

**AMENDMENT TO INTERGOVERNMENTAL AGREEMENT**  
Jefferson Transit Authority Maintenance, Operations and Administration Center

This Amendment to Intergovernmental Agreement is entered into by and between **Jefferson Transit Authority** ("JTA") and the **City of Port Townsend** ("City") this 2 day of July, 2014 (last day written by person signing below).

**RECITALS:**

- A. JTA and the City entered into an Agreement on December 18, 2012 that among other things provided for the City to assist JTA is preparing contract specifications and bid documents for JTA's proposed new Maintenance, Operations and Administration Center. The parties saw this as Phase I of proposed services. The parties contemplated Phase II would be construction support services.
- B. The parties now desire to agree on terms for Phase II of proposed construction support services as set forth in this Amendment to Agreement.

**NOW THEREFORE**, the parties agree:

- 1. Commencing on the conclusion of the Phase I (Bidding Phase), and continuing to the Completion of the Project (approximately one year), the City will provide JTA with construction support services in accordance with the Scope of Work set forth on Attachment 1 and hourly rates estimated in Labor Hour Estimate (Attachment 2).
- 2. Except as set forth in this Amendment to the Intergovernmental Agreement, all other terms and conditions of the parties' Agreement dated December 18, 2012 remain in full force and effect.
- 3. Additional Terms are set forth in Attachments 1 and 2.

IN WITNESS WHEREOF, the City of Port Townsend and City have executed this Agreement.

**THE CITY OF PORT TOWNSEND**

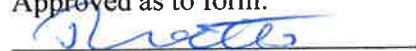
By:   
David G. Timmons, City Manager

Date: 6/11, 2014

Attest:

  
Pamela Kolacy, MMC, City Clerk

Approved as to form:

  
John P. Watts, City Attorney

**JEFFERSON TRANSIT AUTHORITY**

By:   
Tammi Rubert, General Manager

Date: 7.2, 2014

Attest:

  
Laura Smedley, Clerk of the Board

# Attachment 1

## SCOPE OF WORK

### Jefferson Transit Authority Maintenance, Operations and Administration Center

Prepared for: Tammi Rubert, General Manager

Prepared by: Samantha Trone, P.E., City of Port Townsend

Date: February 14, 2014

#### Overview

The purpose of this Scope of Work is to add construction support services and associated budget for the Jefferson Transit Authority's Maintenance, Operations and Administration Center. The duration of this scope will be from the end of Bidding through the Completion of the Project, for approximately one year. This would be Phase II of the existing Intergovernmental Agreement dated December 18, 2012.

#### **Task 1 Construction Management Team**

The City will provide a Construction Management Team which will consist of a Construction Manager, Building Inspector, Public Works Inspector and Engineering Assistant. The Construction Management Team will report to the Construction Manager who will report to Jefferson Transit. The services will be for the duration of one year starting on March 20, 2014.

- 1) City will provide JTA with a Construction Management Team.

#### **Task 2 Construction Manager**

- 1) The duties of the Construction Manager are as follows:
  - Coordinate all daily activities and be the contact between the Contractor and the Owner; run construction meetings; authorize changes in the field both scope and budget; oversee construction filing; work closely with on-site architect; closeout documentation

#### **Task 2b Building Inspector**

- 1) The duties of the Building Inspector are as follows:
  - Provide building construction related support through site inspection; keep a daily inspection log; take pictures of the site during construction; and be an interface between the Owner and Contractor; help resolve potential/unforeseen construction problems which arise in the field; and coordinate with Jefferson County's building inspectors.

#### **Task 2c Public Works Inspector**

- 1) The duties of the Public Works Inspector are as follows:
  - Provide site work and utility related support through site inspection; keep a daily inspection log; take pictures of the site during construction; and be an interface between the Owner

## Attachment 1

and Contractor; help resolve potential/unforeseen construction problems which arise in the field; and coordinate with Jefferson County's public works inspector and franchise and municipal utilities inspectors.

### **Task 2d Engineering Assistant**

- 1) The duties of the Engineering Assistant are the complete duties of the Engineering Assistant; however these duties will be shared by the City and JTA staff. The duties of the Engineering Assistant are as follows:
  - Processing submittals, Request for Information (RFI), change orders and associated paperwork, pay request, closeout documentation; take meeting notes; weekly reports; log certified payroll and DBE and subcontractor prompt pay charts. Jefferson Transit will be responsible to maintain and archive all project records. Jefferson Transit will be responsible for all grant reimbursements and audits.

### **Task 3 Construction Administration**

- 1) Management: The city construction manager team will perform all the duties listed above for the duration of the project.
- 2) Schedule and Budget: The Construction Manager will keep JTA informed of all schedule and budget changes throughout construction by working closely with JTA's General Manager.
- 3) Progress Billing: Provide monthly billing statements to JTA for city construction management services.
- 4) Filing: The construction management team along with JTA staff will keep the record copy of all documents. The construction management team will be responsible for all filing and documentation needed for the construction and FTA requirements.

### **Task 4 Project Meetings**

- 1) Weekly Project Construction Meetings: Construction Manager to attend and run weekly construction meetings throughout the project. Members of the construction management team will attend the weekly construction meetings as needed.
- 2) Transit Board Meetings: Prepare for and attend up to ten (10) Transit Board meetings to present construction progress and answer questions.

### **Task 5 Construction Permitting**

- 1) Prepare Construction Storm Water Management Pollution Prevention Plan for the Department of Ecology
- 2) Coordinate with the local jurisdictions and the contractor for obtaining permits

### **Understanding**

- Construction management will be provided for approximately a one year time frame and the estimated number of meetings and project coordination is reflected in the budget.
- Progress billings will be submitted monthly to the JTA.

### **Deliverables**

- Construction Administration Documentation in file folder and on the JTA service in a project file

## Attachment 1

- Progress billings submitted monthly via email in PDF format and via US Mail.

Enclosures: Attachment 2 – Labor Hour Estimate

**Attachment 2**

**Labor Hour Estimate**

**City of Port Townsend**

**Client:** Jefferson Transit Authority

**Project:** Transit Maintenance and Administration Facility Project

**Job #:**

**File #:**

**David**

**Samantha**

**Kara**

**Dennis**

**Alex**

**Peterson**

**Trone**

**Rogers**

**Perkon**

**Angud**

**Hourly Rates\***

**\$87**

**\$77**

**\$56**

**\$60**

**\$71**

Task No.	Task Description	Capital Project Manager	Construction Manager	Engineering Assistant	Building Inspector	PW Inspector	Total Hours
<i>Task 1 - Construction Management Team</i>							
<i>Task 2 - Construction Manager</i>							
<i>Task 2b - Building Inspector</i>							
<i>Task 2c - Public Works Inspector</i>							
<i>Task 2d - Engineering Assitant</i>							
<i>Task 3 - Construction Administration</i>							
1	Management	72.0	567.0	254.1	546.0	315.0	1,754.1
2	Schedule and Budget						
3	Progress Billings			36.0			36.0
4	Filing			36.0			36.0
<i>Task 4 - Project Meetings</i>							
1	Weekly Conference Calls		36.0				36.0
4	Transit Board Meetings		20.0				20.0
<i>Task 5 - Construction Permitting</i>							
1	DOE SWPPP		8.0				8.0
2	Coordination with Local Jurisdictions		20.0				20.0
Phase 2 Total Hours:		72.0	651.0	326.1	546.0	315.0	1,910.1
Billing Rate:		\$87	\$77	\$56	\$60	\$71	
Total Phase 2 Cost:		\$6,268.32	\$50,121.79	\$18,337.26	\$32,792.76	\$22,256.64	\$129,777

\* Hourly Rates are for estimating purposes only and will be billed on actual hourly rates including all benefits and city overhead obtained from the City's Payroll Department. The actual billing rate to Jefferson Transit may vary due to changes in personnel base salaries and/or benefits.