

## AGREEMENT FOR GENERAL PROFESSIONAL ENGINEERING SERVICES

**This Agreement for General Professional Engineering Services** (“Agreement”) is made and entered into this 13<sup>th</sup> day of November, 2018 to be effective as of January 1, 2019 (“Effective Date”) by and between the **PLATTE CANYON WATER AND SANITATION DISTRICT**, a quasi-municipal corporation and political subdivision of the State of Colorado (hereinafter referred to as the “District”) and **RG & ASSOCIATES LLC**, a Colorado limited liability company (hereinafter referred to as “Engineer”) whose address is 4885 Ward Road, Suite 100, Wheat Ridge, Colorado 80033, telephone number 303-293-8107. The District and Engineer are hereinafter collectively sometimes referred to as the “Parties” and singularly as a “Party.”

### RECITALS

**WHEREAS**, the District owns, operates and maintains a potable water distribution system and a wastewater collection system (hereinafter “Water System,” “Wastewater System,” and collectively referred to as the “Systems”); and

**WHEREAS**, in connection with the operation, maintenance, repair and replacement of the Systems, the District requires professional engineering services; and

**WHEREAS**, Engineer has represented that it has the personnel and expertise necessary to perform such services for the District, and that it has performed similar services for other public and private entities; and

**WHEREAS**, Engineer has provided services to the District in the past and the District’s Board of Directors desires to continue to utilize Engineer to perform the required services for calendar year 2019 and subsequent years, upon the terms and conditions specified below.

**NOW THEREFORE**, the District and Engineer agree as follows:

1. **Scope of Services.** Subject to and in accordance with the terms and provisions of this Agreement, Engineer shall provide general engineering services to District in accordance with the scope of work (“Scope of Work”) attached hereto as Exhibit A (consisting of two pages) and incorporated herein by this reference (the “Services”). In the event of a conflict between the Scope of Work and the text of this Agreement, the text of this Agreement shall control.

2. **Notice to Proceed – Services.** From and after the Effective Date of this Agreement and provided District receives satisfactory Certificates of Insurance as required by paragraph 16 below within 20 days from the date of this Agreement, Engineer, when and only when authorized by Written Task Order issued by the District Manager, Assistant Manager or Construction Coordinator/Inspector, shall perform those

Services specifically identified in the Written Task Order; provided, however, that Engineer will not perform such Services in an amount in excess of \$24,000 in any given calendar year without the prior written approval of the District. Any services not identified within the Scope of Work or a Written Task Order shall be performed by Engineer only after receiving specific written direction from either the District Manager, Assistant Manager or Construction Coordinator/Inspector. At such time Engineer is requested to perform any Services not within the Scope of Work, the District representative shall state the nature and extent of the engineering services that are required of Engineer and shall follow it up with a written direction confirming such request.

3. **Completion of Work.** As to the Initial Term of this Agreement, all Services shall be completed on or before December 31, 2019. As to any Extension Period, the required Services shall be performed no later than December 31<sup>st</sup> of the then current calendar year. Under no circumstances however, shall Engineer be responsible for circumstances beyond Engineer's control, including but not limited to Acts of God, the work of other engineers, weather problems, or other causes outside of Engineer's control which may delay completion.

4. **Confidentiality of Information.** Subject to the Public (Open) Records Act, Section 24-72-102, *et. seq.*, C.R.S., as amended, Engineer will hold in strictest confidence all information furnished by the District or others during the performance of Services, including the results of any reports or investigations or observations made by Engineer or communicated to Engineer during its performance of Services. Engineer shall not disclose such information to others without the prior written consent of the District.

5. **Ownership of Work Product.** All documents of whatsoever kind or nature, if any, produced for the District as a result of the performance of Services under this Agreement by Engineer, including but not limited to all printed materials and electronic documents, shall be the sole property of the District and may not be used, sold, distributed, or disposed of in any manner without prior written approval of the District's representative. Upon receipt of sums due to Engineer, all documents produced for the District as a result of Services performed hereunder shall be delivered to the District as and when requested. Engineer may retain copies of all documents prepared under this Agreement. When transferring documents of data and electronic media format, Engineer makes no representations as to long-term capability, read-ability or use-ability of documents or data resulting from the use of software application packages, operating systems, or computer hardware differing from those used by the Engineer. The Engineer's instruments of service include documents, drawings, specifications, reports and other deliverables produced by the Engineer; however, are not intended or represented to be suitable for reuse by the District or others with respect to the extension of any work performed by Engineer under this Agreement or on any other project. Any

such reuse or modification without written verification or adaptation by the Engineer will be at the District, or at user's sole risk and without liability or exposure to Engineer.

6. **Standard of Care.** Engineer shall be responsible for the professional quality, technical accuracy, timely completion and coordination of all plans, specifications, contract documents, and other Services rendered. Engineer is responsible for providing his or her own training and tools for performance of the Services. Without additional compensation and without limiting the District's remedies, Engineer shall promptly remedy and correct any errors, omissions or other deficiencies in the Services. Engineer agrees that all Services performed under this Agreement will be performed in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions, at the same time and in the same locality and with the usual thoroughness and competence and in accordance with the standards of care of Engineer's profession prevailing in Colorado.

7. **Compensation.** For Services performed under this Agreement, the District shall compensate Engineer on a time and material basis in accordance with the hourly rates and prices that are more particularly set forth on Exhibit B (that will consist of one page) as attached hereto and incorporate herein by this reference; provided, however, Engineer's annual compensation shall be subject to the limitations set forth in Paragraph 2 above.

7.1 **Compensation – Extension Periods.** Commencing on the first day of the first "Extension Period" and on the first day of each Extension Period thereafter during the Term of this Agreement (the "Adjustment Date"), Engineer's hourly rates for equipment and personnel may be increased, but by no more than the percentage increase in the Price Index (as hereinafter defined) in effect for the one-year period immediately preceding the Adjustment Date. Notwithstanding the foregoing, in no event shall Engineer's hourly rate be less than the hourly rate in effect for the year immediately preceding the Adjustment Date.

The "Price Index" shall mean the Consumer Price Index for All Urban Consumers ("CPI-U") in Denver, Aurora and Lakewood, not seasonally adjusted (1982-84 = 100 unless otherwise noted), as published by the Mountain-Plains Information Office: US Bureau of Labor Statistics.

8. **Method of Payment.** Engineer will provide progress billings to be received by the District by the 10<sup>th</sup> day of each month for work accomplished through the last day of the preceding month. Invoices submitted by Engineer shall include a description of the Services rendered and an itemization of the charges contained therein and, where practical, shall be supported by such data or documents substantiating Engineer's right to payment as the District's manager may reasonably require. Where Engineer is being compensated on a time and material basis, the manager may request the date the Services were performed, the man hours worked, the name, position and rate of

each employee involved in the performance of the Services, the equipment used and the number of hours used, and a list of materials including actual and billed cost, together with copies of requisitions from subcontractors and suppliers, where applicable.

It is contemplated that all invoices submitted by Engineer will normally be paid within thirty (30) days of receipt by the District. However, notwithstanding any other provision contained in this Agreement to the contrary, the District shall have the right to refuse to pay all or any portion of an invoice that is inconsistent with this Agreement. The District may reasonably delay payment until it can verify the accuracy of an invoice, obtain releases or waivers with respect to work covered in the invoice, or resolve a dispute with the Engineer regarding an invoice.

9. **Conflict of Interest.** During the Term of this Agreement, Engineer shall, as soon as Engineer is aware, notify the District of any potential or actual business or personal activities or practices or any relationships that conflict, or may conflict, in any way with the Engineer fully performing its obligations under this Agreement or that may compromise the effectiveness of Engineer.

10. **Records and Audits.** Engineer shall at all times maintain a system of accounting records in accordance with its normal billing procedures, together with supporting documentation for all Services performed under this Agreement. Engineer shall make available for audit and reproduction by the District, all records, in whatever form, related to any and all Services performed under this Agreement. Engineer shall provide such availability during the term of this Agreement and for two (2) years thereafter. Engineer shall refund to the District any charges determined by any District audit to be inconsistent with this Agreement.

11. **Changes in Services.** The District shall have the right to order additions, deletions or changes to any Services authorized under this Agreement, so long as such changes are within the Scope of Services as attached to this Agreement as Exhibit A. Requests for an additional Scope of Services may be made by a District representative orally or in writing, provided, the oral request shall be confirmed by written request within two (2) days after the oral request. If the District directs Engineer to proceed with any services described in the additional Scope of Service, Engineer shall be paid for such services as agreed by the Parties prior to the performance thereof.

12. **Independent Contractor Status.** In the performance of Services under this Agreement, Engineer shall be, for all purposes, an independent contractor and not an employee or agent of the District. Engineer and its employees and subcontractors, if any, shall in no way represent themselves to third parties as agents or employees of the District.

The District shall not supervise the work of the Engineer or instruct the Engineer on how to perform the Services. Engineer shall be responsible for the professional



quality, technical accuracy, time of completion, and coordination of all Services rendered hereunder. Engineer agrees that all Services shall be performed in accordance with the District's engineering standards and specifications in effect at the time the work is authorized, and in accordance with all applicable District rules, regulations, policies and procedures to the extent the Engineer is made aware of the same.

13. **No Unemployment Insurance or Workers' Compensation Benefits.** Engineer is not entitled to unemployment insurance or workers' compensation benefits as a result of the performance of Services for the District. Engineer is required to provide workers' compensation and unemployment insurance benefits for all Engineer's employees and/or subcontractors retained by Engineer.

14. **Payment of Taxes.** Engineer is fully liable for any federal and state income and withholding taxes, unemployment taxes, FICA taxes, and worker's compensation payments and premiums applicable to any Services, or additional services performed under this Agreement.

15. **Insurance.** Neither Engineer nor any subcontractor, agent, or employee thereof shall commence work on any Services authorized under this Agreement until the following minimum insurance coverages have been obtained:

(a) **Workers' Compensation Insurance.** Engineer and each subcontractor shall carry Workers' Compensation Insurance to cover liabilities under the laws of the State of Colorado in connection with the Services performed under this Agreement. Engineer and each subcontractor, if applicable, shall carry a separate policy.

(b) **Commercial General Liability Insurance.** Engineer and each subcontractor, if any, shall carry Commercial General Liability Insurance, which shall include blanket contractual liability coverage. Such insurance shall be in an amount of not less than \$387,000 per person per occurrence and \$1,093,000 general aggregate and combined single limit coverage for bodily injury and property damage.

(c) **Automobile Liability Insurance.** Engineer and each subcontractor, if applicable, shall carry Automobile Liability Insurance to include owned, non-owned and hired vehicles used in the performance of Services under this Agreement. Such insurance shall be in an amount of not less than \$387,000 per person per occurrence and \$1,093,000 general aggregate and combined single limit coverage for bodily injury and property damage.

Prior to commencing any Services under this Agreement, Engineer shall provide the District a Certificate of Insurance evidencing the policies required by this paragraph (including subparagraph (d) below) as well as the amounts of coverage for the respective types of coverage required. The required Commercial General Liability and Automobile Liability policies shall: (i) name the District as an additional insured for coverage only,

with no premium payment obligation; and (ii) provide that the coverage for the District shall not be impaired by Engineer's or any subcontractor's failure to comply with any of the terms or conditions of the policy. Engineer and each subcontractor shall provide Certificates of Insurance (and renewals thereof) identifying this Agreement and demonstrating that the required coverage have been obtained. Engineer shall not allow any subcontractor, agent or employee to commence work on any Services until appropriate Certificates of Insurance have been obtained and approved by the District or the District has modified or waived the insurance coverage requirements. The coverages specified in each Certificate of Insurance shall not be terminated, reduced or modified without providing at least thirty (30) prior written days notice to the District.

(d) **Professional Liability Insurance.** Consultant and each subconsultant shall carry professional liability insurance, including errors and omissions insurance. Such insurance shall be in the minimum amount of \$1,000,000.

16. **Compliance with Laws.**

16.1 **Illegal Aliens.** In performing this Agreement, Engineer shall comply with all applicable laws, rules and regulations, including but not limited to all federal, state and local laws. By way of explanation and not limitation, Engineer certifies that Engineer shall comply with the provisions of § 8-17.5-101, et seq., C.R.S. Engineer shall not knowingly employ or contract with an illegal alien to perform Services under this Agreement, or enter into a contract with a subcontractor or subcontractor that knowingly employs or contracts with an illegal alien. Engineer represents, warrants and agrees that: (i) it has confirmed the employment eligibility of all employees who are newly hired for employment to perform Service under this Agreement through participation in either the E-Verify Program or the Department Program described in § 8-17.5-101, C.R.S. Engineer shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed. If the Engineer obtains actual knowledge that a subcontractor performing Services under this Agreement knowingly employs or contracts with an illegal alien, the Engineer shall: (i) notify the subcontractor and District within three (3) days that Engineer has actual knowledge that the subcontractor is employing or contracting with an illegal alien; (ii) terminate the subcontract with the subcontractor if within three (3) days of receiving such notice, the subcontractor does not stop employing or contracting with the illegal alien, unless the subcontractor provides information to establish that the subcontractor has not knowingly employing or contracting with an illegal alien. Engineer shall comply with all reasonable requests made in the course of an investigation by the Colorado Department of Labor and Employment. If Engineer fails to comply with any requirement of § 8-17.5-102(2), C.R.S., the District may terminate this Agreement for breach, and Engineer shall be liable for actual damages to District. If the Engineer participates in the Department Program, Engineer shall provide the affirmation required under § 8-17.5-102(5)(e)(III), C.R.S. to the District.

17. **Indemnification.** To the extent authorized by law, Engineer hereby expressly agrees to indemnify and hold harmless the District, its directors, officers, agents, employees and insurers against any and all liability, loss, damage, demand, action, cause of action or expense of whatsoever kind or nature, including but not limited to damage for personal injury, property damage or financial loss of any kind (including court costs and reasonable attorneys' fees) which may arise out of or that are in any way connected with the Services or materials furnished to the District by Engineer, its employees, agents, subconsultants, contractors, or assignees.

18. **Acceptance Not A Waiver.** The District's approval of any Services and the payment therefore shall not in any way relieve Engineer of responsibility for the quality of the workmanship and materials incorporated into any job or project. The District's approval, acceptance of, or payment for any Services shall not be construed to operate as a waiver of the District's rights under this Agreement, or of any cause of action arising out of the performance of this Agreement.

19. **Term.**

(a) This Agreement shall commence on the Effective Date (January 1, 2019) and shall expire on December 31, 2019 (the "Initial Term"), unless sooner terminated or extended as provided herein.

(b) The Term of this Agreement shall be automatically extended and renewed for two (2) separate and successive periods of one (1) year each (each an "Extension Period"), unless one of the Parties provides the other Party with a notice of non-renewal at least ninety (90) days prior to the expiration of the then existing Term. During each extension of the Term of this Agreement, all of the terms, covenants and conditions of this Agreement shall remain in full force and effect.

(c) For purposes of this Agreement, the Initial Term and the Extension Periods (except to the extent any Party delivers a notice of non-renewal to the other Party), shall hereinafter be referred to as the "Term" of the Agreement.

20. **Termination or Suspension.** The District reserves the exclusive right to terminate or suspend all or any portion of the Services by giving fourteen (14) days written notice to the Engineer. If any portion of any Services authorized hereunder shall be terminated or suspended, the District shall pay the Engineer equitably for all Services properly performed pursuant to this Agreement. If any Services authorized hereunder are suspended by the District and the Engineer is not given an order to resume work within sixty (60) days from the effective date of the suspension, authorization for said Services shall be considered terminated, except as to Paragraphs 4, 5, 10 and 17 and any other provision contained herein that expressly survives termination. Upon termination and request of the District, Engineer shall immediately deliver to the District copies of any

documents then in existence that have been prepared by the Engineer pursuant to this Agreement.

21. **Default.** Every term and condition of this Agreement shall be deemed to be a material element of this Agreement. In the event either Party shall fail or refuse to perform according to the material terms of this Agreement, such Party may be declared in default by the other Party by a written notice.

22. **Remedies.** In the event a Party has been declared in default, such defaulting Party shall be allowed a period of fifteen (15) days within which to correct or commence correcting, the default. In the event the default has not been correct or begun to be corrected, or the defaulting Party has ceased to pursue the correction with due diligence, the Party declaring default may elect to (a) terminate this agreement and seek damages; (b) treat the Agreement as continuing and require specific performance; or (c) avail itself of any other remedy at law or equity. In the event Engineer fails or neglects to perform the Services of this Agreement, the District may elect to correct such deficiencies and charge Engineer for the full cost of the corrections.

23. **Assignment and Subcontractors.** Engineer shall not assign to any other person or firm the performance of any of the Services hereunder without the prior written approval of the District. All work under this Agreement shall be performed under Engineer's direct supervision and control. This Agreement shall bind and inure to the benefit of the Parties and their respective successors and assigns. This Agreement is intended to benefit only the Parties and neither subcontractors nor suppliers of Engineer or any other person or entity is intended by the Parties to be a third party beneficiary of this Agreement.

24. **No Multiple Fiscal Year Obligations.** No provision of this Agreement shall be construed or interpreted as creating an indebtedness or a multiple fiscal year direct or indirect debt or other multiple year financial obligation whatsoever of District within the meaning of any constitutional or statutory debt limitation provision including, without limitation, Article XI, Sections 1, 2, and 6 and Article X, Section 20 of the Colorado Constitution. This Agreement shall not directly or indirectly obligate the District to make any payment beyond the funds legally available to it for the then current fiscal year. No provision of this Agreement shall be construed to pledge or create a lien on any class or source of monies of the District, nor shall any provision of this Agreement restrict or limit the discretion of the District in the budgeting and appropriation of its funds. Further, the District shall notify Engineer if funds are exhausted for any fiscal year, and Engineer may, at its discretion, decide whether to continue working for the District during that fiscal year.

25. **Non-Exclusive Agreement.** District and Engineer agree that this not an exclusive agreement, and District may retain other engineers to perform similar services, at the District's sole discretion.

26. **Force Majeure.** The Parties shall not be responsible for any failure or delay in the performance of any obligations under this Agreement caused by Acts of God, flood, fire, war or public enemy.

27. **Governing Law.** This Agreement shall be governed by and construed under the laws of the State of Colorado.

28. **Governmental Immunity.** The Parties understand and agree that the District is relying upon, and has not waived, the monetary limitations of \$387,000 per person, \$1,093,000 per occurrence, and all other rights, immunities and protections provided the District by the Colorado Governmental Immunity Act, Section 24-10-101, *et. seq.*, C.R.S., at the Act now exists or may hereafter be amended from time to time.

29. **Entire Agreement.** Except as set forth in other project specific agreements with Engineer this Agreement constitutes the entire Agreement between the District and Engineer and replaces all prior written or oral agreements and understandings. It may be altered, amended or repealed, only by a duly executed written instrument.

30. **Effective Date.** This Agreement shall be effective in accordance with the date set forth on Exhibit B when it is attached hereto and made a part of this Agreement by the Parties.

31. **Interpretation.** If there is any uncertainty in the interpretation of any provision of this Agreement, all of the provision of this Agreement shall be construed on the basis that all Parties hereto assisted in the drafting and finalization hereof.

32. **Severability.** The terms of this Agreement are severable. If any term of this Agreement is found to be unlawful, the remaining terms shall remain in full force and effect, and the Parties agree to negotiate a substitute term of equivalent value or effect.

33. **Special District Act.** This Agreement is made under and is conformable to all of the requirements imposed by law upon a special district operating in the State of Colorado by the Colorado, including but not limited to, the Colorado Special District Act, Section 32-1-101, *et. seq.*, C.R.S. In so far as applicable, the Special District Act and any other provision of law pursuant to which the District operates shall supersede any apparently conflicting provisions otherwise contained in this Agreement.

34. **Notice.** All notices required or given under this Agreement shall be in writing and shall be deemed effective: (a) when delivered personally to other Party; or (b) seven (7) days after depositing in the United States Mail, First Class Postage Prepaid, addressed as follows: or (c) when sent by facsimile transmission and receipt is confirmed by returned facsimile transmission.

If to Engineer: James Landry  
RG & Associates, LLC



4885 Ward Road, Suite 100  
Wheat Ridge, Colorado 80033

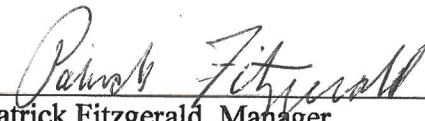
If to District: Patrick J. Fitzgerald, Manager  
Platte Canyon Water and Sanitation District  
8739 West Coal Mine Avenue  
Littleton, Colorado 80123

With a Copy To: Timothy J. Flynn  
Collins Cockrel & Cole  
390 Union Blvd., Suite 400  
Denver, Colorado 80228

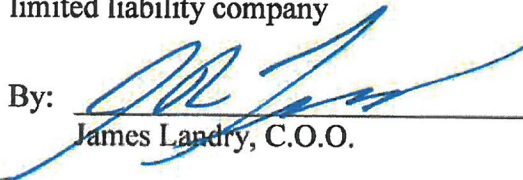
Or such other persons or addresses that the Parties may hereafter designate in writing.

**IN WITNESS WHEREOF**, the Parties have executed this Agreement in duplicate original as of the 13<sup>th</sup> day of November, 2018 to be effective as of January 1, 2019. This Agreement must have the signature of an authorized representative of Engineer and the District on both original copies.

PLATTE CANYON WATER AND  
SANITATION DISTRICT, a quasi-municipal  
corporation and political subdivision of the  
State of Colorado

By:   
Patrick Fitzgerald, Manager

RG & ASSOCIATES, LLC, a Colorado  
limited liability company

By:   
James Landry, C.O.O.

**Exhibit A**  
**Scope of Work**  
**Agreement for General Engineering Services**

This Scope of Work to the Agreement for General Engineering Services between RG & Associates, LLC., (Engineer) and Platte Canyon Water and Sanitation District (District) is intended to cover the following specific services as well as general work directed by or authorized by the Platte Canyon Water and Sanitation District Board of Directors, Manager, Assistant Manager or Construction Coordinator/Inspector.

(a) General Engineering and Consulting Services for 2019 and for any Extension Period under the Agreement

This portion of the Scope of Work includes on-going general engineering services, including meetings, operations, planning, maintenance and review of developer submitted plans.

1. Meetings - At the request of the District, Engineer shall attend meetings and will also be available to meet as requested on general issues.
2. District Information - At the request of the District, Engineer will be available to provide information regarding the District and its existing facilities to interested parties, such as developers, homeowners, consultants.
3. Agency Coordination and Meetings - At the request of the District, Engineer will meet with appropriate agencies regarding coordination of work and general rules and regulations involving the District.
4. Mapping - As requested by the District, Engineer will prepare and maintain key maps, boundary maps and inclusion drawings, based on information provided by others, upon which information Engineer shall be entitled to rely.
5. Maintenance - Upon request of the District, Engineer will provide consulting services related to maintenance issues and programs.
6. Emergencies - Engineer will be available in case of emergencies. Engineering evaluation will be provided, as required, as well as maintenance coordination.
7. Budgets - At the request of the District, Engineer will provide input regarding engineering issues and capital improvement plan budgets.
8. Rules, Regulations and Standards - At the request of the District, Engineer will assist with the development of rules, regulations and standards that establish technical and procedural guidelines for the design of facilities and general operations.

9. Reports, Studies, Evaluations and Analysis - Engineer will prepare any reports, studies, evaluations or analysis including engineering opinions of probable construction costs as requested.

10. Testing - Engineer will observe any facility testing required by the District, in accordance with the District's Specifications and other agency requirements.

11. Emergencies and Maintenance - On an as-requested basis, Engineer's field staff will be available for consultation regarding appropriate action in the event of emergencies or routine maintenance.

12. Special Project Services - Special projects include engineering involvements outside of the general engineering, consulting, and construction administration services identified above which are referred to as general engineering services. Examples of special projects include specific analysis reports, hydraulic modeling, mapping, master planning, opinion of cost estimating, design, bidding coordination, construction management for new facilities, as well as infrastructure rehabilitation.

Generally, a separate engineering agreement, including a unique project scope, budget and schedule, will be prepared for each special project. There are, however, situations where the District may direct Engineer to undertake these projects without a separate engineering agreement. In these cases, the work will be performed on an hourly basis in accordance with the standard billable rates as shown on Exhibit B.

**EXHIBIT B**  
**RG AND ASSOCIATES, LLC**  
**RATE SCHEDULE FOR PROFESSIONAL ENGINEERING SERVICES**

<u>LABOR CLASSIFICATION</u>	<u>HOURLY BILLING RATE</u>
Principal	\$155.00
Senior Project Manager	\$140.00
Project Manager	\$130.00
Senior Project Engineer	\$115.00
Project Engineer	\$110.00
Senior Design Engineer	\$100.00
Design Engineer	\$90.00
Planning Manager	\$120.00
Planning Project Manager	\$110.00
Senior CADD Technician	\$100.00
CADD Technician	\$85.00
Office Administrator	\$65.00
Word Processor	\$55.00
Certified Operator	\$125.00
Senior Construction Manager	\$125.00
Construction Manager	\$115.00
Senior Construction Observer	\$105.00
Construction Observer	\$95.00
Administrative Assistant	\$60.00
<b><u>DIRECT EXPENSES</u></b>	
Prints/Copies	At Cost
Mileage	\$0.54 ½/mile
Travel Time	At Cost
Sub-Consultants	Cost + 10%