Understanding

This Amendment covers the effort to update the plans to reflect the site plan changes of Building A as well as the adjacent parking areas.

Phase 1 Schematic Design

This phase includes updating the site plan to a schematic level.

- 1) Attend up to two (2) owner/design virtual team coordination meetings.
- 2) Update Stormwater model for Building A.
- 3) Review parking requirements and update analysis.
- 4) Coordinate employee parking lot layout.
- 5) Update following plans to reflect the new site plan.
 - Site Plan
 - Stormwater Plan
 - Water Plan
 - Sewer Plan
 - Employee Parking Lot
- 6) Coordinate with HDR regarding updated stormwater basins. (4 hours have been assumed)
- 7) Update conceptual level cost estimate for civil engineering related elements.
- 8) Perform quality control of plans.

Phase 1 Deliverables

- ◆ Conceptual Cost Estimate
- ◆ Updated Schematic Plans

Phase 1 T&M Fee: \$15,938

Phase 2 Design Development

This phase includes the continued development of the schematic design documents.

Task 1 Design Development Plans

- 1) Attend up to two (2) coordination meetings (virtual or online meetings assumed).
- 2) Coordinate with the Architect regarding parking lot layout. Prepare turn template exhibits to ensure the appropriate drive aisle and turning radii are provided.
- 3) Update the design development engineering plans including:
 - ◆ Demolition and Temporary Erosion and Sedimentation Control Plan
 - ◆ Site Improvement Plan
 - ◆ Employee Parking Lot
 - ◆ Grading Plan
 - ◆ Drainage Plan
 - ◆ Drainage Details
 - ◆ Water Plan
 - ◆ Sewer Plan
- 4) Update preliminary drainage report.
- 5) Coordinate, prepare for and attend up to 1 (one) meeting with the City to discuss site layout changes and necessary permitting requirements.
- 6) Perform quality control.
- 7) Update cost estimate.
- 8) Update specifications in CSI format.

Phase 2 Deliverables

- ◆ Design Development Plans
- ◆ Updated Drainage Report
- ◆ Specification outline in CSI format

Phase 2 T&M Fee: \$21,746

Phase 3 Construction Documents and Permitting

This phase includes updating the construction documents and permitting coordination. SCJ will perform the following tasks:

Task 1 Construction Documents

- 1) Attend up to two (2) coordination meetings (virtual or online meetings assumed).
- 2) Incorporate any changes from Phase 2.
- 3) Update the following civil engineering construction plan sheets:
 - ◆ Temporary Erosion Control Notes and Details
 - ◆ Site Improvement Plan (4 sheets)
 - ◆ Employee Parking Lot (2 Sheets)
 - ◆ Grading Plan (4 sheets)
 - ◆ Grading Details (1 sheet)
 - ◆ Drainage Plan (2 sheets)
 - ◆ Drainage Details (2 sheets)
 - ◆ Water and Sewer Plan (2 sheets)
 - ◆ Water and Sewer Profiles (2 sheets)
- 4) Update final drainage report.
- 5) Coordinate with HDR regarding frontage improvements as well as stormwater changes due to employee parking lot changes. (12 hours are assumed)
- 6) Finalize specifications for civil design elements in CSI format.
- 7) Perform quality control of the construction documents prior to submittal.
- 8) Update cost estimate.

Task 1 T&M Fee: \$25,450

Task 2 Permitting Coordination

- 1) Prepare applications for submittal to Tumwater via the online portal.
- 2) Update design to address City comments. For this task up to two (2) rounds of comments and responses have been assumed. Approximately 40 hours of cumulative effort have been assumed in the included fee to address and respond to the comments. Additional efforts may require additional fees.

Task 2 T&M Fee: \$7,610

Task 3 Utility Coordination

This task includes coordination efforts in support of the Electrical Engineer relating to the utility coordination/ undergrounding, building service connections, and parking lot lighting service connections.

- 1) Prepare and provide CAD files in support of the utility undergrounding coordination, service connection locations, parking lot lighting design and electrical charging stations (if any) layout to the electrical engineer for coordination with PSE.
- 2) Coordinate underground utility routing with the Electrical Engineer to avoid impacts to existing and proposed utilities.



- 3) Coordinate parking light pole locations, EV charging station locations and reference locations and required pads on the Civil Site Plan.

Task 3 T&M Fee: \$3,022

Phase 3 Deliverables

- ◆ Civil Engineering Plans
- ◆ Civil Specifications (CSI Format)
- ◆ Drainage Report
- ◆ Civil CAD Files

Phase 3 T&M Fee: \$36,082

Subconsultant Labor Hour Estimate



SCJ Alliance

Client:

TCF Architects

Template Version:

1/15/2025

Project:

Tumwater Public Works Facility Design Additiona

Billing Rate Schedule

Job #:

23-000908

File Name:

2025 0514 Labor Estimate.xlsm

		Whitney Holm	Kyle Gans	Rikki Martinez	Kim Brown					
Phase & Task No.	Phase & Task Title	Principal	T4 Technician	E3 Engineer	Project Accountant	Total Direct Labor Hours & Cost	Total Cost	Percent Complete	Value to Date	ETC
PHASE 01 Schematic Design										
Task 01	Schematic Design						\$ 15,938.00	0%	\$ -	\$ 15,938.00
1	Attend up to two (2) owner/design virtual team coordination meetings.	2.0		2.0	1.0	5.0	\$ 960.00		\$ -	\$ 960.00
2	Update Stormwater model for Building A.	1.0	2.0	2.0		5.0	\$ 849.00		\$ -	\$ 849.00
3	Praking Requirements	4.0		2.0		6.0	\$ 1,324.00		\$ -	\$ 1,324.00
X	Parking Layout	8.0		4.0		12.0	\$ 2,648.00		\$ -	\$ 2,648.00
X	Update plans to reflect the new site plan	6.0	22.0	18.0		46.0	\$ 7,450.00		\$ -	\$ 7,450.00
4	Coordinate with HDR regarding updated stormwater basins. (4 hours have been assumed)	2.0		2.0		4.0	\$ 818.00		\$ -	\$ 818.00
5	Update conceptual level cost estimate for civil engineering related elements.	1.0		4.0		5.0	\$ 877.00		\$ -	\$ 877.00
6	Perform quality control of plans.	4.0				4.0	\$ 1,012.00		\$ -	\$ 1,012.00
Subtotal Hours:		28.0	24.0	34.0	1.0	87.0	\$ 15,938.00			
Total Phase Hours:		28.0	24.0	34.0	1.0	87.0	87.0			
Total Phase Direct Labor:		\$7,084.00	\$3,408.00	\$5,304.00	\$142.00	\$15,938.00	\$ 15,938.00	0%	\$ -	\$ 15,938.00
PHASE 02 Design Development										
Task 01	Design Development Plans						\$ 21,746.00	0%	\$ -	\$ 21,746.00
1	Attend up to two (2) coordination meetings (virtual or online meetings assumed).	2.0		2.0		4.0	\$ 818.00		\$ -	\$ 818.00
2	Coordinate with the Architect regarding parking lot layout. Prepare turn template exhibits to ensure the appropriate drive aisle and turning radii are provided.		2.0	2.0		4.0	\$ 596.00		\$ -	\$ 596.00
3	Update the design development engineering plans	10.0	32.0	32.0		74.0	\$ 12,066.00		\$ -	\$ 12,066.00
4	Update prepare preliminary drainage report.	4.0	2.0	4.0		10.0	\$ 1,920.00		\$ -	\$ 1,920.00

Subconsultant Labor Hour Estimate



SCJ Alliance

Client:TCF Architects

Template Version:1/15/2025

Project:Tumwater Public Works Facility Design AdditionaBilling Rate Schedule

Job #:23-000908

File Name:2025 0514 Labor Estimate.xlsm

		Whitney Holm	Kyle Gans	Rikki Martinez	Kim Brown					
Phase & Task No.	Phase & Task Title	Principal	T4 Technician	E3 Engineer	Project Accountant	Total Direct Labor Hours & Cost	Total Cost	Percent Complete	Value to Date	ETC
5	Coordinate, prepare for and attend up to 1 (one) meeting with the City to discuss site layout changes and necessary permitting requirements	1.0		1.0		2.0	\$ 409.00		\$ -	\$ 409.00
6	Perform quality control	4.0				4.0	\$ 1,012.00		\$ -	\$ 1,012.00
7	Update cost estimate.	1.0		4.0		5.0	\$ 877.00		\$ -	\$ 877.00
8	Update specifications in CSI format.	16.0				16.0	\$ 4,048.00		\$ -	\$ 4,048.00
Subtotal Hours:		38.0	36.0	45.0	0.0	119.0	\$ 21,746.00			
Total Phase Hours:		38.0	36.0	45.0	0.0	119.0	\$ 119.0			
Total Phase Direct Labor:		\$9,614.00	\$5,112.00	\$7,020.00	\$0.00	\$21,746.00	\$ 21,746.00	0%	\$ -	\$ 21,746.00
PHASE 03 Construction Documents and Permitting										
Task 01	Construction Documents						\$ 25,450.00	0%	\$ -	\$ 25,450.00
1	Attend up to two (2) coordination meetings (virtual or online meetings assumed).	2.0		2.0	4.0	8.0	\$ 1,386.00		\$ -	\$ 1,386.00
2	Incorporate any changes from Phase 2.	2.0	20.0	16.0		38.0	\$ 5,842.00		\$ -	\$ 5,842.00
3	Update the civil engineering construction plan sheets	6.0	32.0	30.0		68.0	\$ 10,742.00		\$ -	\$ 10,742.00
4	Update final drainage report.	2.0		8.0		10.0	\$ 1,754.00		\$ -	\$ 1,754.00
5	Coordination with HDR and frontage improvements (4 hours are assumed)	6.0		6.0		12.0	\$ 2,454.00		\$ -	\$ 2,454.00
6	Finalize specifications for civil design elements in CSI format.	2.0		8.0		10.0	\$ 1,754.00		\$ -	\$ 1,754.00
7	Perform quality control of the construction documents prior to submittal	4.0				4.0	\$ 1,012.00		\$ -	\$ 1,012.00
8	Update cost estimate.	2.0				2.0	\$ 506.00		\$ -	\$ 506.00
Subtotal Hours:		26.0	52.0	70.0	4.0	152.0	\$ 25,450.00			
Task 02	Permitting Coordination						\$ 7,610.00	0%	\$ -	\$ 7,610.00
1	Prepare applications for submittal to Tumwater via the online portal.	2.0		2.0		4.0	\$ 818.00		\$ -	\$ 818.00

Subconsultant Labor Hour Estimate



SCJ Alliance

Client:

TCF Architects

Template Version:

1/15/2025

Project:

Tumwater Public Works Facility Design Additiona

Billing Rate Schedule

Job #:

23-000908

File Name:

2025 0514 Labor Estimate.xlsm

		Whitney Holm	Kyle Gans	Rikki Martinez	Kim Brown					
Phase & Task No.	Phase & Task Title	Principal	T4 Technician	E3 Engineer	Project Accountant	Total Direct Labor Hours & Cost	Total Cost	Percent Complete	Value to Date	ETC
2	Update design to address City comments. Up to two (2) rounds of comments and responses have been assumed.	8.0	16.0	16.0		40.0	\$ 6,792.00		\$ -	\$ 6,792.00
Subtotal Hours:		10.0	16.0	18.0	0.0	44.0	\$ 7,610.00			
Task 03	Utility Coordination						\$ 3,022.00	0%	\$ -	\$ 3,022.00
1	Prepare and provide CAD files in support of the utility undergrounding coordination, service connection locations, parking lot lighting design and electrical charging stations (if any) layout to the electrical engineer for coordination with PSE.	4.0	2.0	4.0		10.0	\$ 1,920.00		\$ -	\$ 1,920.00
2	Coordinate underground utility routing with the Electrical Engineer to avoid impacts to existing and proposed utilities.	2.0	2.0	2.0		6.0	\$ 1,102.00		\$ -	\$ 1,102.00
3	Coordinate parking light pole locations, EV charging station locations and reference locations and required pads on the Civil Site Plan.					0.0	\$ -		\$ -	\$ -
Subtotal Hours:		6.0	4.0	6.0	0.0	212.0	\$ 3,022.00			
Total Phase Hours:		42.0	72.0	94.0	4.0	212.0	\$ 212.0			
Total Phase Direct Labor:		\$10,626.00	\$10,224.00	\$14,664.00	\$568.00	\$36,082.00	\$ 36,082.00	0%	\$ -	\$ 36,082.00
Total Hours All Phases		108.0	132.0	173.0	5.0	418.0	418.0			
Total Direct Labor Estimate All Phases		\$27,324.00	\$18,744.00	\$26,988.00	\$710.00	\$73,766.00	\$ 73,766.00	0%	\$ -	\$ 73,766.00
Indirect Costs										
Subconsultants:										
Subconsultant Subtotal:							\$ -			
Subconsultant Markup:							\$ -			
Subconsultant Total:							\$ -			
Reimbursable Expenses:										
								</		

Subconsultant Labor Hour Estimate



SCJ Alliance

Client: TCF Architects

Template Version: 1/15/2025

Project: **Tumwater Public Works Facility Design Additiona**

Billing Rate Schedule

Job #: 23-000908

File Name: 2025 0514 Labor Estimate.xlsm

		Whitney Holm	Kyle Gans	Rikki Martinez	Kim Brown					
Phase & Task No.	Phase & Task Title	Principal	T4 Technician	E3 Engineer	Project Accountant	Total Direct Labor Hours & Cost	Total Cost	Percent Complete	Value to Date	ETC
	Expenses Total:						\$ -			
	Management Reserve:						\$ -			
	Total Indirect Costs:						\$ -			
	Total:						\$ 73,766.00			

Subconsultant Fee Determination Summary



SCJ Alliance

Client: TCF Architects
Project: Tumwater Public Works Facility Design Ac
Job #: 23-000908
File Name: 2025 0514 Labor Estimate.xlsm

Template Version: 1/15/2025
Contract Type: Billing Rate Schedule

Consultant Fee Determination

DIRECT SALARY COST

Classification	Hours	Fully Burdened Rate	Amount
Principal	108.0	\$253.00	\$27,324.00
T4 Technician	132.0	\$142.00	\$18,744.00
E3 Engineer	173.0	\$156.00	\$26,988.00
Project Accountant	5.0	\$142.00	\$710.00

TOTAL SALARY COST

Total Salary Cost \$73,766.00

SUBCONSULTANTS

Subconsultant Fee Subtotal:	\$0	\$0.00
Subconsultant Markup:	0%	\$0.00

REIMBURSABLE EXPENSES

Copies, Printing, etc.	0.0%	of the Total Salary Costs	\$0.00
Mileage	0	miles at \$0.700 per mile	\$0.00
Expenses Subtotal:			\$0.00
Expenses Markup:	0%		\$0.00

SUBTOTAL (SALARY, SUBCONSULTANTS AND EXPENSES)

Subtotal (Salary, Subconsultants and Expenses)	\$73,766.00
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MANAGEMENT RESERVE FUND (MRF)

Management Reserve:	\$0	\$0.00
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Total Estimated Budget:	\$73,766.00
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May 12, 2025

Mark Hurley, AIA | Principal
TCF Architecture PLLC
902 N 2nd Street
Tacoma, WA 98403

RE: City of Tumwater Operation & Maintenance Facility – Additional Services #1

Dear Mark,

Thank you very much for the opportunity to provide you with a proposal for additional services to our current contract. Based on the latest schematic design drawings for the new Building A configuration, please see the additional scope of work and fee:

SCOPE OF WORK (ALL WORK AND FEES ARE IN ADDITION TO THE THOSE LISTED IN ORIGINAL CONTRACT)

TASK 1 – Project Management

- A. Obtain CAD Site Plans from Architect and Engineer in each Task listed below. It is anticipated that each Task will include (2) Site Plan Updates
- B. Coordinate with Civil Permitting
- C. General Coordination with Design Team
- D. In-house Quality Assurance. It is anticipated that each Task will include (1) Quality Assurance review by LLA Partner.

TASK 2 – Schematic Design Phase

- A. Provide (1) Submittal for the Schematic Design Phase at 100%
- B. Schematic Design Phase will include the following:
 - 1. 20 Scale Landscape Planting Plans that show planting design for the areas listed in the Design Program. Landscape Planting Plans will include:
 - a. Layout of trees, shrubs, grasses, and groundcovers, botanical and common names, quantities, and sizes.
 - b. Color photographs of proposed plant palette
 - 2. Updated Schematic Design of the Entry Plaza for Building A
 - a. Layout of concrete paving, include score pattern
 - b. Located site amenities including bike racks, benches, flagpoles, and picnic tables
- C. Provide (1) Construction Cost Estimate at 100% SD submittal

TASK 3 – Design Development Phase

- A. Provide (1) Submittal for the Design Development Phase at 100%
- B. Design Development Phase Drawings will include the following:
 - 1. 20 Scale Landscape Planting Plans that show planting design for the areas listed in the Design Program. Landscape Planting Plans will include:
 - a. Updated layout of trees, shrubs, grasses, and groundcovers, botanical and common names, quantities, and sizes.
 - b. Updated Color photographs of proposed plant palette

2. Design Development of the Entry Plaza for Building A
 - a. Updated layout of concrete paving, including score pattern
 - b. Provide details of concrete paving, concrete seat walls, and flag poles
 - c. Updated location of site amenities including bike racks, benches, and picnic tables
- C. Provide (1) Construction Cost Estimates at 100% submittal
- D. Provide DD Level Construction Specifications

TASK 4 – Construction Document Phase

- A. Provide (2) Submittals for the Construction Document Phase, one 95% and the last at 100%
- B. Construction Document Phase will include the following:
 1. 20 Scale Landscape Planting Plans that show planting design for the areas listed in the Design Program.
Landscape Planting Plans will include:
 - a. Updated layout of trees, shrubs, grasses, and groundcovers, botanical and common names, quantities, and sizes.
 - b. Updated Color photographs of proposed plant palette
 2. Entry Plaza for Building A
 - a. Updated layout of concrete paving, including score pattern
 - b. Updated details of concrete paving, concrete seat walls, and flag poles
 - c. Updated location of site amenities including bike racks, benches, and picnic tables
 3. Irrigation Plans
 - a. Layout of irrigation system including irrigation heads, mainline and lateral line
 - b. Irrigation legend, notes, and zone valve schedule
 - c. Irrigation details including point of connection, double check valve assembly, valve details, and irrigation head details
- C. Provide (1) Construction Cost Estimate at 100% CD Submittal
- D. Provide Construction Specifications in CSI Format

FEE FOR PROFESSIONAL SERVICES

TASK 1 – Project Management	\$ 1,500
TASK 2 – Schematic Design Phase	\$ 3,000
TASK 2 – Design Development Phase	\$ 1,500
TASK 4 – Construction Document Phase	\$ 2,500

DESIGN FEES

\$ 8,500

**Design Fees are Lump Sum, unless otherwise noted*

ADDITIONAL SERVICES

Additional Services requested by the Owner shall be billed at an agreed upon fixed fee or hourly at our standard billing rates. They may include, but are not limited to the following:

- Any Additional Submittals not Listed Above
- Outdoor Lighting Plans
- Additional or New Details not Shown on Original Plans

REIMBURSABLE EXPENSES

Includes mileage, cost of copies, in house plots and other project out of pocket costs, plus 10%.

BILLING RATES

Additional services will be billed at \$175/hour or an agreed upon fixed fee.

PAYMENT

We shall send invoices at the end of each month for the percentage completed. Payment shall be due within 30 days of receipt of the invoice.

Payment shall be mailed to: Lyon Landscape Architects
2111 South C Street
Tacoma, WA 98402

OWNER/CLIENT RESPONSIBILITIES

Owner/Client shall provide necessary AutoCAD files and any relevant documents for our work to be completed.

If this is agreeable to you, please sign below and return the signed agreement.

Sincerely yours,



Eric J. Williams, Managing Partner
Lyon Landscape Architects

Approved by: _____ Date _____
Mark Hurley, AIA | Principal



2025 Hourly Rate and Reimbursable Expense Schedule

Effective: January 1, 2025 - December 31, 2025

Rate updates occur on the 1st of January each year

Description	Rates
TCF Personnel:	
Principal-In-Charge	\$350.00 / hour
Interior Design Principal	\$230.00 / hour
Senior Design Director / Spec Writer	\$210.00 / hour
Senior Architect / Senior Project Manager	\$190.00 / hour
Project Architect / Project Manager	\$170.00 / hour
Architect 3	\$150.00 / hour
Designer 3 / Architect 2	\$140.00 / hour
Designer 2 / Architect 1	\$130.00 / hour
Designer 1	\$120.00 / hour
Project Coordinator	\$125.00 / hour
Administrative Support	\$95.00 / hour
Subconsultant Services:	
Subconsultant Services Contracted Through TCF	Direct Cost plus 10%
Reimbursable Expenses:	
Mileage	Current Federal Rate
Other Expenses: (Meals, air travel, per diem, reproductions, shipping, postage, etc.)	Direct Cost plus 10%



SCJ Alliance
Billing Rate Schedule – 2025

Classification	Hourly Billing Rate
Principal	\$220 - \$430
Senior Consultant	\$200 - \$425
Senior Project Manager	\$190 - \$325
PM3 Project Manager	\$170 - \$285
PM2 Project Manager	\$160 - \$275
PM1 Project Manager	\$135 - \$240
Senior Engineer	\$155 - \$240
E4 Engineer	\$150 - \$220
E3 Engineer	\$130 - \$185
E2 Engineer	\$120 - \$160
E1 Engineer	\$110 - \$155
Senior Landscape Architect	\$135 - \$200
L4 Landscape	\$130 - \$180
L3 Landscape	\$115 - \$165
L2 Landscape	\$105 - \$140
L1 Landscape	\$100 - \$130
Senior Planner	\$180 - \$265
P4 Planner	\$135 - \$190
P3 Planner	\$120 - \$175
P2 Planner	\$105 - \$160
P1 Planner	\$100 - \$145
Senior Technician	\$135 - \$215
T4 Technician	\$115 - \$165
T3 Technician	\$100 - \$150
T2 Technician	\$95 - \$145
T1 Technician	\$80 - \$125
Construction Inspector	\$145 - \$230
Graphic Designer	\$100 - \$180
PC 2 Project Coordinator	\$115 - \$155
PC 1 Project Coordinator	\$100 - \$140
Project Accountant	\$100 - \$200

Direct project expenses are billed at cost plus 10%

August 4, 2025

Mark Hurley, AIA | Principal
TCF Architecture PLLC
902 N 2nd Street
Tacoma, WA 98403

RE: City of Tumwater Operation & Maintenance Facility

Dear Mark,

Please see billing rates for the above project:

BILLING RATES

Lead Project Landscape Architect - Eric Williams, Managing Partner	\$175/hr
Project Landscape Architect - Moghan Lyon, Partner	\$175/hr
Project Support Landscape Architect – Eric Streeby, PLA, CPSI	\$150/hr
Project Landscape Design – Zach Andre	\$125/hr

Sincerely yours,



Eric J. Williams, PLA, Assoc. DBIA
Managing Partner | Lyon Landscape Architects

**CITY OF TUMWATER
SERVICE PROVIDER AGREEMENT**

CITY OPERATIONS AND MAINTENANCE FACILITY DESIGN

THIS AGREEMENT is made and entered into in duplicate this 7th day of June, 2023, by and between the CITY OF TUMWATER, a Washington municipal corporation, hereinafter referred to as the “CITY” or “OWNER” and TCF ARCHITECTURE, PLLC, a Washington limited liability company, hereinafter referred to as the “SERVICE PROVIDER” or “ARCHITECT”.

WITNESSETH:

WHEREAS, the CITY desires to have certain services and/or tasks performed as set forth below requiring specialized skills and other supportive capabilities; and

WHEREAS, sufficient CITY resources are not available to provide such services; and

WHEREAS, the SERVICE PROVIDER represents that the SERVICE PROVIDER is qualified and possesses sufficient skills and the necessary capabilities, including technical expertise, where required, to perform the services and/or tasks set forth in this Agreement.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, the parties hereto agree as follows:

1. SCOPE OF SERVICES.

The SERVICE PROVIDER shall perform such services and accomplish such tasks, including the furnishing of all materials and equipment necessary for full performance thereof, as are identified and designated as SERVICE PROVIDER responsibilities throughout this Agreement and as detailed in Attachment “A” Scope of Services attached hereto and incorporated herein (the “Project”).

2. TERM.

The Project shall begin no earlier than May 15, 2023, and shall be completed no later than December 31, 2025. This Agreement may be extended for additional periods of time upon mutual written agreement of the parties.

3. TERMINATION.

Prior to the expiration of the Term, this Agreement may be terminated immediately, with or without cause, by the CITY.

4. COMPENSATION AND METHOD OF PAYMENT.

A. Payments for services provided hereunder shall be made following the performance of such services, unless otherwise permitted by law and approved in writing by the CITY.

B. No payment shall be made for any service rendered by the SERVICE PROVIDER except for services identified and set forth in this Agreement.

C. The CITY shall pay the SERVICE PROVIDER for work performed under this Agreement a total sum not to exceed **Two Million Four Hundred Fifty Thousand and 00/100 dollars (\$2,450,000.00)** as reflected in Attachment "B" Fee Schedule.

D. Upon execution of this Agreement, the SERVICE PROVIDER must submit IRS Form W-9 Request for Taxpayer Identification Number (TIN) and Certification unless a current Form W-9 is already on file with the CITY.

E. The SERVICE PROVIDER shall submit an invoice to the CITY for services rendered during the contract period. The CITY shall initiate authorization for payment after receipt of said invoice and shall make payment to the SERVICE PROVIDER within approximately thirty (30) days thereafter.

F. When subcontracting services or purchasing goods from third parties, as identified and approved in this Agreement, the SERVICE PROVIDER must submit written documentation establishing that the goods and/or services have been provided and the third party has been paid in order to receive payment for such goods and/or services.

G. Invoices may be submitted immediately following performance of services, but in no event shall an invoice be submitted more than twenty (20) business days following the end of the contract term or the end of the calendar year, whichever is earlier.

5. INDEPENDENT CONTRACTOR RELATIONSHIP.

A. The parties intend that an independent contractor relationship will be created by this Agreement. Subject to paragraphs herein, the implementation of services pursuant to this Agreement will lie solely within the SERVICE PROVIDER AGREEMENT – City Operations and Maintenance Facility Design - Page 2 of 10

discretion of the SERVICE PROVIDER. No agent, employee, servant or representative of the SERVICE PROVIDER shall be deemed to be an employee, agent, servant or representative of the CITY for any purpose, and the employees of the SERVICE PROVIDER are not entitled to any of the benefits the CITY provides for its employees. The SERVICE PROVIDER will be solely and entirely responsible for its acts and for the acts of its agents, employees, servants, subcontractors or representatives during the performance of this Agreement.

B. In the performance of the services herein contemplated the SERVICE PROVIDER is an independent contractor with the authority to control and direct the performance of the details of the work; however, the results of the work contemplated herein must meet the approval of the CITY and shall be subject to the CITY'S general rights of inspection and review to secure the satisfactory completion thereof.

C. As an independent contractor, the SERVICE PROVIDER shall be responsible for the reporting and payment of all applicable local, state, and federal taxes.

D. It is recognized that the SERVICE PROVIDER may or will be performing services during the Term for other parties; provided, however, that such performance of other services shall not conflict with or interfere with the SERVICE PROVIDER'S ability to perform the services. The SERVICE PROVIDER agrees to resolve any such conflicts of interest in favor of the CITY.

6. SERVICE PROVIDER EMPLOYEES/AGENTS.

The CITY may at its sole discretion require the SERVICE PROVIDER to remove an employee, agent or servant from employment on this Project. The SERVICE PROVIDER may however employ that individual on other non-CITY related projects.

7. HOLD HARMLESS INDEMNIFICATION.

A. SERVICE PROVIDER Indemnification. The SERVICE PROVIDER agrees to indemnify, defend and hold the CITY, its elected officials, officers, employees, agents, and volunteers harmless from any and all claims, demands, losses, actions and liabilities (including costs and all attorney fees) to or by any and all persons or entities, including, without limitation, their respective agents, licensees, or representatives, arising from, resulting from, or connected with this Agreement to the extent caused by the negligent acts, errors or omissions of the SERVICE PROVIDER, its partners, shareholders, agents, employees, or by the SERVICE PROVIDER'S breach of this Agreement. The SERVICE PROVIDER expressly waives any immunity that may be granted to it under the Washington

State Industrial Insurance Act, Title 51 RCW. The SERVICE PROVIDER'S indemnification shall not be limited in any way by any limitation on the amount of damages, compensation or benefits payable to or by any third party under workers' compensation acts, disability benefit acts or any other benefit acts or programs. This waiver has been mutually negotiated by the parties.

B. CITY Indemnification. The CITY agrees to indemnify, defend and hold the SERVICE PROVIDER, its officers, directors, shareholders, partners, employees, and agents harmless from any and all claims, demands, losses, actions and liabilities (including costs and attorney fees) to or by any and all persons or entities, including without limitation, their respective agents, licensees, or representatives, arising from, resulting from or connected with this Agreement to the extent solely caused by the negligent acts, errors, or omissions of the CITY, its employees or agents. No liability shall attach to the CITY by reason of entering into this Agreement except as expressly provided herein.

C. Survival. The provisions of this Section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

8. INSURANCE.

A. 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.

B. The SERVICE PROVIDER shall provide a Certificate of Insurance evidencing:

1. Automobile Liability insurance with limits no less than \$1,000,000 combined single limit per accident for bodily injury and property damage.

2. Commercial General Liability insurance written on an occurrence basis with limits no less than \$2,000,000 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.

3. Professional Liability insurance written on a claims made basis with limits of no less than \$2,000,000 per claim, and \$2,000,000 policy

aggregate limit.

C. The CITY shall be named as an additional insured on the insurance policy, as respect to work performed by or on behalf of the SERVICE PROVIDER and a copy of the endorsement naming the CITY as additional insured shall be attached to the Certificate of Insurance. The CITY reserves the right to request certified copies of any required policies.

D. The SERVICE PROVIDER'S insurance shall contain a clause stating that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respects to the limits of the insurer's liability.

E. Any payment of deductible or self-insured retention shall be the sole responsibility of the SERVICE PROVIDER.

F. The SERVICE PROVIDER'S insurance shall be primary insurance as respect to the CITY and the CITY shall be given written notice of any cancellation, suspension or material change in coverage within two (2) business days of SERVICE PROVIDER'S receipt of such notice.

9. TREATMENT OF ASSETS.

Title to all property furnished by the CITY shall remain in the name of the CITY and the CITY shall become the owner of the work product and other documents, if any, prepared by the SERVICE PROVIDER pursuant to this Agreement.

10. COMPLIANCE WITH LAWS.

A. The SERVICE PROVIDER, in the performance of this Agreement, shall comply with all applicable federal, state or local laws and ordinances, including being licensed to do business in the City of Tumwater by obtaining a Tumwater business license and any additional regulations for licensing, certification and operation of facilities, programs and accreditation, and licensing of individuals, and any other standards or criteria as described in this Agreement to assure quality of services.

B. The SERVICE PROVIDER specifically agrees to pay any applicable CITY business and occupation (B&O) taxes which may be due on account of this Agreement.

11. NONDISCRIMINATION.

A. The CITY is an equal opportunity employer.

B. Nondiscrimination in Employment. In the performance of this Agreement, the SERVICE PROVIDER will not discriminate against any employee or applicant for employment on the grounds of race, creed, religion, color, national origin, citizenship or immigration status, families with children status, sex, marital status, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, sexual orientation, genetic information, age or other basis prohibited by state or federal law; provided that the prohibition against discrimination in employment because of disability shall not apply if the particular disability prevents the proper performance of the particular worker involved. Such action shall include, but not be limited to: employment, upgrading, demotion or transfers, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and programs for training including apprenticeships. "Race" is inclusive of traits historically associated or perceived to be associated with race including, but not limited to, hair texture and protective hairstyles. For purposes of this subsection, "protective hairstyles" includes, but is not limited to, such hairstyles as afros, braids, locks, and twists. It is not an unfair practice when a distinction or differential treatment on the basis of citizenship or immigration status is authorized by federal or state law, regulation, rule or government contract.

C. Nondiscrimination in Services. The SERVICE PROVIDER will not discriminate against any recipient of any services or benefits provided for in this Agreement on the grounds of race, creed, religion, color, national origin, citizenship or immigration status, families with children status, sex, marital status, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability, sexual orientation, genetic information, age or other basis prohibited by state or federal law. "Race" is inclusive of traits historically associated or perceived to be associated with race including, but not limited to, hair texture and protective hairstyles. For purposes of this subsection, "protective hairstyles" includes, but is not limited to, such hairstyles as afros, braids, locks, and twists. It is not an unfair practice when a distinction or differential treatment on the basis of citizenship or immigration status is authorized by federal or state law, regulation, rule or government contract.

D. If any assignment and/or subcontract have been authorized by the CITY, said assignment or subcontract shall include appropriate safeguards against discrimination. The SERVICE PROVIDER shall take such action as may be required to ensure full compliance with the provisions in the immediately preceding paragraphs herein.

E. Nondiscrimination in Benefits. **The provisions of this subsection are only applicable to contracts with an estimated value of \$50,000 or more.** Pursuant to Tumwater Municipal Code (TMC) Chapter 3.46, the SERVICE PROVIDER shall provide employee benefits or an equivalent sum to the domestic partners of their employees involved in the SERVICE PROVIDER'S operations applicable to this Agreement if such benefits are provided to employees' spouses as more particularly set forth in Chapter 3.46 of the TMC, a copy of which is attached hereto as Attachment "C".

12. ASSIGNMENT/SUBCONTRACTING.

A. The SERVICE PROVIDER shall not assign its performance under this Agreement or any portion of this Agreement without the written consent of the CITY, and it is further agreed that said consent must be sought in writing by the SERVICE PROVIDER not less than thirty (30) days prior to the date of any proposed assignment. The CITY reserves the right to reject without cause any such assignment.

B. Any work or services assigned hereunder shall be subject to each provision of this Agreement and proper bidding procedures where applicable as set forth in local, state and/or federal statutes, ordinances and guidelines.

C. Any technical service subcontract not listed in this Agreement, must have express advance approval by the CITY.

13. NON-APPROPRIATION OF FUNDS.

If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the CITY will not be obligated to make payments for services or amounts incurred after the end of the current fiscal period, and this Agreement will terminate upon the completion of all remaining services for which funds are allocated. No penalty or expense shall accrue to the CITY in the event this provision applies.

14. CHANGES.

Either party may request changes to the Scope of Services and performance to be provided hereunder, however, no change or addition to this Agreement shall be valid or binding upon either party unless such change or addition be in writing and signed by both parties. Such amendments shall be attached to and made part of this Agreement.

15. MAINTENANCE AND INSPECTION OF RECORDS.

A. The SERVICE PROVIDER at such times and in such forms as the CITY may require, shall furnish to the CITY such statements, records, reports, data, and information as the CITY may request pertaining to matters covered by this Agreement.

B. The SERVICE PROVIDER shall maintain books, records and documents, which sufficiently and properly reflect all direct and indirect costs related to the performance of this Agreement and shall maintain such accounting procedures and practices as may be necessary to assure proper accounting of all funds paid pursuant to this Agreement. These records shall be subject at all reasonable times to inspection, review, or audit, by the CITY, its authorized representative, the State Auditor, or other governmental officials authorized by law to monitor this Agreement.

C. To ensure the CITY'S compliance with the Public Records Act, RCW 42.56, the SERVICE PROVIDER shall retain all books, records, documents and other material relevant to this agreement, for six (6) years after its expiration. The SERVICE PROVIDER agrees that the CITY or its designee shall have full access and right to examine any of said materials at all reasonable times during said period.

16. POLITICAL ACTIVITY PROHIBITED.

None of the funds, materials, property or services provided directly or indirectly under the Agreement shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office.

17. PROHIBITED INTEREST.

No member, officer, or employee of the CITY shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

18. NOTICE.

Notice provided for in this Agreement shall be sent by certified mail to the addresses designated for the parties on the signature page of this Agreement.

19. ATTORNEYS FEES AND COSTS.

If any legal proceeding is brought for the enforcement of this Agreement, or because of a dispute, breach, default, or misrepresentation in connection with any of the provisions of this Agreement, the prevailing party shall be entitled to recover from the other party, in addition to any other relief to which such party may be entitled, reasonable attorney's fees and other costs incurred in that action or

proceeding.

20. JURISDICTION AND VENUE.

A. This Agreement has been and shall be construed as having been made and delivered within the State of Washington. It is agreed by each party hereto that this Agreement shall be governed by laws of the State of Washington, both as to interpretation and performance.

B. Any action of law, suit in equity, or judicial proceeding for the enforcement of this Agreement or any provisions thereof shall be instituted and maintained in the superior court of Thurston County, Washington.

21. SEVERABILITY.

A. If, for any reason, any part, term or provision of this Agreement is held by a court of the United States to be illegal, void or unenforceable, the validity of the remaining provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

B. If it should appear that any provision hereof is in conflict with any statutory provision of the State of Washington, said provision which may conflict therewith shall be deemed inoperative and null and void insofar as it may be in conflict therewith, and shall be deemed modified to conform to such statutory provisions.

22. ENTIRE AGREEMENT.

The parties agree that this Agreement is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded. Further, any modification of this Agreement shall be in writing and signed by both parties. Failure to comply with any of the provisions stated herein shall constitute material breach of contract and cause for termination. Both parties recognize time is of the essence in the performance of the provisions of this Agreement. It is also agreed by the parties that the forgiveness of the nonperformance of any provision of this Agreement does not constitute a waiver of the provisions of this Agreement. This Agreement may be executed in any number of counterparts, which counterparts shall collectively constitute the entire Agreement.

*** Signatures on Following Page ***

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed the day and year first hereinabove written.

CITY:

CITY OF TUMWATER
555 Israel Road SW
Tumwater, WA 98501

DocuSigned by:

Debbie Sullivan
945DD615DF7D4C0...

Debbie Sullivan
Mayor

SERVICE PROVIDER:

TCF ARCHITECTURE, PLLC
902 N 2nd Street
Tacoma, WA 98403-1931
UBI No. 601-592-500
Phone No. 253-572-3993

Signature (Notarized – see below)

Printed Name: Mark Hurley
Title: Principal

ATTEST:

DocuSigned by:

Melody Valiant
C727D66D75544EB...

Melody Valiant, City Clerk

APPROVED AS TO FORM:

DocuSigned by:

Karen Kirkpatrick
5011BA3DE4C345C...

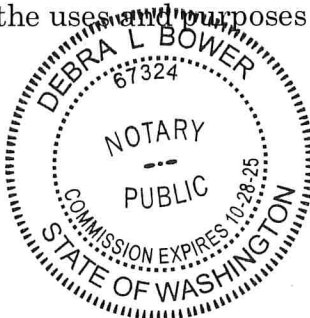
Karen Kirkpatrick, City Attorney

Notary Required for Service Provider Only

STATE OF WASHINGTON

COUNTY OF Pierce

I certify that I know or have satisfactory evidence that Mark Hurley (name) is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument, on oath stated that (he/she) was authorized to execute the instrument and acknowledged it as the Principal (title) of TCF Architecture (company) to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.



Dated: June 7, 2023

Debra L. Bower

Notary Public in and for the State of Washington,
My appointment expires: 10/28/25

SCOPE OF SERVICES – BASIC & ADDITIONAL SERVICES

DESIGN THROUGH CONSTRUCTION ADMINISTRATION

CITY OF TUMWATER

NEW OPERATIONS AND MAINTENANCE FACILITY

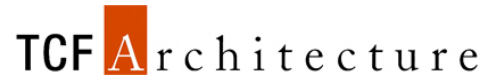
GENERAL

1. Scope Definitions:

The following definitions are provided for clarity and are not intended to replace any terms that may already be defined or implied in the Service Provider Agreement.

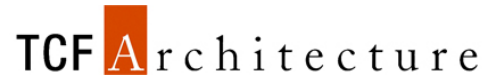
- **Service Provider:** as defined in the Service Provider Agreement.
- **Construction Contract Documents:** The executed agreement between the CITY and the CONTRACTOR, General Conditions and Supplemental Conditions, Addenda and all Drawings and Specifications.
- **Sub consultants:** Professional service firms under contract with the SERVICE PROVIDER.
- **The Project:** The development of the project site and construction of 7 buildings for the City of Tumwater New Operations and Maintenance facility along with the development of the parking lot to the east of Trails End Road, see the concept plan for extent, exhibit A. The project will use all electric utilities, gas will not be used. The project will be designed to the 2021 Washington State Energy Code and the 2021 International Building Codes as adopted by Washington State and the City of Tumwater.
- **Office of Financial Management (OFM) Guidelines:** Office of Financial Management (OFM) Guidelines for determining Architect/Engineering Fees for Public Works Building Projects (2015) is being used as the basis for A/E fees and scope using the MACC to determine Basic Services and additional services (extra and other services). See exhibit C.
- **Basic Services:** Per the OFM Guidelines, professional services related to the normal architectural, civil/site design, structural, mechanical (HVAC), plumbing and electrical engineering services.
- **Additional Services (extra and other) (AS):** Per the OFM Guidelines, Extra/Other services are described as specialty services or studies, not including normal services. All other specialty and professional services provided under this agreement not associated with normal Basic Services include, but not limited to, civil engineering, landscape architecture, additional cost estimating, equipment specifications and design, geotechnical services, and any other service requested by The CITY not otherwise included in Basic Services. All services described in the Scope of Services are Basic Services unless listed as additional service in Exhibits A and B and Attachment B.

- **CITY-Provided Services:** All professional services not specifically defined within the SERVICE PROVIDERS Scope of Services (or exhibit B), or outside of the project limits, which will be provided under separate contract to the CITY, or performed by the CITY's own personnel or another consultant hired by the CITY and is not included in basic or additional services. This includes all off site work including utility coordination, Landscape bidding and construction services, and CITY Project Manager (see definition below).
 - **Principal-In-Charge (PIC):** Mark Hurley, TCF Principal. Oversight and project continuum advisor.
 - **Architectural Staff:** Architectural staff including project architect and designers, will be added to the project as the design phase begins.
 - **Construction Administrator:** The SERVICE PROVIDER will provide a Construction Administrator, for the duration of the construction of the Work. In general, the Construction Administrator will be responsible for periodic site visits to observe and monitor the general progress of the Work, and to coordinate with the CITY's Project Manager in the delivery of Construction Phase services.
 - **CITY Project Manager:** The CITY will assign a Project Manager for the duration of the Work. The Project Manager will act on behalf of the CITY to administer and coordinate the Project and provide day to day communication with the SERVICE PROVIDER.
 - **Authority Having Jurisdiction (AHJ):** CITY is the AHJ for the project.
 - **Offsite work:** Any work beyond the property lines of the site will be coordinated by the CITY. The SERVICE PROVIDER will provide information to CITY for the requirements of offsite work.
 - **Predesign documents:** The predesign documents establish program, building square footage, the site master plan, specialty equipment diagrams and equipment lists and general design of the buildings and sites among other items. Deviations from the established documents may be cause for additional services.
 - **Other Definitions:** See the Service Provider Agreement.
2. **Summary of Subconsultants:** Subconsultants contracted through the SERVICE PROVIDER shall provide specific services within each phase as described in each attached Exhibit and as authorized in the approved summary Fee Schedule, Attachment B. See Exhibit B for detailed Services:
- Structural Engineering – AHBL Engineers, Inc. (Exhibit B.1)
 - MEP Engineering – BCE Engineers, Inc. (Exhibit B.2)
 - Equipment Planning – FPS (Exhibit B.3)
 - Civil Engineering – SCJ Alliance (Exhibit B.4)
 - Landscape Architecture – Lyon Landscape (Exhibit B.5)
 - Acoustical Consulting – Tenor (Exhibit B.6)
 - Geotechnical – Terracon (Exhibit B.7)
 - **Other Consultants:** Other consultants that are determined to be needed during the course of the project may be added by amendment as mutually negotiated between



the CITY and the SERVICE PROVIDER, unless they are considered basic services per the OFM Guidelines

3. **Professional Services Contracted or Provided Separately by the CITY:** the SERVICE PROVIDER shall communicate with and coordinate with other consulting firms contracted separately with the CITY, and directly with the CITY's own personnel engaged in project design, or other activities, as appropriate and necessary in the execution of the SERVICE PROVIDER's services but shall not be responsible for the performance of others not directly contracted with the SERVICE PROVIDER. This does not include offsite work beyond the site's property line.
4. **Reimbursable Expenses:** The SERVICE PROVIDER shall invoice for approved reimbursable expenses in addition to labor costs.
 - Printing & Mailing: Minimal printing costs are assumed for the Project, as the majority of submittal documents (drawings and small documents) will be transferred to the CITY in .pdf form via e-mail or file transfer web site. Costs for printing and mailing by the SERVICE PROVIDER will be invoiced to the CITY at cost plus 10%.
 - Travel: For any travel beyond basic services, mileage will be charged per the OFM Guidelines at federal rates.
5. **Cost of the Work:** The Cost of the Work shall be the total cost of construction as accepted in open competitive bidding by the CITY. The SERVICE PROVIDER shall provide detailed cost estimates for the Cost of the Work as described herein, designing the Project in good faith within the CITY's established "MACC" Budget, described below.
 - (MACC Budget): The Initial Maximum Allowable Construction Cost ("MACC") budget exclusive of "soft costs" (sales tax, professional services, permit fees, management reserve contingencies, special equipment, furnishings, etc.) is estimated at approximately \$26,755,133 per the City provided cost estimate.
 - Cost Estimates: The SERVICE PROVIDER shall provide parametric estimates per the OFM guidelines.
 - Bid Alternates: Building G will be listed as a bid alternate. There are not expected to be any additional alternate bids as part of this project. If, at the completion of the Schematic Design Phase, the CITY requests the SERVICE PROVIDER to include additional Bid Alternates in the final Bid Documents, the SERVICE PROVIDER shall review such requests to determine if the level of complexity will require additional services for documentation and shall inform the CITY if additional compensation for such documentation may be warranted.
 - A/E Fee Methodology: The CITY determined the MACC for this project based upon an independent cost analysis provided by the CITY. This MACC value is the basis for determining the cost of the basic architect/engineer fees. The CITY has evaluated the project and has determined that a design service fee for Basic Services shall be set at 6.07% for this project as a whole. The CITY determined this fee percentage based upon an analysis of the overall MACC for the project. The final overall fee percentage was developed per a weighted average analysis of each building and other work utilizing fees from the A/E Fee Schedule. See the follow breakdown of Basic Services fees.



	Sch	Fee			
Site Work	C	5.77%	22.32%	\$	344,385
Building A	B	6.92%	19.86%	\$	367,533
Building B	C	5.77%	17.76%	\$	274,093
Building C	C	5.77%	15.38%	\$	237,379
Building D	C	5.77%	10.59%	\$	163,408
Building E	A	8.06%	3.04%	\$	65,507
Building F	C	5.77%	7.84%	\$	121,013
Building G	C	5.77%	3.21%	\$	49,516

Basic Services Fee **6.07% \$ 1,622,834**

- Hourly Rates: Maximum hourly rates for hourly services;
 - Principal rate: \$240/hr
 - Staff rate: \$180/hr

SITE INVESTIGATIONS (additional Service)

1. **Geotechnical Report**: The SERVICE PROVIDER shall provide geotechnical engineering services setting forth design recommendations for activities associated with earthwork, below-slab preparation, and structural foundation systems. Additional investigations may be required depending on the outcome of the initial investigations as an additional service. See SERVICE PROVIDER exhibit for detailed scope for this additional service.

PROJECT MANAGEMENT AND ADMINISTRATION

1. Throughout each of the phases covered under these Services, the SERVICE PROVIDER shall manage and coordinate the Design Team, collaborate with the CITY, facilitate meetings, conference calls, and conduct other activities as listed in the OFM Guidelines for basic services.

Activities & Deliverables:

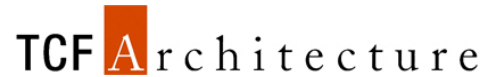
- Schedule: Design schedule management, overall team coordination, data management, and other administrative tasks as needed to complete the Services and as noted in the OFM guidelines.
- Meetings/presentations: Attend and facilitate meetings throughout the project phases as appropriate and necessary to ensure the timely progress of the Services.

SCHEMATIC DESIGN (SD)

1. **SD Phase General Scope of Services:** Including those items listed in the OFM Guidelines for basic services, the Schematic Design Documents will include further develop and confirm the conceptual site and building design (See Exhibit A), identify major materials, basic structural systems, HVAC, plumbing and electrical systems, low voltage systems, civil systems, and specialty equipment. Deliverables will be in the form of preliminary drawings for each design discipline, including reference notes to identify systems, materials, conditions, and overall scope of the project, etc. for basic and additional services. Design includes:
 - Site: Redevelopment of the site consistent with the conceptual site design shown in Exhibit A. Site design shall include parking, asphalt and concrete surfacing, fencing & gates, signage, storm drainage facilities and lighting.
 - New Building and Canopies: New enclosed and heated structure along with storage canopies, conforming to the master plan.
 - Meetings: Expect meetings to confirm site and building plan layouts, general architectural and engineered system designs.
2. **Permitting Agency Coordination:** The SERVICE PROVIDER shall coordinate with the Authority Having Jurisdiction (AHJ). Per previous discussions with the AHJ, the project is an allowed use, so no CUP or other special permitting is required as part of this submittal. Any special permitting will be an additional service.
2. **Cost Estimating:** A Schematic level parametric cost estimate shall be prepared reflecting the scope of the Project indicated in the SD Documents. THE SERVICE PROVIDER shall advise the CITY of possible adjustments to the MACC budget, and provide recommendations as appropriate to meet the CITY's budget goals. A project "Base Bid" scope and budget will be finalized, along with any possible Alternate Bid items.
3. **Consultants:** See sub-consultants' scope of work including basic and additional services.
4. **Presentations:** Appropriate presentations of schematic basic services documentation
5. **Renderings (additional service):** 3D renderings illustrating exterior mass and basic materiality to aid in the selection of colors and understanding of building form.

Deliverables: Including those items listed in the OFM Guidelines for basic services, the Schematic Design Documents will include,

- Schematic Design level, two-dimensional architectural drawings for the site and each structure, generally including floor plans, building sections, elevations, and other two-dimensional images as appropriate to convey the design intent.
- Schematic Design level drawings for engineering items including structural, HVAC, plumbing, fire protection, electrical, equipment, communications, security, audio-visual, civil, landscape and equipment systems as described in the OFM Guidelines.
- 50% SD Document Progress Set (.pdf documents by transfer file). Comments from the CITY are requested within one week in order to stay on schedule.



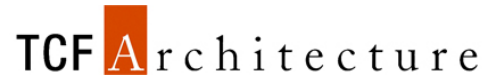
- 100% SD Documents Set (.pdf documents by transfer file). Comments from the CITY are requested within one week in order to stay on schedule.
- Three-dimensional exterior architectural massing graphics and illustrations to convey design intent in 4 – 6 images (Additional Service)
- SD level parametric MACC Cost Estimate, excluding soft costs and other City required expenses. Comments from the CITY are requested within one week in order to stay on schedule.

DESIGN DEVELOPMENT (DD)

1. **DD Phase:** Based on the CITY'S written approval of the Schematic Design Documents updated Cost Estimate and Including those items listed in the OFM Guidelines for basic services, The SERVICE PROVIDER shall move into the design development phase. The DD Documents shall illustrate, and describe the development of the approved Schematic Design Documents, further identifying specific materials, products, size and appearance of the project by means of plans, sections, elevations, and details in 2D. The Design Development Documents shall include basic manufacturer's products or systems literature describing the expected performance, quality, and character of materials, systems and products creating an outline spec. Physical materials samples and color studies shall be provided for the selection of both interior and exterior materials. Other services and deliverables are further described in the various Scopes of Services proposals provided by each sub-consulting team member.
2. **Permitting Agency Coordination:** In preparation for Plan Review submittals and final permitting, the SERVICE PROVIDER may further coordinate with the AHJ if allowed and provide updated research of applicable codes and site development regulation & requirements for the project.
3. **Cost Estimating:** A DD level parametric cost estimate shall be prepared reflecting the scope of the Project indicated in the DD Documents. The SERVICE PROVIDER shall advise the CITY of possible adjustments to the MACC budget and provide recommendations as appropriate to meet the CITY's budget goals.
4. **Renderings (additional service):** 3D renderings illustrating key interior spaces showing mass and basic materiality to aid in the selection of colors and understanding of interior spaces.
5. **Consultants:** See sub-consultants' scope of work including basic and additional services.
6. **Presentations:** Appropriate presentations of design Development basic services documentation.

Deliverables: Including those items listed in the OFM Guidelines for basic services, the Design Development Design Documents will include;

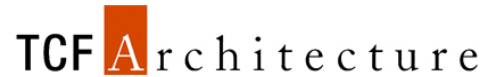
- Design Development level, two-dimensional architectural drawings for each structure, generally including floor plans, wall and building sections, elevations, and other two-dimensional images as appropriate to convey the design intent.
- Design Development level drawings for engineering items including structural, HVAC, plumbing, fire protection, electrical, equipment, communications, security, audio-visual, civil, landscape and specialty equipment as described in the OFM Guidelines.



- Color and Material Board showing main materials for review and approval. Comments from the CITY are requested within one week in order to stay on schedule.
- Three-dimensional Interior architectural design graphics showing design, materials, and colors (2-4 images) (Additional Services)
- Outline specification using product Cutsheets to establish design intent for review and approval. Comments from the CITY are requested within one week in order to stay on schedule.
- DD level parametric MACC Cost Estimate, excluding soft costs and other City required expenses. Comments from the CITY are requested within one week in order to stay on schedule.
- 50% DD Coordination Set (.pdf documents by transfer file). Comments from the CITY are requested within one week in order to stay on schedule.
- 100% DD Documents Set (.pdf documents by transfer file). Comments from the CITY are requested within one week in order to stay on schedule.

CONSTRUCTION DOCUMENTS (CD)

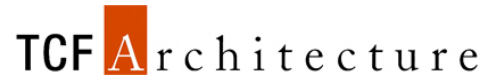
1. **CD Phase:** Based upon the CITY's written approval of the Design Development documents' updated cost estimate, and confirmed Base Bid Scope and any Alternate Bid items and Including those items listed in the OFM Guidelines for basic services, the SERVICE PROVIDER shall move into the Construction Document phase. The Construction Documents will include preparation of drawings and specifications, setting forth in detail the requirements for the Project bidding, permitting, and construction.
2. **Permit Coordination:** Including those items listed in the OFM Guidelines for basic services, the SERVICE PROVIDER shall coordinate the plan review and permit process including the submittal of required documents to the AHJ, and will be the primary point of contact for permitting agencies. The CITY, as the Owner, shall be responsible for signing all applicable permit documents as required by the AHJ, unless the SERVICE PROVIDER can sign on behalf of the CITY.
 - Permit Fees: The CITY shall be responsible for direct payment of all permit and plan review fees to all governing/permitting agencies.
 - Submittal Documents: The SERVICE PROVIDER shall provide completed permit application(s), site and building design drawings, specifications, structural calculations, energy code compliance calculations, storm water management report and geotechnical reports as indicated in the scope of Services. Per previous conversations with the AHJ there are no special permits needed for the project.
 - Comment Response: The SERVICE PROVIDER shall provide written responses to agency plan review comments, and revise documents as needed for permit acquisition. The CITY shall provide other documents if required by the AHJ.
3. **Cost Estimating:** An updated CD level parametric estimate for the Cost of the Work shall be prepared, reflecting the scope of the Project indicated in the CD Documents and organized by Base Bid and Alternate Bid items. The SERVICE PROVIDER shall advise the CITY of any final adjustments to the MACC, and provide recommendations as appropriate to meet the CITY's Project goals and budget.



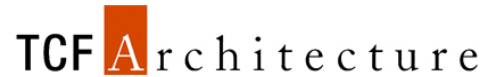
4. **Project Manual / Specifications:** The SERVICE PROVIDER shall collaborate with the CITY to develop the Project Manual, incorporating the CITY's required "Front End" documents for the bidding process, General and Supplementary Conditions, prevailing wage rates, and other contractual documents required by the CITY to be contained in the Project Manual. A multi-volume Project Manual will be prepared containing project bidding requirements and organized in the 33 division Master Spec format. The Project Manual will include the following basic components:
 - Division 0 – General Bidding Requirements and General Conditions: The CITY shall provide the SERVICE PROVIDER its standard bidding requirements including, but not limited to, Instructions to Bidders, Bidder's Checklist, Form of Proposal, legal forms and documents, and General and Special or Supplemental Conditions. The SERVICE PROVIDER and the CITY will mutually work to confirm that the General Conditions are compatible with the Project conditions, editing the documents as needed and providing any Supplemental Conditions.
 - Division 01 – General Requirements: The SERVICE PROVIDER shall prepare the Division 01 General Requirements sections, edited for the specific conditions of the Project and for consistency with the CITY's General Conditions, subject to the CITY's approval.
 - Divisions 2-33 – Technical Specifications: The SERVICE PROVIDER shall prepare technical specifications using the standard CSI format to specify materials, products and systems for the Project.
5. **Bid Document Distribution:** The SERVICE PROVIDER shall provide all Bidding Documents to an electronic plan center for uploading to an on-line document distribution service such as ARC plan center or Builders Exchange etc. The CITY will be responsible for direct payment to the plan center.
6. **Consultants:** See sub-consultants' scope of work including basic and additional services.

Deliverables: Including those items listed in the OFM Guidelines for basic services, the Construction Documents will include,

- Construction Document level, two-dimensional architectural drawings for each structure, generally including floor plans, wall and building sections, elevations, details, and other two-dimensional images as appropriate to convey the design intent.
- Construction Document level drawings for all buildings for structural, HVAC, plumbing, fire protection, electrical, equipment, communications, security, audio-visual, civil, landscape and equipment systems
- Fully compiled Project Manual / technical specifications book. Comments from the CITY are requested within one week in order to stay on schedule.
- CD level parametric MACC Cost Estimate, excluding soft costs and other City required expenses. Comments from the CITY are requested within one week in order to stay on schedule.
- 80% CD Coordination, Cost Estimating, and Building Permit Set (.pdf documents by transfer file). Comments from the CITY are requested within one week in order to stay on schedule.
- 100% CD/Bid Documents Set (.pdf documents by transfer file). Comments from the CITY are requested within one week in order to stay on schedule.

**TASK 5 - BIDDING PHASE**

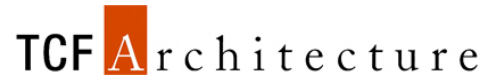
1. **Bid Phase Services:** Including those items listed in the OFM Guidelines for basic services, the SERVICE PROVIDER shall attend one pre-bid conference, prepare and issue addenda as necessary and answer bidders' questions during the bidding process.
2. **Call to Bid / Bid Advertisement:** The CITY shall be responsible for all bid advertising to local newspapers and the Daily Journal of Commerce. the SERVICE PROVIDER shall provide the CITY with basic project information as required for advertisements.
3. **Analysis of Substitutions:** The SERVICE PROVIDER shall provide services consisting of consideration, analysis, comparisons, and recommendations relative to product and material substitutions proposed by bidders for the Project prior to receipt of bids. Approved substitutions will be identified in addenda.
4. **Bid Materials Distribution:** Bid documents will be available electronically through services such as the Builders Exchange system and the CITY's website.
5. **Pre Bid Meeting:** Per OFM guidelines, the SERVICE PROVIDER shall conduct and provide meeting minutes for the pre bid conference.
6. **Communication during Bidding:** Bidder questions shall be e-mailed to the SERVICE PROVIDER.
7. **Bid Opening:** The CITY shall conduct the bid opening process and maintain the official summary of bids.
8. **Bid Evaluation:** The SERVICE PROVIDER shall provide services consisting of evaluation of bids, and assistance in reference checking of the apparent low bidder.
9. **Conformed Drawings (additional service):** If requested by the CITY, the SERVICE PROVIDER shall provide conformed drawing set incorporating addenda into the overall drawing set, issuing the set to the SERVICE PROVIDER, the CITY and the GENERAL CONTRACTOR.
10. **Contract Agreements:** Assist CITY in notification of contract award, assistance in preparation of construction contract agreements when required, preparation and distribution of sets of contract documents for execution of the contract, receipt, distribution and processing, for agency approval, of required certificates of insurance, bonds and similar documents, and preparation and distribution to contractor(s) on behalf of the CITY, of notice(s) to proceed with the work.
11. **Consultants:** See consultant proposals from each consultant scope of work including basic and additional services.



TASK 6 - CONSTRUCTION ADMINISTRATION

A. GENERAL: Including those items listed in the OFM Guidelines for basic services, the Construction administration will provide the following services.

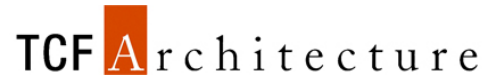
1. **Terms & Definitions:** Including those items listed in the OFM Guidelines for basic services, the Construction administration will provide the following services. Terms and definitions for this contract agreement and shall be consistent with the terms and definitions set forth in the Contract Documents, including the General Conditions, and the Division 01 Specifications. In the event of a discrepancy, the Contract Document terms and definitions shall take precedence.
 - a. **Construction Administrator:** The SERVICE PROVIDER shall provide a Construction Administrator who shall act as the SERVICE PROVIDER's representative for the duration of construction of the Work. In general, the Construction Administrator will be responsible for up to weekly site visits (and other visits as needed or requested as an additional service) to observe and monitor the progress of the Work; scheduling and conducting regular (typically weekly) progress meetings and other meetings as required with the CITY and SERVICE PROVIDER; preparing meeting agendas and minutes; reviewing and responding to properly prepared Requests for Information (RFIs) from the SERVICE PROVIDER; reviewing and making appropriate revisions to applications for payment from the SERVICE PROVIDER; preparing and facilitating Proposal Requests (PR's) and Architect's Supplemental Instructions (ASI's); reviewing and preparing Change Order Proposals (COPs) and Change Orders (CO's) consistent with the CITY policies and procedures; facilitating the process of changes to the Work onsite; reviewing, commenting, and processing Submittals from the Contractor; and other responsibilities as required to fulfill the scope of services described herein. (Note: SERVICE PROVIDER will provide, at its discretion, other qualified personnel (sub-consultants) in assistance roles supporting the Construction Administrator, for the duration of the construction Work). The Construction Administrator will be provided with work space in the CITY's portable site office (provided by the Contractor under the terms of the Contract). The Construction Administrator will be the point of contact for the Contractor and CITY. All "paperwork" will go through the Construction Administrator and be dispersed by THE SERVICE PROVIDER. The Construction Administrator will keep the official construction logs for submittals, RFIs, COPs, Change Orders, etc. The use of an online construction tracking system administered either by SERVICE PROVIDER or Contractor will be used.
 - b. **Project Manager:** The CITY will provide a Project Manager, employed or contracted by the CITY, for the duration of the Work. The Project Manager will act on behalf of the CITY, in cooperation with the Construction Administrator, to provide direction to the Contractor at such times that specific on-site direction is required, using documentation and input provided by the Construction Administrator. The Project Manager will coordinate regularly with the Construction Administrator, as necessary for consistent communication, with regard to timely decisions and the fulfillment of the CITY's obligations in its agreement with the Contractor. The Project Manager shall represent the CITY in all matters pertaining to this Agreement between the SERVICE PROVIDER and the CITY, the Contract between the Contractor and the CITY, and provide authorization for changes to the aforementioned Agreement and Contract.



- c. **Contractor:** The term "Contractor", used herein, refers to the General Contractor with whom the CITY has entered into a Contract Agreement for the construction of the Work.
2. SERVICE PROVIDER will coordinate the work of its subconsultants, each of whom will provide qualified personnel for field observations and monitoring specific to their portion of the Work, and shall be bound to the same terms and conditions as SERVICE PROVIDER.
3. SERVICE PROVIDER shall advise and consult with the CITY during the Construction Phase Services, and shall have the responsibility and authority to act on behalf of the CITY only to the extent provided in this Agreement. SERVICE PROVIDER shall not have authority to direct the Contractor.
4. SERVICE PROVIDER shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall SERVICE PROVIDER be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. SERVICE PROVIDER shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor, Subcontractors of any tier, or their agents or employees, or of any other persons or entities performing portions of the construction Work.

B. EVALUATIONS OF THE WORK

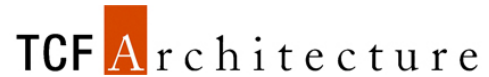
1. SERVICE PROVIDER, and SERVICE PROVIDER's subconsultants, as representatives of the CITY, shall provide basic services consisting of monitoring the progress of the contractors work relative to the contractors established schedules and making status reports to the City, this includes: (1) visit the site at intervals appropriate to the stage of the Contractor's operations, and as otherwise agreed by the CITY and SERVICE PROVIDER herein, to become generally familiar with, and to keep the CITY informed about, the progress and quality of the portion of the Work completed; (2) guard the CITY against defects and deficiencies observed in the Work; and (3) determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Document. SERVICE PROVIDER is not responsible for the Contractor's scheduling, and shall not be required to make exhaustive or continuous on-site observations to check the quality or quantity of the Work. SERVICE PROVIDER's Construction Administrator will typically be on site up to 1 day per week, based on the nature of the work and specific project demands. Similarly, SERVICE PROVIDER will schedule and coordinate with its subconsultants to be on site based on the nature of the work and specific demands requiring site visits associated with each subconsultant's portion of the Work. Excessive site visits and evaluation of the work because of contractor issues may require additional services.
2. SERVICE PROVIDER shall facilitate a Pre-Construction meeting and regular progress meetings (as mutually determined with the CITY, typically weekly) to be attended by the Contractor's representatives and representatives of the CITY in accordance with the Contract Documents. SERVICE PROVIDER will schedule and provide notification of the meetings. In addition, SERVICE PROVIDER shall conduct (lead) the meetings, and prepare the meeting agendas and minutes. SERVICE PROVIDER will also facilitate other meetings as required by the CITY and the Contractor and within the agreed-upon fee structure).
3. SERVICE PROVIDER shall at all times have access to the Work wherever it is in preparation or progress, and shall be provided office space within the CITY's field office.



4. SERVICE PROVIDER shall make recommendations to the CITY to reject Work that does not conform to the Contract Documents. Whenever SERVICE PROVIDER considers it necessary or advisable, SERVICE PROVIDER shall make recommendations to the CITY to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed.
5. SERVICE PROVIDER shall provide the CITY with recommended actions as provided herein. The CITY shall be responsible for directly issuing correspondence related to Contract compliance to the Contractor and for directing the Contractor as may be required from time to time in the construction of the Work, including potential cessation of the Work or portions of the Work. The CITY may hire specialty inspection and testing firms to conduct specialty inspections and testing, which fall outside the expertise or capabilities of SERVICE PROVIDER and its subconsultants or the CITY.
6. Interpretations and recommendations of SERVICE PROVIDER shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and initial recommendations, SERVICE PROVIDER shall endeavor to secure faithful performance by both the CITY and the Contractor, and shall not be liable for the results of interpretations or recommendations so rendered in good faith. On matters of aesthetics, the CITY will endeavor to implement the recommendations provided by SERVICE PROVIDER.

C. SUBMITTALS

1. SERVICE PROVIDER shall review, make comments, approve/reject, and/or note other appropriate actions upon the Contractor's submittals such as Shop Drawings and Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the Design Intent expressed in the Contract Documents. SERVICE PROVIDER's action shall be taken with such reasonable promptness as to cause no delay in the Work or in the activities of the Contractor, while allowing sufficient time in SERVICE PROVIDER's professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of the Contractor as required by the Contract Documents.
2. SERVICE PROVIDER shall review the schedule of submittals furnished by the Contractor and maintain a record of the submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents. In addition to the Contractor's required submittals log, SERVICE PROVIDER shall forward a copy of its own record of submittals to the CITY along with SERVICE PROVIDER's action on the submittals as requested. With the use of electronic cloud based tracking system these logs will be available at any time
3. If professional design services or certifications by a design professional related to systems, materials or equipment are specifically required of the Contractor by the Contract Documents, SERVICE PROVIDER shall specify appropriate performance and design criteria that such services must satisfy.



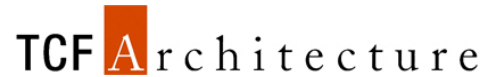
4. Shop Drawings and other submittals related to the work designed or certified by the design professional retained by the Contractor shall bear such professional's written approval and the appropriate Washington registration seal/stamp as required by the Contract Specifications when submitted to SERVICE PROVIDER. SERVICE PROVIDER shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certification or approvals performed by such design professionals.

D. CLARIFICATIONS

1. SERVICE PROVIDER shall review and respond to properly prepared Requests for Information (RFI's) from the Contractor about the Contract Documents submitted on the approved Request for Information (RFI) form. In the event that the response to an RFI is determined to be grounds for a Change to the Contract Plans/Specifications, Contract Sum, Contract Time, or any combination thereof, SERVICE PROVIDER shall coordinate and consult with the CITY. Changes to the Work may be executed as defined in the project Contract Documents. An Architect's Supplemental Instruction ASI may be issued with SERVICE PROVIDER's RFI response as indicated below. SERVICE PROVIDER shall maintain a record of and copies of the Contractor's RFI's and all written directives and memoranda, and shall forward copies to the CITY on a weekly basis (typically during the regular progress meetings). The RFI's shall be numbered sequentially and SERVICE PROVIDER shall maintain a log of all RFI's indicating receipt, distribution, action and resolution for each RFI.
2. SERVICE PROVIDER shall prepare, reproduce, and distribute supplemental Drawings and Specifications in response to Requests for Information by the Contractor. An Architect's Supplemental Information (ASI) form will be prepared for each successive ASI item, indicating supplemental information for the Contractor's use not generally involving a Change to the Contract Time or Contract Sum. SERVICE PROVIDER shall maintain a log of ASI's. SERVICE PROVIDER shall forward copies of these items on a weekly basis (typically during the regular progress meetings).

E. CHANGES IN THE WORK

1. When required, SERVICE PROVIDER shall prepare Change Order Proposal (COP) responses, Change Orders, and Construction Change Directives for the CITY's approval and execution in accordance with the Contract Documents. With the express written consent of the CITY, SERVICE PROVIDER may authorize minor changes in the Work not involving an adjustment in Contract Sum or an extension of the Contract Time, which are consistent with the intent of the Contract Documents. Except in these specific instances, SERVICE PROVIDER shall not have authority to direct the Contractor. If necessary, and subject to the CITY approval, SERVICE PROVIDER shall prepare, reproduce and distribute Drawings and Specifications and other necessary supporting documentation and data to describe Work to be added, deleted or modified.
2. SERVICE PROVIDER shall review properly prepared, timely requests by the CITY or Contractor for changes in the Work, including adjustments to the Contract Plans/Specifications, Contract Sum or Contract Time. A properly prepared request for a change in the Work shall be accompanied by sufficient supporting data and information to permit SERVICE PROVIDER to make a reasonable recommendation to the CITY without extensive investigation or preparation of additional

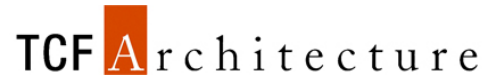


drawings or specifications. If SERVICE PROVIDER determines that requested changes in the Work are not materially different from the requirements of the Contract Documents, SERVICE PROVIDER may issue an order for a minor change in the Work, with the express written consent of the CITY, or recommend to the CITY that the requested change be denied.

3. If SERVICE PROVIDER determines that implementation of the requested change(s) would result in a material change to the Contract that may cause an adjustment in the Contract Plans/Specifications, Contract Time or Contract Sum, SERVICE PROVIDER shall make a recommendation to the CITY, who may authorize further investigation of such change. Upon such authorization by the CITY, and based upon information furnished by the Contractor, if any, SERVICE PROVIDER shall review the Contractor's estimate and inform the CITY of additional cost and time that might result from such change, including potential additional costs attributable to a Change in Services of SERVICE PROVIDER. With the CITY's approval, SERVICE PROVIDER shall incorporate those estimates into a Change Order or other appropriate documentation for the CITY's execution or negotiation with the Contractor.
4. SERVICE PROVIDER shall maintain records relative to changes in the Work. SERVICE PROVIDER shall submit weekly logs to the CITY categorizing all Proposal Requests, RFIs, Construction Change Directives, Change Orders, and Submittals processed. Logs shall include the status of documents and any cross-references and dollar amounts associated with the particular document.

F. CERTIFICATION OF PAYMENTS TO CONTRACTOR

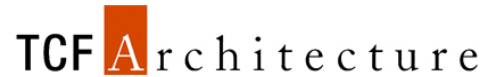
1. SERVICE PROVIDER shall review and certify the amounts due the Contractor and shall make recommendations to the CITY to issue Certificates for Payment in such amounts. SERVICE PROVIDER's certification for payment shall constitute a representation to the CITY, based on SERVICE PROVIDER's evaluation of the Work as provided under this Agreement, and on the data comprising the Contractor's Application for Payment, that the Work has progressed to the point indicated and that, to the best of SERVICE PROVIDER's knowledge, information and belief, the quantity and quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject (1) to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) to results of subsequent tests and inspections, (3) to correction of minor deviations from the Contract Documents prior to completion, and (4) to specific qualifications expressed by SERVICE PROVIDER.
2. The issuance of a Certificate for Payment shall not be a representation that SERVICE PROVIDER has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors of any tier and material suppliers and other data requested by the CITY to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.
3. SERVICE PROVIDER shall maintain a record of the Contractor's Applications for Payment.



4. The CITY shall be responsible for maintaining and filing all Payment forms and documentation. Copies of Payment Applications will be forwarded to SERVICE PROVIDER.

G. PROJECT COMPLETION / CLOSEOUT

1. SERVICE PROVIDER shall conduct inspections to determine the date or dates of Substantial Completion (specific to individual structures, and for full Substantial Completion of all Portions of the Work) and the date of Final Completion, shall advise the CITY of those recommended dates, and shall receive from the Contractor and forward to the CITY, for the CITY's review and records, written warranties and related documents required by the Contract Documents and assembled by the Contractor, and shall issue a final Certificate for Payment based upon a final inspection indicating the Work complies with the requirements of the Contract Documents.
2. SERVICE PROVIDER's review of the Work shall be conducted with the CITY's Project Manager to determine conformance of the Work with the requirements of the Contract Documents and to verify completion of items noted in the list of Work to be completed or corrected as submitted by the Contractor.
3. When the work is found to be substantially complete, SERVICE PROVIDER shall confirm with the CITY the balance of the Contract Schedule of Prices remaining to be paid to the Contractor, including any amounts needed to be paid for final completion or correction of the Work.
4. If it becomes necessary for SERVICE PROVIDER to make additional punch list back-checks, as a result of the Contractor's non-performance or inability to complete the Work, SERVICE PROVIDER shall notify the CITY. If additional services by SERVICE PROVIDER are required and authorized by the CITY, SERVICE PROVIDER may be due a Change in Service, if such services are not included in the scope of services authorized by this Supplemental Agreement. The CITY may elect to back charge the Contractor for this expense as provided for in the General Conditions of the Contract Documents.
5. Once the Project is deemed to be Substantially Complete in the opinion of SERVICE PROVIDER, SERVICE PROVIDER shall notify the CITY, in writing, that final Substantial Completion has been achieved for all Portions of the Work. SERVICE PROVIDER will prepare a Certificate of Substantial Completion for signature by the Contractor and the CITY. SERVICE PROVIDER and its Subconsultants shall review and check for conformance with the Contract Documents all the Operations and Maintenance Manuals required by the Contract Documents. SERVICE PROVIDER shall generally review records, written warranties and related documents required in the Contract Documents, to be provided by the Contractor, including the Contractor's own written list of incomplete items.
6. SERVICE PROVIDER shall receive final Closeout documentation from the Contractor as required in the OFM guidelines and Contract Documents including, but not limited to: (1) final payment request with final releases and supporting documentation, warranties, bonds, and certificates of insurance of products; (2) updated final statement, accounting for additional (final) changes to the Contract Sum; (3) certified copy of Architect's final punch list of itemized work to be completed; (4) consent of surety or sureties, if any, to reduction in, or partial release of, retainage



or the making of final payment as set forth in the Performance Bonds; (5) final liquidated damages settlement statement (if any); (6) evidence of continuing insurance coverage complying with the insurance requirements of the Contract Documents; (7) Certificate of Occupancy from permitting jurisdiction; (8) Record Documents; and (9) Other Closeout Submittals required by the CITY and other agencies having jurisdiction.

7. SERVICE PROVIDER shall assist the CITY in the process of achieving Final Contract Acceptance including subsequent site visits to check on acceptable completion and remaining minor Punch List items, within available hourly fee budgets or as negotiated if fee budgets have been depleted. SERVICE PROVIDER shall make recommendation regarding Final Payment to the Contractor based upon a final review of the Work, indicating that the Work complies with the requirements of the Contract Documents.

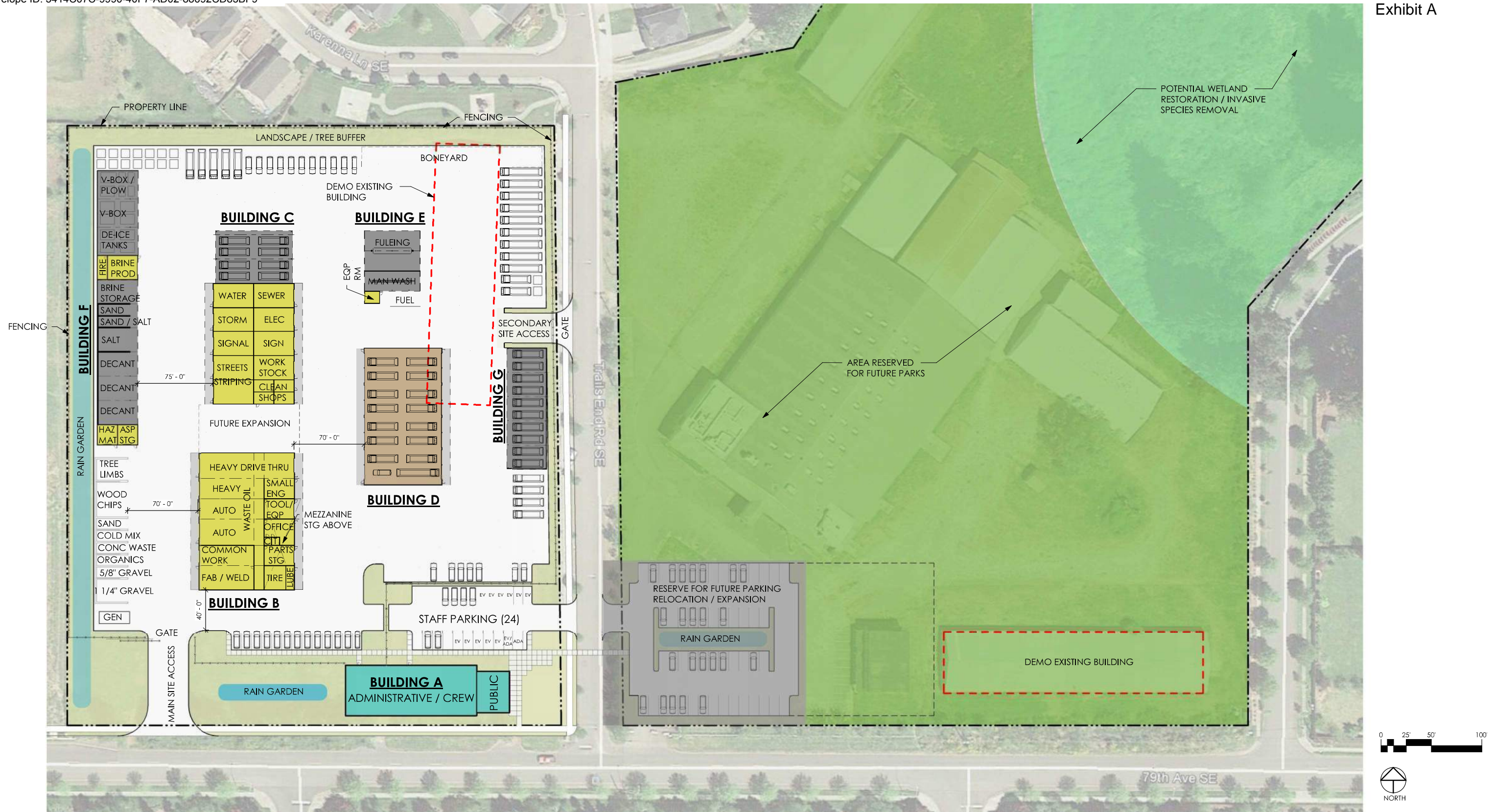
H. AS-BUILT AND RECORD DRAWING DOCUMENTS

1. SERVICE PROVIDER shall review As-Built documents provided by the Contractor for general compliance and clarity. If, in the opinion of SERVICE PROVIDER, the Contractor-provided As-Built documents are determined to be unacceptable, SERVICE PROVIDER will return the documents to the Contractor for revision and re-submittal.
2. Once the As-Built documents have been completed in a manner acceptable to the SERVICE PROVIDER the documents will be provided to the CITY.
3. **Record Drawings (additional service):** At the request of the CITY, the SERVICE PROVIDER shall update the electronic Contract Document files (drawings and specifications) including the changes as noted by the Contractors As-built documents. The SERVICE PROVIDER will provide the CITY with a download link containing all electronic files of drawings, .pdf files of all drawings, and .pdf files of project specifications.
4. Other Select SERVICE PROVIDER files, as requested by the CITY, will be provided by a downloadable link for the CITY use.

PRELIMINARY SCHEDULE

1. Below is an approximate schedule that is anticipated for design and construction. This schedule will be updated at each phase and throughout the project as necessary.

○ Project NTP	TBD
○ Schematic Design:	3 months
○ Design Development:	4 months
○ Construction Documents:	4 months
○ Bid:	1 month
○ Construction:	12-14 Months



CITY OF TUMWATER

MAINTENANCE AND OPERATIONS FACILITY

site plan | 05.18.22

**Structural Engineering
Scope of Work****Structural Engineering Design – Task 21**

1. Coordinate with TCF Architecture, as well as civil and MEP consultants.
2. Prepare structural calculations.
3. Prepare engineered construction drawings.
4. Review cost estimates prepared RC Cost Group.
5. Structural site design will include the design of any site retaining walls 4 feet or less in height, storage bunker walls, and equipment foundations associated with the project.
6. Review specifications prepared by TCF Architecture.

Bidding / Permitting – Task 22

7. Assist TCF Architecture filing documents related to the structural systems, as required for approval by the CITY. Task includes coordinating and assembling the structural drawings and calculations to be included in the permit submission. We assume that the architect will take the lead in filling out the permit application and submitting all documents to the CITY.
8. Respond to CITY permit review comments related to the structural system and revise the plans as required by the CITY. This task includes meetings with the TCF Architecture to review CITY comments.
9. Assist CITY during the bid process. This task includes attendance at pre-bid meetings, as well as responding to contractor questions and substitution requests.

Construction Phase Services – Task 23

10. Review shop drawings, test reports, and contractor-requested changes as they relate to the design.
11. Observe construction, which includes visits to the site at appropriate intervals to become familiar with the quality and progress of the work as it is relative to the primary structural system, and prepare observation reports.

Exclusions

This proposal does not include fees associated with agency reviews, submittals, or permits, nor does it include any work associated with the following services:

- a) Professional services of sub consultants, e.g., geotechnical, material testing, and other specialist, if required by the review agency.
- b) Costs associated with the excavation of soils logs for the evaluation of onsite soils.
- c) Costs associated with reconsiderations of agency decisions.
- d) Costs associated with title reports or other legal documents.
- e) Costs associated with substantial redesign after preparation of design development drawings.
- f) Additional inspections that are a result of contractor non-compliance to the plans or specifications.
- g) Design of a non-conventional foundation system.
- h) Structural engineering associated with contractor's erection means, methods, and sequences.
- i) Design of any site features no indication, such as retaining walls over 4 feet in height, landscape seat walls, landscape trellis structures, artwork foundations, stormwater detention vaults, etc. If you would like any structural engineering services associated with the design of site features, we would be happy to provide these services for an additional fee.
- j) Mechanical or electrical services.
- k) Development of an opinion of probable construction costs.
- l) Preparation of conformed drawings prior to the start of construction.
- m) Preparation of record drawings at the end of construction together with the Letter of Completion, if required by the CITY.
- n) Dividing the design work into more than one phase of work.

Additional Services

Conformed Drawings – Task 24

Prepare an updated Revit model and Confirm Drawing set prior to the start of construction. The Conformed Drawings will incorporate any agency review comments and bid addenda, as necessary, to provide a comprehensive set for construction of the project.

Record Drawings – Task 25

Prepare an updated Revit model and Record Drawing set at the end of construction. The Record Drawings will incorporate any contractor redlines as well as AHBL construction sketches as necessary to provide a comprehensive set for use by the CITY.

For both task, we will bill our engineering effort on a time and expense basis against the noted allowances.

**Mechanical Electrical Plumbing
Scope of Work****BASIC SERVICES****Mechanical Systems**

- Schematic Design, Design Development, Construction/Bid Documents (plans and specifications), permitting, services for HVAC, DDC control systems, plumbing and underground utilities within five feet of the building exterior for storm drainage, waste water drainage, and domestic water. The piping invert elevation will be coordinated between BCE and the civil engineer.
- Fire protection systems will be Riser room support drawings and bidder design performance specifications.

Electrical Systems

- Schematic Design, Design Development, Construction /Bid Documents (plans and specifications), permitting services for building electrical power, site electrical power, building lighting, site lighting, fire alarm and data network communication infrastructure wiring. (See "Exclusions" for services not included).

EXCLUSIONS

The following tasks are excluded from BCE's scope of services for this Project:

- Cost Estimating (by others)
- Any Power, Street Lighting or Comm Frontage Improvements
- Mechanical/Electrical Commissioning as the Commissioning Agent
- Commissioning Support
- LEED Documentation/Submittals
- Fire Pumps
- Solar Panel Systems
- Grease interceptors, sand sediment filtration tanks, oil water separators.
- Life-Cycle Cost Analysis
- Value Engineering
- Constructability Review drafting
- Construction Change Orders / Directives
- Printing (Except as required for hard copy permit submittals).
- Telephone systems, computer servers, network switches.
- Evacuation assistance systems
- Seismic calculations for mechanical and electrical components
- All work associated with the research, application, and submittal for any grant monies

ADDITIONAL SERVICES

In addition to Basic Services provided in a separate proposal BCE proposes the following additional services as hourly NTE:

1. Conformed Set
2. CAD Record Set
3. Security system, access control, CCTV coordination/design (up to 20 CCTV locations & 20 access control locations)
4. Sound System/AV Design (for crew/training room)
5. WSEC Analysis and Design: WSEC Section C406 "Additional Efficiency Package Credits": It is difficult mechanically or electrically to obtain all of these credits with the current cost estimate level. Also, past experience has shown that it is difficult or expensive to obtain the credits with an Enhanced Envelope and/or Reduced Air Barrier. This requires additional brainstorming meetings with the design team and additional analysis to choose the cost effective way to obtain these credits. In the past maintenance projects, the least expensive route has been to design around a DOAS. These systems are typically used in B Occupancy buildings (such as building A) and are built into the MACC for that building. DOAS systems are not typically used in S Occupancy buildings and therefore the MACC does not reflect those costs. Also, OFM Design Schedule C does not include fee for the complexity of designing a DOAS for buildings B, C, D, and E. In addition "Load Management" requirements and required PV systems for buildings over 10,000 sq/ft will require additional coordination and design
6. Specialty equipment MEP coordination for Fleet and Shops buildings
7. Fuel system design and specification, WSP to provide system requirement and design criteria. Fuel system design requires additional time to design due to the complexity potential of the system. They require specific meetings on fuel storage quantities, types of fuel, fuel delivery speeds, software management systems, etc. Easier design includes a packaged tank/dispenser combinations that can be tailored to the needs of the Owner. More complex designs include the design of a built-up system including multiple fueling lanes, underground vs. above ground tanks, containment systems, pump and piping sizing, dispenser types, etc. BCE will also have to design the electrical power, lighting, and drainage systems (trench and area drains and oil/water separators) associated with the fueling area.
8. Vehicle wash and water reclaim design and specification, WSP to provide system requirements and design criteria. The wash system design requires additional time to design due to the complexity potential of the system. They require specific meetings on the sizes of vehicles to be washed, the frequency of washing vehicles, whether or not it is to operation year around (freeze protection). Designs include the actual wash equipment (touchless, brushed, undercarriage washing, etc.), the water treatment system, the water heating system (it has been noted that gas-fired equipment is not desired). BCE will also have to design the electrical power, lighting, water delivery piping, and drainage systems (trench and area drains, solids interceptors, and oil/water separators) associated with the wash equipment. Additional design will be required if water recycling is desired which increases the design complexity to include more water treatment and filtration."

9. Vehicle Charging station for 25% of stalls and infrastructure for remaining stalls
10. Fire protection routing coordination for up to 2 locations.
11. Whole site generator design
12. Lube System Design and Specification

EXCLUSIONS TO ADDITIONAL SERVICES

The following tasks are excluded from BCE's scope of services for this Project:

- Cost Estimating (by others)
- Any Power, Street Lighting or Comm Frontage Improvements
- Off site power and communication coordination.
- Mechanical/Electrical Commissioning as the Commissioning Agent
- Commissioning Support
- LEED Documentation/Submittals
- Fire Pumps
- Grease interceptors, sand sediment filtration tanks, oil water separators.
- Life-Cycle Cost Analysis
- Value Engineering
- Constructability Review drafting
- Construction Change Orders / Directives
- Printing (Except as required for hard copy permit submittals).
- Telephone systems, computer servers, network switches.
- Evacuation assistance systems
- Seismic calculations for mechanical and electrical components
- All work associated with the research, application, and submittal for any grant monies
- Solar panels systems beyond code required

Equipment and Maintenance Operations and Planning Scope of Work

1. Schematic Design

- a. Operations and equipment requirements will be developed to a schematic design level for the new maintenance and operations facilities. Schematic design will address layout and arrangement of each shop, vehicle maintenance bays, material storage, bulk materials, and fleet parking.
- b. FPS will update the preliminary equipment list (dated February 3, 2017) to align with the schematic design.
- c. Participate in Design Review meetings as needed with TCF Architecture and the CITY.

2. Design Development

- a. SD level design will be developed for the new maintenance and operations facility. Recommended equipment and storage requirements will be identified.
 - Vehicle maintenance equipment including vehicle lifts, lubrication services, hose reels, vehicle exhaust systems, etc. will be identified and confirmed as existing to be re-used vs. new equipment and systems.
 - Parts shelving, cabinets, drawer storage, racking, and misc. storage requirements will be identified and confirmed as existing to be re-used vs. new equipment and systems.
 - All equipment and storage system selections will be identified to include quantities and outline specifications to identify manufacturer, capacities, owner-contractor responsibilities, and budget.
 - The equipment list will be updated and detailed to include utility requirements (power, compressed air, data, plumbing, specialty services, etc.)
- b. Participate in Design Review meetings as needed with TCF Architecture and the CITY.

3. Construction Documents

- a. FPS will support TCF Architecture during construction document development. We will complete detailed equipment placement drawings for the CD phase, including design review at +/- 90%, and final 100% Bid Set Drawings.
- b. FPS will provide detailed plans and specifications for planned equipment and storage requirements. Specification format will be per CSI standards and coordinated with TCF Architecture.
- c. Participate in Design Review meetings as needed with TCF Architecture and the CITY.

4. **Equipment Bidding** – FPS will support bidding, bid reviews, and new equipment proposals for compliance with constructions documents.
5. **Construction Administration Support** – FPS will support construction administration for the project. Equipment submittal reviews, comments, and approvals will be completed. We will respond to contractor RFI's and general equipment coordination issues. We anticipate a final site visit for installation review, punch list and final acceptance support.

**Civil Engineering
Scope of Work**Phase 1 Schematic Design

This phase includes the preparation of schematic design drawings and are limited to conceptual basic services layout of site water, drainage and sanitary systems.

Task 1 Schematic Design Plans

1. Attend up to one(1) virtual meeting with TCF Architecture
2. Prepare conceptual level engineering plans including:
 - a. Site Improvement Plan- Based on the site plan provided by TCF Architecture. TCF Architecture will provide the site plan showing initial locations of buildings, paving, walkways, driveways, parking and fencing locations. SCJ will provide linework for basic water, sewer, storm and preliminary grading.

Phase 1 Deliverables

- Schematic Design Plan

Phase 2 Design Development and Site Plan Review

This phase includes the continued development of layouts for water, drainage and sanitary systems. The Design Development documents will be preliminary in nature and provide character of the project.

Task 1 Design Development Plans

1. Continue developing the layouts for water, drainage, and sanitary sewer.
2. Update and prepare the design development engineering plans including:
 - a. Site Improvement Plan
 - b. Grading Plan
 - c. Drainage Plan
 - d. Water and Sewer Plan

Phase 2 Deliverables

- Design Development Plans

Phase 3 Construction Documents and Permitting

This phase includes continued development of layouts for water, drainage and sanitary systems. SCJ will perform the following tasks:

Task 1 Construction Documents

1. Incorporate conditions of approval from the SPR staff report into the construction documents.
2. Update plans to incorporate revisions to the layouts for water, drainage and sanitary systems.

Phase 3 Deliverables

- Civil CAD Files

Phase 4 Bidding Support Services

This phase includes bidding support related to questions or clarifications the contractors may have regarding the design scope mentioned above.

1. Attend one (1) pre-bid meeting

Phase 5 Civil Construction Support Services

This phase includes construction support from the pre-construction meeting through substantial completion. SCJ will assist with construction support services and provide the following services for the design scope mentioned above:

1. Attend one (1) pre-construction meeting.
2. Provide engineer's supplemental information as needed.

Assumptions:

- SCJ will provide input; however, the Architect will finalize the site plan (building locations, site amenities, parking areas, etc.) and provide it to SCJ in CAD format.
- Water, sanitary sewer, and roof drain stub locations and invert elevations 5-feet from the building will be provided by others.
- Meetings more than those identified below will require additional fees.
- Conceptual and Detailed Design Review, as required will be completed by the architect. No meetings or coordination efforts are included for design review.
- Construction documents and design for the frontage improvements along 79th Avenue SE is not included and will be done by other.
- Frontage improvements along 79th Avenue SE and Trails End Road include new curb, gutter, planter, sidewalk, lighting and street trees is not included and will be done by other.
- Traffic signal plans and modifications are not anticipated and not included.
- All utility, permit and connection fees associated with the project will be paid by the CITY.
- Construction phasing plans are not included.
- Parking lot lighting service coordination will be completed by TCF Architecture electrical sub-consultant. See Phase 3 Task 3 below.

- Dry utility coordination, applications and fees associated with service connections, relocations or underground are not included in the scope of work. See Phase 3 Task 3 below.
- If required, coordination with the utility providers for existing overhead utilities to underground is not included. It is anticipated that all applications and coordination with PSE and other utility service providers will be completed by others. See Phase 3 Task 3 below.
- Parking lot lighting design calculations are not included. It is assumed that the electrical engineer will prepare the lighting design and necessary calculations required for permitting.
- Structural/Retaining wall design and calculations are not included for walls over 4 feet tall.
- Value engineering and constructability review is not included.
- LEED coordination and documentation is not included.
- Specifications will be in CSI format.
- Fire flow modeling and calculations are not included. Flow information will be provided by the CITY.
- A geotechnical report with infiltration rates and pavement design will be provided by the client.
- A survey for the project area will be provided in CAD format.
- Environmental analysis, research, and recommendations regarding the potential for existing underground storage tanks and potential for contamination are not included.
- Critical area reports and documentation are not included.
- There are no environmentally sensitive areas located onsite or that effect the proposed project. No environmental reports are required.
- A Traffic Impact Analysis (TIA) is not included. See the “Additional Services” section below for additional information.
- Variance or Justification Requests Documentation from CITY code is not included.
- Parking Modification Request Documentation from CITY code is not included.
- Preparation for and attendance at a neighborhood meeting is not included. See the “Additional Service” section below for additional information.
- SEPA will either be a Determination of Non-Significance (DNS) or Mitigated DNS; an Environmental Impact Statement is not assumed to be required. It is assumed the CITY will act as the SEPA administrator.
- Dewatering plans and design considerations are not included.
- Coordination and permitting associated with the building demolition and Olympia Region Clean Air Agency (ORCAA) permitting requirements are not included.
- All communication from the contractors during bidding will be through the architect. There will be no direct communication with SCJ Alliance.
- The architect will prepare the project manual and bid advertisement and issue bid addenda. It is assumed SCJ will have a minor role in bidding support related to questions or clarifications as they arise.
- Bidder questions will be few and minor in nature.
- Existing water and sewer run along 79th Avenue and have the adequate capacity to connect to.
- It is assumed there will be a minor amount of RFI's and infrequent contractor requests.
- Deviations from design plans during construction will be minor in nature.

- It is assumed that the contractor will keep accurate redline plans on-site for use in record drawings preparation. Should adequate records not be kept, a post construction survey of improvements may be required to prepare record drawings.

Additional Services

Phase 1 Schematic Design

This phase includes the preparation of schematic design drawings and are limited to conceptual basic services layout of site water, drainage and sanitary systems.

Task 1 Additional Services

1. Attend up to two (2) CITY/design team coordination meetings in preparation of Presubmission Conference and scoping meetings.
2. Prepare stormwater scoping meeting and Presubmission Conference applications.
3. Perform conceptual stormwater sizing analysis.
4. Prepare exhibits for stormwater scoping meeting coordination.
5. Prepare conceptual level cost estimate for civil engineering related elements.
6. Perform quality control of the stormwater analysis and schematic design plan.

Phase 1 Deliverables

- Conceptual Cost Estimate
- Presubmission Conference and Stormwater Scoping Meeting Applications
- Stormwater Scoping Meeting Exhibit(s)

Phase 2 Design Development and Site Plan Review

This phase includes the continued development of the schematic design documents. The Design Development documents will be preliminary in nature and provide character of the project. SCJ will also prepare and submit the Site Plan Review application and associated documents utilizing the design development documents.

Task 1 Design Development Plans

1. Attend up to six (6) coordination meetings (virtual or online meetings assumed).
2. Perform one site visit.
3. Coordinate with the Architect regarding parking lot layout. Prepare turn template exhibits to ensure the appropriate drive aisle and turning radii are provided.
4. Complete up to one (1) site plan revisions resulting from the Presubmission conference and stormwater scoping information provided by the CITY.
5. Update and prepare the design development engineering plans including:
 - a. Cover sheet
 - b. Existing Conditions Map – Based on Topographic Survey prepare by others
 - c. Demolition and Temporary Erosion and Sedimentation Control Plan

- d. Site Improvement Plan
- e. Drainage Plan
- f. Drainage Details
- g. Water and Sewer Plan
6. Prepare preliminary drainage report with supplemental reports including: Pollution Source Control Plan and Stormwater Management Plan
7. Coordinate, prepare for and attend up to two (2) meetings with the CITY to discuss site layout, stormwater, permitting requirements, and entitlement process.
8. Prepare preliminary Stormwater Pollution Prevention Plan (SWPPP)
9. Perform quality control
10. Update cost estimate
11. Prepare preliminary specifications in CSI format
12. Address comments during the coordination and design team review process.

Task 2 Site Plan Review (SPR)

1. Prepare site plan review application and supplemental checklists.
2. Prepare project narrative.
3. Prepare SEPA Checklist and coordinate responses with CITY and Architect.
4. Perform quality control of the SPR documents prior to submittal.
5. Coordinate and attend SPE submittal intake meeting.
6. Review staff comments and coordinate with CITY regarding clarifications or questions.
7. Update drawings/reports to address staff comments.
8. Resubmit plans/reports to CITY for final project approval.
9. Prepare for attend follow up intake meeting with CITY.

Phase 2 Deliverables

- Design Development Plans
- Preliminary Drainage Report
- Specification outline in CSI format

Phase 3 Construction Documents and Permitting

This phase includes the preparation of construction and permitting documents describing the requirements for construction of the project. SCJ will perform the following tasks:

Task 1 Construction Documents

1. Attend up to six (6) coordination meetings (virtual or online meetings assumed).
2. Incorporate conditions of approval from the SPR staff report into the construction documents.
3. Prepare civil engineering construction plan set:
 - a. Cover Sheet
 - b. General Notes and Legend

- c. Existing Conditions Map – Based on Topographic Survey prepared by others
 - d. Demolition and Temporary Erosion and Sedimentation Control Plan (2 sheets)
 - e. Temporary Erosion Control Notes and Details.
 - f. Site Improvement Plan (4 sheets)
 - g. Site Improvement Notes and Details (2 sheets)
 - h. Grading Plan (4 sheets)
 - i. Grading Details (1 sheet)
 - j. Retaining Wall Profiles (if needed)
 - k. Drainage Plan (2 sheets)
 - l. Drainage Notes and Details (2 sheets)
 - m. Water and Sewer Plan (2 sheets)
 - n. Water and Sewer Profiles (2 sheets)
 - o. Water and Sewer Notes and Details
 - p. Building G Alternate Plan (1 sheet)
4. Prepare final drainage report including operation and maintenance manual and pollution source control plan.
 5. Coordination on Building G Alternate.
 6. Prepare final Stormwater Pollution Prevention Plan (SWPPP)
 7. Prepare specification for civil design elements in CSI format.
 8. Perform quality control of the construction documents prior to submittal
 9. Update cost estimate.

Task 2 Permitting Coordination

1. Prepare applications for submittal to the CITY via the online portal.
2. Update design to address CITY comments. For this task up to two (2) rounds of comments and responses have been assumed. Approximately 40 hours of cumulative effort have been assumed in the included fee to address and respond to the comments. Additional efforts may require additional fees.
3. Prepare NPDES Notice of Intent (NOI) for Washington Department of Ecology's General Construction Stormwater Permit coverage and submit to the Department of Ecology.

Task 3 Utility Coordination

This task includes coordination efforts in support of the Electrical Engineer relating to the utility coordination/undergrounding, building service connections, and parking lot lighting service connections.

1. Prepare and provide CAD files in support of the utility undergrounding coordination, service connection locations, parking lot lighting design and electrical charging stations (if any) layout to the electrical engineer for coordination with PSE.
2. Coordinate underground utility routing with the Electrical Engineer to avoid impacts to existing and proposed utilities.
3. Coordinate parking light pole location, EV charging station locations and reference locations and required pads on the Civil Site Plan.

Phase 3 Deliverables

- Civil Engineering Plan
- Civil Specifications (CSI Format)
- Drainage Report
- SWPPP
- Civil CAD Files

Phase 4 Bidding Support Services

This phase includes bidding support related to questions or clarifications the contractors may have.

1. Respond to up to four (4) bidder questions and requests for information.
2. Review up to three (3) substitution requests
3. Prepare bid addenda. SCJ anticipates no more than 1 plan revision and addenda issuance.

Phase 5 Conformed Construction Documents

This phase includes modifications to the construction documents addressing any addendas issues during the bidding or negotiating process.

1. Revise civil plans associated with the conformed construction documents.
2. Revise specifications associated with the conformed construction documents.

Phase 5 Deliverables

- Conformed civil drawings and specifications.

Phase 6 Civil Construction Support Services

This phase includes construction support from the pre-construction meeting through substantial completion. SCJ will assist with construction support services and provide the following services:

1. Attend one (1) pre-construction meeting
2. Review material submittals.
3. Prepare for and attend three (3) construction meetings / site visits and prepare field reports after each site visit.
4. Provide response to contractor request for information (RFI). SCJ anticipated no more than eight (8) RFI's throughout the duration of the project.
5. Coordinate with other disciplines to resolve RFI's and questions related to the design.
6. Provide engineer's supplemental information as needed.
7. Provide civil documents associated with change orders as needed.

Phase 7 Project Closeout

This phase includes construction closeout tasks required for project closeout. SCJ will assist with project closeout and provide the following services:

1. Provide one (1) site visit to prepare punch list.
2. Prepare civil punch list.
3. Provide one site visit to back punch.

Phase 7 Deliverables

- Punch List

Phase 8 Record Documents

1. Provide civil engineering related record drawings

Phase 8 Deliverables

- Civil Record Drawings

Phase 98 Additional Services

Additional Services will be charged on a time and material basis and include items not included in this scope such as attendance at public meetings and hearings. Additional Services will be authorized to be performed by TCF Architecture in advance. Additional Services will include a 10% administrative fee.

Phase 99 Expenses

Expenses will be charge on a time and material basis and include items such as travel, mileage, plan reproduction, copies, etc. All expenses, except for mileage, will include a 10% administrative fee. If requested SCJ will provide a copy of our typical expense rates. A budget of \$1,000 will be included in the contract for expenses.

Assumptions:

- SCJ will provide input; however, the Architect will finalize the site plan (building locations, site amenities, parking areas, etc.) and provide it to SCJ in CAD format.
- Water, sanitary sewer, and roof drain stub locations and invert elevations 5-feet from the building will be provided by others.
- Meetings more than those identified below will require additional fees.
- Conceptual and Detailed Design Review, as required will be completed by the architect. No meetings or coordination efforts are included for design review.
- Construction documents and design for the frontage improvements along 79th Avenue SE is not included and will be done by other.
- Frontage improvements along 79th Avenue SE and Trails End Road include new curb, gutter, planter, sidewalk, lighting and street trees is not included and will be done by other.
- Traffic signal plans and modifications are not anticipated and not included.
- All utility, permit and connection fees associated with the project will be paid by the CITY.
- Construction phasing plans are not included.
- Parking lot lighting service coordination will be completed by TCF Architecture electrical sub-consultant. See Phase 3 Task 3 below.
- Dry utility coordination, applications and fees associated with service connections, relocations or underground are not included in the scope of work. See Phase 3 Task 3 below.
- If required, coordination with the utility providers for existing overhead utilities to underground is not included. It is anticipated that all applications and coordination with PSE and other utility service providers will be completed by others. See Phase 3 Task 3 below.
- Parking lot lighting design calculations are not included. It is assumed that the electrical engineer will prepare the lighting design and necessary calculations required for permitting.
- Structural/Retaining wall design and calculations are not included for walls over 4 feet tall.
- Value engineering and constructability review is not included.
- LEED coordination and documentation is not included.
- Specifications will be in CSI format.
- Fire flow modeling and calculations are not included. Flow information will be provided by the CITY.
- A geotechnical report with infiltration rates and pavement design will be provided by the client.
- A survey for the project area will be provided in CAD format.
- Environmental analysis, research, and recommendations regarding the potential for existing underground storage tanks and potential for contamination are not included.
- Critical area reports and documentation are not included.
- There are no environmentally sensitive areas located onsite or that effect the proposed project. No environmental reports are required.
- A Traffic Impact Analysis (TIA) is not included. See the "Additional Services" section below for additional information.
- Variance or Justification Requests Documentation from CITY code is not included.

- Parking Modification Request Documentation from CITY code is not included.
- Preparation for and attendance at a neighborhood meeting is not included. See the “Additional Service” section below for additional information.
- SEPA will either be a Determination of Non-Significance (DNS) or Mitigated DNS; an Environmental Impact Statement is not assumed to be required. It is assumed the CITY will act as the SEPA administrator.
- Dewatering plans and design considerations are not included.
- Coordination and permitting associated with the building demolition and Olympia Region Clean Air Agency (ORCAA) permitting requirements are not included.
- All communication from the contractors during bidding will be through the architect. There will be no direct communication with SCJ Alliance.
- The architect will prepare the project manual and bid advertisement and issue bid addenda. It is assumed SCJ will have a minor role in bidding support related to questions or clarifications as they arise.
- Bidder questions will be few and minor in nature.
- Existing water and sewer run along 79th Avenue and have the adequate capacity to connect to.
- It is assumed there will be a minor amount of RFI’s and infrequent contractor requests.
- Deviations from design plans during construction will be minor in nature.
- It is assumed that the contractor will keep accurate redline plans on-site for use in record drawings preparation. Should adequate records not be kept, a post construction survey of improvements may be required to prepare record drawings.

Exhibit B.5
Lyon Landscape Architecture

Landscape Services**Scope of Work****Task 1 – Project Management**

- A. Review City of Tumwater Landscape Requirements (TMC 18.47 Landscaping)
 - 1. TMC 18.47.050 (A) Type I Perimeter Landscaping
 - 2. TMC 18.47.050 (B) Type II Perimeter Landscaping
 - 3. TMC 18.47.050 (D) Landscaping Between Parking Lots and ROW
 - 4. TMC 18.47.050 (E) Parking Area Interior Buffers
 - 5. TMC 18.47.050 (G) Outdoor Storage Buffers
- B. Site Visit to Review Existing Conditions
- C. Obtain CAD Site Plans from Architect and Engineer in each Task listed below. It is anticipated that each Task will include (2) Site Plan Updates
- D. Coordinate with Civil Land Use Processes
- E. Coordinate with Civil SEPA Completion
- F. Attend Virtual or In-person Team or Public Workshops. It is anticipated that each Task will include (2) Meetings
- G. General Coordination with Design Team
- H. In-house Quality Assurance. It is anticipated that each Task will include (2) Quality Assurance review by LLA Partner.

Task 2 – Schematic Design Phase

- A. Provide (2) Submittals for the Schematic Design Phase, one at 50% and the other at 100%
- B. Schematic Design Phase will include the following:
 - a. 20 Scale Landscape Planting Plans that show planting design for the areas listed in the Design Program. Landscape Planting Plans will include:
 - i. Layout of treed, shrubs, grasses, and groundcovers, botanical and common names, quantities, and sizes.
 - ii. Color photographs of proposed plant palette.
 - b. Schematic Design of the Entry Plaza for Building A
 - i. Layout of concrete paving, include score pattern
 - ii. Located site amenities including bike racks, benches, flagpoles, and picnic tables
 - iii. Provide catalog cut sheets for site amenities
- C. Provide (1) Construction Cost Estimate at 50% submittal

Task 3 – Design Development Phase

- A. Provide (2) Submittals for the Design Development Phase, one at 75% and the last at 100%

- B. Design Development Phase Drawings will include the following:
 - a. 20 Scale Landscape Planting Plans that show planting design for the areas listed in the Design Program. Landscape Planting Plans will include:
 - i. Updated layout of trees, shrubs, grasses, and groundcovers, botanical and common names, quantities, and sizes.
 - ii. Updated Color photographs of proposed plant palette
 - b. Design Development of the Entry Plaza for Building A
 - i. Updated layout of concrete paving, include score pattern
 - ii. Provide details of concrete paving, concrete seat walls, and flag poles
 - iii. Updated location of site amenities including bike racks, benches, and picnic tables.
 - iv. Provide catalog cut sheets for site amenities
 - c. Provide (1) Construction Cost Estimates at 75% submittal
 - d. Provide Construction Specifications Outline
 - e. In-house Quality Assurance

Task 4 – Construction Document Phase (Permitting and Agency Review)

- A. Provide (2) Submittals for the Construction Document Phase one 75% and the last at 100%
- B. Construction Document Phase will include the following:
 - a. 20 Scale Landscape Planting Plans that show planting design for the areas listed in the Design Program. Landscape Planting Plans will include:
 - i. Updated layout of trees, shrubs, grasses, and groundcovers, botanical and common names, quantities, and sizes.
 - ii. Updated Color photographs of proposed plant palette
 - b. Entry Plaza for Building A
 - i. Updated layout of concrete paving, include score pattern
 - ii. Updated details of concrete paving, concrete seat walls, and flag poles
 - iii. Updated location of site amenities including bike racks, benches, and picnic tables.
 - c. Irrigation Plans
 - i. Layout of irrigation system including irrigation heads, mainline and lateral line
 - ii. Irrigation legend, notes, and zone valve schedule
 - iii. Irrigation details including point of connection, double valve assembly, valve details, and irrigation head details
- C. Provide (1) Construction Cost Estimates at 100% submittal
- D. Provide Construction Specifications in CSI Format

Task 5 – Conformed Set

- A. Create Conformed Set of Construction Drawings and Specifications

ADDITIONAL SERVICES

Additional Services requested by the CITY shall be billed at an agreed upon fixed fee or hourly at our standard billing rates. They may include, but are not limited to the following:

- Construction Administration Services, including any RFI responses during or after Bid Review, Submittal Reviews
- Fencing Layout and Detailing – by TCF
- Any Additional Site Visits Not Listed in Tasks Above
- Wetland Buffer Enhancement or Restoration

Acoustical Services
Scope of WorkSchematic Design

Environmental Noise Impact Study – Complete 24-hour on-site noise assessment along the residential property line to quantify the risk of maintenance and mechanical systems with respect to the City of Tumwater Chapter 8.08 – Noise Control code.

Construction Documents

Environmental Noise Control Compliance – Review and analyze all of the proposed building support systems (HVAC, tools, operations) compared to noise code requirements. Provide detailed documentation noting noise control plan for building and systems, and noise control compliance documentation.

Geotechnical Scope of Services

Field Exploration

The field exploration program consists of the following:

Exploration Type	Number of Explorations	Planned Exploration Depth (feet) ¹	Planned Location
Soil Borings with Monitoring Wells	3	25 or refusal	Planned building areas
Soil Borings	3	25 or refusal	Planned building areas
Test Pits	7	10 or refusal	Planned building and parking/driveway areas

1. Below existing ground surface

Exploration Layout and Elevations: We will use handheld GPS equipment to locate the proposed subsurface explorations with an estimated horizontal accuracy of +/-20 feet. Field measurements from existing site features may also be utilized. Approximate elevations will be obtained by interpolation from a site specific, surveyed topographic map provided to us by TCF.

Subsurface Exploration Procedures: Soil borings will be advanced using a track-mounted drill rig using continuous-flight hollow-stem augers or mud rotary drilling. Four samples are obtained in the upper 10 feet of each boring and at intervals of 5 feet thereafter. Soil sampling is typically performed using split-spoon sampling (performed in general accordance with ASTM D1586). This sampling method advances a standard 2-inch outer diameter split-barrel sampling spoon into the subsurface by repeatedly dropping a 140-pound hammer a fall height of 30 inches. The number of blows required to advance the sampler the last 12 inches of a normal 18-inch penetration is recorded as the Standard Penetration Test (SPT) resistance value. The SPT resistance values, also referred to as N-values, are reported as uncorrected values on the boring logs at the test depths. Samples obtained from split-spoon sampling are typically tested for index properties. All samples are placed in appropriate containers, taken to our soil laboratory for visual examination and testing, and classified by a Geotechnical Engineer. In addition, we observe and record groundwater levels during drilling and sampling.

Our exploration team will prepare draft boring logs in the field (i.e. field logs) as part of standard drilling operations. The field logs will include sampling depths, sampler advancement, penetration resistance, and other relevant sampling information. Field logs include visual classifications of materials encountered during drilling, and our interpretation of subsurface conditions between samples. Boring logs, prepared from field logs, represent the Geotechnical Engineer's interpretation, and include modifications based on observations and laboratory tests.

Monitoring Well: The 2018 City of Tumwater Drainage Design and Erosion Control Manual (2018) requires installation of and groundwater level monitoring in at least 3 wells for the Detailed method. The Simple Method and Rain Garden design requirements require characterization of groundwater levels during the wet season.

Three monitoring wells will be constructed following advancement of three of the soil borings at the site. We anticipate a 10-foot screen interval for 15 to 25 feet below existing ground surface to evaluate groundwater level that may exist below the site. We will install a data logging piezometer in each well set to record groundwater levels hourly.

We will return to the site to download groundwater data approximately every other month after installation. We anticipate needing to monitor groundwater levels through the wet season, as required by the City of Tumwater Drainage Design and Erosion Control Manual. The piezometers will remain in the wells until about May of 2023.

Prior to construction, we assume the monitoring wells will be abandoned per Washington Department of Ecology requirements by the earthwork contractor.

Test Pit Procedures: Test pits are advanced via an excavator. The test pit sidewalls and excavated soil are observed by a Terracon field representative and characterized as described for soil borings. Groundwater seepage depths as well as fill, debris, and other deleterious materials observed are described in the field logs as well. Excavated soils are stockpiled in the vicinity of the pit for further observation and for convenient backfilling. The density/consistency of the soil is inferred through frequent probing of the base of the excavations for the upper 4 feet. Thereafter, soil density is inferred from observations of the excavated soil and excavator level of effort.

Test pits are typically terminated upon contacting dense to very dense/hard soil units. Bulk samples are collected to evaluate potential reuse of onsite soils.

Shear Wave Velocity Measurements: Based on the subsurface conditions anticipated from the geologic maps, we believe the project can benefit from a geophysical survey to characterize the shear wave velocity profile for the upper 100 feet. This will allow us to more appropriately assign a seismic site class for the development. Testing and post-processing of the data obtained will be performed by Terracon or a subcontractor to Terracon. This is non-displacement test method and will not result in property disturbance.

Property Disturbance: Borings will be backfilled with granular bentonite unless a monitoring well is to be installed. Backfilling of exploration holes will be performed consistent with Washington State Administrative Code (WAC 173-160).

Our services do not include repair of the site beyond backfilling the exploration holes, though care will be taken to limit property disturbance. Excess auger cuttings will be dispersed in the general vicinity of the borehole unless requested otherwise. Because backfill material often settles below the surface after a period, we recommend boreholes be periodically checked and backfilled, if necessary. We can provide this service, or grout the boreholes for additional fees, at your request.

Test pits are backfilled with the excavated soil and placed in lifts with some compactive effort applied by the excavator between lifts. The soil within the backfilled test pits will generally be looser than the in situ, preexisting condition; excess soil typically remains following backfilling. Excess soil will be scattered onsite within the vicinity of the test pit unless requested otherwise.

Site Access: Terracon must be granted access to the site by the property owner. By acceptance of this proposal, without information to the contrary, we consider this as authorization to access the property for conducting field exploration in accordance with the Scope of Services. We assume the SERVICE PROVIDER will resolve any access restrictions associated with private property, locked gates, and barricades.

Safety

Terracon is not aware of environmental concerns at this project site that would create health or safety hazards associated with our exploration program; thus, our Scope considers standard OSHA Level D Personal Protection Equipment (PPE) appropriate. Our Scope of Services does not include environmental site assessment services, but identification of unusual or unnatural materials encountered while drilling will be noted on our logs and discussed in our report.

Exploration efforts require borings and excavations into the subsurface, therefore Terracon will comply with Washington State Administrative Code (WAC) in requesting public utility location service through Washington One Call (811). We will consult with the CITY/ SERVICE PROVIDER regarding potential utilities, or other unmarked underground hazards. Based upon the results of this consultation, we will consider the need for alternative subsurface exploration methods, as the safety of our field crew is a priority.

Private utilities should be marked by the CITY/ SERVICE PROVIDER prior to commencement of field exploration. Terracon will not be responsible for damage to private utilities not disclosed to us. As part of our standard procedures for conducting site investigations, Terracon will subcontract a private utility to aid in identifying the presence of private utilities in the general vicinity of the proposed exploration locations. Fees associated with the additional services are included in our current Scope of Services. It is important to note that the detection of underground utilities is dependent upon the composition and construction of the utility line; some utilities are comprised of non-electrically conductive materials and may not be readily detected. Terracon's use of a private utility locate service would not relieve the owner of their responsibilities in identifying private underground utilities.

Laboratory Testing

The project engineer will review field data and assign laboratory tests to understand the engineering properties of various soil strata. Exact types and number of tests cannot be defined until completion of field work. The anticipated laboratory testing may include the following:

- Water content
- Atterberg limits
- Grain size analysis

Our laboratory testing program often includes examination of soil samples by an engineer. Based on the material's texture and plasticity, we will describe and classify soil samples in accordance with the Unified Soil Classification System (USCS).

Engineering and Project Delivery

Results of our field and laboratory programs will be evaluated by a professional engineer. The engineer will develop a geotechnical site characterization, perform the engineering calculations necessary to evaluate foundation alternatives, and develop appropriate geotechnical engineering design criteria for earth-related phases of the project.

Your project will be delivered using our **GeoReport®** system. Upon initiation, we provide you and your design team the necessary link and password to access the website (if not previously registered). Each project includes a calendar to track the schedule, an interactive site map, a listing of team members, access to the project documents as they are uploaded to the site, and a collaboration portal. The typical delivery process includes the following:

- Project Planning – Proposal information, schedule and anticipated exploration plan will be posted for review and verification
- Site Characterization – Findings of the site exploration
- Geotechnical Engineering – Recommendations and geotechnical engineering report

When utilized, our collaboration portal documents communication, eliminating the need for long email threads. This collaborative effort allows prompt evaluation and discussion of options related to the design and associated benefits and risks of each option. With the ability to inform all parties as the work progresses, decisions and consensus can be reached faster. In some cases, only minimal uploads and collaboration will be required, because options for design and construction are limited or unnecessary. This is typically the case for uncomplicated projects with no anomalies found at the site.

When services are complete, we upload a printable version of our completed geotechnical engineering report, including the professional engineer's seal and signature, which documents our services. Previous submittals, collaboration and the report are maintained in our system. This allows future reference and integration into subsequent aspects of our services as the project goes through final design and construction.

We will provide a draft geotechnical report for your review and comment prior to providing a final, stamped geotechnical report. The geotechnical engineering report will provide the following:

- Boring and test pit logs with field and laboratory data
- Stratification based on visual soil classification
- Groundwater levels observed during and after the completion of drilling, including data collected from groundwater monitoring program over the wet season
- Site Location and Exploration Plans
- Subsurface exploration procedures
- Description of subsurface conditions
- Recommended foundation options and engineering design parameters
- Estimated settlement of foundations
- Recommendations for design and construction of interior floor slabs
- Results and interpretation of groundwater monitoring well readings
- Preliminary estimate of infiltration rate based on grain size correlations
- Recommendations for permanent subsurface drainage
- Seismic hazards, including liquefaction
- Seismic site classification and mapped spectral acceleration values for S_s and S_1

- Subgrade preparation/earthwork recommendations
- Recommended pavement options and design parameters
- Recommendations for additional study (if necessary)

Post-report Consultation: Following issuing of the final geotechnical engineering report, the need for geotechnical consultation often arises as the design progresses and design changes are incorporated. From our experience, several hours of consultation with a Senior Geotechnical Engineer may become necessary for the design team for this type of project. This task assumes twelve hours of consultation with a Senior Engineer to assist with the following items:

- **Bidding Assistance:** From our experience, several hours of consultation with a Senior Geotechnical Engineer may be necessary for addressing questions during the bid process.
- **Review of Plans and Specifications:** Our geotechnical report and associated verbal and written communications will be used by others in the design team to develop plans and specifications for construction. Review of project plans and specifications is a vital part of our geotechnical engineering services. This consists of review of project plans and specifications related to site preparation, foundation, and pavement construction. Our review will include a written statement conveying our opinions relating to the plans and specifications' consistency with our geotechnical engineering recommendations.

Additional Services

In addition to the services noted above, the following are often associated with geotechnical engineering services. Fees for services noted above do not include the following:

Infiltration Testing: Recessional glacial outwash is anticipated to be present that may provide sufficient porosity to make stormwater infiltration viable. The City of Tumwater Drainage Design and Erosion Control Manual requires a pilot infiltration test (PIT) be conducted within the footprint of the proposed rain garden area unless the site is underlain by Type A soils. Our review of the National Resource Conservation Service Web Soil Survey indicates the site is mapped as being mantled with soil in hydrologic soil group A (Type A). The mapping scale of the NRCS maps is large; presence of Type A soil should be further evaluated with soil classification from grain size analysis of soil samples collected from the site. The infiltration rate of Type A soils can be evaluated through grain size analysis.

If laboratory grain size test results indicate soil at the infiltration facility locations is not Type A or if relatively impermeable soil underlying Type A soil is disclosed in the explorations, field infiltration testing may be required. If infiltration facility types other than the raingardens are proposed, field infiltration testing may be required.

Conducting a PIT consists of excavation of a test pit and monitoring of the rate of infiltration. Following infiltration monitoring, the test is overexcavated to observe if any soil units of lower permeability and/or groundwater are present. The PIT is required to be performed during the wet seasonal period from early December to late April.

If PITs become necessary, PITs should be conducted during the wet season as required by the City of Tumwater Drainage Design and Erosion Control Manual. Testing will be performed consistent with the City of Tumwater Drainage Design and Erosion Control Manual. Terracon will

coordinate with the Civil Engineer to estimate the appropriate infiltration depth. Following testing, the pit will be over excavated to observe the soil stratum and for groundwater mounding. Samples will be collected at the base of the infiltration test base and in 2-foot intervals thereafter until a maximum depth of 15 feet is reached, or refusal. Backfilling will be performed as described for test pits. The planned location and base elevation of the stormwater infiltration facility must be provided to Terracon prior to field mobilization.

Hydrogeologic Analyses: Consistent with the City of Tumwater Design and Erosion Control Manual (2018), projects subject to the detailed analysis method will need to evaluate the impact of infiltration rate and proposed added volume from the project site on local groundwater mounding, flow direction, and water table levels. Additionally, the city may require a groundwater mounding analysis depending on the depth to the seasonal high groundwater. Following our field investigation and piezometric data collection, Terracon can provide a proposal for hydrogeologic analyses.

Construction Stormwater Water Management: In western Washington, sites that are over 1 acre in total area are subject to special permitting requirements through the Washington Department of Ecology to manage stormwater runoff. Terracon can assist in navigating the often-overlooked need for construction stormwater water permitting as well as provide construction inspection services required by permitting agencies to confirm compliance with the permits. Construction services can often be provided concurrent with geotechnical construction observations to provide an efficient and comprehensive construction service. Discussions of this service are best reserved for after a 90% design submittal and at least 3 weeks before the start of construction in order to optimize efficiencies for construction visits.

Observation and Testing of Pertinent Construction Materials: Development of our geotechnical engineering recommendations and report relies on an interpretation of soil conditions. This is based on widely spaced exploration locations and assumes construction methods will be performed in a manner sufficient to meet our expectations and site conditions are consistent with recommendations made at the time the geotechnical engineering report is issued. We should be retained to conduct construction observations, and perform/document associated soil testing, for site preparation, foundation, and pavement construction. This allows a more comprehensive understanding of subsurface conditions and necessary documentation of construction, to confirm and/or modify (when necessary) the assumptions and recommendations made by our engineers.

Terracon is also available to provide construction materials testing and special inspection services for concrete, steel, asphalt, and related structural components. Prior to construction, Terracon can provide a proposal for construction materials testing and special inspection services.

Perform Environmental Assessments: Our geotechnical Scope for this project does not include, either specifically or by implication, an environmental assessment of the site intended to identify or quantify potential site contaminants. Terracon is providing a separate scope of services for Phase 1 Environmental Site Assessment and a Hazardous Building Materials survey.

Guidelines for Determining Architect/Engineer Fees for Public Works Building Projects (effective July 1, 2015)

When budgeting for state capital projects, the estimated value of the Architectural/Engineering (A/E) Basic Services fee (Exhibit A) can be determined by using these fee guidelines. The guidelines are divided into three levels determined by the type and complexity of the building. They are used in the preparation of capital budget requests for Washington State public works building projects under the jurisdiction of the Department of Enterprise Services, universities, natural resource agencies, and the Department of Transportation. A/E Basic Services are defined in this document.

The payment of A/E fees represents some of the most important dollars spent on a project. These funds are an investment affecting both the quality and successful completion of a project. Recognizing this, calculation of a fee structure to obtain quality design at a reasonable cost presents a challenge. There are pros and cons associated with any system used to set fees, and there is great variation in the types and complexity of state construction projects.

These fee guidelines originally were the outcome of a study coordinated by the Office of Financial Management (OFM) to review other fee guidelines and identify approaches used by other states. The study included state agencies, the Washington Council of the American Institute of Architects, American Council of Engineering Companies of Washington, and state universities. State agencies documented examples within state government where the existing fee system posed problems, and they proposed changes that would improve the state system. Higher education agencies provided evaluations of the scope, magnitude, and methods used to establish fees for design services at peer institutions. Updates to the fee guidelines also have considered issues raised by the design community.

Use of the Guidelines

These fee guidelines should be used in preparing capital budget requests to determine the maximum amount that may be payable for A/E basic service fees in fixed price agreements and percent of construction cost agreements. The guidelines define the standard basic services (based on the definition of basic services) that should be included in each design phase of state public works projects for the typical design/bid/build process. They also provide further definition of what are considered reimbursable expenses, extra and other services.

Agencies may choose to pay design consultant fees or allow extra and other charges in a manner other than described in these guidelines, and any additional cost (above the level provided by the guidelines) may be paid from other agency resources.

Percent Fee Compensation

The standard fee schedule has been prepared to establish a basis for determining the scope and cost of design services and to focus the attention of agencies on the quality, capability, and prior performance of the firms being selected for public works projects.

The fee schedule is used to prepare capital budget requests. The actual contracts for basic services payable to the A/E shall be a negotiated fixed amount or percentage of the maximum allowable construction cost of the project not including fees; licenses; permits; sales taxes; contingencies; and change orders caused by A/E errors or omissions, or change orders which do not require design consultant services. Based on the specific circumstances of each project, the final negotiated fee may be above or below the guidelines shown on the schedule. In addition to the basic services fee, allowances will be negotiated for services not covered in the basic services contract.

Guidelines for Determining Architect/Engineering Fees for Public Works Building Projects

Maximum Allowable Construction Cost

The Maximum Allowable Construction Cost (MACC) is defined as the total sum available to the general contractor for construction purposes, including all alternates. The MACC excludes Washington state sales tax, professional fees, project contingency funds, or other charges that may not be under the scope of the general contractor. The budget for A/E basic services is based on the MACC plus construction contingency as reflected in the Capital Budgeting System (CBS) and the updated cost estimating form (C-100). The negotiated fee for A/E basic services should be based on the MACC only as shown in Exhibit A – A/E Fee Schedule.

Remodel Design

A/E costs and effort may vary greatly between individual remodeling projects of the same dollar amount. Consequently, each project will be analyzed on an individual basis. As a general rule, the fee will be based upon the building type classification. When program changes are significant or if warranted by other conditions, fees noted under those schedules **may** be increased by *up to three percent* for basic services. Factors to be considered include:

- Age and character of the building
- Availability and accuracy of existing plans and specifications
- Extent and type of program revisions
- Requirement to maintain the building's existing character
- Extent of mechanical and electrical involvement

Phased construction in occupied buildings may substantially affect the construction schedule. More field observation and coordination may require consideration of additional fees beyond the basic services contract amount.

Fee Modifications

It is recognized that there may be considerable variance between projects of a similar size and type that may necessitate modification of the A/E fee schedule. Examples of special circumstances that may necessitate such modifications include:

- Unusual site conditions
- Unique problems requiring specialized or extensive consulting services
- Renovations required by additions to an existing structure
- Unusually slow or fast development schedule (fast track, design build, GC/CM)
- Contractor design (fire protection systems)
- Large portions of work outside the control of the prime architect (wetlands mitigation)

Other circumstances where a fee modification may be appropriate include the following:

Repetitive Design

Where all or part of a project is a site adaptation of a previous design, the basic services fee shall be negotiated, recognizing the reduced level of services. This usually reduces the program analysis, design, and bidding document preparation costs to an amount necessary to update the documents for site work, code revisions, etc. Reductions must be considered on a case-by-case basis.

Guidelines for Determining Architect/Engineering Fees for Public Works Building Projects

Equipment and Substantially Reduced Work Requirements

Where a project involves a substantial amount of expensive equipment that may be relatively easy to accommodate, fees should be reduced accordingly. Likewise, any contract or modification to a contract where work requirements are substantially less than indicated by the application of a percentage fee need to be addressed separately. Projects with disproportionate elements of high cost, such as earth moving, may be relatively easy to design and fees should be reduced accordingly.

Prototype Design

The initial design of a prototype facility, such as a housing unit at an institution, may warrant a full design fee based on the previous development of the prototype. However, the fee for A/E basic services for all additional replications of the prototype constructed at the same time or at other locations in the future shall be calculated at 40 percent of full fees.

Policy Regarding Geographic Location of Consultant

It is the state's policy to obtain the highest quality design services for a fair and equitable payment to the design firm. The state recognizes that the investment for quality design services is directly related to a well-organized construction process and maximum functionality of the completed project. With this in mind, proposals for design services will be accepted from all firms wishing to work for the state, and evaluated based on the firm's capability, competency, and experience in successfully completing similar projects.

The fee structure should be appropriate for each project, regardless of the location of the consultant. The basic services fee includes all travel costs associated with the performance of basic services within a 50-mile radius of the project. General expenses for the cost of travel and per diem between 50 and 350 miles shall be based on state rates and may be reimbursable to the extent they are reasonable and negotiated within the A/E agreement. Travel expenses beyond 350 miles for both the agency and consultants must be justified in writing when submitting a budget request to OFM.

Basic Services Fee Breakdown

The following is a guide for splitting the A/E fee into approximate percentages for each phase of work. Although it is not intended to be absolute, significant deviations should be closely reviewed. The intent of the guidelines is to ensure that design requirements progress in an orderly manner and that essential planning and system development occur when most beneficial to the project. Essential elements of the work should be completed and approved prior to initiating succeeding design phases. For a more detailed explanation of activities normally included in each phase, see the A/E Basic Services section.

The basic fee categories are described below:

Percent of Basic Services Fee	
Schematic Design	18
Design Development	20
Construction Document	31
Bidding	2
Construction	27
Project	2

Guidelines for Determining Architect/Engineering Fees for Public Works Building Projects

A/E Basic Services

A/E Basic Design Services consist of the services described in the following pages and are included on the Capital Project Cost Estimate within CBS. These design services include normal architectural, structural, civil, mechanical, and electrical engineering services.

Schematic Design Services (18 Percent)

In the Schematic Design phase, the A/E provides those services necessary to prepare Schematic design documents consisting of drawings and other documents illustrating the general scope, scale, and relationship of project components for approval by the agency. Design should be conceptual in character, based on the requirements developed during the predesign phase, approved by the agency, or program requirements provided by the agency and reviewed and agreed upon by the A/E.

Schematic design includes the following:

Project Administration	Services related to schematic design administrative functions including consultation, meetings and correspondence, and progress design review conferences.
Disciplines Coordination	Coordination between the architectural work and engineering work and other involved consultants for the project. When specialty consultants are used, additional coordination beyond basic services may be required and negotiated for appropriate phases of the work.
Document Checking	Review and coordination of project documents.
Consulting Permitting Authority	Consultations, research of critical applicable regulations, preparation of written and graphic explanatory materials. The services apply to applicable laws, statutes, regulations, and codes.
Data Coordination User Agency	Review and coordination of data furnished for the project by the agency.
Architectural Design	Services responding to scope of work (program/predesign) requirements and consisting of preparation of conceptual site and building plans, schematic sections and elevations, preliminary selection of building systems and materials, development of approximate dimensions, areas and volumes.
Structural Design	Services consisting of recommendations regarding basic structural material and systems, analysis, and development of conceptual design solutions.
Mechanical Design	Services consisting of consideration of alternate materials, systems and equipment, and development of conceptual design solutions for energy sources/conservation, heating, ventilating and air conditioning (HVAC), plumbing, fire protection, and general space requirements.
Electrical Design	Services consisting of consideration of alternate systems, recommendations regarding basic electrical materials, systems and equipment, analysis, and development of conceptual design solutions for power service and distribution, lighting, communication raceways, fire detection and alarms, and general space requirements.
Civil/Site Design	Services consisting of site planning including layout of site features, building position, preliminary grading, location of paving for walkways, driveways and parking, and fencing locations. Also included are the normal connections required to service the building such as water, drainage, and sanitary systems, if applicable.

Guidelines for Determining Architect/Engineering Fees for Public Works Building Projects

Specifications	Services consisting of preparation for agency's approval of proposed development of architectural outline specifications, and coordination of outline specifications of other disciplines.
Materials Research	Services consisting of identification of potential of architectural materials, systems, and equipment.
Scheduling	Services consisting of reviewing and updating previously established project schedules or initial development of schedules for decision-making, design, and documentation.
Cost Estimating	Services consisting of development of a probable construction cost from quantity surveys and unit costs of building elements for the project. Parametric costs shall reflect the level of design elements presented in the schematic design documents, plus appropriate design contingencies to encompass unidentified scope ultimately included in the program. Assist user agency with analyzing scope, schedule, and budget options to stay within the MACC.
Presentations	Services consisting of appropriate presentation(s) of schematic design documents by the A/E to agency representatives.

Design Development Services (20 Percent)

In the Design Development Phase, the A/E shall provide those services necessary to prepare from the approved schematic design documents, the design development documents consisting of drawings and other documents to fix and describe the size and character of the entire project for approval by the agency. Consideration shall be given to availability of materials, equipment and labor, construction sequencing and scheduling, economic analysis of construction and operations, user safety and maintenance requirements, and energy conservation.

Design development includes the following:

Project Administration	Services consisting of design development administrative functions including consultation, meetings and correspondence, and progress design review conferences with user agency.
Disciplines Coordination	Coordination of the architectural work and the work of engineering with other involved consultants for the project.
Document Checking	Review and coordination of documents prepared for the project.
Permitting Authority Consulting	Consultations, research of critical applicable regulations, preparation of written and graphic explanatory materials. The services apply to applicable laws, statutes, regulations, and codes. Assist in obtaining approval from approving agencies as required.
User Agency Data Coordination	Review and coordination of data furnished for the project by the agency.
Architectural Design	Services consisting of continued development and expansion of architectural schematic design documents to establish the final scope, relationships, forms, size, and appearance of the project through plans, sections and elevations, typical construction details, three-dimensional sketches, materials selections, and equipment layouts.

Guidelines for Determining Architect/Engineering Fees for Public Works Building Projects

Structural Design	Services consisting of continued development of the specific structural system(s) and schematic design documents in sufficient detail to establish basic structural system and dimensions, structural design criteria, foundation design criteria, preliminary sizing of major structural components, critical coordination clearances, and outline specifications or materials lists.
Mechanical Design	Services consisting of continued development and expansion of mechanical schematic design documents and development of outline specifications or materials lists to establish approximate equipment sizes and capacities, preliminary equipment layouts, required space for equipment, chases and clearances, acoustical and vibration control, visual impacts, and energy conservation measures.
Electrical Design	Services consisting of continued development and expansion of electrical schematic design documents and development of outline specifications or materials lists to establish criteria for lighting, electrical and communication raceways, approximate sizes and capacities of major components, preliminary equipment layouts, required space for equipment, chases, and clearances.
Civil/Site Design	Services consisting of continued development of civil/site schematic design documents and development of outline specifications required for the project that are normally prepared by the architect. See the Extra Services section for detailed civil design services beyond basic services.
Specifications	Services consisting of preparation for the agency's approval of proposed General and Supplementary Conditions of the Contract for construction, development of architectural outline specifications, coordination of outline specifications of other disciplines, and production of design manual including design criteria, and outline specifications of materials lists.
Scheduling	Services consisting of reviewing and updating previously established schedules for the project.
Cost Estimating	Services consisting of development of a probable construction cost from quantity surveys and unit costs of building elements for the project. Parametric costs reflect the level of design elements presented in the design development documents, plus appropriate design contingencies to encompass unidentified scope ultimately included in the program. Assist user agency with analyzing scope, schedule and budget options to stay within the MACC.
Presentations	Services consisting of appropriate presentation(s) of design development documents by the A/E to agency representatives.

Construction Document Services (31 Percent)

In the construction documents phase, the A/E shall provide the services necessary to prepare for approval by the agency – from the approved design development documents; construction documents consisting of drawings, specifications, and other documents describing the requirements for construction of the project; and bidding and contracting for the construction of the project.

Project Administration	Services consisting of construction documents, administrative functions (including consultation, meetings and correspondence), and progress design review conferences.
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Guidelines for Determining Architect/Engineering Fees for Public Works Building Projects

Disciplines Coordination	Coordination of the architectural work, with the work of engineering, and with other involved consultants for the project.
Document Checking	Review and coordination of documents prepared for the project.
Permitting Authority Consulting	Consultations, research of critical applicable regulations, preparation of written and graphic explanatory materials. The services apply to applicable laws, statutes, regulations, and codes. Assist in obtaining approval from approving agencies as required.
User Agency Data Coordination	Review and coordination of data furnished for the project by the agency.
Architectural Design	Services consisting of preparation of drawings based on approved design development documents setting forth in detail the architectural construction requirements for the project.
Structural Design	Services consisting of preparation of final structural engineering calculations, drawings, and specifications based on approved design development documentation, which details structural construction requirements for project.
Mechanical Design	Services consisting of preparation of final mechanical engineering calculation, drawings and specifications based on approved design development documentation, setting forth in detail the mechanical construction requirements for the project.
Electrical Design	Services consisting of preparation of final electrical engineering calculation, drawing and specifications based on approved design development documentation, setting forth in detail the electrical construction requirements for the project.
Civil/Site Design	Services consisting of preparation of final civil/site design drawings and specifications based on approved design development documentation required for the project, which are normally prepared by the architect. See the Extra Services section for detailed civil design services beyond basic services.
Specifications	Services consisting of activities of development and preparation of bidding documents, Conditions of the Contract, architectural specifications, coordination of specifications prepared by other disciplines, and compilation of the project manual.
Cost Estimating	Services consisting of development of a probable construction cost from quantity surveys and unit costs of building elements for the project. Parametric costs shall reflect the level of design elements presented in the Construction documents plus appropriate design contingencies to encompass unidentified scope ultimately included in the program. Assist user agency with analyzing scope, schedule, and budget options to stay within the MACC.
Scheduling	Services consisting of reviewing and updating previously established schedules for the project.
User Agency Assistance	Provide necessary information to user agency for the preparation of OFM requirements for release of allotments including preparation of cost statistics.

Guidelines for Determining Architect/Engineering Fees for Public Works Building Projects

Bidding Phase (2 Percent)

In the Bidding Phase, the A/E, following the agency's approval of the Construction Documents and the most recent statement of probable construction cost, shall provide those services necessary for the A/E to assist the agency in obtaining bids and in awarding and preparing contracts for construction. In the case of phased construction, the agency may authorize bidding of portions of the work.

Project Administration	Services consisting of bidding administrative functions.
Disciplines Coordination	Coordination between the architectural work and the work of engineering and other involved consultants for the project.
Bidding Materials	Services consisting of organizing, coordinating, and handling Bidding documents for reproduction, distribution and retrieval, receipt, and return of document deposits.
Addenda	Services consisting of preparation and distribution of Addenda as may be required during bidding and including supplementary drawings, specifications, instructions, and notice(s) of changes in the bidding schedule and procedure.
Bidding	Services consisting of participation in pre-bid conferences, responses to questions from bidders, and clarification or interpretations of the bidding documents, attendance at bid opening, and documentation and distribution of bidding results.
Analysis of Substitutions	Services consisting of consideration, analysis, comparisons, and recommendations relative to substitutions proposed by bidders prior to receipt of bids.
Bid Evaluation	Services consisting of validation of bids, participation in review of bids and alternates, evaluation of bids, and recommendation on award of contract.
Contract Agreements	Assist using agency in notification of contract award, assistance in preparation of construction contract agreements when required, preparation and distribution of sets of contract documents for execution of the contract, receipt, distribution and processing, for agency approval, of required certificates of insurance, bonds and similar documents, and preparation and distribution to contractor(s) on behalf of the agency, of notice(s) to proceed with the work.

Construction Contract Administration Phase (27 Percent)

In the Construction Contract Administration phase, the A/E shall provide services necessary for the administration of the construction contract as set forth in the General Conditions of the Contract for Construction.

Project Administration	Services consisting of construction contract administrative functions including consultation, conferences, communications, and progress reports.
Disciplines Coordination Document Checking	Coordination between the architectural work and the work of engineering and other involved consultants for the project. Reviewing and checking of documents (required submittals) prepared for the project.
Permitting Authority Consulting	Services relating to applicable laws, statutes, regulations and codes of regulating entities relating to the agency's interests during construction of the project.

Guidelines for Determining Architect/Engineering Fees for Public Works Building Projects

Construction Administration	Services consisting of processing of submittals, including receipt, review of and appropriate action on shop drawings, product data, samples, and other submittals required by the contract documents. Distribution of submittals to agency, contractor, and field representatives as required. Maintenance of master file of submittals and related communications.
Construction Field Observation	Services consisting of visits to the site at intervals appropriate to the stage of construction or as otherwise agreed to become generally familiar with the progress and quality of the work and to determine in general if the work is proceeding in accordance with the contract documents, and preparing related reports and communications. A/E to chair project meetings.
Project Representation	Services consisting of assisting the agency in selection of full- or part-time project representative(s).
Documents	Services consisting of preparation, reproduction, and distribution of clarification documents and interpretations in response to requests for clarification by contractors or the user agency. Maintenance of records and coordination of communications relative to requests for clarification or information (RFI). Preparation, reproduction and distribution of drawings and specifications to describe work to be added, deleted or modified, review of proposals, review and recommend changes in time for substantial completion, assisting in the preparation of modifications of the contracts and coordination of communications, approvals, notifications, and record-keeping relative to changes in the work. Additional fees for changes to the scope of a project shall be negotiated.
Scheduling	Services consisting of monitoring the progress of the contractors relative to established schedules and making status reports to the user agency.
Cost Accounting	Services consisting of maintenance of records of payments on account of the contract and all changes thereto, evaluation of applications for payment and certification thereof, and review and evaluation of cost data submitted by the contractors for work performed.

Project Closeout (2 Percent)

Project Closeout	Services initiated upon notice from the contractor that the work is sufficiently complete, in accordance with the contract documents, to permit occupancy or utilization for the use for which it is intended, and consisting of a detailed inspection for conformity of the work to the contract documents, issuance of certificate of substantial completion, issuance of a list of remaining work required (punch list), final inspections, receipt and transmittal of warranties, affidavits, receipts, releases and waivers of lien or bonds, permits, and issuance of final certificate for payment.
Record Documents (As-Builts)	Receive and review the contractors marked up field records. Supply the record documents to user agency. (Transferring the contractor's record of field changes to the original record drawings may be authorized by the owner as an additional service.)
Operations and Maintenance Manuals	Services consisting of processing, reviewing, commenting on, taking appropriate action, and transmitting Operations and Maintenance Manuals provided by the contractor to user agency.
Warranty Period	Continued assistance to investigate contract problems that arise during the warranty period.

Guidelines for Determining Architect/Engineering Fees for Public Works Building Projects

A/E Extra Services/Reimbursables and Other Services

The majority of projects should be completed within the structure of the basic fee schedule.

However, some projects will be more complex and require a range of Extra Services/Reimbursables and Other Services, which will be negotiated for specific tasks. These services typically require specialist expertise and may not neatly fall within one phase of service or another. As projects become more complex, they demand a variety of special studies and services. Extra Services/Reimbursables are services generally provided by the same A/E providing the basic services, and Other Services are those services generally provided by additional specialty consultants, either as subs to the prime A/E or as independent consultants directly contracted with the agency.

Extra services are not intended as an adjustment to basic services and should reflect actual anticipated cost. The following provides a guideline for evaluating the pricing of Extra and Other services, and establishing the eligibility of reimbursable expenses.

A. Pricing Consultants and Subconsultant Personnel

Multiplier	Negotiated rate within a range of 2 to 3.2 times employee direct base salary (not including fringe benefits, taxes, retirement contributions, or profit sharing).
Employees of Firm	Negotiated rate not to exceed a maximum of \$150 per hour.
Principal of Firm	A Principal is defined as a partner of a partnership, a stockholder of a corporation, or a duly authorized officer. The negotiated rate is not to exceed \$200 per hour.
Special Consulting Services	When special consulting services not normally associated with traditional project design are necessary, the fee may be outside of the above guidelines (such as expert witness or special investigations).
Service Charge on Sub-Consultant	Ten percent service charge may be added to work incorporated by addenda to the original agreement.

B. A/E Extra Services/Reimbursable Expenses

When drafting the A/E agreement, the Project Manager should review the following list in determining eligible reimbursable items. It is not all inclusive or exclusive and should only be used as a guide.

Alternative Cost Studies	Additional costing beyond the parametric estimates required in basic services as requested by the agency.
Energy Life Cycle Cost Analysis (ELCCA)	All projects over 25,000 square feet are required by Chapter 39.35 RCW to be analyzed for the cost of energy consumption and operation during its entire economic life.
Life Cycle Cost Analysis (LCCA)	All projects valued over \$5,000,000 or projects constructing new building space over 5,000 square feet are required to perform a life cycle cost analysis to evaluate the total cost of ownership for the building or building system. Agencies will utilize the Life Cycle Cost Tool (LCCT) which standardizes rates and methodology to perform the analysis.
Commissioning and Training	Cost to the A/E of assembly, tabulation, and indexing of all shop drawings and submittals on all equipment, controls, systems, and participating in an independent commissioning of the project and providing initial operator training on the maintenance of systems.

Guidelines for Determining Architect/Engineering Fees for Public Works Building Projects

Enhanced Commissioning	A longer post occupancy phase, commonly referred to as enhanced commissioning, may be necessary to achieve the long-term desired performance of a new building or system. This work generally includes monitoring energy performance after construction, additional training to facility staff, and system adjustments to ensure the building continues to operate as originally designed.
On-Site Representative	On-site observation beyond the periodic site visits required under basic services for construction field observation.
Thermal Scans	Cost of an examination of a structure for thermal loss on existing facilities to be remodeled.
Value Engineering Participation and Implementation	Cost to the A/E for participation in the value engineering study and implementation of the accepted ideas that generate during the study.
Travel and Per Diem	Customary and approved costs to A/E during the course of basic and additional services (based on state rates and limited to between 50 and 350 miles).
Renderings, Presentations, and Models	Cost for special presentations, renderings, and models required for the project.
Document Reproduction	Additional cost of printing and mailing bidding and construction documents.
Advertising	Cost of required advertisements and placing bidding documents in plan centers announcing the bidding of the project.
Constructability Review Participation and Implementation	Cost to the A/E for participation in the constructability review and implementation of the accepted changes.
Leadership in Energy and Environmental Design	Cost of providing services for negotiation, documentation, and associated services required for sustainable design project certificates with the U.S. Green Building Council.
Separate Bid Packages	Cost to the A/E for preparation of separate bid packages typically used in GC/CM type projects.
Professional Liability Insurance	Where coverage is required in excess of \$1 million, reimbursement of excess premium costs will be considered as a reimbursable cost.

Guidelines for Determining Architect/Engineering Fees for Public Works Building Projects

C. A/E Other Services

Consultant Selection Cost	Additional costs for private sector members of a selection committee if required (Chapter 39.80 RCW).
Specialty Consultants	<p>Cost of only those additional consultant services beyond A/E services provided under basic services. Specialty consultants include, but are not limited to:</p> <ul style="list-style-type: none"> • Acoustical Consultant • Civil Engineering additional services may include: <ul style="list-style-type: none"> ◆ Studies, reports, and calculations required to determine adequacy of existing systems or those required for permit review such as drainage, fire protection, or sewer ◆ Storm drainage design and connections ◆ Design or study of issues for "sensitive areas" such as wetlands, steep slopes, or flood plains ◆ Water supply connections to wells, treatment systems, storage, and off-site main extensions ◆ Sanitary sewer design and infrastructure ◆ Road and pavement improvements ◆ Storm water quality and quantity computations, reports, design and details ◆ Temporary erosion and sediment control reports and drawings ◆ Special studies and reports for other agencies • Communications Consultant • Cost Estimating Consultant • Electronic/Audio Visual Consultant • Elevator Consultant • Hazardous Material Consultant • Hospital/Laboratory Consultant Interior • Design Consultant Indoor Air Quality • Consultant Kitchen Consultant • Landscape Consultant • Quality Control Consultant Security Consultant
Geotechnical Investigation	Cost of subsurface testing and evaluation.
Commissioning	Cost of an independent commissioning of the project.
HVAC Balancing	Cost to balance systems.
Site Survey	Cost of conducting a survey independent from design A/E.
Testing	Cost of a technician's services in acquiring and testing samples of materials used in the project as required in the state building code.
Energy LCCA Review	Fee to be paid for review of the energy life cycle cost analysis.
Value Engineering	Cost for performing the required value engineering study on a project by an independent multi-disciplined team.

Guidelines for Determining Architect/Engineering Fees for Public Works Building Projects

Constructability Review/Plan Check	Cost for an independent consultant or contractor to review bid documents and determine if a project can be built as designed.
Graphics	Cost of special graphic and signage design.
Design/Code Plan Check	Cost of an independent plan check if not available within the local jurisdiction.
Other	Costs for requested documents, fax expenses, and special mail service when requested by owner.

D. Non-Eligible Expenses

- Consultants hired at A/E's option to perform basic services required by contract.
- Postage and handling of submittals, bid documents, correspondence, etc.
- Telephone expenses (local calls and line service).
- Copies of documents used by the A/E to perform normal services and not provided to owner.

Guidelines for Determining Architect/Engineering Fees for Public Works Building Projects

A/E Fee Schedule - Building Types

<u>Schedule A</u>	<u>Schedule B</u>	<u>Schedule C</u>
Facilities with more than average design difficulty:	Facilities with average difficulty:	Projects with less than average design difficulty:
Art galleries Auditoriums (with stage) Communications buildings Courthouses Detention/correctional facilities, maximum Exposition buildings Extended care facilities Fish hatcheries Heating and power plants Hospitals Laboratories (research) Medical office facilities and clinics Mental institutions Museums Observatories Research facilities Sewer treatment plants Special schools Theaters and similar facilities Veterinary hospitals Water treatment plants	Apartment buildings Archive building Armories Auditoriums (without stage) College classroom facilities Computer rooms Convention facilities Day care families Detention/correctional facilities, minimum and medium Dining halls/institutes Dormitories Fire and police stations Gymnasiums Laundry and cleaning facilities Libraries Neighborhood centers and similar recreation facilities Nursing homes Office buildings Recreational building Residences Schools (primary and secondary) Science labs (teaching) Stadiums, multi-purpose Storage facilities, cold Transportation terminals Vocational schools	Civil and utility projects Emergency generator facilities Farm structures Greenhouses Guard towers Industrial buildings without special facilities Parking structures and garages Printing plants Prototype facilities (for any replication of previously designed facility) Service garages Shop and maintenance facilities Simple loft-type structures (without special equipment) Stadiums, grandstand type Warehouses

EXHIBIT A**A/E FEE SCHEDULE**

MACC	Sch A	Sch B	Sch C	MACC	Sch A	Sch B	Sch C
\$100,000				\$4,100,000	10.40%	8.99%	7.59%
\$200,000				\$4,200,000	10.37%	8.97%	7.57%
\$300,000				\$4,300,000	10.34%	8.94%	7.54%
\$400,000	Basic Services fee amount to be negotiated for projects with a MACC less than \$1,000,000			\$4,400,000	10.32%	8.92%	7.52%
\$500,000				\$4,500,000	10.29%	8.90%	7.50%
\$600,000				\$4,600,000	10.27%	8.87%	7.48%
\$700,000				\$4,700,000	10.24%	8.85%	7.46%
\$800,000				\$4,800,000	10.22%	8.83%	7.44%
\$900,000				\$4,900,000	10.20%	8.81%	7.42%
\$1,000,000	11.75%	10.30%	8.85%	\$5,000,000	10.17%	8.79%	7.40%
\$1,100,000	11.67%	10.22%	8.77%	\$5,100,000	10.15%	8.77%	7.38%
\$1,200,000	11.60%	10.15%	8.70%	\$5,200,000	10.13%	8.75%	7.36%
\$1,300,000	11.53%	10.08%	8.63%	\$5,300,000	10.11%	8.73%	7.35%
\$1,400,000	11.46%	10.01%	8.56%	\$5,400,000	10.09%	8.71%	7.33%
\$1,500,000	11.40%	9.95%	8.50%	\$5,500,000	10.06%	8.69%	7.31%
\$1,600,000	11.34%	9.89%	8.45%	\$5,600,000	10.04%	8.67%	7.29%
\$1,700,000	11.29%	9.84%	8.39%	\$5,700,000	10.02%	8.65%	7.28%
\$1,800,000	11.23%	9.79%	8.34%	\$5,800,000	10.00%	8.63%	7.26%
\$1,900,000	11.18%	9.74%	8.29%	\$5,900,000	9.98%	8.61%	7.24%
\$2,000,000	11.13%	9.69%	8.25%	\$6,000,000	9.96%	8.60%	7.23%
\$2,100,000	11.09%	9.65%	8.20%	\$6,100,000	9.94%	8.58%	7.21%
\$2,200,000	11.04%	9.60%	8.16%	\$6,200,000	9.93%	8.56%	7.20%
\$2,300,000	11.00%	9.56%	8.12%	\$6,300,000	9.91%	8.54%	7.18%
\$2,400,000	10.96%	9.52%	8.08%	\$6,400,000	9.89%	8.53%	7.17%
\$2,500,000	10.92%	9.48%	8.05%	\$6,500,000	9.87%	8.51%	7.15%
\$2,600,000	10.88%	9.44%	8.01%	\$6,600,000	9.85%	8.49%	7.14%
\$2,700,000	10.84%	9.41%	7.98%	\$6,700,000	9.83%	8.48%	7.12%
\$2,800,000	10.80%	9.37%	7.94%	\$6,800,000	9.82%	8.46%	7.11%
\$2,900,000	10.76%	9.34%	7.91%	\$6,900,000	9.80%	8.45%	7.09%
\$3,000,000	10.73%	9.30%	7.88%	\$7,000,000	9.78%	8.43%	7.08%
\$3,100,000	10.70%	9.27%	7.85%	\$7,100,000	9.77%	8.42%	7.07%
\$3,200,000	10.66%	9.24%	7.82%	\$7,200,000	9.75%	8.40%	7.05%
\$3,300,000	10.63%	9.21%	7.79%	\$7,300,000	9.73%	8.39%	7.04%
\$3,400,000	10.60%	9.18%	7.76%	\$7,400,000	9.72%	8.37%	7.03%
\$3,500,000	10.57%	9.15%	7.74%	\$7,500,000	9.70%	8.36%	7.01%
\$3,600,000	10.54%	9.12%	7.71%	\$7,600,000	9.68%	8.34%	7.00%
\$3,700,000	10.51%	9.10%	7.68%	\$7,700,000	9.67%	8.33%	6.99%
\$3,800,000	10.48%	9.07%	7.66%	\$7,800,000	9.65%	8.31%	6.97%
\$3,900,000	10.45%	9.04%	7.63%	\$7,900,000	9.64%	8.30%	6.96%
\$4,000,000	10.42%	9.02%	7.61%	\$8,000,000	9.62%	8.29%	6.95%

MACC	Sch A	Sch B	Sch C	MACC	Sch A	Sch B	Sch C
\$8,100,000	9.61%	8.27%	6.94%	\$12,100,000	9.11%	7.83%	6.55%
\$8,200,000	9.59%	8.26%	6.93%	\$12,200,000	9.10%	7.82%	6.54%
\$8,300,000	9.58%	8.25%	6.91%	\$12,300,000	9.09%	7.81%	6.53%
\$8,400,000	9.56%	8.23%	6.90%	\$12,400,000	9.08%	7.80%	6.52%
\$8,500,000	9.55%	8.22%	6.89%	\$12,500,000	9.07%	7.79%	6.52%
\$8,600,000	9.53%	8.21%	6.88%	\$12,600,000	9.06%	7.78%	6.51%
\$8,700,000	9.52%	8.19%	6.87%	\$12,700,000	9.05%	7.77%	6.50%
\$8,800,000	9.51%	8.18%	6.86%	\$12,800,000	9.04%	7.76%	6.49%
\$8,900,000	9.49%	8.17%	6.85%	\$12,900,000	9.03%	7.76%	6.49%
\$9,000,000	9.48%	8.16%	6.84%	\$13,000,000	9.02%	7.75%	6.48%
\$9,100,000	9.46%	8.14%	6.83%	\$13,100,000	9.01%	7.74%	6.47%
\$9,200,000	9.45%	8.13%	6.81%	\$13,200,000	9.00%	7.73%	6.46%
\$9,300,000	9.44%	8.12%	6.80%	\$13,300,000	8.99%	7.72%	6.46%
\$9,400,000	9.42%	8.11%	6.79%	\$13,400,000	8.98%	7.71%	6.45%
\$9,500,000	9.41%	8.10%	6.78%	\$13,500,000	8.97%	7.70%	6.44%
\$9,600,000	9.40%	8.09%	6.77%	\$13,600,000	8.96%	7.70%	6.43%
\$9,700,000	9.39%	8.07%	6.76%	\$13,700,000	8.95%	7.69%	6.43%
\$9,800,000	9.37%	8.06%	6.75%	\$13,800,000	8.94%	7.68%	6.42%
\$9,900,000	9.36%	8.05%	6.74%	\$13,900,000	8.93%	7.67%	6.41%
\$10,000,000	9.35%	8.04%	6.73%	\$14,000,000	8.92%	7.66%	6.40%
\$10,100,000	9.33%	8.03%	6.72%	\$14,100,000	8.91%	7.65%	6.40%
\$10,200,000	9.32%	8.02%	6.71%	\$14,200,000	8.90%	7.65%	6.39%
\$10,300,000	9.31%	8.01%	6.70%	\$14,300,000	8.89%	7.64%	6.38%
\$10,400,000	9.30%	8.00%	6.70%	\$14,400,000	8.88%	7.63%	6.38%
\$10,500,000	9.29%	7.99%	6.69%	\$14,500,000	8.88%	7.62%	6.37%
\$10,600,000	9.27%	7.98%	6.68%	\$14,600,000	8.87%	7.61%	6.36%
\$10,700,000	9.26%	7.97%	6.67%	\$14,700,000	8.86%	7.61%	6.36%
\$10,800,000	9.25%	7.95%	6.66%	\$14,800,000	8.85%	7.60%	6.35%
\$10,900,000	9.24%	7.94%	6.65%	\$14,900,000	8.84%	7.59%	6.34%
\$11,000,000	9.23%	7.93%	6.64%	\$15,000,000	8.83%	7.58%	6.34%
\$11,100,000	9.22%	7.92%	6.63%	\$15,100,000	8.82%	7.58%	6.33%
\$11,200,000	9.21%	7.91%	6.62%	\$15,200,000	8.81%	7.57%	6.32%
\$11,300,000	9.19%	7.90%	6.61%	\$15,300,000	8.81%	7.56%	6.32%
\$11,400,000	9.18%	7.89%	6.61%	\$15,400,000	8.80%	7.55%	6.31%
\$11,500,000	9.17%	7.88%	6.60%	\$15,500,000	8.79%	7.55%	6.30%
\$11,600,000	9.16%	7.87%	6.59%	\$15,600,000	8.78%	7.54%	6.30%
\$11,700,000	9.15%	7.87%	6.58%	\$15,700,000	8.77%	7.53%	6.29%
\$11,800,000	9.14%	7.86%	6.57%	\$15,800,000	8.76%	7.52%	6.29%
\$11,900,000	9.13%	7.85%	6.56%	\$15,900,000	8.76%	7.52%	6.28%
\$12,000,000	9.12%	7.84%	6.56%	\$16,000,000	8.75%	7.51%	6.27%

MACC	Sch A	Sch B	Sch C	MACC	Sch A	Sch B	Sch C
\$16,100,000	8.74%	7.50%	6.27%	\$20,100,000	8.45%	7.25%	6.05%
\$16,200,000	8.73%	7.50%	6.26%	\$20,200,000	8.44%	7.24%	6.04%
\$16,300,000	8.72%	7.49%	6.26%	\$20,300,000	8.43%	7.24%	6.04%
\$16,400,000	8.71%	7.48%	6.25%	\$20,400,000	8.43%	7.23%	6.03%
\$16,500,000	8.71%	7.48%	6.24%	\$20,500,000	8.42%	7.23%	6.03%
\$16,600,000	8.70%	7.47%	6.24%	\$20,600,000	8.41%	7.22%	6.03%
\$16,700,000	8.69%	7.46%	6.23%	\$20,700,000	8.41%	7.21%	6.02%
\$16,800,000	8.68%	7.45%	6.23%	\$20,800,000	8.40%	7.21%	6.02%
\$16,900,000	8.68%	7.45%	6.22%	\$20,900,000	8.39%	7.20%	6.01%
\$17,000,000	8.67%	7.44%	6.21%	\$21,000,000	8.39%	7.20%	6.01%
\$17,100,000	8.66%	7.43%	6.21%	\$21,100,000	8.38%	7.19%	6.00%
\$17,200,000	8.65%	7.43%	6.20%	\$21,200,000	8.38%	7.19%	6.00%
\$17,300,000	8.64%	7.42%	6.20%	\$21,300,000	8.37%	7.18%	5.99%
\$17,400,000	8.64%	7.41%	6.19%	\$21,400,000	8.36%	7.18%	5.99%
\$17,500,000	8.63%	7.41%	6.19%	\$21,500,000	8.36%	7.17%	5.98%
\$17,600,000	8.62%	7.40%	6.18%	\$21,600,000	8.35%	7.16%	5.98%
\$17,700,000	8.61%	7.39%	6.17%	\$21,700,000	8.34%	7.16%	5.97%
\$17,800,000	8.61%	7.39%	6.17%	\$21,800,000	8.34%	7.15%	5.97%
\$17,900,000	8.60%	7.38%	6.16%	\$21,900,000	8.33%	7.15%	5.96%
\$18,000,000	8.59%	7.38%	6.16%	\$22,000,000	8.33%	7.14%	5.96%
\$18,100,000	8.59%	7.37%	6.15%	\$22,100,000	8.32%	7.14%	5.96%
\$18,200,000	8.58%	7.36%	6.15%	\$22,200,000	8.31%	7.13%	5.95%
\$18,300,000	8.57%	7.36%	6.14%	\$22,300,000	8.31%	7.13%	5.95%
\$18,400,000	8.56%	7.35%	6.14%	\$22,400,000	8.30%	7.12%	5.94%
\$18,500,000	8.56%	7.34%	6.13%	\$22,500,000	8.30%	7.12%	5.94%
\$18,600,000	8.55%	7.34%	6.13%	\$22,600,000	8.29%	7.11%	5.93%
\$18,700,000	8.54%	7.33%	6.12%	\$22,700,000	8.28%	7.11%	5.93%
\$18,800,000	8.54%	7.33%	6.12%	\$22,800,000	8.28%	7.10%	5.93%
\$18,900,000	8.53%	7.32%	6.11%	\$22,900,000	8.27%	7.10%	5.92%
\$19,000,000	8.52%	7.31%	6.10%	\$23,000,000	8.27%	7.09%	5.92%
\$19,100,000	8.51%	7.31%	6.10%	\$23,100,000	8.26%	7.09%	5.91%
\$19,200,000	8.51%	7.30%	6.09%	\$23,200,000	8.26%	7.08%	5.91%
\$19,300,000	8.50%	7.30%	6.09%	\$23,300,000	8.25%	7.08%	5.90%
\$19,400,000	8.49%	7.29%	6.08%	\$23,400,000	8.24%	7.07%	5.90%
\$19,500,000	8.49%	7.28%	6.08%	\$23,500,000	8.24%	7.07%	5.90%
\$19,600,000	8.48%	7.28%	6.07%	\$23,600,000	8.23%	7.06%	5.89%
\$19,700,000	8.47%	7.27%	6.07%	\$23,700,000	8.23%	7.06%	5.89%
\$19,800,000	8.47%	7.27%	6.06%	\$23,800,000	8.22%	7.05%	5.88%
\$19,900,000	8.46%	7.26%	6.06%	\$23,900,000	8.22%	7.05%	5.88%
\$20,000,000	8.45%	7.25%	6.05%	\$24,000,000	8.21%	7.04%	5.87%

MACC	Sch A	Sch B	Sch C	MACC	Sch A	Sch B	Sch C
\$24,100,000	8.20%	7.04%	5.87%	\$28,000,000	8.00%	6.86%	5.72%
\$24,200,000	8.20%	7.03%	5.87%	\$29,000,000	7.96%	6.82%	5.69%
\$24,300,000	8.19%	7.03%	5.86%	\$30,000,000	7.91%	6.78%	5.66%
\$24,400,000	8.19%	7.02%	5.86%	\$31,000,000	7.86%	6.74%	5.62%
\$24,500,000	8.18%	7.02%	5.85%	\$32,000,000	7.82%	6.71%	5.59%
\$24,600,000	8.18%	7.01%	5.85%	\$33,000,000	7.78%	6.67%	5.56%
\$24,700,000	8.17%	7.01%	5.85%	\$34,000,000	7.74%	6.64%	5.53%
\$24,800,000	8.17%	7.00%	5.84%	\$35,000,000	7.70%	6.60%	5.50%
\$24,900,000	8.16%	7.00%	5.84%	\$36,000,000	7.66%	6.57%	5.48%
\$25,000,000	8.16%	6.99%	5.83%	\$37,000,000	7.62%	6.54%	5.45%
\$25,100,000	8.15%	6.99%	5.83%	\$38,000,000	7.59%	6.51%	5.42%
\$25,200,000	8.14%	6.99%	5.83%	\$39,000,000	7.55%	6.47%	5.40%
\$25,300,000	8.14%	6.98%	5.82%	\$40,000,000	7.52%	6.45%	5.37%
\$25,400,000	8.13%	6.98%	5.82%	\$41,000,000	7.48%	6.42%	5.35%
\$25,500,000	8.13%	6.97%	5.82%	\$42,000,000	7.45%	6.39%	5.32%
\$25,600,000	8.12%	6.97%	5.81%	\$43,000,000	7.42%	6.36%	5.30%
\$25,700,000	8.12%	6.96%	5.81%	\$44,000,000	7.39%	6.33%	5.28%
\$25,800,000	8.11%	6.96%	5.80%	\$45,000,000	7.36%	6.31%	5.26%
\$25,900,000	8.11%	6.95%	5.80%	\$46,000,000	7.33%	6.28%	5.24%
\$26,000,000	8.10%	6.95%	5.80%	\$47,000,000	7.30%	6.26%	5.21%
\$26,100,000	8.10%	6.94%	5.79%	\$48,000,000	7.27%	6.23%	5.19%
\$26,200,000	8.09%	6.94%	5.79%	\$49,000,000	7.24%	6.21%	5.17%
\$26,300,000	8.09%	6.94%	5.78%	\$50,000,000	7.21%	6.18%	5.15%
\$26,400,000	8.08%	6.93%	5.78%	\$51,000,000	7.19%	6.16%	5.13%
\$26,500,000	8.08%	6.93%	5.78%	\$52,000,000	7.16%	6.14%	5.12%
\$26,600,000	8.07%	6.92%	5.77%	\$53,000,000	7.13%	6.12%	5.10%
\$26,700,000	8.07%	6.92%	5.77%	\$54,000,000	7.11%	6.09%	5.08%
\$26,800,000	8.06%	6.91%	5.77%	\$55,000,000	7.08%	6.07%	5.06%
\$26,900,000	8.06%	6.91%	5.76%	\$56,000,000	7.06%	6.05%	5.04%
\$27,000,000	8.05%	6.91%	5.76%	\$57,000,000	7.03%	6.03%	5.03%
				\$58,000,000	7.01%	6.01%	5.01%
				\$59,000,000	6.99%	5.99%	4.99%
				\$60,000,000	6.96%	5.97%	4.98%

SCHEDULE A = $90 / (625 + (\text{MACC} / (5357/2418)) ^ 0.38)$

SCHEDULE B = $(\text{SCHEDULE A} + \text{SCHEDULE C}) / 2$

SCHEDULE C = $(9.03 / (57.3 + (\text{MACC} / (5357/2418))^{0.25})) - 0.02$

TCF ARCHITECTURE, pllc

CITY OF TUMWATER
NEW OPERATIONS AND MAINTENANCE FACILITY

ATTACHMENT B
FEE SCHEDULE

BASIC SERVICES - New Operations and Maintenance Facility

Basis of Fee Calculations

Fee Methodology: The fees below are organized into two categories: Basic Services and Additional Services. **Basic Services** are those services provided by the Architect, Structural Engineer, the Mechanical/Electrical Engineer and Civil Engineering for the primary building and site design and normal building and site systems. Fees for the Basic Services are proposed as a percentage of construction cost, or, the MACC ("Maximum Allowable Construction Cost"). **Additional Services** are in addition to Basic Services and include, but are not limited to, civil engineering not considered "normal" and other site-related disciplines (such as surveying, landscape architecture, and geotechnical engineering), specialty equipment shops and fleet maintenance consulting, special building system consulting (security, data/comm, audio-visual), and other specialty system services. This fee methodology closely follows the WA State Office of Financial Management (OFM) guidelines for determining Architect/Engineering fees for public works building projects.

Description	Area Qty	Unit	Unit Cost Per SF	Subtotal MACC	Fee % (Basic Services)	Estimated Fee	Remarks
				Estimate by the City	AE Fee Sched	Basic Services	July 2015 WA State OFM Fee Schedule
BUILDINGS							
Administration & Operations Building (Building A)	8,000			\$5,314,323	6.92%	\$367,533	Schedule B
Fleet Maintenance Building (Building B)	13,000			\$4,752,192	5.77%	\$274,093	Schedule C (not including maintenance equipment costs)
Enclosed Shops Building and Canopy Building (Building C)	13,600			\$4,115,649	5.77%	\$237,379	Schedule C (not including shop equipment costs)
Enclosed Storage Building (Building D)	10,400			\$2,833,147	5.77%	\$163,408	Schedule C
Fuel and Wash Canopy (Building E)	3,500			\$812,338	8.06%	\$65,507	Schedule A (not including fuel or wash equipment costs, \$300,000)
Material Storage Canopy (Building F)	10,900			\$2,098,099	5.77%	\$121,013	Schedule C
Vehicle Storage Canopy (Building G)	4,800			\$858,496	5.77%	\$49,516	Schedule C
Site (excludes frontage improvements)				\$5,970,889	5.77%	\$344,385	Schedule C
TOTAL SITE, BLDG MACC AND BASIC SERVICES EST.				\$26,755,133		\$1,622,834	Based on Estimate provided by the City

BASIC SERVICES - Distribution of Fees by Phase

Schematic Design	18.00%	\$292,110
Design Development	20.00%	\$324,567
Construction Documents	31.00%	\$503,079
Bidding	2.00%	\$32,457
Construction Administration / Close-out	29.00%	\$470,622
TOTAL BASIC SERVICES FEES	100.00%	\$1,622,834

ADDITIONAL SERVICES

	Consultant Labor Fees	Add'l Services Subtotals	Remarks
EXTRA AND OTHER SERVICES (T & M)			
AS-0 Architecture - TCF Architecture, pllc	\$62,400	\$62,400.00	See Also - Reimbursable Expenses Below
Conformed Drawings (optional)	\$9,360		Post Bidding, Extra Services
Record Drawings (optional)	\$15,280		Post Construction, Extra Services
Renderings / Special Graphics (optional)	\$37,760		Assumed to span SD and DD design phases, Extra Services
AS-1 Structural Engineering - AHBL	\$8,000	\$8,000.00	See Also - Reimbursable Expenses Below
Conformed Drawings (optional)	\$3,000		Post Bidding, Extra Services
Record Drawings (optional)	\$5,000		Post Construction, Extra Services
AS-2 MEP Engineering - BCE Engineers	\$161,728	\$161,728.00	See Also - Reimbursable Expenses Below
Conformed Drawings (optional)	\$2,752		Post Bidding, Extra Services
Record Drawings (optional)	\$5,504		Post Construction, Extra Services
Security, Access Control, CCTV	\$12,124		Other Services
Sound System/AV Design	\$7,266		Other Services
WSEC	\$33,104		Other Services
Specialty fleet/ shops equipment MEP Coord	\$10,464		Other Services
Fuel system design	\$28,200		Other Services
Vehicle wash and reclaim design	\$16,325		Other Services
Vehicle charging design	\$15,968		Other Services
Fire protection routing coord (optional)	\$4,122		Extra Services
Whole site generator design	\$10,123		Other Services
Lube system design	\$15,776		Other Services
AS-3 Specialty Equipment Planning Services - FPS	\$120,400	\$120,400.00	See Also - Reimbursable Expenses Below
Schematic Design	\$28,400		Other Services
Design Development	\$27,600		Other Services
Construction Documents	\$34,700		Other Services
Bidding	\$5,300		Other Services
Construction Administration Services	\$24,400		Other Services

TCF ARCHITECTURE, pllc

CITY OF TUMWATER
NEW OPERATIONS AND MAINTENANCE FACILITY

ATTACHMENT B
FEE SCHEDULE

AS-4 Civil Engineering - SCJ Alliance	\$144,000	\$144,000.00	See Also - Reimbursable Expenses Below
Schematic Design	\$9,000		Other Services
Design Development	\$63,000		Other Services
Construction Documents	\$49,000		Other Services
Bidding	\$4,500		Other Services
Conformed Drawings (optional)	\$2,000		Other Services
Construction Administration Services	\$13,500		Other Services
Record Drawings (optional)	\$3,000		Other Services
AS-5 Landscape Architecture - Lyon	\$28,200	\$28,200.00	See Also - Reimbursable Expenses Below
Project Management	\$6,300		Other Services
Schematic Design	\$4,500		Other Services
Design Development	\$6,900		Other Services
Construction Documents	\$9,300		Other Services
Bidding	\$0		City requested to remove, City will take this scope on
Conformed Drawings (optional)	\$1,200		Extra Services
Construction Administration Services	\$0		City requested to remove, City will take this scope on
AS-6 Acoustical Engineering - Tenor (TMC Required Environmental Noise Study)	\$2,750	\$2,750.00	See Also - Reimbursable Expenses Below
Schematic Design	\$1,500		Other Services
Construction Documents	\$1,250		Other Services
AS-7 Geotech - Terracon	\$52,543	\$52,543.00	See Also - Reimbursable Expenses Below
Geotech Investigation	\$52,543		Other Services
SUBTOTAL ADDITIONAL SERVICES	\$580,021	\$580,021	
TCF Mark-up on Consultant Additional Services	10.00%	\$51,762	Does not include mark-up on TCF's additional services
TOTAL DESIGN SERVICES THROUGH CONSTRUCTION		\$2,254,617	

REIMBURSABLE EXPENSES BUDGETS

TCF	\$1,500.00	Mileage above basic services, printing as requested by City, other reimbursables can be added as requested by the City
Sub - Consultant's Reimbursables Budgets		
AHBL	\$0.00	
BCE	\$500.00	above basic services
FPS	\$1,000.00	
SCJ Alliance	\$1,000.00	above basic services
Lyon Landscape	\$0.00	
Tenor	\$0.00	
Terracon	\$0.00	
Subtotal Consultant Reimbursables	\$2,500.00	
TCF Mark-up on Reimbursables	0.00%	\$0.00
Budget for approved direct expenses	\$4,000	As incurred

MANAGEMENT RESERVE FUND (MRF)

Management Reserve Fund	\$191,383	
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The Management Reserve Fund is established to provide the City with contingency funds for use in employing additional consulting services as project needs may demand. This is a recommended number for budgeting purposes, but not required. Use of the fund requires City authorization.

GRAND TOTAL	\$2,450,000	
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ASSUMPTIONS AND EXCLUSIONS

Consultants: Limited to those included above. Other consultants and services may be added at a future time by amendment as needed unless considered a basic service in the OFM guidelines.

Plan Review and Permitting Costs/Fees: Building plan and permitting fees, special use permit fees, agency legal costs, and other agency-related fees/costs are NOT included.

Consultant Exclusions: Refer to separate consultant proposals for specific exclusions. OFM guidelines will control in the event exclusions conflict.

Sustainability Certification: The project is not pursuing LEED certification or other environmental stewardship certifications.

Bid Document Printing and Distribution: Costs for printing Bid Documents (drawings, project manuals, addenda), are not included aligning with OFM guidelines.

Furniture: Furniture design, layout and procurement is not part of this scope but can be added as an additional service if requested by the City

Commissioning: Not included as part of this scope. TCF would prefer the City brings this on. We can coordinate as we get closer to construction.

Environmental Study: Previous environmental studies have been completed by the City, it is assumed these are still valid. No environmental studies are included with this scope.

CITY OF TUMWATER

Operations and Maintenance Facility

ADDITIONAL SERVICES

AS NO.	ADDITIONAL SERVICES PROJECT TASKS	TCF ARCHITECTURE		
		Principal	Sr. Architect	Architect
AS-0.1 Conformed Drawings (Optional)				
	Prep and Coordination	2	16	48
	ESTIMATED HOURS	2	16	48
	HOURLY RATE	\$240.00	\$180.00	\$125.00
	ESTIMATED FEES	\$480.00	\$2,880.00	\$6,000.00
	SUBTOTAL	\$9,360.00		
AS-0.2 Record Drawings (Optional)				
	Prep and Coordination	4	24	80
	ESTIMATED HOURS	4	24	80
	HOURLY RATE	\$240.00	\$180.00	\$125.00
	ESTIMATED FEES	\$960.00	\$4,320.00	\$10,000.00
	SUBTOTAL	\$15,280.00		
AS-0.3 Renderings / Special Graphics (Optional)				
	3D and Plan Rendering Development	8	88	160
	ESTIMATED HOURS	8	88	160
	HOURLY RATE	\$240.00	\$180.00	\$125.00
	ESTIMATED FEES	\$1,920.00	\$15,840.00	\$20,000.00
	SUBTOTAL	\$37,760.00		

NON-DISCRIMINATION IN BENEFITS AFFIDAVIT

(Must Be Completed for All Bids in Excess of \$50,000.00)

State of Washington)

County of Pierce) ss
)

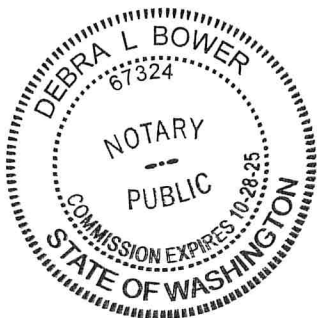
Chapter 3.46 of the Tumwater Municipal Code provides for non-discrimination in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse by contractors providing supplies or services to the city estimated to cost fifty thousand dollars (\$50,000) or more.

Mark Hurley, being first duly sworn, on their oath, states that they have reviewed Chapter 3.46 of the Tumwater Municipal Code and hereby certifies that TCF Architecture is in compliance
(Name of Firm)
with TMC 3.46.

Signed

Mark Hurley
Type/Print Name

Subscribed and sworn to before me this 7th day of June, 2023.

Debra L. BowerDebra L. Bower

Type/Print Name

Notary Public in and for the State of
Washington.

My commission expires 10/28/25.