



# Staff Report

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**Agenda Item:**           **PROPOSAL FOR PROFESSIONAL SERVICE TO DESIGN A SEWER CONNECTION AND RELATED SEWER INFRASTRUCTURE BETWEEN THE ARSENIC REMOVAL SYSTEM ON 89A AND VALLEY VIEW ROAD**  
– Discussion and consideration of a proposal from Shepard-Wesnitzer, Inc (SWI) to design the sewer infrastructure extension between the arsenic removal system at Hwy 89A and Valley View Road for the Town of Clarkdale.

**Meeting Date:**           August 11, 2009

**Prepared By:**           Wayne Debrosky, Utilities Director

**Background:** The proposed sewer line extension would allow for the direct discharge of backwash water from the arsenic removal system into the existing gravity sewer system of the Town of Clarkdale. Currently the Utilities Department is required, on almost a daily basis, to manually pump and dump the backwash tank for the arsenic removal system. This is a labor and equipment intensive process which limits the operational options for the arsenic removal system. In addition, extension of the sewer infrastructure in this area would also make municipal sewer service available to residents and other potential commercial users.

The sewer line extension was included in the original scope and design for the arsenic removal system which was required of Empire Development as part of the Mountain Gate Subdivision. The work included in this proposal would be to provide survey services, update and revise drawings and contract documents, prepare submittals required to obtain the Approval To Construct from the Arizona Department of Environmental Quality, prepare necessary public utility easement descriptions, construction inspection services, and prepare as-built drawings and the submittals for the Approval To Operate.

Because this project extends new sewer service into previously unsewered areas of Clarkdale, staff is proposing to fund the project from our Wastewater Development Fee Funds initially. Since the arsenic system was a requirement of the Mountain Gate Subdivision, the Town would seek repayment of these project costs from future developers of the Mountain Gate project.

**Recommendation:**    To approve an agreement for professional services by Shepard-Wesnitzer, Inc (SWI) to survey, design, prepare submittals, provide construction inspection and prepare as-built drawings for

provide construction inspection and prepare as-built drawings for the sewer infrastructure extension between the arsenic removal system at Hwy 89A and Valley View Road in the amount of \$19,945.00.



Shephard  Wesnitzer, Inc.

1756 East Villa Drive  
Suite C - 17  
Cottonwood, AZ 86326  
928.639.2712  
928.639.2713 Fax

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Mr. Wayne Debrosky  
Town of Clarkdale  
P.O. Box 308  
Clarkdale, AZ 86324

July 15, 2009  
Ref. No. 09252

Re: Professional Consulting Services

Dear Mr. Debrosky,

In response to your request, Shephard - Wesnitzer, Inc. is pleased to present two copies of the enclosed Proposal/Agreement for providing engineering services for the referenced project.

Please review the proposal and the enclosed Terms and Conditions. Should they be acceptable, please sign the Proposal/Agreement and return one copy to us. We understand that acceptance of our proposal will constitute permission by the owner for our entry onto the site.

We appreciate your consideration and the opportunity to submit this proposal. If you have any questions, please feel free to call.

Sincerely,

Joseph T. Link, P.E., R.L.S.

JTL/vmd



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## PROPOSAL/AGREEMENT FOR PROFESSIONAL SERVICES

**Ref. No. 09252**  
July 15, 2009

**BETWEEN:** Town of Clarkdale  
P.O. Box 308  
Clarkdale, AZ 86324 ("CLIENT")

**AND:** Shephard - Wesnitzer, Inc.  
1756 East Villa Drive, Suite C-17  
Cottonwood, AZ 86326 ("SWI")

**FOR THE PROJECT:** Civil Engineering Services  
Cemetery and Old Jerome Highway Sewer ("PROJECT")  
Clarkdale, AZ ("SITE")

The Client and SWI do hereby agree as follows:

### 1.0 DESCRIPTION OF PROJECT

Information provided by Client indicates that the Project will consist of a new sewer force main and gravity main to serve the Town Water Treatment Facilities at the Highway 89A Water Tank Site.

### 2.0 PURPOSE

The purpose of our Engineering Services will be to prepare final plans and contract documents for the installation of the new force main, gravity main and pumping facilities.

Client's Initials \_\_\_\_\_

### 3.0 SCOPE OF SERVICES

We propose to provide the following:

Item No.	Description	Fee
1.	<p><b>Field Survey:</b> Conduct topographic survey of the new manhole and other surface features near the existing cemetery entrance. Work includes measuring the new manhole invert and surface features, which have been modified since original project survey was completed. Survey work includes additional topographic survey of Old Jerome Highway south of the current survey limits to the nearest existing telephone pedestal adjacent Old Jerome Highway (approximately 200 feet of the west half of street). Work also includes field review and topographic survey of as-built conditions of the water treatment backwash water vault and riser.</p>	
2.	<p><b>Revise Drawings:</b> Work will include the revision of the gravity sewer design on Valley View Road, north of the cemetery. The redesign effort will direct sewer flow into the new sewer manhole adjacent the road. Work will also include the addition of new topographic plan in the vicinity of the telephone riser on Old Jerome Highway. Finalize all existing drawings for Construction Bid.</p>	
3.	<p><b>Equipment Specification and Contract Documents:</b> Review the existing pump station equipment selection and provide acceptable "or equal" manufacturers for equipment selection. Prepare Contract Documents based on master "boiler plate" documents provided by the Town of Clarkdale. Documents shall be provided in digital, Microsoft Word format. Work will include inclusion of technical information, Special Provisions and Bid Quantities. Technical specifications will be provided on the drawings.</p>	
4.	<p><b>Engineer's Opinion of Probable Cost:</b> Prepare an engineer's opinion of probable cost based on the final construction drawings.</p>	

5. **Yavapai County Environmental Services (YCES)  
Coordination:**  
Provide copies of final plans and technical information for submittal by the Client for an Approval to Construct from YCES. Technical information will be summarized in a letter Basis for Design indicating general design assumptions and calculations.

6. **Public Utility Easement Description:**  
Prepare legal descriptions for public utility easements across parcels APN 406-27-005P, 406-27-035, 406-27-005S and 406-27-005Q. The latter two parcels are potentially associated with extension of a telephone conduit.

**TOTAL for Scope Items 1 through 6    \$16,720.00**

7. **Construction Observation, As-Built Drawings and Certification (Optional):**  
Conduct up to 4 field visits to observe and photograph the general progress of construction and construction techniques. Provide shop drawing review of pump station equipment. Prepare as-built drawings based on Contractor or Client provided field measurements and notes. Client to provide pressure and vacuum tests for force main and manholes. As-built drawings to be redlined by the Contractor or Client. Provide a stamped letter certification for submittal to YCES by the Client for an Approval to Operate.

**\$3,225.00**

#### **4.0 SCHEDULE**

Work will commence upon receipt of a signed copy of this agreement. Schedule is expected to require 4 to 6 weeks to complete excluding Client and County review time.

#### **5.0 ASSUMPTIONS**

Sufficient boundary monumentation necessary for the establishment of the subject property boundary lines is assumed to exist in the immediate vicinity of the subject parcel. It is also assumed that no survey problems exist, such as erroneous monumentation, overlapping or defective deeds, or discrepancies between record title dimensions and actual field conditions or occupation. Client will be notified of any such circumstances along with an estimate of additional costs and time required for the resolution thereof. All permitting submittals are assumed to be through YCES.

**6.0 MANNER OF PAYMENT**

Billing for work in progress will be made on a monthly basis. Payment is due upon receipt of monthly billings. Late fees at the rate of 2% interest per month figured daily on balance owed will be assessed to Client for delays in payments in excess of 30 days from the date of invoice. At 35 days past due, a 10 day written notification will be sent via certified mail indicating services will be halted due to delays in payments. If payment/s are not received upon a final notice of past due accounts, the account may be placed with an agency for collection. Client will be responsible for agency collection fees, court filing fees, court costs, and legal documents costs. Final revisions to calculations and drawings will be released upon receipt of final payment.

**7.0 FEES**

The cost for scope items 1 through 6 will be a lump sum fee of \$16,720.00 plus reimbursable expenses. Reimbursable expenses including, but not limited to mileage, FedEx charges and plan reproduction costs, will be billed at cost plus 10%. Any additional work which may be indicated by the discovery of unanticipated conditions in the field or revisions to the site plans instigated by others will be performed, only upon your authorization, in accordance with our current standard fee schedule. Current standard hourly rates are subject to change as current year expires. The lump sum fee noted above is valid for 90 (ninety) calendar days after which time a review by SWI will be required. Fee is based on the work which was performed but not compensated by the prior Client related to the planning and development of the existing plan set and work related to modifying and completing the project to reflect current field conditions and issuance as a publicly bid project.

**8.0 STANDARD SWI TERMS AND CONDITIONS**

Attached hereto and incorporated by the reference are the **SWI Standard Terms and Conditions**, which shall govern this agreement.

**9.0 SERVICES NOT INCLUDED**

Boundary surveying, geotechnical investigations, environmental studies, archeological studies, ADOT encroachment permit, ADEQ permits (if required), easement document preparation or recordation, or any other work not specifically identified in Section 3.0, Scope of Services. All agency and/or permitting fees to be paid by Client.

This Proposal/Agreement, and the attached **Terms and Conditions**, contains the entire agreement between the parties, and supersedes all other agreements, either oral or written. No representations or warranties shall be valid or binding unless contained herein.

The signature below constitutes Shephard - Wesnitzer Inc.'s intention to be bound under the terms of this Proposal/Agreement, including the attached **Terms and Conditions**. The Client may accept by signing and returning to Shephard - Wesnitzer, Inc.

Any change to the **Terms and Conditions** of this Proposal/Agreement, or the tender of any contract documents in place of this Proposal/Agreement shall not be valid unless made in writing, dated and signed by all the parties.

EXECUTED BY:

Joseph T. Loh \_\_\_\_\_, 2009  
Shephard-Wesnitzer, Inc. Date

The foregoing AGREEMENT with its attached **Terms and Conditions** has been proposed by Shephard - Wesnitzer, Inc. and has been read, is understood, and is hereby accepted.

EXECUTED BY:

\_\_\_\_\_, 2009  
Clients Authorized Representative Date

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

# TERMS AND CONDITIONS

Ref. No. 09252

The captions of the sections herein are intended for convenience of reference only and shall not be used to interpret the content of each section.

1. **PROJECT INFORMATION**
  - 1.1 In preparation of its Proposal, SWI has relied on certain information and documentation supplied by CLIENT or CLIENT's agents as being accurate, and CLIENT agrees that SWI has a right to rely on the said information or documentation.
  - 1.2 CLIENT affirms that CLIENT has provided all documents, maps and other information in CLIENT's possession, relating to past, present and proposed future use of THE SITE and its surrounding area, to SWI before execution of this Agreement by SWI.
  - 1.3 CLIENT confirms that the content of all documents, maps and other information which CLIENT has provided to SWI before SWI's execution of this Agreement is correctly addressed in the Scope of Services part of this Agreement.
  - 1.4 CLIENT will designate in writing those persons, organizations or agencies to be contacted in the event conditions are revealed during the execution of SWI's services that would require possible alteration of the services hereunder.
2. **WARRANTY**

SWI warrants their services are performed, within the limits prescribed by this Agreement, with the usual thoroughness and competence of the professions practicing these services in the same or similar locality of THE SITE at the time of this Agreement. No other warranty or representation, either expressed or implied, is included or intended under this Agreement.
3. **SAFETY**

SWI will perform work under safe conditions. CLIENT may be charged additionally for safety or security measures required by dangerous job conditions, encountered during SWI's performance of the required services that could not be anticipated by review of the information available at the time the Agreement was executed.
4. **INSURANCE**
  - 4.1 SWI will maintain the following insurance and amounts: Workman's Compensation, statutory limits; General Liability, \$1,000,000; Professional Liability, \$1,000,000.
  - 4.2 No insurance, of whatever kind or type which may be carried by SWI, is to be considered in any way limiting the responsibility of others for damages resulting from their operations or for furnishing work and materials ON THE SITE.
5. **LIMITS OF LIABILITY**

For any damage, cost, expenses, or other liability, direct or indirect, resulting from any error, omission, or professional negligence in the performance of SWI's services, the liability of SWI, its employees, agents, officers, and consultants to all claimants with respect to THE PROJECT will be limited to an aggregate sum not to exceed \$50,000 or SWI's total fee for the services rendered on THE PROJECT, whichever is greater.
6. **NOTIFICATION OF DEFECTS IN SERVICE**

CLIENT, CLIENT's personnel, and CLIENT's contractors and subcontractors shall promptly report in writing to SWI any defects or suspected defects in SWI's work or services, in order that SWI may take prompt, effective measures which in SWI's opinion will minimize the consequences of a defect in service.
7. **INDEPENDENT CONTRACTOR STATUS**

CLIENT confirms that SWI is employed as an independent contractor to perform the services required under this Agreement. SWI shall be free to exercise its discretion and independent judgment as to the methods and means of performance of these services, consistent with all other requirements of this Agreement.
8. **OWNERSHIP AND DISPOSITION OF DOCUMENTS**
  - 8.1 SWI agrees that all documents, calculations, studies, plans, maps, models, photographs, drawings, computer printouts, field notes, samples, logs, specimens, laboratory test data, and other products generated in the performance of services rendered under this agreement constitute work for hire and are and shall remain the property of the SWI.
  - 8.2 SWI agrees that, during the performance of this Agreement, and thereafter it will not disclose to any persons, other than the CLIENT, CLIENT's authorized representatives, and those persons, organizations or agencies specifically designated in writing by CLIENT, any information pertaining to this Agreement or services rendered by SWI pursuant to this agreement except as follows:
    - 8.2.2 Under circumstances where, in SWI's professional judgment, the performance of the duties under this agreement discloses a serious threat to the public health, safety of welfare, and the CLIENT after being notified of the threat refuses to, or does not take appropriate action within a reasonable time, then SWI has a professional obligation to notify the appropriate Regulatory Agency of the specific nature of the public threat.
  - 8.3 In response to a valid subpoena or requirement under the law; however, SWI shall notify CLIENT upon receipt of the subpoena or other mandate in order to give CLIENT time to protect the confidentiality of the materials sought; and
9. **ACTS OR OMISSIONS OF OTHERS**

SWI shall not be responsible for acts or omissions of any other party or parties involved in planning or designing of any project(s) for construction on THE SITE or the failure of any contractor or subcontractor to construct any item on THE SITE in accordance with recommendations contained in any issued by SWI. SWI, by the performance of services hereunder, does not in any way assume, abridge or abrogate any of those duties, responsibilities or authorities with regard to any project(s) on THE SITE customarily vested in project architects, design engineers, or any other design agencies or authorities.
10. **RELIANCE ON PUBLIC RECORDS OR OTHER NON-SWI REPORTS AND DATA**

Unless otherwise described in "SCOPE OF SERVICES", SWI accepts no responsibility for the correctness or accuracy of data or conclusions contained in public records, reports or other documents which were not published by SWI, but which are discovered by SWI in performance of the services required by this Agreement. CLIENT waives any claim against SWI, and agrees to defend, indemnify and hold SWI harmless from any claim or liability for injury or loss allegedly arising from errors, omissions or inaccuracies in such public records or in such other reports or documents.
11. **SITE ENTRY**

CLIENT will furnish right of entry onto THE SITE for SWI to make the necessary field studies.

# TERMS AND CONDITIONS

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- 12. LITIGATION BETWEEN AGREEMENT PARTIES**  
In the event of litigation or arbitration between the parties to this Agreement, all reasonable costs and attorney's fees to enforce this Agreement incurred by the prevailing party shall be reimbursed by the non-prevailing party.
- SWI and its subcontractors shall comply with all existing applicable laws and regulations under this Agreement; however, laws or ordinances enacted after the signing of this Agreement may increase SWI's cost of performing services included in this Agreement by requiring modifications of or additions to SWI's work, facilities or equipment. CLIENT shall reimburse SWI for such increased cost.
- 13. SUBPOENAS**  
CLIENT is responsible, after notification, for payment of time and expenses resulting from SWI's required response to subpoenas issued in conjunction with SWI's work. Compensation will be based on schedules in effect at the time the subpoena is served.
- 14. COMPLIANCE WITH LAWS**  
SWI and its subcontractors shall comply with all existing applicable laws and regulations under this Agreement; however, laws or ordinances enacted after the signing of this Agreement might increase SWI's cost of performing services included in this Agreement by requiring modifications of or additions to SWI's work, facilities or equipment. CLIENT shall reimburse SWI for such increased cost in proportion to the amount of the cost attributable to SWI's performance of services on THE PROJECT.
- 15. INDEMNITY**  
CLIENT and SWI do hereby indemnify and hold each other harmless from damage to property of whatsoever kind and nature, and injury to persons, including death, occasioned by the negligent or willful acts, errors or omissions of the indemnifying party, arising out of, or in any way connected to this Agreement.
- 16. NOTIFICATION OF HAZARDOUS SUBSTANCES**  
CLIENT hereby warrants that, if it knows or has any reason to assume or suspect that hazardous substances may exist at THE SITE, CLIENT has so informed SWI.
- 17. DISCOVERY OF UNANTICIPATED HAZARDOUS SUBSTANCES**  
SWI and CLIENT agree that the discovery of unanticipated hazardous substances constitutes a changed condition mandating a renegotiation of the scope of work or termination of services. SWI agrees to notify CLIENT as soon as practically possible should unanticipated hazardous substances or suspected hazardous substances be encountered. SWI is hereby authorized to take such emergency measures, if any, that are necessary in SWI's professional opinion to immediately protect the health, safety and welfare of the public and SWI's personnel, and/or the environment and CLIENT agrees to compensate SWI for such emergency work. Thereafter, CLIENT and SWI will negotiate to change the scope of services hereunder to include said emergency work. In addition, CLIENT waives any claim against SWI, and agrees to indemnify, defend and hold SWI harmless from any claim or liability for injury or loss arising from SWI's encountering unanticipated hazardous substances or suspected hazardous substances. CLIENT also agrees to compensate SWI for any time spent and expenses incurred by SWI in defense of any such claim, with such compensation to be based upon SWI's prevailing fee schedule and expense reimbursement policy.
- 18. PAYMENT**  
CLIENT shall pay SWI in full for all services under the Agreement and executed written Change Orders, irrespective of any claim by CLIENT to third parties for compensation for additional work conducted by SWI. Any such claim shall in no respect delay payment of fees for services performed by SWI. Standard hourly rates are subject to change as current year expires.
- 19. TERMINATION**  
19.1 This Agreement may be terminated by either party giving not less than ten (10) days written notice to the other party specifying a substantial failure to perform in accordance with the terms of the Agreement through no fault of the terminating party, provided that the terminating party is in full compliance with the Agreement at the time of the notice of termination.  
19.2 Such termination shall not be effective if that substantial failure has been remedied before expiration of the period specified in the written notice.  
19.3 In the event of termination for any reason prior to completion of all reports contemplated by the Agreement, SWI reserves the right to complete such analyses and records as are necessary to place their files in order and, where considered necessary by them to protect their professional reputation, to complete a report on the services performed to date.
- 20. TERMINATION CHARGES**  
20.1 If this Agreement is terminated and the termination is due to substantial failure of CLIENT to perform in accordance with the Agreement through no fault of SWI, CLIENT shall pay SWI for services performed to the termination date plus termination charges.  
20.2 Termination charges shall include personnel and equipment rescheduling and/or reassignment adjustments and all other related costs that are directly attributable to termination. At the option of SWI an additional termination charge, not to exceed thirty percent (30%) of all charges incurred up to the date of termination, may be made to cover the cost of completing analyses, records and reports in accordance with 21.3 of these Terms and Conditions.
- 21. SUSPENSION OF SERVICES**  
21.1 CLIENT may, upon ten (10) days written notice, suspend further performance by SWI at any time.  
21.2 If CLIENT's payment of statements is delinquent, SWI may, upon ten (10) days written notice, suspend further performance until such payment is restored to a current basis.  
21.3 At the option of SWI, suspension for any reason exceeding thirty (30) days shall make this Agreement subject to termination or renegotiation.  
21.4 All suspensions shall extend this Agreement's completion date commensurately.  
21.5 In the event of suspension of services for any reason prior to completion of all reports contemplated by the Agreement, SWI reserves the right to complete such analyses and records as are necessary to place their files in order and, where considered necessary by them to protect their professional reputation, to complete a report on the services performed to date.

## TERMS AND CONDITIONS

Ref. No. 09252

### 22. SUSPENSION CHARGES

22.1 If SWI's performance is suspended for any reason, CLIENT shall pay SWI for services performed to the suspension notice date plus suspension charges.

22.2 Suspension charges shall include personnel and equipment rescheduling and/or reassignment adjustments, all other related costs indirectly attributable to suspension, and charges for completing analyses, records and reports in accordance with 21.5 of these Terms and Conditions.

### 23. DELAYS

23.1 Delays resulting from acts of God or from factors beyond the reasonable control of the parties, or from the action or inaction of CLIENT shall extend this Agreement completion date commensurately.

23.2 CLIENT shall pay SWI for services performed to the delay commencement date plus delay charges. Delay charges shall include personnel and equipment rescheduling and/or reassignment adjustments and all other related costs indirectly attributable to such delays.

### 24. ASSIGNS

Neither CLIENT nor SWI may delegate, assign or transfer his duties or interest in this Agreement without the written consent of the other party.

### 25. BETTERMENT

If, due to SWI's error, any required item or component of the PROJECT is omitted from SWI's construction documents, SWI shall not be responsible for paying the cost to add such item or component to the extent that such item or component would have been otherwise necessary to the PROJECT or otherwise adds value or betterment to the PROJECT. In no event shall SWI be responsible for any cost or expense that provides betterment, upgrade or enhancement of the PROJECT.

### 26. CONSTRUCTION OBSERVATION

26.1 SWI shall visit the site at intervals appropriate to the stage of construction, or as otherwise agreed to in writing by the Client

and SWI, in order to observe the progress and quality of the Work completed by the Contractor. Such visits and observation are not intended to be an exhaustive check or a detailed inspection of the Contractor's work but rather are to allow SWI, as an experienced professional, to become generally familiar with the Work in progress and to determine, in general, if the Work is proceeding in accordance with the Contract Documents.

Based on this general observation, SWI shall keep the Client informed about the progress of the Work and shall endeavor to guard the Client against deficiencies in the Work.

If the Client desires more extensive project observation or full-time project representation, the Client shall request that such services be provided by SWI as Additional Services in accordance with the terms of this Agreement.

SWI shall not supervise, direct or have control over the Contractor's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected neither by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor in accordance with the Contract Documents.

SWI shall not be responsible for any acts or omissions of the Contractor, subcontractor, any entity performing any portions of the Work, or any agents or employees of any of them. SWI does not guarantee the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its Work in accordance with the Contract Documents or any applicable laws, codes, rules or regulations.

26.2 SWI shall not be responsible for as-built certifications requested by the CLIENT, regulatory agencies or other third parties unless SWI has conducted the as-built field surveys and has conducted adequate construction observation services to certify to the accuracy and quality of the construction work.

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**2009 RATES**

**STANDARD RATE SCHEDULE**

E-5	PRINCIPAL ENGINEER .....	\$185/HOUR
E-4	ENGINEER 4 .....	\$150/HOUR
E-3	ENGINEER 3 .....	\$140/HOUR
E-2	ENGINEER 2 .....	\$125/HOUR
E-1	ENGINEER 1 .....	\$110/HOUR
EIT-4	ENGINEER IN TRAINING.....	\$95/HOUR
EIT-3	ENGINEER IN TRAINING.....	\$85/HOUR
EIT-2	ENGINEER IN TRAINING.....	\$80/HOUR
EIT-1	ENGINEER IN TRAINING.....	\$75/HOUR
CADD-4	CADD DESIGNER .....	\$100/HOUR
CADD-3	CADD DESIGNER .....	\$95/HOUR
CADD-2	CADD DESIGNER .....	\$90/HOUR
CADD-1	CADD DESIGNER .....	\$85/HOUR
CAD-4	CAD DRAFTER.....	\$85/HOUR
CAD-3	CAD DRAFTER.....	\$80/HOUR
CAD-2	CAD DRAFTER.....	\$75/HOUR
CAD-1	CAD DRAFTER.....	\$65/HOUR
A-1	CLERICAL.....	\$52/HOUR
RLS	REGISTERED LAND SURVEYOR, SURVEY MANAGER.....	\$115/HOUR
RLSPC	REGISTERED LAND SURVEYOR, PARTY CHIEF .....	\$100/HOUR
LSIT	LAND SURVEYOR IN TRAINING, PARTY CHIEF .....	\$95/HOUR
NRL	NON-REGISTERED LAND SURVEYOR, PARTY CHIEF.....	\$75/HOUR
T-4	CONSTRUCTION INSPECTION TECHNICIAN.....	\$105/HOUR
T-3	PROJECT COORDINATOR.....	\$85/HOUR
	MARKETING DIRECTOR .....	\$75/HOUR
	GIS COORDINATOR.....	\$95/HOUR
	INSTRUMENT PERSON .....	\$75/HOUR
	GPS RECEIVER .....	\$30/HOUR PER RECEIVER
	ROBOTIC TOTAL STATION .....	\$25/HOUR
	Archive File Research.....	\$50/HOUR, 1 HOUR MINIMUM

**OUTSIDE SERVICES**.....COST + 10%

**PRINTS**

BOND .....	\$2.75EACH
VELLUMS.....	\$5.00EACH
MYLAR .....	\$6.00EACH

**PLOTS**

BOND .....	\$5.00EACH
VELLUM .....	\$10.00EACH
MYLAR .....	\$10.00EACH
COLOR PLOTS/BOND.....	\$15.00EACH
XEROX.....	\$.09EACH
ZIP DISKS .....	\$15.00EACH
CD'S .....	\$5.00EACH
PERCOLATION TEST (Does not include backhoe).....	\$250.00 - \$300.00
AEROBIC INSPECTIONS FOR ADEQ.....	HOURLY RATE
MILEAGE.....	\$.65 PER MILE
FOR ANY AND ALL SERVICES RELATED TO LITIGATION OR OTHER LEGAL PROCEEDINGS TWO TIMES OUR STANDARD RATES	

WORK OUTSIDE NORMAL BUSINESS HOURS WILL BE CHARGED AT 1½ TIMES HOURLY RATE. PAYMENT IS DUE UPON RECEIPT OF MONTHLY BILLINGS AND INVOICES ARE DELINQUENT THIRTY (30) DAYS AFTER DATE OF INVOICE. WORK IN PROGRESS WILL BE BILLED MONTHLY FOR PORTIONS COMPLETED AND UPON JOB COMPLETION FOR FINAL BALANCE. IF PAYMENTS ARE NOT MADE IN FULL PRIOR TO DELINQUENCY, THE CLIENT AGREES TO PAY INTEREST ON THE UNPAID AMOUNT AT THE RATE OF 2% PER MONTH FROM DELINQUENCY DATE. ALL PAYMENTS RECEIVED SHALL FIRST BE CREDITED TO PAYMENT OF INTEREST, AND THEN TO THE PRINCIPAL BALANCE.