

1 **Jefferson Transit Authority**
2 **Resolution No. 21-07**
3

4 **A RESOLUTION** of the Board of Directors of the Jefferson County Public Transportation
5 Benefit Area, hereinafter called the "Authority", authorizing the General Manager to Sign an
6 Agreement with JE Gibson Engineering and Consulting Inc. to Provide Project Management
7 Services, Entitlements, Civil Engineering, Bidding, Award, and Construction Management for
8 the Development of a Proposed Bus Driver Training Area, Facilities Maintenance Department,
9 and Associated Utilities Located at 111 4 Corners Road, Port Townsend, WA
10

11 **WHEREAS**, JTA has funding available and budgeted in Fiscal Year 2021 for the
12 construction of a Bus Driver Training Area and Facilities Maintenance Building; and
13

14 **WHEREAS**, an RFQ was solicited and a selection committee evaluated the single
15 response provided by J.E. Gibson Engineering. The selection committee recommends the firm
16 of JE Gibson Engineering and Consulting, Inc. as a well-qualified firm for the project; and
17

18 **WHEREAS**, Jefferson Transit staff and Attorney have negotiated terms with JE Gibson
19 Engineering and Consulting, Inc. that it deems reasonable for the scope of work and
20 recommends a contract be awarded to JE Gibson Engineering and Consulting, Inc. for
21 Architectural and Engineering Services.
22


23 **WHEREAS**, Jefferson Transit Authority is ready to proceed with this building project and
24 now requires authorization from the Authority for the General Manager to sign said agreement;
25

26 **NOW, THEREFORE, BE IT RESOLVED** that the Jefferson Transit Authority Board
27 does hereby authorize the General Manager to sign and execute the Agreement JE Gibson
28 Engineering and Consulting, Inc. not to exceed the amount of \$66,097 for the Construction of
29 the Facilities Maintenance located at 111 4 Corners Road, Port Townsend, Washington.
30

31 **CERTIFICATION**


32 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson
33 County Public Transportation Benefit Area, certifies that the foregoing is a true and correct
34 copy of a resolution adopted at a legally convened meeting of the Jefferson Transit Authority
35 Board held on this 20th day of April, 2021.

36
37
Chair 

Member 

Member 

Vice Chair 

Member 

Attest: 
Clerk of the Board



Jefferson Transit Authority

63 Four Corners Road, Port Townsend, WA 98368,
(360) 385-3020, Fax: (360) 385-2321

PROFESSIONAL SERVICES AGREEMENT

SECTION 1 – Parties to the Agreement

It is hereby agreed by and between Jefferson Transit Authority (“JTA”), Jefferson County, Washington, AND JE Gibson Engineering and Consulting (“Contractor”), that the Contractor shall provide indicated services to JTA in accordance with the Terms and Conditions set forth below and any incorporated or attached addenda this Agreement.

This Agreement type is a (Check one):

- One Time Only
 Ongoing/Renewable
 Urgent/Emergency
 Other (explain below)

Other: _____

SECTION 2 – Scope of Work

The Contractor agrees to provide the following professional services to JTA (list each type of service to be provided and indicate if a detail description is attached):

#	Title of Service:	Attachment No.
1	2021-01 Facilities Maintenance PM Scope of Work	A
2		
3		
4		
5		

SECTION 3 – Compensation & Payment Schedule

JTA will compensate the Contractor upon receipt of a valid invoice by (Check all that apply and attach additional details regarding payments to be made by involved parties):

- Lump Sum Payment of \$_____ due at completion of work upon: JTA Inspection/Sign-off Required
 All Charges not to Exceed Contract Amount of \$66,097 for services billed at minimum monthly until project completion.
 Recurring charges of \$_____ to be paid (Circle one): Weekly Bi-Weekly Monthly Quarterly Semi-Annual Annually

See Attachment: A for further details.

- All submitted invoices shall be paid by JTA **Net 30 days** unless agree otherwise by parties to this Agreement.
- JTA reserves the right to request related documents (i.e., receipts, statements etc.) and any other proof of expenses and costs incurred by the Contractor on behalf of JTA and invoiced for payment or reimbursement.
- JTA also reserves the right to contest what it deems to be unjustified or excessive charges for services rendered as described within this Agreement. Should one or more of the Contractor’s invoices be contested the following shall apply:

- 3.1. Written notice shall be provided by JTA within 14 business days indicating the Invoice by number, its date and a brief description of the work(s) or charge(s) in dispute.
- 3.2. JTA shall make all reasonable efforts to negotiate in good faith to resolve the contested invoices(s) within the original Net 30 day period and make prompt payment thereafter.
- 3.3. Billing disputes not so resolved shall be decided in accordance with the procedures of section 6.13 below.
4. For Ongoing/Renewable type Agreements which have passed the expiration date set in SECTION 4 and services were rendered to JTA thereafter, all existing fees and rates as previously detailed and set will apply.

SECTION 4 – Term of Agreement

The term (or length) of this Agreement shall start on (date): April 20, 2021 and expire on: April 20, 2022.

Under no circumstances shall the Contractor begin any work (billable or not) before receiving written approval to do so by an authorized JTA agent.

Work performed subsequent to the expiration date of this Agreement shall be billed at the original Agreement rates previously set forth.

SECTION 5 – Insurance & Liability

This Agreement requires the Contractor to be Insured (Check if required)

If insurance is required, the Contractor 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 Contractor, their agents, representatives, employees or subcontractors. The Contractor shall provide a Certificate of Insurance clearly indicating the following:

1. **Automobile Liability** (if required) insurance with limits no less than \$1,000,000 USD 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 USD combined single limit per occurrence, \$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 with coverage limits of \$1,000,000 USD per occurrence. Covering all errors, omissions or negligent acts of the contractor, subcontractor or anyone directly or indirectly employed by them, made in the performance of this contract of this contract which result in financial loss to JTA.

JTA shall be named as additional insured on the Commercial General Liability insurance policy, as respects work performed by or on behalf of the Contractor and a copy of the endorsement naming JTA as additional insured shall be

attached to the Certificate of Insurance. JTA reserves the right to receive a certified copy of all required insurance policies from Contractor's underwriter(s).

The Contractor shall provide JTA a written notice 30 calendar days prior to cancellation, suspension or material change in any coverage required for this Agreement.

SECTION 6 – Provisions Applicable to All Contacts

1. **Standard of Care.** The Contractor shall perform its duties hereunder in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession as Contractor currently practicing under similar circumstances. The Contractor shall, without additional compensation, correct those services not meeting such a standard.
2. **Delegation and Subcontracting.** Contractor's services are deemed personal and no portion of this Contract may be delegated or subcontracted to any other individual, firm, or entity without the express and prior written approval of JTA.
3. **Independent Contractor.** The Contractor's services shall be furnished by the Contractor as an independent contractor and nothing herein contained shall be construed to create a relationship of employer/employee or master/servant.
4. **Regulations and Requirements.** This Agreement shall be subject to all federal, state, and local laws, rules, and regulations.
5. **Right to Review.** This Contract is subject to review by any federal or state auditor. JTA shall have the right to review and monitor the financial and service components of this program by whatever means are deemed expedient.
6. **Modifications.** Either party may request changes in the Agreement. Any and all agreed modifications shall be in writing, signed by each of the parties.
7. **Termination for Default.** If the Contractor defaults by failing to perform any of the obligations of the Contract, JTA may, by depositing written notice to the Contractor in the U.S. mail, postage prepaid, terminate the Contract, and at JTA's option, obtain performance of the work elsewhere. If the Contract is terminated for default, the Contractor shall not be entitled to receive any further payments under the Contract. Any extra cost or damage to JTA resulting from such default(s) shall be deducted from any money due or coming due to the Contractor. The Contractor agrees to bear any extra expenses incurred by JTA in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by JTA by reason of such default.
8. **Termination for Public Convenience.** JTA may terminate the Contract in whole or in part whenever JTA determines, in its sole discretion that such termination is in the interests of JTA. Whenever the Contract is terminated in accordance with this paragraph, the Contractor shall be entitled to payment for actual work performed for completed items of work. An equitable adjustment in the Contract price for partially completed

items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work.

9. **Termination Procedure.** The following provisions apply in the event that this Agreement is terminated:

- (a) The Contractor shall cease to perform any services required hereunder as of the effective date of termination and shall comply with all reasonable instructions contained in the notice of termination, if any.
- (b) The Contractor shall provide JTA with an accounting of authorized services provided through the effective date of termination.
- (c) If the Agreement has been terminated for default, JTA may withhold a sum from the final payment to the Contractor that JTA determines necessary to protect itself against loss or liability.

10. **Defense and Indemnity Agreement.** The Contractor agrees to defend, indemnify and save harmless JTA, its appointed and elected officers, agents and employees, from and against all loss or expense, including but not limited to claims, demands, actions, judgments, settlements, attorneys' fees and costs by reason of any and all claims and demands upon JTA, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons and on account of damage to property including loss of use thereof, whether such injury to persons or damage to property is due to the negligence of the Contractor, his/her subcontractors, its successor or assigns, or its or their agent, servants, or employees, JTA, its appointed or elected officers, employees or their agents, except only such injury or damage as shall have been occasioned by the sole negligence of JTA, its appointed or elected officials or employees. It is further provided that no liability shall attach to JTA by reason of entering into this contract, except as expressly provided herein.

11. **Venue and Choice of Law.** In the event that any litigation should arise concerning the construction or interpretation of any of the terms of this Agreement, the venue of such action shall be in the courts of the State of Washington in and for the County of Jefferson. This Agreement shall be governed by the law of the State of Washington.

12. **Rights and Remedies.** The duties and obligations imposed by this Agreement and the rights and remedies available hereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available bylaw.

13. **Disputes:** Differences between the Contractor and JTA, arising under and by virtue of the contract documents shall be brought to the attention of JTA at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken, and shall be submitted to JTA's General Manager for resolution. The Contractor and JTA shall have the opportunity to submit written materials and argument and to offer documentary evidence for the General Manager's consideration. Oral argument and live testimony will not be permitted. JTA's General Manager shall make a decision within thirty (30) days of submittal of the dispute for his review. Pending final decision of the dispute, the Contractor shall proceed diligently with the performance of this Agreement and in accordance with the decision rendered.

The records, orders, rulings, instructions, and decision of JTA shall be final and conclusive thirty (30) days from the date of mailing unless the Contractor requests arbitration as provided in paragraph 6.14, below.

14. **Arbitration:** In the event of a dispute between the parties to this Agreement such dispute shall be decided according to the MANDATORY ARBITRATION RULES (MAR) of the County in which suit is filed, regardless of amount in dispute. The parties hereto waive their right to file any appeal in Superior court. If either party seeks and receives legal counsel, the prevailing party shall be awarded reasonably attorney's fees paid and/or billed whether the dispute is resolved through settlement or arbitration. The prevailing party is defined as the single party in whose favor a net monetary settlement or arbitration award is received after all offsets, back charges and counterclaims are resolved and regardless of which party may have prevailed on which issue. The determination of the prevailing party shall supersede all statutes, court rules and offers of settlement.
15. **Ownership of Items Produced.** All writings, programs, data, art work, music, maps, charts, tables, illustrations, records or other written, graphic, analog or digital materials prepared by the Contractor and/or its consultants or subcontractors, in connection with the performance of this Agreement shall be the sole and absolute property of JTA and constitute "work made for hire" as that phrase is used in federal and/or state intellectual property laws and Contractor and/or its agents shall have no ownership or use rights in the work.
16. **Recovery of Payments to Contractor.** The right of the Contractor to retain monies paid to it is contingent upon satisfactory performance of this Agreement, including the satisfactory completion of the project described in the Scope of Work. In the event that the Contractor fails, for any reason, to perform obligations required of it by this Agreement, the Contractor may, at JTA's sole discretion, be required to repay to JTA all monies disbursed to the Contractor for those parts of the project that are rendered worthless by such failure to perform. Interest shall accrue at the rate of 12 percent (12%) per annum from the time JTA demands repayment of funds.
17. **Non-Discrimination.** The Contractor shall not discriminate against any person on the basis of race, creed, political ideology, color, national origin, sex, marital status, sexual orientation, age, or the presence of any sensory, mental or physical handicap.
18. **Subcontractors.** In the event that the Contractor employs the use of any subcontractors, the contract between the Contractor and the subcontractor shall provide that the subcontractor is bound by the terms of this Agreement between JTA and the Contractor. The Contractor shall insure that in all subcontracts entered into, JTA is named as an express third-party beneficiary of such contracts with full rights as such.
19. **Third Party Beneficiaries.** This Agreement is intended for the benefit of JTA and Contractor and not for the benefit of any third parties.
20. **Time is of the Essence.** Time is of the essence in the performance of this Contract unless a more specific time period is set forth in the Scope of Work.
21. **Notice.** Except as set forth elsewhere in the Agreement, for all purposes under this Agreement, except service of process, any notices shall be given by the Contractor to JTA's General Manager, and any notices to the contractor shall be given to the person executing the Agreement on behalf of the Contractor at the address identified on the signature page.

PROFESSIONAL SERVICES AGREEMENT

22. **Severability.** If any term or condition of this Contract or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this Contract are declared severable.
23. **Waiver.** Waiver of any breach or condition of this Contract shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this Contract shall be held to be waived, modified, or deleted except by an instrument, in writing, signed by the parties hereto.
24. **Construction.** This Agreement has been mutually reviewed and negotiated by the parties and should be given a fair and reasonable interpretation and should not be construed less favorably against either party.
25. **Agreement.** This written contract represents the entire Agreement between the parties and supersedes any prior statements, discussions or understandings between the parties except as provided herein.

PROFESSIONAL SERVICES AGREEMENT

IN WITNESS WHEREOF, the Contractor accepts all terms and provisions of the Agreement, with any attachments or addenda (if present) and has indicated such with their signature below by the Contractor's authorized officer or agent.

James E. Gibson

Contractor's Officer/Agent

JAMES E. GIBSON

Printed Name

OWNER

Title

4/14/21

Date

JE GIBSON ENGINEERING AND CONSULTING INC

Company Name (or DBA)

PO BOX 178 TENINO WA 98589

Legal Address

360.951.1454

Phone

JEGibsonConsulting@gmail.com

Email

83-0583014

Federal ID# (or SSN)

Tammi Rubert

Jefferson Transit Authority Representative

Tammi Rubert

Printed Name

General Manager

Title

April 20, 2021

Date



Scope of Work

**Jefferson Transit Authority Project Manager-Maintenance Building
111 4 Corners Rd Port Townsend, Washington**

Entitlements/Construction Documents/Construction Management

Prepared For: Jayme Brooke, Grants & Procurement Coordinator

**Prepared By: Jim Gibson, PE
JE Gibson Engineering and Consulting Inc.**

Date: April 4, 2021

Introduction:

It is my pleasure to offer the following scope of work for JE Gibson Engineering and Consulting Inc. (JEG) to provide project management services, entitlements, civil engineering, bidding and award, and construction management for the development of the property located at 111 4 Corners Road.

Project Understanding:

We understand that the project will be an expansion of the 63 Four Corners Administration and Maintenance facilities. The subject property is located to the east of the Maintenance Facility. JTA wishes to develop a bus driver training area, construct a building for the Facilities Maintenance Department and associated utilities to support these. The project will consist of a topographic and boundary survey, development of a preferred site plan and preliminary documents for applying for a County Conditional Use Permit (CUP). Concurrently with the CUP, the County will review and approve, final construction documents. JEG will coordinate the bidding and award of the project and ultimately oversee and manage the construction of the project.

Process Understanding:

For the purposes of this proposal, we are including industry-standard construction documents and reports, coordination with County staff for permitting, the bid and awarding of the project, and the construction management of the project.

PHASE 1 – TOPOGRAPHIC SURVEY (By Mtn2Coast Survey)

This phase includes the costs to complete a topographic and boundary survey for the site.

- 1.1. Complete a topographic survey of all surface and underground locatable features within the property¹.
- 1.2. Prepare a base map consisting of the topographic and boundary survey².

¹ Survey limits are from south edge of 4 corners Road and the property limits.

² Utility locate has been included in the fee.

- 1.3. Provide private underground locate services prior to topographic survey.

PHASE 1 FEE: \$7,372

Phase 1 Deliverables:

- Topographic and boundary survey (AutoCAD and PDF).
- Record of survey recoded with Auditor's office.
- Underground locate services.

PHASE 2 – CONDITIONAL USE PERMIT/PRELIMINARY CONSTRUCTION DOCUMENTS

PHASE 2 - Task 1 - Conditional Use Permit/Preliminary Documents

This phase includes labor, design, and production to provide the preliminary CUP documents for submittal and review by Jefferson County. These plans must contain enough information so that the permitting jurisdiction can review and approve the proposal. These plans would be considered approximately 60% of final construction documents. They will have the design concepts included but not included the detailed documentation that the bid documents will contain. The following documents are included and are prepared as part of this phase:

2.1. Conditional Use Permit/Preliminary Plans:

- County Land Use Applications.
- Cover sheet.
- Site Plan / Horizontal Control Plan.
- Grading, Paving and Stormwater Plan.
- Grading Paving and Stormwater Notes and Details.
- TESC Plan.
- TESC Notes and Details.
- Dry Utility and Conduit Plan³.
- Landscape Plan.
- Meeting time for coordination trips to the site, submittal to the County and attending CUP Public Hearing. (Travel time is included in Phase 6)

Phase 2 – Task 1 - Fee: \$15,750

Phase 2 - Task 2 – Preliminary Stormwater Drainage Report

This phase includes the preliminary stormwater drainage report to be submitted with the permit documents. This report will provide the mitigation design for the new impervious areas, sizing of the drainage facilities and methodology of addressing minimum requirements 1-9 of the stormwater manual. JEG assumes that a new stormwater facility will be required to mitigate the new impervious area of this project.

³ The plan is to show power and extra conduits as needed.

- 2.2. Prepare Stormwater Drainage Report.
- 2.3. Provide stormwater calculations.
- 2.4. Provide SWPPP Plan.
- 2.5. Submit for review and revise, if necessary, based on County Comments.

Phase 2 – Task 2- Fee: \$2,000

PHASE 2 TOTAL FEE: \$17,750

Phase 2 Deliverables:

- CUP Plans, reports, and applications.
- Submittal of Plans and Applications to the County.
- Attend 4 meetings (2 with JTA Staff, 1 submittal to County and Public Hearing).

PHASE 3 – CIVIL CONSTRUCTION DOCUMENTS AND SPECIFICATIONS

Phase 3-Task 1 – Final Civil Engineering Construction Documents

The CUP plans from Phase 2 will be used as the basis of the construction documents. These plans will require additional information and details to be added to documents to be 100% complete and used as the PS&E bidding documents. We would anticipate that the risk for changes from the CUP process is low and that the construction documents should be started before the final CUP is issued.

The following documents are included and are to be prepared as part of this phase:

3.1. Final Civil Engineering Construction Documents will include:

- Cover sheet.
- Site Plan / Horizontal Control Plan.
- Grading, Paving and Stormwater Plan.
- Grading Paving and Stormwater Notes and Details.
- TESC Plan.
- TESC Notes and Details.
- Dry Utility and Conduit Plan⁴.
- Landscape Plan.
- CSI Specifications.

Phase 3 – Task 1 - Fee: \$7,500

Phase 3-Task 2 – Stormwater Drainage Report

This phase includes the final preparation of the stormwater drainage report to be submitted with the permit documents. This report will provide the mitigation design for the new impervious areas, sizing of

⁴ The plan is to show power, low voltage and any data connections as needed.

the drainage facilities and methodology of addressing minimum requirements 1-9 of the stormwater manual.

- 3.2. Complete final stormwater drainage report.
- 3.3. Complete final stormwater calculations.
- 3.4. Complete final SWPPP Plan.

Phase 3 – Task 2- Fee: \$1,000

PHASE 3 TOTAL FEE: \$8,500

Phase 3 Deliverables:

- Final construction and bid documents.
- Final stormwater drainage report.
- Final CSI specifications.
- Jefferson County approved plans for bidding.

PHASE 4 –AD, BIDDING, ADDENDUMS AND PROJECT AWARD

This phase includes the effort to manage the advertisement, bidding, and award of the project.

- 4.1. Coordinating placing project advertisement.
- 4.2. Completing one bid addendum.
- 4.3. Responding to bidder information requests.
- 4.4. Coordinating project bid opening at JTA administration offices.
- 4.5. Completing the certification of the bid.
- 4.6. Coordinating the project award.

PHASE 4 FEE: \$5,200

Phase 4 Deliverables:

- Project advertisement and listing.
- Issuance of bid addendums (as needed).
- Opening and Award of Bid at JTA office.
- Final certification of bid documents.

PHASE 5 – CONSTRUCTION ADMINISTRATION

Phase 5 -Task 1 – Construction Inspection and Documentation

This task includes construction management of the project. It provides weekly contractor meetings, material submittal review and approval, RFI review and approval, RFI logs, Change Orders and Change

Order Directives. JEG will act as the owner representative during construction of the project and closeout process.

- 5.1. Provide weekly meetings with contractor and owner during construction.
- 5.2. Review and approve all material submittals.
- 5.3. Maintain RFI log.
- 5.4. Maintain Change Orders and Change Order Directives.
- 5.5. Provide updated and revised plans based on field required changes throughout construction.
- 5.6. Provide "Record Drawings," County close out documents and contractor redlines to Jefferson County at the end of the project.
- 5.7. Provide project final walk-thru checklist.
- 5.8. Provide project coordination as needed for between contractor and owner.
- 5.9. Provide final documents for JTA records.

Phase 5 – Task 1 - FEE: \$5,100

Phase 5 -Task 2 – Material Testing – Construction Inspection Services (CIS)

This task includes the labor and testing for CSI to complete required testing of construction materials, compaction testing of the soils, subgrades, and stockpiled material to be placed on the site during construction. We have estimated 4 days of testing at \$1,500 dollars per a day. This work will be invoiced as time and materials contract with only the actual costs needed to complete the project.

- 6.1. Provide compaction testing for all utility installations, subgrades and building pads.
- 6.2. Provide in situ testing of all concrete and asphalt placed on site.
- 6.3. Provide testing reports on all testing completed.

Phase 5 – Task 2- Fee: \$6,000

PHASE 5 TOTAL FEE: \$11,100

Phase 5 Deliverables:

- Weekly meeting minutes.
- RFI Log.
- Shop Drawings.
- Change Order Record and Record Drawings.
- Compaction and concrete testing of construction materials.
- Binder with all project information.

PHASE 6 – PROJECT MANAGEMENT AND TRAVEL

This phase includes tasks to plan, manage, and administer the work; attend project meetings; and provide construction management/quality assurance during the construction. The following tasks include:

- 6.1. This phase includes travel to Port Townsend for the project. Trips included in are as follows:
 - Two trips to meet with JTA to provide preliminary site planning and sketches to establish final construction documents requirements⁵.
 - Two trips for meetings to address permitting and revisions with the Jefferson County.
 - One trip to attend the CUP Public Hearing.
 - Two trips for meetings with JTA staff for bidding and award of the project⁶.
 - Twelve construction meetings with contractor⁷.
- 6.2. Prepare project updates, accounting, billing, and information for the entire project.

PHASE 6 FEE: \$14,250

Phase 6 Deliverables:

- Coordination with Jefferson County for submittal and resubmittals of plans.
- Coordination with JTA Staff and presentation of project to JTA Board.
- Weekly meetings for construction management and inspections.
- Weekly project updates.
- Billing, accounting, and project coordination.

BUDGET SUMMARY

	<u>Fee</u>	<u>Billing Type</u>
1. Topographic Survey (Includes Subconsultant)	\$ 7,372	Fixed Fee
2. Conditional Use Permit/Preliminary Documents	\$17,750	T/M Fee
3. Civil Construction Documents and Specifications	\$ 8,500	T/M Fee
4. Project Ad and Award	\$ 5,200	T/M Fee
5. Construction Administration (Includes Subconsultant)	\$11,100	T/M Fee
6. Project Management and Travel	\$14,250	T/M Fee
7. Expenses and Mileage (estimated at 3%)	\$ 1,925	T/M Fee
TOTAL PROJECT FEE	\$66,097	

⁵ These meetings will be to meet with JTA staff and to present to the JTA Board if necessary.

⁶ One meeting is for bidding walk thru and the second is for Bid Opening.

⁷ It is assumed that the construction will take 3 months with 1 visit a week.

PROJECT ASSUMPTIONS:

1. The existing septic on-site septic system will be acceptable to the County and can be utilized for bathroom use in the maintenance bldg. If the County requires a new septic system to be designed, test pits and design fees will be additional.
2. JEG has not assumed a new geotechnical report for paving or building foundations. JEG will utilize the reports from 63 4 Corners Road project. Based on soils maps this property will have the same soil properties as the previous project and a pole building does not need to have foundation design completed.
3. The proposed building is expected to be a free-span premanufactured post and beam construction that contains one insulated/sheet rock office and bathroom. The remaining area will be uninsulated and unheated. Heating and cooling will be by a ductless heat pump. It is also assumed that separate buildings provided by an architect will not be required. No fees for architectural designs have been included in this proposal.
4. Soils test pits for septic or infiltration testing have not been included. An estimate from a local contractor estimates that to be \$1,200 if needed.
5. No County application or building permit fees have been included in this proposal. All fees shall be paid by Jefferson Transit Authority.
6. This project is does not have any federal funding and will not require federal standards of inspections and project documentation.

END OF PROPOSAL