REQUEST FOR BOARD ACTION

ITEM NO. 12.

DATE OF MEETING: November 18, 2013

REQUESTED BY: Michael G. Mack, Utilities Director

SHORT TITLE: Resolution Authorizing Acceptance of the Professional Engineering Services Agreement of Highfill Infrastructure Engineering for the Moores Creek Water and Sewer District Water Distribution Project in the amount of $107,000 and the Central Pender Water and Sewer District Water Distribution Project in the amount of $124,400 and Issuance of a Purchase Order to Highfill Infrastructure Engineering in the Total Amount of $231,400 for the Design, Permitting, Bid/Award, Construction Administration and Inspection Required for the Completion of the Projects.

BACKGROUND: On November 7, 2006, the voters within the Moores Creek and Central Pender Water and Sewer Districts approved the Districts issue General Obligation water Bonds for the extension of public water distribution systems within each District. Now that the Water Treatment Plant is completed to provide sufficient water supply for these new distribution systems, staff is moving ahead with the Preliminary Engineering Report and Environmental Assessment phases of these projects in accordance with all USDA-RD requirements.

A Request for Qualifications was publicly advertised in August, and eight (8) qualification packets were received on August 30. Upon review of the submittals, the firms of W.K. Dickson, Brown and Caldwell, and Highfill Infrastructure Engineering were chosen for the interview process. After careful consideration subsequent to the interviews on October 16, the firm of Highfill Infrastructure Engineering was unanimously selected by the interview panel for these projects.

The Phase I proposals and Agreements are attached. Staff recommends award of both Agreements to Highfill Infrastructure Engineering.

SPECIFIC ACTION REQUESTED: The Board of Commissioners is requested to approve the award of the Engineering Services Agreements for the Moores Creek and Central Pender Water and Sewer Districts to Highfill Infrastructure Engineering and authorize a Purchase Order in the total amount of $231,400 for this initial scope of work.

COUNTY MANAGER'S RECOMMENDATION

Respectfully recommend approval.

Initial

RESOLUTION

NOW, THEREFORE BE IT RESOLVED by the Pender County Board of Commissioners that:

the Professional Engineering Services Agreements of Highfill Infrastructure Engineering for the Moores Creek and Central Pender Water and Sewer District's water distribution projects and issuance of a Purchase Order to Highfill in the amount not to exceed $231,400 for the Preliminary Engineering Report and Environment Assessments are hereby approved and authorized.

Fund # 69-407434	Construction Development	$231,400

The Chairman/County Manager is authorized to execute any document necessary to implement this resolution.

AMENDMENTS:

MOVED_____ SECONDED_____

APPROVED_____ DENIED_____UNANIMOUS

YEA VOTES: Brown ___ McCoy ___ Tate ___ Ward ___ Williams ___

_____ 11/18/13
George R. Brown, Chairman Date

_____ 11/18/13
ATTEST Date

HIGHFILL
INFRASTRUCTURE
ENGINEERING, P.C.

AGREEMENT

AGREEMENT between Pender County ("CLIENT") and Highfill Infrastructure Engineering, P.C. ("ENGINEER") dated November 18, 2013.

Pursuant to the attached Terms and Conditions, which are incorporated herein by reference, ENGINEER agrees to diligently and professionally perform professional services described in this Agreement for the proper completion of the Scope of Services. ENGINEER shall faithfully perform the Services required under this Agreement in accordance with the standard of care, skill, training, diligence and judgment provided by competent professionals who perform work of a similar nature to the work described in this Agreement and any Work Authorization. CLIENT agrees to pay for the Services performed by ENGINEER in accordance with this Agreement.

BACKGROUND:

In 2006, voters in the Moore's Creek Water and Sewer District (MCWSD) approved the issuance of General Obligation (GO) Bonds in the amount of $45 Million for the purpose of extending public water service to this currently unserved area of Pender County. The referendum approving the bond sale will expire in November 2016. Pender County Utilities desires to identify, design and construct an initial expansion project for the MCWSD that will maximize availability of service to those customers who want it, and that will be consistent with future plans for the county-wide distribution system. This Study and Report Phase is the first step in that process and will serve to define the components of the initial expansion project for the MCWSD and to gain funding approval.

SCOPE OF SERVICES:

Report & Study Phase Basic Services (Lump Sum)

1. Define an Initial Water System Expansion Project for the MCWSD Preliminary Engineering Report (PER) and Environmental Assessment (EA) through the following system planning:
    a. Hold one meeting with the CLIENT to review CLIENT'S preliminary system expansion plans to serve anticipated growth through year 2034. Prioritize with CLIENT the proposed main extensions and elevated storage location(s) according to anticipated customer demand and known system operational needs.
    b. Receive from CLIENT available existing system data including record drawings, historical demand data, tank level trends, pump flow and pressure trends and control methodology, and flushing program details.
    c. Estimate year 2014 demands from CLIENT-provided housing count, and project 2034 demands for the service area based on historic land use and projected population growth.
    d. Model the proposed year 2034 system using WaterCAD to determine line size requirements and evaluate storage tank function:
        i. Build a hydraulic model in WaterCAD from CLIENT-provided CAD file, existing pump curves and existing tank data.
        ii. Assist CLIENT with collecting flow and pressure data from existing hydrants to allow spot calibration of the model.
        iii. Evaluate proposed line size and tank function and determine pumping needs.
        iv. Evaluate fire flow capabilities to satisfy minimum state requirements.

e. Summarize model setup and results in a Draft Technical Memorandum (TM). Include a preliminary Opinion of Probable cost for the proposed system.
f. Hold one meeting with CLIENT to review the Draft TM findings.
g. With CLIENT assistance, identify an initial system that will serve as the first phase of system expansion. The objective of this initial system is to maximize the number of 2014 customers served while limiting the construction costs to be within the total debt service that those customers can reasonably be expected to support. Include a preliminary Opinion of Probable Cost for the initial system.
h. Establish a phasing plan for proposed 2034 system components that are not included in the initial system. If necessary because of loss of interconnection and/or line size changes, model the initial system to evaluate line size, tank function and pumping needs.
i. Finalize the TM and hold one meeting with CLIENT to review findings regarding the final components of the initial system and phasing for the remaining components.

2. Prepare Reports for USDA Rural Development (USDA RD) Loan Application Support
   a. Follow USDA RD guidelines to prepare the PER:
      i. Describe the need for the project.
      ii. Describe the overall planning area with the basic background historical/environmental/demographic profile data relevant to the citizens in the districts.
      iii. Describe the existing facilities in the region including connection points with existing County facilities.
      iv. Develop alternatives and determine feasibility of each alternative.
      v. Outline the alternatives considered, specifically describing design criteria, environmental impacts, land requirements, construction issues, cost estimates, and advantages/disadvantages.
      vi. Recommend appropriate alternative while considering cost (including proposed funding, proposed user rates, proposed operating budget), environmental impact, and sustainability.
   b. Follow USDA RD guidelines to prepare the EA:
      i. Describe the purpose and the need for the project.
      ii. Perform Environmental Scoping with State Clearinghouse and necessary Federal agencies.
      iii. Outline researched alternatives to the proposed action recommended by the PER.
      iv. Describe the direct, indirect, and cumulative impacts to the affected environment and environmental consequences (e.g., floodplains, land use/farmland, forestland, wetlands, cultural resources, water quality, etc.).
      v. Provide a mitigation summary for impacts on cultural, historical, and environmental elements.
   c. Conduct up to three (3) progress meetings with CLIENT to discuss, review, and plan during the report preparation period. Coordinate with USDA RD at these meetings and by phone as otherwise necessary during PER and EA development.
   d. Submit the PER and EA to USDA RD for review and respond to comments.

Report & Study Phase Additional Services (Time & Materials)

1. Customer Recruitment
    a. Review CLIENT's customer recruitment strategy and provide advice if requested.
    b. Prepare up to four copies of the anticipated initial system map for display at the town hall meeting.
    c. Attend one town hall meeting to describe the initial system and what to expect during construction.
    d. Upon request, provide example recruitment letters and FAQ documents.
2. Financing Assistance – Attend one pre-application conference with the CLIENT and USDA. Assist CLIENT in completion and submission of one USDA RD loan application.
3. Aerial Photogrammetry – Perform aerial survey of selected routes totaling approximately 13 miles in length, for mains 12 inches in diameter and greater, to support future base mapping at a scale of 1 inch = 50 feet and 1 foot contours. This work includes setting ground control points. No film post-processing is included in this phase.

SCHEDULE:

ENGINEER will prepare the PER and EA for submittal to USDA by May 15, 2014.

ENGINEER shall endeavor to complete work tasks in accordance with the above schedule. CLIENT acknowledges that certain aspects of the project, including regulatory review time and funding agency coordination, are outside the ENGINEER'S direct control and may impact schedule significantly.

COMPENSATION:

ENGINEER will perform Basic Services described above for a Lump Sum amount of $87,500 broken down as follows:

PER - $58,500

EA - $29,000

Services will be invoiced periodically on a percentage of work completed and work in progress.

ENGINEER will perform Additional Services described above on a Time and Materials basis not to exceed $36,900 without prior written notice. Labor and expenses on these tasks will be invoiced according to the ENGINEER's then-current Schedule of Rates. A copy of the current Schedule of Rates is attached. The fee budget and manpower basis for each task under Additional Services is listed below:

Task 1 – Customer Recruitment:	$4,400	(Project Manager – 8 hours, Senior Engineer – 12 hours, GIS Technician – 4 hours, Project Assistant – 2 hours)
Task 2 – Financing Assistance:	$2,500	(Project Manager – 6 hours, Senior Engineer – 6 hours)
Task 3 – Aerial Photogrammetry:	$12,600	(Project Manager – 4 hours, Senior Engineer – 4 hours, Project Assistant – 1 hour)

Therefore, the **total compensation for the Scope of Services described above will not exceed $107,000 without written prior notice.** Compensation for Additional Services not listed above, if required, will be negotiated prior to commencement of work.

Assumptions and Clarifications

1. The PER and EA will be developed simultaneously based on the same project information.
2. Full access will be provided to Pender County GIS files at no cost to ENGINEER.
3. CLIENT will provide a GIS-based estimated initial customer count for each District. That count will be used to approximate year 2014 demand.
4. For model development, if historical daily flow data are available, maximum and peak demands and diurnal curve will be based on historic data. Otherwise, these values will be approximated based on industry standard values for similar systems.
5. The hydraulic model will include proposed lines 6 inches in diameter and greater. Only primary transmission mains, associated booster pump stations, and elevated tanks will be included for the existing system. Because of limited available historic data, the model will be a tool to guide engineering decisions regarding pipe line sizing, and will not be an absolute guide for system operation. No water quality modeling is included. Water supply is assumed to be adequate.
6. Hydrant field testing will include one engineer from ENGINEER and two personnel from CLIENT, who will test from 6-10 hydrants in one business day.
7. No financing application assistance for any program other than USDA RD is currently included.
8. The EA for this project will be an Environmental Assessment, not a Categorical Exclusion or an Environmental Impact Statement. Other assumptions and clarifications specific to the EA include the following:
    a. No archaeological or cultural resources surveys will be required by the State Historic Preservation Office (SHPO) or the North Carolina Office of State Archaeology (OSA) for the project.
    b. No field surveys for federally listed threatened or endangered species are included.
    c. Agency comment responses will be limited to office-based clarification of impacts. Fieldwork or quantitative analysis of resources requested by reviewing agencies would require additional scope and fee.
    d. Secondary and cumulative impact issues are adequately addressed via existing local, state, and federal regulations. No development of additional mitigation measures or ordinances is included in this scope. A full secondary and cumulative impact mitigation plan or master mitigation plan would also require additional scope and fee.
    e. No wetland delineation or permitting is included in this scope. No on-site mitigation for wetland or stream impacts is required for the project or included in this scope. Mitigation fees, if required, will be paid by CLIENT.
9. The approximate length of the total aerial survey for the MCWSD and the CWSD is 44 miles along primary and secondary roadways, as previously identified by CLIENT. This scope assumes that the entire length will be surveyed as one project. This work is included in this phase in order to capture the aerial imagery with minimal foliage on trees along the routes. Since post-processing of the film will be included in a future phase of work, there is no deliverable imagery to the CLIENT in this phase. Up to 13 miles are included in this scope.
10. ENGINEER will be authorized to begin work in November 2013.
11. CLIENT will begin customer recruitment in earnest in November 2013 for the MCWSD. Due to economies of scale reflected in this scope and fee, if the CWSD project does not proceed simultaneously with this project, this scope and fee will require adjustment.

IN WITNESS WHEREOF, the CLIENT and the ENGINEER have executed this Agreement as of the date written below and under the laws of the State of North Carolina.

CLIENT		**ENGINEER**	
By:		By:	
	Michael Mack		J. Ray Cox, P.E.
Title:	Director of Public Utilities	Title:	Vice President
Date:		Date:	NOVEMBER 18, 2013
Address	605 E Fremont St Burgaw, NC 28425	Address	3804 Park Avenue, Unit A Wilmington, North Carolina 28403
Phone	910-259-1570	Phone	910-313-1516
Fax	910-259-1579	Fax	910-313-3073

Pre-Audit Certification

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act this the _____ day of _____, 2013.

Claiburn B. Watson
Finance Director

TERMS AND CONDITIONS

1. Changes in the Work. At any time after execution of this Agreement, CLIENT may order changes in ENGINEER Services consisting of additions, deletions, and revisions within the general scope of services being performed by ENGINEER under this Agreement and/or any applicable Work Authorizations. Whenever a change in the scope and/or time for performance of services occurs, or if CLIENT has notified ENGINEER of a change, ENGINEER shall submit to CLIENT a written estimate of the changes in cost and/or schedule, with supporting calculations and pricing. Pricing shall be in accordance with the pricing of this Agreement. CLIENT shall then confirm in writing that it has approved of the proposed changes to ENGINEER Services and that ENGINEER is authorized to proceed forward with the same. Except as specifically set forth herein, neither this Agreement or these Terms and Conditions may be modified, except as agreed to in writing by both Parties to the Agreement.

2. Termination of Agreement. Either Party may terminate this Agreement and any associated Work Authorizations without cause and/or for convenience after giving five (5) days' written notice to the other Party. In the event CLIENT terminates ENGINEER services without cause and/or for CLIENT'S convenience, CLIENT shall be liable to promptly pay ENGINEER for all work performed through the date of termination, all of ENGINEER expenses directly attributable to the termination, including fair and reasonable sums for overhead and profit for work performed, and costs incurred by ENGINEER in terminating any contracts entered into in connection with the performance of its Services.

3. Standard of Care; Limited Warranty. The standard of care for all professional services performed or furnished under this Agreement will be the care and skill used by members of ENGINEER's profession practicing under similar circumstances at the same time and in the same locality. ENGINEER agrees to correct, at its own expense, any services provided that do not conform to the standard of care hereunder for a period of one year following the completion of services. Except as set forth herein, ENGINEER makes no warranties, express or implied, under this Agreement or otherwise, in connection with ENGINEER's services, and ENGINEER hereby disclaims any and all express or implied warranties, including but not limited to the implied warranty of merchantability, the implied warranty of fitness for a particular purpose, and the implied warranty of workmanlike construction, to the fullest extent permitted by law.

4. Use of Documents. It is understood and agreed that all documents prepared pursuant to this Agreement are the product of professional services intended for one-time use in the Project that is the subject of this Agreement. Such documents are and shall remain the property of ENGINEER, and they are not intended or represented to be suitable for re-use by CLIENT or others on extensions of the Project or on any other project. With ENGINEER'S consent, the CLIENT may retain copies for information and reference in connection with the occupancy and use of the Project. In the event Project documents provided to the CLIENT in machine-readable form are so converted, or in the event of any re-use without written verification or adaptation by ENGINEER for the specific purposes intended, the CLIENT agrees to assume all risks associated therewith and, to the fullest extent permitted by law, to hold harmless and indemnify ENGINEER from and against all claims, liabilities, losses, damages and costs arising out of or resulting from said unauthorized use. Any written verification or adaptation authorized or performed by ENGINEER will entitle ENGINEER to additional compensation at rates to be agreed upon by ENGINEER and the CLIENT.

5. Hazardous Materials. To the fullest extent permitted by law, for any services provided by ENGINEER involving or relating to hazardous waste elements or to the removal or encapsulation of asbestos, the CLIENT agrees to indemnify and hold harmless ENGINEER and their consultants, agents and employees from and against all claims, damages, losses and expenses, direct and indirect, or consequential damages, including but not limited to fees and charges of attorneys and court and arbitration costs, arising out of or resulting from the performance of the work by ENGINEER, or claims against ENGINEER arising from the work of others, related to hazardous waste or asbestos activities.

6. Use of Electronic Media. Copies of documents that may be relied upon by CLIENT are limited to the final printed copies (also known as hard copies) that are signed or sealed by ENGINEER. Files in electronic media format or text, data, graphics or other types that are furnished by ENGINEER to CLIENT are only for convenience of CLIENT. Any conclusions or information obtained or derived from such electronic media format will be at the user's sole risk. When transferring documents in electronic format, ENGINEER makes no representations as to the long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems or computer hardware differing from those in use by ENGINEER at the beginning of the assignment.

7. Limitation of Liability. The total liability, in the aggregate, of ENGINEER and its directors, officers, or employees, and any of them, to CLIENT or anyone claiming by, under or through the CLIENT for any and all injuries, claims, losses, expenses, and damages whatsoever arising out of or in any way related to ENGINEER Services, shall be limited to $500,000 or the total fees paid to ENGINEER by CLIENT, whichever is greater. In no event, however, shall any liability to CLIENT exceed the amount of applicable insurance that ENGINEER has procured for services under this Agreement.

8. Payment Terms. ENGINEER shall invoice CLIENT for Services in accordance with ENGINEER standard invoicing practices. Invoices are due and payable on receipt and should be remitted by check or wire transfer of immediately available funds. If CLIENT fails to make any payment due ENGINEER for services and expenses within thirty (30) days after receipt of invoice, the amounts due ENGINEER will be increased at the rate of 1.5% per month (or the maximum rate of interest permitted by law, if less) from accounts not paid within thirty (30) days.

If CLIENT reasonably objects to any portion of an invoice, CLIENT shall provide written notification to ENGINEER of CLIENT'S objection and the basis for such objection within fifteen (15) days of the date of receipt of the invoice. CLIENT shall not offset amounts due ENGINEER under a Work Authorization for any credit or disputes arising under a different Work Authorization. CLIENT shall waive any objections to ENGINEER invoice if it fails to timely provide such written notice to ENGINEER.

Failure of CLIENT to make payments when due shall be cause for termination of this Agreement (in accordance with Paragraph 2, above) or, at the option of ENGINEER, suspension of services under this Agreement until ENGINEER has been paid all amounts due.

In the event of litigation or other proceeding to enforce any payment obligation under this Agreement, the prevailing Party shall be entitled to recover from the other Party attorneys' fees and costs as may be reasonably incurred by reason of the litigation.

9. Subsurface Investigations. In soils, foundation, groundwater, and other subsurface investigations, the actual characteristics may vary significantly between successive test points and sample intervals and at locations other than where observations, exploration, and investigations have been made. Because of the inherent uncertainties in subsurface evaluations, changed or unanticipated underground conditions may occur that could affect total project cost and/or execution. These unforeseen conditions are not the responsibility of the ENGINEER.

10. ENGINEER'S Personnel at Construction Site. The presence or duties of ENGINEER'S personnel at a construction site, whether as onsite representatives or otherwise, do not make ENGINEER or ENGINEER'S personnel in any way responsible for those duties that belong to CLIENT and/or the construction contractors or other entities, and do not relieve the construction contractors or any other entity of their obligations, duties, and responsibilities, including, but not limited to, all construction methods, means, techniques, sequences, and procedures necessary for coordinating and completing all portions of the construction work in accordance with the construction Contract Documents and any health or safety precautions required by such construction work. ENGINEER and ENGINEER'S personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions and have no duty for inspecting, noting, observing, correcting, or reporting on health or safety deficiencies of the construction contractor(s) or other entity or any other persons at the site except the ENGINEER'S own personnel.

The presence of ENGINEER'S personnel at a construction site is for the purpose of providing to CLIENT a greater degree of confidence that the completed work will conform generally to the Contract Documents and that the integrity of the design concept as reflected in the Contract Documents has been implemented and preserved by the construction contractor(s). ENGINEER neither guarantees the performance of the construction contractor(s) nor assumes responsibility for construction contractor's failure to perform their work in accordance with the Contract Documents.

11. Opinion of Probable Construction Costs. ENGINEER'S opinion of probable construction costs, if rendered as a service under this Agreement, is based on assumed labor costs and approximate quantities of material and equipment, and therefore is of a conditional character. ENGINEER cannot guarantee the cost of work to be performed by others since market or bidding conditions can change at any time and changes in the scope or quality of the project may affect estimates.

12. Delays Beyond the Control of the ENGINEER. Events that are beyond the control of the ENGINEER may delay the performance of the Scope of Services. In the event that the performance of the Scope of Services by the ENGINEER is delayed beyond his control, the ENGINEER shall notify the CLIENT in writing of such delay and the reasons therefore, and the CLIENT extend the time of performance appropriately.

13. CLIENT'S Responsibilities and Representations:

a. Representative: The CLIENT shall designate a single representative with respect to the services to be rendered under this Agreement who shall act on behalf of the CLIENT and issue instructions to the ENGINEER.

b. Criteria and Information: The CLIENT shall provide all criteria and full information as to its requirements for the Project, including objectives, constraints, projected demands and service areas, well and water quality data and performance requirements.

c. Access: The CLIENT shall arrange access for the ENGINEER to all public and private properties where such access is required for the performance of services under this Agreement.

d. Reviews: The CLIENT shall examine all studies, reports, sketches, drawings, specifications, proposals, and other documents presented by the ENGINEER and shall render decisions pertaining thereto within a reasonable time as not to delay the services of the ENGINEER.

e. Permitting Fees: The CLIENT shall be responsible for payment of all required regulatory application fees, and those fees are not included in this Agreement unless specifically stated otherwise.

14. Permitting. The ENGINEER cannot guarantee any regulatory approval or a timeframe in which that approval might be granted. The CLIENT should be aware that significant delays can occur during regulatory review, and those delays may impact project schedule and scope of work. No such delays are currently anticipated, but should any materialize, the ENGINEER will present to the CLIENT alternatives for addressing the matter causing the delay.

15. Mutual Indemnity. To the fullest extent permitted by law, CLIENT and ENGINEER each agree to indemnify the other Party and the other Party's officers, directors, partners, employees, and representatives, from and against losses, damages, and judgments arising from claims by third parties, including reasonable attorney's fees and expenses recoverable under applicable law, but only to the extent that they are caused by a negligent act, error, or omission of the indemnifying Party or any of the indemnifying Party's officers, directors, members, partners, agents, employees, or subconsultants in the performance of services under this Agreement.

16. Mutual Waiver of Consequential Damages. Neither the CLIENT nor the ENGINEER shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of, related to, or connected in any way to the Project or this Agreement. This mutual waiver includes, but is not limited to, damages, related to loss of use, loss of profits, loss of income, loss of reputation, unrealized savings, or diminution of property value and shall apply to any cause of action including negligence, strict liability, breach of contract, and breach of warranty.

17. Authorization by Purchase Order: Purchase Order terms are not consistent with these Terms and Conditions. If CLIENT issues a Purchase Order for authorization of services, it is hereby understood that the Terms and Conditions herein shall replace any Terms and Conditions contained in or attached to the Purchase Order.

18. Dispute Resolution. Except as indicated herein, CLIENT and ENGINEER agree that they shall first submit any and all unsettled claims, counterclaims, disputes, and other matters in question between them, arising out of or relating to the Agreement to mediation in accordance with the North Carolina Rules Implementing Statewide Mediated Settlement Conferences in Superior Court Actions. Any such disputes not resolved by mediation shall be submitted to arbitration in accordance with the North Carolina Revised Uniform Arbitration Act (N.C.G.S. § 1-569.1 et seq).

19. Governing Law and Venue: This Agreement shall be governed by the laws of the State of North Carolina and the venue for any civil action between the parties shall be located in North Carolina.

20. Special Conditions. None.

2013 SCHEDULE OF RATES

HIGHFILL
INFRASTRUCTURE
ENGINEERING, P.C.

Employee Classification	Hourly Rate
Principal, Chief Engineer	$170-190
Senior Project Manager	$150-175
Project Manager, Senior Engineer	$130-155
Engineer (PE)	$105-135
Engineering Intern (EI)	$90-110
Senior CAD Designer	$90-110
CAD Designer	$75-95
Senior Construction Observer	$75-95
Construction Observer	$65-80
Senior Technician	$75-95
Technician	$65-80
Project Administrative Assistant	$50-65

Expenses/Subcontractors	Rate
Subcontractor	Cost + 10%
Reimbursable Project Costs	Cost + 10%
Mileage	then-current IRS rate
Water and Sewer Modeling Software License Recovery Fee	5% of fee ceiling (up to a maximum of $1,000) to be included on first invoice

Rates are valid through 2013.