



CITY OF  
**TUMWATER**

**PUBLIC WORKS COMMITTEE  
MEETING AGENDA**

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

**Thursday, November 09, 2023  
8:00 AM**

1. Call to Order
2. Roll Call
- [3.](#) Resolution No. R2023-011, 2024 Fee Resolution (Troy Niemeyer)
- [4.](#) Service Provider Agreement with RH2 Engineering Inc. for the Brewery Wellfield Development Project Amendment 2 (Patrick Soderberg)
- [5.](#) Service Provider Agreement with Skillings Inc. for the Golf Course Parking Lot Stormwater Retrofit Design & Permitting Project Amendment 1 (Dan Smith)
6. Additional Items
7. Adjourn

**Meeting Information**

All committee members will be attending remotely. The public are welcome to attend in person, by telephone or online via Zoom.

**Watch Online**

<https://us02web.zoom.us/j/82304882283?pwd=TGJJMnZhN1l0aHJpeDRRQ1pUTjN1dz09>

**Listen by Telephone**

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 823 0488 2283 and Passcode 097484.

**Public Comment**

The public may submit comments by sending an email to [council@ci.tumwater.wa.us](mailto:council@ci.tumwater.wa.us), no later than 5:00 p.m. the day before the meeting. Comments are submitted directly to the Committee members and will not be read individually into the record of the meeting.

**Post Meeting**

Audio of the meeting will be recorded and later available by request, please email [CityClerk@ci.tumwater.wa.us](mailto:CityClerk@ci.tumwater.wa.us).

**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 Clerk by calling (360) 252-5488 or email [CityClerk@ci.tumwater.wa.us](mailto:CityClerk@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. To contact the City's ADA Coordinator directly, call (360) 754-4128 or email [ADACoordinator@ci.tumwater.wa.us](mailto:ADACoordinator@ci.tumwater.wa.us).



TO: Public Works Committee  
FROM: Troy Niemeyer, Finance Director  
DATE: November 9, 2023  
SUBJECT: Resolution No. R2023-011, 2024 Fee Resolution

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1) Recommended Action:

Recommend Resolution R2023-011 be placed on the Consent Agenda at the November 21, 2023 City Council meeting.

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2) Background:

The City annually adjusts fees via fee resolution that applies to all City service areas.

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3) Policy Support:

Be a Leader in Environmental Sustainability.  
Refine and Sustain a Great Organization.  
Purse Targeted Community Development Opportunities.  
Create and Maintain a Transportation System Safe for All Modes of Travel.

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4) Alternatives:

☐ Send back to staff for changes.

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5) Fiscal Notes:

Fees proposed will be effective January 1, 2024. The majority have been used for project revenue for the year in the biennial budget and as depicted in the Capital Facilities Plan.

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6) Attachments:

- A. Memo Detailing Proposed Fee Changes
- B. 2024 Revised Fee Schedule - Redlined
- C. Resolution No. R2023-011
- D. 2023 Current Utility Rates & 2024 Proposed Rates – Comparison

## MEMORANDUM

**TO:** Public Works Committee

**FROM:** Troy Niemeyer, Finance Director

**DATE:** November 9, 2023

**RE:** Fee Resolution No. R2023-011

The City annually updates the City fees for various services. This memo provides general background and justification for the proposed fee changes. General housekeeping edits have been made to update section language and references.

### **Table I – Business Licenses, Administrative & Publications**

- **Business License** – Adding clarifying language.

### **Table II – Zoning, Land Division & Environmental**

- **Appeals** – Increased fees to reflect current rates.
- **Transportation Impact Fees** – Increase of 2.96%.
- **Drainage Manual Administration** – Adding this new section.

### **Table III – Building & Fire Safety**

- **Energy Code Fees** – Increased fees to reflect current rates.
- **Certificate of Occupancy** – Added new Business License - Request for Certificate of Occupancy fee.
- **Housekeeping** – Removing Code references that no longer apply.

### **Table IV – Transportation, Engineering, Utilities & Utility Connections**

- **Right-of-Way License** – Increased fees to reflect current rates.
- **Street & Alley Vacation** - Increased fees to reflect current rates.
- **Street Construction and Restoration** - Increased fees to reflect current rates, as well as removing fees no longer used.
- **Utility Plan Check & Inspection** – Increased fees to reflect current rates.
- **Water & Sewer Utility Connection Charges** – Increased 3% for Water and 2.8% for Sewer per the 2024-2029 Capital Facilities Plan.
- **Housekeeping** – Changing Department names and adding a new language section to Sewer Connection Charges
- **Sewer Capacity Development Charge** – Increase to \$7,080.94 per LOTT.

### **Table V – Public Safety**

- **Fire Alarm Systems** – Adding a fee for 3<sup>rd</sup> alarm.

### **Table VII – Utility Rates**

- **Utility Rates** – Increase of 4.8% for Water, 8.5% for Stormwater, and 5.8% for Sewer.
- **LOTT Wastewater Service Charge** – Increase of 3.5% to \$46.37 per LOTT.

### **Table VII – Utility Rates** (Continued)

- **Water Monthly Consumption Rate** – Non-Residential - increase from \$3.19 to \$3.34; Irrigation – increase from \$3.81 to \$3.99.
- **Sewer Monthly City Wastewater Service Rate** – increase from \$21.84 to \$23.11.
- **Stormwater** – Monthly Account Fee – Increase from \$1.94 to \$2.10.
- **Lifeline** – Adding new language for low-income senior citizen and low-income disabled person rate discounts.

2024 Table I			
BUSINESS LICENSES, ADMINISTRATIVE & PUBLICATIONS			
Primary Department	Title	Rate/Fee/Charge	Code Reference (if applicable)
Various Departments	<b>Blueprints and Photocopies</b>		\$3.48.020
	Blueprints	\$0.50 per square foot	
	Photocopies	\$0.15 per page over 10	
Transportation & Engineering	<b>GIS Maps (Including Zoning Maps)</b>		\$3.48.030
	• City Street Map (36" x 48")	\$12.00	
	• E Size (34" x 44")	\$11.00	
	• D Size (22" x 34")	\$6.00	
	• C Size (17" x 22")	\$5.00	
	<i>Note: Any map printed at a different size than listed here, will be billed to the closest matching size from the list above.</i>		
Community Development	<b>Comprehensive Plan Document, Volume I</b>		
	• Land Use Plan	\$15.00	
	• Housing Plan	\$8.00	
	• Parks & Recreation Plan	\$5.00	
	• Lands for Public Purpose/EPF Plan	\$5.00	
	• Utilities Plan	\$12.00	
	• Capital Facilities Plan	\$10.00	
Community Development	<b>Complete Volume I</b>	\$55.00	
	<b>Comprehensive Plan Document, Volume II</b>		
	• Conservation Plan	\$6.00	
	• Economic Development Plan	\$5.00	
	• Transportation Plan	\$18.00	
	• Joint Plan	\$25.00	
	• <i>Shoreline Master Program (SMP)</i>	\$25.00	
	– SMP for the Thurston Region	\$9.00	
	– Deschutes Riparian Habitat Plan	\$5.00	
	– Deschutes River Special Area	\$5.00	
	– New Market Historic District Plan	\$6.00	
Community Development	<b>Complete Volume II</b>	\$79.00	
	<b>Development Guide</b>		
	Disk Copy	\$25.00	
Various Departments	Paper Copy	\$30.00	
	<b>Notary Fee</b> for Non-City related documents	\$10.00 each	n/a
Administrative Services	<b>Public Records</b>		\$2.88.060
	• Photocopying	\$0.15 per page over 10	
	• Copies on Compact Discs or DVDs	\$2.00 per CD or DVD	
	• Flash Drives, USB & Other Portable Devices	Actual cost	
	• Postage - if customer requests delivery by U.S.P.S	Actual cost based on weight	
	• Any size manila envelope	\$0.45	
	• Duplicating records in non-routine formats such as photographs, cassettes, videotapes	Actual cost from outside vendor	
	• Scanned records, or use of agency equipment for scanning	\$0.10 per page	
Community Development	• Records uploaded to email, or cloud-based data storage service or other means of electronic delivery	\$0.05 for every 4 electronic files or attachments	\$ 3.48.040
	• Records transmitted in electronic format for use of agency equipment to send records electronically	\$0.10 per gigabyte	
	<b>Public Notice Cost</b>		
Community Development	• Sign Posting	\$35.00 per site sign	\$ 3.48.040
	• Other than Site Signs	\$15.00	
Community Development	<b>Recording Costs</b>	\$35.00 + auditor fee	\$3.48.010
Finance	<b>Returned Item</b> (check) for any reason	\$30.00	\$3.48.050

2024 Table I			
BUSINESS LICENSES, ADMINISTRATIVE & PUBLICATIONS			
Primary Department	Title	Rate/Fee/Charge	Code Reference (if applicable)
Finance	<b>Business Licenses</b> <ul style="list-style-type: none"><li>• Original License</li><li>• Annual Renewal</li></ul> <i>Note: City business licenses paid through the WA Department of Licensing will be subject to additional state fees, as applicable.</i>		\$5.04.060
		\$50.00	
		\$20.00	
Community Development	<b>Business Licenses - (Request for Certificate of Occupancy)</b> <ul style="list-style-type: none"><li>• Inspection fee for new location or change-in-use (per inspection)</li></ul>		n/a
		\$85.00	
Finance	<b>Occupational Permits</b> <ul style="list-style-type: none"><li>• Original Permit</li><li>• Annual Renewal (second &amp; third years)</li></ul> <i>Note: The original permit fee includes the cost of fingerprinting and background check.</i>		\$5.06.050
		\$70.00	
		\$30.00	
Finance	<b>Sexually Oriented Businesses</b> <ul style="list-style-type: none"><li>• Permit Application, and</li><li>• Annual Fee</li></ul> <i>Adult Cabaret Business</i> <ul style="list-style-type: none"><li>• Processing Fee, and</li><li>• Annual Fee</li></ul> <i>Adult Cabaret Managers</i> <ul style="list-style-type: none"><li>• Processing Fee, and</li><li>• Annual fee</li></ul> <i>Models and Escorts</i>		
		\$400.00	\$5.50.040
		\$640.00 annually	\$5.50.070
		\$1,320.00 annually	
		\$50.00	\$5.50.080
		\$150.00 annually	
		\$50.00	\$5.50.090
		\$150.00 annually	

2024 Table II				
ZONING, LAND DIVISION & ENVIRONMENTAL				
Primary Department	Title	Rate/Fee/Charge per...	Unit	Code Reference (If Applicable)
Community Development	<b>Appeals</b>			
	• Hearing Examiner			
	– Administrative Appeal*	<del>\$100.00</del> \$1,500.00		\$18.62.020
	– SEPA Appeal*	<del>\$175.00</del> \$2,000.00		\$16.04.160
	– Appeal of Impact Fee with Independent Fee	\$260.00	calculation	\$3.50.140
	Calculation			
	*Reimbursed if appeal is substantially upheld			
Community Development	<b>Transportation Impact Fees</b>			\$3.50.130
	Type of Development			ITE Land Use Code
	<i>Residential</i>			
	• Single Family / Duplex (Detached)	<del>\$4,275.23</del> \$4,401.78	dwelling	
	Single Family Detached and Attached (including duplexes) that are less than 1200 square feet floor area. Not to be used with any other impact or permit fee discounts.	<del>\$3,206.42</del> \$3,301.33	dwelling	
	Single Family detached and attached (including duplexes) located within one-half mile walking distance on a sidewalk or improved path from regular InterCity bus service and meets the federal definition of "Low Income Housing". For example, if a single family home then it must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	<del>\$2,137.62</del> \$2,200.89	dwelling	210
	• Multifamily – Apartment	<del>\$2,274.35</del> \$2,856.47	dwelling	
	Multi-family dwellings located within one-half mile walking distance on a sidewalk or improved path from regular InterCity bus service and meets the federal definition of "Low Income Housing". For example, if a single family home then it must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	<del>\$1,387.23</del> \$1,428.29	dwelling	220
	• Mobile Home Park	<del>\$2,497.40</del> \$2,571.32	dwelling	240
	• Senior Adult Housing – Detached	<del>\$914.30</del> \$941.36	dwelling	251
	• Senior Adult Housing – Attached	<del>\$541.80</del> \$557.84	dwelling	252
	• Congregate Care	<del>\$575.68</del> \$592.72	dwelling	253
	• Accessory Dwelling Unit	<del>\$2,774.35</del> \$2,142.99	dwelling	
	<del>Accessory Dwelling Units that are less than 1200 square feet floor area. Not to be used with any other impact or permit fee discounts.</del>	<del>\$2,081.38</del>	<del>dwelling</del>	
	Accessory dwelling units located within one-half mile walking distance on a sidewalk or improved path from regular InterCity bus service and meets the federal definition of "Low Income Housing." For example, if a single family home then it must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	<del>\$1,387.24</del> \$1,428.30	dwelling	

2024 Table II

## ZONING, LAND DIVISION &amp; ENVIRONMENTAL

	• Assisted Living	<del>\$479.93</del> \$493.11	bed	254
	<i>Industrial</i>			
	• Light Industrial	<del>\$6.04</del> \$6.22	SF / GFA	110
	• Industrial Park	<del>\$5.58</del> \$5.75	SF / GFA	130
	• Manufacturing	<del>\$4.72</del> \$4.86	SF / GFA	140
	• Warehousing	<del>\$2.15</del> \$2.21	SF / GFA	150
	• Mini-Warehouse	<del>\$1.60</del> \$1.65	SF / GFA	151
	• High-Cube Warehouse	<del>\$0.74</del> \$0.76	SF / GFA	152
	<i>Commercial – Services</i>			
	• Hotel	<del>\$2,854.18</del> \$2,938.66	room	310
	• Motel	<del>\$2,273.67</del> \$2,340.97	room	320
	• Walk-in Bank	<del>\$11.66</del> \$12.01	SF / GFA	911
	• Drive-through Bank	<del>\$24.82</del> \$25.55	SF / GFA	912
	• Day Care Center	<del>\$30.16</del> \$31.05	SF / GFA	565
	• Quick Lubrication Vehicle Shop	<del>\$6,082.17</del> \$6,262.20	VSP	941
	• Automobile Care Center	<del>\$5.13</del> \$5.28	SF / GFA	942
	• Gasoline/Service Station	<del>\$16,562.55</del> \$17,052.80	VFP	944
	• Service Station/Minimart	<del>\$12,103.90</del> \$12,462.18	VFP	945
	• Service Station/Minimart/Carwash	<del>\$12,610.51</del> \$12,983.78	VFP	946
	• Carwash – Self Serve	<del>\$6,036.75</del> \$6,215.44	VSP	947
	• Carwash – Automated	<del>\$84,449.03</del> \$86,948.72	VSP	948
	• Movie Theater	<del>\$250.33</del> \$257.74	seat	444, 445
	• Health/Fitness Club	<del>\$17.81</del> \$18.34	SF / GFA	492, 493
	<i>Commercial – Institutional</i>			
	• Elementary School	<del>\$2.92</del> \$3.01	SF / GFA	520
	• Middle School/Junior High School	<del>\$2.88</del> \$2.97	SF / GFA	522
	• High School	<del>\$2.35</del> \$2.42	SF / GFA	530
	• Community/Junior College	<del>\$435.37</del> \$448.26	student	540
	• College/University	<del>\$761.93</del> \$784.48	student	550
	• Church	<del>\$2.45</del> \$2.52	SF / GFA	560
	• Hospital	<del>\$6.88</del> \$7.08	SF / GFA	609
	• Nursing Home	<del>\$2.50</del> \$2.57	SF / GFA	620
	<i>Commercial - Restaurant</i>			
	• Quality Restaurant	<del>\$17.25</del> \$17.76	SF / GFA	931
	• High Turnover (sit down) Restaurant	<del>\$26.14</del> \$26.91	SF / GFA	931
	• Fast Food Restaurant w/out Drive Thru	<del>\$31.63</del> \$32.57	SF / GFA	933
	• Fast Food Restaurant with Drive Thru	<del>\$41.75</del> \$42.99	SF / GFA	934
	• Tavern/Drinking Place	<del>\$30.30</del> \$31.20	SF / GFA	935
	• Coffee/Donut Shop w/out Drive Thru	<del>\$49.28</del> \$50.74	SF / GFA	936
	• Coffee/Donut Shop with Drive Thru	<del>\$51.92</del> \$53.46	SF / GFA	937
	• Coffee/Donut Shop with Drive Thru and with no inside seating	<del>\$19.95</del> \$20.54	SF / GFA	938
Community Development	<u>Type of Development</u>			<u>ITE Land Use Code</u>
	<i>Commercial – Office</i>			
	• General Office Building	<del>\$9.19</del> \$9.46	SF / GFA	710
	• Government Office Building	<del>\$11.53</del> \$11.87	SF / GFA	730
	• Medical-Dental Office/Clinic	<del>\$20.09</del> \$20.68	SF / GFA	720

2024 Table II

## ZONING, LAND DIVISION &amp; ENVIRONMENTAL

Community Development	Commercial –			
	• Retail Shopping Center -			
	up to 49,999 sq. ft.	\$6.63	SF / GLA	820
	50,000 – 99,999	\$7.36	SF / GLA	820
	100,000 – 199,999	\$7.43	SF / GLA	820
	200,000 – 299,999	\$7.57	SF / GLA	820
	300,000 – 399,999	\$7.80	SF / GLA	820
	400,000 sq. ft. or more	\$8.26	SF / GLA	820
	• Automobile Parts Sales	\$8.65	SF / GFA	843
	• Car Sales – New/Used	\$10.80	SF / GFA	841
	• Convenience Market	\$32.12	SF / GFA	851
	• Discount Club	\$8.29	SF / GFA	861
	• Electronic Superstore	\$6.85	SF / GFA	863
	• Toy Superstore	\$7.62	SF / GFA	864
	• Furniture Store	\$0.45	SF / GFA	890
	• Hardware/Paint Store	\$9.08	SF / GFA	816
	• Home Improvement Superstore	\$3.13	SF / GFA	862
	• Nursery/Garden Center	\$7.24	SF / GFA	817
	• Pharmacy/Drugstore w/out Drive Thru	\$8.15	SF / GFA	880
	• Pharmacy/Drugstore with Drive Thru	\$10.86	SF / GFA	881
	• Supermarket	\$17.07	SF / GFA	850
	• Tire Store	\$7.60	SF / GFA	848
	• Tire Superstore	\$3.86	SF / GFA	849
	Cost per New Trip Generated:	\$3,628.19		
SOURCE: ITE, "Trip Generation, 8th Edition"				
Notes: <sup>1</sup> Abbreviations:				
SF = Square Feet VSP = Vehicle Service Position				
GFA = Gross Floor Area VFP = Vehicle Fueling Position				
GLA = Gross Leasable Area				
<sup>2</sup> Annual Escalator: Transportation Impact Fees will be adjusted annually, based on the Engineering News Record Construction Cost Index for the Seattle, Washington, area as reported for July to establish the fee schedules effective January 1st of the subsequent year.				
Community Development	<b>Olympia School District No. 111 School Impact Fees</b>			\$3.50.135 and Olympia School District Resolution No. <del>643</del> 653
	<i>Type of Residential Development</i>			
	• Single Family (includes townhouses, duplexes, and manufactured homes).	<del>\$6,475.00</del> \$6,812.00	dwelling	
	• Multi Family (three units or more and accessory dwelling units).	<del>\$2,477.00</del> \$2,606.00	dwelling	
Community Development	• Multi Family Downtown	\$2,040.00	dwelling	\$3.50.135 and Tumwater School District Resolution No. <del>03-21-22</del> 02-23-24
	<b>Tumwater School District No. 33 School Impact Fees</b>			
	<i>Type of Residential Development</i>			
	• Single Family (includes townhouses, duplexes, and manufactured homes).	\$5,408.00	dwelling	
Community Development	• Multi Family (three units or more and accessory dwelling units).	<del>\$1,350.00</del> \$1,148.00	dwelling	\$3.50.140
	<b>Independent Fee Calculations</b>			
	• Applicant chooses to prepare IFC			
	– Administrative Processing fee	\$500.00		
	– Deposit on Review Costs of IFC*	\$500.00		
Community Development	*Balance refunded or additional costs collected as a precondition to building permit issuance.			\$3.52.070
	<b>Park Impact Fees</b>			
	<i>Type of Residential Development</i>			
	• Single Family, Detached	\$3,726.86	housing unit	



2024 Table II

## ZONING, LAND DIVISION &amp; ENVIRONMENTAL

Community Development	• Single Family Detached. If an active park/open space area at least one-half acre in size is included in the development in which the dwelling is being built or the dwelling unit is within one-half mile of a park at least one-half acre in size. The home must meet the federal definition of "Low Income Housing". The home must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	\$1,863.43	housing unit	\$3.52.070
	• Single Family Detached and Attached (including duplexes) that are less than 1200 square feet floor area. Not to be used with any other impact or permit fee discounts.	\$2,795.15	housing unit	
	• Single Family, Attached (and duplexes)	\$2,784.68	housing unit	
	• Single Family Detached. If an active park/open space area at least one-half acre in size is included in the development in which the dwelling is being built or the dwelling unit is within one-half mile of a park at least one-half acre in size. The home must meet the federal definition of "Low Income Housing". The home must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	\$1,392.34	housing unit	
Community Development	• Manufactured Home (mobile home)	\$2,227.71	housing unit	
	• Multi Family (3-4 units per structure)	\$2,746.11	housing unit	
	• Multi Family (3-4 units per structure). If an active park/open space area at least one-half acre in size is included in the development in which the dwelling is being built or the dwelling is within one-half mile of a park at least one-half acre in size. The home must meet the federal definition of "Low Income Housing". The home must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	\$1,373.06	housing unit	
Community Development	<b>Park Impact Fees (Continued)</b>			
	• Multi Family (5+ units per structure)	\$2,413.12	housing unit	
	• Multi Family (5+ units per structure). If an active park/open space area at least one-half acre in size is included in the development in which the dwelling is being built or within one-half mile of a public park at least one-half acre in size. The home must meet the federal definition of "Low Income Housing". The home must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	\$1,373.06	housing unit	

2024 Table II

## ZONING, LAND DIVISION &amp; ENVIRONMENTAL

Community Development	• Accessory Dwelling Unit	<del>\$2227.74</del> \$1,670.78	housing unit	\$3.52.070
	<del>• Accessory Dwelling Units that are less than 1200-square feet floor area. Not to be used with any other impact or permit fee discounts.</del>	<del>\$1,670.78-</del>	housing unit	
	• Accessory Dwelling Unit. If an active park/open space area at least one-half acre in size is included in the development in which the dwelling is being built or the dwelling is within one-half mile of a public park that is at least one-half acre in size. The home must meet the federal definition of "Low Income Housing". The home must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	\$1,113.86	housing unit	
Community Development	<b>Impact Fee Deferral Program</b>			
	• Administrative Application Fee	\$100.00	application	\$3.50.130
				\$3.52.070
Community Development	<b>Wireless Communication Antennas</b>			\$11.20.050
	• Wireless Communication (WCF) Permits			
	– Accessory (requiring WCF permit)	\$110.00	antenna	
	– Attached WCF	\$330.00	carrier	
	– Freestanding WCF	\$1,100.00	structure	
	– Co-location on freestanding WCF	\$330.00	carrier	
	• WCF Administrative Site Plan Review	Same as regular SPR fees		
	• Conditional Use Permit	Same as zoning CUP fees		
Community Development	• Request for Administrative Deviation	\$247.50	request	
	<b>Telecommunications in Rights-of-Way</b>			
	• Telecommunications Right-of-Way Use			
	– Right-of-Way (ROW) Use Authorization	\$1,700.00		\$11.06.010
	• Telecommunications Franchise/Master Permit Application	\$5,550.00		\$11.06.020
	• Master Permit Renewal Application	\$2,800.00		\$11.06.120
	– Annual Fee	\$500.00		\$11.06.160
	– Supplemental Site Permit	\$500.00 (up to 5)		\$11.06.110
		\$100.00 (after 5)		
		\$1,000.00	new pole	
Community Development		\$270.00 pole rent	year	
	<b>Telecommunications in Rights-of-Way (continued)</b>			\$3.52.069
	• Telecommunications Facilities Lease			
	– Lease Application	\$500.00		\$11.08.020
Community Development	– Renewal of Lease	\$225.00		\$11.08.120
	<b>Site Plan Review</b>			
	• Feasibility Site Plan Review*			
	– One Acre or less	\$80.00		
	– Greater than 1 Acre	\$137.50		
	*Credited toward Preliminary Site Plan Fee			
	• Preliminary Site Plan Review			
	– One Acre or less	\$330.00		
	– Greater than 1 Acre	\$440.00		
	• Preliminary Site Plan Resubmittal			
	– One Acre or less	\$165.00		
	– Greater than 1 Acre	\$275.00		
	• Formal Site Plan Review			
	– One Acre or less	\$220.00		
	– Greater than 1 Acre	\$385.00		
	• Formal Site Plan Review Resubmittal			
	– One Acre or less	\$80.00		
	– Greater than 1 Acre	\$220.00		
	Multi-Family Tax Exemption	\$100.00		

2024 Table II				
ZONING, LAND DIVISION & ENVIRONMENTAL				
Community Development	• Design Plan Review	2.5% of the Building Permit		\$18.43.010
	• Landscape Plan Review**	\$220.00		\$18.47.020
	**Applies only to landscape plans required under \$18.47.020			
	• Exterior Illumination***			
	– Issuance and Inspection Fee	\$55.00 +...	\$7.50 per fixture	\$18.40.035
	– Plan Review Fee	65% of above lighting fee		
	***Applies to non-residential applications 4,000 square feet or larger in area			
Water Resources & Sustainability	• Request for Parking Modification	\$275.00		\$18.50.075
	<b>Drainage Manual Administration</b>			
	• Adjustment application	\$500.00		\$13.12.015
Community Development	• Variance and Exception application	\$1,000.00		
	<b>Protection of Trees &amp; Vegetation</b>			
	• Land clearing application & review	\$110.00		\$16.08.050
	• Work by City Tree Professional	Consultant Cost	hour	
	• Land Clearing Permit			
	– Less than 30 Trees	\$135.00		
	– 30 Trees or more	\$220.00		
	• Add'l Review or Inspections after one hour	\$66.00	hour	
	• Investigation Charge for Land Clearing without required Permit	Double application and permit fee for tree cutting without a permit		
	• Request for Land Clearing Modification	\$385.00		
	• Replacement Tree Mitigation Fee	\$400.00		\$16.08.070
Community Development	<b>Environmental Policy</b>			
	• Environmental SEPA Checklist	\$880.00		\$16.04.190
	• Expanded Environmental Checklist	\$880.00, plus consultant cost		
	• Environmental Impact Statement (EIS)	\$880.00, plus consultant		
	• Addendum to Environmental Documents	\$220.00		
Community Development	<b>Wetland Protection Standards</b>			
	• Wetland Permit Application	\$440.00		\$16.28.140
	• Reasonable Use Exception	\$880.00		\$16.28.190
Community Development	<b>Fish and Wildlife Habitat Protection</b>			
	• Reasonable Use Exception	\$880.00		\$16.32.097
Community Development	<b>Land Divisions</b>			
	• Boundary Line Adjustment	\$450.00		\$17.02.160
	• Lot Consolidation	\$450.00		
	• Preliminary Binding Site Plan	\$770.00 +...	\$27.50 per lot	
	• Final Binding Site Plan	\$440.00 +...	\$27.50 per lot	
	• Preliminary Plat	\$2,750.00 +...	\$38.50 per lot	
	• Final Plat	\$1,650.00 +...	\$38.50 per lot	
	• Preliminary Short Plat	\$1,100 +...	\$55.00 per lot	
	• Final Short Plat	\$440.00 +...	\$55.00 per lot	
Community Development	<b>Land Divisions (Continued)</b>	<del>\$1,320 +...</del>	<del>\$33.00 per lot</del>	17.02.160 17.26.040
	• Preliminary PUD (includes limited overlay zone)	<del>\$1,320 +...</del>	<del>\$33.00 per lot</del>	
	• Final PUD	\$935.00		
	• Preliminary Plat Extension	\$550.00		
	• Replats, Vacations, and Alterations			
	– Replats	Same as Preliminary and		
	– Vacations	\$450.00		
	– Alterations	\$450.00		
Community Development	<b>Zoning</b>			<del>\$18.26.040</del> 2.62.060
	• Certificate of Appropriateness	\$110.00		
	• Zoning Certification Letter	\$82.50		
	• Planned Unit Development	Same as preliminary and final PUD		\$18.36.030
	• Home Occupation	See Business Licenses		\$18.42.030
	• Mobile Home Installation*			\$18.48.010
	– Single	\$150.00 + plumbing fees		
	– Double	\$175.00 + plumbing fees		

2024 Table II				
ZONING, LAND DIVISION & ENVIRONMENTAL				
Community Development	– Triple	\$200.00 + plumbing fees		
	• Title Elimination Inspection Fee	\$170.00		
	• Title Elimination Review	\$85.00		
	* plus footing, foundation, skirting, and tie downs			
	• Mobile Home Park – Site Plan			
	– Preliminary	\$1,00.00 +...	\$30 per unit	\$18.48.130
	– Final	\$750.00 +...	\$30 per unit	
	• Conditional Use Permit	\$2,090.00		\$18.56.020
	• Variance	\$1,000.00		\$18.58.020
	• Rezone	\$1,500.00		\$18.60.065
Community Development	<b>Zoning</b>			
	• Comprehensive Plan			
	– Map Amendment	\$1,500.00		\$18.60.065
Community Development	• Annexations			
	– Not in an Unincorporated Island	\$200.00	acre, Maximum of \$4,000	
	– In Unincorporated Islands	No fee (\$0.00)		
	• Sign			
	– Application for Conditional Exemption	\$20.00	sign	\$18.44.075
	<b>Shoreline Management Act</b>			
	• Shoreline Exemption Letter	\$200.00		Resolution 250
	• Substantial Development Permit	\$1,600.00		
	• Conditional Use	\$1,750.00		
	• Variance	\$1,750.00		
	• Shoreline Permit Time Extension	\$500.00		
Community Development	<b>Transportation Concurrency</b>			
	• Concurrency Application	\$170.00		\$15.48.040
	• Traffic Impact Analysis (TIA) Review	\$260.00		

2024 Table III			
BUILDING & FIRE SAFETY			
Primary Department	Title	Rate/Fee/Charge	Code Reference (If Applicable)
Community Development	<b>Building Code</b>		\$15.01.070
	Building Permit Fee Schedule (including signs)		
	<b>Total Valuation</b>	<b>Fee</b>	
	Single family (detached and attached), Accessory Dwelling Units, and multi-family housing that meets the federal definition of "Low Income Housing". The home must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	50% of the calculated building permit fee using the table of fees in this section	
	\$1.00 to \$500	\$43.48	
	\$501 to \$2,000	\$43.48 for the first \$500 plus \$5.64 for each additional \$100 or fraction thereof, to and including \$2,000	
	\$2,001 to \$25,000	\$151.04 for the first \$2,000 plus \$25.90 for each additional \$1,000 or fraction thereof, to and including \$25,000	
	\$25,001 to \$50,000	\$742.50 for the first \$25,000 plus \$18.69 for each additional \$1,000 or fraction thereof, to and including \$50,000	
	\$50,001 to \$100,000	\$1,203.89 for the first \$50,000 plus \$12.95 for each additional \$1,000 or fraction thereof, to and including \$100,000	
	\$100,001 to \$500,000	\$3,291.80 for the first \$100,000 plus \$18.55 for each additional \$1,000 or fraction thereof, to and including \$500,000	
	\$500,001 to \$1,000,000	\$10,664.10 for the first \$500,000 plus \$15.74 for each additional \$1,000 or fraction thereof, to and including \$1,000,000	
	\$1,000,001 and up	\$18,578.99 for the first \$1,000,000 plus \$12.10 for each additional \$1,000 or fraction thereof	
Community Development	<b>Other Inspection and Fees</b>		
	1. Commercial building plan review fee	65% of the building permit fee	
	2. One and two family, garages and accessory buildings < 1400 sq. ft.	25% of the building permit fee	
	2.a. One and two family and accessory dwelling units < 1400 sq. ft. that meet the federal definition of "Low Income Housing". For example, if single family then the home must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rentals, or leases of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	12.5% of the building permit fee	
	<b>Other Inspection and Fees (continued)</b>		
	3. One and two family > 1400 sq. ft. and pole barns	50% of the building permit fee	

2024 Table III

## BUILDING &amp; FIRE SAFETY

Community Development	3.a. Both single family housing > 1400 sq. ft. and multi-family housing that meet the federal definition of "Low Income Housing". For example, if single family then the home must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rentals, or leases of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income. Not to be used with any other impact fee discounts except the building permit fee discount for low income housing listed above.	25% of the building permit fee	
	4. 1 <sup>st</sup> Plan Review Extension Fee	5% of plan review fee	
	2 <sup>nd</sup> Plan Review Extension Fee	10% of plan review fee	
	5. 1 <sup>st</sup> Permit Extension Fee	5% of permit fee	
	2 <sup>nd</sup> Permit Extension Fee	10% of permit fee	
	6. Fee for working without a permit	\$85.00 + double the permit fee	
	7. Demolition permit	Based on valuation and the fee schedule	
	8. One-and-Two Family Re-Roof permit.	\$170	
	9. Commercial Re-Roof permit.	Based on valuation and the fee schedule	
	10. Inspections outside of normal inspection hours (minimum charge - 1 hour)	\$85.00 per hour	
	11. Reinspection fees assessed under provisions of Section 108	\$85.00 per hour	
	12. Inspections for which no fee is specifically indicated (minimum charge – 1 hour)	\$85.00 per hour	
	13. Additional plan review required by changes, additions or revisions to approved plans (minimum charge - 1 hour)	\$85.00 per hour	
	14. For use of outside consultants for plan checking or inspection	Actual cost plus 8% administrative fees	
Community Development	<b>ENERGY CODE FEES</b>		
	<b>Energy Code Plan Check Fee</b>		
	Single Family	<del>\$105.00</del> \$110.00	
	Residential Remodel/Addition	<del>\$50.00</del> \$60.00	
	Multi-Family	<del>\$200.00</del> \$210.00	
	New Commercial Building		
	0 to 12,000 sq. ft.	<del>\$200.00</del> \$210.00	
	12,001 to 60,000 sq. ft.	<del>\$385.00</del> \$395.00	
	60,001 to 200,000 sq. ft.	<del>\$760.00</del> \$770.00	
	200,000 sq. ft. and over	<del>\$1,510.00</del> \$1,520.00	
Community Development	Remodels and Tenant Improvements	50% of the new commercial fee	
	Warehouses	50% of the new commercial building fee	
	<b>GRADING PERMIT FEES</b>		
	<b>Grading Plan Review Fees</b>		
	100 cubic yards or less (no cut/fill greater than 12 inches)	\$47.00	
	101 to 500 cubic yards	\$94.00	
	501 to 1,000 cubic yards	\$187.00	
	1,001 to 5,000 cubic yards	\$280.00	
	5,001 to 10,000 cubic yards	\$374.00	
	10,001 to 100,000 cubic yards	\$375.00 for 1st 10,000 cubic yards plus \$24.50 for each additional 10,000 cubic yards or fraction thereof	

2024 Table III

## BUILDING &amp; FIRE SAFETY

	2024 Table III		
	BUILDING & FIRE SAFETY		
Community Development	<b>Grading Permit Fees (continued)</b>		
	100,001 cubic yards or more	\$1,000.00 for the 1st 100,000 cubic yards plus \$13.25 for each additional 10,000 cubic yards or fraction thereof	
	<b>Other Fees</b>		
	Additional plans review required by changes, additions or revisions to approved plans (minimum charge - 1 hour)	\$85.00 per hour	
	<b>Grading Permit Fees</b>		
	For the issuance of each permit	\$30.00	
	100 cubic yards or less (no cut\fill greater than 12 inches)	\$55.00	
	101 to 500 cubic yards	\$170.00	
	501 to 1,000 cubic yards	\$340.00	
	1,0001 to 5,000 cubic yards	\$680.00	
	5,001 to 10,000 cubic yards	\$1,360.00	
	10,001 cubic yards or more	\$1,360.00 for 1st 10,000 cubic yards plus \$42.50 for each additional 10,000 yards or fraction thereof	
Community Development	<b>Certificates of Occupancy</b>		\$15-04.020
	°Temporary Certificates of Occupancy		
	-One or Two Family	\$25.00	
	-Commercial/Industrial/Multi-family	\$100.00	
	-Renewal	\$200.00	
	°Final Certificates of Occupancy		
	– One or Two-Family	No fee	
	– Commercial/Industrial/Multi-family	No fee	
	°Business License		
Community Development	– Request for Certificate of Occupancy	\$85.00	\$15-08.010
	<b>Mechanical Code</b>		
	• Mechanical Permit		
	• Mechanical Plan Review		
	For the issuance of each permit	\$40.00	
	For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized	\$35.00	
	<b>Unit Fee Schedule</b>		
	<b>Furnaces</b>		
	For the installation or relocation of each forced air or gravity-type furnace, floor furnace, suspended heater, or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h	\$25.00	
	For the installation or relocation of each forced air or gravity-type furnace, floor furnace, suspended heater, or burner, including ducts and vents attached to such an appliance over 100,000Btu/h	\$30.00	
Community Development	<b>Boilers, Compressors and Refrigeration Units</b>		
	For the installation or relocation of each boiler or compressor to and including three horsepower or for each absorption system to and including 100,000 Btu/h	\$25.00	
	For the installation or relocation of each boiler or compressor over three horsepower to and including 15 horsepower or for each absorption system over 100,000 Btu/h to and including 500,000 Btu/h	\$40.00	
	For the installation or relocation of each boiler or compressor over 15 horsepower to and including 30 horsepower or for each absorption system over 500,000 Btu/h to and including 1,000,000Btu/h	\$45.00	

2024 Table III			
BUILDING & FIRE SAFETY			
Community Development	<b>Boilers, Compressors and Refrigeration Units (continued)</b>		
	For the installation or relocation of each boiler or compressor over 30 horsepower to and including 50 horsepower, or for each absorption system over 1,000,000 Btu/h to and including 1,750,000 Btu/h	\$65.00	<del>\$15.08.010</del>
	For the installation or relocation of each boiler or compressor over 50 horsepower, or for each absorption system over 1,750,000 Btu/h	\$110.00	
Community Development	<b>Air Handlers</b>		
	For each air-handling unit to 10,000 cubic feet per minute	\$25.00	
	For each air-handling unit over 10,000 cubic feet per minute	\$30.00	
	<b>Photo-Voltaic Solar Panels</b>		
	Roof mounted; One-and-Two Family Dwellings	\$260.00	
	Photo-Voltaic Solar Panels; Commercial	Based on valuation and the fee schedule	
	<b>Evaporative Coolers</b>		
	For each evaporative cooler other than the portable type	\$20.00	
	<b>Ventilation and Exhaust</b>		
	For each vent fan connected to a single duct	\$15.00	
	For each system not a part of a permitted HVAC system	\$20.00	
Community Development	For each non-residential type I hood (grease)	\$175.00	
	<b>Ventilation and Exhaust</b>		
	For each non-residential type II hood (steam)	\$95.00	
	<b>Water Heaters</b>		
	Residential	\$25	
	Commercial	\$50.00	
	<b>Gas Piping</b>		
	For each gas pipe system of one to four outlets	\$15.00	
Community Development	For each gas piping system additional outlets over 5	\$2.00 each	
	<b>Miscellaneous</b>		
	For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the Code	\$20.00	
	<b>Other Inspections and Fees</b>		
	1. Mechanical plan review fee	65% of the mechanical permit fee	
	2. Inspection fees outside normal inspection hours (minimum charge – 1 hour)	\$85.00	
	3. 1 <sup>st</sup> Plan Review Extension Fee	5% of plan review fee	
	2 <sup>nd</sup> Plan Review Extension Fee	10% of plan review fee	
	4. 1 <sup>st</sup> Permit Extension Fee	5% of permit fee	
	2 <sup>nd</sup> Permit Extension fee	10% of permit fee	
Community Development	5. Reinspection fees per inspection	10% of permit fee	
	6. Inspection for which no fee is specifically indicated (minimum charge – 1 hour)	\$85.00 per hour	
	7. Additional plan review required by changes, additions, or revisions to plans or to plans for which an initial review has been completed (minimum charge – 1 hour)	\$85.00 per hour	
	8. For use of outside consultants for plan checking or inspection, or both	Actual cost + 8% administrative fee	



2024 Table III			
BUILDING & FIRE SAFETY			
Community Development	<b>Plumbing Code</b>		
	• Plumbing Permit		
	• Plumbing Plan Review		
	• Backflow Protection Device	\$40.00	<del>\$15.12.010</del>
	For the issuance of each permit		
Community Development	<b>Plumbing Code (continued)</b>		<del>\$15.12.010</del>
	For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized	\$35.00	
	Fee for review of septic system applications from County Health Department	\$35.00	
	<b>Unit Fee Schedule</b>		
	For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage, piping and backflow protection therefore)	\$20.00	
	For each building sewer and each trailer park sewer	\$35.00	
	Rainwater systems - per drain	\$20.00	
	For each residential sewer grinder	\$30.00	
	For each commercial sewer grinder	\$95.00	
	For each electric water heater	\$25.00	
	For each pre-treatment grease or oil interceptor including its trap and vent	\$30.00	
	For each installation, alteration or repair of water piping and/or water treating equipment	\$15.00	
	For repair or alteration of drainage or vent piping, each fixture	\$15.00	
	For each commercial lawn sprinkler system on any one meter	\$25.00	
	For atmospheric type vacuum breakers		
	– 1 to 5	\$20.00	
	– Over 5, each	\$5.00	
	For each backflow device other than atmospheric type vacuum type breakers		
	– 2 inches and smaller	\$15.00	
	– Over 2 inches	\$30.00	
	Expansion Tank	\$20.00	
Community Development	<b>Other Inspections and Fees</b>		
	1. Plumbing plan review fee	65% of the plumbing permit fee	
	2. Inspection fees outside normal inspection hours (minimum charge – 1 hour)	\$85.00 per hour	
	3. Reinspection fees per inspection (minimum charge – 1 hour)	\$85.00 per hour	
	4. 1 <sup>st</sup> Plan Review Extension Fee	5% of plan review fee	
	2 <sup>nd</sup> Plan Review Extension Fee	10% of plan review fee	
	5. 1 <sup>st</sup> Permit Extension Fee	5% of permit fee	
	2 <sup>nd</sup> Permit Extension Fee	10% of permit fee	
	6. Inspection for which no fee is specifically indicated (minimum charge – 1 hour)	\$85.00 per hour	
	7. Additional plan review required by changes, additions, or revisions to plans or to plans for which an initial review has been completed (minimum charge – 1 hour)	\$85.00 per hour	
	8. For use of outside consultants for plan checking or inspection, or both	Actual cost + 8% administrative fee	
Community Development	<b>Moving of Buildings</b>		
	• Permit Application	\$500.00 + building and demolition permits, as applicable	<del>\$15.32.020</del>
	• Traffic Officer Fee	Fully-based rate + materials	

2024 Table III

## BUILDING &amp; FIRE SAFETY

Community Development	<b>Fire Code</b>		
	Fire Safety		
	• Fire Safety – Inspection Fee & Permitting	Based on Valuation	
	• Underground Storage Tank Removal		
	– Residential		
	– Commercial		
	• Fire Sprinkler Permit	Based on Valuation	
Community Development	<b>Fire Code (Continued)</b>		<del>\$15.16.010</del>
	• Fire Sprinkler Plan Check	65% of permit fee	
	Fire Alarm Systems		
	• Fire Alarm Installation Permit	Based on Valuation	
	• System Retest	\$85.00 per hour	
	• Fire Alarm Plan Check	65% of permit fee	
	Fire Hydrant (fireflow) Test	\$180.00	
Fire & Emergency Services	<b>Fire Inspection Fees</b>		
	Square Footage Factor:		
	1 = 0 - 2,500 square feet	\$20.00	
	2 = 2,501 - 7,500 square feet	\$40.00	
	3 = 7,501 - 50,000 square feet	\$60.00 + hourly rate of \$80.00	
	4 = 50,001 square feet + >	\$80.00 + hourly rate of \$80.00	
	Non-compliance and Reinspection Fee	\$80.00 per hour	
			<del>\$15.16.010</del>

2024 Table IV

## TRANSPORTATION, ENGINEERING, UTILITIES &amp; UTILITY CONNECTIONS

Primary Department	Title	Rate/Fee/Charge	Unit	Code Reference (If Applicable)
Transportation & Engineering	<b>Right-of-Way License</b> (includes projections over ROW)			
	• Application Fee	<del>\$265.00</del> \$275.00 + license rate		\$3.40.010
	• Five-Year License Rate			\$3.40.020
	– 1 to 1,000 square feet	<del>\$150.00</del> \$155.00		
	– 1,001 to 5,000 square feet	<del>\$200.00</del> \$208.00		
	– 5,001 to 20,000 square feet	<del>\$250.00</del> \$260.00		
	– More than 20,000 square feet	Negotiable		
Community Development	<b>Right-of-Way Access/Utility Permit</b>			\$12.16.050
	• General	<del>\$110.00</del> \$115.00		
	• Residential (1-single family or duplex; lots of record; includes erosion control)			
	– Street Only or 1 Utility Use	<del>\$140.00</del> \$145.00		
	– Multiple	<del>\$275.00</del> \$285.00		
	• Private Utility			
	– Overhead			
	Plan Check	\$180 \$186 for 1st 150' + <del>\$0.09</del> \$0.10 per 1' thereafter		
	Inspection	\$180 \$186 for 1st 150' + <del>\$0.09</del> \$0.10 per 1' thereafter		
	– Underground			
	Plan Check	<del>\$400.00</del> + <del>\$0.35</del> per... \$415.00 + \$0.36 per ...	linear foot	
	Inspection	<del>\$1.95</del> per... \$2.00 per...	linear foot	
	– Single Service	<del>\$55.00</del> \$57.00		
Transportation & Engineering	<b>Street &amp; Alley Vacation</b>			\$12.04.020
	• Application Fee	<del>\$400.00</del> \$515.00		
	• Publishing Notice	<del>\$175.00</del> \$182.00		
	• Acquisition Cost	Up to 50% of the assessed or appraised value		
Community Development	<b>Street Construction and Restoration</b>			\$12.18.030
	• Street, Curbs, and Sidewalks			
	– Plan Check	<del>\$400</del> + <del>\$0.55</del> per... \$415 + \$0.57 per...	linear foot	
	– Inspections	<del>\$2.40</del> \$2.50 per linear foot	linear foot	
	<del>– Resubmittals</del>	<del>\$105.00</del> per...	<del>hour, starting with 2nd submittal</del>	
	<del>– Reinspections</del>	<del>\$105.00</del> per...	<del>hour</del>	
	• Street Lighting			
	– Plan Check	<del>\$400.00</del> + <del>\$0.35</del> per... \$415.00 + \$0.57 per ...	linear foot	
	– Inspections	<del>\$1.20</del> per... \$1.25 per...	linear foot	
	• Street Signals			
Community Development	<b>Street Disruption Fee</b>			\$12.16.060
	• 1 <sup>st</sup> year	5 times construction cost		
	• 2 <sup>nd</sup> year	4 times construction cost		
	• 3 <sup>rd</sup> year	3 times construction cost		
	• 4 <sup>th</sup> year	2 times construction cost		
	• 5 <sup>th</sup> year	1 times construction cost		
Water Resources & Sustainability	<b>Notice Required to Have Water Disconnected</b>			\$13.04.060
	• Disconnection of water service on a temporary or permanent basis	\$30.00		
Water Resources & Sustainability	<b>Water Service</b>			\$13.04.080
	• Occupant turning on penalty	\$30.00		
Water Resources & Sustainability	<b>Hydrant Meter Rental</b>			\$13.04.140
	• (2½") – for construction	\$1,500.00 deposit + 3" meter monthly fee + consumption		

2024 Table IV				
TRANSPORTATION, ENGINEERING, UTILITIES & UTILITY CONNECTIONS				
Water Resources & Sustainability	Sewer Service - Lateral Extension			\$13.08.100
	• Gravity Tap	<del>\$250.00</del> \$280.00		
	• Force Main Tap	\$3,300.00		
Finance	Utility Billing Late Penalty			\$13.18.020
	• If bill not paid until after the due date	1% of late balance per utility or...		
	- minimum penalty	Water - \$5.00		
		Sewer - \$4.00		
		Stormwater - \$1.00		
Water Resources & Sustainability	• If past due bill is not paid 20 days after the due date	\$10.00 penalty - water		\$13.18.040
	<del>Utility Billing Process Water Utility</del>	\$30.00 weekdays, \$100.00 weekdays after 4:30 PM, all day weekends, & holidays		
Finance	• Reconnection Fee			\$13.18.055
	<del>Utility Account Set-up Fees</del>			
	• Owner Account Setup	\$15.00		
		(Water \$8.00, Sewer \$5.00, Stormwater \$2.00)		
	<del>• Tenant Account Set-up (when authorized by owner)</del>	<del>\$15.00</del>		
	<del>• Tenant Duplicate Bill</del>	<del>(Water \$8.00, Sewer \$5.00, Stormwater \$2.00)</del>		
Community Development	<del>• Tenant Duplicate Bill</del>	<del>\$1.00 per month (Water \$1.00)</del>		\$13.20.030
	Utility Plan Check & Inspection Fees			
	• Watermain			
	– Plan Check	<del>\$400.00 + \$0.50 per...</del> \$415.00 + \$0.52 per...	linear foot	
	– Inspections	<del>\$2.75 per...</del> \$2.85 per ...	linear foot	
	• Sewermain, Gravity			
	– Plan Check	<del>\$400.00 + \$0.50 per...</del> \$415.00 + \$0.52 per...	linear foot	
	– Inspections	<del>\$2.75 per...</del> \$2.85 per ...	linear foot	
	• Sewermain, Pressure			
	– Plan Check	<del>\$400.00 + \$0.50 per...</del> \$415.00 + \$0.52 per...	linear foot	
	– Inspections	<del>\$2.75 per...</del> \$2.85 per ...	linear foot	
	• Sewer Pump Station, Community System			
	– Plan Check	<del>\$1,210.00 for each</del> \$1,212.00 for each		
	– Inspections	<del>\$1,210.00 for each</del> \$1,212.00 for each		
	• Stormwater System			
	– Plan Check	<del>\$400.00 + \$44.00 per...</del> \$415.00 + \$45.00 per...	acre	
	– Storm Pipe Plan Check	<del>\$400.00 + \$0.50 per...</del> \$415.00 + \$0.52 per...	linear foot	
	– Stormwater Report Review	<del>\$440.00 per...</del> \$455.00 per...	report	
	– Inspections	<del>\$3.65 per...</del> \$3.80 per...	linear foot	
		<del>\$580.00 per...</del> \$600.00 per...	system	
	– Resubmittals (1 hour minimum)	<del>\$95.00</del> \$98.50 per hour starting with		
	<del>– Reinspections (1 hour minimum)</del>	<del>\$95.00 per...</del>	hour	
	<del>– Computer Modeling Services</del>	<del>\$95.00 per...</del>	hour	
	• High Groundwater Reviews	\$2,500.00 + \$95.00 per...	hour	
Water Resources & Sustainability	• Latecomers – Streets/Utilities	\$800.00 + \$95.00 per hour after 10 hours + 8%		Resolution 494
	• Bonding Agreements, Letters of Credit (providing forms and reviewing documents, once complete)	\$120.00		
Water Resources & Sustainability	Water Meter Testing	<del>\$120.00</del> \$140.00		\$13.04.400

2024 Table IV

## TRANSPORTATION, ENGINEERING, UTILITIES &amp; UTILITY CONNECTIONS

Water Resources & Sustainability	Water – Installation charge (service line & meter)	Installation	Meter Size	\$13.04.360
		<del>\$2,700.00</del> \$3,000.00	3/4"	
		<del>\$3,000.00</del> \$3,400.00	1"	
		<del>\$6,100.00</del> \$7,000.00	1-1/2"	
		<del>\$7,200.00</del> \$7,500.00	2"	
	* For meters larger than 2" the charge will be the actual cost of labor & materials for furnishing and installing the meter, plus an amount equal to 25% of the cost of labor and materials for overhead expenses.	*	3"	
		*	4"	
		*	6"	
		*	9"	
		*	10"	
		*	12"	
	Water – Drop-In Meter charge (charge if the service line has been installed by the developer or property owner)	Installation	Meter Size	\$13.04.360
Water Resources & Sustainability		<del>\$600.00</del> \$650.00	3/4"	\$13.04.360
		<del>\$700.00</del> \$760.00	1"	
		<del>\$1,200.00</del> \$1,300.00	1-1/2"	
		<del>\$1,500.00</del> \$1,600.00	2"	
		*	3"	
	* Drop-in charges for meters larger than 2" will be the actual costs of labor and materials for furnishing & installing the meter plus an amount equal to 25% of the cost of labor and materials for overhead expenses.	*	4"	
		*	6"	
		*	8"	
		*	10"	
		*	12"	
	Water – Connection Charges in the General Service Area	Connection Fee	Connection Size	\$13.04.370
		<del>\$4,931.95</del> \$5,079.39	3/4"	
		<del>\$8,384.20</del> \$8,635.73	1"	
		<del>\$15,999.31</del> \$16,479.29	1-1/2"	
		<del>\$26,136.33</del> \$26,920.42	2"	
		<del>\$49,313.68</del> \$50,793.09	3"	
		<del>\$82,187.95</del> \$84,653.59	4"	
Water Resources & Sustainability	Water - Connection Charges in General (Continued)	<del>\$164,212.15</del> \$169,138.51	6"	\$13.04.370
		<del>\$410,816.95</del> \$423,141.46	8"	
		<del>\$624,832.90</del> \$643,577.89	10"	
		<del>\$953,241.27</del> \$981,38.51	12"	
Community Development Water Resources & Sustainability	Single Family, Accessory Dwelling units, and Multi-family housing that meets the federal definition of "Low Income Housing". An affidavit must be submitted with the building permit application stating that the housing meets the definition of low income and that a deed and title restriction will be placed on the property and recorded so that future sales or rental/lease of the property will also abide by the requirements of this section and be affordable to those making 80% of the median income.	50% of the applicable connection-fee-charge based on connection size. (Water-only)		
Water Resources & Sustainability	Sewer – Connection Charges	Charge		\$13.08.090
		• Equivalent Residential Unit (ERU)	<del>\$2,936.36</del> \$3,018.58	
		• Accessory Dwelling Unit	<del>\$2,055.46</del> \$2,113.01	
		• Multi-Family Unit	<del>\$2,055.46</del> \$2,113.01	
Water Resources & Sustainability	Single Family, Accessory Dwelling units, and Multi-family housing that meets the federal definition of "Low Income Housing." An affidavit must be submitted with the building permit application stating that the housing meets the definition of low income and that a deed and title restriction will be placed on the property and recorded so that future sales or rental/lease of the property will also abide by the requirements of this section and be affordable to those making 80% of the median income.	50% of the applicable connection charge based on ERU calculation.		

2024 Table IV				
TRANSPORTATION, ENGINEERING, UTILITIES & UTILITY CONNECTIONS				
Water Resources & Sustainability	Sewer – Capacity Development Charge (CDC) *Change effective January 1, 2021	<del>\$6,841.49</del> \$7,080.94 per...	ERU*	\$13.08.090 and LOTT Resolution No. 20-002

2024 Table V			
PUBLIC SAFETY			
Primary Department	Title	Rate/Fee/Charge	Code Reference (If Applicable)
Police	<b>Records</b>		
	• Accident Reports to Insurance Company	\$4.00	
	• Incident Reports	\$0.15 per page over 10	
	<b>Animal Services</b>	Pursuant to a posted schedule of fees adopted by the joint animal services comission (www.jointanimalservices.org)	\$6.04.040
			\$6.04.060
			\$6.04.070
Police	<b>Police Alarm Systems</b>		
	• Installer ID Card/Renewal	\$25.00 every 5 years	\$8.20.070
	• Alarm Permit Reinstatement		
	• False Alarm		\$8.20.100
	– 3rd within 90-day continual period	\$50.00	
	– 4th within 90-day continual period	\$75.00	
Fire	– 5th and thereafter within 90-days	\$150.00	
	<b>Fire Alarm Systems</b>		
	• False Alarm		
	– 2nd within a calendar year	\$25.00	
	– 3rd alarm and thereafter in a calendar year	\$393.00 - as per WSAOFC for equipment; labor shall be charged at city costs	
Fire	<b>Fireworks</b>		\$8.30.030
	• Display Fireworks Application (effective February 21, 2007)	\$100.00	

2024 Table VI

RECREATION			
Primary Department	Title	Rate/Fee/Charge	Code Reference (If Applicable)
Parks & Recreation	<b>Recreation Services</b>		
	• All classes that require an outside instructor	City's fee 30% overhead of class instructor's fee	n/a
	• All classes provided that utilize in-house staff	City's fee shall be in excess of out-of-expense costs by an overhead of 30%	n/a
	• Athletic field use	\$20.00 per hour	n/a
	• Public parks – private event shelter rental		n/a
	• 9:00am – 2:00pm	\$50.00	
	• 3:00pm – 8:00pm	\$50.00	
	• 9:00am – 8:00pm	\$75.00	
	• Youth Baseball League	\$100.00	n/a
		\$10.00 additional for late registrations	
	• Youth Basketball League	\$110.00	n/a
		\$10 additional for late registrations	
	• Public Events Permit	\$10.00	\$12.28.020
	• Public Parks – concession/merchandise sales		\$12.32.040
	0-4 hours	\$30.00	
	4-8 hours	\$60.00	
Executive	<b>Street Banners</b>		
	• Banner Permit Fee	\$300.00	<del>\$18.44.015</del>



2024 Table VII					
UTILITY RATES					
Primary Department	Title	Rate/Fee/Charge		Code Reference (If Applicable)	
Water Resources & Sustainability	Water Base Rate Monthly per meter – within the General Service Area.  *User fee base rates shall be established based on AWWA Standards for meter equivalency. A three-quarter inch (3/4") meter shall be used as the multiplier base.	Meter Size	Current User Fee Base		\$13.04.210
		3/4"	<del>\$9.81</del> \$10.28		
		1"	<del>\$16.60</del> \$17.39		
		1-1/2"	<del>\$22.97</del> \$33.92		
		2"	<del>\$51.96</del> \$54.35		
		3"	<del>\$98.04</del> \$102.71		
		4"	<del>\$163.73</del> \$171.59		
		6"	<del>\$326.31</del> \$341.97		
		8"	*		
		10"	*		
		12"	*		
	Water Base Rate Monthly per meter – in the unincorporated areas of Thurston County, provided that no power of attorney agreement with the City to petition in favor of annexation has been filed.	140% of water base rate			\$13.04.220
	Water Monthly Consumption Rate – Single Family & Duplex units & within the General Service Area		Volume of Water Used (Cubic Feet)	Charge per each 100 Cubic Feet	\$13.04.210
		Block 1	0 to 600	<del>\$2.88</del> \$3.02	
		Block 2	601 to 1,200	<del>\$3.19</del> \$3.34	
		Block 3	1,201 to 2,400	<del>\$3.81</del> \$3.99	
		Block 4	2,401 & greater	<del>\$5.00</del> \$5.24	
	Water Monthly Consumption Rate – Multi-family units (per unit) & within the General Service Area		Volume of Water Used (Cubic Feet)	Charge per each 100 Cubic Feet	\$13.04.210
		Block 1	0 to 500	<del>\$2.88</del> \$3.02	
		Block 2	501 to 1,000	<del>\$3.19</del> \$3.34	
		Block 3	1,001 to 2,000	<del>\$3.81</del> \$3.99	
		Block 4	2,001 & greater	<del>\$5.00</del> \$5.24	
	Water Monthly Consumption Rate – Non-Residential & within General Service Area	<del>\$3.19</del> \$3.34 per each 100 cubic feet consumed (Block 2)			
	Water Monthly Consumption Rate – Irrigation & within the General Service Area	<del>\$3.81</del> \$3.99 per each 100 cubic feet consumed (Block 3)			
	Water Fill Station Consumption Rate	<del>\$5.00</del> \$5.24 per each 100 cubic feet consumed (Block 4)			
	Water Monthly Consumption Rate – for all users in the unincorporated areas of Thurston County, provided that no power of attorney agreement with City to petition in favor of annexation has been filed	140% of water consumption rate all category types (single family & duplex, multi-family units, non-residential and irrigation)			\$13.04.220
	Sewer – Monthly City Wastewater Service Rate & within General Service Area	Type	Monthly Rate		\$13.08.160
Single-family		<del>\$21.84</del> \$23.11 (1.0 ERU)			
Individual mobile home		<del>\$21.84</del> \$23.11 (1.0 ERU)			
Residential Duplex		<del>\$21.84</del> \$23.11 (1.0 ERU)			
Multifamily (>2 units)		<del>\$15.29</del> \$16.18 (0.7 ERU)			
Sewer – Monthly City Wastewater Service Rate & within General Service Area	Mobile home (>2 units)	<del>\$21.84</del> \$23.11 (1.0 ERU)		\$13.08.160	
	Uses other than or only partially residential (Minimum charge not less than 1.0 ERU)	Charge computed at a rate equal to the monthly discharge of sewage / 900 cubic feet (measured at the source either by water consumption or sewage discharge) x <del>\$21.84</del> \$23.11			
Sewer – Monthly City Wastewater Service Rate for all rate payers – in the unincorporated areas of Thurston County, provided that no power of attorney agreement with City to petition in favor of annexation has been filed	140% of the sewer monthly operations & maintenance use			\$13.08.170	

2024 Table VII				
UTILITY RATES				
Water Resources & Sustainability	Sewer (continued) – Monthly LOTT Wastewater Service Charge	Type		Monthly Rate
		Single-family		<del>\$44.80</del> \$46.37 (1.0 ERU)
		Individual mobile home		<del>\$44.80</del> \$46.37 (1.0 ERU)
		Residential Duplex		<del>\$44.80</del> \$46.37 (1.0 ERU)
		Multifamily (>2 units)		<del>\$31.36</del> \$32.46 (0.7 ERU)
		Mobile home (>2 units)		<del>\$44.80</del> \$46.37 (1.0 ERU)
Water Resources & Sustainability	Sewer – Monthly LOTT Wastewater Service Charge	Type	Monthly Rate	
		Uses other than or only partially residential (Minimum charge not less than 1.0 ERU)	Charge computed at a rate equal to the monthly discharge of sewage / 900 cubic feet (measured at the source either by water consumption or sewage discharge) x <del>\$44.80</del> \$46.37	
	Stormwater – Monthly Account Fee		<del>\$1.04</del> \$2.10 on every developed property within the city limits	
	Stormwater - Monthly Service Charge *Provided that if the amount of impervious area on any such property shall exceed 50% of the gross property area, the service charge shall be computed as other property not included in the single-family or duplex category.	Unit Type		Charge
		Single-family residential		<del>\$11.03</del> * \$11.97*
		Each duplex-family		<del>\$11.03</del> * \$11.97*
	Stormwater - Monthly Service Charge	All other developed properties not defined as single-family residential and duplex family		<del>\$11.03</del> \$11.97 x Gross Impervious Area/3,250 square feet
	Stormwater – Monthly Service Charge	All mobile residence communities		<del>\$11.03</del> \$11.97 x 1,800 x available Residence Site / 3,250 feet + <del>\$11.03</del> \$11.97 x Other Gross Impervious Area / 3,250 square feet

**RESOLUTION NO. R2023-011**

A **RESOLUTION** of the City Council of the City of Tumwater, Washington, establishing fees and charges, as more particularly set forth herein.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUMWATER, STATE OF WASHINGTON, THAT THE FOLLOWING FEES AND CHARGES ARE HEREBY ESTABLISHED FOR THE CITY OF TUMWATER AS FOLLOWS:**

**Section 1. Repealer.** Resolution R2022-012, and any prior fee resolution, is hereby repealed in its entirety effective midnight December 31, 2023.

**Section 2. Fees and Charges Established.** Fees shall be established in the following categories presented in this section as presented in attached Exhibit A.

TABLE #	SUBJECT AREA
<b>I</b>	Business Licenses, Administrative & Publications
<b>II</b>	Zoning, Land Division & Environmental
<b>III</b>	Building & Fire Safety
<b>IV</b>	Transportation, Engineering, Utilities, & Utility Connections
<b>V</b>	Public Safety
<b>VI</b>	Recreation
<b>VII</b>	Utility Rates

**Section 3. Ratification.** Any act consistent with the authority and prior to the effective date of this Resolution is hereby ratified and affirmed.

**Section 4. 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 5. Effective Date.** This Resolution shall become effective January 1, 2024.

**RESOLVED** this 21st day of November 2023.

CITY OF TUMWATER

ATTEST:

\_\_\_\_\_  
Debbie Sullivan, Mayor

\_\_\_\_\_  
Melody Valiant, City Clerk APPROVED

AS TO FORM:

\_\_\_\_\_  
Karen Kirkpatrick, City Attorney

2024 Table I			
BUSINESS LICENSES, ADMINISTRATIVE & PUBLICATIONS			
Primary Department	Title	Rate/Fee/Charge	Code Reference (if applicable)
Various Departments	<b>Blueprints and Photocopies</b>		\$3.48.020
	Blueprints	\$0.50 per square foot	
	Photocopies	\$0.15 per page over 10	
Transportation & Engineering	<b>GIS Maps (Including Zoning Maps)</b>		\$3.48.030
	• City Street Map (36" x 48")	\$12.00	
	• E Size (34" x 44")	\$11.00	
	• D Size (22" x 34")	\$6.00	
	• C Size (17" x 22")	\$5.00	
	<i>Note: Any map printed at a different size than listed here, will be billed to the closest matching size from the list above.</i>		
Community Development	<b>Comprehensive Plan Document, Volume I</b>		
	• Land Use Plan	\$15.00	
	• Housing Plan	\$8.00	
	• Parks & Recreation Plan	\$5.00	
	• Lands for Public Purpose/EPF Plan	\$5.00	
	• Utilities Plan	\$12.00	
	• Capital Facilities Plan	\$10.00	
Community Development	<b>Complete Volume I</b>	\$55.00	
	<b>Comprehensive Plan Document, Volume II</b>		
	• Conservation Plan	\$6.00	
	• Economic Development Plan	\$5.00	
	• Transportation Plan	\$18.00	
	• Joint Plan	\$25.00	
	• <i>Shoreline Master Program (SMP)</i>	\$25.00	
	– SMP for the Thurston Region	\$9.00	
	– Deschutes Riparian Habitat Plan	\$5.00	
	– Deschutes River Special Area	\$5.00	
	– New Market Historic District Plan	\$6.00	
Community Development	<b>Complete Volume II</b>	\$79.00	
	<b>Development Guide</b>		
	Disk Copy	\$25.00	
Various Departments	Paper Copy	\$30.00	
	<b>Notary Fee</b> for Non-City related documents	\$10.00 each	n/a
Administrative Services	<b>Public Records</b>		\$2.88.060
	• Photocopying	\$0.15 per page over 10	
	• Copies on Compact Discs or DVDs	\$2.00 per CD or DVD	
	• Flash Drives, USB & Other Portable Devices	Actual cost	
	• Postage - if customer requests delivery by U.S.P.S	Actual cost based on weight	
	• Any size manila envelope	\$0.45	
	• Duplicating records in non-routine formats such as photographs, cassettes, videotapes	Actual cost from outside vendor	
	• Scanned records, or use of agency equipment for scanning	\$0.10 per page	
Community Development	• Records uploaded to email, or cloud-based data storage service or other means of electronic delivery	\$0.05 for every 4 electronic files or attachments	\$ 3.48.040
	• Records transmitted in electronic format for use of agency equipment to send records electronically	\$0.10 per gigabyte	
	<b>Public Notice Cost</b>		
Community Development	• Sign Posting	\$35.00 per site sign	\$ 3.48.040
	• Other than Site Signs	\$15.00	
Community Development	<b>Recording Costs</b>	\$35.00 + auditor fee	\$3.48.010
Finance	<b>Returned Item</b> (check) for any reason	\$30.00	\$3.48.050

2024 Table I			
BUSINESS LICENSES, ADMINISTRATIVE & PUBLICATIONS			
Primary Department	Title	Rate/Fee/Charge	Code Reference (if applicable)
Finance	<b>Business Licenses</b> • Original License • Annual Renewal  <i>Note: City business licenses paid through the WA Department of Licensing will be subject to additional state fees, as applicable.</i>		\$5.04.060
		\$50.00	
		\$20.00	
Community Development	<b>Business Licenses - (Request for Certificate of Occupancy)</b> • Inspection fee for new location or change-in-use (per inspection)		n/a
		\$85.00	
Finance	<b>Occupational Permits</b> • Original Permit • Annual Renewal (second & third years)  <i>Note: The original permit fee includes the cost of fingerprinting and background check.</i>		\$5.06.050
		\$70.00	
		\$30.00	
Finance	<b>Sexually Oriented Businesses</b> • Permit Application, and • Annual Fee <i>Adult Cabaret Business</i> <i>Adult Cabaret Managers</i> • Processing Fee, and • Annual Fee <i>Models and Escorts</i> • Processing fee, and • Annual fee		
		\$400.00	\$5.50.040
		\$640.00 annually	\$5.50.070
		\$1,320.00 annually	
		\$50.00	\$5.50.080
		\$150.00 annually	
		\$50.00	\$5.50.090
		\$150.00 annually	

2024 Table II				
ZONING, LAND DIVISION & ENVIRONMENTAL				
Primary Department	Title	Rate/Fee/Charge per...	Unit	Code Reference (If Applicable)
Community Development	<b>Appeals</b>			
	• Hearing Examiner			
	– Administrative Appeal*	\$1,500.00		\$18.62.020
	– SEPA Appeal*	\$2,000.00		\$16.04.160
	– Appeal of Impact Fee with Independent Fee	\$260.00	calculation	\$3.50.140
	Calculation			
	*Reimbursed if appeal is substantially upheld			
Community Development	<b>Transportation Impact Fees</b>			\$3.50.130
	Type of Development			ITE Land Use Code
	<i>Residential</i>			
	• Single Family / Duplex (Detached)	\$4,401.78	dwelling	
	Single Family Detached and Attached (including duplexes) that are less than 1200 square feet floor area. Not to be used with any other impact or permit fee discounts.	\$3,301.33	dwelling	
	Single Family detached and attached (including duplexes) located within one-half mile walking distance on a sidewalk or improved path from regular InterCity bus service and meets the federal definition of "Low Income Housing". For example, if a single family home then it must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	\$2,200.89	dwelling	210
	• Multifamily – Apartment	\$2,856.47	dwelling	
	Multi-family dwellings located within one-half mile walking distance on a sidewalk or improved path from regular InterCity bus service and meets the federal definition of "Low Income Housing". For example, if a single family home then it must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	\$1,428.29	dwelling	220
	• Mobile Home Park	\$2,571.32	dwelling	240
	• Senior Adult Housing – Detached	\$941.36	dwelling	251
	• Senior Adult Housing – Attached	\$557.84	dwelling	252
	• Congregate Care	\$592.72	dwelling	253
	• Accessory Dwelling Unit	\$2,142.99	dwelling	
	Accessory dwelling units located within one-half mile walking distance on a sidewalk or improved path from regular InterCity bus service and meets the federal definition of "Low Income Housing." For example, if a single family home then it must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	\$1,428.30	dwelling	
	• Assisted Living	\$493.11	bed	254
	<i>Industrial</i>			
	• Light Industrial	\$6.22	SF / GFA	110

2024 Table II

## ZONING, LAND DIVISION &amp; ENVIRONMENTAL

	• Industrial Park	\$5.75	SF / GFA	130
	• Manufacturing	\$4.86	SF / GFA	140
	• Warehousing	\$2.21	SF / GFA	150
	• Mini-Warehouse	\$1.65	SF / GFA	151
	• High-Cube Warehouse	\$0.76	SF / GFA	152
	<i>Commercial – Services</i>			
	• Hotel	\$2,938.66	room	310
	• Motel	\$2,340.97	room	320
	• Walk-in Bank	\$12.01	SF / GFA	911
	• Drive-through Bank	\$25.55	SF / GFA	912
	• Day Care Center	\$31.05	SF / GFA	565
	• Quick Lubrication Vehicle Shop	\$6,262.20	VSP	941
	• Automobile Care Center	\$5.28	SF / GFA	942
	• Gasoline/Service Station	\$17,052.80	VFP	944
	• Service Station/Minimart	\$12,462.18	VFP	945
	• Service Station/ Minimart/Carwash	\$12,983.78	VFP	946
	• Carwash – Self Serve	\$6,215.44	VSP	947
	• Carwash – Automated	\$86,948.72	VSP	948
	• Movie Theater	\$257.74	seat	444, 445
	• Health/Fitness Club	\$18.34	SF / GFA	492, 493
	<i>Commercial – Institutional</i>			
	• Elementary School	\$3.01	SF / GFA	520
	• Middle School/Junior High School	\$2.97	SF / GFA	522
	• High School	\$2.42	SF / GFA	530
	• Community/Junior College	\$448.26	student	540
	• College/University	\$784.48	student	550
	• Church	\$2.52	SF / GFA	560
	• Hospital	\$7.08	SF / GFA	609
	• Nursing Home	\$2.57	SF / GFA	620
	<i>Commercial - Restaurant</i>			
	• Quality Restaurant	\$17.76	SF / GFA	931
	• High Turnover (sit down) Restaurant	\$26.91	SF / GFA	931
	• Fast Food Restaurant w/out Drive Thru	\$32.57	SF / GFA	933
	• Fast Food Restaurant with Drive Thru	\$42.99	SF / GFA	934
	• Tavern/Drinking Place	\$31.20	SF / GFA	935
	• Coffee/Donut Shop w/out Drive Thru	\$50.74	SF / GFA	936
	• Coffee/Donut Shop with Drive Thru	\$53.46	SF / GFA	937
	• Coffee/Donut Shop with Drive Thru and with no inside seating	\$20.54	SF / GFA	938
Community Development	Type of Development			ITE Land Use Code
	<i>Commercial – Office</i>			
	• General Office Building	\$9.46	SF / GFA	710
	• Government Office Building	\$11.87	SF / GFA	730
	• Medical-Dental Office/Clinic	\$20.68	SF / GFA	720

2024 Table II

## ZONING, LAND DIVISION &amp; ENVIRONMENTAL

Community Development	<i>Commercial –</i>			
	• Retail Shopping Center -			
	up to 49,999 sq. ft.	\$6.63	SF / GLA	820
	50,000 – 99,999	\$7.36	SF / GLA	820
	100,000 – 199,999	\$7.43	SF / GLA	820
	200,000 – 299,999	\$7.57	SF / GLA	820
	300,000 – 399,999	\$7.80	SF / GLA	820
	400,000 sq. ft. or more	\$8.26	SF / GLA	820
	• Automobile Parts Sales	\$8.65	SF / GFA	843
	• Car Sales – New/Used	\$10.80	SF / GFA	841
	• Convenience Market	\$32.12	SF / GFA	851
	• Discount Club	\$8.29	SF / GFA	861
	• Electronic Superstore	\$6.85	SF / GFA	863
	• Toy Superstore	\$7.62	SF / GFA	864
	• Furniture Store	\$0.45	SF / GFA	890
	• Hardware/Paint Store	\$9.08	SF / GFA	816
	• Home Improvement Superstore	\$3.13	SF / GFA	862
	• Nursery/Garden Center	\$7.24	SF / GFA	817
	• Pharmacy/Drugstore w/out Drive Thru	\$8.15	SF / GFA	880
	• Pharmacy/Drugstore with Drive Thru	\$10.86	SF / GFA	881
	• Supermarket	\$17.07	SF / GFA	850
	• Tire Store	\$7.60	SF / GFA	848
	• Tire Superstore	\$3.86	SF / GFA	849
	Cost per New Trip Generated:	\$3,628.19		
SOURCE: ITE, "Trip Generation, 8th Edition"				
Notes: <sup>1</sup> Abbreviations:				
SF = Square Feet VSP = Vehicle Service Position				
GFA = Gross Floor Area VFP = Vehicle Fueling Position				
GLA = Gross Leasable Area				
<sup>2</sup> Annual Escalator: Transportation Impact Fees will be adjusted annually, based on the Engineering News Record Construction Cost Index for the Seattle, Washington, area as reported for July to establish the fee schedules effective January 1st of the subsequent year.				
Community Development	<b>Olympia School District No. 111 School Impact Fees</b>			\$3.50.135 and Olympia School District Resolution No. 653
	<i>Type of Residential Development</i>			
	• Single Family (includes townhouses, duplexes, and manufactured homes).	\$6,812.00	dwelling	
	• Multi Family (three units or more and accessory dwelling units).	\$2,606.00	dwelling	
Community Development	<b>Tumwater School District No. 33 School Impact Fees</b>			\$3.50.135 and Tumwater School District Resolution No. 02-23-24
	<i>Type of Residential Development</i>			
	• Single Family (includes townhouses, duplexes, and manufactured homes).	\$5,408.00	dwelling	
	• Multi Family (three units or more and accessory dwelling units).	\$1,148.00	dwelling	
Community Development	<b>Independent Fee Calculations</b>			\$3.50.140
	• Applicant chooses to prepare IFC			
	– Administrative Processing fee	\$500.00		
	– Deposit on Review Costs of IFC*	\$500.00		
	*Balance refunded or additional costs collected as a precondition to building permit issuance.			
Community Development	<b>Park Impact Fees</b>			\$3.52.070
	<i>Type of Residential Development</i>			
	• Single Family, Detached	\$3,726.86	housing unit	



2024 Table II

## ZONING, LAND DIVISION &amp; ENVIRONMENTAL

Community Development	<ul style="list-style-type: none"> <li>• Single Family Detached. If an active park/open space area at least one-half acre in size is included in the development in which the dwelling is being built or the dwelling unit is within one-half mile of a park at least one-half acre in size. The home must meet the federal definition of "Low Income Housing". The home must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.</li> </ul>	\$1,863.43	housing unit	\$3.52.070
	<ul style="list-style-type: none"> <li>• Single Family Detached and Attached (including duplexes) that are less than 1200 square feet floor area. Not to be used with any other impact or permit fee discounts.</li> </ul>	\$2,795.15	housing unit	
	<ul style="list-style-type: none"> <li>• Single Family, Attached (and duplexes)</li> </ul>	\$2,784.68	housing unit	
Community Development	<ul style="list-style-type: none"> <li>• Single Family Detached. If an active park/open space area at least one-half acre in size is included in the development in which the dwelling is being built or the dwelling unit is within one-half mile of a park at least one-half acre in size. The home must meet the federal definition of "Low Income Housing". The home must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.</li> </ul>	\$1,392.34	housing unit	
	<ul style="list-style-type: none"> <li>• Manufactured Home (mobile home)</li> </ul>	\$2,227.71	housing unit	
	<ul style="list-style-type: none"> <li>• Multi Family (3-4 units per structure)</li> </ul>	\$2,746.11	housing unit	
	<ul style="list-style-type: none"> <li>• Multi Family (3-4 units per structure). If an active park/open space area at least one-half acre in size is included in the development in which the dwelling is being built or the dwelling is within one-half mile of a park at least one-half acre in size. The home must meet the federal definition of "Low Income Housing". The home must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.</li> </ul>	\$1,373.06	housing unit	
	<b>Park Impact Fees (Continued)</b>			
Community Development	<ul style="list-style-type: none"> <li>• Multi Family (5+ units per structure)</li> </ul>	\$2,413.12	housing unit	
	<ul style="list-style-type: none"> <li>• Multi Family (5+ units per structure). If an active park/open space area at least one-half acre in size is included in the development in which the dwelling is being built or within one-half mile of a public park at least one-half acre in size. The home must meet the federal definition of "Low Income Housing". The home must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.</li> </ul>	\$1,373.06	housing unit	

2024 Table II

## ZONING, LAND DIVISION &amp; ENVIRONMENTAL

Community Development	• Accessory Dwelling Unit	\$1,670.78	housing unit	\$3.52.070
	• Accessory Dwelling Unit. If an active park/open space area at least one-half acre in size is included in the development in which the dwelling is being built or the dwelling is within one-half mile of a public park that is at least one-half acre in size. The home must meet the federal definition of "Low Income Housing". The home must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	\$1,113.86	housing unit	
Community Development	<b>Impact Fee Deferral Program</b>			
	• Administrative Application Fee	\$100.00	application	\$3.50.130
				\$3.52.070
Community Development	<b>Wireless Communication Antennas</b>			\$11.20.050
	• Wireless Communication (WCF) Permits			
	– Accessory (requiring WCF permit)	\$110.00	antenna	
	– Attached WCF	\$330.00	carrier	
	– Freestanding WCF	\$1,100.00	structure	
	– Co-location on freestanding WCF	\$330.00	carrier	
	• WCF Administrative Site Plan Review	Same as regular SPR fees		
	• Conditional Use Permit	Same as zoning CUP fees		
	• Request for Administrative Deviation	\$247.50	request	
Community Development	<b>Telecommunications in Rights-of-Way</b>			
	• Telecommunications Right-of-Way Use			
	– Right-of-Way (ROW) Use Authorization	\$1,700.00		\$11.06.010
	• Telecommunications Franchise/Master Permit Application	\$5,550.00		\$11.06.020
	• Master Permit Renewal Application	\$2,800.00		\$11.06.120
	– Annual Fee	\$500.00		\$11.06.160
	– Supplemental Site Permit	\$500.00 (up to 5)		\$11.06.110
		\$100.00 (after 5)		
		\$1,000.00	new pole	
		\$270.00 pole rent	year	
Community Development	<b>Telecommunications in Rights-of-Way (continued)</b>			\$3.52.069
	• Telecommunications Facilities Lease			
	– Lease Application	\$500.00		\$11.08.020
	– Renewal of Lease	\$225.00		\$11.08.120
Community Development	<b>Site Plan Review</b>			\$14.02.080
	• Feasibility Site Plan Review*			
	– One Acre or less	\$80.00		
	– Greater than 1 Acre	\$137.50		
	*Credited toward Preliminary Site Plan Fee			
	• Preliminary Site Plan Review			
	– One Acre or less	\$330.00		
	– Greater than 1 Acre	\$440.00		
	• Preliminary Site Plan Resubmittal			
	– One Acre or less	\$165.00		
	– Greater than 1 Acre	\$275.00		
	• Formal Site Plan Review			
	– One Acre or less	\$220.00		
	– Greater than 1 Acre	\$385.00		
	• Formal Site Plan Review Resubmittal			
	– One Acre or less	\$80.00		
	– Greater than 1 Acre	\$220.00		
	Multi-Family Tax Exemption	\$100.00		

2024 Table II				
ZONING, LAND DIVISION & ENVIRONMENTAL				
Community Development	• Design Plan Review	2.5% of the Building Permit		\$18.43.010
	• Landscape Plan Review**	\$220.00		\$18.47.020
	**Applies only to landscape plans required under \$18.47.020			
	• Exterior Illumination***			
	– Issuance and Inspection Fee	\$55.00 +...	\$7.50 per fixture	\$18.40.035
	– Plan Review Fee	65% of above lighting fee		
	***Applies to non-residential applications 4,000 square feet or larger in area			
Water Resources & Sustainability	• Request for Parking Modification	\$275.00		\$18.50.075
	<b>Drainage Manual Administration</b>			
	• Adjustment application	\$500.00		\$13.12.015
Community Development	• Variance and Exception application	\$1,000.00		
	<b>Protection of Trees &amp; Vegetation</b>			
	• Land clearing application & review	\$110.00		\$16.08.050
	• Work by City Tree Professional	Consultant Cost	hour	
	• Land Clearing Permit			
	– Less than 30 Trees	\$135.00		
	– 30 Trees or more	\$220.00		
	• Add'l Review or Inspections after one hour	\$66.00	hour	
	• Investigation Charge for Land Clearing without required Permit	Double application and permit fee for tree cutting without a permit		
	• Request for Land Clearing Modification	\$385.00		
Community Development	• Replacement Tree Mitigation Fee	\$400.00		\$16.08.070
	<b>Environmental Policy</b>			
	• Environmental SEPA Checklist	\$880.00		\$16.04.190
	• Expanded Environmental Checklist	\$880.00, plus consultant cost		
	• Environmental Impact Statement (EIS)	\$880.00, plus consultant		
Community Development	• Addendum to Environmental Documents	\$220.00		
	<b>Wetland Protection Standards</b>			
	• Wetland Permit Application	\$440.00		\$16.28.140
Community Development	• Reasonable Use Exception	\$880.00		\$16.28.190
	<b>Fish and Wildlife Habitat Protection</b>			
Community Development	• Reasonable Use Exception	\$880.00		\$16.32.097
	<b>Land Divisions</b>			
	• Boundary Line Adjustment	\$450.00		\$17.02.160
	• Lot Consolidation	\$450.00		
	• Preliminary Binding Site Plan	\$770.00 +...	\$27.50 per lot	
	• Final Binding Site Plan	\$440.00 +...	\$27.50 per lot	
	• Preliminary Plat	\$2,750.00 +...	\$38.50 per lot	
	• Final Plat	\$1,650.00 +...	\$38.50 per lot	
	• Preliminary Short Plat	\$1,100 +...	\$55.00 per lot	
Community Development	• Final Short Plat	\$440.00 +...	\$55.00 per lot	
	<b>Land Divisions (Continued)</b>			
	• Preliminary PUD (includes limited overlay zone)	\$1,320 +...	\$33.00 per lot	\$17.26.040
	• Final PUD	\$935.00		
	• Preliminary Plat Extension	\$550.00		
	• Replats, Vacations, and Alterations			
	– Replats	Same as Preliminary and		
	– Vacations	\$450.00		
Community Development	– Alterations	\$450.00		
	<b>Zoning</b>			\$2.62.060
	• Certificate of Appropriateness	\$110.00		
	• Zoning Certification Letter	\$82.50		
	• Planned Unit Development	Same as preliminary and final PUD		\$18.36.030
	• Home Occupation	See Business Licenses		\$18.42.030
	• Mobile Home Installation*			
	– Single	\$150.00 + plumbing fees		\$18.48.010
	– Double	\$175.00 + plumbing fees		

2024 Table II				
ZONING, LAND DIVISION & ENVIRONMENTAL				
Community Development	– Triple	\$200.00 + plumbing fees		
	• Title Elimination Inspection Fee	\$170.00		
	• Title Elimination Review	\$85.00		
	* plus footing, foundation, skirting, and tie downs			
	• Mobile Home Park – Site Plan			
	– Preliminary	\$1,00.00 +...	\$30 per unit	\$18.48.130
	– Final	\$750.00 +...	\$30 per unit	
	• Conditional Use Permit	\$2,090.00		\$18.56.020
	• Variance	\$1,000.00		\$18.58.020
	• Rezone	\$1,500.00		\$18.60.065
Community Development	<b>Zoning</b>			
	• Comprehensive Plan			
	– Map Amendment	\$1,500.00		\$18.60.065
Community Development	• Annexations			
	– Not in an Unincorporated Island	\$200.00	acre, Maximum of \$4,000	
	– In Unincorporated Islands	No fee (\$0.00)		
	• Sign			
	– Application for Conditional Exemption	\$20.00	sign	\$18.44.075
	<b>Shoreline Management Act</b>			
	• Shoreline Exemption Letter	\$200.00		Resolution 250
	• Substantial Development Permit	\$1,600.00		
	• Conditional Use	\$1,750.00		
	• Variance	\$1,750.00		
	• Shoreline Permit Time Extension	\$500.00		
Community Development	<b>Transportation Concurrency</b>			
	• Concurrency Application	\$170.00		\$15.48.040
	• Traffic Impact Analysis (TIA) Review	\$260.00		

2024 Table III			
BUILDING & FIRE SAFETY			
Primary Department	Title	Rate/Fee/Charge	Code Reference (If Applicable)
Community Development	<b>Building Code</b>		\$15.01.070
	Building Permit Fee Schedule (including signs)		
	<b>Total Valuation</b>	<b>Fee</b>	
	Single family (detached and attached), Accessory Dwelling Units, and multi-family housing that meets the federal definition of "Low Income Housing". The home must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	50% of the calculated building permit fee using the table of fees in this section	
	\$1.00 to \$500	\$43.48	
	\$501 to \$2,000	\$43.48 for the first \$500 plus \$5.64 for each additional \$100 or fraction thereof, to and including \$2,000	
	\$2,001 to \$25,000	\$151.04 for the first \$2,000 plus \$25.90 for each additional \$1,000 or fraction thereof, to and including \$25,000	
	\$25,001 to \$50,000	\$742.50 for the first \$25,000 plus \$18.69 for each additional \$1,000 or fraction thereof, to and including \$50,000	
	\$50,001 to \$100,000	\$1,203.89 for the first \$50,000 plus \$12.95 for each additional \$1,000 or fraction thereof, to and including \$100,000	
	\$100,001 to \$500,000	\$3,291.80 for the first \$100,000 plus \$18.55 for each additional \$1,000 or fraction thereof, to and including \$500,000	
	\$500,001 to \$1,000,000	\$10,664.10 for the first \$500,000 plus \$15.74 for each additional \$1,000 or fraction thereof, to and including \$1,000,000	
	\$1,000,001 and up	\$18,578.99 for the first \$1,000,000 plus \$12.10 for each additional \$1,000 or fraction thereof	
Community Development	<b>Other Inspection and Fees</b>		
	1. Commercial building plan review fee	65% of the building permit fee	
	2. One and two family, garages and accessory buildings < 1400 sq. ft.	25% of the building permit fee	
	2.a. One and two family and accessory dwelling units < 1400 sq. ft. that meet the federal definition of "Low Income Housing". For example, if single family then the home must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rentals, or leases of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	12.5% of the building permit fee	
	<b>Other Inspection and Fees (continued)</b>		
	3. One and two family > 1400 sq. ft. and pole barns	50% of the building permit fee	

2024 Table III

## BUILDING &amp; FIRE SAFETY

Community Development	3.a. Both single family housing > 1400 sq. ft. and multi-family housing that meet the federal definition of "Low Income Housing". For example, if single family then the home must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rentals, or leases of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income. Not to be used with any other impact fee discounts except the building permit fee discount for low income housing listed above.	25% of the building permit fee	
	4. 1 <sup>st</sup> Plan Review Extension Fee	5% of plan review fee	
	2 <sup>nd</sup> Plan Review Extension Fee	10% of plan review fee	
	5. 1 <sup>st</sup> Permit Extension Fee	5% of permit fee	
	2 <sup>nd</sup> Permit Extension Fee	10% of permit fee	
	6. Fee for working without a permit	\$85.00 + double the permit fee	
	7. Demolition permit	Based on valuation and the fee schedule	
	8. One-and-Two Family Re-Roof permit.	\$170	
	9. Commercial Re-Roof permit.	Based on valuation and the fee schedule	
	10. Inspections outside of normal inspection hours (minimum charge - 1 hour)	\$85.00 per hour	
	11. Reinspection fees assessed under provisions of Section 108	\$85.00 per hour	
	12. Inspections for which no fee is specifically indicated (minimum charge – 1 hour)	\$85.00 per hour	
	13. Additional plan review required by changes, additions or revisions to approved plans (minimum charge - 1 hour)	\$85.00 per hour	
	14. For use of outside consultants for plan checking or inspection	Actual cost plus 8% administrative fees	
Community Development	<b>ENERGY CODE FEES</b>		
	<b>Energy Code Plan Check Fee</b>		
	Single Family	\$110.00	
	Residential Remodel/Addition	\$60.00	
	Multi-Family	\$210.00	
	New Commercial Building		
	0 to 12,000 sq. ft.	\$210.00	
	12,001 to 60,000 sq. ft.	\$395.00	
	60,001 to 200,000 sq. ft.	\$770.00	
	200,000 sq. ft. and over	\$1,520.00	
Community Development	Remodels and Tenant Improvements	50% of the new commercial fee	
	Warehouses	50% of the new commercial building fee	
	<b>GRADING PERMIT FEES</b>		
	<b>Grading Plan Review Fees</b>		
	100 cubic yards or less (no cut/fill greater than 12 inches)	\$47.00	
	101 to 500 cubic yards	\$94.00	
	501 to 1,000 cubic yards	\$187.00	
	1,001 to 5,000 cubic yards	\$280.00	
	5,001 to 10,000 cubic yards	\$374.00	
	10,001 to 100,000 cubic yards	\$375.00 for 1st 10,000 cubic yards plus \$24.50 for each additional 10,000 cubic yards or fraction thereof	

2024 Table III

## BUILDING &amp; FIRE SAFETY

	2024 Table III		
	BUILDING & FIRE SAFETY		
Community Development	<b>Grading Permit Fees (continued)</b>		
	100,001 cubic yards or more	\$1,000.00 for the 1st 100,000 cubic yards plus \$13.25 for each additional 10,000 cubic yards or fraction thereof	
	<b>Other Fees</b>		
	Additional plans review required by changes, additions or revisions to approved plans (minimum charge - 1 hour)	\$85.00 per hour	
	<b>Grading Permit Fees</b>		
	For the issuance of each permit	\$30.00	
	100 cubic yards or less (no cut\fill greater than 12 inches)	\$55.00	
	101 to 500 cubic yards	\$170.00	
	501 to 1,000 cubic yards	\$340.00	
	1,0001 to 5,000 cubic yards	\$680.00	
	5,001 to 10,000 cubic yards	\$1,360.00	
	10,001 cubic yards or more	\$1,360.00 for 1st 10,000 cubic yards plus \$42.50 for each additional 10,000 yards or fraction thereof	
Community Development	<b>Certificates of Occupancy</b>		
	°Temporary Certificates of Occupancy		
	-One or Two Family	\$25.00	
	-Commercial/Industrial/Multi-family	\$100.00	
	-Renewal	\$200.00	
	°Final Certificates of Occupancy		
	– One or Two-Family	No fee	
	– Commercial/Industrial/Multi-family	No fee	
	°Business License		
Community Development	– Request for Certificate of Occupancy	\$85.00	
	<b>Mechanical Code</b>		
	• Mechanical Permit		
	• Mechanical Plan Review		
	For the issuance of each permit	\$40.00	
	For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized	\$35.00	
	<b>Unit Fee Schedule</b>		
	<b>Furnaces</b>		
	For the installation or relocation of each forced air or gravity-type furnace, floor furnace, suspended heater, or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h	\$25.00	
	For the installation or relocation of each forced air or gravity-type furnace, floor furnace, suspended heater, or burner, including ducts and vents attached to such an appliance over 100,000Btu/h	\$30.00	
Community Development	<b>Boilers, Compressors and Refrigeration Units</b>		
	For the installation or relocation of each boiler or compressor to and including three horsepower or for each absorption system to and including 100,000 Btu/h	\$25.00	
	For the installation or relocation of each boiler or compressor over three horsepower to and including 15 horsepower or for each absorption system over 100,000 Btu/h to and including 500,000 Btu/h	\$40.00	
	For the installation or relocation of each boiler or compressor over 15 horsepower to and including 30 horsepower or for each absorption system over 500,000 Btu/h to and including 1,000,000Btu/h	\$45.00	

2024 Table III			
BUILDING & FIRE SAFETY			
Community Development	<b>Boilers, Compressors and Refrigeration Units (continued)</b>		
	For the installation or relocation of each boiler or compressor over 30 horsepower to and including 50 horsepower, or for each absorption system over 1,000,000 Btu/h to and including 1,750,000 Btu/h	\$65.00	
	For the installation or relocation of each boiler or compressor over 50 horsepower, or for each absorption system over 1,750,000 Btu/h	\$110.00	
Community Development	<b>Air Handlers</b>		
	For each air-handling unit to 10,000 cubic feet per minute	\$25.00	
	For each air-handling unit over 10,000 cubic feet per minute	\$30.00	
	<b>Photo-Voltaic Solar Panels</b>		
	Roof mounted; One-and-Two Family Dwellings	\$260.00	
	Photo-Voltaic Solar Panels; Commercial	Based on valuation and the fee schedule	
	<b>Evaporative Coolers</b>		
	For each evaporative cooler other than the portable type	\$20.00	
	<b>Ventilation and Exhaust</b>		
	For each vent fan connected to a single duct	\$15.00	
	For each system not a part of a permitted HVAC system	\$20.00	
Community Development	For each non-residential type I hood (grease)	\$175.00	
	<b>Ventilation and Exhaust</b>		
	For each non-residential type II hood (steam)	\$95.00	
	<b>Water Heaters</b>		
	Residential	\$25	
	Commercial	\$50.00	
	<b>Gas Piping</b>		
	For each gas pipe system of one to four outlets	\$15.00	
Community Development	For each gas piping system additional outlets over 5	\$2.00 each	
	<b>Miscellaneous</b>		
	For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the Code	\$20.00	
	<b>Other Inspections and Fees</b>		
	1. Mechanical plan review fee	65% of the mechanical permit fee	
	2. Inspection fees outside normal inspection hours (minimum charge – 1 hour)	\$85.00	
	3. 1 <sup>st</sup> Plan Review Extension Fee	5% of plan review fee	
	2 <sup>nd</sup> Plan Review Extension Fee	10% of plan review fee	
	4. 1 <sup>st</sup> Permit Extension Fee	5% of permit fee	
	2 <sup>nd</sup> Permit Extension fee	10% of permit fee	
Community Development	5. Reinspection fees per inspection	10% of permit fee	
	6. Inspection for which no fee is specifically indicated (minimum charge – 1 hour)	\$85.00 per hour	
	7. Additional plan review required by changes, additions, or revisions to plans or to plans for which an initial review has been completed (minimum charge – 1 hour)	\$85.00 per hour	
	8. For use of outside consultants for plan checking or inspection, or both	Actual cost + 8% administrative fee	



2024 Table III			
BUILDING & FIRE SAFETY			
Community Development	<b>Plumbing Code</b>		
	• Plumbing Permit		
	• Plumbing Plan Review		
	• Backflow Protection Device	\$40.00	
	For the issuance of each permit		
Community Development	<b>Plumbing Code (continued)</b>		
	For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized	\$35.00	
	Fee for review of septic system applications from County Health Department	\$35.00	
	<b>Unit Fee Schedule</b>		
	For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage, piping and backflow protection therefore)	\$20.00	
	For each building sewer and each trailer park sewer	\$35.00	
	Rainwater systems - per drain	\$20.00	
	For each residential sewer grinder	\$30.00	
	For each commercial sewer grinder	\$95.00	
	For each electric water heater	\$25.00	
	For each pre-treatment grease or oil interceptor including its trap and vent	\$30.00	
	For each installation, alteration or repair of water piping and/or water treating equipment	\$15.00	
	For repair or alteration of drainage or vent piping, each fixture	\$15.00	
	For each commercial lawn sprinkler system on any one meter	\$25.00	
	For atmospheric type vacuum breakers		
	– 1 to 5	\$20.00	
	– Over 5, each	\$5.00	
	For each backflow device other than atmospheric type vacuum type breakers		
	– 2 inches and smaller	\$15.00	
	– Over 2 inches	\$30.00	
	Expansion Tank	\$20.00	
Community Development	<b>Other Inspections and Fees</b>		
	1. Plumbing plan review fee	65% of the plumbing permit fee	
	2. Inspection fees outside normal inspection hours (minimum charge – 1 hour)	\$85.00 per hour	
	3. Reinspection fees per inspection (minimum charge – 1 hour)	\$85.00 per hour	
	4. 1 <sup>st</sup> Plan Review Extension Fee	5% of plan review fee	
	2 <sup>nd</sup> Plan Review Extension Fee	10% of plan review fee	
	5. 1 <sup>st</sup> Permit Extension Fee	5% of permit fee	
	2 <sup>nd</sup> Permit Extension Fee	10% of permit fee	
	6. Inspection for which no fee is specifically indicated (minimum charge – 1 hour)	\$85.00 per hour	
	7. Additional plan review required by changes, additions, or revisions to plans or to plans for which an initial review has been completed (minimum charge – 1 hour)	\$85.00 per hour	
	8. For use of outside consultants for plan checking or inspection, or both	Actual cost + 8% administrative fee	
Community Development	<b>Moving of Buildings</b>		
	• Permit Application	\$500.00 + building and demolition permits, as applicable	
	• Traffic Officer Fee	Fully-based rate + materials	

2024 Table III

## BUILDING &amp; FIRE SAFETY

Community Development	<b>Fire Code</b>		
	Fire Safety		
	• Fire Safety – Inspection Fee & Permitting	Based on Valuation	
	• Underground Storage Tank Removal		
	– Residential		
	– Commercial		
	• Fire Sprinkler Permit	Based on Valuation	
Community Development	<b>Fire Code (Continued)</b>		
	• Fire Sprinkler Plan Check	65% of permit fee	
	Fire Alarm Systems		
	• Fire Alarm Installation Permit	Based on Valuation	
	• System Retest	\$85.00 per hour	
	• Fire Alarm Plan Check	65% of permit fee	
	Fire Hydrant (fireflow) Test	\$180.00	
Fire & Emergency Services	<b>Fire Inspection Fees</b>		
	Square Footage Factor:		
	1 = 0 - 2,500 square feet	\$20.00	
	2 = 2,501 - 7,500 square feet	\$40.00	
	3 = 7,501 - 50,000 square feet	\$60.00 + hourly rate of \$80.00	
	4 = 50,001 square feet + >	\$80.00 + hourly rate of \$80.00	
	Non-compliance and Reinspection Fee	\$80.00 per hour	

2024 Table IV

## TRANSPORTATION, ENGINEERING, UTILITIES &amp; UTILITY CONNECTIONS

Primary Department	Title	Rate/Fee/Charge	Unit	Code Reference (If Applicable)
Transportation & Engineering	<b>Right-of-Way License</b> (includes projections over ROW)			
	• Application Fee	\$275.00 + license rate		\$3.40.010
	• Five-Year License Rate			\$3.40.020
	– 1 to 1,000 square feet	\$155.00		
	– 1,001 to 5,000 square feet	\$208.00		
	– 5,001 to 20,000 square feet	\$260.00		
	– More than 20,000 square feet	Negotiable		
Community Development	<b>Right-of-Way Access/Utility Permit</b>			\$12.16.050
	• General	\$115.00		
	• Residential (1-single family or duplex; lots of record; includes erosion control)			
	– Street Only or 1 Utility Use	\$145.00		
	– Multiple	\$285.00		
	• Private Utility			
	– Overhead			
	Plan Check	\$186 for 1st 150' + \$0.10 per 1' thereafter		
	Inspection	\$186 for 1st 150' + \$0.10 per 1' thereafter		
	– Underground			
	Plan Check	\$415.00 + \$0.36 per ...	linear foot	
	Inspection	\$2.00 per...	linear foot	
	– Single Service	\$57.00		
Transportation & Engineering	<b>Street &amp; Alley Vacation</b>			\$12.04.020
	• Application Fee	\$515.00		
	• Publishing Notice	\$182.00		
	• Acquisition Cost	Up to 50% of the assessed or appraised value		
Community Development	<b>Street Construction and Restoration</b>			\$12.18.030
	• Street, Curbs, and Sidewalks			
	– Plan Check	\$415 + \$0.57 per...	linear foot	
	– Inspections	\$2.50 per linear foot	linear foot	
	• Street Lighting			
	– Plan Check	\$415.00 + \$0.57 per ...	linear foot	
	– Inspections	\$1.25 per...	linear foot	
	• Street Signals			
	– Plan Check	\$1,255.00 per...	Signal	
	– Inspections	\$1,710.00 per...	Signal	
Community Development	<b>Street Disruption Fee</b>			\$12.16.060
	• 1 <sup>st</sup> year	5 times construction cost		
	• 2 <sup>nd</sup> year	4 times construction cost		
	• 3 <sup>rd</sup> year	3 times construction cost		
	• 4 <sup>th</sup> year	2 times construction cost		
	• 5 <sup>th</sup> year	1 times construction cost		
Water Resources & Sustainability	<b>Notice Required to Have Water Disconnected</b>	\$30.00		\$13.04.060
	• Disconnection of water service on a temporary or permanent basis			
Water Resources & Sustainability	<b>Water Service</b>	\$30.00		\$13.04.080
	• Occupant turning on penalty			
Water Resources & Sustainability	<b>Hydrant Meter Rental</b>	\$1,500.00 deposit + 3" meter monthly fee + consumption		\$13.04.140
	• (2½") – for construction			

2024 Table IV				
TRANSPORTATION, ENGINEERING, UTILITIES & UTILITY CONNECTIONS				
Water Resources & Sustainability	Sewer Service - Lateral Extension			\$13.08.100
	• Gravity Tap	\$280.00		
	• Force Main Tap	\$3,300.00		
Finance	Utility Billing Late Penalty			\$13.18.020
	• If bill not paid until after the due date	1% of late balance per utility or...		
	- minimum penalty	Water - \$5.00		
		Sewer - \$4.00		
		Stormwater - \$1.00		
Water Resources & Sustainability	• If past due bill is not paid 20 days after the due date	\$10.00 penalty - water		\$13.18.040
	<b>Water Utility</b>	\$30.00 weekdays, \$100.00 weekdays after 4:30 PM, all day weekends, & holidays		
Finance	• Reconnection Fee			\$13.18.055
	<b>Utility Account Set-up Fees</b>			
	• Owner Account Setup	\$15.00		
Community Development		(Water \$8.00, Sewer \$5.00, Stormwater \$2.00)		\$13.20.030
	<b>Utility Plan Check &amp; Inspection Fees</b>			
	• Watermain			
	– Plan Check	\$415.00 + \$0.52 per...	linear foot	
	– Inspections	\$2.85 per ...	linear foot	
	• Sewermain, Gravity			
	– Plan Check	\$415.00 + \$0.52 per...	linear foot	
	– Inspections	\$2.85 per ...	linear foot	
	• Sewermain, Pressure			
	– Plan Check	\$415.00 + \$0.52 per...	linear foot	
	– Inspections	\$2.85 per ...	linear foot	
	• Sewer Pump Station, Community System			
	– Plan Check	\$1,212.00 for each		
	– Inspections	\$1,212.00 for each		
	• Stormwater System			
	– Plan Check	\$415.00 + \$45.00 per...	acre	
	– Storm Pipe Plan Check	\$415.00 + \$0.52 per...	linear foot	
	– Stormwater Report Review	\$455.00 per...	report	
	– Inspections	\$3.80 per...	linear foot	
		\$600.00 per...	system	
	– Resubmittals (1 hour minimum)	\$98.50 per hour starting with 2nd		
	• High Groundwater Reviews	\$2,500.00 + \$95.00 per...	hour	
Water Resources & Sustainability	• Latecomers – Streets/Utilities	\$800.00 + \$95.00 per hour after 10 hours + 8%		Resolution 494
	• Bonding Agreements, Letters of Credit (providing forms and reviewing documents, once complete)	\$120.00		
Water Resources & Sustainability	<b>Water Meter Testing</b>	\$140.00		\$13.04.400
Water Resources & Sustainability	Water – Installation charge (service line & meter)	<u>Installation</u>	<u>Meter Size</u>	\$13.04.360
		\$3,000.00	3/4"	
		\$3,400.00	1"	
		\$7,000.00	1-1/2"	
		\$7,500.00	2"	
		*	3"	
		*	4"	
		*	6"	
		*	9"	
		*	10"	
		*	12"	
Water Resources & Sustainability	* For meters larger than 2" the charge will be the actual cost of labor & materials for furnishing and installing the meter, plus an amount equal to 25% of the cost of labor and materials for overhead expenses			\$13.04.360
	<b>Water – Drop-In Meter charge</b> (charge if the service line has been installed by the developer or property owner)	<u>Installation</u>	<u>Meter Size</u>	

2024 Table IV				
TRANSPORTATION, ENGINEERING, UTILITIES & UTILITY CONNECTIONS				
Water Resources & Sustainability		\$650.00	3/4"	\$13.04.360
		\$760.00	1"	
		\$1,300.00	1-1/2"	
		\$1,600.00	2"	
	* Drop-in charges for meters larger than 2" will be the actual costs of labor and materials for furnishing & installing the meter plus an amount equal to 25% of the cost of labor and materials for overhead expenses.	*	3"	
		*	4"	
		*	6"	
		*	8"	
		*	10"	
		*	12"	
	Water – Connection Charges in the General Service Area	Connection Fee	Connection Size	\$13.04.370
		\$5,079.39	3/4"	
		\$8,635.73	1"	
		\$16,479.29	1-1/2"	
		\$26,920.42	2"	
		\$50,793.09	3"	
		\$84,653.59	4"	
		\$169,138.51	6"	
Water Resources & Sustainability	Water - Connection Charges in General (Continued)			\$13.04.370
		\$423,141.46	8"	
		\$643,577.89	10"	
		\$981,38.51	12"	
Water Resources & Sustainability	Single Family, Accessory Dwelling units, and Multi-family housing that meets the federal definition of "Low Income Housing". An affidavit must be submitted with the building permit application stating that the housing meets the definition of low income and that a deed and title restriction will be placed on the property and recorded so that future sales or rental/lease of the property will also abide by the requirements of this section and be affordable to those making 80% of the median income.	50% of the applicable connection charge based on connection size.		
Water Resources & Sustainability	Sewer – Connection Charges	Charge		\$13.08.090
	• Equivalent Residential Unit (ERU)	\$3,018.58		
	• Accessory Dwelling Unit	\$2,113.01		
	• Multi-Family Unit	\$2,055.46		
Water Resources & Sustainability	Single Family, Accessory Dwelling units, and Multi-family housing that meets the federal definition of "Low Income Housing." An affidavit must be submitted with the building permit application stating that the housing meets the definition of low income and that a deed and title restriction will be placed on the property and recorded so that future sales or rental/lease of the property will also abide by the requirements of this section and be affordable to those making 80% of the median income.	50% of the applicable connection charge based on ERU calculation.		
Water Resources & Sustainability	Sewer – Capacity Development Charge (CDC) *Change effective January 1, 2021	\$7,080.94 per...	ERU*	\$13.08.090 and LOTT Resolution No. 20-002

2024 Table V			
PUBLIC SAFETY			
Primary Department	Title	Rate/Fee/Charge	Code Reference (If Applicable)
Police	<b>Records</b>		
	• Accident Reports to Insurance Company	\$4.00	
	• Incident Reports	\$0.15 per page over 10	
	<b>Animal Services</b>	Pursuant to a posted schedule of fees adopted by the joint animal services comission (www.jointanimalservices.org)	\$6.04.040
			\$6.04.060
			\$6.04.070
Police	<b>Police Alarm Systems</b>		
	• Installer ID Card/Renewal	\$25.00 every 5 years	\$8.20.070
	• Alarm Permit Reinstatement		
	• False Alarm		\$8.20.100
	– 3rd within 90-day continual period	\$50.00	
	– 4th within 90-day continual period	\$75.00	
Fire	– 5th and thereafter within 90-days	\$150.00	
	<b>Fire Alarm Systems</b>		
	• False Alarm		
	– 2nd within a calendar year	\$25.00	
	– 3rd alarm and thereafter in a calendar year	\$393.00 - as per WSAOFC for equipment; labor shall be charged at city costs	
Fire	<b>Fireworks</b>		\$8.30.030
	• Display Fireworks Application (effective February 21, 2007)	\$100.00	

2024 Table VI

## RECREATION

Primary Department	Title	Rate/Fee/Charge	Code Reference (If Applicable)
Parks & Recreation	<b>Recreation Services</b>		
	• All classes that require an outside instructor	City's fee 30% overhead of class instructor's fee	n/a
	• All classes provided that utilize in-house staff	City's fee shall be in excess of out-of-expense costs by an overhead of 30%	n/a
	• Athletic field use	\$20.00 per hour	n/a
	• Public parks – private event shelter rental		n/a
	• 9:00am – 2:00pm	\$50.00	
	• 3:00pm – 8:00pm	\$50.00	
	• 9:00am – 8:00pm	\$75.00	
	• Youth Baseball League	\$100.00	n/a
		\$10.00 additional for late registrations	
	• Youth Basketball League	\$110.00	n/a
		\$10 additional for late registrations	
	• Public Events Permit	\$10.00	\$12.28.020
	• Public Parks – concession/merchandise sales		\$12.32.040
	0-4 hours	\$30.00	
	4-8 hours	\$60.00	
Executive	<b>Street Banners</b>		
	• Banner Permit Fee	\$300.00	

2024 Table VII

## UTILITY RATES

Primary Department	Title	Rate/Fee/Charge		Code Reference (If Applicable)	
Water Resources & Sustainability	Water Base Rate Monthly per meter – within the General Service Area.  *User fee base rates shall be established based on AWWA Standards for meter equivalency. A three-quarter inch (3/4") meter shall be used as the multiplier base.	Meter Size	Current User Fee Base	\$13.04.210	
		3/4"	\$10.28		
		1"	\$17.39		
		1-1/2"	\$33.92		
		2"	\$54.35		
		3"	\$102.71		
		4"	\$171.59		
		6"	\$341.97		
		8"	*		
		10"	*		
		12"	*		
	Water Base Rate Monthly per meter – in the unincorporated areas of Thurston County, provided that no power of attorney agreement with the City to petition in favor of annexation has been filed.	140% of water base rate		\$13.04.220	
	Water Monthly Consumption Rate – Single Family & Duplex units & within the General Service Area		Volume of Water Used (Cubic Feet)	Charge per each 100 Cubic Feet	\$13.04.210
		Block 1	0 to 600	\$3.02	
		Block 2	601 to 1,200	\$3.34	
		Block 3	1,201 to 2,400	\$3.99	
		Block 4	2,401 & greater	\$5.24	
	Water Monthly Consumption Rate – Multi-family units (per unit) & within the General Service Area		Volume of Water Used (Cubic Feet)	Charge per each 100 Cubic Feet	\$13.04.210
		Block 1	0 to 500	\$3.02	
		Block 2	501 to 1,000	\$3.34	
		Block 3	1,001 to 2,000	\$3.99	
		Block 4	2,001 & greater	\$5.24	
	Water Monthly Consumption Rate – Non-Residential & within General Service Area	\$3.34 per each 100 cubic feet consumed (Block 2)			
Water Monthly Consumption Rate – Irrigation & within the General Service Area	\$3.99 per each 100 cubic feet consumed (Block 3)				
Water Fill Station Consumption Rate	\$5.24 per each 100 cubic feet consumed (Block 4)				
Water Monthly Consumption Rate – for all users in the unincorporated areas of Thurston County, provided that no power of attorney agreement with City to petition in favor of annexation has been filed	140% of water consumption rate all category types (single family & duplex, multi-family units, non-residential and irrigation)		\$13.04.220		
Sewer – Monthly City Wastewater Service Rate & within General Service Area	Type		Monthly Rate	\$13.08.160	
	Single-family		\$23.11 (1.0 ERU)		
	Individual mobile home		\$23.11 (1.0 ERU)		
	Residential Duplex		\$23.11 (1.0 ERU)		
	Multifamily (>2 units)		\$16.18 (0.7 ERU)		
Sewer – Monthly City Wastewater Service Rate & within General Service Area	Mobile home (>2 units)		\$23.11 (1.0 ERU)	\$13.08.160	
	Uses other than or only partially residential (Minimum charge not less than 1.0 ERU)	Charge computed at a rate equal to the monthly discharge of sewage / 900 cubic feet (measured at the source either by water consumption or sewage discharge) x \$23.11			
Sewer – Monthly City Wastewater Service Rate for all rate payers – in the unincorporated areas of Thurston County, provided that no power of attorney agreement with City to petition in favor of annexation has been filed	140% of the sewer monthly operations & maintenance use		\$13.08.170		



2024 Table VII				
UTILITY RATES				
Water Resources & Sustainability	Sewer (continued) – Monthly LOTT Wastewater Service Charge	Type		Monthly Rate
		Single-family		\$46.37 (1.0 ERU)
		Individual mobile home		\$46.37 (1.0 ERU)
		Residential Duplex		\$46.37 (1.0 ERU)
		Multifamily (>2 units)		\$32.46 (0.7 ERU)
		Mobile home (>2 units)		\$46.37 (1.0 ERU)
Water Resources & Sustainability	Sewer – Monthly LOTT Wastewater Service Charge	Type	Monthly Rate	
		Uses other than or only partially residential (Minimum charge not less than 1.0 ERU)	Charge computed at a rate equal to the monthly discharge of sewage / 900 cubic feet (measured at the source either by water consumption or sewage discharge) x \$46.37	
	Stormwater – Monthly Account Fee		\$2.10 on every developed property within the city limits	
	Stormwater - Monthly Service Charge *Provided that if the amount of impervious area on any such property shall exceed 50% of the gross property area, the service charge shall be computed as other property not included in the single-family or duplex category.	Unit Type		Charge
		Single-family residential		\$11.97*
		Each duplex-family		\$11.97*
	Stormwater - Monthly Service Charge	All other developed properties not defined as single-family residential and duplex family	\$11.97 x Gross Impervious Area/3,250 square feet	\$13.12.060
	Stormwater – Monthly Service Charge	All mobile residence communities	\$11.97 x 1,800 x available Residence Site / 3,250 feet + \$11.97 x Other Gross Impervious Area / 3,250 square feet	\$13.12.070

## 2023-2024 Proposed Utility Rates

Attachment D

	Tumwater			Olympia			Lacey		
	2023	Increase	2024	2023		2024	2023		2024
Water (900 CF)	\$36.63	4.8%	\$38.39	\$36.54	2.0%	\$37.27	\$40.32	5.0%	\$42.44
Sanitary Sewer (City)	\$21.84	5.8%	\$23.11	\$26.06	4.0%	\$27.10	\$27.63	10.0%	\$30.25
Sanitary Sewer (LOTT)	\$44.80	3.0%	\$46.14	\$44.80	3.0%	\$46.14	\$44.80	3.0%	\$46.14
Storm Drain	\$12.98	8.5%	\$14.08	\$16.92	6.5%	\$18.02	\$13.61	5.0%	\$14.22
Subtotal	\$116.25		\$121.72	\$124.32		\$128.53	\$126.36		\$133.05
Utility Tax	\$6.98	0.0%	\$7.30	\$15.54	0.0%	\$15.54	\$15.16	12.0%	\$15.97
Total Bill	\$123.23		\$129.02	\$139.86		\$144.07	\$141.52		\$149.02
+/- per month			\$5.79	+/- vs Tumwater		\$15.05	+/- vs Tumwater		\$20.00

TO: Public Works Committee  
 FROM: Patrick Soderberg, Water Resources and Sustainability Program Manager  
 DATE: November 9, 2023  
 SUBJECT: Service Provider Agreement with RH2 Engineering Inc. for the Brewery Wellfield Development Project Amendment 2

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1) Recommended Action:

Recommend the City Council approve and authorize the Mayor to sign the Second Amendment of the Service Provider Agreement with RH2 Engineering Inc. for the Brewery Wellfield development project.

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2) Background:

The Cities of Tumwater, Olympia, and Lacey jointly acquired the infrastructure and water rights for the Brewery Wellfield and intend to reactivate and develop the wellfield for municipal use. Each city's share is one-third of the total water right. The City of Tumwater aims to proceed with developing its portion of the water rights for municipal use. In addition, Tumwater will include production from its existing water rights acquired from the Tumwater Valley Golf Course. In 2018, RH2 Engineering was selected to assist the City in designing the system, permitting, water right conversion, construction oversight and consultation, and operational assistance.

This is proposed as a three-phased project, with Phase I including preliminary design and engineering work, project management, partner coordination, a pipeline alignment study, exploratory drilling, water quality analysis, a pilot water quality study that includes a treatment analysis for up to three water sources, and project report preparation for the Washington State Department of Health.

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3) Policy Support:

Strategic Priority B – Be a Leader in Environmental Sustainability  
 #11 – Ensure ample water supply.

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4) Alternatives:

☐ Reject the amendment and resolicit the contract.

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5) Fiscal Notes:

Amendment No. 2 adds \$290,230.00 to the cost to complete Phase I of the contract. This amendment includes the potential to run water quality analyses on up to 3 water sources (each test is \$50,521). The total cost of Phase I of the project is not expected to exceed \$705,230.00. This project is included in the Capital Facilities Plan for Water (WA-2).

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6) Attachments:

- A. Service Provider Agreement with RH2 Engineering Inc. for the Brewery Wellfield Development Project Amendment 2
- B. Original Agreement

**SECOND AMENDMENT  
TO  
SERVICE PROVIDER AGREEMENT  
FOR  
BREWERY WELLFIELD DEVELOPMENT**

This Second Amendment ("Amendment") is dated effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and is entered into by and between the CITY OF TUMWATER, a Washington municipal corporation ("CITY"), and RH2 ENGINEERING INC., a Washington corporation ("SERVICE PROVIDER").

A. The CITY and the SERVICE PROVIDER entered into a Service Provider Agreement dated effective January 26, 2018 and First Amendment dated April 8, 2021, whereby the SERVICE PROVIDER agreed to provide design 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 expand the scope of services described in Section 1 of the Agreement, extend the term of the Agreement, and increase the compensation paid to the SERVICE PROVIDER for performing the expanded services during the extended term.

NOW, THEREFORE, the parties agree to the following terms and conditions:

1. SCOPE OF SERVICES.

Section 1 of the Agreement is amended 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 January 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 expanded services described in Exhibit "A-1" Scope of Work, Exhibit "B-1" Fee Estimate, Exhibit C-1

Second Amendment to Service Provider Agreement - Page 1 of 3  
Brewery Wellfield Development with RH2 Engineering Inc.

Schedule of Fees, and Exhibit D-1 Wellfield Development Budget Summary, 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 of TWO HUNDRED NINETY THOUSAND TWO HUNDRED THIRTY and ZERO/100 Dollars (\$290,230.00). The total amount payable to the SERVICE PROVIDER pursuant to the original Agreement, First Amendment, and this Second Amendment shall be an amount not to exceed SEVEN HUNDRED FIVE THOUSAND TWO HUNDRED THIRTY and ZERO/100 Dollars (\$705,230).

*\*\*\*Signatures on the following page\*\*\**

#### 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:**  
RH2 Engineering Inc.  
22722 29<sup>th</sup> Drive SE Suite 210  
Bothell, WA 98021  
Tax ID #: 91-1108443  
Phone Number: 425-951-5400

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 )

I certify that I know or have satisfactory evidence that \_\_\_\_\_ 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 \_\_\_\_\_ of \_\_\_\_\_ to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated:

(Signature)  
Notary Public in and for the State of Washington  
My appointment expires \_\_\_\_\_.

C2018-016

**CITY OF TUMWATER  
SERVICE PROVIDER AGREEMENT**

**BREWERY WELLFIELD DEVELOPMENT**

THIS AGREEMENT is made and entered into in duplicate this 26<sup>th</sup> day of January, 2018, by and between the CITY OF TUMWATER, a Washington municipal corporation, hereinafter referred to as the "CITY", and RH2 ENGINEERING, 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 **January 8, 2018**, and shall be completed no later than **January 31, 2021**. 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 **FOUR HUNDRED FIFTEEN THOUSAND DOLLARS AND NO CENTS (\$415,000.00)** as described in attached Exhibits "A" and "B".

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 pay 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 reimbursement 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.

### 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 \$1,000,000 combined single limit per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage. Coverage shall include but not be limited to: blanket contractual; products/completed operations; broad form property damage; explosion, collapse and underground (XCU) if applicable; and employer's liability.

3. Professional Liability insurance written on an occurrence basis with limits of no less than \$1,000,000 per claim, and \$1,000,000 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 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 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, religion, creed, color, national origin, sex, marital status, disability, sexual orientation, 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, religion, creed, color, national origin, sex, marital status, disability, sexual orientation, age or other basis prohibited by state or federal law.

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 **Exhibit "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.

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



PETE KMET  
Mayor

SERVICE PROVIDER:

RH2 Engineering, Inc.  
Address: 29125 29th Dr. SE, Ste. 210  
City/State/Zip: Bothell WA 98021  
Tax ID #: 91-1108443  
Phone Number: 425.951.5400



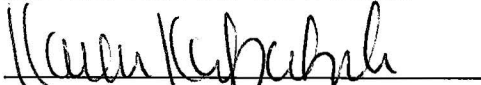
Signature (Notarized – see below)  
Printed Name: Richard L. Ballard  
Title: Director

## ATTEST:



Melody Valiant, City Clerk

## APPROVED AS TO FORM:

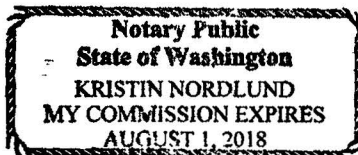


Karen Kirkpatrick, City Attorney

STATE OF WASHINGTON

COUNTY OF ~~THURSTON~~ Innomish

I certify that I know or have satisfactory evidence that Richard L. Ballard (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 Director (title) of RH2 Engineering, Inc. (company) to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.



Dated: 1/19/18



Notary Public in and for the State of Washington,  
My appointment expires: 8/1/18



**EXHIBIT A**  
**Scope of Work**  
**City of Tumwater**  
**Brewery Wellfield Development**  
**Phase 1**  
January 2018

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## Background

The Cities of Tumwater, Olympia, and Lacey (Cities) jointly acquired the infrastructure and water rights for the Brewery Wellfield (wellfield) and intend to reactivate and develop the wellfield for municipal use. The water rights associated with the wellfield authorize a maximum instantaneous combined flow rate of 6,515 gallons per minute (gpm) and an annual combined withdrawal of 2,283.53 acre-feet per year (afy). Each city's share of the rights is one-third of the total water right or approximately 2,171 gpm and 761 afy.

Prior work performed by RH2 Engineering, Inc., (RH2) for the Cities identified different planning horizons for each city to reactivate its respective share of the Brewery Wellfield water rights. For this reason, the Cities have agreed that the City of Tumwater (City) will proceed with the first incremental development of its wellfield and water rights.

The City intends to proceed with reactivating its portion of the water rights for municipal use and transfer its existing irrigation water rights for the Tumwater Valley Golf Course wells to municipal use.

*RH2 will perform the services described up to the amounts included in the attached Fee Estimate. If additional effort is needed, that extra work will be mutually determined by the City and RH2. RH2 will use as-is and rely upon the accuracy and completeness of information, data, and materials generated or produced by the City or others in relation to this Scope of Work.*

## Project Phasing

RH2 proposes to accomplish the project in phases, as the understanding of the water quantity and water quality of the wells develops with each phase. Phase 1 (this Scope of Work) includes feasibility studies, evaluation of deep groundwater conditions, and preliminary design. Phase 2 (final design) and Phase 3 (services during construction) will be scoped after the completion of Phase 1. The preliminary outlines of Phases 2 and 3 are included in the task list that follows.

This Scope of Work includes:

- **PHASE 1 – PRELIMINARY DESIGN**
  - Task 1 – Project Management
  - Task 2 – Partner Coordination
  - Task 3 – Well No. 39 Rehabilitation
  - Task 4 – Pipeline Alignment Study
  - Task 5 – Exploratory Well Drilling
  - Task 6 – Water Quantity Analysis

**City of Tumwater  
Brewery Wellfield Development – Phase 1**

**Exhibit A  
Scope of Work**

- Task 7 – Pilot Study, Data Acquisition, and Treatment Analysis
- Task 8 – Engineering Geology Investigation
- Task 9 – Treatment Plant and Well Pump Preliminary Design
- Task 10 – Washington State Department of Health Project Report Preparation

Future tasks for Phases 3 and 4 may include:

- **PHASE 2– FINAL DESIGN, PERMITTING, AND SERVICES DURING BIDDING**
  - Task 11 – Golf Course Water Rights Conversion
  - Task 12 – Site Design
  - Task 13 – Well Pump Design
  - Task 14 – Treatment Plant Structural Design
  - Task 15 – Mechanical Design
  - Task 16 – Electrical, Instrumentation, and Control Design
  - Task 17 – Bid Documents and Engineer’s Estimate
  - Task 18 – Quality Assurance and Quality Control
  - Task 19 – Permitting
  - Task 20 – Services During Bidding
- **PHASE 3 – SERVICES DURING CONSTRUCTION**
  - Task 21 – Pre-construction Assistance
  - Task 22 – Document Review and Construction Phase Consultation
  - Task 23 – On-site Construction Observation
  - Task 24 – Startup and Testing Observation
  - Task 25 – Record Drawings
  - Task 26 – Operations Assistance

## **Project Approach**

### **Task 1 – Project Management**

**Objective:** Manage the project work elements to control costs, maintain schedule, and provide deliverables appropriate to the goals and completion schedule for the project. It is the responsibility of RH2 to manage RH2’s project team. RH2 will maintain frequent client communications, including phone calls and emails, in addition to progress meetings.

**Approach:**

- 1.1 Manage RH2 Project Team – Provide direction, coordination, and oversight to the RH2 project team. Organize, manage, and coordinate disciplines and implement a quality assurance and quality control (QA/QC) plan to complete this Scope of Work in close coordination with City staff.

**City of Tumwater  
Brewery Wellfield Development – Phase 1**

**Exhibit A  
Scope of Work**

- 1.2 Maintain RH2 Project Documentation – Verify that the information generated by RH2 and RH2's subconsultants during the project is documented and retained in project files.
- 1.3 Prepare Monthly Invoices and Progress Reports – Prepare monthly invoices, budget status summaries, and updated progress reports, and coordinate progress scheduling.
- 1.4 Attend Coordination Meetings – Prepare for and attend coordination meetings with City staff. Prepare meeting agendas and minutes for the meetings. *It is anticipated that the RH2 project manager and the City's project manager will need to meet to discuss various items not covered in the preliminary design milestone meetings in this Scope of Work. Two (2) coordination meetings are assumed for this Scope of Work, in addition to the ones covered in other task items.*
- 1.5 Prepare and Update Project Schedule – Create, maintain, and update the project design schedule. Monitor, modify, and update the project schedule each month or as needed to determine potential impacts of proposed changes. Adjust the duration, predecessor and successor relationships, constraints, linkages, deliverable descriptions and dates, reviews, percent completes, milestones, critical path, and task completion dates to reflect the project status and any revisions made to this Scope of Work.

**RH2 Deliverables:**

- Attendance at kick-off meeting. Meeting notice, agenda, and minutes in electronic PDF format.
- Monthly invoices and progress reports.
- Attendance at up to two (2) coordination meetings. Meeting agendas and minutes in electronic PDF format.
- Project schedule updates as needed in electronic PDF.

**Task 2 –Coordination with Lacey and Olympia**

**Objective:** Coordinate with the Cities of Lacey and Olympia as necessary to confirm acceptance of the wellfield development recommendations and communicate the City's progress with developing its share of the water right.

**Approach:**

- 2.1 Coordinate with Lacey and Olympia – Communicate the City's plan and progress with the first increment of the Brewery Wellfield development with the Cities of Lacey and Olympia.

**Assumptions:** *The Cities of Lacey and Olympia have already agreed with the City's preliminary plan to proceed with the first increment.*

**Task 3 – Well No. 39 Rehabilitation**

**Objective:** Rehabilitate Well No. 39 to improve well efficiency. This task will be accomplished by Shannon & Wilson and Holt Services as subconsultants to RH2, with RH2's oversight.

**Approach:**

- 3.1 Rehabilitate Well No. 39 – Subcontract and coordinate with Holt Services and Shannon and Wilson to rehabilitate Well No. 39, including well rehabilitation, post-rehabilitation performance testing, and post-rehabilitation video inspection of Well No. 39. Well rehabilitation will consist of mechanical brushing of the well casing and well screen; use of focused well impulse technology to loosen material

**City of Tumwater**  
**Brewery Wellfield Development – Phase 1**

**Exhibit A**  
**Scope of Work**

adhered to well screen and aquifer formation; focused groundwater pumping from zones of well screen to remove dislodged material; and removal of accumulated sediment from bottom of well.

- 3.2 Post-Rehab Testing Well No. 39 – Subcontract and coordinate with Holt Services to conduct step-rate pumping test and constant rate testing. Direct Holt Services to provide and install temporary test pump capable of 1,000 gpm flow, provide generator, discharge piping, and flow meter. RH2 will prepare an HPA permit for water discharge into nearby culvert connected to Deschutes River. RH2 will direct and observe pumping tests.
- 3.3 Prepare Technical Memorandum – Compare pre- and post-rehabilitation well efficiency testing and video logs, and summarize post-rehabilitation changes to well efficiency in a technical memorandum.

**Assumptions:** *Water discharged during well rehabilitation will be directed into a nearby topographic depression, 20 feet east of the well. The Well No. 39 pumping test and well video inspection, from September 2012, will be used as the pre-rehabilitation baseline. Water discharged during pumping test will be directed into nearby culvert, approximately 450 feet southeast of the well.*

**Provided by City:**

- Access to well building and coordination with Tumwater Parks and Recreation Department.

**RH2 Deliverables:**

- Two (2) hard copies, and one (1) PDF file of the final well rehabilitation technical memorandum to the City, as well as one (1) DVD of the video inspection.

## **Task 4 – Pipeline Alignment Study**

**Objective:** Analyze alternatives and recommend preferred pipeline alignments from the well sources to the proposed treatment plant location. Determine how to convey raw water across the Deschutes River, if necessary.

**Approach:**

- 4.1 Prepare Pipeline Alignment Study – Prepare up to two (2) pipeline alignments from Well No. 39, irrigation wells, and any new wells to the proposed treatment plant location. Alignment will be prepared using aerial views and existing construction records information. Prepare conceptual cost estimate for each alignment alternative. Meet with the City to discuss preliminary alignments.
- 4.2 Analyze Deschutes River Crossing – Analyze pipe crossing alternatives for the Deschutes River, which include installing pipe on the existing bridge, constructing a new pipe bridge, and directional drilling under the river. The condition of the existing bridge will be evaluated for compliance with existing codes for seismic criteria.
- 4.3 Prepare Technical Memorandum – Prepare a technical memorandum summarizing the study. The proposed future water main alignment and site survey will be based on the recommendations in the technical memorandum.

**Provided by City:**

- Construction records for utilities within the golf course (if available).
- Construction records for the existing bridge (if available).

**City of Tumwater**  
**Brewery Wellfield Development – Phase 1**

**Exhibit A**  
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**RH2 Deliverables:**

- Two (2) hard copies and one (1) PDF file of the final pipeline alignment alternative technical memorandum.

**Task 5 – Exploratory/Production Well Drilling**

**Objective:** Drill one (1) well and evaluate potential yield and water quality of the aquifer at that location.

**Approach:**

- 5.1 Prepare Well Drilling Plans and Specifications – Confirm City preferences for drilling a small diameter exploratory well or a larger diameter production well. Identify the preferred test well location, drilling approach, and drilling depth. Prepare plans and specifications for contractor solicitation, and receipt of bids from well drillers for construction and testing of an exploration well. Meet with the Thurston County Department of Health to inspect the site for well siting approval.
- 5.2 Observe Well Construction – Observe well construction. Design screen assembly and well completion. Observe well development. Observe surface seal placement.
- 5.3 Observe Well Testing – Observe well testing. Measure water levels (or pressures) in pumping well and two (2) nearby existing wells. Periodically measure field water quality parameters. Collect water quality samples for laboratory analysis.
- 5.4 Prepare Report – Prepare a well construction and testing report summarizing the findings of subtasks 5.2 and 5.3. Estimate the potential combined yield of groundwater from Well No. 39, a new wellfield, and City irrigation wells.

**Assumptions:** *The City will contract and pay for well drilling services and laboratory testing fees directly.*

**Provided by City:**

- Coordination with Tumwater Parks and Recreation Department for access to and work on the golf course.
- Coordination with City-approved laboratory for sample containers, laboratory analysis, and direct invoicing of the City.

**RH2 Deliverables:**

- One (1) PDF file of the Plans, specifications, and engineer's estimate for well drilling and testing.
- One (1) PDF file of the draft report to the City for review and comment.
- Two (2) hard copies and one (1) PDF file of the final report.

**Task 6 – Water Quantity Analysis**

**Objective:** Perform hydraulic analyses for well pump selection.

**Approach:**

- 6.1 Evaluate Well Pumping Capacity – Evaluate well pump options and limitations to determine the pumping capacity for Well No. 39 and any new well(s) based on preliminary hydraulic calculations. *This evaluation will determine the design flow rate of the wellfield, up to the City's targeted flow rate of 2,171 gpm. The relatively small diameter of Well No. 39 may limit its pumping capacity. The number*

**City of Tumwater  
Brewery Wellfield Development – Phase 1**

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Scope of Work**

*of any additional wells needed to obtain the entire instantaneous quantity would be determined based on the results of Tasks 5 and 6.*

- 6.2 Attend Water System Operations Meeting – Meet with the City’s operations staff to identify overall water system operations and current operational accuracy of the water system’s hydraulic model. *This understanding will support that the results of the hydraulic modeling effort are representative of how the City’s system operates.*

**Assumptions:** *The City will coordinate with other consultant that is currently updating the City’s Water System Plan to perform the hydraulic modeling to accommodate the wells into the City’s water system.*

**Provided by City:**

- Hydraulic analysis results for well pump sizing.
- Meeting with operations staff to review accuracy of the hydraulic water model.

**RH2 Deliverables:**

- Two (2) hard copies and one (1) PDF file of the technical memorandum regarding hydraulics and initial pump selection.

## **Task 7 – Pilot Study, Data Acquisition, and Treatment Analysis**

**Objective:** Perform a pilot study and acquire data on the existing well water quality. Evaluate different filtration methods and perform pH adjustment and disinfection analyses. Prepare a pilot study report and provide the City with treatment analysis findings.

**Approach:**

- 7.1 Collect and Review Data – Collect and review existing data on the water system and pertinent utilities/facilities serving the well site(s).
- 7.2 Perform Preliminary Filtration Alternatives Analysis – Prior to the pilot study, perform a planning-level evaluation to narrow the final options for filtration alternatives. This task will start with visits to other purveyors’ systems with City staff to view up to four (4) different existing filtration plants. The evaluation will include planning-level, full-scale filter sizing and space requirements, operator certification criteria, and capital and operating costs. RH2 will document the ancillary chemical feed systems and prepare a preliminary process and instrumentation diagram (P&ID). A decision matrix will be prepared based on the planning-level capital and operating costs, City preferences, and other criteria. The top two (2) filtration alternatives will be selected for proceeding to a pilot study.
- 7.3 Perform Pilot Study and Bench Scale Testing
- i) Initial Setup – The source wells naturally flow due to artesian pressure and the wells may be controlled to discharge at a rate of 20 gpm to support the pilot study. Coordinate with the City to install temporary fencing for site security at the area(s) where the pilot plant equipment will be temporarily located.
  - ii) Bench Scale Testing – Collect additional well raw water samples for raw water and bench scale testing. Test for pH (in field), iron, manganese, and ammonia. Additional raw water samples will be sent to a water quality testing laboratory (lab) to completely characterize raw water quality and potential impacts on proposed treatment. Perform bench scale testing to determine chlorine

**City of Tumwater**  
**Brewery Wellfield Development – Phase 1**

**Exhibit A**  
**Scope of Work**

dose to satisfy demands. Analyze the pH of the well(s) and determine chemical feed to increase pH to the levels currently found in the City's distribution system, if needed, for corrosion control.

- iii) Pilot Scale Testing – Operate at least two (2) pilot plant filter columns in parallel to test the preferred filtration alternatives. Sodium hypochlorite will be fed upstream of the filters for both oxidation and disinfection. Analyze the filter backwash water to determine the feasibility of recycling clarified water back for treatment. Analyze the compositions of the settled backwash wastewater to determine appropriate disposal.

Subcontract with Confluence Engineering Group, LLC (Confluence) to perform pilot study testing on one (1) Brewery Well and a blend of two (2) well waters. Confluence will provide the pilot filter columns, chemical feed systems, filter media, and instrumentation for the study. A Confluence technician will conduct the bench scale testing and daily pilot plant operations, water quality analyses, and data collection. Upon completion of the pilot study testing, Confluence will complete a pilot study report. *It is assumed that Confluence will only perform pilot testing at one (1) well. If the results of the bench scale or pilot tests warrants pilot testing for additional wells, then a contract amendment will be made at that time.*

RH2 will provide one (1) staff member to assist Confluence with pilot study equipment setup and teardown. RH2 will also provide additional pilot study planning and coordination with the City and Confluence.

*Note that most water quality analyses will be conducted using equipment on-site. However, some water quality analyses must be sent to a lab. This will be determined during the pilot study task.*

- 7.4 Review Pilot Study Report – Review Confluence's pilot study report to ensure its completeness. This report will include an analysis of bench scale and pilot testing results and laboratory data, and a summary of findings. The report will include documentation of the approach and equipment used in the pilot study; summary of the results; analysis of the data; and conclusions and recommendations for the treatment processes. Provide the City with a 90-percent draft pilot study report for review and comment.
- 7.5 Attend Pilot Study Meeting – Prepare for and attend one (1) meeting with the City to discuss the pilot testing City review comments regarding the pilot study report. Finalize the pilot study report for inclusion as a chapter in the project report that will be submitted to the Washington State Department of Health (DOH).
- 7.6 Complete Filtration Alternatives Analyses – Complete the analyses of the top two (2) preferred alternatives for filtration using the results of the pilot study to modify the capital and operating costs. Present final recommendation to the City for review and approval.
- 7.7 Evaluate pH Adjustment – Evaluate the need for pH adjustment of the well water using data collected in the bench scale testing and the City's existing water source quality and treatment objectives for pH adjustment. Analyses will include the use of the RTW® model to predict the corrosivity of the well water and compare it to the City's distribution system. If pH adjustment is found to be necessary, design criteria will be prepared for dosing, tank sizing, and metering pump sizing.
- 7.8 Size Disinfection System – Size the proposed bulk 12.5-percent liquid sodium hypochlorite disinfection feed system based on bench scale and pilot study testing chlorine dose recommendations. Include planning-level chlorine storage and feed system equipment selection; mechanical room layout;



**City of Tumwater**  
**Brewery Wellfield Development – Phase 1**

**Exhibit A**  
**Scope of Work**

provisions necessary to meet International Building and Fire Codes, and other required regulations; and capital and operating costs. Summarize the disinfection system and review with the City.

**Assumptions:**

- *The additional lab fees are unknown at this time; therefore, they are not included in this agreement and shall be paid by the City directly.*
- *The City will provide the temporary pumping and power supply systems and the site fencing to supply water, power, and security for the pilot plant. It is estimated that this will be needed for at least a two (2)-week duration.*
- *No formal taste and odor testing will be conducted. City staff will visit the site periodically while the pilot testing is in progress to verify that the water is acceptable.*
- *Pilot study water will be dechlorinated, volumetrically controlled, and discharged to the existing storm system.*

**Provided by City:**

- Data and documents as requested.
- Direct payment of all lab fees.
- Direct contracting and payment for temporary well pump, power supply, and fencing for the pilot study.
- Personnel for site visits and periodic taste and odor sampling of the pilot study water.

**RH2 Deliverables:**

- One (1) 90-percent pilot study report for City review and comment in electronic PDF.
- Two (2) hard copies and one (1) PDF file of the final pilot study report and recommendation on water treatment methods.

## **Task 8 – Engineering Geology Investigation**

**Objective:** Collect and evaluate engineering geology data to complete the design and support construction of the well pump station and treatment plant.

**Approach:**

- 8.1 Compile and Review Background – Compile and review available documents describing the local geology at the project sites. Data will include plat development as-builts, geotechnical reports, and other City-provided information, as well as geologic maps, soil maps, and drillers' logs from public and private sources.
- 8.2 Perform On-site Engineering Geology Investigation – An engineering geology investigation will be performed to observe, characterize, and document earth materials and groundwater conditions at the well pump stations and treatment plant, and identify potential geologic hazards. RH2 will direct and observe the excavation of test pits at the well pump station and treatment plant sites to help determine and identify the characteristics of existing native earth and fill materials that are critical to the design process. *Four (4) test pits are assumed, and their locations will be included in the site survey. If field investigations reveal unanticipated geologic or hydrogeologic conditions that could have a significant impact on the design or construction of the well pump station and water treatment*



**City of Tumwater**  
**Brewery Wellfield Development – Phase 1**

**Exhibit A**  
**Scope of Work**

*facility, additional exploration and authorization may be necessary. It is assumed that the City will provide a backhoe and operator for the test pit excavation. Soil laboratory services will be subcontracted by RH2 to analyze geotechnical properties of representative soil samples collected during the investigation.*

- 8.3 Prepare Engineering Geology Report – Prepare an engineering geology report that summarizes the geological and shallow groundwater conditions at the project sites. Provide recommendations for the design and construction of the various facility alternatives, the well pump station and associated piping, and to support drilling contractor bids. The report will describe geologic hazards at the project sites and potential mitigation alternatives to meet Thurston County and City critical areas evaluation requirements. The report will include a site map, boring logs, test pit logs, soil lab reports, and site investigation photographs.

**Provided by City:**

- Data as requested.
- Backhoe and operator for test pit digging.

**RH2 Deliverables:**

- Subcontracting a licensed driller for borings.
- Subcontracting for soil laboratory services.
- Three (3) hard copies and one (1) electronic copy (PDF) of the final engineering geology report.

## **Task 9 – Treatment Plant and Well Pump Preliminary Design**

**Objective:** Develop preliminary floor plan, mechanical, treatment equipment, electrical, and telemetry layouts for the proposed treatment plant.

**Approach:**

- 9.1 Develop Preliminary List for Design Criteria – Develop design criteria with the pertinent information for the well and treatment plant design, including structural, mechanical, appurtenances, chemical feed, electrical, and controls.
- 9.2 Evaluate Treatment Process Residuals Disposal Analysis – Evaluate up to three (3) backwash water handling and disposal options. Provide expected water quality and quantity of the wastewater to be discharged to the City's sewer system so that the City can analyze and confirm it will be acceptable. Provide a recommendation for review and approval by the City.
- 9.3 Prepare Preliminary Site Design – Prepare a preliminary site plan that identifies the proposed utility requirements, the building footprint, access road, and other site appurtenances.
- 9.4 Prepare Preliminary Building Layout – Prepare a preliminary treatment building layout, including a well pump station room, booster pump room (if necessary), a chemical room, and a filter vessel room, which would include electrical and control equipment. *It is assumed that the building will be a one-story, above-grade, rectangular structure with concrete masonry unit (CMU) walls and a wood truss/metal clip rib roof.*
- 9.5 Prepare Preliminary Mechanical Sizing and Layout – Prepare the preliminary mechanical design, including piping layouts and minor mechanical equipment sizing, for the treatment plant and well pump. Select equipment for the chemical storage and feed systems and prepare a preliminary layout.

**City of Tumwater  
Brewery Wellfield Development – Phase 1**

**Exhibit A  
Scope of Work**

*It is assumed that chemicals will include bulk sodium hypochlorite and possibly a pH adjustment system.*

- 9.6 Prepare Preliminary Electrical and Control Design – Calculate the preliminary electrical power supply requirements and backup power supply requirements. Develop an electrical one-line diagram identifying the electrical equipment and interconnections between the equipment. Identify electrical and control equipment size and include in the preliminary building layout.
- 9.7 Attend Control System Integrator Meeting – Meet with the City and its control system integrator to discuss control and telemetry requirements and develop preliminary telemetry plans.
- 9.8 Prepare Estimates and Schedule – Prepare a preliminary construction cost estimate based on the extent of the improvements. Identify annual operational and maintenance considerations and associated costs. Prepare overall project schedule.
- 9.9 Attend Treatment and Pump Station Preliminary Design Meeting – Meet with the City to discuss the preliminary floor plan, mechanical, treatment equipment, electrical, and telemetry layouts for the treatment plant and pump station. Revise plans based on input from the meeting.

**Provided by City:**

- Review of the anticipated wastewater discharge quality and comments on the acceptability of the handling and disposal options.
- One (1) set of 30-percent plans and preliminary design documents with City red-lined markups. *It is assumed the City will require a three (3)-week review period.*

**RH2 Deliverables:**

- Attendance at control system integrator meeting.
- Preliminary cost estimates and schedule in electronic PDF.
- Two (2) hard copy sets and one (1) PDF copy of the 30-percent preliminary site, treatment plant, and well pump drawings and preliminary design documents. Each hard copy set will include one (1) half-size color (11-inch by 17-inch) and one (1) full-size color (22-inch by 34-inch) print of each drawing.
- Attendance at preliminary design review meeting.

**Task 10 – DOH Project Report Preparation**

**Objective:** Prepare a project report based on applicable Washington Administrative Code requirements for the following project elements: well pump station; treatment system; reservoir; and booster pump station. The project report will document the project background and objectives, the sizing analyses of the mechanical and chemical equipment, and the results and recommendations for the facilities. Submit the project report to DOH. If necessary, respond to DOH review comments by letter.

**Approach:**

- 10.1 Prepare Project Report – Prepare the project report summarizing predesign information and documenting project design criteria based on identified alternatives. Prepare preliminary operations requirements and discussions, and certification required for the proposed system.

**City of Tumwater**  
**Brewery Wellfield Development – Phase 1**

**Exhibit A**  
**Scope of Work**

- 10.2 Conduct Internal QA/QC – Conduct an internal review and provide two (2) hard copies of a draft project report to the City for review.
- 10.3 Attend Project Report Meeting with City – Meet with the City to discuss the project report and required edits. Complete final edits to the report.
- 10.4 Respond to DOH Comments – Submit the project report to DOH. Compose a letter responding to review comments from DOH, if necessary.

**Assumptions:** *It is assumed that there will be only one (1) round of review comments from DOH.*

**RH2 Deliverables:**

- Two (2) hard copies and one (1) PDF file of the draft report to the City for review and comment.
- Attendance at meeting to discuss project report.
- Two (2) hard copies and one (1) PDF file of the final report to the City, and two (2) hard copies to DOH.

**EXHIBIT B**

City of Tumwater

Brewery Wellfield Development

Phase 1

Fee Estimate

Description	Staff Engineer	Staff Engineer	Staff Engineer	Staff Engineer	Electrical Project Engineer	Structural Engineer	Treatment Project Engineer	Project Engineer	Water Right Specialist	Principal Hydrogeologist	Treatment Manager	Electrical Manager	Project Manager	Principal	Administrative Support
Classification	Professional I	Professional I	Professional I	Professional II	Professional IV	Professional IV	Professional IV	Professional V	Professional V	Professional VII	Professional VII	Professional VII	Professional VI	Professional VI	Administrative
<b>Task 1 Project Management</b>	-	-	-	-	-	-	34	-	34	2	-	-	48	40	8
1.1 Manage R&D Project Team	-	-	-	-	-	-	-	-	-	-	-	-	12	12	-
1.2 Maintain R&D Project Documentation	-	-	-	-	-	-	2	-	2	2	-	-	-	4	8
1.3 Prepare Monthly Invoices and Progress Reports	-	-	-	-	-	-	-	-	-	-	-	-	16	8	-
1.4 Attend Coordination Meetings	-	-	-	-	-	-	12	-	12	-	-	-	12	12	-
1.5 Prepare and Update Project Schedule	-	-	-	-	-	-	-	-	-	-	-	-	8	4	-
<b>Task 2 Partner Coordination</b>	-	-	-	-	-	-	-	-	8	-	-	-	2	8	-
2.1 Coordinate with Partners	-	-	-	-	-	-	-	-	8	-	-	-	2	8	-
<b>Task 3 Well No. 89 Rehabilitation</b>	-	-	-	-	-	-	-	-	48	20	-	-	2	6	4
3.1 Rehabilitate Well No. 89	-	-	-	-	-	-	-	-	8	4	-	-	2	2	-
3.2 Post Rehab Well Test	-	-	-	-	-	-	-	-	16	8	-	-	-	2	-
3.3 Prepare Technical Memorandum	-	-	-	-	-	-	-	-	12	8	-	-	-	2	4
<b>Task 4 Pipeline Alignment Study</b>	-	16	40	-	-	12	-	32	-	-	-	-	16	8	4
4.1 Prepare Pipeline Alignment Study	-	-	24	-	-	-	-	20	-	-	-	-	8	4	-
4.2 Analyze Describes River Crossing	-	16	-	-	-	8	-	4	-	-	-	-	4	2	-
4.3 Prepare Technical Memorandum	-	-	16	-	-	8	-	8	-	-	-	-	4	2	4
<b>Task 5 Exploratory/Production Well Drilling</b>	-	-	-	-	-	-	-	8	72	48	-	-	2	6	12
5.1 Prepare Well Drilling Plans and Specifications	-	-	-	-	-	-	-	8	8	16	-	-	2	2	-
5.2 Observe Well Construction	-	-	-	-	-	-	-	-	24	16	-	-	-	-	-
5.3 Observe Well Testing	-	-	-	-	-	-	-	-	24	12	-	-	-	-	-
5.4 Prepare Report	-	-	-	-	-	-	-	-	16	12	-	-	-	4	4
<b>Task 6 Water Quantity Analysis</b>	-	-	-	-	-	-	-	32	-	-	-	-	12	12	-
6.1 Evaluate Well Pumping Capacity	-	-	-	-	-	-	-	16	-	-	-	-	4	4	-
6.2 Attend Water System Operations Meeting	-	-	-	-	-	-	-	16	-	-	-	-	8	8	-
<b>Task 7 Pilot Study, Data Acquisition, and Treatment Analysis</b>	-	-	-	-	-	-	88	-	-	-	20	-	4	4	8
7.1 Collect and Review Data	-	-	-	-	-	-	8	-	-	-	4	-	-	-	-
7.2 Perform Preliminary Filtration Alternatives Analysis	-	-	-	-	-	-	16	-	-	-	4	-	2	2	-
7.3 Perform Pilot Study and Bench Scale Testing	-	-	-	-	-	-	12	-	-	-	2	-	-	-	-
7.4 Review Pilot Study Report	-	-	-	-	-	-	8	-	-	-	2	-	-	-	-
7.5 Attend Pilot Study Meeting	-	-	-	-	-	-	8	-	-	-	2	-	-	-	-
7.6 Complete Filtration Alternatives Analysis	-	-	-	-	-	-	12	-	-	-	2	-	2	2	2
7.7 Evaluate pH Adjustment	-	-	-	-	-	-	12	-	-	-	2	-	-	-	2
7.8 Size Diversion System	-	-	-	-	-	-	12	-	-	-	2	-	-	-	2
<b>Task 8 Engineering Geology Investigation</b>	-	-	-	-	-	-	-	-	-	36	-	-	-	-	4
8.1 Compile and Review Background Data	-	-	-	-	-	-	-	-	-	4	-	-	-	-	-
8.2 Perform On-site Engineering Geology Investigation	-	-	-	-	-	-	-	-	-	16	-	-	-	-	-
8.3 Prepare Engineering Geology Report	-	-	-	-	-	-	-	-	-	16	-	-	-	-	4
<b>Task 9 Treatment Plant and Well Pump Preliminary Design</b>	64	16	56	44	24	-	68	62	-	-	6	18	54	28	-
9.1 Develop Preliminary List for Design Criteria	-	-	-	-	2	-	4	4	-	-	-	1	2	2	-
9.2 Evaluate Treatment Process Residuals Disposal Analysis	-	-	-	-	-	-	24	-	-	-	4	-	4	2	-
9.3 Prepare Preliminary Site Design	-	-	48	-	-	-	-	16	-	-	-	-	8	8	-
9.4 Prepare Preliminary Building Layout	-	16	-	-	-	-	-	8	-	-	-	-	8	4	-
9.5 Prepare Preliminary Mechanical Sizing and Layout	32	-	-	-	-	-	16	-	-	2	-	-	12	4	-
9.6 Prepare Preliminary Electrical and Control Design	-	-	-	82	12	-	2	2	-	-	-	6	2	2	-
9.7 Attend Control System Integrator Meeting	-	-	-	8	4	-	-	-	-	-	-	8	2	2	-
9.8 Prepare Estimates and Schedule	-	-	8	4	2	-	8	8	-	-	-	1	8	2	-
9.9 Attend Treatment and Pump Station Preliminary Design Meeting	-	-	-	-	-	-	8	8	-	-	-	-	8	4	-
<b>Task 10 DCH Project Report Preparation</b>	-	-	-	-	4	-	36	34	-	-	8	2	20	20	20
10.1 Prepare Project Report	-	-	-	-	4	-	22	22	-	-	4	2	8	8	12
10.2 Conduct Internal QA/QC	-	-	-	-	-	-	-	-	-	-	-	-	4	4	4
10.3 Project Report Meeting with City	-	-	-	-	-	-	8	8	-	-	-	-	6	6	-
10.4 Respond to DCH Comments	-	-	-	-	-	-	8	4	-	-	-	-	2	2	4
<b>Brewery Wellfield Development</b>	<b>64</b>	<b>32</b>	<b>96</b>	<b>44</b>	<b>24</b>	<b>12</b>	<b>202</b>	<b>168</b>	<b>142</b>	<b>116</b>	<b>34</b>	<b>18</b>	<b>160</b>	<b>132</b>	<b>98</b>

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/18/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Sammamish Insurance, Inc. 704 228th Ave NE, PMB 373  Sammamish WA 98074	<b>CONTACT NAME:</b> Jona Bolin <b>PHONE (A/C, No, Ext):</b> (425) 898-8780 <b>FAX (A/C, No):</b> (425) 836-2865 <b>E-MAIL:</b> JonaBolin@msn.com <b>ADDRESS:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A: Ohio Security Insurance Company</td> <td>24082</td> </tr> <tr> <td>INSURER B: The Ohio Casualty Insurance Company</td> <td>24074</td> </tr> <tr> <td>INSURER C: Continental Casualty Company</td> <td>20443</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Ohio Security Insurance Company	24082	INSURER B: The Ohio Casualty Insurance Company	24074	INSURER C: Continental Casualty Company	20443	INSURER D:		INSURER E:		INSURER F:	
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INSURER D:															
INSURER E:															
INSURER F:															
<b>INSURED</b> RH2 Engineering Inc 22722 29th Dr SE Ste 210  Bothell WA 98021															

**COVERAGES****CERTIFICATE NUMBER:** CL1751503054**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>	<input checked="" type="checkbox"/>		BZS57962270	5/29/2017	5/29/2018	EACH OCCURRENCE	\$ 2,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 2,000,000
							MED EXP (Any one person)	\$ 15,000
							PERSONAL & ADV INJURY	\$ 2,000,000
							GENERAL AGGREGATE	\$ 4,000,000
GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:							PRODUCTS - COMP/OP AGG	\$ 4,000,000
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b>	<input checked="" type="checkbox"/>		BAS57962270	5/29/2017	5/29/2018	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS							\$
B	<input type="checkbox"/> <b>UMBRELLA LIAB</b>			USO5796227	5/29/2017	5/29/2018	EACH OCCURRENCE	\$ 2,000,000
	<input type="checkbox"/> <b>EXCESS LIAB</b>						AGGREGATE	\$ 2,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000							
A	<del>EMPLOYERS' LIABILITY</del>	<input type="checkbox"/>		BZS57962270	5/29/2017	5/29/2018	PER STATUTE <input checked="" type="checkbox"/> OTHER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						Y/N	N/A
							E.L. EACH ACCIDENT	\$ 2,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 2,000,000
C	<b>Professional Liability</b>			AEH004312321	5/29/2017	5/29/2018	E.L. DISEASE - POLICY LIMIT	\$ 2,000,000
	Claims Made						Per Claim	\$3,000,000
							Deductible	\$200,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Tumwater is named as additional insured per BP0452 attached. Coverage is primary as respects General Liability.

Project: PSA Brewery Wellfield Development

**CERTIFICATE HOLDER****CANCELLATION**

City of Tumwater  
 555 Israel Rd. SW  
 Tumwater, WA 98501-6515

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

A Fugitt CPCU/JONA

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ACORD 25 (2014/01)

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INS025 (2014/01)

POLICY NUMBER:

BUSINESSOWNERS  
BP 04 52 07 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## ADDITIONAL INSURED – STATE OR GOVERNMENTAL AGENCY OR SUBDIVISION OR POLITICAL SUBDIVISION – PERMITS OR AUTHORIZATIONS

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS COVERAGE FORM

### SCHEDULE

<b>State Or Governmental Agency Or Subdivision Or Political Subdivision:</b>
City of Tumwater
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**Section II – Liability** is amended as follows:**A. The following is added to Paragraph C. Who Is An Insured:**

3. Any state or governmental agency or subdivision or political subdivision shown in the Schedule is also an additional insured, subject to the following provisions:

- a. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.

However:

- (1) The insurance afforded to such additional insured only applies to the extent permitted by law; and
- (2) If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**b. This insurance does not apply to:**

- (1) "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
- (2) "Bodily injury" or "property damage" included within the "products-completed operations hazard".

**B. With respect to the insurance afforded to these additional insureds, the following is added to Paragraph D. Liability And Medical Expenses Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:


1. Required by the contract or agreement; or
2. Available under the applicable Limits Of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits Of Insurance shown in the Declarations.

**City of Tumwater  
Public Works - Engineering**

# Memo

**To:** Melody Valiant, City Clerk  
**From:** Jessica Ashlee, Interim Public Works Secretary   
**Date:** January 26, 2018  
**Re:** Fully Executed Original SPA for RH2 – Brewery Wellfield Development

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Melody,

Please find a fully executed SPA with RH2 for the Brewery Wellfield Development for Laserfiche.

Please let me know if you have

Thank you,  
Jessica

Copy to Project File: 2017031

TO: Public Works Committee  
 FROM: Dan Smith, Water Resources & Sustainability Director  
 DATE: November 9, 2023  
 SUBJECT: Service Provider Agreement with Skillings Inc. for the Golf Course Parking Lot Stormwater Retrofit Design & Permitting Project Amendment 1

1) Recommended Action:

Recommend the City Council approve and authorize the Mayor to sign the Service Provider Agreement with Skillings Inc. for the Golf Course Parking Lot Stormwater Retrofit Design & Permitting Project Amendment 1.

2) Background:

The City of Tumwater received a grant from the Department of Ecology to design and construct a bioretention facility to treat stormwater runoff from the Tumwater Valley Golf Course parking lot. Currently, stormwater from the parking lot discharges directly into the Deschutes River untreated. New studies have shown that chemicals found in tire dust create toxic water for Coho and other salmon species that already struggle to survive in the Deschutes River. This project also meets conditions of the golf course's Salmon-Safe certification and permitting requirements related to repaving the parking lot this summer.

In addition to completing the stormwater system improvements benefitting water quality, the Parks & Recreation Department has requested the original scope be amended to include funds to reconfigure the parking lot, address permitting requirements, and provide additional time to complete the project.

3) Policy Support:

- Strategic Priority B – Be a Leader in Environmental Sustainability
- Environment – We act to preserve and enhance the natural environment and the social fabric of our community.

4) Alternatives:

- ☐ Request changes to the proposed Amendment 1.

5) Fiscal Notes:

The City of Tumwater received a \$123,717.33 grant from the Department of Ecology. A 25% (\$30,929.33) match by the City is required for this grant, which is funded by the General Fund. This amendment increases the project budget by \$105,272.58, for a revised total cost of \$194,681.08. This scope amendment is not covered by the grant and will be funded by the General Fund.

6) Attachments:

- A. Tumwater Valley Golf Course Parking Lot Stormwater Retrofit Design Service Provider Agreement Amendment 1
- B. Original Agreement



**FIRST AMENDMENT  
TO  
SERVICE PROVIDER AGREEMENT  
FOR  
GOLF COURSE PARKING LOT STORMWATER RETROFIT DESIGN AND  
PERMITTING**

This First Amendment ("Amendment") is dated effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and is entered into by and between the CITY OF TUMWATER, a Washington municipal corporation ("CITY"), and Skillings Inc., a Washington corporation ("SERVICE PROVIDER").

A. The CITY and the SERVICE PROVIDER entered into a Service Provider Agreement dated effective January 24, 2023, whereby the SERVICE PROVIDER agreed to provide services for the Golf Course Parking Lot Stormwater Retrofit Design and Permitting ("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 continue the services described in Section 1 of the Agreement by extending the term of the Agreement, and increasing the compensation paid to the SERVICE PROVIDER for providing the additional services during the extended term.

NOW, THEREFORE, the parties agree to the following terms and conditions:

1. SCOPE OF SERVICES.

Section 1 of the Agreement is amended to include 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, 2025.

### 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 of One Hundred Five Thousand Two Hundred Seventy Five and 00/100 Dollars (\$105,275.00). The total amount payable to the SERVICE PROVIDER pursuant to the original Agreement and this First Amendment shall be an amount not to exceed One Hundred Ninety-Four Thousand Six Hundred Eighty-Four and 00/100 Dollars (\$194,684.00).

*\*\*\*Signatures on the following page\*\*\**

#### 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:**

Skillings, Inc.

5016 Lacey Blvd SE

Lacey, WA 98503

Tax ID #: 91-1212924

Phone No. 360-491-3399

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Debbie Sullivan

Mayor

Signature (Notarized – see below)

Printed Name: Patrick Skillings

Title: Vice President

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 \_\_\_\_\_ 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 \_\_\_\_\_ of \_\_\_\_\_ to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated:\_\_\_\_\_

(Signature)

Notary Public in and for the State of Washington

My appointment expires \_\_\_\_\_

## EXHIBIT A-1 SCOPE OF WORK

Prepared for:

### CITY OF TUMWATER GOLF COURSE PARKING LOT RECONSTRUCTION

August 28, 2023

#### Introduction

The City of Tumwater (Client) has requested engineering design services for restoration of the parking lot at the Tumwater Valley Golf Course (Property) from Skillings, Inc. (Skillings). The existing parking lot is experiencing pavement distress and is near the end of its design lifecycle. The existing stormwater system does not provide quality or quantity treatment before being discharged from the site. Skillings previously completed a Feasibility Study to retrofit the existing stormwater system to provide water quality treatment and began design of the preferred solution. During design of the stormwater retrofit, the City Parks Department elected to proceed with a more substantial improvement to the parking lot. Desired improvements include reconfiguration of the parking lot layout, including new ingress and egress points and re-orientation of the drive-isles and parking stalls.

Reconfiguration of the parking lot will require regrading so that pavement grades and stormwater runoff will meet current design requirements. The proposed project will require City review under land use permitting for both site plan review and Shoreline permitting.

#### Project Assumptions:

- Design will be completed based on the City of Tumwater's Development Guideline Standards.
- Completion of traffic analysis is not included in this Scope or Work.
- The project area is within the Shoreline Master Program jurisdictional boundary.
- Flood Insurance Rate Maps (FIRM) maps a portion of the project area within the 100-year floodplain for the Deschutes River.
- City Parks Department has provided a preferred conceptual layout that will be the basis for 60% design.

#### Task 1 Project Management

Skillings will provide project management for the civil design services of this scope of work.

#### Task Description:

1. Prepare monthly Progress Reports and Invoices.
2. Provide project oversight and quality assurance.
3. Prepare for and attend bi-weekly progress meetings, via Teams video conference.

#### Deliverables:

- Bi-weekly meeting agenda and meeting minutes.
- Progress Report and Invoice

#### Task 2 Survey

Full topographic survey of the parking lot will need to be completed to establish a new grading plan and to identify all existing utilities within the parking lot. Limited survey has been completed as part of the

stormwater retrofit design. Restoration of the parking lot will require a complete topographic survey of the entire parking lot to supplement the existing survey work that has been completed.

A large sewer force main and a reclaimed water line cross the parking lot that will require consideration during reconfiguration of stormwater conveyance to ensure that utility conflicts are avoided.

#### **Survey Assumptions:**

- Available title records of the site are accurate, any deficiencies in title documents may require the services of a title company, at the expense of the Client.
- Existing lot corners are in place, undisturbed and no encroachments exist along the lot lines. A Record of Survey Map will not be required.
- Firm will have rights of entry to the site, as needed to complete the survey.
- The survey work will consist of mapping ground elevations to support 1-foot contours, existing trail connections, abutting road frontage, subsurface utilities, and substantial trees (greater than 6").
- Utility locates will be required for service connection and to avoid conflicts with new infrastructure.
- Located utilities will be marked in the field and identified during topographic survey.
- Survey control points have previously been located.

#### **Task Description:**

1. Topographic Survey of the existing parking lot and adjacent lands located on Thurston County Tax Parcels No's 09470051000
2. Prepare Topographic Survey Map.
3. QA/QC survey data and maps.

#### **Deliverables:**

- Topographic Survey map.

### **Task 3 Environmental Documentation and Permitting**

The ordinary highwater mark for a portion of the Deschutes River and wetlands along the Deschutes River, along the northern edge of the parking lot has been previously identified as part of the stormwater retrofit project. This documentation was limited to the northern end of the parking lot and will require additional investigation and documentation due to the presence of wetlands surrounding the parking lot. This will require additional wetland delineation and documentation to support land use review.

The project is also fully located within the City's Shoreline Management Program jurisdictional boundary. This will require application for a shoreline permit from the city, under the Shoreline Management Act review.

As noted below, modifications or replacement to the existing outfall will require permit approval from WDFW, Washington Department of Ecology, and potentially the US Army Corps of Engineers.

#### **Assumptions:**

- Consultant will complete a SEPA Checklist for review by the City of Tumwater.
- SEPA Checklist will be completed after completion of Task 3 (Site Plan).
- City of Tumwater uses the Joint Aquatic Resource Permit Application (JARPA) for shoreline permit application.

- Proposed replacement of the outfall will require review by Washington Department of Fish and Wildlife (WDFW), US Army Corps of Engineers, and Department of Ecology.
- Application for permits from US Army Corps of Engineers and Department of Ecology will utilize the JARPA application.
- WDFW will require an HPA permit for the outfall. Application for the HPA will be via the APPS on-line permit portal.
- The Corps permit application will require consultation under the Endangered Species Act. A Biological Evaluation will be completed for submittal to the Corps.

**Task Description:**

1. Delineate wetlands to the west and east of parking lot.
2. Update Wetland Delineation Report to document newly identified wetlands.
3. Prepare JARPA application.
4. Complete HPA Application via on-line portal.
5. Prepare SEPA Checklist.
6. Prepare Biological Evaluation

**Deliverables:**

- Updated Wetland Delineation Report
- JARPA application
- HPA application
- SEPA Checklist
- Biological Evaluation

#### **Task 4 Drainage Design**

The existing parking lot drainage system currently collects runoff from paved surfaces and discharges to both the Deschutes River and adjacent wetlands. The existing outfall to the Deschutes River has failed and will be replaced as part of this project. Runoff is currently not treated or detained for flow control. This task is to complete drainage design to include water quality treatment and flow control. Preliminary geotechnical investigation has been completed along the northern edge of the parking lot and indicates that infiltration is not feasible. The design approach will be to utilize the existing outfall locations for discharge of runoff.

**Assumptions:**

- Drainage design will utilize the City of Tumwater Drainage Design and Erosion Control Manual (2022)
- All stormwater BMPs shall be located on-site.
- The existing outfall location is located upstream of Tumwater Falls. The Deschutes River is not considered flow-exempt upstream of Tumwater Falls.
- Selected Runoff Treatment BMPs shall provide both phosphorus treatment and enhanced treatment.
- Oil Control BMPs are anticipated to not be required.
- A portion of Tee 01 may be utilized for the establishment of a stormwater treatment system for a portion of the parking lot.
- A qualitative downstream analysis shall be sufficient, a quantitative downstream analysis shall not be required.

**Tasks:**

1. Prepare Drainage Scoping Report, to include the following:
  - a. Letter of transmittal requesting Drainage Scoping Report review
  - b. Written description of project, including applicability of the minimum requirements and approach to comply.
  - c. Maps consisting of vicinity map, existing conditions, soils, critical areas, and other pertinent information
  - d. Results of preliminary geotechnical investigations
  - e. Completed conceptual site plan
  - f. Completed source control checklist
2. Prepare Preliminary Drainage Control Plan, to include the following:
  - a. Drainage Report
  - b. Construction Drawings
  - c. Construction SWPPP
  - d. Soils Report
  - e. Maintenance and Source Control Manual
  - f. Soil Management Plan
  - g. Design calculations for conveyance, water quality, and flow control.
3. Upon completion of 90% PS&E, update Preliminary Drainage Control Plan to prepare Final Drainage Control Plan.

**Deliverables:**

- Drainage Scoping Report
- Preliminary Drainage Control Plan
- Final Drainage Control Plan

**Task 5 60% PS&E****Assumptions:**

- 60% of the design will be based on approval of the 30% Design from City.
- 60% of PS&E will incorporate design aspects for Illumination, drainage design, and landscaping.
- Special provisions will be based on WSDOT Standard Specifications format.
- Preliminary Illumination and Electrical design will be completed under Task 6 (Electrical Design).

**Task Description:**

1. Prepare the following 60% design drawings:
  - a. Cover sheet
  - b. Clearing, demolition and site erosion control plan (Stormwater Pollution Prevention Plan (SWPPP))
  - c. Erosion control details and notes
  - d. Site grading, paving and drainage plan
  - e. Paving and Drainage details and notes
  - f. Outfall design
  - g. Striping and signage plan
  - h. Striping and signage details and notes
2. Submit plans to Client for review.
3. Prepare 60% specification Run List and identify special provisions.

4. Prepare 60% Engineer's Estimate of Probable Cost to Construct.
5. Prepare Design Documentation Notebook
6. Prepare Quantities Notebook.

**Deliverables:**

- 60% Plans.
- 60% Special Provisions.
- 60% Engineer's Estimate of Probable Cost to Construct.
- Design Documentation Notebook.
- Quantities Notebook.

<b>Task 6 Electrical Design</b>
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Development of site amenities will require electrical engineering design for illumination and to provide future connection for EV charging stations.

**Assumptions:**

- electrical design for illumination, including photometric calculations.
- Prepare electrical energy forms for illumination.
- Prepare electrical specifications.
  - Prepare estimate for electrical design.
- There is sufficient power supply on-site and no additional application for a power drop is included in this scope of work.
- No data and/or communication systems are included in the scope.
- Design for future EV charging stations will focus on installation of conduit and junction-boxes. Design will not include the future control panel for the charging station.

**Tasks:**

1. Prepare illumination photometric calculations.
2. Prepare preliminary design of illumination system, including luminaires, conduit, and junction boxes.
3. Prepare preliminary illumination/ electrical engineers estimate of probable cost to construct.

**Deliverables (by Subconsultant):**

- Preliminary Electrical Design and Details
- Electrical Engineers Estimate of Probable Cost to Construct

<b>Task 7 90% PS&amp;E</b>
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**Assumptions:**

- 90% of PS&E will be based on City review comments on the 60% submittal.
- The 90% submittal will be utilized for land use review with the City of Tumwater and will be considered the Permit Plan Set.
- City will provide template and front-end documentation for project manual. Preliminary specifications will be developed as part of the project manual.

**Task Description:**



1. Update the following design drawings to 90% level of completion:
  - a. Cover sheet
  - b. Clearing, demolition and site erosion control plan (Stormwater Pollution Prevention Plan (SWPPP))
  - c. Erosion control details and notes
  - d. site grading, paving and drainage plan
  - e. Paving and Drainage details and notes
  - f. Outfall design
  - g. Striping and signage plan
  - h. Striping and signage details and notes
  - i. Illumination plan and details.
2. Submit plans to Client for review.
3. Prepare Project Manual including front end documents and special provisions.
4. Update Engineer's Estimate of Probable Cost to Construct.
5. Update Design Documentation Notebook
6. Update Quantities Notebook.

#### **Deliverables**

- 90% Plans
- 90% Project Manual
- 90% Engineer's Estimate of Probable Cost to Construct
- Design Documentation Notebook.
- Quantities Notebook.

### **Task 8 100% PS&E**

#### **Assumptions:**

- City has reviewed 90% of the design and provided permit review comments.

#### **Task Description:**

1. Update the following design drawings to 100% level of completion:
  - a. Cover sheet
  - b. Clearing, demolition and site erosion control plan (Stormwater Pollution Prevention Plan (SWPPP))
  - c. Erosion control details and notes
  - d. Final site grading, paving and drainage plan
  - e. Paving and Drainage details and notes
  - f. Outfall design
  - g. Striping and signage plan
  - h. Striping and signage details and notes
  - i. Illumination plan and details
2. Submit plans to City for review.
3. Finalize Engineer's Estimate of Probable Cost to Construct.
4. Finalize Project Manual including front end documents and special provisions.
5. Finalize Design Documentation notebook
6. Finalize Quantities Notebook.

#### **Deliverables**

- 100% Plans

- 100% Engineer's Estimate of Probable Cost to Construct
- 100% Project Manual
- Design Documentation Notebook
- Quantities Notebook.

### **Task 9 Bid Advertisement and Award Support**

The city will advertise the project for competitive bids for construction. Skillings will provide the following support to the city during the Bid Advertisement and Award.

#### **Assumptions:**

- City will advertise the project.
- City will host the bid opening.
- Skillings will provide assistance to the city through bidding and award

#### **Tasks:**

1. Responding to bidder's questions or requests for information (RFI).
2. Prepare addenda to advertisement up to the level of effort shown in fee estimate.
3. Attend Bid Opening.
4. Prepare and review Bid Tabulation.
5. Prepare draft Notice of Award.

#### **Deliverables:**

- RFI response
- Bid addenda
- Bid Tabulation
- Draft Notice of Award

### **END SCOPE OF WORK**

Prepared and reviewed by Patrick E. Skillings, PMP 08/28/2023

## CONSULTANT COST COMPUTATION – MAN-HOURS

PROJECT NO. 21037 CITY OF TUMWATER GOLF COURSE PARKING LOT RECONSTRUCTION		PRINCIPAL-IN-CHARGE	PROJECT MANAGER	PROJECT ENGINEER	ENGINEER	PROJECT SCIENTIST	STAFF SCIENTIST	TECHNICIAN	SURVEY MANAGER	SURVEY PARTY CHIEF	2 MAN SURVEY CREW	PROJECT ADMINISTRATOR
TASK #	TASK DESCRIPTION											
<b>1</b>	<b>Project management and coordination</b>											
1	Prepare monthly Progress Reports and Invoices.		8									8
2	Provide project oversight and quality assurance.		12									
3	Prepare for and attend bi-weekly progress meetings, via Teams video conference.		8									
<b>2</b>	<b>SURVEY</b>											
1	Topographic Survey of the existing parking lot and adjacent lands located on Thurston County Tax Parcel No. 09470051000								10		50	
2	Prepare Topographic Survey Map.								5	20		
3	QA/QC survey data and maps.								2	5		
<b>3</b>	<b>ENVIRONMENTAL DOCUMENTATION AND PERMITTING</b>											
1	Delineate wetlands to the west and east of parking lot.						12					
2	Update Wetland Delineation Report to document newly identified wetlands.		1				40	2				
3	Prepare JARPA application.					2	9					
4	Complete HPA Application via online portal. Prepare SEPA Checklist.					1	9					
5	Prepare SEPA Checklist					1	9					
6	Prepare Biological Evaluation		1			16						
<b>4</b>	<b>DRAINAGE DESIGN</b>											
1	Prepare Drainage Scoping Report, to include the following:											
a	Letter of transmittal requesting Drainage Scoping Report review			2								

PROJECT NO. 21037 CITY OF TUMWATER GOLF COURSE PARKING LOT RECONSTRUCTION		PRINCIPAL-IN-CHARGE	PROJECT MANAGER	PROJECT ENGINEER	ENGINEER	PROJECT SCIENTIST	STAFF SCIENTIST	TECHNICIAN	SURVEY MANAGER	SURVEY PARTY CHIEF	2 MAN SURVEY CREW	PROJECT ADMINISTRATOR
TASK #	TASK DESCRIPTION											
b	Written description of project, including applicability of the minimum requirements and approach to comply.		2	4	4							
c	Maps consisting of vicinity map, existing conditions, soils, critical areas, and other pertinent information			2	6							
d	Results of preliminary geotechnical investigations				1							
e	Completed conceptual site plan				1							
2	Prepare Preliminary Drainage Control Plan, to include the following:											
a	Drainage Report		2	8	24							
b	Construction Drawings			2								
c	Construction SWPPP			2	12							
d	Soils Report			2								
e	Maintenance and Source Control Manual			2	12							
f	Soil Management Plan			2	8							
g	Design calculations for conveyance, water quality, and flow control.			16	40							
3	Upon completion of 90% PS&E, update Preliminary Drainage Control Plan to prepare Final Drainage Control Plan.		2	10	24			12				
5	60% PS&E											
1	Prepare the following 60% design drawings:	2										
a	Cover sheet.			1	2			4				
b	Clearing, demolition, and site erosion control plan (Stormwater Pollution Prevention Plan (SWPPP)).			2	8			8				
c	Erosion control details and notes.			1	4			4				
d	Site grading, paving, and drainage plan.			10	60			40				

PROJECT NO. 21037 CITY OF TUMWATER GOLF COURSE PARKING LOT RECONSTRUCTION		PRINCIPAL-IN-CHARGE	PROJECT MANAGER	PROJECT ENGINEER	ENGINEER	PROJECT SCIENTIST	STAFF SCIENTIST	TECHNICIAN	SURVEY MANAGER	SURVEY PARTY CHIEF	2 MAN SURVEY CREW	PROJECT ADMINISTRATOR
TASK #	TASK DESCRIPTION											
e	Paving and Drainage details and notes.			4	16			20				
f	Outfall design.			4	16			10				
g	Striping and signage plan.			2	8			8				
h	Striping and signage details and notes.			2	8			8				
2	Submit plans to Client for review.			2								
3	Prepare 60% specification Run list and ID GSPs.				4							
4	Prepare 60% Engineer's Estimate of Probable Cost to Construct.			4	8							
5	Prepare Design Documentation Notebook.			2	8							
6	Prepare Quantities Notebook.			8	16							
<b>6</b>	<b>ELECTRICAL DESIGN</b>											
1	Prepare photometric calculations			1	8							
2	Prepare preliminary illumination design				8			8				
3	Prepare preliminary illumination estimate			1	4							
<b>7</b>	<b>90% PS&amp;E</b>											
1	Update the following design drawings to 90% level of completion:	4										
a	Cover sheet.				1							
b	Clearing, demolition, and site erosion control plan (Stormwater Pollution Prevention Plan (SWPPP)).			2	2			2				
c	Erosion control details and notes.			1	2			2				
d	Site grading, paving, and drainage plan.			2	40			16				
e	Paving and Drainage details and notes.			2	8			2				
f	Outfall design.			4	8			8				
g	Striping and signage plan.			2	4			4				
h	Striping and signage details and notes.			2	4			4				
i	illumination plan and details				2			2				
2	Submit plans to Client for review.			2								

PROJECT NO. 21037 CITY OF TUMWATER GOLF COURSE PARKING LOT RECONSTRUCTION		PRINCIPAL-IN-CHARGE	PROJECT MANAGER	PROJECT ENGINEER	ENGINEER	PROJECT SCIENTIST	STAFF SCIENTIST	TECHNICIAN	SURVEY MANAGER	SURVEY PARTY CHIEF	2 MAN SURVEY CREW	PROJECT ADMINISTRATOR
TASK #	TASK DESCRIPTION											
3	Prepare Project Manual including front end documents and special provisions.			10	10							
4	Update Engineer's Estimate of Probable Cost to Construct			2	4							
5	Update Design Documentation Notebook			2	4							
6	Update Quantities Notebook			8	8							
8	<b>100% PS&amp;E</b>											
1	Update the following design drawings to 100% level of completion:	4										
a	Cover sheet.			1	1			2				
b	clearing, demolition, and site erosion control plan (Stormwater Pollution Prevention Plan (SWPPP)).			2	2			2				
c	Erosion control details and notes.			1	2			2				
d	Final site grading, paving, and drainage plan.			2	18			18				
e	Paving and Drainage details and notes.			2	8			8				
f	Outfall design.			2	8			8				
g	Striping and signage plan.			2	4			4				
h	Striping and signage details and notes.			2	4			4				
i	illumination plan and details				2			2				
2	Submit plans to City for review.			2								
3	Finalize Engineer's Estimate of Probable Cost to Construct.			2	4							
4	Finalize Project Manual including front end documents and special provisions.			4	8							
5	Finalize Design Documentation notebook.			2	4							
6	Finalize Quantities Notebook.			2	8							
9	<b>BID AND ADVERTISEMENT AND AWARD SUPPORT</b>											
1	Respond to bidders' questions or requests for information (RFI).			8								

PROJECT NO. 21037 CITY OF TUMWATER GOLF COURSE PARKING LOT RECONSTRUCTION		PRINCIPAL-IN-CHARGE	PROJECT MANAGER	PROJECT ENGINEER	ENGINEER	PROJECT SCIENTIST	STAFF SCIENTIST	TECHNICIAN	SURVEY MANAGER	SURVEY PARTY CHIEF	2 MAN SURVEY CREW	PROJECT ADMINISTRATOR
TASK #	TASK DESCRIPTION											
2	Prepare addenda to advertisement up to the level of effort shown in the fee estimate.			8	8							
3	Attend Bid Opening.		1									
4	Prepare and review Bid Tabulations.			1								
5	Prepare draft Notice of Award.			1								
	<b>HOURS PER DISCIPLINE</b>	<b>10</b>	<b>37</b>	<b>179</b>	<b>488</b>	<b>20</b>	<b>79</b>	<b>214</b>	<b>17</b>	<b>25</b>	<b>50</b>	<b>8</b>

## CONSULTANT COST COMPUTATION – SUMMARY

NEGOTIATED HOURLY RATE (NHR):					
Classification	Man Hours	X	Rate	=	Cost
PRINCIPAL-IN-CHARGE	10	x	\$275.00	=	\$2,750.00
PROJECT MANAGER	37	x	\$254.00	=	\$9,398.00
PROJECT ENGINEER	179	x	\$228.00	=	\$40,812.00
ENGINEER	488	x	\$136.00	=	\$66,368.00
PROJECT SCIENTIST	20	x	\$107.00	=	\$2,140.00
STAFF SCIENTIST	79	x	\$95.00	=	\$7,505.00
TECHNICIAN	214	x	\$91.00	=	\$19,474.00
SURVEY MANAGER	17	x	\$202.00	=	\$3,434.00
SURVEY PARTY CHIEF	25	x	\$151.00	=	\$3,775.00
2 MAN SURVEY CREW	50	x	\$171.00	=	\$8,550.00
PROJECT ADMINISTRATOR	8	x	\$155.00	=	\$1,240.00
Total Hours =		1127			Total NHR = \$165,446.00
REIMBURSABLES:					
Mileage	40	x	\$0.655	=	\$26.20
Miscellaneous Expenses	\$200.00	x	10%	=	\$220.00
Total Expenses=					\$246.20
SUBCONSULTANT COST (See Exhibit E):					
Subconsultant 2	\$0.00	x	10%	=	\$0.00
Subconsultant 3	\$0.00	x	10%	=	\$0.00
Total Subconsultants =					\$0.00
SUB-TOTAL (NHR + REIMBURSABLES + SUBCONSULTANTS):					
Sub Total =					\$165,692.20
MANAGEMENT RESERVE FUND:					
SUB TOTAL =		\$165,692.20	x	=	MRF = \$0.00
GRAND TOTAL					
GRAND TOTAL =					\$165,692
PREPARED BY: Ian Lee, PE					
DATE: 8/28/2023					
REVIEWED BY: Patrick E. Skillings, PMP					
DATE: 8/28/2023					



## CONSULTANT COST COMPUTATION – EXPENSES

Item	Description	Basis	Quantity	Rate	Total
1	Telephone	Month			\$0.00
2	Auto Rental	Each			\$0.00
3	Lodging	Day			\$0.00
4	Per Diem-Meal	Day			\$0.00
5	Photocopies - Blk & White	Each		\$0.10	\$0.00
6	Photocopies - Color	Each		\$0.35	\$0.00
7	Half Sized Prints	Each		\$0.50	\$0.00
8	Full Sized Prints	Each		\$6.00	\$0.00
9	Postage	Month			\$0.00
10	Shipping	Month			\$0.00
11	FAXs	Each			\$0.00
12	Miscellaneous Project Costs	Month	4	\$50.00	\$200.00
13	Miscellaneous Survey Costs	Estimated			\$0.00
14	InRoads Software	Month-No of years		\$950.00	\$0.00
15	Traffic Control	Estimated			\$0.00
<b>Total Miscellaneous Expenses</b>					<b>\$200.00</b>
	Mileage	Per Mile	40	0.655	\$26.20
<b>Total Expenses</b>					<b>\$226.20</b>
<b>Assumptions</b>					
1	Telephone	Estimated			
2	Auto Rental	Estimated trips			
3	Mileage	Estimated miles			
4	Lodging				
5	Per Diem-Meal				
6	Photocopies - Blk & White	Estimated			
7	Photocopies - Colored	Estimated			
8	Half Sized Prints				
9	Full Sized Prints				
10	Postage	Estimated			
11	Shipping	Estimated			
12	FAXs	Estimated			
13	Miscellaneous Project Costs	Estimated			
14	Miscellaneous Survey Costs	Estimated			
15	Purchase Order	Estimated			
Prepared by: Patrick E. Skillings, PMP		August 28, 2023			

<b>Golf Course Parking Lot Stormwater Retrofit Design and Permitting Budget</b>			
Task	Current Budget	Amendment #1 Budget	Total Budget
Task 1. Project Management and Coordination	\$ 9,808.00	\$ (579.01)	\$ 9,228.99
Task 2. Survey	\$ 6,260.00	\$ 14,676.20	\$ 20,936.20
Task 3. Environmental Documentation and Permitting	\$ 814.00	\$ 10,209.42	\$ 11,023.42
Task 4. Drainage Design	\$ 22,259.00	\$ 15,887.05	\$ 38,146.05
Task 5. 60% PS&E	\$ 9,664.00	\$ 41,041.50	\$ 50,705.50
Task 6. Electrical Design	\$ 21,728.00	\$ (10,929.75)	\$ 10,798.25
Task 7. 90% PS&E	\$ 11,815.00	\$ 15,009.00	\$ 26,824.00
Task 8. 100% PS&E	\$ 6,894.25	\$ 14,611.75	\$ 21,506.00
Task 9. Bid and Advertisement and Award Support		\$ 5,446.00	\$ 5,446.00
Mileage	\$ 166.25	\$ (99.58)	\$ 66.67
Total	\$ 89,408.50	\$ 105,272.58	\$ 194,681.08

**CITY OF TUMWATER  
SERVICE PROVIDER AGREEMENT**

**GOLF COURSE PARKING LOT STORMWATER RETROFIT DESIGN AND  
PERMITTING**

THIS AGREEMENT is made and entered into in duplicate this 24th day of January, 2023, by and between the CITY OF TUMWATER, a Washington municipal corporation, hereinafter referred to as the "CITY", and Skillings Inc., 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 12/15/2022 (date), and shall be completed no later than 12/31/2023 (date). 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 **eighty nine thousand four hundred and nine dollars and zero cents (\$89,409.00)** 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

SERVICE PROVIDER AGREEMENT – Golf Course Parking Lot Stormwater Retrofit Design and Permitting -  
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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

SERVICE PROVIDER AGREEMENT – Golf Course Parking Lot Stormwater Retrofit Design and Permitting -  
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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

SERVICE PROVIDER AGREEMENT – Golf Course Parking Lot Stormwater Retrofit Design and Permitting -  
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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 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  
SERVICE PROVIDER AGREEMENT – Golf Course Parking Lot Stormwater Retrofit Design and Permitting -  
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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.



23. THIRD-PARTY RIGHTS.

The Agreement is between the signatory Parties and does not create any third-party rights, except the Washington State Department of Ecology is an express third-party beneficiary to the Agreement.

*\*\*\*Signatures on the 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

SERVICE PROVIDER:

Skillings Inc.  
Address: 5016 Lacey Blvd SE  
City/State/Zip: Lacey, WA 98503  
Tax ID #: 91-1212924  
Phone Number: 360-491-3399

DocuSigned by:

*Debbie Sullivan*

DEBBIE SULLIVAN  
Mayor

*Patrick Skillings*  
Signature (Notarized - see below)  
Printed Name: Patrick Skillings  
Title: Vice President

ATTEST:

DocuSigned by:

*Melody Valiant*

Melody Valiant, City Clerk

APPROVED AS TO FORM:

DocuSigned by:

*Karen Kirkpatrick*

Karen Kirkpatrick, City Attorney

Notary Required for Service Provider Only  
STATE OF WASHINGTON

COUNTY OF THURSTON

I certify that I know or have satisfactory evidence that Patrick Skillings (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 Vice President (title) of Skillings Inc. (company) to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.



Dated: 1-19-2023

*Gloria B. Walkley*  
Notary Public in and for the State of Washington,  
My appointment expires: 6-21-2023

## EXHIBIT A SCOPE OF WORK

Prepared for:

### CITY OF TUMWATER TUMWATER VALLEY GOLF COURSE PARKING LOT STORMWATER RETROFIT DESIGN #21037 – 01 October 24, 2022

The City of Tumwater has received funding from the Washington State Department of Ecology (Ecology) Stormwater Financial Assistance Program (SFAP) grant to complete the design and construction of one runoff treatment Best Management Practices (BMPs) that will treat runoff from the parking lot at the Tumwater Valley Golf Course. Currently, the runoff receives no treatment prior to discharging to the Deschutes River, a 303(d) listed water body with a declining population of coho salmon. The following scope of work delineates tasks to be performed as part of the agreement between Skillings Inc. (Consultant) and the City of Tumwater (City). The City has requested professional engineering services for the preparation of Ad Ready Plans, Specifications, and Estimate (PS&E) for the single runoff BMPs.

Work is anticipated to include the following:

- Perform topographic survey of the project area
- Conduct geotechnical investigations to support the design of the single runoff treatment BMP.
- Environmental documentation and permitting
- Prepare stormwater drainage report documenting the design of the single treatment BMP
- Prepare 60% - 90% - 100% PS&E packages

#### Project Assumptions:

- Civil 3D 2022 will be used for design.
- Out-of-scope services beyond these limits may be considered as Extra Work. Consultant will notify the City of out-of-scope services prior to starting the work.
- The level of effort for various tasks are estimates and may vary. The contract will be managed to the contract maximum, not the task level budgets.

#### Task 10 – Project Management

This task includes Consultant management of staff, invoices and progress reporting, progress meetings, QA/QC, and internal staff team progress meetings.

#### Assumptions:

- The duration of the work effort is estimated to be four (4) months

#### Task Descriptions:

1. Prepare project schedule with up to one update.
2. Provide invoice and earned value reports.
3. Provide project update reports.
4. Provide QA/QC of all documents being formally submitted to the Client.
5. Provide in-house coordination.
6. Weekly correspondence with Client via e-mails or phone (estimated at 0.5 hours per week).

**Deliverables:**

- Project schedule with updates, if required.
- Monthly invoices with project update reports.

**Task 20 – Topographic Survey**

This task consists of completing surveying and mapping to prepare a base map depicting existing topography and features of the site.

**Assumptions:**

- There is sufficient existing survey control to efficiently establish the requested work.
- Only utilities painted by Washington utility notification center will be mapped.
- Existing Storm structures with inverts will be located within the project limits including the existing outfalls.
- Topographic mapping will be completed in the single mitigation area defined as the area north of the parking lot. The limits will extend to the top of the bank near the ordinary high-water line.
- Horizontal control will be NAD 83/91 and vertical datum will be NAVD 88.
- Firm will have rights of entry to the site, as needed to complete the survey.

**Task Descriptions:**

1. Research Public/Private survey for necessary control in the area.
2. Perform field survey to map existing storm structures and topographic map within specified project area listed in assumptions.
3. Prepare topographic map.
4. QA/QC field survey.

**Deliverables:**

- Civil 3D Topographic map.
- Signed PDF Topographic map.

**Task 30 – Geotechnical Investigations**

Consultant will contract with Quality Geo Northwest (QG), Subconsultant, to provide geotechnical investigation and design for the project.

**Assumptions:**

- Quality Geo Northwest (QG) will provide geotechnical investigation as a subconsultant to Skillings.
- 811 utility locate requests take 3 business days to clear and will not identify any privately installed utilities.

**Task Description:**

1. Provide subconsultant management.
2. QG will obtain a public utility locate ticket from the ITIC Washington 811 One-Call Center in accordance with state law.
3. Pit tests will be completed, advanced by a subcontractor under direction of QG personnel. Actual test location and final exploration depths will be determined during explorations based on conditions encountered.



4. QG will evaluate soil treatment potential based on laboratory derived cation exchange capacity and organic content data.
5. QG will evaluate infiltration potential on site and complete 2-dimensional mounding analysis for the proposed infiltration.

**Deliverables:**

- Preliminary Geotech report
- Final Geotech Report

**Task 40 – 60% Design Plans**

This task is to complete 60% design of the proposed stormwater retrofit project. 60% design will utilize BMP T7.30 Bioretention be based on the conceptual design identified during completion of the feasibility study.

**Assumptions:**

- Client has approved the conceptual design outlined in the feasibility study, with the exception of the CAVFs. Compost Amended Vegetated Filters (CAVF) are not an approved treatment BMP for this project. The Feasibility Study is attached to this scope of work as a reference. In addition, the use of two separate treatment facilities will be re-evaluated to determine if flows can be combined and sent to a single treatment facility.
- Stormwater design requirements will follow the 2022 edition of the City of Tumwater Drainage Design and Erosion Control Manual (2022 DDECM).
- Treatment and flow control modelling, if needed, will use WWHM2012.
- The quantity calculations will be preliminary and will be used to develop the preliminary estimate. The preliminary estimate will be able to be used for budget planning and funding applications.
- Preliminary Engineer's Estimate of Probable Costs to Construct will be prepared using WSDOT Unit Bid Price format.
- Skillings will prepare a roll plot of the preferred design during early design plan development. The roll plot will be submitted at the approximate 30% design stage for City review.
- It is assumed that the City will complete a pavement overlay of the parking lot in the near future. This scope of work does not include completion of a pavement restoration plan. Trench restoration for new conveyance lines will be included on other plan sheets included in this scope of work.

**Task Descriptions:**

1. Prepare preliminary stormwater design report:
  - a. Verify and confirm project limits, Threshold Discharge Areas (TDAs), and area totals for existing pervious and impervious areas, new and replaced surfaces based on topographic survey.
  - b. Prepare preliminary designs of single BMP for LID, water quality, and flow control.
  - c. Determine design storm for conveyance calculations and sizing.
  - d. Document findings in preliminary stormwater design report.
2. Prepare the following plan sheets:
  - a. Cover sheet, including Vicinity Map, General Notes, and Index
  - b. Summary of Quantities Sheet
  - c. Existing Conditions and Horizontal Control Plan
  - d. Demolition & TESC Plan
  - e. Erosion Control Notes and Details
  - f. Stormwater Improvements Plan and Profiles
  - g. Stormwater Details and Cross-Sections



3. Prepare roll plot of conceptual design for City review and comment, prior to finalizing 60% design plans.
4. Prepare 60% Engineers estimate of probable cost to construct.
5. Submit plans, estimate and stormwater drainage report to City, who will also send it to the Department of Ecology, for review.

**Deliverables:**

- One (1) electronic set of 60% plans.
- 60% Engineers Estimate of Probable Cost to Construct
- Preliminary Stormwater Design Report

**Task 50 – Environmental Documentation and Permitting**

The proposed project is located within the Shoreline Management Act (SMA) jurisdiction and will require review under the City's Shoreline Management Program. The ordinary high-water mark (OHWM) of the stream will be identified. Any wetlands associated with the stream will also be identified and evaluated.

**Assumptions:**

- It is assumed that the proposed project will be exempt from a Shoreline Substantial Development Permit. The Joint Aquatic Resource Permit Application (JARPA) will be used for Shoreline Exemption application.
- The Shoreline Exemption application will require completion of a SEPA Checklist. It is assumed that the City of Tumwater is the SEPA Lead Agency.
- Wetland boundaries will be flagged with flagging tape and or staking and labeled for survey identification.
- The wetland rating will establish the type and category of all identified wetlands.
- It is assumed that proposed stormwater retrofit will not directly impact identified streams or wetland but may impact buffer setbacks. The Critical Area Report will include mitigation planning for buffer restoration to off-set impacts to critical area buffers. Mitigation is assumed to be in the form of buffer planting.

**Task Description:**

1. Conduct literature review
2. Conduct site visit and delineate wetland, stream boundaries, and identify OHWM
3. Prepare wetland flagging map for survey
4. Prepare wetland rating
5. Prepare preliminary Critical Areas Report
6. Prepare final Critical Areas Report based on regulatory review.
7. Prepare SEPA Checklist
8. Prepare JARPA for Shoreline review.

**Deliverables:**

- Critical Areas Report
- Wetland Boundary flagging map
- SEPA Checklist
- JARPA (Shorelines only)

**Task 60 – 90% PS&E**

This task consists of addressing City and Ecology comments on 60% design and advancing PS&E to a 90% level of design.

**Assumptions:**

- Ecology review of stormwater design report will take up to 45 calendar days.
- City and Ecology have reviewed the 60% plans, estimate and preliminary drainage report and have provided direction to the Consultant.
- City and Ecology will provide one set of consolidated comments for the 60% plans, estimate and preliminary drainage report.
- Special provisions will be prepared utilizing WSDOT specifications format.
- City will complete Final Maintenance Plan.

**Task Descriptions:**

1. Phone conference with City to discuss 60% comments. Ecology may be invited as necessary.
2. Incorporate 60% comments, prepare comment response matrix.
3. Prepare final stormwater design report:
  - a. Update stormwater drainage report to include changes made for the 90% PS&E.
  - b. Prepare SWPPP.
4. Prepare the following 90% plan sheets:
  - a. Cover sheet, including Vicinity Map, General Notes, and Index
  - b. Summary of Quantities Sheet
  - c. Existing Conditions and Horizontal Control Plan
  - d. Demolition & TESC Plan
  - e. Erosion Control Notes and Details
  - f. Stormwater Improvements Plan and Profiles
  - g. Stormwater Details and Cross-Sections
5. Prepare 90% Special Provisions.
6. Prepare 90% Engineers estimate of probable cost to construct.
7. Submit 90% PS&E and final stormwater design report to City for review.

**Deliverables:**

- One (1) electronic set of 90% Plans to Client for review.
- 90% Engineer's Estimate of Probable Cost to Construct.
- 90% Special Provisions.
- 60% Design Review Comment Response Matrix.
- Final Stormwater Design Report.

**Task 70 – 100% PS&E**

This task consists of addressing City and Ecology comments on 90% design and advancing PS&E to a Final level of design.

**Assumptions:**

- Ecology review of 90% PS&E will take up to 45 calendar days.
- Ecology review of 100% PS&E will take up to 15 calendar days.

- City and Ecology reviewed the 90% PS&E and have provided direction to the Consultant.
- City will provide one set of consolidated comments for the 90% PS&E.
- City will prepare Contract Bid Package consisting of Advertisement, Form of Proposal, and all other front-end documents.

**Tasks:**

1. Phone conference with City to discuss 90% PS&E and comments. Ecology may be invited as necessary.
2. Incorporate 90% PS&E comments, prepare comment response matrix.
3. Prepare 100% level of plans consisting of the following sheets:
  - a. Cover sheet, including Vicinity Map, General Notes, and Index
  - b. Summary of Quantities Sheet
  - c. Existing Conditions and Horizontal Control Plan
  - d. Demolition & TESC Plan
  - e. Erosion Control Notes and Details
  - f. Stormwater Improvements Plan and Profiles
  - g. Stormwater Details and Cross-Sections
4. Prepare 100% Engineer's Estimate of Probable Costs to Construct.
5. Prepare Contract Bid Package consisting of the following:
  - a. Special Provisions
6. Submit 100% PS&E to Client for review.

**Deliverables:**

- One (1) electronic set of 100% Plans to Client for review.
- 100% Engineer's Estimate of Probable Cost to Construct.
- 100% Project Technical Specifications.
- 90% Design Review Comment Response Matrix.

**END SCOPE OF WORK**

Prepared by: Ian Lee, PE 09-22-2022  
Reviewed by Patrick E. Skillings, PMP 09-22-2022  
Revised by Patrick Skillings 10-24-2022

## CONSULTANT COST COMPUTATION – MAN-HOURS

PROJECT NO. 22037-SUPPLEMENT NO. 01 CITY OF TUMWATER TUMWATER VALLEY GOLF COURSE PARKING LOT STORMWATER RETROFIT DESIGN		PRINCIPAL-IN-CHARGE	PROJECT MANAGER	PROJECT ENGINEER	ENGINEER	PROJECT SCIENTIST	STAFF SCIENTIST	TECHNICIAN	SURVEY MANAGER	PROJECT SURVEYOR	SURVEY FIELD TECHNICIAN	1 MAN SURVEY CREW	PROJECT ADMINISTRATOR
TASK #	TASK DESCRIPTION												
10	PROJECT MANAGEMENT												
1	Prepare project schedule with up to one update.		4										
2	Provide invoice and earned value reports.	2	4										4
3	Provide project update reports.		4										
4	Provide QA/QC of all documents being formally submitted to the Client.	2	4										
5	Provide in-house coordination.		8										
6	Weekly correspondence with Client via emails or phone (estimated at 0.5 hours per week).		8										
20	TOPOGRAPHIC SURVEY												
1	Research Public/Private survey for necessary control in the area.								2	1			
2	Perform field survey to map existing storm structures and topographic map within specified project area listed in assumptions.									5	20	20	
3	Prepare topographic map.									10			
4	QA/QC field survey.								2				
30	GEOTECHNICAL INVESTIGATIONS-QUALITY GEO (QG)												
1	Provide subconsultant management.		2										2



PROJECT NO. 22037-SUPPLEMENT NO. 01 CITY OF TUMWATER TUMWATER VALLEY GOLF COURSE PARKING LOT STORMWATER RETROFIT DESIGN		PROJECT ADMINISTRATOR	1 MAN SURVEY CREW	SURVEY FIELD TECHNICIAN	PROJECT SURVEYOR	SURVEY MANAGER	TECHNICIAN	STAFF SCIENTIST	PROJECT SCIENTIST	ENGINEER	PROJECT ENGINEER	PROJECT MANAGER	PRINCIPAL-IN-CHARGE
TASK #	TASK DESCRIPTION												
2	QG will obtain a public utility locate ticket from the ITIC Washington 811 One-Call Center in accordance with state law.												
3	Pit tests will be completed, advances by a subcontractor under direction of QG personnel. Actual test location and final exploration depths will be determined during explorations based on conditions encountered.												
4	QG will evaluate soil treatment potential based on laboratory derived cation exchange capacity and organic content data.												
5	QG will evaluate infiltration potential on site and complete 2-dimensional mounding analysis for the proposed infiltration.												
40	60% DESIGN PLANS												
1	Prepare preliminary stormwater design report:												
a	Verify and confirm project limits, Threshold Discharge Areas (TDAs), and area totals for existing pervious and impervious areas, new and replaced surfaces based on topographic survey.						8			4	2		
b	Prepare preliminary designs of BMPs for LID, water quality, and flow control.									8	2		
c	Determine design storm for conveyance calculations and sizing.									4			
d	Document findings in preliminary stormwater design report.						8			12	4		

PROJECT NO. 22037-SUPPLEMENT NO. 01 CITY OF TUMWATER TUMWATER VALLEY GOLF COURSE PARKING LOT STORMWATER RETROFIT DESIGN		PRINCIPAL-IN-CHARGE	PROJECT MANAGER	PROJECT ENGINEER	ENGINEER	PROJECT SCIENTIST	STAFF SCIENTIST	TECHNICIAN	SURVEY MANAGER	PROJECT SURVEYOR	SURVEY FIELD TECHNICIAN	1 MAN SURVEY CREW	PROJECT ADMINISTRATOR
TASK #	TASK DESCRIPTION												
2	Prepare the following plan sheets:												
a	Cover sheets, including Vicinity Map, General Notes, and Index.				2			4					
b	Summary of Quantities Sheet.				2			2					
c	Existing Conditions and Horizontal Control Plan.			2	4			8					
d	Demolition & TESC Plan.			2	8			12					
e	Erosion Control Notes and Details.				4			6					
f	Stormwater Improvements Plan and Profiles.			2	16			12					
g	Stormwater Details and Cross-Sections.			2	16			12					
3	Prepare 60% Engineers Estimate of Probable Cost to Construct.			2	8								
4	Submit plans, estimate and stormwater drainage report to City, who will also send it to the Department of Ecology, for review.			1	1			1					
50	ENVIRONMENTAL DOCUMENTATION AND PERMITTING												
1	Conduct literature review.						4						
2	Conduct site visit and delineate wetland, stream boundaries, and identify OHWM.					9	9						
3	Prepare wetland flagging map for survey.						1						
4	Prepare wetland rating.						4						
5	Prepare final Critical Areas Report based on regulatory review.		2			24	4						
6	Prepare SEPA Checklist.		2				24						
7	Prepare JARPA					1	4						

PROJECT NO. 22037-SUPPLEMENT NO. 01 CITY OF TUMWATER TUMWATER VALLEY GOLF COURSE PARKING LOT STORMWATER RETROFIT DESIGN		PRINCIPAL-IN-CHARGE	PROJECT MANAGER	PROJECT ENGINEER	ENGINEER	PROJECT SCIENTIST	STAFF SCIENTIST	TECHNICIAN	SURVEY MANAGER	PROJECT SURVEYOR	SURVEY FIELD TECHNICIAN	1 MAN SURVEY CREW	PROJECT ADMINISTRATOR
TASK #	TASK DESCRIPTION												
60	90% PS&E												
1	Phone conference with City to discuss 60% comments. Ecology may be invited as necessary.		2	2									
2	Incorporate 60% comments, prepare comment response matrix.			4	16			16					
3	Prepare final stormwater design report:												
a	Update stormwater drainage report to included changes made for the 90% PS&E.			2	8			4					
b	Prepare SWPPP.			2	8			4					
c	Prepare Final Maintenance Plan.			2	8			4					
4	Prepare the following 90% plan sheets:												
a	Cover sheet, including Vicinity Map, General Notes, and Index.				1			2					
b	Summary of Quantities Sheet.				1			2					
c	Existing Conditions and Horizontal Control Plan.				2			2					
d	Demolition & TESC Plan.				2			2					
e	Erosion Control Notes and Details.				1			2					
f	Stormwater Improvements Plan and Profiles.			2	8			4					
g	Stormwater Details and Cross-Sections.			2	8			4					
5	Prepare 90% Special Provisions.			4	16								
6	Prepare 90% Engineers Estimate of Probable Cost to Construct.			2	8								
7	Submit 90% PS&E and final stormwater design report to City for review.	2		1	1			1					



PROJECT NO. 22037-SUPPLEMENT NO. 01 CITY OF TUMWATER TUMWATER VALLEY GOLF COURSE PARKING LOT STORMWATER RETROFIT DESIGN		PRINCIPAL-IN-CHARGE	PROJECT MANAGER	PROJECT ENGINEER	ENGINEER	PROJECT SCIENTIST	STAFF SCIENTIST	TECHNICIAN	SURVEY MANAGER	PROJECT SURVEYOR	SURVEY FIELD TECHNICIAN	1 MAN SURVEY CREW	PROJECT ADMINISTRATOR
TASK #	TASK DESCRIPTION												
70	100% PS&E												
1	Phone conference with City to discuss 90% comments. Ecology may be invited as necessary.		2	2									
2	Incorporate 90% PS&E comments, prepare comment matrix.			4	16			16					
3	Prepare 100% level of plans consisting of the following sheets:												
a	Cover sheet, including Vicinity Map, General Notes, and Index.				1			1					
b	Summary of Quantities Sheet.				1			1					
c	Existing Conditions and Horizontal Control Plan.				1			1					
d	Demolition & TESC Plan.				1			1					
e	Erosion Control Notes and Details.				1			1					
f	Stormwater Improvements Plan and Profiles.			2	4			4					
g	Stormwater Details and Cross-Sections.			2	4			4					
4	Prepare 100% Engineer's Estimate of Probable Costs to Construct.			2	8								
5	Prepare Contract Bid Package consisting of the following:	2											
c	Prevailing Wage information.				2								
6	Submit 100% PS&E to Client for review.			1	1			1					
	HOURS PER DISCIPLINE	8	42	55	217	34	50	150	4	16	20	20	6



## CONSULTANT COST COMPUTATION – SUMMARY

NEGOTIATED HOURLY RATE (NHR):					
Classification	Man Hours	X	Rate	=	Cost
PRINCIPAL-IN-CHARGE	8	X	\$274.00	=	\$2,192.00
PROJECT MANAGER	42	X	\$253.00	=	\$10,626.00
PROJECT ENGINEER	55	X	\$227.00	=	\$12,485.00
ENGINEER	217	X	\$127.00	=	\$27,559.00
PROJECT SCIENTIST	34	X	\$103.00	=	\$3,502.00
STAFF SCIENTIST	50	X	\$103.00	=	\$5,150.00
TECHNICIAN	150	X	\$91.00	=	\$13,650.00
SURVEY MANAGER	4	X	\$201.00	=	\$804.00
PROJECT SURVEYOR	16	X	\$136.00	=	\$2,176.00
SURVEY FIELD TECHNICIAN	20	X	\$73.00	=	\$1,460.00
1 MAN SURVEY CREW	20	X	\$91.00	=	\$1,820.00
PROJECT ADMINISTRATOR	6	X	\$154.00	=	\$924.00
Total Hours =		622			Total NHR = \$82,348.00
REIMBURSABLES:					
Mileage	90	X	\$0.625	=	\$56.25
Miscellaneous Expenses	\$100.00	X	10%	=	\$110.00
Total Expenses=					\$166.25
SUBCONSULTANT COST (See Exhibit E):					
QualityGEO NW	\$5,995.00	X	15%	=	\$6,894.25
Total Subconsultants =					\$6,894.25
SUB-TOTAL (NHR + REIMBURSABLES + SUBCONSULTANTS):					
Sub Total =					\$89,408.50
MANAGEMENT RESERVE FUND:					
SUB TOTAL = \$89,408.50 X					MRF = \$0.00
GRAND TOTAL					
GRAND TOTAL =					\$89,409
PREPARED BY: Ian Y. Lee, PE					
DATE: 10/18/2022					
REVIEWED BY: Patrick E. Skillings, PMP					
DATE: 10/18/2022					

## CONSULTANT COST COMPUTATION – EXPENSES

Item	Description	Basis	Quantity	Rate	Total
1	Telephone	Month			\$0.00
2	Auto Rental	Each			\$0.00
3	Lodging	Day			\$0.00
4	Per Diem-Meal	Day			\$0.00
5	Photocopies - Blk & White	Each		\$0.10	\$0.00
6	Photocopies - Color	Each		\$0.35	\$0.00
7	Half Sized Prints	Each		\$0.50	\$0.00
8	Full Sized Prints	Each		\$6.00	\$0.00
9	Postage	Month			\$0.00
10	Shipping	Month			\$0.00
11	FAXs	Each			\$0.00
12	Miscellaneous Project Costs	Month			\$0.00
13	Miscellaneous Survey Costs	Estimated	1	\$100.00	\$100.00
14	Traffic Control	Estimated			\$0.00
Total Miscellaneous Expenses					\$100.00
	Mileage	Per Mile	90	0.625	\$56.25
Total Expenses					\$156.25
<b>Assumptions</b>					
1	Telephone	Estimated			
2	Auto Rental	Estimated trips			
3	Mileage	Estimated miles			
4	Lodging				
5	Per Diem-Meal				
6	Photocopies - Blk & White	Estimated			
7	Photocopies - Colored	Estimated			
8	Half Sized Prints				
9	Full Sized Prints				
10	Postage	Estimated			
11	Shipping	Estimated			
12	FAXs	Estimated			
13	Miscellaneous Project Costs	Estimated			
14	Miscellaneous Survey Costs	Estimated			
15	Purchase Order	Estimated			
Prepared by: Ian Lee, PE		October 18, 2022			