



*leadership role to establish change for themselves, their families, and the communities in which they live.*

*Mr. Williams asked the student members to enter the Council Chambers, and explained he was building off the work of prior coordinator Brittany Goff. He reported that each of the students will identify ideas of changes they would like to see in the community. "Council for the Day" will be scheduled and the entire community will be invited to attend as the SWYCC members present their ideas to City and County Councils.*

*After the SWYCC members recited the oath, read by President Day, Mr. Williams introduced each new member to the audience. The members present included Taylor Creighton, Steve Lee, Michael Li, Banyja Munasinghe, Kate Nichols, Savannah Scott, Maddie Sherwood, Dasani Taylor, and Monroe Parker.*

### **ADOPTION OF LEGISLATIVE AGENDA**

*Mr. Heath moved, Mr. Spies seconded and the vote was unanimous to approve the legislative agenda as presented.*

### **CONSENT AGENDA** – presented by City Clerk Kim Nichols

*Upon a motion and seconded by Mr. Spies and Mr. Heath, respectively, and by unanimous vote in favor, the Consent Agenda was unanimously approved as presented:*

- *December 22, 2014 regular meeting minutes*
- *January 5, 2014 work session minutes*
- *Resolution No. 2469 – declaring that Two Farms, Inc. is eligible to receive Enterprise Zone benefits for property located at 1150 Pemberton Drive*
- *Approving the Manufacturing Exemption request for Jubilant Cadista Pharmaceuticals for equipment purchased in 2013*

### **AWARD OF BIDS** – presented by Assistant Director of Internal Services – Procurement Jennifer Miller

*The Award of Bids, consisting of the following items, was unanimously approved on a motion by Mr. Spies that was seconded by Mr. Heath:*

- |  |                    |
|--|--------------------|
| • <i>Change Order #2 – RFP 04-14 Main Street Masterplan</i>                | <i>\$48,160.00</i> |
| • <i>Change Order #3 – RFP 04-14 Main Street Masterplan</i>                | <i>\$12,130.00</i> |
| • <i>Declaration of Surplus – Turnout Gear - Salisbury Fire Department</i> | <i>\$ 00.00</i>    |

### **RESOLUTION** – presented by City Administrator Tom Stevenson

- *Resolution No. 2470 – authorizing the Mayor to sign the grant agreement and accept a grant of \$50,000.00 from Maryland Department of Transportation Maryland Bikeways Program for the provision of the design of a pavement marking plan for 3 bicycle routes (Orange Route, Red Route, and Salisbury Urban Greenway); the installation of bicycle pavement markings for the three bicycle routes; the installation of 3 bicycle racks (Downtown Plaza, Salisbury Zoological Park, and Salisbury Park); and the design, construction, and installation of 4 informational kiosks (Downtown, Peninsula Regional Medical Center, Salisbury University, and Salisbury Park)*

*Mr. Spies moved, Mr. Heath seconded, and the vote was 3-1 (Mrs. Mitchell voted nay) to approve Resolution No. 2470 as presented.*

**ORDINANCES** – presented by City Attorney Mark Tilghman

- *Ordinance No. 2310 – 2<sup>nd</sup> reading - pursuant to chapter 17.228 of title 17, Zoning of the Salisbury Municipal Code and Section 4.04 of Article 66b of the Annotated Code of Maryland for the purpose of amending Section 17.04.120, Definitions, Section 17.64.040, Uses and Development Standards in the Newtown Historic District, and Section 17.196.030, Parking Standards, to add Bed and Breakfast Inns*

*Mrs. Mitchell moved and Mr. Heath seconded to approve Ordinance No. 2310 as amended for second reading.*

*Mrs. Mitchell moved to amend Ordinance No. 2310 by striking “PLANTED” and inserting “SUITABLE” on Line 91, and striking “CONSISTING OF EVERGREENS WITH A MINIMUM HEIGHT OF SIX FEET AND PLACED WITH TRUNKS NO MORE THAN EIGHT FEET APART.” from Lines 92 to 95. Mr. Heath seconded, and the motion was unanimously approved.*

*Ordinance No. 2310 for second reading, as amended on January 12, 2015 and January 26, 2015 was passed by unanimous vote in favor.*

- *Ordinance No. 2311 – 2<sup>nd</sup> reading – to abandon an area of land being the improved roadbed of Wayne Street between Power Street and Bateman Street*

*Mr. Heath moved, Mrs. Mitchell seconded, and the vote was unanimous to approve Ordinance No. 2311 for second reading.*

- *Ordinance No. 2312 – 2<sup>nd</sup> reading – to eliminate eleven parking spaces and provide for a total of two bus parking spaces on Wayne Street and two vehicle parking spaces on Power Street adjacent to the Salisbury University Stadium*

*Mr. Spies moved, Mrs. Mitchell seconded, and the vote was unanimous to approve Ordinance No. 2312 for second reading.*

- *Ordinance No. 2313 – 1<sup>st</sup> reading – amending Sections 15.24.280 General, 15.24.1640 Violation of occupancy provisions, and 15.26.110 Denial, nonrenewal, revocation, or suspension of license or registration of the Salisbury Municipal Code*

*Mr. Heath moved and Mr. Spies seconded to approve Ordinance No. 2313 for first reading.*

*Mrs. Mitchell moved and Mr. Spies seconded to amend Ordinance No. 2313 for first reading by incorporating the occupancy enforcement policy into the ordinance. After discussion, the motion unanimously failed on a 0-4 vote.*

*Mrs. Mitchell moved, Mr. Spies seconded, and the vote was unanimous (4-0) to amend Ordinance No. 2313 for first reading by adding the language to this section of the Code that incorporates requiring Council approval of the associated policy discussed. Mr. Tilghman shall incorporate the language into the ordinance prior to second reading.*

*Ordinance No. 2313 for first reading was unanimously approved as amended.*

- *Ordinance No. 2314 – 1<sup>st</sup> reading – changing the rates for Emergency Medical Services (EMS)*

*Mr. Heath moved, Mrs. Mitchell seconded, and the vote was unanimous to approve Ordinance No. 2314 for first reading.*

*Mrs. Mitchell moved, Mr. Spies seconded and the vote was unanimous to amend Ordinance No. 2314 for first reading by placing “(per mile)” next to mileage on Line 16.*

*Ordinance No. 2314 for first reading, as amended, was unanimously approved.*

## **PUBLIC COMMENTS**

*One member of the public provided the following public comments:*

- *Pleased that Newtown will now have Bed & Breakfast Inns which will be valuable to the neighborhood and economy*
- *Old homes are extremely expensive to keep up*
- *Property values in Newtown have dropped because of multi-family homes in the neighborhood, and hopeful properties will increase in value with the passing of this*

*legislation*

- *Because the Newtown homes are varied in style and architecture, the visitors will enjoy staying in them*
- *Happy that other methods (other than the planting of trees) of distinction for driveways was approved*
- *Most of the homes that qualify for Bed & Breakfast Inns have a minimum of five (5) bedrooms*
- *In Ordinance No. 2313, at the time Neighborhood Services and Code Compliance (NSCC) determines there's a violation of occupancy, the occupancy rights are lost (There is no ten (10) day grace period in this legislation). This is one of the things needing to be included in the Code. It is critical because if this happened to one of his properties, the speaker would act on it far within ten (10) days. At the point NSCC determines there is a violation, all triggers happen.*

*President Day stated that this was the first reading and further discussion will take place in two weeks prior to the adoption of the policy.*

*With no further business to discuss, the legislative session adjourned at 7:17 p.m.*

CITY OF SALISBURY, MARYLAND  
CLOSED SESSION  
JANUARY 12, 2015

*TIME & PLACE:* 6:53 p.m., Government Office Building – Council Chambers, Room 301

*PURPOSE:* To consult with counsel to obtain legal advice on a legal matter; and before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process

*VOTE TO CLOSE:* Unanimous

*CITATION:* Annotated Code of Maryland §10-508(a)(7)(14)

*PRESENT:* Council President Jacob R. Day, Councilman John “Jack” R. Heath, Councilwoman Eugenie P. Shields, City Clerk Kimberly R. Nichols, City Administrator M. Thomas Stevenson, Jr., City Attorney Mark Tilghman, Planning & Zoning Director Jack Lenox, and Assistant Director Internal Services – Procurement Jennifer Miller (left at 7:01 p.m.)

*NOT PRESENT:* Mayor James Ireton, Jr., Council Vice President Laura Mitchell, Councilman Timothy K. Spies

\*\*\*\*\*

*The City Council convened in Legislative Session in Room #301 in the Government Office Building at 6:02 p.m. and at 6:46 p.m., President Day called for a motion to convene in Closed Session. Mrs. Shields moved, Mr. Heath seconded, and the vote was unanimous to convene in Closed Session for the purpose of consulting with counsel to obtain legal advice on a legal matter; and before a contract is awarded or bids are opened, discussing a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process in accordance with the Annotated Code of Maryland §10-508(a)(7)(14).*

*At 7:18 p.m., on a motion and seconded by Mrs. Shields and Mr. Heath, respectively, and by unanimous vote in favor, the Closed Session was adjourned and Council reconvened in Open Session. President Day then reported that while in Closed Session Council had received an update on Lot 1 and Lot 11 negotiations and other pending litigation.*

*Thereafter, the Open Session adjourned at 7:20 p.m.*

*Kimberly R. Nichols*  
\_\_\_\_\_  
City Clerk

*J.R.D.*  
\_\_\_\_\_  
Council President

# City of Salisbury



MARYLAND

JAMES IRETON, JR.  
MAYOR

M. THOMAS STEVENSON, JR.  
CITY ADMINISTRATOR

TERENCE ARRINGTON  
ASSISTANT CITY ADMINISTRATOR

Salisbury



2010

125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
Tel: 410-548-3190 Procurement  
Fax: 410-548-3192 Procurement

KEITH A. CORDREY  
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER  
ASST. DIRECTOR OF INTERNAL  
SERVICES

## Council Agenda – Award of Bids

January 26, 2015

- |   |              |
|---|--------------|
| 1. Change Order #2 – RFP 04-14<br>Main Street Masterplan              | \$ 48,160.00 |
| 2. Change Order #3 – RFP 04-14<br>Main Street Masterplan              | \$ 12,130.00 |
| 3. Declaration of Surplus – Turnout Gear<br>Salisbury Fire Department | \$ 0.00      |

# City of Salisbury



MARYLAND

Salisbury



2010

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DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER  
ASST. DIRECTOR OF INTERNAL  
SERVICES

JAMES IRETON, JR.  
MAYOR

M. THOMAS STEVENSON, JR.  
CITY ADMINISTRATOR

TERENCE ARRINGTON  
ASSISTANT CITY ADMINISTRATOR

## Council Agenda

January 26, 2015

TO: Mayor and City Council

SUBJECT: Change Order #2 to RFP 04-14  
Main Street Masterplan: Water, Sewer, Stormwater and Streetscape Improvements

The City of Salisbury Internal Services Department, Procurement Division, received a request from Salisbury Public Works (SPW) to process Change Order #2 in the amount of \$48,160.00 for RFP 04-14 Main Street Masterplan: Water, Sewer, Stormwater and Streetscape Improvements. This Change Order would provide for the design of the water, sewer and stormwater utilities on West Main Street, since this service was not included in the original Scope of Work in the bid solicitation. A recent utility inspection of East Main Street, which has the same infrastructure as that on West Main Street, concluded that the existing utilities should be replaced due to structural defects, root intrusion and several other variables. It is suspected that the utilities on West Main Street are in the same poor, unusable condition as those on East Main Street.

Funds are available in the following project account:

30100-513020-33170 Main Street Masterplan	\$48,160.00
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The Department of Internal Services, Procurement Division, requests Council's approval to process Change Order #2 as noted above to A. Morton Thomas & Association, Inc., in the amount of \$48,160.00.

Sincerely,

Jennifer Miller  
Asst. Director of Internal Services – Procurement and Parking

# City of Salisbury



MARYLAND

Salisbury



2010

125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
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Fax: 410-548-3107

JAMES IRETON, JR.  
MAYOR

M. THOMAS STEVENSON, JR.  
CITY ADMINISTRATOR

TERENCE ARRINGTON  
ASSISTANT CITY ADMINISTRATOR

MICHAEL S. MOULDS, P.E.  
DIRECTOR OF PUBLIC WORKS

TO: Jennifer Miller, Assistant Director of Internal Services-Procurement  
FROM: Michael S. Moulds, P.E., Director of Public Works  
Paul B. Mauser, E.I., Project Engineer  
DATE: January 5, 2015  
SUBJECT: Change Order No. 2  
Contract No. RFP 04-14  
Main Street Masterplan: Water, Sewer, Stormwater and Streetscape Improvements

Please process Change Order No. 2 for the Main Street Masterplan project. This change order will authorize design services for the consultant engineer, A. Morton Thomas & Associates, Inc. (AMT), to extend the design of water, sewer, and stormwater infrastructure to include West Main Street, from Division Street to Mill Street, as outlined in the attached AMT proposal, dated December 3, 2014.

Throughout the design of the Main Street Masterplan project, it has become apparent that the replacement of water, sewer, and stormwater utilities will need to extend to West Main Street (the original RFP included only replacement on East Main Street). AMT released the "Pipe Inspection and Recommendations Report" in November 2014 for the inspection that was performed for the utilities on East Main Street. Of 1,182' of sewer pipe and 2,023' of stormwater pipe included in the utilities inspection on East Main Street, only 50' of stormwater pipe is eligible for reuse, and 0' of sewer pipe, resulting in necessary replacement of 98% of the existing pipe. The necessary replacement of the existing utility pipe is primarily due to structural defects, as well as root intrusion, excessive tapping, excessive I&I (inflow and infiltration), and improper slopes. The West Main Street utility pipes were not included in the inspection but they were constructed in the same manner and general timeframe of the 1940's (70+ years old) and are suspected to be in similar condition.

Furthermore, the heavy construction that will be taking place on West Main Street will present significantly higher loading scenarios on the existing utilities than the predominant pedestrian usage has imposed over the years. If the existing utilities are not designed to be replaced, they will likely have to be replaced as change orders during construction or even replaced shortly after completion of construction.

SPW Utilities has been consulted regarding the age of the infrastructure and maintenance concerns and is in complete agreement with replacing all water, sewer, and stormwater infrastructure on West Main Street.

The utility design on West Main Street will be performed by AMT concurrently with the existing 12 month contract timeline. We recommend award of this change order in the amount of \$48,160.00. Funding is available in account number 30100-513020-33170.

Paul B. Mauser, E.I.  
Project Engineer

Michael S. Moulds, P.E.  
Director of Public Works



December 3, 2014

Mr. Paul Mauser  
City of Salisbury Public Works  
Bureau of Engineering  
125 N. Division Street, Room 202  
Salisbury, MD 21801

Re: Professional Engineering Services – Extra Work Order  
Water and Sewer Design – Division Street to Mill Street  
Salisbury, Maryland  
AMT File No. 114-030.001

Dear Mr. Mauser:

The City requested that, as part of the Main Street Improvements, AMT extend the design of water line and sanitary sewer line replacement to include the sections from Division Street to Mill Street.

The design will include the removal and replacement of existing water mains, water service lines, water valves and meter vaults, sanitary sewer mains, laterals and manholes and storm sewer mains, inlets and manholes along approximately 1,000 feet of Main Street from Division Street to Mill Street.

#### SCOPE OF WORK

AMT will provide the following services:

1. Review information the City has available related to the existing water, sanitary sewer and storm sewer pipes and structures.
2. Prepare sanitary sewer design computations.
3. Provide drainage analysis and storm sewer design computations.
4. Prepare plans and profiles for the proposed water, sewer and storm drain replacements. Indicate location of existing lines and proposed locations of valves, fire hydrants, meters, manholes, and inlets.
5. Provide submittals at 65%, 95% and 100% design completion.
6. Attend two (2) additional meetings.

#### FEE

We will provide the services listed for a fee as detailed in the attached worksheet.

If you have any questions or wish to discuss this proposal, please do not hesitate to contact me or Kathy Walsh.  
Sincerely,

A. MORTON THOMAS AND ASSOCIATES, INC.

Max Kantzer, P.E.  
Principal

Salisbury Main Street

AMT 114-030.001

Water and Sanitary Sewer Replacement - Divlsion Street to Mill Street

3-Dec-14

Task Description	Project Manager	Senior Engineer	Engineer	CAD	Prof Land Surveyor	Survey Crew (2)	Hours	Fee
Rate	150	140	115	85	120	140		
<b>Engineering Drainage Study</b>								
Review Available Information		4					4	\$560
Site Visit / Field Investigation		8					8	\$1,120
Sanitary sewer design computations		16					16	\$2,240
Drainage analysis and storm sewer design computations		24					24	\$3,360
65% water, sanitary sewer and storm drain plans	4	40	80	80			204	\$22,200
95% water, sanitary sewer and storm drain plans	2	24	40	40			106	\$11,660
Final water, sanitary sewer and storm drain plans	2	8	16	16			42	\$4,620
Attend two progress meetings	16						16	\$2,400
							0	\$0
							0	\$0
Hours	24	124	136	136	0	0	420	
Fee	\$3,600.00	\$17,360.00	\$15,640.00	\$11,560.00	\$0.00	\$0.00		\$48,160

# City of Salisbury



MARYLAND



125 NORTH DIVISION STREET  
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SERVICES

JAMES IRETON, JR.  
MAYOR

M. THOMAS STEVENSON, JR.  
CITY ADMINISTRATOR

TERENCE ARRINGTON  
ASSISTANT CITY ADMINISTRATOR

## Council Agenda

January 26, 2015

TO: Mayor and City Council

SUBJECT: Change Order #3 to RFP 04-14  
Main Street Masterplan: Water, Sewer, Stormwater and Streetscape Improvements

The City of Salisbury Internal Services Department, Procurement Division, received a request from Salisbury Public Works (SPW) to process Change Order #3 in the amount of \$12,130.00 for RFP 04-14 Main Street Masterplan: Water, Sewer, Stormwater and Streetscape Improvements. This Change Order would provide for additional streetscape design to extend the project limits by approximately 100' on N. Division Street up to Church Street, plus a design which would reduce the number of northbound travel lanes on N. Division (from 3 to 2).

Funds are available in the following project account:

30100-513020-33170 Main Street Masterplan \$12,130.00

The Department of Internal Services, Procurement Division, requests Council's approval to process Change Order #3 as noted above to A. Morton Thomas & Association, Inc., in the amount of \$12,130.00.

Sincerely,

Jennifer Miller  
Asst. Director of Internal Services – Procurement and Parking

# City of Salisbury



MARYLAND

Salisbury



2010

125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801

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JAMES IRETON, JR.  
MAYOR

M. THOMAS STEVENSON, JR.  
CITY ADMINISTRATOR

TERENCE ARRINGTON  
ASSISTANT CITY ADMINISTRATOR

MICHAEL S. MOULDS, P.E.  
DIRECTOR OF PUBLIC WORKS

TO: Jennifer Miller, Assistant Director of Internal Services-Procurement  
FROM: Michael S. Moulds, P.E., Director of Public Works  
Paul B. Mauser, E.I., Project Engineer  
DATE: January 5, 2015  
SUBJECT: Change Order No. 3  
Contract No. RFP 04-14  
Main Street Masterplan: Water, Sewer, Stormwater and Streetscape Improvements

Please process Change Order No. 3 for the Main Street Masterplan project. This change order will authorize design services for the consultant engineer, A. Morton Thomas & Associates, Inc. (AMT), to extend the streetscape design on N Division Street approximately 100 feet to the north, to the intersection of Church Street, as outlined in the attached AMT proposal, dated December 15, 2014.

At the November 17, 2014 Council Work Session, direction was provided from Council for SPW to begin efforts to extend the project limits on N Division Street to the intersection of Church Street. The existing project limits are defined in the April 2009 Concept Study that was performed by Urban Salisbury, Inc. and terminate parallel with the southern face of the front brick wall of the Government Office Building. Proposed Change Order #3 will extend the project limits approximately 100 feet to the north to the southern curb line of the intersection of Church Street. This will ensure that the buildings currently occupied by Cake Art and the Law Offices of George G. Strott, Jr. Attorney at Law, are also included in the streetscape design.

Extending the project limits to the intersection of Church Street will entail a road diet to reduce the number of traffic lanes. N Division Street currently has 4 traffic lanes at this intersection, with 1 southbound lane and 3 northbound turning lanes (left turn, straight, right turn). The new design will reduce the total number of traffic lanes to 3. The new lane configuration will likely be 1 southbound lane and 2 northbound turn lanes (left turn combined with straight, right turn). Since the SHA Right-of-Way (ROW) extends south of the intersection of Church Street and N Division Street, SPW has been in communication with them to ensure this lane reconfiguration is acceptable.

The streetscape design extension on N Division Street will be performed by AMT concurrently with the existing 12 month contract timeline. We recommend award of this change order in the amount of \$12,130.00. Funding is available in account number 30100-513020-33170.

Paul B. Mauser, E.I.  
Project Engineer

Michael S. Moulds, P.E.  
Director of Public Works



December 15, 2014

**Mr. Paul Mauser**  
City of Salisbury Public Works  
Bureau of Engineering  
125 N. Division Street, Room 202  
Salisbury, MD 21801

Re: Professional Engineering Services – Extra Work Order  
Extend Limit of Work Division Street  
Salisbury Main Street  
AMT: 114-030.001

Dear Mr. Mauser:

The City has requested an Extra Work Order from AMT to extend the design plans and improvements on Division Street to Church Street. This extends our design limits by 100 feet. Currently, Division Street accommodates 4 lanes of traffic through the intersection with Church Street. AMT will investigate and design modifications to Division Street to narrow the road and provide traffic calming features. Our limits of work will extend only to the curb line on the south edge of Church Street.

#### SCOPE OF WORK

AMT will provide the following services:

1. Review existing information the City has available
2. Survey extended project limits and 80 ft along each leg of the intersection
3. Modify the previously prepared Geometric sheet to include the extended project limits
4. Modify previously prepared plan to include the new project limits on Division St.
5. Extend the limits on the signing striping plan
6. Review the existing storm drain conditions and provide additional details for the extended project limits
7. Extend the limits on the streetscape / landscape plans
8. Extend the limits of the lighting plans
9. Provide MOT plans for the intersection of Division Street and Church Street.
10. Modify the quantities and cost estimate to include the extended limits
11. Plans will include review / changes to the existing cross walk at Division Street / Church Street.

#### ASSUMPTIONS

1. AMT will not provide traffic analysis of the intersection
2. AMT will modify only the Division Street leg of the intersection, south of Church Street.
3. AMT will not modify the existing traffic signal

SCHEDULE

There will be no extension or change to project submittal dates due to this request for additional services.

FEE

We will provide the services listed for the fee noted below and detailed on the attached worksheet:

Survey, Design and Construction Plans = \$12,130

If you have any questions, please call me.

Sincerely,  
A. MORTON THOMAS AND ASSOCIATES, INC.



Kathleen Walsh, P.E.  
Associate

Salisbury Main Street  
 Extend Project Limits Division Street

AMT 114-030.001  
 December 15, 2014

Task Description	Project Managor	Senior Engineer	Engineer	CAD	Prof Land Surveyor	Survey Crew (2)	Hours	Fee
Rate	150	140	115	85	120	140		
<b>Engineering Drainage Study</b>								
Review Available Information		1						\$140
Survey				8	2	14	24	\$2,880
Roadway Design / Drainage / MOT		4	12	4			20	\$2,280
Streetscape / Landscape Design		4	12	4			20	\$2,280
Lighting		1	6	2				\$1,000
65% submittal		1	8	4			13	\$1,400
95% submittal		1	8	2			11	\$1,230
Final Plans	1	1	4	2			8	\$920
								\$0
								\$0
								\$0
<b>Hours</b>		13	50	26	2	14	96	
<b>Fee</b>	\$150.00	\$1,820.00	\$5,750.00	\$2,210.00	\$240.00	\$1,960.00		\$12,130