



PROFESSIONAL SERVICES AGREEMENT

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1. **Project:** Healthier Together
  2. **Parties:** City of Port Townsend, a Washington municipal corporation (the “City”), and, Opsis Architecture firm. (the “Consultant”).
  3. **Total Amount:** Not to exceed \$175000
  4. **Date of Contract:** January 2023 – December 2023

**AGREEMENT is entered into between the Parties as follows:**

1. **Services and Performance by the Consultant.** The Consultant shall provide services as described in Attachment 1.
2. **Payment by the City.** The City shall provide by payment a total amount not to exceed the amount set forth above for services provided in this Agreement.
3. **Term and Completion of Work.** This Agreement shall remain in effect until completion of the services described in Attachment 1 and final payment has occurred, unless terminated in accordance with this Agreement. Work shall not commence until the Consultant has provided insurance as required by this Agreement. All work shall be completed by **December, 2023**
4. **Insurance Requirements.** At its expense, the Consultant shall take out and maintain insurance as set forth in Attachment 2.
5. **City Business License Required.** The Consultant must obtain a City of Port Townsend business license before any payment under this Agreement can be made.

**6. General Terms**

A. Payment Schedule and Terms

1. The project fee set forth in this Agreement is a sum not to exceed the amount set forth above for all services performed and expenses incurred under this Agreement.
2. The project fee includes direct labor costs, overhead costs, and direct (expense) costs, including materials, supplies, equipment, costs for travel, reproduction costs, and telephone, facsimile, and computer use incurred during the billing period.
3. The Consultant shall maintain time and expense records and provide them not more frequently than monthly to the City, along with invoices in a format acceptable to the City for work performed to the date of invoice. The Consultant shall provide progress reports, scheduling, and completion information on request of the City.
4. The Consultant shall keep cost records and accounts pertaining to this Agreement available for inspection by the City’s representative for three (3) years after final payment. The Consultant will provide copies to the City upon request at no additional charge.
5. If the services rendered do not meet the requirements of the Agreement, the Consultant will correct or modify the work to comply with the Agreement. The City may withhold payment for such work until the work meets the requirements of the Agreement.

B. Termination. The City may terminate this Agreement for cause after notifying the Consultant of its default and giving the Consultant 10 days to cure the default. The Consultant will be paid just and equitable compensation as provided in Paragraph 2 for any satisfactory work completed prior to the date of termination. This Agreement may be extended for three additional terms of one year each by the parties' mutual written agreement. Notwithstanding anything contained in this Agreement to the contrary, (a) this Agreement may be terminated at any time by the mutual written agreement of City and Contractor, and/or (b) City may terminate this Agreement for convenience and without cause by giving thirty (30) days' prior written notice of such termination to the other party. Upon receipt of the notice of termination, except as explicitly directed by City, Contractor must immediately discontinue performing all Services affected.

C. Indemnification and Hold Harmless.

1. The Consultant shall defend, indemnify, and hold the City, its officers, officials, employees, and volunteers 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 City.
2. However, 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 City, its officers, officials, employees, and volunteers, 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.

D. No Partnership. The Parties agree that nothing contained in this Agreement shall be considered as in any way constituting a partnership between the City and Consultant.

E. Independent Consultant. The Consultant is, and shall be at all times during the term of this Agreement, an independent contractor and not an employee of the City. The parties fully understand the nature of independent contractor status and intend to create an independent contractor relationship. The Consultant, and not the City, shall have the right to control the manner and means by which the work or service is accomplished. The City shall retain the right, however, to ensure that the work or service is being performed according to agreed-upon requirements. Consistent with this relationship, Consultant shall not be covered by any City benefit programs, such as health and welfare benefit plans, social security, workers' compensation, or unemployment compensation and shall not be treated as an employee for federal or state tax purposes or any other purpose. The Consultant shall be responsible for paying all taxes related to payments City makes to the Consultant, including federal income taxes, self-employment (Social Security and Medicaid) taxes, and local and state business and occupation taxes, and the City is not responsible for withholding for or paying any of those taxes.

F. Non-discrimination. The Consultant and its employees, agents, and sub-consultants, if any, shall at all times comply with any and all federal, state, or local laws, ordinances, rules, or regulations with respect to non-discrimination and equal employment opportunity, which may at any time be applicable to the City

by law, contract or otherwise, including but not limited to all such requirements which may apply in connection with employment or the provision of services to the public.

G. Compliance with all applicable laws. The Consultant shall at all times in connection with performance of this Agreement, comply with any and all other applicable federal, state and local laws, rules, ordinances, and regulations.

H. Notices. All notices shall be delivered personally or may be delivered by any of the following methods: mailed by certified mail, return receipt requested; regular mail; courier service; facsimile; or electronic mail to the other party as their address appears of record with the City or State. In the case of notice by mail, notice shall be deemed given on the date of postmark. In case of facsimile or electronic mail, notice shall be deemed given when received.

I. Ownership of Documents. All work products, papers, notes, memoranda, correspondence, drawings, specifications, reports, and other documents and records of any sort produced, received, held, or maintained in conjunction with the performance of this Agreement by the Consultant shall be and are the exclusive property of the City, except that the Consultant may use such materials to assist other public agencies. Upon request of the City or upon completion of any of the services provided for in this Agreement or upon termination of this Agreement for any reason, the Consultant shall deliver to the City, machine-reproducible in format acceptable to the City, copies of any and all such materials. Once accepted by the City, Consultant shall have no responsibility for subsequent use by other persons.

J. Nonwaiver. Any failure by the City to enforce strict performance of any provision of this Agreement will not constitute a waiver of the City's right to subsequently enforce such provision or any other provision of this Agreement

K. Legal Fees. In any lawsuit between the parties with respect to matters covered by this Agreement, the prevailing party will be entitled to receive its reasonable attorney fees and costs in the lawsuit, in addition to any other relief that may be awarded.

L. Applicable Law; Venue. This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington. The venue of any action shall be in the Superior Court of Jefferson County.

M. Assignment or Delegation. The Consultant shall not assign any of its rights or interest in this Agreement, nor delegate any of its duties hereunder to any other person, firm, or entity without the express written consent of the City first being obtained.

N. Modification. No modification of this Agreement shall be effective unless agreed to in writing and signed by the Parties.

O. Complete Agreement. This Agreement, together with the attachments, reflects the entire agreement of the parties relating to the subject matter thereof, supersedes all prior or contemporaneous oral or written agreements, or any understandings, statements, representation, or promises, and is intended fully to integrate the agreement between the parties with respect to the matters described in this Agreement.


P. Other Terms. Additional terms (if any) are set forth in an attachment that will be numbered Attachment 3 and initialed and dated by the parties.

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

**CITY OF PORT TOWNSEND**

**CONSULTANT**

By: Steve King for  
John M. Mauro, City Manager

By:   
Name: James Kalvelage  
Title: Partner

Mailing Address:  
250 Madison Street, Ste 2  
Port Townsend, WA 98368

Mailing Address:  
920 NW 17<sup>th</sup> Ave  
Portland, Oregon 97209

Date: 2/8/23

Date: 2/7/23

Approved as to form:

  
Heidi Greenwood, City Attorney



PROFESSIONAL SERVICES AGREEMENT

ATTACHMENT 2

INSURANCE REQUIREMENTS

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The Consultant shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damage to property that may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

**No Limitation**

The Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance or otherwise limit the City's recourse to any remedy available at law or in equity.

**A. Minimum Scope of Insurance**

Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors, and personal injury and advertising injury. The City shall be named as an insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

**B. Minimum Amounts of Insurance**

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

**C. Other Insurance Provision**

The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain, that they shall be primary insurance with respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be in excess of the Consultant's insurance and shall not contribute with it.

**D. Acceptability of Insurers**

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

**E. Verification of Coverage**

The Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

**F. Notice of Cancellation**

The Consultant shall provide the City with written notice of any policy cancellation, within two business days of Consultant's receipt of such notice.

**G. Failure to Maintain Insurance**

Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand or, at the sole discretion of the City, offset against funds due the Consultant from the City.

**H. Public Entity Full Availability of Consultant Limits**

If the Consultant maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.



February 3, 2023

Carrie Hite  
Director of Parks and Recreation Strategy  
City of Port Townsend  
250 Madison Street, Suite 2  
Port Townsend, WA 98368

Reference: Opsis Project No. 4885-01  
Proposal for Professional Services for **Healthier Together Center Feasibility Study**

Dear Carrie,

We are pleased to submit this proposal to provide planning and architectural services for the City of Port Townsend Healthier Together Center Feasibility Study. Our scope of work is divided into three phases over the duration of the study which includes analysis, development, and the final report. The following information outlines tasks, services, deliverables, and timeframes for the completion of the study.

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## SCOPE OF SERVICES

### Scope of Work

We understand the scope of work to be development of a comprehensive recreation facility feasibility study that will evaluate three (3) potential sites and design concepts for a new Aquatics Center that will feature some community Health and Wellness amenities. This effort will culminate in a final report and includes up to four (4) in-person workshops/presentations in Port Townsend. These will be multi-day meetings as required. Work for this contract will commence on February 1, 2023 with completion of the feasibility study and final presentations taking place in July, 2023.

### Steering Committee and Community Engagement:

We understand stakeholder input and community engagement will be critical to the success of the project and include three (3) in-person public open-house events.

The Steering Committee will provide overall direction and serve as the primary decision-making entity. Our effort will primarily be conducted thru virtual meetings except for an initial in-person 3-day kick-off workshop.

We will meet with the Steering Committee monthly with the following focus for each meeting:

- February: develop guiding principles and site selection criteria and initial site evaluations
- March: Review site analysis, review market analysis, program space options with rough-order-of-magnitude cost recovery and program-based cost estimate. Confirm program and site selection.
- April: Review concept design options with rough-order-of-magnitude cost estimates and select preferred concept design.

- May: Review refined concept design and preliminary implementation plan (operational and financing)
- June: Review final concept design, initial renderings, and final implementation plan (operational and financing)
- July: Final report and presentation with bond messaging

In addition to the Steering Committee, the design team will engage with the larger Port Townsend Community and City Council from March thru July 2023. An outline of preliminary meeting dates has been included in the attached schedule. It is our understanding that meetings with the Parks & Trails Advisory Board will be handled by the City of Port Townsend and are not included in this proposal.

Each community engagement event will incorporate both virtual and in-person meetings as well as a follow-up online survey to provide a range of opportunities to gather feedback from the community and help build community support, especially as it relates to the site selection, program spaces, operational approaches, and the concept design.

Opsis with Ballard\*King and ECONorthwest will work with the Steering Committee to identify content and questions to be incorporated into the polling effort being considered by the City of Port Townsend's Financial Sustainability Task Force. The actual public polling effort is not included in this scope of work.

#### **Demographics and Market Analysis:**

Ballard\*King will conduct a market and trends analysis for rural communities of roughly 10,000 people to assist in developing the space program. Evaluation of the facility location will consider the equitable distribution of services that will serve the Port Townsend community with a focus on Equity, Diversity, Inclusion and Belonging (EDIB) lens.

#### **Site Analysis and Selection:**

Working with the Steering Committee, the design team will evaluate a total of three (3) sites with the recommendation for a preferred site. Opsis and Groundswell will work with the Steering Committee to develop evaluation criteria that will be the basis of an evaluation matrix as a method to compare sites to one another.

Site visits to each of the three (3) will be included to visually inspect existing conditions and natural features to inform the site's feasibility and associated development costs specific to each site. A zoning code analysis will be included in the site analysis. Preliminary geotechnical, utility locations, site survey, environmental and building evaluations that require traffic and civil consultants are excluded but can be included as an additional service.

This proposal includes the evaluation of a total of three (3) sites including:

- Jefferson Healthcare | Medical Center
- Mountain View Commons
- Port Townsend Golf Course

#### **Facility Concept Plans:**

The outline space program with room areas will be the basis for developing the concept design(s). The space program and needs assessment will be informed by a market analysis, design trends, and operational costs as well as interviews with the individual members of the Steering Committee and community input. A detailed outline of the space program will include all the activity spaces, administrative, storage, support spaces, and universal inclusive design standards to determine the projected total area requirements. Program adjacencies will be developed and help inform the concept



design layouts. The concept designs will include corresponding costs for both total project cost and rough-order-of-magnitude operational cost projections.

**Cost Estimates, Operational Costs and Financial Planning:**

DCW Cost Management will provide the cost estimates based on the building program and conceptual building and site design for each concept. They will provide total project cost estimates that include construction costs as well as the indirect construction costs comprised of Architecture and Engineering fees, permitting, testing, FF&E, construction and owner contingencies, construction management, and WA sales tax.

Ballard\*King will provide analysis on the space program options with rough-order-of-magnitude operational cost recovery projections and a more detailed operational cost analysis on the selected concept design based on revenue and expenses projections.

ECONorthwest will provide guidance on defining a realistic project budget based on analysis of recommendations for public and private funding sources and strategies.

Ballard\*King and ECONorthwest will also provide analysis of the pros and cons of the YMCA or the City operating the facility. Community input on preferred operational approaches will also be gathered during the initial public open house event.

**Renderings and Graphics**

We will develop site plan and floor plan layout graphics along with exterior and interior renderings (quantity TBD) for the selected concept design.

**Final Report**

We will develop a final report that will include draft versions to be completed by mid-June and a subsequent final report to occur after the final City Council presentation that integrates their review comments. The Draft Report will include documentation of all the activities in Task 1 and 2. An executive summary will clearly outline the process and findings of the feasibility study. All relevant data will be organized and outlined to provide a clear and concise understanding of the space programs, selected site, concept design, construction costs, a financial plan for funding the project, and operational costs. Graphic materials and imagery will supplement the narrative and data along with completed renderings of the concept design to establish a compelling vision for the development of the Healthier Together Center.

### **Task 1: Analysis Phase**

The Analysis Phase will provide the basis for understanding the previous efforts around the health and wellness center, the potential sites, and developing a framework for decision making. In addition to Bi-Weekly Management Check-ins and monthly Steering Committee meetings, the project phase will start with a 3-day Immersion including site visits and individual interviews with Steering Committee members. A SharePoint project site will be set up for the collection and distribution of information as it's developed throughout the study. A key decisions and action items document will be located on the SharePoint site.

#### *Subtasks and activities during this phase include:*

- Update project schedule as required
- Agendas and presentations sent in advance of meetings / workshops
- Review of PROS Plan, Community Strategic Plan, pool evaluation study and other prior studies
- Interviews with focus/interest groups to develop key criteria/guiding principles to guide the community discussion.
- Site visits to determine attributes and deficiencies of the proposed sites
- Development of site evaluation criteria and evaluation matrix with the Steering Committee.
- Develop preliminary space program options
- Discuss cost recovery goals
- Discuss preliminary criteria and strategies that will inform the project budget and financial plan
- Discuss Market and Trends analysis to inform project program, operating cost, and cost recovery projections.

#### *Exclusions:*

- Geotechnical, environmental, traffic, and civil engineer involvement

#### *Meetings*

- Bi-Weekly Management Check-in
- Project Kick-off Workshop – February 8-10 (in-person)
- Steering Committee Workshop:
  - Workshop No.1 – February 10

#### *Deliverables:*

- Market and Trends Analysis Summary for rural and small communities
- Guiding Principles
- Site Selection Criteria
- Preliminary Space Program
- Site Evaluation Summary

### **Task 2: Development Phase**

During the Development Phase we will take the information gathered in Task 1 to create development options to facilitate decision making. To inform the site selection we will develop test fit site diagrams as needed. Following site selection, up to three (3) concept design options will be explored with associated siting and site development on the preferred site. Corresponding costs, both capital and operating expenses will help in the decision making regarding the overall building program and concept design. The preferred option will be further refined and developed into graphic material and renderings to communicate the design to advisory groups and the Port Townsend community. At the conclusion of this phase, we will include a draft feasibility study completed by mid-June.

#### *Subtasks and activities during this phase include:*

- Agendas and presentations sent in advance of meetings / workshops
- Review refined program options
- Review rough-order-of-magnitude cost model and cost recovery

- Review final space program
- Solicit feedback from stakeholders and the community on a preferred site and space program
- Solicit feedback from stakeholders and the community on a preferred approach to operations
- Develop program test fit site diagrams as needed
- Develop concept design variations as needed for the selected site
- Develop concept design graphics including: site plan, floor plans, and building massing / character
- Solicit community input and feedback to guide development of a preferred concept
- Total project cost estimate (direct and indirect construction costs)
- Preliminary and final operational plan
- Preliminary and final financial plan
- Production of 90% complete draft report.

#### *Meetings*

- Bi-Weekly Project Management Check-ins
- Steering Committee Workshops (virtual)
  - Workshop No.2 – March 10
  - Workshop No.3 – April 21
  - Workshop No.4 – May 19
  - Workshop No.5 – June 16
- Community Engagement
  - Potential Public Open House Dates:
    - In-Person Open House 1 - Tuesday, March 14, at 6:00pm
    - Virtual Open House 1- Thursday, March 16, at 6:00pm
    - Community Survey with summary of comments
    - Virtual Open House 2 – Wednesday, May 3<sup>rd</sup>, at 6:00pm
    - In-Person Open House 2 - Thursday, May 4<sup>th</sup>, at 6:00pm
    - Community Survey with summary of comments
- City Council Updates
  - Potential Council Dates:
    - Monday, March 13, at 6:00pm (in person)
    - Monday, May 15, at 6:00pm (virtual)

#### *Deliverables:*

- Draft Feasibility Study Report
  - Executive summary, market analysis, space program, site selection, concept design, project cost estimate, operational plan and financing plan.
  - Graphic materials and renderings
  - Virtual and in-person presentations to the City Council and larger Port Townsend Community

### **Task 3: Final Report Documentation**

After the 90% feasibility study is released the document will be reviewed and refined for final completion. It is anticipated this will include:

- Integrate review comments from draft report
- Complete the final report

#### *Meetings*

- Bi-Weekly Project Management Check-ins
- Steering Committee Workshops (in-person)
  - Workshop No.6 – July 14
- Community Engagement

- Potential Public Open House Dates:
  - Virtual Open House 3 – Wednesday, July 12<sup>th</sup>, at 6:00pm
  - In-Person Open House 3 – Thursday, July 13<sup>th</sup>, at 6:00pm
- City Council Presentation (in-person)
  - Potential Council Date:
    - Monday, July 17, at 6:00pm

*Deliverables:*

- Final written report including a digital PDF File
- Final Renderings including (site plan, floor plans, and building massing / character
- Presentation files and other digital materials for City use at additional community meetings.
- ECONorthwest and Ballard\*King to provide questions to be incorporated into the polling effort currently being considered by the City of Port Townsend's Financial Sustainability Task Force.

*Exclusions:*

- The actual public polling effort is excluded from this proposal.

**Owner scope of work**

We will look to the City of Port Townsend for guidance related to critical relationships and communication protocols to be followed and to provide relevant existing documents, previous design studies and materials, etc. deemed or understood to be pertinent to this study.

**Project Schedule**

Our estimated timeline to complete this effort is as follows:

Task 1: Analysis Phase	February 2023
Task 2: Development Phase	March – June 2023
Task 3: Final Report Phase	June – July 2023

Reference attachment A: Study Schedule for more detailed information

**Fee**

We propose an hourly Not To Exceed fee for the services outlined above and summarized below:

Task 1: Analysis Phase	\$42,071
Task 2: Development Phase	\$106,903
Task 3: Final Report Phase	\$20,863
<b>Total Fee (Excludes Reimbursables)</b>	<b>\$169,837</b>

Reference Exhibit B: Fee Summary and Exhibit C Arch Fee Summary for detailed breakdown of information.

### Consultants

Operational Planning	Ballard*King
Landscape Architect	Groundswell
Aquatics	Water Technology
Financial Planning	ECONorthwest
Community Engagement	Trillium Leadership Consulting
Cost Estimating	DCW Cost Management

### Reimbursables

Reimbursables are additional and include expenses incurred by Opsis and Consultants directly related to the project such as transportation, printing, deliveries, and other similar project-related costs. A 10% fee is applied to reimbursable expenses for processing.

Estimated Reimbursable Allowance: **\$5,163**

### Invoicing

Invoices will be rendered once a month based on tasks completed, consultant fees, and reimbursable expenses incurred. Payments are due and payable upon presentation.

Please feel free to call me or Erica Dunn if you have any questions. We look forward to working with you on the Healthier Together Center Feasibility Study.

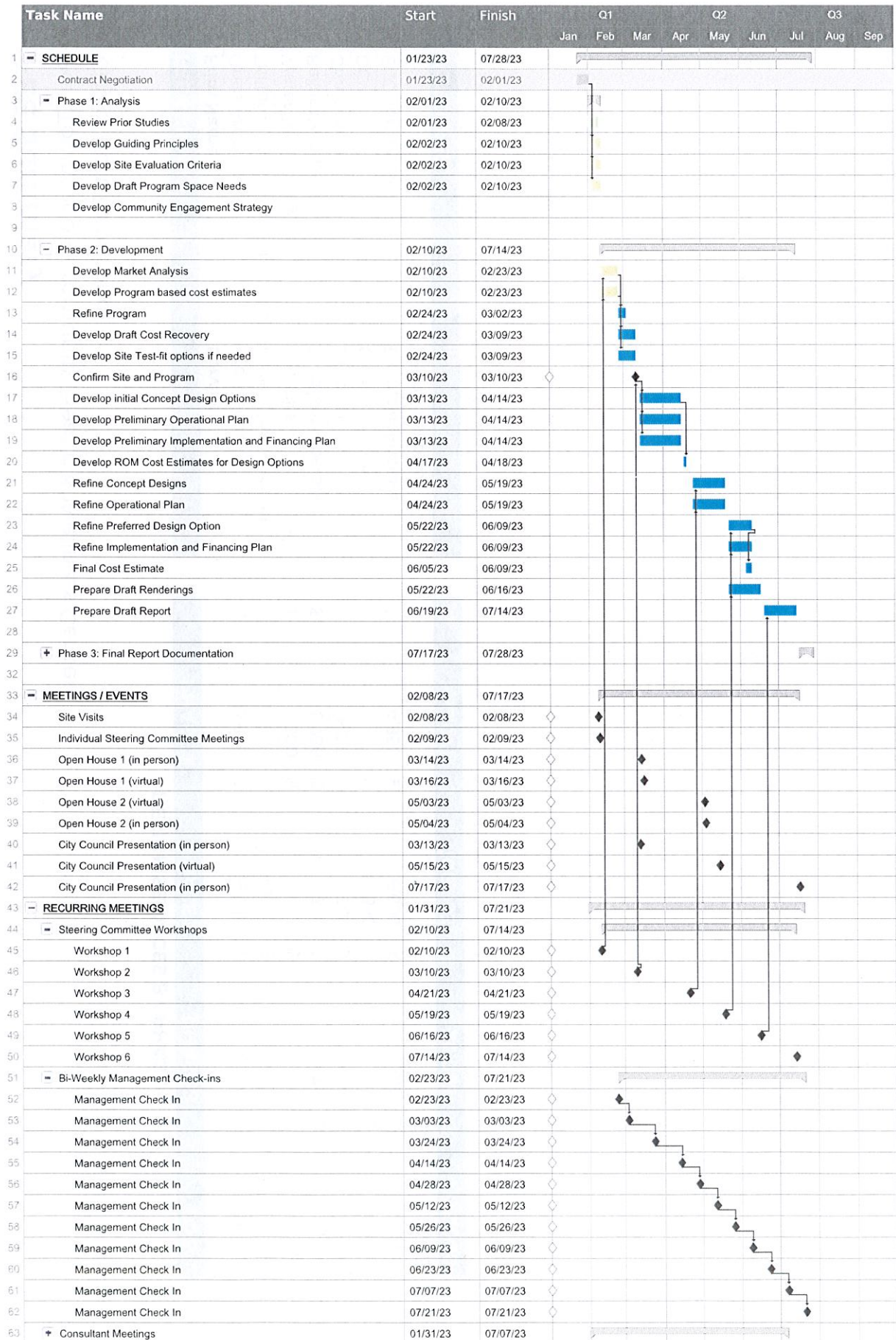
Sincerely,



**James G. Kalvelage** FAIA, LEED AP BD+C  
Partner, Opsis Architecture LLP

### Enclosures:

- Attachment A: Schedule
- Attachment B: Fee Summary
- Attachment C: Arch Fee Summary





## FEE Summary

Port Townsend Community Health & Wellness Center  
 City of Port Townsend

### DESIGN SERVICES BY PHASE

FEE SUMMARY	PHASE 1	PHASE 2	PHASE 3	TOTAL
<b>Firm Name</b>				
Opis Architecture	\$ 13,900	\$ 58,730	\$ 8,774	\$ 81,404
Trillium Leadership Consulting	\$ 4,950	\$ 6,600	\$ 1,650	\$ 13,200
Water Technology, Inc.	\$ 3,300	\$ 7,425	\$ 825	\$ 11,550
Ballard*King & Associates	\$ 8,756	\$ 11,330	\$ 3,630	\$ 23,716
Groundswell	\$ 6,215	\$ 5,368	\$ 3,674	\$ 15,257
DCW		\$ 10,850		\$ 10,850
ECONorthwest	\$ 4,950	\$ 6,600	\$ 2,310	\$ 13,860
				\$ 5,163
<b>TOTAL FEE</b>	<b>\$ 42,071</b>	<b>\$ 106,903</b>	<b>\$ 20,863</b>	<b>\$ 175,000</b>

**Exhibit C**

**ARCHITECTURAL TASK BASED FEE SUMMARY**

Site Visits for Open Houses/Steering Committee Meetings	TOTAL	\$	11,592
	X4	\$	46,368
Graphic Support	TOTAL	\$	1,640
Virtual Steering Committee Meetings	TOTAL	\$	4,332
Bi-Weekly Check in Meetings with Carrie	TOTAL	\$	4,128
Bi-Weekly Team Meetings	TOTAL	\$	2,898
Program Development	TOTAL	\$	2,634
Concept Design	TOTAL	\$	12,120
Final Report/Renderings	TOTAL	\$	7,284
<b>ARCHITECTURAL TOTAL</b>		<b>\$</b>	<b>81,404</b>