


**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Philip Morley, County Administrator

FROM: Carl Smith, Community Development Director 

DATE: July 1, 2013

SUBJECT: Contract for on-call building plan review services

ATTACHMENT: Proposed contract for on-call building plan review services with the firm:
CodePros

STATEMENT OF ISSUE:

The Department of Community Development (DCD) has a recurring need for additional assistance in the Building Division for building plan review and building inspection services. Having an on-call consultant to provide such services will help DCD meet its workload demands and issue permits faster, and at an acceptable cost.

ANALYSIS:

DCD's Building Division has one inspector and one plans examiner. On days when there are too many building inspections for the one inspector, or the inspector is out of the office, the plans examiner is required to do inspections. This results in a delay in plans examination work, producing a backlog ("queue") of plans waiting for review. Since the beginning of 2013, the plans examination queue has ranged in number from 10 to more than 30. This situation leads to complaints from applicants for the lengthy permit times, impacts to the development community when they cannot work and stress and lowered morale for DCD staff that are overwhelmed by the workload.

The preferred solution to this staffing situation would be for DCD to have a second full-time building inspector. Until this can happen, having on-call consultant services will help substantially. It is anticipated that consultant services will be used when the plan review queue gets excessively large or for plans that are more complex and time consuming than typical. Having consultant help for these situations will free up time for the County plans examiner to increase productivity on other plan reviews.

DCD has considered several providers of such services and selected the firm of "CodePros" as best suited to provide the services needed. A statement of qualifications for CodePros is available on request.

A proposed contract for on-call services with CodePros is included as Attachment A. The contract has been reviewed and approved as to form by the County's Chief Deputy Prosecuting Attorney.

Key provisions of the contract include:

- Payment for plan examination services will be based on a percentage of the standard plan examination fee collected by DCD. This will range from 55% to 75% of the fee collected by DCD. Therefore, DCD's cost will always be known and DCD will retain enough of the fee to cover the cost of staff time needed for coordination with the applicant and consultant.
- The contract does not commit DCD to any amount of services. The consultant services will be only be used when needed.
- The contract term is for an initial term of one year, with automatic renewals and can be cancelled at any time by either party.

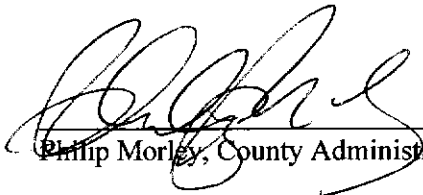
FISCAL IMPACT/COST-BENEFIT ANALYSIS:

Using a consultant for providing building plan examination services will mean that DCD will retain less than the full amount of fees collected. However, the consultant services will mean that DCD staff can work on other plans sooner, and collect full fees on those permits. It will also mean that permits can be issued in less time, benefiting the applicant, building community and Jefferson County economy.

RECOMMENDATION:

Approve the contract with CodePros for on-call building plan review services as provided with this agenda request.

REVIEWED BY:


Philip Morley, County Administrator


Date

**PROFESSIONAL SERVICES AGREEMENT
BETWEEN JEFFERSON COUNTY, A MUNICIPAL CORPORATION, BY AND
THROUGH ITS DEPARTMENT OF COMMUNITY DEVELOPMENT,
AND CODEPROS, LLC, CONSULTANT,
FOR BUILDING SERVICES**

THIS AGREEMENT is made and entered into by and between **Jefferson County**, a Washington municipal corporation, hereinafter referred to as the "County," and **CodePros, LLC**, hereinafter referred to the "Consultant." In consideration of the mutual promises, covenants, terms and conditions contained herein and attached and made a part of this agreement, the parties hereto agree as follows:

1. Services to be Provided by the Parties:

1.1 The Consultant for purposes of this Agreement is one distinct firm, person or business entity retained by the County to perform certain services described in more detail below.

1.2 The Consultant shall provide services in connection with building permit plan review and associated services as requested from time to time by the County, as determined by the Department of Community Development as described in **Exhibit A**.

1.3 The Consultant shall complete in a satisfactory and proper manner as determined by the County, the technical and professional services outlined in **Exhibit A**, herein referred to as the "Proposal," including the provision of all labor, materials, equipment and supplies.

1.4 The County will provide such assistance and guidance as may be required to support the objectives set forth in the Proposal and will provide compensation for services as forth in Section 3 below.

2. Time of Performance. The effective date of this Agreement shall be the date the parties sign and complete execution of the Agreement. The Agreement shall be for an initial term of one year from date of execution and will automatically renew for one-year periods, unless terminated by either party as provided in Section 8 of this Agreement.

3. Payment.

3.1 The County shall reimburse the Consultant for all allowable expenses agreed upon by the parties to complete each work item authorized by the County as identified in the Proposal.

3.2 Reimbursement under this Agreement shall be based on billings, supported by appropriate documentation of costs actually incurred on each individual project authorized by the County for work by the Consultant, per the fee schedule in

Exhibit B to this Agreement, which shall be the sole source used by Consultant to bill the County for services rendered.

3.3 The Consultant may submit invoices to the County once per month during the progress of the work for partial payment for project work completed to date, up to eighty percent (80%) of total project costs. The County will review and check such invoices, and upon approval thereof, payment will be made to the Consultant in the amount approved.

3.4 Final payment of any balance due to the Consultant of the total project amount 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.

3.5 By execution of this Agreement and consent to its terms and obligations the County does not and will not promise the Consultant any minimum or maximum amount of work during the term of this Agreement.

4. Consultant's Accounting Books and Records; Audit. The Consultant shall keep and maintain, accurate books and records of account in accordance with sound accounting principles, of all expenditures made and all costs, liabilities and obligations incurred under this Agreement in relation to the services performed for which compensation is paid. These accounts, books and records shall be available, upon reasonable request, to the County or its representatives for examination and audit. The County shall have the right to review and monitor the financial and other compensation of services and work under this Agreement. The Consultant shall keep and maintain any such books and records for a period of no less than three (3) years from the date of termination of this Agreement.

5. Ownership and Use of Documents. All work products, papers, notes, memoranda, correspondence, drawings, specifications, reports, and other documents and records 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 County, except that the Consultant may use such materials to assist other public agencies. Upon request of the County, or upon completion of any services provided for in this Agreement, or upon termination of this Agreement for any reason, the Consultant shall deliver to the County any and all materials.

6. Independent Consultant; No Partnership. The relationship of the Consultant to the County shall be that of an independent Consultant rendering professional services. The Consultant shall have no authority to execute agreements or to make commitments on behalf of the County and nothing contained herein shall be deemed to create the relationship of employer and employee or principal and agent between the County and the Consultant. It is further understood and agreed that nothing within this Agreement shall be construed as creating or constituting a partnership between the parties.

7. Duties of the County. All information, data and reports which the County has readily available and which the Consultant deems reasonably necessary for the performance of the services it is required to provide under this Agreement, shall be furnished to the Consultant without charge by the County. The County shall also cooperate with the Consultant as requested by the Consultant to aid it in the performance of the services to be rendered.

8. Suspension, Termination, and Close Out. If the Consultant fails to comply with the terms and conditions of this Agreement, the County may pursue such remedies as are legally available, including, but not limited to, the suspension or termination of this Agreement in the manner specified as follows:

8.1 Suspension – If the Consultant fails to comply with the terms and conditions of this Agreement, or whenever the Consultant is unable to substantiate full compliance with the provisions of this Agreement, the County may suspend the Agreement pending corrective actions or investigation, effective not less than seven (7) calendar days following written notification to the Consultant or its authorized representative. The suspension will remain in full force and effect until the Consultant has taken corrective action to the satisfaction of the County and is able to substantiate its full compliance with the terms and conditions of this Agreement. No obligations incurred by the Consultant or its authorized representative during the period of suspension will be allowable under the Agreement except:

8.1.1 Reasonable, proper, and otherwise allowable costs which the Consultant could not avoid during the period of suspension;

8.1.2 If upon investigation, the Consultant is able to substantiate complete compliance with the terms and conditions of this Agreement, otherwise allowable costs incurred during the period of suspension will be allowed; and

8.1.3 In the event all or any portion of the work prepared or partially prepared by the Consultant is suspended, abandoned, or otherwise terminated, the County shall pay the Consultant for work performed to the satisfaction of the County, in accordance with the percentage of the work completed.

8.2 Termination for Cause – If the Consultant fails to comply with the terms and conditions of this Agreement and any of the following conditions exist:

8.2.1 The actions or omissions of the Contractor that reflect a lack of compliance with the provisions of this Agreement were of such scope and nature that the County deems continuation of the Agreement to be substantially detrimental to the interests of the County; or

8.2.2 The Consultant has failed to take satisfactory action as directed by the County or its authorized representative within the time period specified by the County; or

8.2.3 The Consultant has failed within the time specified by the County or its authorized representative to satisfactorily substantiate its compliance with the terms and conditions of this Agreement; then,

Then the County may terminate this Agreement in whole or in part, and thereupon shall notify the Consultant of termination, the reasons for, and the effective date of the termination, provided that such effective date shall not be prior to notification of the Consultant. After this effective date, no charges incurred under any terminated portions of the Scope of Work are allowable.

8.3 Termination for Other Grounds – This Agreement may also be terminated in whole or in part:

8.3.1 By the County, with the consent of the Consultant, or by the Consultant with the consent of the County, in which case the two parties shall devise by mutual agreement, the conditions of termination, including effective date and in case of termination in part, that portion to be terminated;

8.3.2 If the funds allocated by the County via this Agreement are from anticipated sources of revenue, and if the anticipated sources of revenue do not become available for use in purchasing said services;

8.3.3 In the event the County fails to pay the Consultant promptly or within thirty (30) days after invoices are rendered, the County agrees that the Consultant shall have the right to consider said default a breach of this Agreement and the duties of the Consultant under this Agreement terminated. In such event, the County shall then promptly pay the Consultant for all services performed and all allowable expenses incurred; and

8.3.4 The County may terminate this Agreement at any time giving at least ten (10) days notice in writing to the Consultant. If the Agreement is terminated for convenience of the County as provided herein, the Consultant will be paid for time provided and expenses incurred up to the termination date.

9. Changes, Amendments, Modification. The County may, from time to time, require changes or modifications in the Proposal. Such changes, including any decrease or increase in the amount of compensation, which are mutually agreed upon by the County and the Consultant shall be incorporated in written amendments to this Agreement.

10. Personnel.

10.1 The Consultant represents that it has, or will secure at its own expense, all personnel required in order to perform under this Agreement. Such personnel shall not be employees of the County. Such personnel may have additional contractual

relationships with the County that, in the County's opinion, are not detrimental to implementing the professional services under this Agreement.

10.2 All services required under this Agreement will be performed by the Consultant or under Consultant's supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state or local law to perform such services.

10.3 None of the work or services covered by this Agreement shall be subcontracted without prior written approval of the County, which shall not be unreasonably withheld. Any work or services subcontracted shall be specified in the written contract or agreement and shall be subject to each provision of this Agreement.

11. Assignability. The Consultant shall not assign any interest in this Agreement, and shall not transfer any interest in this Agreement (with or by assignment or novation), without prior written consent of the County, which consent shall not be unreasonably withheld.

12. Reports and Information. The Consultant, at such times and in such forms as the County may require, shall furnish the County such periodic reports as the County may request pertaining to the work or services undertaken pursuant to this Agreement, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this Agreement.

13. Nondiscrimination; Equal Employment Opportunity. The Consultant, and its employees, agents and sub Consultants, shall at all times comply with any and all federal, state or local laws, ordinances, rules or regulations with respect to nondiscrimination and equal employment opportunity, which may at any time be applicable to the County by law, contract or otherwise.

Without limiting the generality of the foregoing, Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, handicap or marital status, and as required by law Consultant shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, age, sex, national origin, handicap or marital status.

Further, Consultant, its employees, agents and sub Consultants, shall not at any time discriminate against any other person or entity because of race, color, religion, age, sex, national origin, handicap or marital status.

Consultant shall keep and maintain any and all records that may be required by law in connection with compliance with this section.

14. Wage and Hour Laws. Consultant shall at all times comply with all applicable provisions of the Fair Labor Standards Act (FLSA) and any other federal or state

legislation affecting its employees, and the rules and regulations issued thereunder, insofar as applicable to its employees, and shall at all times save and hold harmless the County, its officers, agents and employees free, clear and harmless from any and all actions, claims, demands and expenses arising out of the FLSA or other legislation and any rules and regulations that are or may be promulgated in connection with the FLSA.

15. Copyright. No report, maps, or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the Consultant.

16. Approval Not Deemed Release. Approval or acceptance by the County of any of the work of the Consultant shall not constitute nor be deemed a release of the responsibility and liability of the Consultant, or of its employees, officers or sub Consultants, for the accuracy and competency of the work, nor shall such approval or acceptance be deemed to be an assumption of responsibility by the County for any defect in the work. After acceptance of the work by the County, Consultant agrees to perform any additional services for no additional compensation as may be required by the County to correct the Consultant's errors or omissions in the work by Consultant.

17. Compliance with Local Laws. The Consultant shall comply with all applicable laws, ordinances, and codes of the state and local government and the Consultant shall hold the County harmless with respect to any damages arising from any tort done in performing any of the work embraced by this Agreement.

18. Hold Harmless. The Consultant shall defend, indemnify and hold harmless the County, its appointed and elective officers, officials, employees, agents and volunteers from an against any and all losses, claims, injuries, liability, costs and expenses, including defense costs and legal fees, arising out of or in connection with the Consultant's negligent acts and the County shall defend, indemnify and hold harmless the Consultant from and against any and all losses, claims, injuries, liability, costs and expenses, including defense costs and legal fees, arising out of or in connection with the County's negligent acts. This paragraph does not purport to indemnify the County against liability for damages caused by the sole negligence of the County, its officials, agents, or employees. In the event the Consultant and the County are both negligent, each party shall be responsible in proportion to its negligence.

The consultant shall utilize the County's codes as its governing criteria in all plan reviews, and any building inspections performed by the Consultant. The County shall indemnify and hold the Consultant harmless for claims against the Consultant arising from the enforcement of any of the County's Codes which are determined by a court of competent jurisdiction to be unconstitutional or otherwise invalid.

19. Insurance. The Consultant shall obtain and keep in force during the terms of the Agreement, or as otherwise required, the following insurance with companies or through sources approved by the State Insurance Commissioner pursuant to RCW 48.05:

19.1 General Commercial Liability Insurance in an amount not less than a single limit of five hundred thousand dollars (\$500,000.00) 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 insurance coverage shall contain no limitations on the scope of the protection provided and include the following minimum coverages:

- 19.1.1 Broad form property damage, with no employee exclusion
- 19.1.2. Personal injury liability, including extended bodily injury
- 19.1.3 Broad form contractual/commercial liability – including completed operations
- 19.1.4 Premises - operations liability (m&c)
- 19.1.5 Independent Consultants and sub Consultants
- 19.1.6 Blanket contractual liability

19.2 Worker's compensation and employer's liability insurance as required by the State of Washington.

19.3 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 \$250,000 each occurrence in connection with the Consultant's performance of the contract. Consultant confirms the LLC does not own or lease any vehicles.

19.4 Said general liability policy shall name Jefferson County as an additional named insured and shall include a provision prohibiting cancellation of said policy except upon thirty (30) days prior written notice 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. Compensation and/or payments due to the Consultant under this Agreement are expressly conditioned upon the Consultant's strict compliance with all insurance requirements. Payment to the Consultant shall be suspended in the event of non-compliance.

19.5 Professional liability insurance with minimum coverage limits of not less than one million dollars (\$1,000,000.00) for each claim and one million dollars (\$1,000,000.00) aggregate. The County in its sole discretion may accept, in writing, a Professional Liability policy issued on a "Claims Made" basis if said policy has a retroactive date of, or prior to, the effective date of this Agreement. For each such "Claims Made" policy accepted by the County, a Supplemental Extended Reporting Period ("SERP") shall be purchased at the Consultant's sole expense, with an extended reporting period of not less than three (3) years IF this policy is cancelled, non-renewed, switched to an Occurrence Form, undergoes an advancement of the retroactive date or there is any other event triggering the right to purchase a SERP.

19.6 The Consultant shall, for each such required insurance policy, provide a Certificate of Insurance, with endorsements attached, evidencing all required coverages, limits, deductibles, self-insured retentions and endorsements.

19.7 All of Consultant's insurance policies and additional named insured endorsements shall provide primary insurance coverage and shall also be non-contributory. Any insurance, self-insured retention, deductible, or risk retention maintained or participated in by the County shall be excess and not contributory to such insurance policies. All Consultant's liability insurance policies must be endorsed to show this primary coverage.

19.8 The insurance maintained by the Consultant under this Agreement shall not in any manner limit or qualify the liabilities or obligations of the Consultant under this Agreement.

20. Representatives; Notices. For purposes of administration of this Agreement, the representative of the County and the representative of the Consultant are set forth in this section below. All notices shall be delivered personally or may be mailed by certified mail, return receipt requested, to the other party. In the case of notice by mail, notice shall be deemed given in the date of postmark of the return receipt.

COUNTY:

Jefferson County Department of Community Development
Carl Smith, Director of Community Development
621 Sheridan St
Port Townsend WA 98368
Telephone: (360) 379-4493; Facsimile: (360) 379-4451
Email: csmith@co.jefferson.wa.us

CONSULTANT:

Michael J. Barth,
Managing Member
CodePros
P.O. Box 185
Allyn, Washington 98524
Phone: 360 801-0543
Email: mbarth@codeproswa.com
Web: www.Codeproswa.com

21. Conflicts of Interest and Appearance of Fairness.

21.1 Conflicts of Interest - Consultant covenants that it has had no interest and shall not acquire any interest directly or indirectly that would conflict in any manner or

degree with the performance of services hereunder. Consultant further covenants that, in the performance of this Agreement, no person having any such interest shall be employed.

21.2 Appearance of Fairness – Consultant acknowledges that it is critically important that all dealings by the Consultant with the County be untainted by outside activities that would raise concerns of biased or unequal treatment among members of the public or persons or organizations, which do business with Jefferson County. To this end, the Consultant will not represent the interests of private clients before any County legislative or advisory body concerning issues subject to the scope of this Agreement.

22. Successors and Assigns. This Agreement shall be binding upon all the parties, their heirs, personal representatives, successors, and assigns.

23. Applicable Law; Venue. This Agreement shall be governed by the laws of Washington State. Venue for any action under this Agreement shall be in Jefferson County, Washington.

24. Disputes. The provisions of this Agreement shall be construed in accordance with the provisions of the laws of the State of Washington and ordinances of Jefferson County, Washington. Parties agree that any dispute arising out of the conduct of this Agreement may, at the option of either party, be submitted to binding arbitration, but only if mediation between the parties by a person or entity mutually agreed upon has failed. Should arbitration be necessary to resolve a dispute between the parties, then each party shall select one arbitrator and those two arbitrators shall select a third arbitrator. The dispute shall be settled with a majority of arbitrators prevailing. The decision of the arbitration panel shall be binding on all parties, and shall be enforceable, if necessary, in the Superior Court for Jefferson County, State of Washington. Allocation between parties of payment of costs of arbitration shall be determined by the panel of arbitrators, and their determination shall be final. In the event any action is brought by either party to enforce the decision of the arbitration panel, the parties agree that the party seeking enforcement shall pay to the other party the reasonable attorney fees and costs and disbursements incurred by such party.

25. Costs and Attorneys Fees. In the event any action is brought by either party to enforce the terms of this Agreement, or for breach of this Agreement by the other party, the parties agree that each party shall pay the attorneys fees and costs disbursements incurred by such party.

26. Severability. If any term of provision of this Agreement is held invalid, the remainder of such terms of provision of this Agreement shall not be affected, if such remainder would then continue to conform to the terms and requirements of applicable law.

27. Individual Liability. The Consultant described in this Agreement shall be individually responsible for performing all of the obligations, services and duties

described and listed in the Proposal and/or this Agreement. The cessation of business as a result of, for example, bankruptcy, by the business entity that constitutes this Consultant shall not relieve the other business entity that is part of the Consultant from its contractual obligations under this Agreement or the scope of work.

28. Entire Agreement; Amendments. This Agreement, together with the **Exhibits**, represents the entire and integrated agreement between the County and the Consultant and supersedes all prior negotiations, representations, or agreements. This Agreement may be amended only by a written instrument signed by both the County and the Consultant. The attachments to this Agreement are identified as follows:

Exhibit A: Proposal

Exhibit B: Fee Schedule

IN WITNESS WHEREOF the County and the Consultant have executed this Agreement as of the date and year last written below.

JEFFERSON COUNTY, a Washington Municipal Corporation

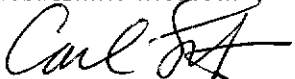
By:

John Austin, BoCC Chairperson

Philip Morley, County Administrator

Date: _____

Attest/Authenticated:



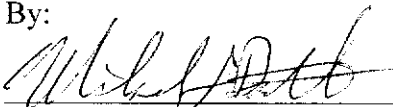
Carl Smith, DCD Director

Approved as to legal form:

David Alvarez,
Chief Civil Deputy Prosecuting Attorney
Jefferson County

CONSULTANT:

By:



Michael J. Barth,
Managing Member
CodePros, LLC

Date: 6/26/2013

ATTACHMENT A
List of Services Provided by CodePros, LLC for Jefferson County, WA
CodePros Services Agreement

Note: This list of services can be updated and amended as necessary to ensure the Municipality's needs are met and the services provided satisfy the Municipality, property owners, and the building community. The Municipality is Jefferson County.

Plan Review services provided as part of the agreement

Perform plan review on select building projects in the Municipality on a non-exclusive, as-needed basis as requested by the Municipality's building official or administrator. These may include any type of construction project, such as, without limitation: single-family residential construction; multi-family residential construction; new commercial, industrial, and institutional construction; as well as tenant improvements and/or remodeling projects in any existing buildings.


Building plan review will, as directed by Municipality staff, include review of foundation systems, structural systems, plumbing and mechanical systems and energy code provisions to determine compliance with the Washington State Building Code, along with the Plumbing, Mechanical, Fuel-Gas and Energy Codes, and any local amendments adopted by Jefferson County. Follow-up plan review of corrections of identified items is included.

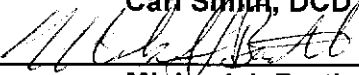
Plan Review turn-around time-frame targets are as follows:

Project Size based on Valuation:	Plan Review Turnaround time to first comments:	Goal
IRC Residential Projects	5 working days	99%
IBC Small Commercial Project (Valuation less than \$1M)	10 working days	99%
IBC Large Commercial Project (Valuation \$1M to \$10M)	20 working days	100%
IBC Exceptionally Large Project (Valuation greater than \$10M)	25 working days	100%

Other Services provided as part of the agreement:

- Provide code interpretations and professional opinions as requested by the Municipality
- On-call building inspections as requested by the Municipality (minimum 48 hours notice)
- Application of the provisions of the Existing Building Code as adopted by the State of Washington in regard to existing and/or historic structures
- Communicate and coordinate efforts with professional partner employees, service providers, and other jurisdiction staff, elected officials and other agencies
- Provide regular status and activity reports
- Maintain proper legal records, provide document storage, and respond to public disclosure records requests

Jefferson County, WA By:  Date: 6/27/13
Carl Smith, DCD Director

CodePros, LLC. By:  Date: 6/26/13
Michael J. Barth, Managing Member

ATTACHMENT B

Fee Schedule for Building Department Services by CodePros, LLC.

CodePros Services Agreement

CodePros' Plan Review Service Fees:

- Building Plan Review Service Fee (Commercial > \$1M) 55% of County's review fee
- Building Plan Review Service Fee (Commercial = < \$1M) 65% of County's review fee
- Building Plan Review Service Fee (1-2 Family Residential) 75% of County's review fee
- Attendance of Pre-Ap conference for projects > \$1M valuation no charge
- Attendance of Pre-Ap conference for projects =<\$1M valuation \$50.00 per hour

Other Fees:

- Supplemental On-Call building inspections \$75.00 per hour
- Project Support (upon specific request of jurisdiction) 65% of County's review and permit fee
- Inspections outside of business hours \$100.00 per hour, (2 hour minimum)
- Investigative Services and/or testimony \$125.00 per hour
- Code Enforcement Activities (as requested by County) \$85.00 per hour
- Code consultation and/or code interpretation, not associated with plan review services above \$75.00 per hour
- Analysis of alternate methods and/or materials \$75.00 per hour
- Structural engineering review by P.E. (projects<\$4M) (actual costs)
- Structural engineering review by P.E. (projects>\$4M) no additional charge

Terms:

CodePros bills for the previous month, by the third business day of the month, payable within 30 days. Plan review: 60% of fee due upon first comments, the remaining 40% upon completion of the final review. If billing discrepancies are identified by the Municipality, such discrepancy shall be brought to the attention of the Company prior to the payment due date.

Jefferson County, WA

By:



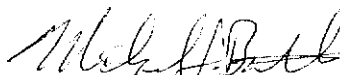
Date:

6/27/13

Carl Smith, DCD Director

CodePros, LLC.

By:



Date:

6/26/13

Michael J. Barth, Managing Member