EXHIBIT A

Scope of Work
City of Oregon City
High Street Waterline Replacement and Storm System Improvements (Phase 2)
Project No. CI 19-015

August 2019

BACKGROUND

The City of Oregon City (City) has requested that RH2 Engineering, Inc., (RH2) provide engineering services for the design, services during bidding, and services during construction for the replacement of the existing water line within High Street between 3rd Street and 7th Street and construction of storm sewer improvements, in advance of planned roadway improvements that will be funded through the City's Pavement Maintenance Utility Fee (PMUF) program. The project generally includes design and construction of the following:

- Approximately 1,400 linear feet (LF) of 8-inch ductile iron (DI) water line within High Street from 3rd Street to 7th Street.
- Approximately 1,000 LF of 6-inch DI waterline within the intersecting streets of 4th Street, 5th Street, and 6th Street.
- Approximately 225 LF of 4-inch DI waterline within the alley adjacent to City Hall between High Street and Center Street.
- Approximately four (4) new fire hydrant assemblies.
- Approximately thirty-nine (39) new water services with individual pressure reducing valve assemblies.
- Six (6) new connections to the existing water system.
- Approximately 900 LF of storm sewer main.
- Approximately 500 LF of catch basin leads.
- Approximately six (6) storm manholes.
- Approximately fourteen (14) catch basins.

This Scope of Work has been prepared based on a scoping meeting held at the Oregon City offices on July 29, 2019 involving RH2 and City staff, and subsequent information provided by City staff.

Project Understanding and Assumptions

The following outlines RH2's understanding of the City's responsibilities, and the overall project goals and requirements. Assumptions used in preparing this Scope of Work also are identified, as appropriate.

The City will be responsible for the following:

- Provide a project manager who is responsible for overall project management and will provide coordination between RH2 and the City.
- Establish the work scope and design parameters for the project, including related standards.
- Provide RH2 copies of all available, relevant City utility as-built plans, topographical maps, reports, and studies pertinent to the project.
- Provide RH2 with GIS technical support, including a base map based upon coordinate geometry with aerial photography and topographic contours.
- Provide RH2 with the City's standard drafting frame, title block, and a Drafting Standards Manual.
- Provide RH2 with digital copies of the City's standard construction specifications, details, and front-end bidding document sections.
- Provide timely review and comment on all reports, drawings, and specifications submitted by RH2 to the City for review and approval.
- Coordinate and submit applications for any required permits. (Note: RH2 may be requested to contribute project information for such applications as described in this Scope of Work.)
- Maintain records and process consultant invoices.
- Provide legal review of all construction contracts, bid forms, and real property.
- Provide notifications as necessary to the public and business community regarding the nature and timing of the work to be completed.
- Advertise and manage the bidding process for construction. (RH2 will reply to design/bid questions from potential bidders as described in this Scope of Work.)

In preparing this Scope of Work, the following assumptions were made:

- *It is anticipated that all improvements will be constructed within the developed right-of-way (ROW).*
- *The City will be completing PMUF-funded asphalt paving improvements to High Street during the summer of 2020. At this time, the schedule and the extent of the street improvements has not been finalized by the City.*
- *For planning purposes, it is assumed that the PMUF-related improvements to High Street will consist of a full roadway reconstruction. As such, the requirements for trench restoration associated with the waterline project will be limited and are expected to consist of a temporary 2-inch deep hot mix asphalt patch only.*

- *It is assumed that project meetings will be approximately two (2) to three (3) hours in duration and will be held at City Hall.*
- *RH2 will rely on the accuracy and completeness of any data, information, or materials generated or provided by the City or others in relation to the work.*
- *RH2 will not be responsible for site safety or for directing the contractor in their work.*

Task 1 – Project Management

Objective: Provide coordination of the RH2 project team, including regular communication with City staff, periodic progress reporting, monthly billing, and updates on project scope, schedule, and budget.

Approach:

1.1 Provide Project Administration and Reporting: Provide project management services during design, bidding, and construction contract administration, including staff scheduling, recordkeeping and filing, and project invoicing. Provide monthly billing invoices, including a detailed breakdown of staff hours billed by task. Include a summary of expenditures, percentage complete by task, and budget remaining per task. Coordinate with the City's project manager regularly to discuss project and task status.

1.2 Prepare and Maintain Project Schedule: Prepare and maintain the overall project schedule, including RH2 staff, subconsultants, and other resources. *It is assumed that the project schedule will be developed at project initiation and will be reviewed and revised at the 50-percent and 90-percent design milestones, in conjunction with City reviews*.

1.3 Attend Project Coordination Meetings: Prepare for and attend up to three (3) project coordination meetings, including one project kickoff meeting and two PMUF-related coordination meetings. *The project kickoff meeting will be a meeting with City staff and will focus on initial design and waterline layout to get to the 50-percent design level. PMUF-related coordination meetings would be held with City staff and PMUF design consultant staff (Wallis Engineering) and will focus on coordination of design and project scheduling.* Prepare meeting agenda and minutes.

RH2 Deliverables:

- Monthly invoices in electronic format (PDF).
- Project schedule at project kickoff, 50-percent, and 90-percent milestones in electronic format (PDF).
- Meeting agendas and minutes in electronic format (PDF).

Task 2 – Survey and Geotechnical Investigation

Objective: Obtain and review background information relevant to the design. Coordinate with a professional land surveyor to obtain topographic survey of the project area, as well as pre- and post-construction survey of existing monuments. Conduct geologic investigations, including soil borings, and prepare a technical memorandum describing anticipated conditions to support the design and construction.

Approach:

2.1 Coordinate Survey and Prepare Base Maps: Coordinate with a professional land surveyor, Compass Land Surveyors (Compass), as a subconsultant to RH2, to perform topographical survey of surface features, monumentation, marked utilities, property lines, and ROW lines of the proposed alignment. Schedule a site visit with Compass, Wallis Engineering (see Task 2.2) and the City prior to any field work to confirm the limits of the topographical survey and any special features that may need to be surveyed based on the anticipated scope of improvements. Coordinate with Compass as necessary and respond to questions. Review survey data and format for design use. Perform site visit to compare survey information with field conditions. Update plans as necessary based on site visit. *It is assumed that utility locates will be requested by the surveyor and provided via the One-Call network.*

2.2 Obtain Supplementary Mapping for ADA Ramps: Coordinate with Compass to obtain and provide to Wallis Engineering supplemental topographic survey and mapping to support the design of roadway improvements and ADA ramps associated with the PMUF project. *Using control established during Task 2.1, Compass will perform additional field work and office work to provide detailed elevation and location information of surface features required for the design of new ADA ramps (two at the intersection of 4th and High Street, two at the intersection of 5th and High Street, and two at the intersection of 7th and High Street). The mapping will include detailed grades of the existing sidewalk and paving at the ramp areas and will extend approximately 20 feet each way on the sidewalks and out into the street paving, all at a higher density grid. This additional information will be added to the existing topographic site map developed under Task 2.1.*

2.3 Obtain Pre- and Post-Construction Monument Survey: Coordinate with Compass as a subconsultant to RH2 to perform pre-and post-construction monument survey and submit Record of Survey to the Clackamas County (County) Surveyor's Office. *Compass previously filed a Pre-Construction Record of Survey along High Street in March 2017. This survey established the right of way of High Street but did not extend down any of the side streets or alleys. There is the possibility of additional monuments of record along the side streets and alleys. It is uncertain how many additional monuments of record still exist, but preliminary research indicates the possibility of six additional monuments which could be impacted. As part of Compass's work, they will search for and tie any additional monuments of record along the side streets and alleys and will use any of this additional information to determine the location of the right of way lines of the side streets and*

alleys. Rather than filing a new Pre-Construction Record of Survey for the additional monuments, our approach will be to notify the county surveyor should any of these additional monuments be disturbed during construction related to the new waterline and PMUF work. A Post Construction Record of Survey will be prepared after construction is completed and all disturbed monuments have been replaced.

2.4 Perform Engineering Geology Investigation and Reporting: Perform geologic investigations to determine the approximate depth of the bedrock, including conducting geoprobe exploration at an approximately 50-foot intervals along the alignment. Perform a review of existing geologic data that is readily available either online and/or from previous reports, and advise the design team of specific areas needing field exploration. Perform field reconnaissance of proposed alignment to observe visible indicators of geologic issues or concerns and specifically address issues related to shallow bedrock and boulders. Contract and coordinate with a geotechnical drilling subcontractor to conduct shallow boring explorations to identify the top of bedrock along the proposed waterline alignment. Coordinate with the City and drilling subcontractor to prepare traffic control plans, obtain permits for field work, and locate subsurface utilities via One-Call system. Observe field exploration and prepare a brief technical memorandum summarizing field observations and probing/boring results. Coordinate with the design team and City to incorporate findings/recommendations into design.

Assumptions:

- *Work associated with the geoprobe exploration is expected to require approximately three (3) days of field work and will require traffic control.*
- *Traffic control as well as preparation of traffic control plans will be prepared by the drilling subcontractor.*

Provided by City:

- Geologic investigations or reports from past projects within the project vicinity.
- Existing as-builts for subsurface utilities.

RH2 Deliverables:

- Topographical survey and base maps for project area in electronic format (DWG and PDF).
- Results of pre- and post-construction monument survey and verification of submission to County Surveyor's Office in electronic format (PDF).
- Geotechnical technical memorandum in electronic format (PDF).

Task 3 – Utility Coordination

Objective: Perform utility coordination work related to the following franchise and private utilities: power; communications; gas; cable television; and other private utilities that may be present within the project limits. Confirm utility owners within the project limits and assist utility owners with identifying and addressing potential utility conflicts.

Approach:

3.1 Coordinate with Utility Owners and Distribute Project Information Letter: Identify utility contacts and prepare and distribute a project information letter to the involved utility companies to explain the nature of the work and anticipated project schedule. Maintain record of correspondence with utility companies.

3.2 Identify Potential Utility Conflicts and Coordinate Utility Potholing: Coordinate with City and utility owners to help identify potential utility conflicts relevant to the preparation of the 50-percent design drawings. Prepare and distribute a notice of potential utility conflict letter and preliminary design drawings, and coordinate with utility owner to obtain pothole information.

3.3 Coordinate with Utility Owners Regarding Conflicts: Prepare and distribute a notice of utility conflict and 90-percent design plans to impacted utility owners. Coordinate and assist utility owner with addressing potential conflicts by either relocation, adjustments, or protection of existing utility. Notify utility owners of time schedule for utility relocation or adjustments.

3.4 Notify Utility Owners of Construction: Prepare and distribute a construction information letter to the involved utility owners.

Assumptions:

- *It is anticipated that the majority of potential utility conflicts can be avoided with reasonable and timely cooperation from the impacted utility owners. Affected utilities will be responsible for potholing their facilities, as requested, to assist in developing designs that avoid their facilities to the extent practical and will be responsible for developing their relocation designs to accommodate the project.*
- *City utilities include water, sanitary sewer, and storm sewer facilities. It is assumed the City will locate its utilities by potholing or other means as deemed necessary to resolve conflicts in the construction of the project.*

RH2 Deliverables:

- Utility contact list and record of correspondence with utility owners.
- Project information letter(s) upon project initiation sent to each utility owner via the United States Postal Service (USPS) and email.

- Notice of potential utility conflict letter(s) sent via USPS to each affected utility owner, and letter(s) with preliminary project drawings and detailed redlines of potential conflict locations sent via email to each affected utility owner.
- Notice of utility relocation letter(s) sent via USPS to each affected utility owner, and letter(s) with 90-percent project plans and utility relocation and time schedule requirements sent via email to each affected utility owner.
- Project construction information letter(s) upon awarding the construction project sent to each utility owner via USPS and email.

Task 4 – 50-Percent Design

Objective: Prepare preliminary plans and an engineer's opinion of probable construction cost for the proposed waterline and storm sewer improvements.

Approach:

4.1 Prepare 50-Percent Design: Prepare preliminary design plans to the 50-percent design level with horizontal and vertical alignment detail of the waterline and storm sewer improvements for City review. Connection points and other significant details will be included. An engineer's opinion of probable construction cost will be developed for the preliminary design review submittal.

4.2 Attend 50-Percent Review Meeting: Provide and present 50-percent design, including preliminary plan/profile sheets, connection details, engineer's opinion of probable construction cost, and updated project schedule for the City's review and comment. Attend one (1) review meeting with City staff and prepare meeting agenda and minutes.

Assumptions:

- *It is assumed that the City will provide review comments as written summary or as redline markups to the plans based on the 50-percent plan review meeting.*

RH2 Deliverables:

- Preliminary plan and profile sheets at 1 inch equals 20 feet horizontal scale and 1 inch equals 5 feet vertical scale in electronic format (PDF).
- Preliminary engineer's opinion of probable construction cost based on 50-percent design in electronic format (PDF).
- 50-percent review meeting agenda and minutes in electronic format (PDF).

Task 5 – 90-Percent Design

Objective: Develop 90-percent plan sheets, technical specifications, bid documents, and update engineer's opinion of probable construction cost for the proposed improvements.

Approach:

5.1 Prepare 90-Percent Plans and Specifications: Incorporate the City's 50-percent review comments and prepare 90-percent design plans. The plans will include the final configurations for connections to the City's system, trench, bedding materials, backfill, compaction, and surface restoration, along with other supporting details and requirements for construction, testing, and permitting. Prepare construction contract documents to the 90-percent level, including both technical and non-technical construction contract requirements, general conditions, and special requirements. Prepare 90-percent engineer's opinion of probable construction costs for the proposed improvements.

5.2 Perform Quality Control Review: Perform internal quality control and quality assurance (QA/QC) review of the 90-percent plans and specifications.

5.3 Attend 90-Percent Review Meeting: Provide and present 90-percent design, including plans, specifications, engineer's opinion of probable construction cost, and updated project schedule for the City's review and comment. Attend one (1) review meeting with City staff and prepare meeting agenda and minutes.

Assumptions:

- *It is assumed that the construction contractor will be responsible for preparing the final traffic control and erosion control plans in accordance with City and project phasing requirements. Non-technical front-end specifications will be prepared using the City's most recent standard forms. Technical specifications will be in Oregon Department of Transportation/American Public Works Association format.*
- *It is assumed that the City will provide review comments as written summary or as redline markups to the plans based on the 90-percent review meeting.*

RH2 Deliverables:

- Electronic (PDF) copy of 90-percent plans and construction contract documents, including front-end documents and technical specifications.
- Engineer's opinion of probable construction cost based on 90-percent design in electronic format (PDF).
- 90-percent review meeting agenda and minutes in electronic format (PDF).

Task 6 – Bid-Ready Design

Objective: Develop bid-ready plan sheets, technical specifications, and bid documents for the proposed improvements.

Approach:

6.1 Prepare Bid-Ready Plans and Specifications: Incorporate QA/QC and City's 90-percent review comments and prepare plans and specifications for bidding and construction. Provide one (1) hard copy of bid-ready documents for use in reproduction of bidding documents.

RH2 Deliverables:

- Electronic versions of the complete construction contract bidding documents, including front-end documents, technical specifications, plans, standard drawings, and cost estimate (PDF, Word, Excel, and AutoCAD formats).
- Provide one (1) reproducible set of bidding documents in hard copy format with half-size (11 inch by 17 inch) plan sheets.

Task 7 – Services During Bidding

Objective: Provide bidding assistance, as requested by the City, to respond to bidder questions, prepare addenda, conduct bidder evaluations, and recommend award for the project.

Approach:

7.1 Respond to Bidder Questions and Prepare Addenda: Respond to questions from bidders regarding construction plans, technical specifications, or construction contract conditions during the bidding process. Assist the City in preparing addenda for plan holders if determined necessary by the City and RH2 during the bidding process.

7.2 Assist with Bid Opening and Bidder Evaluation: Review subcontractors, suppliers, and others proposed by the prime contractor if required by the bidding documents. Develop bid tabulation and provide a letter of recommendation for award.

Assumptions:

- *It is assumed that up to one (1) addenda may be needed.*
- *It is assumed that no special prequalification will be required of bidders or contractors.*
- *It is assumed that the City will take the lead in the bid administration and award phase.*
- *RH2 will perform the services described up to the amounts included in the attached Fee Estimate. If additional effort is needed, that extra work will be mutually determined by the City and RH2.*

RH2 Deliverables:

- Assistance with one (1) addenda, as needed.

- Bid tabulation and letter of recommendation for award in electronic format (PDF).

Task 8 – Services During Construction

Objective: Provide construction contract administration services during project construction to support the City. As the engineer of record, RH2 will provide periodic observation of the construction to review whether those elements of construction that are observed by RH2 conform to the project plans and specifications.

Approach:

8.1 Attend Pre-construction Conference: Prepare for and attend the pre-construction conference with the contractor, City, RH2, special inspector, and impacted or adjacent utilities. Prepare an agenda and meeting minutes for the pre-construction conference.

8.2 Review Clarifications and Change Orders: Review written requests for information (RFIs) and change order proposals and provide written responses to the City.

8.3 Review Submittals: Review contractor submittals, shop drawings, and field testing per the project documents. Coordinate with the City regarding substitute and "or-equal" items proposed for use by the contractor.

8.4 Perform Periodic Field Observations, Construction Meetings, and Final Walkthrough: Provide part-time observation of the construction work in progress per the plans, specifications, and City standards. *Part-time construction observation includes, on average, approximately twenty-four (24) hours per week for sixteen (16) weeks of construction*. Provide construction observation reports for each site visit at weekly progress meetings. Coordinate with the contractor and City inspectors to provide construction observation at critical stages of construction and as requested by the City. *The Contractor will retain and coordinate with testing firm(s) for all special inspections*. Meet with the City and contractor weekly to review contractor's progress. Assist the City with project closeout services, including final walkthrough, production of punchlist, and review of punchlist completion. Prepare recommendation for project acceptance.

8.5 Prepare Record Drawings: Provide record drawings representative of the as-constructed project. Record drawings will be completed based upon contractor's red-lined markups and RH2 and City inspectors red-lined markups to as-bid drawings. Special inspections completed by the contractor will be included as necessary. Record drawings will be completed per City standards.

Assumptions:

- *RH2 will provide construction contract administration and observations, including periodic site visits to monitor progress, respond to questions and address issues, confirm pay requests, and other on-call requests from the City. An average of twenty-four (24) hours per week for sixteen (16) weeks of construction has been assumed for field visits and observations.*

- *Submittal review is assumed to be eleven (11) submittals with 30-percent resubmittal, including the project schedule and schedule updates.*
- *The contractor will be responsible for providing construction survey and staking for field control and as-built surveying for use in preparing as-built drawings.*
- *The City will coordinate directly with the contractor for testing, system shutdowns, and connections.*
- *Construction phase services defined in this Task are variable in nature and depend in part on the contractor awarded the project. RH2's estimate is based upon an experienced and reasonable contractor being awarded the construction contract. RH2 recommends the City budget the amount shown in the estimate plus a contingency amount. The contingency would cover additional services if a more intensive level of observation and construction support is necessary.*

RH2 Deliverables:

- Pre-construction conference administration and documentation, including pre-construction conference meeting agenda and minutes in electronic format (PDF).
- Clarifications and change orders review and documentation, if required in electronic format (PDF).
- Submittal and shop drawings review and documentation in electronic format (PDF).
- Weekly construction meeting agenda and minutes in electronic format (PDF).
- Construction observation and correspondence with the City and contractor, as needed, within the budgeted hours authorized. Construction observation reports from site visits to be provided to the City at progress meetings in electronic format (PDF).
- Review and recommendation of contractor requests for payment in electronic format (PDF).
- Punchlist following final walkthrough in electronic format (PDF).
- Letter recommending substantial completion and project acceptance in electronic format (PDF).
- Record drawings in PDF and AutoCAD® DWG format, including external references, prepared in accordance with City standards.

Project Schedule

RH2 will proceed with engineering services upon written authorization from the City. *For scheduling purposes, it is assumed that design work will begin by October 2019 and construction will be completed in July 2020.*

EXHIBIT B

City of Oregon City
High Street Waterline Replacement (Phase 2)
Project No. CI 19-015
Fee Estimate

Description / Classification		Total Hours	Total Labor	Total Subconsultant	Total Expense	Total Cost
Task 1	**Project Management**	**62**	**$ 11,354**	**$ -**	**$ 340**	**$ 11,694**
1.1	Provide Project Administration and Reporting	24	$ 4,508	$ -	$ 114	$ 4,622
1.2	Prepare and Maintain Project Schedule	8	$ 1,449	$ -	$ 38	$ 1,487
1.3	Attend Project Coordination Meetings	30	$ 5,397	$ -	$ 188	$ 5,585
Task 2	**Survey and Geotechnical Investigation**	**61**	**$ 11,668**	**$ 50,042**	**$ 741**	**$ 62,451**
2.1	Coordinate Survey and Prepare Base Maps	12	$ 2,035	$ 25,806	$ 268	$ 28,109
2.2	Obtain Supplementary Mapping for ADA Ramps	1	$ 168	$ 4,157	$ 4	$ 4,329
2.3	Obtain Pre- and Post-Construction Monument Survey	2	$ 325	$ 7,429	$ 8	$ 7,762
2.4	Perform Engineering Geology Investigation and Reporting	46	$ 9,140	$ 12,650	$ 460	$ 22,250
Task 3	**Utility Coordination**	**62**	**$ 9,788**	**$ -**	**$ 906**	**$ 10,694**
3.1	Coordinate with Utility Owners and Distribute Project Information Letter	10	$ 1,413	$ -	$ 43	$ 1,456
3.2	Identify Potential Conflicts and Coordinate Utility Potholing	27	$ 4,414	$ -	$ 503	$ 4,917
3.3	Coordinate with Utility Owners Regarding Conflicts	21	$ 3,472	$ -	$ 342	$ 3,814
3.4	Notify Utility Owners of Construction	4	$ 489	$ -	$ 19	$ 508
Task 4	**50-Percent Design**	**139**	**$ 23,739**	**$ -**	**$ 2,470**	**$ 26,209**
4.1	Prepare 50-Percent Design	132	$ 22,544	$ -	$ 2,424	$ 24,968
4.2	Attend 50-Percent Review Meeting	7	$ 1,195	$ -	$ 46	$ 1,241
Task 5	**90-Percent Design**	**189**	**$ 30,915**	**$ -**	**$ 3,193**	**$ 34,108**
5.1	Prepare 90-Percent Plans and Specifications	162	$ 25,480	$ -	$ 2,964	$ 28,444
5.2	Perform Quality Control Review	20	$ 4,240	$ -	$ 183	$ 4,423
5.3	Attend 90-Percent Review Meeting	7	$ 1,195	$ -	$ 46	$ 1,241
Task 6	**Bid-Ready Design**	**65**	**$ 10,444**	**$ -**	**$ 1,218**	**$ 11,662**
6.1	Prepare Bid-Ready Plans and Specifications	65	$ 10,444	$ -	$ 1,218	$ 11,662
Task 7	**Services During Bidding**	**40**	**$ 5,952**	**$ -**	**$ 165**	**$ 6,117**
7.1	Respond to Bidder Questions and Prepare Addenda	22	$ 3,290	$ -	$ 82	$ 3,372
7.2	Assist with Bid Opening and Bidder Evaluation	18	$ 2,662	$ -	$ 83	$ 2,745
	Subtotal of Design and Bidding Phase Tasks	**618**	**$ 103,860**	**$ 50,042**	**$ 9,033**	**$ 162,935**
Task 8	**Services During Construction**	**532**	**$ 82,886**	**$ -**	**$ 3,831**	**$ 86,717**
8.1	Attend Pre-Construction Conference	10	$ 1,534	$ -	$ 59	$ 1,593
8.2	Review Clarifications and Change Orders	44	$ 6,624	$ -	$ 170	$ 6,794
8.3	Review Submittals	40	$ 5,952	$ -	$ 153	$ 6,105
8.4	Perform Periodic Field Observations, Construction Meetings, and Final Walkthroug	416	$ 65,256	$ -	$ 2,935	$ 68,191
8.5	Prepare Record Drawings	22	$ 3,520	$ -	$ 513	$ 4,033
	Subtotal of Construction Phase Tasks	**532**	**$ 82,886**	**$ -**	**$ 3,831**	**$ 86,717**
	PROJECT TOTAL	**1150**	**$ 186,746**	**$ 50,042**	**$ 12,863**	**$ 249,651**

EXHIBIT C

RH2 ENGINEERING, INC.

2019 SCHEDULE OF RATES AND CHARGES

RATE LIST	RATE	UNIT
Professional I	$142	$/hr
Professional II	$157	$/hr
Professional III	$168	$/hr
Professional IV	$180	$/hr
Professional V	$194	$/hr
Professional VI	$203	$/hr
Professional VII	$218	$/hr
Professional VIII	$226	$/hr
Professional IX	$226	$/hr
Technician I	$97	$/hr
Technician II	$102	$/hr
Technician III	$133	$/hr
Technician IV	$141	$/hr
Administrative I	$70	$/hr
Administrative II	$82	$/hr
Administrative III	$98	$/hr
Administrative IV	$116	$/hr
Administrative V	$133	$/hr
CAD/GIS System	$27.50	$/hr
CAD Plots - Half Size	$2.50	price per plot
CAD Plots - Full Size	$10.00	price per plot
CAD Plots - Large	$25.00	price per plot
Copies (bw) 8.5" X 11"	$0.09	price per copy
Copies (bw) 8.5" X 14"	$0.14	price per copy
Copies (bw) 11" X 17"	$0.20	price per copy
Copies (color) 8.5" X 11"	$0.90	price per copy
Copies (color) 8.5" X 14"	$1.20	price per copy
Copies (color) 11" X 17"	$2.00	price per copy
Technology Charge	2.50%	% of Direct Labor
Mileage	$0.580	price per mile (or Current IRS Rate)
Subconsultants	15%	Cost +
Outside Services	at cost	

Rates listed are adjusted annually.