



Storm Water Utility

December 18, 2024

Board of Public Works and Safety
10 South State Street
Greenfield, IN 46140

Dear Members,

The City of Greenfield Storm Water Utility currently is entered into a Professional Service Agreement (PSA) with Wessler Engineering for our Municipal Separate Storm Sewer Systems (MS4) program implementation and administration. This includes completing the annual MS4 permit, assistance with any audits by the Indiana Department of Environmental Management (IDEM), work with City departments in regard to their Storm Water Quality Management Plan, assistance with public education and outreach, conducting site compliance evaluations of City department properties, and annual reports. The individual work tasks are to be completed on an as-needed basis and are to be tracked hourly. Wessler has performed satisfactorily to date.

I would like to re-engage with Wessler Engineering through an extension of the PSA through the 2025 calendar year. I therefore ask for approval of Amendment #14 to the PSA in the amount of \$25,000, a PSA expiration date of December 31, 2025, with an option to renew in future years depending on need and consultant performance. The PSA amount will be paid out of the Professional Services, 6501100311 appropriation.

A handwritten signature in cursive script that reads 'Daniel H. Miller'.

Daniel H. Miller
Stormwater Coordinator

AMENDMENT NO. 14
TO AGREEMENT
BETWEEN
CITY OF GREENFIELD, INDIANA
BOARD OF PUBLIC WORKS AND SAFETY
AND
WESSLER ENGINEERING, INC.
FOR
STORMWATER PROFESSIONAL SERVICES

THIS AMENDMENT NO. 14 to existing AGREEMENT, entered into by and between City of Greenfield Board of Public Works and Safety, 10 South State Street, Greenfield, IN 46140 (hereinafter named OWNER) and Wessler Engineering, Inc., 6219 S. East Street, Indianapolis, IN 46227 (hereinafter named ENGINEER) executed on July 14, 2010:

OWNER and ENGINEER hereto mutually covenant and agree as follows:

ARTICLE I
SCOPE OF PROFESSIONAL SERVICES
SHALL BE AMENDED AS FOLLOWS:

ENGINEER shall assist the OWNER with the Municipal Separate Storm Sewer System (MS4) Program Implementation and Administration. The following services shall be completed in 2025 upon request.

A. 2025 MS4 Services

1. Assist with the continued implementation of the MS4 General Permit (MS4GP) and the best management practices identified in the Stormwater Quality Management Plan (SWQMP).
2. Review and update standard operating procedures for construction, post-construction and municipal operations pollution prevention and good housekeeping.
3. If scheduled, assist with preparing for and attend one Indiana Department of Environmental Management (IDEM) audit on the Minimum Control Measures (MCMs).

4. Complete an annual review of the MS4 Program. Gather information from the OWNER for the Annual Report for activities occurring in 2024 and prepare the submittal prior to April 1, 2025.
5. Organize and conduct one Stormwater Planning Team meeting in 2025 to review the implementation of the SWQMP. Planning Team members could include select Utility and City Department Managers, elected officials, and other interested parties. Organize additional meetings as the budget allows to update the program for the MS4GP requirements.
6. Conduct an Annual Facility Assessment at the municipal facilities to ensure that stormwater BMPs and Stormwater Pollution Prevention Plans (SWPPPs) are implemented and updated per MS4 permit requirements. Facilities include: Street Department, Riley Park Maintenance, Sewer Department, and Water Maintenance Department. Following the evaluation, provide a summary report and list of recommendations for improvement.
7. Provide on-call implementation and administration assistance as requested by OWNER.

**ARTICLE IV
COMPENSATION
SHALL BE AMENDED AS FOLLOWS:**

In accordance with the Standard Terms and Conditions of the AGREEMENT, ENGINEER shall provide the Professional Services for which OWNER shall compensate ENGINEER as follows:

- A. Compensation for Professional Services described in Article I, of this Amendment No. 14, shall be on a time and materials basis in the not-to-exceed amount of \$25,000.00. ENGINEER may allocate dollars between the individual tasks within the not-to-exceed fee; however, the total not-to-exceed fee shall not be exceeded without prior written approval of the OWNER.

All other terms and conditions contained in the AGREEMENT shall remain unchanged and continue in full force and effect.

This AMENDMENT to AGREEMENT may be executed in counterparts, each of which shall be deemed to be an original, and all such counterparts together shall constitute one and the same AMENDMENT to AGREEMENT. An electronic, telecopied, or facsimile signature shall be equivalent to and as binding as an original signature.

IN WITNESS WHEREOF, the parties have made and executed this AMENDMENT No. 14 to existing AGREEMENT, this _____ day of _____, 20_____.

ENGINEER
WESSLER ENGINEERING, INC.

OWNER
CITY OF GREENFIELD
BOARD OF PUBLIC WORKS AND SAFETY

Mary K. Atkins

Mary K. Atkins, P.E., CPESC, LEED AP
Vice President

Guy Titus
Mayor

Attest: *Amy L. Harvelle* _____
Amy L.
Environmental Services Senior Project
Manager II

Attest: _____
Signature

Name (printed)

Title

Date: 12/10/2024

Date: _____

Board of Public Works and Safety Members Signatures:

Print Name:

Signature:

ADDRESS FOR GIVING NOTICE:
Wessler Engineering, Inc.
6219 S. East Street
Indianapolis, IN 46227

ADDRESS FOR GIVING NOTICE:
City of Greenfield
10 South State Street
Greenfield, IN 46140

ALH/jmw/T:/Contracts/Greenfield/Proposals/ P#03248/Greenfield 2025 MS4 Services Proposal

Attachments: No. 1 – 2025 Hourly Rate and Reimbursable Expense Schedule



More than a Project™

ATTACHMENT NO. 1

2025 HOURLY RATE and REIMBURSABLE EXPENSE SCHEDULE

<u>Position</u>	<u>Hourly Rate*</u>
Principal Engineer I/II	\$250/\$265
Senior Project Manager I/II	\$220/\$250
Senior Project Engineer I/II	\$220/\$250
Project Manager I/II	\$170/\$185
Assistant Construction Project Manager	\$155
Project Engineer I/II/III/IV	\$140/\$155/\$170/\$185
Engineer	\$125
Electrical/Control System Senior Project Manager I/II	\$220/\$265
Electrical/Control System Senior Project Engineer I/II	\$220/\$240
Electrical/Control System Project Manager I/II	\$170/\$185
Electrical/I&C Project Engineer I/II/III/IV	\$140/\$155/\$170/\$185
Electrical/I&C Engineer	\$125
Control System Engineer I/II/III/IV	\$140/\$155/\$170/\$195
Control System Technician I/II	\$95/\$105
Environmental Services Senior Project Manager I/II	\$175/\$190
Environmental Services Project Manager I/II	\$150/\$160
Environmental Services Assistant Project Manager	\$115
Environmental Scientist I/II/III	\$90/\$100/\$120
Senior CAD Manager I	\$190
CAD Manager I/II	\$145/\$160
GIS Manager I/II	\$130/\$155
Senior Designer I/II	\$135/\$150
Designer	\$120
GIS Technician I/II/III	\$100/\$115/\$125
Technician I/II/III/IV	\$75/\$95/\$105/\$115
Senior Resident Project Representative I/II	\$130/\$140
Resident Project Representative I/II/III/IV	\$80/\$100/\$110/\$120
Senior Field Services Manager	\$160
Field Services Manager I/II	\$120/\$135
Registered/Professional Land Surveyor	\$220
Senior Survey Technician	\$165
Survey Manager I/II	\$135/\$145
Survey Crew Chief I/II/III/IV	\$90/\$110/\$120/\$135
Utility Coordinator	\$135
Senior Project Analyst	\$145
Project Analyst I/II	\$110/\$125
Project Coordinator	\$90
Project Administrator	\$70

Reimbursable Expenses shall be charged as follows:

<u>Item and Unit</u>		<u>Unit Cost</u>
Mileage (per mile)		At current IRS published rate
Copies:(each) Black & White	8.5"x11" / 11"x17"	\$0.20
	24"x36"	\$1.00
Color	8.5"x11" / 11"x17"	\$0.25/\$0.50
Plots-Bond: (each)	12"x18" / 24"x36"	\$0.50/\$1.00
GPS Survey Equipment/Robotic Total Station/ GPS Map Kit		\$30.00 per hour
Drone Equipment		\$30.00 per hour
Sewer CCTV Camera		\$50.00 per hour
Postage/shipping/freight, Lodging and Per Diems		At Cost
Subcontractor/Subconsultant fees		Cost + 10%
eCommunication Construction Software License through Eastern Engineering (per project)		At Cost

This Schedule is subject to change.

January 1, 2025



More than a Project™

AGREEMENT

BETWEEN

**BOARD OF PUBLIC WORKS AND SAFETY
CITY OF GREENFIELD, INDIANA**

AND

WESSLER ENGINEERING

FOR

MS4 RULE 13 COMPLIANCE ASSISTANCE

THIS AGREEMENT, entered into by and between the Board of Public Works and Safety, City of Greenfield, Indiana (hereinafter named OWNER) and Wessler Engineering (hereinafter named "ENGINEER"):

WITNESSETH THAT:

WHEREAS, the OWNER has need for Professional Services related to NPDES Storm Water Phase II permitting regulated by 327 IAC 15-13 (Rule 13), all hereinafter called PROFESSIONAL SERVICES; and

WHEREAS, the ENGINEER has expressed a willingness to provide the PROFESSIONAL SERVICES and agrees to furnish these services as described in this AGREEMENT.

NOW, THEREFORE, in consideration of the mutual promises herein contained, the parties hereto mutually covenant and agree as follows:

ARTICLE I

SCOPE OF PROFESSIONAL SERVICES

ENGINEER shall provide the following PROFESSIONAL SERVICES in accordance with the terms of this AGREEMENT:

A. Information Gathering

ENGINEER shall work with the MS4 operator or other City personnel to collect the following available information:

- Electronic copies of the Part A, B and C reports and the NOI form that was submitted to IDEM in accordance with Rule 13.
- MS4 recordkeeping and information that is required to be submitted to IDEM for the 2010 annual report.
- Map of the municipal separate storm sewer system (MS4) boundaries and storm water conveyance mapping
- Forms or worksheets that are currently used for inspections, monitoring, illicit discharge tracking, storm water complaints or other such activities.
- Existing ordinances for illicit discharges, requirements for land disturbing activities and post-construction storm water quality requirements.
- Listing of local industries within the MS4 area boundaries
- The street address and name of each municipal department that is to be reviewed for Good Housekeeping and Municipal Operations BMPs.

B. Review of Relevant Information

ENGINEER shall review the available information and incorporate as necessary. This task will ensure that previous MS4 efforts are not duplicated. There will be no additional charge for this service.

C. Draft and Completion of Site SWPPPs

ENGINEER shall conduct site compliance evaluations for 8 municipal areas to determine compliance with Rule 13 and generally accepted pollution prevention and good housekeeping practices. We assume that these facilities can be evaluated over the period of two full working days. An OWNER's representative shall accompany ENGINEER during the inspections and provide access to each facility. The municipal areas are as follows:

- Street Department
- Parks Department
- Water Department
- Wastewater Department
- Power and Light

- Animal Control
- City Garage/Vehicle Maintenance
- Fire Department

A summary report and list of recommendations for improvements and best management practices shall be provided following the inspection. ENGINEER shall prepare up to 8 Storm Water Pollution Prevention Plans (SWPPPs) in a format that has been previously reviewed and approved by IDEM's MS4 Coordinator. Draft copies of the SWPPPs shall be provided to the City for review and comment. After incorporating review comments and finalizing the plans, 2 hard copies and 1 electronic copy of each SWPPP shall be provided.

D. Municipal Employee Training

ENGINEER shall prepare, organize and present one or two training sessions for municipal employees. If two training sessions are required to accommodate a large number of municipal employees, the training sessions shall be scheduled on the same day with one directly following the other. This training presentation shall include a general overview of the MS4 program and will mainly focus on storm water pollution prevention and best management practices. A quiz will be given at the end of the presentation to evaluate the effectiveness of the training session. ENGINEER shall compile the results from the quiz. This information can be used as a measureable goal for MS4 annual reporting to IDEM. Electronic copies of the presentation and all training materials shall be provided to the OWNER.

In addition, at no cost to the OWNER, ENGINEER shall offer 1 technical credit hour for water and wastewater CEUs for those attending the presentation. For those municipal employees who need continuing education credits, this is an extra incentive for attending the training session.

E. Draft of Storm Water Quality Management Plan (SWQMP) Part B and C and Annual Report

1. Part B Report

ENGINEER shall review the Part B report that was previously developed and submitted to IDEM in accordance with Rule 13. Additional water quality and receiving stream characterization information for newly annexed areas shall be researched and compiled as necessary. Any monitoring data that has been collected by the MS4 during the past several years shall be reviewed.

The original goal of the Part B report was to review the water quality of local receiving streams and then use that information to focus on pollution prevention measures and

best management practices (BMPs) that would be most effective for improving water quality. ENGINEER shall incorporate pertinent information from the Part B report into the Part C report and provide a written explanation that will be submitted with the Part C report.

2. Part C Report

The Part C report shall be organized in a way that will be easy for the MS4 to implement the Storm Water Quality Management Plan (SWQMP). The report shall be divided into the 6 minimum control measures (MCMs) and selected BMPs will be described according to the following topics:

- Description of the BMP
- Measureable Goals associated with the BMP
- The entity responsible for implementing the BMP
- A Schedule for implementing the BMP
- Reporting and recordkeeping requirements
- Which MCM is met by the implementation of the BMP
- Which constituent group will be targeted (residents, public service employees, commercial facilities, industrial facilities, construction site personnel, or visitors)
- An indication of whether the program is new or if the program is already being implemented.

ENGINEER shall meet 2 times with the MS4 operator and other City personnel to discuss each MCM and work together to develop effective BMPs that will meet the Rule 13 requirements and can be easily implemented by the City or incorporated into existing programs.

3. Annual Report

ENGINEER shall coordinate with City personnel to gather necessary information for the annual report that is due to IDEM in October of 2010. Depending on the data that was previously submitted to IDEM, the 2010 report may contain more than 2 years of data. The MS4 data will be reported in a format that is acceptable to IDEM.

Draft reports shall be presented to the OWNER for review and comment at least 30 days prior to the October 2010 due date.

F. Final Preparation of SWQMP and Annual Report

ENGINEER shall incorporate the OWNER's review comments and prepare the final SWQMP and annual report documentation prior to the October 2010 due date. 2 hard copies and one electronic copy shall be provided to the OWNER.

**ARTICLE II
ADDITIONAL PROFESSIONAL SERVICES**

On an as-needed basis, provide consultation, technical assistance, training and administrative support on matters associated with the MS4 program. Tasks may include assistance with implementing the SWQMP and additional items that may be required by IDEM that are not included in Article I.

**ARTICLE III
STANDARD TERMS AND CONDITIONS**

The Standard Terms and Conditions of this AGREEMENT are included as Attachment No. 1.

**ARTICLE IV
COMPENSATION**

Compensation for providing the PROFESSIONAL SERVICES described herein is estimated at \$43,600.00 and is summarized in the table below. Compensation shall be on the basis of the actual time and expenses incurred in performing the services at the ENGINEER's Hourly Rate and Reimbursable Expense Schedule in effect at the time services are performed. This estimated fee shall not be exceeded without prior written approval from the OWNER. The 2010 Hourly Rate and Reimbursable Expense Schedule is included as Attachment No. 2. Invoices shall be submitted monthly to the OWNER and shall include a Billing Backup that includes a description of work performed, number of hours spent and the name and hourly rate of those working on the project.

A. Information Gathering	\$1,195.00
B. Review of Relevant Information	\$0
C. Draft and Completion of Site SWPPPs	\$12,865.00
D. Municipal Employee Training	\$915.00
E. Draft of SWQMP Part B and C and Annual Report	\$23,385.00
F. Final Preparation of SWQMP and Annual Report	\$3,170.00
Contingency and Reimbursable Expenses	<u>\$2,070.00</u>
Total NOT TO EXCEED Fee:	\$ 43,600.00

ARTICLE V
SCHEDULE

We understand that the SWPPPs and municipal training is to be completed by July 31st and that the SWQMPs and annual report are due to IDEM in October this year. The major tasks and approximate time to complete each task are summarized as follows:

- A. Information Gathering – to be completed within 30 days from the notice to proceed
- B. Review of Relevant Information – to be completed within 30 days from the notice to proceed
- C. Draft and completion of site SWPPPs – 30 days to complete this task.
- D. Municipal employee training – to be completed within 30 days from the notice to proceed
- E. Draft of SWQMP Part B and C changes and annual report – 60 days to complete this work
- F. Final preparation of SWQMP changes and Annual Report – 15 days to complete this work following receipt of review comments

This AGREEMENT may be executed in counterparts, each of which shall be deemed to be an original, and all such counterparts together shall constitute one and the same Agreement. A telecopied, electronic, or facsimile signature shall be equivalent to and as binding as an original signature.

If the AGREEMENT meets with your approval, it will become effective upon your acceptance as evidenced by your signature below. Please return one fully executed copy to us for our permanent file and record.

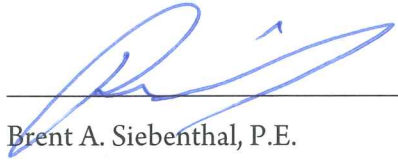
IN WITNESS WHEREOF, the parties hereto have made and executed this AGREEMENT this ____th day of _____, 2010.

ENGINEER

OWNER

**M.D. WESSLER & ASSOCIATES, INC. d/b/a
WESSLER ENGINEERING**

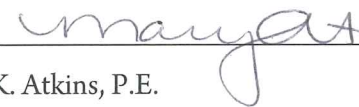
**BOARD OF PUBLIC WORKS AND SAFETY
CITY OF GREENCASTLE**



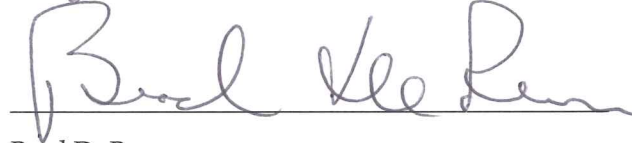
Brent A. Siebenthal, P.E.



Joe Duffy
Chairman

Attest: 

Mary K. Atkins, P.E.
Project Manager



Brad DeReamer
Mayor, Member

Date: 7/8/2010

Ron Nichter
Member

Attest: 

Larry Breese
Clerk-Treasurer

Date: 7-14-2010

ADDRESS FOR GIVING NOTICE:
Wessler Engineering
6219 S. East Street
Indianapolis, IN 46227

ADDRESS FOR GIVING NOTICE:
City of Greenfield
10 South State Street
Greenfield, IN 46140

mka: Q908.i10

ATTACHMENT NO. 1 STANDARD TERMS AND CONDITIONS

1. Basic Agreement

A. Engineer shall provide, or cause to be provided, the Basic Services as described in this Agreement, and Owner shall pay Engineer for such Services.

2. Additional Services

A. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above.

B. Owner shall pay Engineer for such additional services as follows: For additional services of Engineer's employees engaged directly on the Project an amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times standard hourly rates for each applicable billing class; plus reimbursable expenses, if any.

3. Payment Procedures

A. *Preparation of Invoices.* Engineer will prepare a monthly invoice in accordance with Engineer's standard invoicing practices and submit the invoice to Owner.

B. *Payment of Invoices.* Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer's invoice, the amounts due Engineer will be increased at the rate of 8.0% per annum from said thirtieth day. In addition, Engineer may, without liability, after giving seven days written notice to Owner, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges. Payments will be credited first to interest and then to principal.

4. Not Used

5. Termination

A. This Agreement may be terminated by either party by seven (7) days written notice with or without cause.

B. Owner may terminate or suspend performance of this Agreement for Owner's convenience upon written notice to Engineer. Engineer shall terminate or suspend performance of the Services on a schedule acceptable to Owner, and Owner shall pay Engineer for all the Services performed up to the date of termination.

6. Owner's Responsibilities

A. Provide Engineer with all criteria and full information as to Owner's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility,

and expandability, and any budgetary limitations; and specify any design and construction standards that Owner requires be included in the Drawings and Specifications.

B. Designate in writing a person authorized to act as the Owner's representative. The Owner or his representative shall receive and examine documents submitted by the Engineer, interpret and define the Owner's policies and render decisions and authorizations in writing promptly to prevent unreasonable delay in the progress of the Engineer's services.

C. Furnish to the Engineer all available existing information for service and utilities locations, easements, right-of-way, encroachments, and zoning and deed restrictions.

D. Provide for full and free access for the Engineer to enter upon all property required for the performance of the Engineer's services under this Agreement.

E. Provide legal, accounting and insurance counseling services as necessary for the Project.

F. Pay for placement and payment for advertisement for Bids in appropriate publications, and all permit fees for agency approval of the Project.

G. Furnish above services at the Owner's expense and in such manner that the Engineer may rely upon them in the performance of his services under this Agreement.

H. Give prompt notice to the Engineer whenever the Owner observes or otherwise becomes aware of any defect in the Project or other event, which may substantially affect the Engineer's performance of services under this Agreement.

7. Dispute Resolution

A. Owner and Engineer agree to negotiate all disputes (excluding the provisions of Section 5 – Termination) between them in good faith for a period of 30 days from the date of notice prior to invoking the procedures of Mediation or exercising their rights under law.

B. If Mediation is invoked, the Owner and Engineer agree that they shall first submit any and all unsettled claims, counterclaims, disputes, and other matters in question between them arising out of or relating to this Agreement or the breach thereof ("Disputes") to mediation by a mutually agreed upon party. If such mediation is unsuccessful in resolving the Dispute, then (a) the parties may mutually agree to a dispute resolution of their choice, or (b) either party may seek to have the Dispute resolved by a court of competent jurisdiction.

8. Successors, Assigns, and Beneficiaries

A. Owner and Engineer each is hereby bound and the partners, successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by paragraph 8.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

9. General Considerations

A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer and its consultants may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers, and suppliers.

B. This Agreement is to be governed by the laws of the State of Indiana.

C. Not Used

D. Not Used

E. Not Used

F. Neither party shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the other or by the other's employees and agents.

G. The Engineer agrees to provide and maintain insurance coverage for Professional, Comprehensive General, Automobile, Worker's Compensation and Employer's Liability in amounts in accordance with Engineer's business requirements, but not less than \$500,000.00 per occurrence. Certificates evidencing such coverage will be provided to Owner upon request. For projects involving construction, Owner agrees to require its construction contractor(s), if any, to include Engineer as an additional insured on its policies relating to the Project.

H. The Engineer agrees to maintain records of payroll costs, including fringe benefit costs, and actual out-of-pocket costs on a

generally recognized accounting basis and shall be available to the Owner during the life of this Agreement at mutually convenient times.

I. In the event any provisions of this Agreement shall be held to be invalid and non-enforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provisions, term, condition or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.

ATTACHMENT NO. 2 2010 HOURLY RATE and REIMBURSABLE EXPENSE SCHEDULE

<u>Position</u>	<u>Hourly Rate</u>
Principal Engineer	\$165.00
Senior Project Manager	\$145.00
Project Manager/Project Engineer III	\$120.00
Survey Manager	\$120.00
Assistant Project Manager/Project Engineer II	\$105.00
Construction Services Manager	\$95.00
Project Engineer I	\$95.00
Field Services Manager	\$85.00
Designer	\$90.00
Engineer	\$85.00
Operations Specialist	\$80.00
Assistant Environmental Manager	\$85.00
Environmental Scientist	\$70.00
Technician IV/Senior Resident Project Representative	\$80.00
Technician III/Resident Project Representative III	\$75.00
Technician II/Resident Project Representative II	\$65.00
Technician I/Resident Project Representative I	\$55.00
Survey Crew Manager	\$75.00
Survey Crew Chief	\$65.00
Project Secretary	\$55.00

Reimbursable Expenses shall be charged as follows.

<u>Item and Unit</u>	<u>Unit Cost</u>
Mileage (per mile)	No charge
Black & white copy (each)	\$0.10
8.5"x11" or 11"x17"	
24"x36"	\$0.75
Color copy (each)	\$0.20
8.5"x11"	
11"x17"	\$0.40
24"x36"	\$1.00
Mylar reproducible plot/copy (each 24"x36")	\$5.50
GPS Survey Equipment/Robotic Total Station	\$15.00 per hour
Postage/shipping/freight, Long distance telephone and fax, Lodging and Per Diems	At Cost
Subcontractor/Subconsultant fees	Cost + 10%

This schedule is subject to change

December 15, 2009

PROJECT INITIATION FORM

FORM REVISED 05-18-10

Tab through fields and complete

GENERAL INFORMATION

PROJECT# PRIOR P / Q # PM PE OPEN DATE

PROJECT NAME

DESCRIPTION

DEPARTMENT PROJ TYPE

DISCIPLINE SVC TYPE

SALES CREDIT
MKA : 100.00 %
LJS : 100.00 %

CLIENT INFORMATION

CLIENT NAME CLIENT ID #

CLIENT ADDRESS CITY STATE ZIP

CLIENT CONTACT TITLE

PHONE - - FAX - - Email

CLIENT TYPE STATUS TAX EXEMPT #

OWNER NAME CONTACT AND TITLE

OWNER ADDRESS CITY STATE ZIP WEB

PROJECT INFORMATION

PROJECT START DATE PROJECTED FINISH DATE

PROJECT ADDRESS CITY STATE ZIP

RETAINER RECEIVED? RETAINAGE? If yes, give details:

CONTRACT TYPE: CONTRACT SIGNED/RECEIVED? DATE SIGNED

BILLING INFORMATION

BILL TO ATTN OF: # COPIES CLAIM FORM?

BILLING ADDRESS CITY STATE ZIP

SPECIAL CONSIDERATIONS? BILLING FREQUENCY

135910.00

PROJECT STRUCTURE DETAIL

Mary Atkins

PHASE	TASK	TITLE				
58 ENVIRONMENTAL SV	TASK 1	MS4 Services				
BILL BY:	TASK					
REVENUE TYPE	HOURLY TO MAXIMUM					
LIMITATION	NOT-TO-EXCEED					
FEES						
COMPENSATION	\$ 43,600.00	\$	\$	\$	\$	\$
LABOR RATES?	STD HOURLY					
CONSULTANT FEE	\$	\$	\$	\$	\$	\$
BILL SEPERATELY?	NO	NO	NO	NO	NO	NO
REIMBURSEABLES	\$	\$	\$	\$	\$	\$
BILL SEPERATELY?	NO	NO	NO	NO	NO	NO
RETAINAGE?	NO	NO	NO	NO	NO	NO
AMOUNT	\$	\$	\$	\$	\$	\$
TOTAL PHASE AMOUNT	\$ 43,600.00	\$	\$	\$	\$	\$
SPECIAL NOTES						
PHASE						
TASK						
TITLE						
BILL BY:						
REVENUE TYPE						
LIMITATION						
FEES						
COMPENSATION	\$	\$	\$	\$	\$	\$
LABOR RATES?						
CONSULTANT FEE	\$	\$	\$	\$	\$	\$
BILL SEPERATELY?	NO	NO	NO	NO	NO	NO
REIMBURSEABLES	\$	\$	\$	\$	\$	\$
BILL SEPERATELY?	NO	NO	NO	NO	NO	NO
RETAINAGE?	NO	NO	NO	NO	NO	NO
AMOUNT	\$	\$	\$	\$	\$	\$
TOTAL PHASE AMOUNT	\$	\$	\$	\$	\$	\$
SPECIAL NOTES						

ACCOUNTING USE ONLY

ROUTING GVB MJS

PI MHB VISION NBR LABELS CONTRACT RECVD? N

VISION % COMPL LOG DATE:

COMPLETED BY: DATE: