

Jefferson County
Board of Commissioners
Agenda Request

To: Board of Commissioners
Mark McCauley, County Administrator

From: Monte Reinders, P.E. Public Works Director/County Engineer 

Agenda Date: April 15, 2024

Subject: Professional Services Agreement with Clark Land Office, PLLC
SR 19 Rhody Drive Ped.-Bike Improvements Project - South Segment
Project No. 1802095

Statement of Issue:

The issue is a need for professional surveying services to accomplish the surveying work required for the Preliminary Engineering phase for the SR 19 Rhody Drive Ped.-Bike Improvements - South Segment project.

Analysis/Strategic Goals/Pro's & Con's:

This project is included in the 2024-2029 Transportation Improvement Program. The goal of this project is to improve pedestrian and bicycle safety by constructing a sidewalk and bike lane along SR 19 from M.P. 8.94 (approx. 815 feet southeasterly of the SR 19/Chimacum Road/Center Road intersection) to M.P. 9.56 (approx. 250 feet southerly of the SR 19/West Valley Road intersection), including a pedestrian-bike bridge across Chimacum Creek.

Fiscal Impact/Cost Benefit Analysis:

The maximum amount payable for consultant services under this Professional Services Agreement is \$34,083.00. This surveying work will be fully funded by a WSDOT, Active Transportation Division, Sandy Williams Connecting Communities grant.

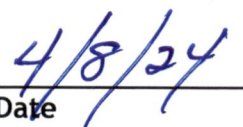
Recommendation:

The Board is asked to approve and execute the three (3) originals of the Professional Services Agreement with Clark Land Office, PLLC where indicated, and return two (2) signed originals to Public Works (attn. John Wayand).

Department Contact: John Wayand, 385-9377

Reviewed By:


Mark McCauley, County Administrator


Date

CONTRACT REVIEW FORM

(INSTRUCTIONS ARE ON THE NEXT PAGE)

Clear Form

CONTRACT WITH: Clark Land Office, PLLC

Contract No:

PW2024-044

Contract For: SR 19 Rhody Drive Ped-Bike Improvements - South Segment, Project No. 1802095

Term: December 31, 2026

COUNTY DEPARTMENT: Public Works

Contact Person: John Wayand

Contact Phone: X377

Contact email: jwayand@co.jefferson.wa.us

AMOUNT: \$34,083.00

Revenue: WSDOT State S.W.C.C. program (100%)

Expenditure: 18000010.595.41

Matching Funds Required: No

Sources(s) of Matching Funds N/A

Fund # 180

Munis Org/Obj 180595.410000

PROCESS:

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Exempt from Bid Process

Cooperative Purchase

Competitive Sealed Bid

Small Works Roster

Vendor List Bid

RFP or RFQ

Other: Consultant Selection Process

APPROVAL STEPS:

STEP 1: DEPARTMENT CERTIFIES COMPLIANCE WITH JCC [3.55.080](#) AND CHAPTER [42.23](#) RCW.

CERTIFIED: ☒ N/A: ☐

John Wayand
Signature

3-13-24
Date

STEP 2: DEPARTMENT CERTIFIES THE PERSON PROPOSED FOR CONTRACTING WITH THE COUNTY (CONTRACTOR) HAS NOT BEEN DEBARRED BY ANY FEDERAL, STATE, OR LOCAL AGENCY.

CERTIFIED: ☒ N/A: ☐

John Wayand
Signature

3-13-24
Date

STEP 3: RISK MANAGEMENT REVIEW (will be added electronically through Laserfiche):

✓ Electronically approved by Risk Management on 3/15/2024.

STEP 4: PROSECUTING ATTORNEY REVIEW (will be added electronically through Laserfiche):

✓ Electronically approved as to form by PAO on 3/20/2024.
Standard County PSA-already approved as to form by PAO. No PAO signature needed.

STEP 5: DEPARTMENT MAKES REVISIONS & RESUBMITS TO RISK MANAGEMENT AND PROSECUTING ATTORNEY(IF REQUIRED).

STEP 6: CONTRACTOR SIGNS

STEP 7: SUBMIT TO BOCC FOR APPROVAL

PROFESSIONAL SERVICES AGREEMENT FOR
SURVEYING SERVICES
SR 19 RHODY DRIVE PEDESTRIAN-BIKE IMPROVEMENTS -
SOUTH SEGMENT

THIS PROFESSIONAL SERVICES AGREEMENT ("this Agreement") is entered into between the County of Jefferson, a municipal corporation ("the County"), and Clark Land Office, PLLC ("the Consultant"), in consideration of the mutual benefits, terms, and conditions specified below.

1. Project Designation. The Consultant is retained by the County to Provide Surveying services for Jefferson County's SR 19 Rhody Drive Pedestrian-Bike Improvements - South Segment project
2. Scope of Services. Consultant agrees to perform the services, identified on Exhibit "A" attached hereto, including the provision of all labor.
3. Time for Performance. Work under this Agreement shall commence upon the giving of written notice by the County to the Consultant to proceed. The Consultant receipt of a Purchase Order shall constitute said notice. Consultant shall perform all services and provide all work product required pursuant to this Agreement on the dates listed on Exhibit "A". Time is of the essence in the performance of this Agreement.
4. Payment. The Consultant shall be paid by the County for completed work and for services rendered under this Agreement as follows:
 - a. Payment for the work provided by Consultant shall be made as provided on Exhibit "B" attached hereto, provided that the total amount of payment to Consultant shall not exceed \$ 34,083.00 without express written modification of this Agreement signed by the County.
 - b. The Consultant may submit invoices to the County once per month during the progress of the work for partial payment for project completed to date. Such vouchers will be checked by the County, and upon approval thereof, payment will be made to the Consultant in the amount approved. Payment of Consultant invoices shall be within 30 days of receipt by the County for any services not in dispute based on the terms of this Agreement.
 - c. Final payment of any balance due the Consultant of the total contract price earned will be made promptly upon its ascertainment and verification by the County after the completion of the work under this Agreement and its acceptance by the County.
 - d. Payment as provided in this section shall be full compensation for work performed, services rendered and for all materials, supplies, equipment and incidentals necessary to complete the work.

- e. The Consultant's records and accounts pertaining to this Agreement are to be kept available for inspection by representatives of the County and state for a period of three (3) years after final payments. Copies shall be made available upon request.
5. Ownership and Use of Documents. All documents, drawings, specifications, and other materials produced by the Consultant in connection with the services rendered under this Agreement shall be the property of the County whether the project for which they are made is executed or not. The Consultant shall be permitted to retain copies, including reproducible copies, of drawings and specifications for information, reference and use in connection with Consultant's endeavors.
6. Compliance with laws. Consultant shall, in performing the services contemplated by this Agreement, faithfully observe and comply with all federal, state, and local laws, ordinances and regulations, applicable to the services to be rendered under this Agreement.
7. Indemnification. The Consultant shall defend, indemnify and hold the County, its officers, officials, employees, agents and volunteers (and their marital communities) harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the County. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the County, its officers, officials, employees, agents and volunteers (and their marital communities) the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.
8. Insurance. Prior to commencing work, the Consultant shall obtain at its own cost and expense the following insurance coverage specified below and shall keep such coverage in force during the terms of the Agreement.

Commercial Automobile Liability Insurance providing bodily injury and property damage liability coverage for all owned and non-owned vehicles assigned to or used in the performance of the work for a combined single limit of not less than \$500,000 each occurrence with the County named as an additional insured in connection with the Consultant's performance of his Agreement. This insurance shall indicate on the certificate of insurance the following coverage: (a) Owned automobiles; (b) Hired automobiles; and, (3) Non-owned automobiles.

Commercial General Liability Insurance in an amount not less than a single limit of \$500,000 per occurrence and an aggregate of not less than two (2) times the occurrence

amount (\$1,000,000.00 minimum) for bodily injury, including death and property damage, unless a greater amount is specified in the contract specifications.

The commercial general liability insurance coverage shall contain no limitations on the scope of the protection provided and include the following minimum coverage:

- a. Broad Form Property Damage, with no employee exclusion;
- b. Personal Injury Liability, including extended bodily injury;
- c. Broad Form Contractual/Commercial Liability – including coverage for products and completed operations;
- d. Premises – Operations Liability (M&C);
- e. Independent Contractors and subcontractors;
- f. Blanket Contractual Liability.

The County shall be named as an “additional named insured” under all insurance policies required by this Agreement, except Professional Liability Insurance when not allowed by the insurer, and shall include a provision prohibiting cancellation of said policy except upon thirty (30) days prior written notice to the County.

Such insurance coverage shall be evidenced by one of the following methods: (a) Certificate of Insurance; or, (b) Self-insurance through an irrevocable Letter of Credit from a qualified financial institution.

The Consultant shall furnish the County with properly executed certificates of insurance that, at a minimum, shall include: (a) The limits of coverage; (b) The project name to which it applies; (c) The certificate holder as Jefferson County, Washington and its elected officials, officers, and employees with the address of Jefferson County Risk Management, P.O. Box 1220, Port Townsend, WA 98368, and, (d) A statement that the insurance policy shall not be canceled or allowed to expire except on thirty (30) days prior written notice to the County. If the proof of insurance or certificate indicating the County is an “additional insured” to a policy obtained by the Consultant refers to an endorsement (by number or name) but does not provide the full text of that endorsement, then it shall be the obligation of the Consultant to obtain the full text of that endorsement and forward that full text to the County. Certificates of coverage as required by this section shall be delivered to the County within fifteen (15) days of execution of this Agreement.

Failure of the Consultant to take out or maintain any required insurance shall not relieve the Consultant from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with or otherwise limit the obligations concerning indemnification of the County.

The Consultant’s insurers shall have no right of recovery or subrogation against the County (including its employees and other agents and agencies), it being the intention of the parties that the insurance policies, with the exception of Professional Liability Insurance, so affected shall protect all the parties and shall be primary coverage for all losses covered by the above described insurance.

Insurance companies issuing the Consultant's insurance policy or policies shall have no recourse against the County (including its employees and other agents and agencies) for payment of any premiums or for assessments under any form of insurance policy.

All deductibles in the Consultant's insurance policies shall be assumed by and be at the sole risk of the Consultant.

Any deductibles or self-insured retention shall be declared to and approved by the County prior to the approval of this Agreement by the County. At the option of the County, the insurer shall reduce or eliminate deductibles or self-insured retention, or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Any judgments for which the County may be liable, in excess of insured amounts required by this Agreement, or any portion thereof, may be withheld from payment due, or to become due, to the Consultant until the Consultant shall furnish additional security covering such judgment as may be determined by the County.

Any coverage for third party liability claims provided to the County by a "Risk Pool" created pursuant to Ch. 48.62 RCW shall be non-contributory with respect to any insurance policy the Consultant shall provide to comply with this Agreement.

The County may, upon the Consultant's failure to comply with all provisions of this Agreement relating to insurance, withhold payment or compensation that would otherwise be due to the Consultant.

The Consultant shall provide a copy of all insurance policies specified in this Agreement.

Written notice of cancellation or change in the Consultant's insurance required by this Agreement shall reference the project name and agreement number and shall be mailed to the County at the following address: Jefferson County Risk Management, P.O. Box 1220, Port Townsend, WA 98368.

The Consultant's liability insurance provisions shall be primary and noncontributory with respect to any insurance or self-insurance programs covering the County, its elected and appointed officers, officials, employees, and agents.

Any failure to comply with reporting provisions of the insurance policies shall not affect coverage provided to the County, its officers, officials, employees, or agents.

The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

The Consultant shall include all subconsultants as insured under its insurance policies or shall furnish separate certificates and endorsements for each subconsultants. All insurance coverage for subconsultants shall be subject to all the requirements stated in this Agreement.

The insurance limits mandated for any insurance coverage required by this Agreement are not intended to be an indication of exposure nor are they limitations on indemnification.

The Consultant shall maintain all required insurance policies in force from the time services commence until services are completed. Certificates, insurance policies, and endorsements expiring before completion of services shall be promptly replaced. All the insurance policies required by this Agreement shall provide that thirty (30) days prior to cancellation, suspension, reduction or material change in the policy, notice of same shall be given to the County Risk Manager by registered mail, return receipt requested.

The Consultant shall place insurance with insurers licensed to do business in the State of Washington and having A.M. Best Company ratings of no less than A-, with the exception that excess and umbrella coverage used to meet the requirements for limits of liability or gaps in coverage need not be placed with insurers or re-insurers licensed in the State of Washington.

The County reserves the right to request additional insurance on an individual basis for extra hazardous contracts and specific service agreements.

9. Worker's Compensation (Industrial Insurance).

If and only if the Consultant employs any person(s) in the status of employee or employees separate from or in addition to any equity owners, sole proprietor, partners, owners or shareholders of the Consultant, the Consultant shall maintain workers' compensation insurance at its own expense, as required by Title 51 RCW, for the term of this Agreement and shall provide evidence of coverage to Jefferson County Risk Management, upon request.

Worker's compensation insurance covering all employees with limits meeting all applicable state and federal laws. This coverage shall include Employer's Liability with limits meeting all applicable state and federal laws.

This coverage shall extend to any subconsultant that does not have their own worker's compensation and employer's liability insurance.

The Consultant expressly waives by mutual negotiation all immunity and limitations on liability, with respect to the County, under any industrial insurance act, disability benefit act, or other employee benefit act of any jurisdiction which would otherwise be applicable in the case of such claim.

If the County incurs any costs to enforce the provisions of this subsection, all cost and fees shall be recoverable from the Consultant.

10. Independent Contractor. The Consultant and the County agree that the Consultant is an independent contractor with respect to the services provided pursuant to this Agreement. The Consultant specifically has the right to direct and control Consultant's own activities, and the activities of its subconsultants, employees, agents, and representatives, in

providing the agreed services in accordance with the specifications set out in this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties. Neither Consultant nor any employee of Consultant shall be entitled to any benefits accorded County employees by virtue of the services provided under this Agreement, including, but not limited to: retirement, vacation pay; holiday pay; sick leave pay; medical, dental, or other insurance benefits; fringe benefits; or any other rights or privileges afforded to Jefferson County employees. The County shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance program, otherwise assuming the duties of an employer with respect to Consultant, or any employee of Consultant.

11. Subcontracting Requirements. The Consultant is responsible for meeting all terms and conditions of this Agreement including standards of service, quality of materials and workmanship, costs, and schedules. Failure of a subconsultant to perform is no defense to a breach of this Agreement. The Consultant assumes responsibility for and all liability for the actions and quality of services performed by any subconsultant.

Every subconsultant must agree in writing to follow every term of this Agreement. The Consultant must provide every subconsultant's written agreement to follow every term of this Agreement before the subconsultant can perform any services under this Agreement. The County Engineer or their designee must approve any proposed subconsultants in writing.

Any dispute arising between the Consultant and any subconsultants or between subconsultants must be resolved without involvement of any kind on the part of the County and without detrimental impact on the Consultant's performance required by this Agreement.

12. Covenant Against Contingent Fees. The Consultant warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement, and that he has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the County shall have the right to annul this Agreement without liability or, in its discretion to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.
13. Discrimination Prohibited. The Consultant, with regard to the work performed by it under this Agreement, will not discriminate on the grounds of race, color, national origin, religion, creed, age, sex, or the presence of any physical or sensory handicap in the selection and retention of employees or procurement of materials or supplies.
14. No Assignment. The Consultant shall not sublet or assign any of the services covered by this Agreement without the express written consent of the County. Assignment does not

include printing or other customary reimbursable expenses that may be provided in an agreement.

15. Non-Waiver. Waiver by the County of any provision of this Agreement or any time limitation provided for in this Agreement shall not constitute a waiver of any other provision.
16. Termination.
 - a. The County reserves the right to terminate this Agreement at any time by giving ten (10) days written notice to the Consultant.
 - b. In the event of the death of a member, partner, or officer of the Consultant, or any of its supervisory personnel assigned to the project, the surviving members of the Consultant hereby agree to complete the work under the terms of this Agreement, if requested to do so by the County. This section shall not be a bar to renegotiations of this Agreement between surviving members of the Consultant and the County, if the County so chooses.
17. Notices. All notices or other communications which any party desires or is required to give shall be given in writing and shall be deemed to have been given if hand-delivered, sent by facsimile, email, or mailed by depositing in the United States mail, prepaid to the party at the address listed below or such other address as a party may designate in writing from time to time. Notices to the County shall be sent to the following address:

Jefferson County Public Works
623 Sheridan Street
Port Townsend, WA 98368

Notices to Consultant shall be sent to the following address:
Clark Land Office, PLLC
P.O. Box 2199
Sequim, WA. 98382
18. Integrated Agreement. This Agreement together with attachments or addenda, represents the entire and integrated Agreement between the County and the Consultant and supersedes all prior negotiations, representations, or agreements written or oral. No representation or promise not expressly contained in this Agreement has been made. This Agreement supersedes all prior or simultaneous representations, discussions, negotiations, and agreements, whether written or oral, by the County within the scope of this Agreement. The Consultant ratifies and adopts all statements, representations, warranties, covenants, and agreements contained in its proposal, and the supporting material submitted by the Consultant, accepts this Agreement and agrees to all of the terms and conditions of this Agreement.
19. Modification of this Agreement. This Agreement may be amended only by written instrument signed by both County and Consultant.

20. Disputes. The Parties agree to use their best efforts to prevent and resolve disputes before they escalate into claims or legal actions. Any disputed issue not resolved pursuant to the terms of this Agreement shall be submitted in writing within 10 days to the Director of Public Works or County Engineer, whose decision in the matter shall be final, but shall be subject to judicial review. If either party deem it necessary to institute legal action or proceeding to enforce any right or obligation under this Agreement, each party in such action shall bear the cost of its own attorney's fees and court costs. Any legal action shall be initiated in the Superior Court of the State of Washington for Jefferson County. The parties agree that all questions shall be resolved by application of Washington law and that the parties have the right of appeal from such decisions of the Superior Court in accordance with the laws of the State of Washington. The Consultant hereby consents to the personal jurisdiction of the Superior Court of the State of Washington for Jefferson County.
22. Section Headings. The headings of the sections of this Agreement are for convenience of reference only and are not intended to restrict, affect, or be of any weight in the interpretation or construction of the provisions of the sections or this Agreement.
23. Limits of Any Waiver of Default. No consent by either party to, or waiver of, a breach by either party, whether express or implied, shall constitute a consent to, waiver of, or excuse of any other, different, or subsequent breach by either party.
24. No Oral Waiver. No term or provision of this Agreement will be considered waived by either party, and no breach excused by either party, unless such waiver or consent is in writing signed on behalf of the party against whom the waiver is asserted. Failure of a party to declare any breach or default immediately upon the occurrence thereof, or delay in taking any action in connection with, shall not waive such breach or default.
25. Severability. Provided it does not result in a material change in the terms of this Agreement, if any provision of this Agreement or the application of this Agreement to any person or circumstance shall be invalid, illegal, or unenforceable to any extent, the remainder of this Agreement and the application this Agreement shall not be affected and shall be enforceable to the fullest extent permitted by law.
26. Binding on Successors, Heirs and Assigns. This Agreement shall be binding upon and inure to the benefit of the parties' successors in interest, heirs, and assigns.
27. No Assignment. The Consultant shall not sell, assign, or transfer any of rights obtained by this Agreement without the express written consent of the County.
28. No Third-party Beneficiaries. The parties do not intend, and nothing in this Agreement shall be construed to mean, that any provision in this Agreement is for the benefit of any person or entity who is not a party.
29. Signature in Counterparts. The parties agree that separate copies of this Agreement may be signed by each of the parties and this Agreement shall have the same force and effect as if all the parties had signed the original.

30. Facsimile and Electronic Signatures. The parties agree that facsimile and electronic signatures shall have the same force and effect as original signatures.
31. Arms-Length Negotiations. The parties agree that this Agreement has been negotiated at arms-length, with the assistance and advice of competent, independent legal counsel.
32. Public Records Act. Notwithstanding the provisions of this Agreement to the contrary, to the extent any record, including any electronic, audio, paper or other media, is required to be kept or indexed as a public record in accordance with the Washington Public Records Act, Chapter 42.56 RCW, as may hereafter be amended, the Consultant agrees to maintain all records constituting public records and to produce or assist the County in producing such records, within the time frames and parameters set forth in state law. The Consultant further agrees that upon receipt of any written public record request, Consultant shall, within two business days, notify the County by providing a copy of the request per the notice provisions of this Agreement.

DATED this _____ day of _____, 20_____.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

Clark Land Office, PLLC

Name of Consultant

Kate Dean, District 1

SCOT B. CLARK
Consultant Representative (Please print)

Heidi Eisenhour, District 2

ABC
(Signature)

Greg Brotherton, District 3

OWNER / PRES
Title

3/29/24
Date

Approved as to form only:

PRE-APPROVED CONTRACT FORM

Philip C. Hunsucker Date
Chief Civil Deputy Prosecuting Attorney

Monte Reinders, P.E. 4.8.24
Public Works Director/County Engineer Date

EXHIBIT A

SCOPE OF WORK

Location of Project: State Highway SR 19 from M.P. 8.94 to M.P. 9.56 Chimacum, Jefferson County, WA.

Project Title: SR 19 Rhody Drive Pedestrian-Bike Improvements – South Segment

Maximum Amount Payable Per Task Assignment: \$34,083.00

Completion Date: December 31, 2026

Scope of Work:

This work consists of Right of Way Surveying, Right of Way Plan Preparation, Topographic Surveying, Topographic Base Map Preparation, and Preliminary Design Field Staking.

The topographic base map will be used by Jefferson County Public Works (JCPW) and its engineering consultant for design, construction plan preparation, preparation of specifications and estimates for this project. This project includes sidewalk, curb, and gutter, a bike lane, a connecting multi-use path, driveway entrances, stormwater facilities, pedestrian illumination, and a pedestrian-bicycle bridge across Chimacum Creek.

This project is located in the Chimacum area and begins at State Highway SR 19 M.P. 8.94, approximately 815 feet southeasterly of the SR 19/Chimacum Road/Center Road intersection and runs along the northerly shoulder of SR 19 to that intersection, then along the southerly shoulder of SR 19 through the Chimacum commercial district, and ends at SR 19 M.P. 9.56, near the Chimacum Schools campus, approximately 250 feet southerly of the West Valley Road/SR 19 intersection.

The Consultant will be responsible for any and all work and materials necessary to provide the required surveying for this project. The Consultant's work effort shall be sufficient to complete the tasks specified in this scope to the satisfaction of Jefferson County Public Works.

The Consultant may be considered for additional surveying services as needed during the Preliminary Engineering (PE phase), Right of Way (RW phase), Construction (CN phase), and post-construction phases, depending upon the Consultant's satisfactory performance of the current work scope, upon the Consultant's interest in providing additional surveying services, and upon negotiation and execution of a supplemental agreement per item 19. Modification of this Agreement.

Administration and Coordination:

This work includes management of the Consultant's work effort, project scope and budget, project schedule and delivery dates, coordination of the Consultant's work with the Agency, and submittal of progress reports and invoices.

Provide monthly written progress reports submitted with the monthly project invoice, which shall include the following:

- a. Progress to date for that month. Provide detailed description of the work completed by each employee.
- b. Anticipated work for the next month
- c. Anticipated problems and delays for the Consultant's work.
- d. Progress compared to the original schedule and an updated schedule if required by JCPW.

Submit invoices for accomplished work at a frequency not to exceed one per calendar month. The Agency will disallow all or part of any claimed cost which is not adequately supported by documentation.

Consultant invoices shall include the following information:

- a. Name of each employee that worked on the project in the billing period.
- b. Each employee's job classification.

- c. Each employee's hours worked on this project.
- d. Each employee's hourly wage rate.
- e. The total wages paid each employee.
- f. Each invoice shall also include all direct non-salary costs and copies of supporting invoices or bills.
- g. All mileage charges shall be supported by departure and arrival odometer readings for all vehicles used for this project.

TASK 1 – Right of Way Surveying

This task shall include the following work:

1. Research and review road and adjacent property deeds, recorded surveys, existing section subdivisions, and road plans to establish both sides of the existing SR 19 right of way and the intersecting property boundaries adjacent to the project.

Field measurements of existing section sub-divisional and plat and road monuments and the associated office calculations required for determination of the existing SR 19 right of way and adjacent intersecting property boundaries.

Establishment of horizontal and vertical surveying control for the required section sub-divisional work.

2. Preparation of the existing Right of Way Plan showing the existing road right of way and the adjacent intersecting property boundaries.
3. Coordination with the Agency to determine the additional permanent road right of way required for the pedestrian-bike bridge and any required temporary construction easements in order to construct the pedestrian-bike bridge and other project items.
4. Preparation of the proposed Right of Way Plan showing the additional permanent road right of way required for the pedestrian-bike bridge and any required temporary construction easements. The right of way plan shall be drawn to WSDOT plan requirements per the current WSDOT Plans Preparation manual.
5. Prepare Legal Descriptions for all required additional permanent road right of way and any required temporary construction easements.

Assumptions:

1. The limits of this work include approximately 3,025 feet along SR 19, beginning approximately 250 feet southerly of the SR 19/West Valley Road intersection and ending approximately 815 feet southeasterly of the SR 19/Chimacum Road/Center Road intersection.
2. The Agency will provide available road records and road deeds for Center Road and Chimacum Road. The Agency will also provide required parcel title reports for the adjacent properties. The Consultant will provide road records and deeds for SR 19.
3. The Agency will prepare the right of way figures for attachment to the legal descriptions.
4. The Agency will accomplish the acquisition of permanent road right of way and temporary construction easements with its staff.

Deliverables: Existing Right of Way Plan, Proposed Right of Way Plan, Legal Descriptions

TASK 2 – Topographic Surveying

This task shall include the following work:

1. Establishment of horizontal and vertical surveying control for topographic mapping of the project site.
2. Field collection of topographic data for preparation of a topographic base map within the following limits:

Beginning approximately 815 feet southeasterly of the SR 19/Chimacum Road/Center Road intersection, then along SR 19 to approximately 250 feet southerly of the SR 19/West Valley Road intersection, a total length of approximately 3,205 feet.

Locate all topographic features from SR 19 centerline out to 60 feet from SR 19 centerline, on both sides of the road.

Locate roadway centerline paint stripe, turning lane paint stripes, edge paint stripe, stop bars, crosswalks, edge of pavement, edge of gravel, gutter, curb, sidewalk, shoulders, signs, fences, guardrails, driveways, parking areas, above and below ground utilities, culverts, stormwater facilities, trees 4" diam. and larger, ornamental vegetation, existing ground elevations, and ground surface break-lines.

Locate the existing SR 19 roadway bridge deck, shoulders, railings, walkway, and abutments. Locate the beginning and ending of the bridge approaches.

Locate all topographic features within the proposed pedestrian-bike bridge site on the southerly side of the existing SR 19 roadway bridge crossing Chimacum Creek. Locate the creek for a distance of 100 feet from the SR 19 centerline on the upstream (southerly) side of SR 19 and for a distance of 60 feet from the SR 19 centerline on the downstream (northerly) side of SR 19. Locate the centerline of creek, edge of creek, toe of bank, top of bank, and ground out to 60 feet from the creek centerline on both sides of the creek. Locate the ordinary high-water line, and wetland delineation flags. Creek channel topographic mapping will be collected at all angle points in the creek and at 20' intervals to capture the channel shape and slopes.

Locate all topographic features of Chimacum Road from the SR 19/Chimacum Road/Center Road intersection for a distance of 100 feet northerly from the intersection. Locate all topographic features of Center Road from the SR 19/Center Road/Chimacum Road intersection for a distance of 100 feet southerly from the intersection.

3. The Consultant will contact the underground utilities marking service www.callbeforeyourdig.org 1-800-424-5555 service and schedule the marking of underground utilities prior to surveying utility locations.

TASK 3 – Topographic Base Map

This task shall include the following work:

1. Prepare an existing conditions topographic base map which is to include all topographic features located in Task 2 and the existing SR 19 right of way and adjacent intersecting property ownership lines established in Task 1.
2. The topographic base map shall include the project survey control used for topographic mapping and at least four local control points/bench marks that have been established in areas where road maintenance will not occur and where they can be re-used for construction staking as necessary.
3. The topographic base map shall show contours at 1-foot intervals.

4. The topographic base map shall be based in the Washington State Plane Coordinate System Grid, North Zone (NAD 83-91) and NAVD 88 vertical datum, unless otherwise agreed on by the Consultant and the Agency.
5. The topographic base map shall be prepared at a horizontal scale of 1" = 20' using 11" X 17" sheets. The topographic base map is not required to include a JCPW border/title block.
6. The topographic base map shall be prepared in general accordance with the WSDOT Plans Preparation Manual or as approved by the Agency.
7. Submit the topographic base map in ".PDF" file format for the 75% completion level for review by the Agency.
8. Submit the final 100% level stamped and signed topographic base map on paper sheets and in AutoCAD/Civil 3D ".dwg" file format and in ".PDF" file format.
9. The final topographic base map shall be submitted to JCPW in AutoCAD/Civil 3D version 2018 drawing file format or newer (the Agency's current Civil 3D version is 2021/2024). The AutoCAD drawing file shall contain all topographic mapping and survey control points including point numbers, x,y,z coordinates, and descriptor values. The associated AutoCAD plotting file (.ctb) shall be submitted to the Agency for use when plotting the topographic base map. A separate digital file containing all topographic points in PNEZD format (ASCII .txt, .csv, or .xlsx) shall be submitted to the Agency.
10. A digital terrain model (TIN) of the existing ground surface shall be prepared for use by the Consultant and the Agency in developing the project design, quantities, and plans. The digital terrain model shall be provided on a layer in the AutoCAD/Civil 3D drawing and in a separate Land XML file.

Deliverables: Topographic base map

Plans to be provided in hard copy format and AutoCAD/Civil 3D ".dwg" drawing file format version 2018 or newer (the Agency's current Civil 3D version is 2021/2024) and in ".PDF" file format. The digital terrain model Land XML file is to be in ".xml" file format.

TASK 4 - Preliminary Design Field Staking

The 30% level design provided by JCPW will be staked in the field and adjustments to the design may be made based on observations of the staking. Staking to include the beginning and ending of the project, the preliminary proposed back of sidewalk at 50 foot intervals, the proposed centerline of the pedestrian-bike bridge at the beginning and ending of the bridge.

The existing SR 19 right of way and the proposed additional permanent right of way in the vicinity of the pedestrian-bike bridge will be staked. Right of Way staking limits to extend from the bridge mid-span to approximately 300' in each direction, along the bridge and multi-path alignment.

				EXHIBIT B			TOTAL:	\$34,083.00			
SR 19 Rhody Drive Pedestrian-Bike Improvements - South Segment											
County Road Project 1802095								DATE: 3/13/2024			
SR 19 (RHODY DRIVE) M.P. 8.94 to M.P. 9.56											
JEFFERSON COUNTY PUBLIC WORKS											
							ESTIMATED	ROUND TRIPS			
SURVEYING COST ESTIMATE				PRINCIPAL	PROF. LICENSED SURVEYOR	SURVEY PARTY CHIEF	SURVEY TECH.	SURVEY DRAFTER	ADMIN	HOURS/	
PE PHASE				\$140.00	\$140.00	\$122.50	\$122.50	\$110.00	\$0.00	DOLLARS	
TASKS				Per Hour	Per Hour	Per Hour	Per Hour	Per Hour	Per Hour		
LOCATE: ALL TOPOGRAPHIC FEATURES WITHIN THE PROPOSED PEDESTRIAN-BIKE BRIDGE SITE ON THE SOUTHERLY SIDE OF THE EXISTING SR 19 ROADWAY BRIDGE CROSSING CHIMACUM CREEK. LOCATE THE CREEK FOR DISTANCE OF 100 FEET FROM THE SR 19 CENTERLINE ON THE UPSTREAM (SOUTHERLY) SIDE OF SR 19 AND FOR A DISTANCE OF 60 FEET FROM THE SR 19 CENTERLINE ON THE DOWNSTREAM (NORTHERLY) SIDE OF SR 19. LOCATE THE CENTERLINE OF CREEK, EDGE OF CREEK, TOE OF BANK, TOP OF BANK, AND GROUND OUT TO 60 FEET FROM THE CREEK CENTERLINE. LOCATE THE ORDINARY HIGH-WATER LINE, WETLAND DELINEATION FLAGS. CREEK CHANNEL TOPOGRAPHIC MAPPING WILL BE COLLETED AT ALL ANGLE POINTS IN THE CREEK AND AT 20' INTERVALS TO CAPTURE THE CHANNEL SHAPE AND SLOPES.											
LOCATE: ALL TOPOGRAPHIC FEATURES OF CHIMACUM ROAD FROM THE SR 19/CENTER ROAD/CHIMACUM ROAD INTERSECTION FOR DISTANCE OF 100 FEET NORTHERLY FROM THE INTERSECTION. LOCATE ALL TOPOGRAPHIC FEATURES OF CENTER ROAD FROM THE SR 19/CENTER ROAD/CHIMACUM ROAD INTERSECTION FOR A DISTANCE OF 100 FEET SOUTHERLY FROM THE INTERSECTION.											
THE CONSULTANT WILL CONTACT THE WWW.CALLBEFOREYODIG.ORG SERVICE AND SCHEDULE THE MARKING OF UNDERGROUND UTILITES PRIOR TO SURVEYING UNDERGROUND UTILITY LOCATIONS.				0	0	0	0	0	0	0.00	0.00
SUB-TOTAL TASK 2: TOPOGRAPHIC SURVEYING HOURS				1.00	0.00	40.00	40.00	0.00	0.00	81.00	0.00
DOLLARS				\$140.00	\$0.00	\$4,900.00	\$4,900.00	\$0.00	\$0.00	\$9,940.00	
TASK 3 - TOPOGRAPHIC BASE MAP											
PROCESS THE COLLECTED TOPOGRAPHIC SURVEYING DATA FOR THE BASE MAP				2	0	0	0	2	0	4.00	0.00
PREPARE TOPOGRAPHIC BASE MAP DEPICTING ALL TOPOGRAPHIC FEATURES LOCATED IN TASK 2 AND THE SR 19 RIGHT OF WAY AND ADJACENT INTERSECTING PROPERTY OWNERSHIP LINES ESTABLISHED IN TASK 1				4	0	0	0	30	0	34.00	0.00
THE BASE MAP SHALL INCLUDE THE PROJECT SURVEYING CONTROL USED FOR TOPOGRAPHIC MAPPING AND AT LEAST FOUR LOCAL CONTROL POINTS/BENCH MARKS THAT HAVE BEEN ESTABLISHED IN AREAS WHERE ROAD MAINTENANCE WILL NOT OCCUR AND WHERE THEY CAN BE RE-USED FOR CONSTRUCTION STAKING AS NECESSARY.											
THE BASE MAP SHALL SHOW CONTOURS AT 1-FOOT INTERVALS.											
THE BASE MAP SHALL BE PREPARED IN GENERAL ACCORDANCE WITH THE WSDOT PLANS PREPARATION MANUAL OR AS APPROVED BY THE AGENCY.											
THE BASE MAP SHALL BE BASED IN THE WASHINGTON STATE PLANE COORDINATE SYSTEM GRID, NORTH ZONE (NAD 83-91) AND NAVD 88 VERTICAL DATUM											
THE BASE MAP SHALL BE PREPARED AT A HORIZONTAL SCALE OF 1"=20' USING 11"x17" SHEETS.											
PREPARE 75% LEVEL TOPOGRAPHIC BASE MAP, SUBMIT IN *.PDF* FILE FORMAT TO THE AGENCY FOR REVIEW				1	0	0	0	2	0	3.00	0.00
PREPARE 100% [FINAL] LEVEL STAMPED AND SIGNED TOPOGRAPHIC BASE MAP, SUBMIT ON PAPER SHEETS, IN *.PDF* FILE FORMAT, AND IN AUTOCAD/CIVIL 3D *.DWG* FILE FORMAT.				2	0	0	0	4	0	6.00	0.00
THE BASE MAP SHALL BE IN AUTOCAD/CIVIL 3D VERSION 2018 DRAWING FILE FORMAT OR NEWER. THE AUTOCAD DRAWING FILE SHALL CONTAIN ALL TOPOGRAPHIC MAPPING AND SURVEY CONTROL POINTS INCLUDING POINT NUMBERS, X,Y,Z COORDINATES, AND DESCRIPTOR VALUES. THE ASSOCIATED AUTOCAD PLOTTING FILE (.CTB) SHALL BE SUBMITTED TO THE AGENCY FOR USE WHEN PLOTTING THE TOPOGRAPHIC BASE MAP. A SEPARATE DIGITAL FILE CONTAINING ALL TOPOGRAPHIC POINTS IN PNEZD FORMAT SHALL ALSO BE SUBMITTED TO THE AGENCY.				0	0	0	0	1	0	1.00	0.00
A DIGITAL TERRAIN MODEL (TIN) OF THE EXISTING GROUND SURFACE SHALL BE PREPARED FOR USE BY THE CONSULTANT AND AGENCY IN DEVELOPING THE PROJECT DESIGN, QUANTITIES, AND PLANS. THE DIGITAL TERRIAN MODEL SHALL BE PROVIDED ON A LAYER INI THE AUTOCAD/CIVIL 3D DRAWING FILE AND IN A SEPARATE LAND XML FILE.				0	0	0	0	1	0	1.00	0.00
SUB-TOTAL TASK 3: TOPOGRAPHIC BASE MAP HOURS				9.00	0.00	0.00	0.00	40.00	0.00	49.00	0.00
DOLLARS				\$1,260.00	\$0.00	\$0.00	\$0.00	\$4,400.00	\$0.00	\$5,660.00	

				EXHIBIT B			TOTAL:	\$34,083.00			
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SR 19 (RHODY DRIVE) M.P. 8.94 to M.P. 9.56											
JEFFERSON COUNTY PUBLIC WORKS											
							ESTIMATED	ROUND TRIPS			
SURVEYING COST ESTIMATE				PRINCIPAL	PROF. LICENSED SURVEYOR	SURVEY PARTY CHIEF	SURVEY TECH.	SURVEY DRAFTER	ADMIN	HOURS/	
PE PHASE				\$140.00	\$140.00	\$122.50	\$122.50	\$110.00	\$0.00	DOLLARS	
TASKS				Per Hour	Per Hour	Per Hour	Per Hour	Per Hour	Per Hour		
TASK 4 - PRELIMINARY DESIGN FIELD STAKING											
THE 30% LEVEL DESIGN WILL BE STAKED (HUB & LATH ONLY) IN THE FIELD FOR REVIEW BY THE CONSULTANT AND AGENCY. ADJUSTMENTS TO THE DESIGN MAY BE MADE BASED ON OBSERVATIONS OF THE STAKING. STAKING TO INCLUDE:				2	0	16	16	0	0	34.00	0.00
BEGINNING AND ENDING OF PROJECT, PRELIMINARY PROPOSED BACK OF SIDEWALK AT 50 FOOT INTERVALS, PROPOSED CENTERLINE OF PEDESTRIAN-BIKE BRIDGE, BEGINNING AND ENDING OF BRIDGE, EXISITNG SR 19 RIGHT OF WAY ALONG SOUTH SIDE OF SR 19, PROPOSED PERMANENT RIGHT OF WAY FOR PEDESTRIAN - BIKE BRIDGE FROM MID-SPAN TO 300' NORTHERLY OF BRIDGE AND TO 300' SOUTHERLY OF BRIDGE AND ALONG MULTI-PATH ALIGNMENT.											
SUB-TOTAL TASK 4: PRELIMINARY DESIGN FIELD STAKING HOURS				2.00	0.00	16.00	16.00	0.00	0.00	34.00	0.00
DOLLARS				\$280.00	\$0.00	\$1,960.00	\$1,960.00	\$0.00	\$0.00	\$4,200.00	
TOTAL TASKS 1-4 HOURS				50.00	0.00	68.00	68.00	80.00	0.00	266.00	0.00
DOLLARS				\$7,000.00	\$0.00	\$8,330.00	\$8,330.00	\$8,800.00	\$0.00	\$32,460.00	
DIRECT NON-SALARY COST:											
a. Mileage: X Round Trips x 50 miles R/T x \$0.67/mile = \$0.00					\$0.00						
b. Reproduction					\$0.00						
Sub-Total					\$0.00						
Sub-Total					\$32,460.00						
Contingency (5.00%)					\$1,623.00						
Total					\$34,083.00						

[illegible]