



March 31, 2024

Mr. Josh Arneson, Town Manager
Richmond Town Office
203 Bridge Street, PO Box 285
Richmond, VT 05477

Re: Professional Engineering Services Proposal for Design, Bid and Construction of the Influent Pump System
Richmond Wastewater Treatment Facility
Town of Richmond, Vermont

Dear Mr. Arneson:

Hoyle, Tanner & Associates, Inc. (Hoyle Tanner) is pleased to present this proposal for engineering services for design, bid and construction engineering services for the replacement of the influent pumps at the Richmond Wastewater Treatment Facility (WWTF) to the Town of Richmond (Town). Specifically, the proposed services are to assist the Town with the design of replacement influent pumps sized to meet the proposed design criteria outlined in the 90% Draft Richmond WWTF 20-Year Evaluation Report dated January 31, 2024, preparation of bid documents to replace one of the three proposed influent pumps and bid phase and construction phase administration to replace one pump ahead of the full facility-wide upgrade.

Project Understanding

The Town of Richmond engaged Hoyle Tanner to prepare a 20-Year Evaluation Report of the Town's wastewater treatment facility and sewer collection system with recommended improvements and associated costs to be presented in the final report. Specifically, the report identified an immediate need to replace one of the two existing influent pumps due to the lack of pumping redundancy and the fact that the one working influent pump is an interim pump until an upgrade project can take place. The Report proposed an upgrade to the existing duplex pumping arrangement with a 3-pump arrangement to handle the proposed peak hydraulic flows. The Town wishes to replace the existing failed pump with one of the proposed pumps identified in the 20-Year Evaluation Report.

Hoyle Tanner will provide the following Scope of Services as part of this AGREEMENT:

Task 1 – Influent Pump Replacement Design

- 1.1 Preparation of a system head curve calculations for a three-pump arrangement to meet proposed peak hydraulic flow.
- 1.2 Solicit pump proposals from two (2) pump manufacturers for pump size and selection

- 1.3 Confirm electrical requirements with the WWTF electrician
- 1.4 Prepare a technical specification for selected pump
- 1.5 Prepare a pump replacement drawing

Task 2 – Influent Pump Replacement Bid:

- 2.1 Prepare bid advertisement & bid documents for electronic bidding
- 2.2 Distribute electronic bid documents to contractors (minimum of 3)
- 2.3 Prepare 1 bid addenda based on questions received during bid period and issue electronically
- 2.4 Conduct one on-site Pre-Bid meeting
- 2.5 Conduct online bid opening
- 2.6 Evaluate bids received & issue technical memo with recommendation to Town to award bid
- 2.7 Prepare contract award documents including an electronic copy of the conformed plans and specifications for Town's use in awarding project

Task 3 – Influent Pump Replacement Construction:

- 3.1 Administer construction contract (review up to 2 pay requests & attend up to 2 job meetings)
- 3.2 Conduct up to 2 site visits
- 3.3 Conduct Preconstruction Meeting and issue meeting minutes
- 3.4 Review up to 3 submittals
- 3.5 Respond to up to 2 RFIs
- 3.6 Conduct substantial completion inspection, issue punch list
- 3.7 Conduct final completion inspection and prepare project close-out documents

Assumptions:

This proposal is based on the following assumptions:

1. The selected influent pump does not require an electrical system redesign and employment of an electrical engineer.
2. Meetings will be held virtually, unless otherwise noted above
3. Deliverables will be in electronic (pdf, word, excel) format

Client (Town) Responsibilities

Your responsibilities under this agreement shall include:

- Designate a contact person who can act with the client's authority regarding this Project.
- Client shall provide through Project Team members all pertinent existing information.
- Provide access to the site and advise the Consultant of any safety or security programs which may be applicable to the Consultant during Project site visits.
- Pay for and obtain all project related fees.
- The Client shall give prompt notice to the Consultant whenever the Client becomes aware of anything that would have a significant effect on the scope or timing of the Consultant's services.
- Client shall make decisions and perform other Client responsibilities in a timely manner so as not to delay the Consultant's performance of services.

Schedule

Hoyle Tanner is prepared to begin providing professional engineering services within 7 days of receiving an executed agreement.

We anticipate providing construction assistance on an “as needed” basis and will bill our time against the estimated limit for these services.

We anticipate design of the influent pump to be completed within 45 days of receiving an executed agreement.

Basis of Payment

Client shall pay Consultant for services set forth above as follows:

Standard Hourly Rates Method of Payment

Task 1: Design Services	\$8,928.00
Task 2: Bid Services	\$5,895.00
Task 3: Construction Service	\$11,210.00

Total Contract: **\$26,033.00**

The estimated amounts shall equal the cumulative hours charged by each class of Consultant’s personnel time at applicable standard hourly rates for each category.

The estimated amounts include reimbursable expenses such as transportation, postage, telephone, fax, printing and equipment rental; and include charges of subconsultants engaged by Consultant.

The Consultant may modify the amounts for individual phases to reflect services actually provided by phase; however, Consultant shall not exceed the total Compensation without the approval of Client.

Consultant shall bill Client based on hours charged at standard billing rates plus reimbursable expenses incurred plus subconsultant expenses for the billing period.

Additional Services

Services extending beyond the limits noted above will be considered as “Additional Services” and will be charged at standard hourly rates plus reimbursable expenses or as otherwise agreed between the parties. Hoyle Tanner’s standard hourly rates are included in Exhibit C.

Authorization

This Proposal and Exhibit A (Standard Terms and Conditions) and Exhibit B (Insurance) constitute the entire AGREEMENT between you (the Client) and Hoyle Tanner. Please examine these documents and if acceptable, you may execute this Proposal as an AGREEMENT by signing the original and returning it to us. Retain a copy for your records. This Proposal will be open for acceptance for 60 days from the date of this Proposal, unless extended by Hoyle Tanner, in writing.

We look forward to the opportunity to provide professional engineering services to you on this important project. Please don't hesitate to call if you have any questions. If this proposal satisfactorily sets forth your understanding of our agreement, please sign and return a copy of this letter to us.

Respectfully submitted,
Hoyle, Tanner & Associates, Inc.



Jon A. Olin
Vice President

Accepted by:

Town of Richmond
Client Name

Signature

Name

Title

Date

EXHIBIT A
TERMS AND CONDITIONS

Article 1 - Scope of Services: Hoyle, Tanner & Associates, Inc. (Hoyle Tanner) shall provide the services set forth in the Agreement.

Article 2 - Client's Responsibilities: The Client shall provide to Hoyle Tanner all of Client's criteria and information as to requirements for the Project including objectives, constraints, performance requirements, and budgetary limitations.

The Client shall provide Hoyle Tanner with all information available to the Client pertinent to Hoyle Tanner's work under this Agreement. The Client shall assist Hoyle Tanner as necessary to obtain available pertinent information from Federal, State or local offices or from other engineers or others who have previously worked for the Client on matters affecting this Project. Client shall also make available all information Client may have relative to concealed, subsurface, soil, and other conditions that are not apparent from visual, non-invasive, and non-destruction observations of the applicable site.

It may be necessary for Hoyle Tanner personnel and/or Subconsultant to enter areas of the Project property. The Client shall arrange for and provide Hoyle Tanner with access to such areas on a timely basis.

The Client shall examine all documents prepared for the Project by Hoyle Tanner; and at the Client's option, obtain advice from legal counsel, insurance counsel, and other appropriate advisors, and advise Hoyle Tanner of any opinion or recommendations resulting from said advice.

The Client shall give prompt notice to Hoyle Tanner whenever the Client becomes aware of anything that would have a significant effect on the scope or timing of Hoyle Tanner's services.

The Client shall bear all costs related to compliance with this Article of this Agreement. If the Client engages a construction manager or any other professionals for the Project in addition to Hoyle Tanner; the Client must define the duties and responsibilities of each professional services provider.

During the construction of the project, it is recommended the Client or his designated representative, other than Hoyle Tanner, attend the following meetings: Pre-construction bid meeting, bid opening, pre-construction conference, construction progress meetings, and Project completion meetings.

The Client shall advise Hoyle Tanner of any safety or security programs which may be applicable to Hoyle Tanner during Project site visits. Client shall make decisions and perform other Client responsibilities in a timely manner so as not to delay Hoyle Tanner's performance of services.

Article 3 - Schedule: Hoyle Tanner is authorized to begin providing services on the effective date of the Agreement. Hoyle Tanner shall perform services in conformance with the schedule guided by and subject at all times to sound judgment and practice in accordance with law and professional ethics.

If the schedule changes or orderly progress of services is impaired through no fault of Hoyle Tanner; the schedule for services shall be adjusted and compensation may be adjusted by amendment to this Agreement.

Specific schedule requirements for providing services may be provided in the Agreement.

Services will be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the Project. Notwithstanding anything to the contrary contained herein, Hoyle Tanner shall not be deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control or without its negligence.

Article 4 - Compensation and Payment for Services: Hoyle Tanner shall charge for all services requested by the Client and rendered by Hoyle Tanner in connection with the Project in strict accordance with the conditions set forth in this Article of the Agreement.

The charges made by Hoyle Tanner under this Article and the payment of said charges by the Client shall constitute full compensation for all expenses incurred by Hoyle Tanner in connection with the services rendered including F.I.C.A. taxes, Federal and State unemployment taxes, costs in connection with employees' benefits, office expenses, supplies, and equipment, the general costs of doing business, and Hoyle Tanner's profit; and Subconsultant engaged by Hoyle Tanner

for the Project, if any.

Hoyle Tanner's compensation for services and the method of compensation shall be as described in the Agreement. Hoyle Tanner shall prepare and submit monthly applications for payment for services completed under this Agreement. Invoices shall be Hoyle Tanner's standard form or other form approved by Client. Invoices are due within thirty (30) days of receipt by Client.

If payments are not made on time, Hoyle Tanner may suspend services under this Agreement, after giving Client seven (7) days' notice, until payment is received by Hoyle Tanner. Client waives any and all claims against Hoyle Tanner due to such suspension of services and agrees to appropriate adjustments to the Project schedule and Hoyle Tanner's schedule.

Client may withhold payment of a disputed invoice; however, Client must advise Hoyle Tanner promptly of the reason for doing so and Client agrees to process and pay any portion of the invoice which is not in dispute. Client shall not withhold payments based on damages that the Client has incurred or alleges that it has incurred unless Hoyle Tanner has been adjudged liable for such damages and failed to compensate the Client accordingly within 30 days of such determination.

Article 5 - Standard of Care: The standard of care for all professional services performed or furnished by Hoyle, Tanner under this Agreement will be the skill and care used by members of Hoyle Tanner's profession practicing under similar circumstances at the same time and in the same locality. Hoyle Tanner makes no warranties, express or implied, under this Agreement or otherwise, in connection with Hoyle Tanner's services.

Article 6 - Opinions of Cost: When included in Hoyle Tanner's scope of services, opinions or estimates of probable construction costs are prepared on the basis of Hoyle Tanner's experience and qualifications and represent Hoyle Tanner's judgment as a professional generally familiar with the industry. However, since Hoyle Tanner has no control over the cost of labor, materials, equipment or services furnished by others, or Contractor's methods of determining prices, or over competitive bidding or market conditions, Hoyle Tanner cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from Hoyle Tanner's opinions or estimates of probable construction cost.

Article 7 - Compliance with Laws and Regulations: Hoyle Tanner shall review codes, regulations, and laws applicable to Hoyle Tanner's services and shall exercise professional care to design in compliance with all applicable codes, regulations and laws in effect as of the effective date of this Agreement. Hoyle Tanner cannot warrant that the applicable interpreting or enforcing authority will similarly interpret such requirements. If such codes, regulations and laws change during the project and are imposed during the project by government authorities with jurisdiction over the project, such changes may require changes to Hoyle Tanner's scope of services, schedule and compensation.

Article 8 - Underground Facilities: The location of underground facilities may be required in order to perform subsurface explorations for the project and the location of underground facilities may be shown on the construction Contract drawings.

Unless otherwise provided, Client shall provide Hoyle Tanner with the locations of underground facilities, structures and utilities. If the locations are not known, are inaccurate or cannot be confirmed, Client accepts and retains all risk of damages or losses resulting from the exploration work.

Hoyle Tanner will take reasonable precautions to avoid damage to underground facilities and shall coordinate the locations of such facilities with known owners of the facilities.

The information shown on the construction Contract drawings with respect to underground facilities shall be based on information furnished by the facility owners to the Client and Hoyle Tanner and Hoyle Tanner shall not be responsible for the accuracy or completeness of such information.

If conditions or locations of underground facilities are found to be different during construction appropriate adjustments, if any, shall be made in accordance with the provisions of the construction Contract.

Article 9 - Construction Phase Services: If this Agreement provides for any construction phase services by Hoyle Tanner, it is understood that the Contractor, not Hoyle Tanner, is responsible for the construction of the project, and that Hoyle Tanner is not responsible for the acts or omissions of any Contractor, Subcontractor or material supplier; for safety precautions, programs or enforcement; or for construction means, methods, techniques, sequences and procedures employed by the Contractor.

Hoyle Tanner, including the resident project representative if provided, does not assume any responsibility for the Contractor's failure to perform the construction in accordance with the Contract documents. Site visits and observations by Hoyle Tanner are intended to provide the Client greater confidence that the completed work by the Contractor will conform to the Contract documents; and site visits are not detailed inspections and do not extend to every aspect of the Contractor's work.

Article 10 - Design without Construction Phase: Hoyle Tanner and Client agree that if Hoyle Tanner's services do not include construction phase services, Client or Client's designated agent shall be solely responsible for interpretation of the Contract documents and observing the work of the Contractor to discover, correct and mitigate errors, inconsistencies or omissions and if Client authorizes deviations from Hoyle Tanner prepared documents or if conditions are discovered that are not accounted for in Hoyle Tanner prepared documents, Client shall not bring any claim against Hoyle Tanner and shall indemnify and hold Hoyle Tanner, its agents and employees harmless from and against claims, losses, damages and expenses, including but not limited to defense costs and time of Hoyle Tanner, to the extent such claims, loss, damage or expenses arise out of or results in whole or in part from such deviations, regardless of whether or not such claims, loss damage or expense is caused in part by a party indemnified under this provision.

Article 11 - Use of Documents and Ownership of Electronic Documents: All documents prepared or furnished by Hoyle Tanner pursuant to this Agreement are instruments of Hoyle Tanner's professional service, and Hoyle Tanner shall retain an ownership and property interest therein. Hoyle Tanner grants Client a license to use instruments of Hoyle Tanner's professional service for the purpose of constructing, occupying and maintaining the Project. Reuse or modification of any such documents by Client, without Hoyle Tanner's written permission and professional involvement, shall be at Client's sole risk, and Client agrees to indemnify and hold Hoyle Tanner harmless from all claims, damages and expenses, including attorneys' fees, arising out of such reuse by Client or by others acting through Client.

Documents that may be relied upon by Client are limited to those that are signed or signed and sealed by Hoyle Tanner, which may be in electronic or hardcopy format in conformance with professional engineering practice regulations in effect in project jurisdiction. Any conclusion or information obtained or derived from such other documents will be at the user's sole risk.

When transferring documents in electronic media format, Hoyle Tanner makes no representations as to 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 Hoyle Tanner at the beginning of this assignment.

Article 12 - Insurance: Hoyle Tanner procures and maintains insurance as set forth in Exhibit B. Hoyle Tanner shall cause Client to be an additional insured on any applicable general liability insurance policy of Hoyle Tanner. Hoyle Tanner shall provide Client reasonable notice of changes to any policy.

Client shall procure and maintain workers' compensation insurance, employer's liability insurance, general liability insurance, excess or umbrella liability and automobile liability insurance. Client shall cause Hoyle Tanner and its Subconsultant to be additional insureds on any general liability policies and as loss payees on any property insurance policies of the Client applicable to the projects.

Client shall require Contractor to carry workers' compensation, general liability, property damage, motor vehicle damage and injuries and other insurances to protect Client and Hoyle Tanner and Subconsultant; and Client shall require Contractor's policies to cover Hoyle Tanner and its Subconsultant as additional insureds. Client may request Hoyle Tanner and/or Subconsultant provide and maintain additional insurance coverage, however, the expense of such additional

coverage shall be the Client's.

Article 13 - Suspension and Termination: Client may terminate this Agreement with seven (7) days prior written notice to Hoyle Tanner for convenience or cause. Hoyle Tanner may terminate this Agreement for cause with seven (7) days prior written notice to Client. Failure of Client to make payments when due shall be cause for suspension of services or, ultimately, termination, unless and until Hoyle Tanner has been paid in full all amounts due for services, expenses and other related charges.

Article 14 - Indemnification and Limitation of Liability: To the fullest extent permitted by law, Hoyle Tanner shall indemnify Client, its officers, directors, partners, employees, and representatives, from and against losses, damages, and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are found to be caused by a negligent act, error, or omission of Hoyle Tanner or Hoyle Tanner's officers, directors, members, partners, agents, employees, or subconsultants in the performance of services under this Agreement.

To the fullest extent permitted by law, Client shall indemnify Hoyle Tanner, its officers, directors, partners, employees, and representatives, from and against losses, damages, and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are found to be caused by a negligent act, error, or omission of Client or Client's officers, directors, members, partners, agents, employees, or subconsultants in the performance of services under this Agreement.

Article 15 - Dispute Resolution: Client and Hoyle Tanner 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 this Agreement to mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association, effective as of the date of this agreement.

Article 16 - Environmental Conditions: It is acknowledged by both parties that Hoyle Tanner's scope of services does not include any services related to the presence at the site of asbestos, PCBs, petroleum, hazardous waste or radioactive materials. Client acknowledges that Hoyle Tanner is performing professional services for Client and Hoyle Tanner is not and shall not be required to become an "arranger," "operator," "generator" or "transporter" of hazardous substances, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA). Further, Hoyle Tanner has no responsibility for the handling, identification, remediation, or presence of any hazardous materials at the site.

Article 17 - Controlling Law: This Agreement shall be governed by the laws of the principal place of business of Hoyle Tanner/State of New Hampshire.

Article 18 - Successors and Assigns: The Client and Hoyle Tanner each binds itself, its partners, successors, executors, administrators and assigns, to the other party of the Agreement and to the partners, successors, executors, administrators and assigns, for such other party to all covenants of this Agreement. Except as above, neither the Client nor Hoyle Tanner shall assign, sublet or transfer its interest in this Agreement without the written consent of the other party hereto.

Nothing in this paragraph shall prevent Hoyle Tanner from employing such independent subconsultants as Hoyle, Tanner may deem appropriate to assist in the performance of the services of this Agreement.

Article 19 - Severability: If any of the terms and conditions of this agreement are deemed unenforceable or invalid, in whole or in part, by judgment or order of a court, that shall not affect the remaining terms and conditions of the Agreement and they shall remain in full force and effect.

Article 20 - Waiver of Provisions: Non-enforcement of any provision of this Agreement by the Client or Hoyle Tanner shall not constitute a waiver of that provision; and non-enforcement shall not prohibit subsequent enforcement of the provision or any other provision of the Agreement.

**EXHIBIT B
INSURANCE**

Consultant has the following Insurance coverages:

a.	Workers' Compensation and Employers' Liability	\$ 1,000,000	Each Accident
		\$ 1,000,000	Disease-Each Employee
		\$ 1,000,000	Disease-Policy Limit
b.	General Liability Commercial Package	\$ 1,000,000	Per claim
		\$ 2,000,000	Annual Aggregate
		\$ 2,000,000	Products- Comp/Op Agg
		\$ 1,000,000	Personal & Adv Injury
		\$ 10,000	Med Exp (any one person)
c.	Umbrella	\$ 10,000,000	Each Occurrence
		\$ 10,000,000	Aggregate
d.	Business Auto (Hired and Non-Owned)	\$ 1,000,000	Combined Single Limit Per Accident
e.	Professional Liability	\$ 5,000,000	Per claim
		\$ 5,000,000	Annual Aggregate

EXHIBIT C
STANDARD HOURLY RATES

Level of Effort Worksheet (LOE)										
CLIENT : Town of Richmond, VT										
PROJECT NAME: Influent Pump Design/Bid/Construct										
								Calc. By:	KDW	
								Check By:	JAO	
TASK DESCRIPTIONS	PROJECT NAME: Influent Pump Design/Bid/Construct							TOTAL HOURS	TOTAL BILLING RATE COSTS	
	HOURS BY BILLING RATE CLASSIFICATION (\$/Hour)									
	Senior Project Manager	Senior Technical Engineer	Senior Technical Engineer	Project Engineer	Senior CADD Designer	Administrative Professional	RPR			
	\$225.00	\$215.00	\$215.00	\$140.00	\$146.00	\$150.00	\$135.00			
	Jon/Joe	Lori/Laura	Kirstin	McLee/DeCola	Joel	Donna Akerley	Alex			
Task 1 - Influent Pump Replacement Design										
1.1 System Head Curve Calculations	1		2	6				9	\$1,495.00	
1.2 Pump Size and Selection	2		6					8	\$1,740.00	
1.3 Confirmation of Electrical Requirements	1		4					5	\$1,085.00	
1.4 Development of Pump Specification	1	4	4	6				15	\$2,785.00	
1.5 Prepare Pump Replacement Drawing	1		2		8			11	\$1,823.00	
Task 2 - Influent Pump Replacement Bid Phase										
2.1 Prepare bid advertisement & bid documents for electronic bidding		2	1			2		5	\$945.00	
2.2 Distribute electronic bid documents to contractors (minimum of 3)		2				4		6	\$1,030.00	
2.3 Prepare 1 bid addenda		2	2			4		8	\$1,460.00	
2.4 Conduct one on-site Pre-Bid meeting		2						2	\$430.00	
2.5 Conduct online bid opening		1				2		3	\$515.00	
2.6 Evaluate bids received & issue recommendation to award bid		2						2	\$430.00	
2.7 Prepare contract award documents	1	4						5	\$1,085.00	
Task 3 - Construction Phase										
3.1 Administer construction contract (review up to 2 pay requests & job meetings)	1	4					4	9	\$1,625.00	
3.2 Conduct up to 2 site visits		2					12	14	\$2,050.00	
3.3 Conduct Preconstruction Meeting		3					5	8	\$1,320.00	
3.4 Review up to 3 submittals		2	6				3	11	\$2,125.00	
3.5 Respond up to 2 RFIs		2	4				1	7	\$1,425.00	
3.6 Complete substantial and final completion inspections, issue and close out punch list	1	4	2				8	15	\$2,595.00	
TOTAL LABOR HOURS										
	9	36	33	12	8	12	33	143		
TOTAL COSTS										
	\$2,025	\$7,740	\$7,095	\$1,680	\$1,168	\$1,800	\$4,455		\$25,963.00	
	6.3%	25.2%	23.1%	8.4%	5.6%	8.4%	23.1%			
									TOTAL BILLING RATE COSTS	\$25,963
									ENGINEERING CONTINGENCY	\$2,596
									TOTAL FEE	\$28,559
									SUBCONSULTANTS EXPENSES	\$0
									EXPENSES	\$66
									TOTAL:	\$28,625



BILLING RATES AND CHARGES

(Company Confidential)

March 3, 2024

The following charge rates represent all Hoyle, Tanner & Associates, Inc. (Hoyle Tanner) overhead, taxes and profit, including rent, office overhead and accounting, social security, unemployment taxes, workers' compensation, liability insurance, as well as direct and fringe benefit compensation. The present charge rates for the different classifications of employees are as indicated below.

<u>Classification</u>	<u>Rate/Hr.</u>	<u>Classification</u>	<u>Rate/Hr.</u>
Principal Engineer	260.00	CADD Tech Manager	147.00
Senior Technical Engineer	215.00	Senior CADD Designer	146.00
Technical Engineer	150.00	Senior CADD Technician	120.00
Senior Project Engineer	170.00	CADD Designer	118.00
Project Engineer	140.00	CADD Technician	113.00
Staff Engineer	128.00	Senior Construction Technician	158.00
Engineer	118.00	Construction Technician	112.00
Senior Project Manager	225.00	Technician	75.00
Project Manager	185.00	Senior Planner	175.00
Senior Resident Project Representative	167.00	Planner	105.00
Resident Project Representative	135.00	Senior Administrative Professional	215.00
Senior Resident Engineer	135.00	Administrative Professional	150.00
Resident Engineer	110.00	Senior Project Assistant	117.00
Senior Environmental Coordinator	187.00	Project Assistant	107.00
Environmental Coordinator	118.00	Principal Surveyor	169.00
Public Outreach Coordinator	165.00	Survey Project Manager	140.00
Land Acquisition Specialist	120.00	Survey Technician	110.00

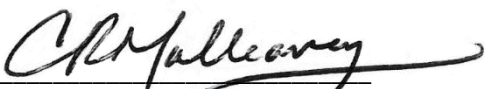
The above-quoted hourly rates are subject to adjustment under the following conditions:

1. Overtime wages paid to hourly employees at the specific request of the client, due to the Client's scheduling requirements.
2. Escalation in wages and salary costs due to normal "cost of living" increases, and merit raises due to increase in staff experience (annual review).
3. Litigation - Fees for court preparation, depositions, pretrial conferences and in court non-testimony time will be billed at two (2) times the normal billing rate. Fees for in-court testimony will be billed at three (3) times the normal billing rate.

REIMBURSABLE EXPENSES - Reimbursable expenses are expenses incurred directly or indirectly in connection with the project such as, but not limited to, transportation, meals, lodging for travel, telephone, fax, postage, overnight deliveries, courier services, equipment rental, photographs and video supplies, testing and laboratory services, permit and other license fees, professional services, sales taxes, and the cost of reproductions beyond those normally required for coordination and information purposes. These expenses will be billed at cost plus a service charge of ten percent (10%), unless agreed to otherwise.

OUTSIDE CONSULTANTS - Hoyle Tanner engages the specialized services of individual consultants or other companies to participate in a project, when considered necessary. The cost of outside consultants will be billed at cost plus an administration charge of ten percent (10%), unless agreed to otherwise.

The billing rates and charges provided above are considered by Hoyle Tanner to be company confidential. This information, which you have requested, is being provided to you, the Client, for your consideration. You, the Client, agree that this information shall not be reproduced, divulged, or transmitted to other parties in any manner, in whole or in part, without the express written permission of Hoyle Tanner.

Approved: 
Christopher R. Mullenavey, P.E.
President/CEO

Date: March 3, 2024

