

Letter of Understanding  
Between Seattle Department of Transportation and City of Chehalis

This Letter of Understanding is an attachment to Interagency Agreement between SDOT and Chehalis to provide staff, equipment and/or engineering services to be provided during the expected duration of the service period.

SDOT Contact Person:

Paul Jackson  
Bridge Maintenance Manager  
(206) 684-8325  
paul.jackson@seattle.gov

City of Chehalis Contact Person:

Don Schmitt  
Public Works Department  
(360) 748-0238  
dschmitt@ci.chehalis.wa.us

Project:

Bridge inspection equipment rental: Under Bridge Inspection Truck (UBIT)

Location:

Chambers Way Bridge

Equipment to be provided:

SDOT will provide one Under Bridge Inspection Truck (UBIT) and a vehicle for a SDOT Safety Spotter

Staff and/or Engineering Services to be provided:

Seattle Department of Transportation (SDOT) will provide one qualified driver and one qualified operator for the UBIT. SDOT will also provide one Safety Spotter per Roadway Structures policy when working over Railroads. City of Chehalis will provide the bridge inspector, as well as provide for traffic control flagging and railroad flagger or allow the temporary closing to traffic of all streets and bridges, or portions thereof, necessary to be closed before any work is commenced thereon.

Insurance:

It is understood that the UBIT will be covered under the City of Seattle's self-insurance program during the period that services are rendered to City of Chehalis.

Duration of Letter of Understanding:

Project activities are expected to begin and end in October 2018

Project Estimate

The project is estimated to cost \$3,034, see box below; however, the City of Chehalis shall reimburse SDOT for all actual costs.

Project Summary	Hours	OT	Cost
Labor	18	0	\$ 1,672
Equipment	14		\$ 966
Material			\$ -
Contractor			\$ -
Subtotal			\$ 2,638
Contingency		15%	\$ 396
<b>Total</b>			<b>\$ 3,034</b>

Billing Terms:

As noted in section III of the Interagency Agreement, the payment terms are as follows:

- A. The leading party shall be reimbursed for all actual cost incurred for a project. Said cost shall include all engineering, clerical, administrative, inspection services, material, and annual administrative overhead.
- B. The party receiving staff, equipment, and/or engineering services shall be billed on no more than a monthly basis. These bills will reflect actual costs, to include salary, benefits and the administrative overhead rates. All payments shall be due within 30 days of the billing date, with one percent per month interest being charged to the receiving party as a delinquent charge starting 30 days after the billing date.
- C. In the event a lawsuit is instituted to enforce the payment obligations of the party receiving staff, equipment and/or engineering services, the prevailing party shall be entitled to recover all costs of such a lawsuit, including reasonable attorney's fees.

Accepted:

  
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Jill Anderson, City Manager

8-16-18  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Julius Rwamashongye, Interim CPRS Director  
Seattle Department of Transportation

8/29/2018  
\_\_\_\_\_  
Date