

OCT - 7 2013

J. Ronald Colyer
City Clerk

ORDINANCE NO. 3066

AN ORDINANCE TO EMPLOY GEOSYNTEC CONSULTANTS OF COLUMBIA, MISSOURI TO PERFORM PROFESSIONAL SERVICES TO THE CITY OF COLUMBIA, ILLINOIS IN CONNECTION WITH THE MIXING ZONE ANALYSIS ASSOCIATED WITH THE WASTEWATER DISCHARGE PERMIT RENEWAL

WHEREAS, the City Council of the City has found and determined and does hereby declare that it is necessary and appropriate that the City employ Geosyntec Consultants to provide professional services to the City for gathering of the required information, analysis of the information, performing the mixing zone analysis and the preparation of the report and submittal to the Illinois Environmental Protection Agency;

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Columbia, Illinois, as follows:

Section 1. The recitals contained above in the preamble of this Ordinance are hereby incorporated herein by reference, the same as if set forth in this Section of this Ordinance verbatim, as findings of the City Council of the City of Columbia, Illinois.

Section 2. The City Council of the city does hereby authorize the employment of Geosyntec Consultants to provide the professional services to the city with regard to the City's Mixing Zone Analysis. The Mayor is hereby authorized and directed to execute and deliver to Geosyntec Consultants, for and on behalf of the City, the "Public Works Contract for Professional Services" between the City of Columbia, Illinois and Geosyntec Consultants for the lump sum not to exceed amount of Thirty Seven Thousand Three Hundred Forty Nine Dollars (\$37,349.00) in the form attached hereto, which is hereby approved as to form, in as many counterparts as the Mayor shall determine and the City Clerk is hereby authorized and directed to attest the same and to affix thereto the corporate seal of the City.

Section 3. This ordinance shall be in full force and effect from and after its passage, as provided by law.

Alderman Holtkamp moved the adoption of the above and foregoing Ordinance; the motion was seconded by Alderman Mathews, and the roll call vote was as follows:

YEAS: Aldermen Ebersohl, Agne, Niemietz, Roessler, Huch, Mathews, Reis and Holtkamp.

NAYS: None.

ABSENT: None.

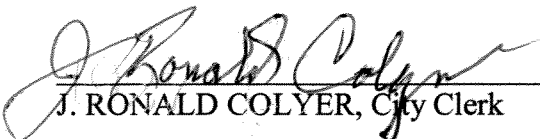
ABSTENTIONS: None.

PASSED by the City Council and APPROVED by the Mayor this 7th day of October, 2013.



KEVIN B. HUTCHINSON, Mayor

ATTEST:



J. RONALD COLYER, City Clerk

(SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF MONROE)

CERTIFICATE OF TRUE COPY

I, J. Ronald Colyer, hereby certify that I am the duly elected and acting City Clerk of the City of Columbia, Illinois and as such I am the keeper of the books, records, files and corporate seal of said City.

I do further certify that Ordinance No. 3066, entitled:

“AN ORDINANCE TO EMPLOY GEOSYNTEC CONSULTANTS OF COLUMBIA, MISSOURI TO PERFORM PROFESSIONAL SERVICES TO THE CITY OF COLUMBIA, ILLINOIS IN CONNECTION WITH THE MIXING ZONE ANALYSIS ASSOCIATED WITH THE WASTEWATER DISCHARGE PERMIT RENEWAL”

to which this certificate is attached, is a true, perfect, complete and correct copy of said ordinance as adopted at a regular meeting of the Columbia, Illinois City Council held on the 7th day of October, 2013.

IN WITNESS WHEREOF, I have made and delivered this certificate for the uses and purposes hereinabove set forth this 7th day of October, 2013.



J. RONALD COLYER, City Clerk



**CITY OF COLUMBIA, ILLINOIS
PUBLIC WORKS CONTRACT**

This Agreement, is made and entered into this 7th day of October, 2013, by and between the City of Columbia, Illinois, a municipal corporation and body both corporate and politic created and existing under and by virtue of the laws of the State of Illinois with City Hall located at 208 South Rapp Avenue, Columbia, Illinois (the "City" or "Columbia") and Geosyntec Consultants, with professional offices located at 1123 Wilkes Blvd., Suite 400, City of Columbia, State of Missouri (the "Consultant"), WITNESSETH:

WHEREAS, the City intends to employ the Consultant to do and perform the Public Works Project hereinafter described and the Consultant has agreed to the employment by the City on the terms set forth in this Agreement.

Now, therefore, in consideration of the premises and the mutual representations, covenants, and agreements contained in this Agreement, the City hereby employs the Consultant and the Consultant hereby agrees to the employment by the City for the Public Works Project involved herein, on the following terms:

(1) Public Works Project. The Consultant agrees to perform the Public Works Project for the City that is described in the contract documents attached to this Agreement as exhibit "A" Scope of Work. The contract documents shall consist of the following, in descending order of priority.

- | | |
|-------------------------------------|---|
| 1.1 this Agreement | 1.3 Project Budget Estimate - Exhibit "B" |
| 1.2 Scope of Services - Exhibit "A" | 1.4 2013 Rate Schedule - Exhibit "C" |

(2) Payment. Unless provided for otherwise in Exhibit "C", payment to Consultant shall be on a monthly basis made as follows:

- 2.1 For fixed price contracts, progress payments will be made on up to 90% of the contract price based upon the completion of milestone events described in the Work Schedule (Exhibit "B"). In addition to providing a schedule of milestone events for the Work, the Work Schedule will contain a percentage that equates to the amount of work required to achieve that milestone event. Consultant's payment will be based upon the assigned percentage times 0.90 (90%). The remaining 10% of the contract price will be held as retainage and paid to the Consultant when the City Engineer has determined that all the terms of this Agreement have been satisfactorily performed in compliance with the codes and ordinances of the City, applicable State and Federal laws and the contract documents.
- 2.2 For time and materials contracts, reimbursement for labor and materials will be made based upon the hourly rates contained in Exhibit "C" for work actually performed. Exhibit "C" labor rates shall include all Consultant overhead and profit. Reimbursement to Consultant for materials shall be at Consultant's actual cost (without mark-up).

2.3 The City shall pay all undisputed invoices within thirty (30) days of receipt. A late payment charge of 1.0% per month will be added to all undisputed amounts not paid within thirty (30) days of receipt of invoice. If a portion of Consultant's invoice is disputed, the City shall pay the undisputed portion within thirty (30) days of receipt. The City shall advise Consultant in writing of the basis for any undisputed portion of an invoice.

(3) Compliance with Laws. Consultant shall perform the work in accordance with all applicable Federal, State, and local laws, ordinances, and regulations.

(4) Scope of Work Changes.

(A) Should the City request services to be provided to or for the City in the performance of this Agreement which are not included in the Exhibit "A" Scope of Work, and which are in addition thereto, to the extent that the same results in an increase in cost to the Consultant the parties shall make and enter into an amendment of this Agreement which provides for the description of the scope of the additional work, the price the City will pay for the same and the terms for the performance of the new and additional work involved, which written amendment of the Agreement will be signed by the parties and attached to this Agreement as an addendum or amendment of Exhibit "A" of the original Agreement and the parties thereto shall thereby be bound thereby.

(B) Should performance of the Agreement, or any mutually agreed upon amendment thereto, become impossible to perform within the time required by the contract documents due to the occurrence of an event or events beyond the control of the Consultant, and not owing to the fault or neglect of the Consultant, the Consultant may apply to the City, in writing, for an extension of the work schedule applicable thereto, and if applicable, may request additional compensation from the City caused by the unavoidable delay of performance. The written request to the City shall be made as soon as practicable, but in all events within five (5) working days, after the Consultant becomes aware of the occurrence of an event causing the delay of performance. While the City shall be under no obligation to incur and pay the additional costs for performance, the parties shall attempt to agree on a written amendment to the Agreement to allow and provide for the additional time for completion of the work involved, and, if applicable, additional compensation for costs of the Consultant necessary to be incurred due to impossibility of performance within the time allowed by this Agreement.

(5) Performance. All services shall be performed with reasonable skill, care, and diligence in accordance with locally accepted surveying and engineering standards and practices applicable at time of reference in the Metro-East Illinois area. The Consultant shall perform at its own cost, and without reimbursement from the City, all efforts necessary to correct errors and omissions which are caused by the Consultant's failure to meet these standards.

(6) Employment of Sub-Consultants. Any and all Sub-Consultants proposed to be used by the Consultant on the City Public Works Project involved in this Agreement must be pre-approved by the City Engineer. Prior to the parties making and entering into this Agreement, the Consultant shall submit a written list of all Sub-Consultants the

Consultant proposes to use in the performance of this Agreement to the City Engineer. The City Engineer shall indicate on the list those which are acceptable and those which are not acceptable. The list shall be attached to this Agreement as Exhibit "D" and thereby made part of this Agreement. If the Consultant proposes to use a Sub-Consultant that is not acceptable to the City Engineer, the City shall have the right to rescind this Agreement, on five (5) days prior written notice to the Consultant. If the Agreement is rescinded by the City, all terms and conditions as detailed in Article (10) Termination for Convenience shall apply. The Consultant shall be fully responsible and liable to the City for all acts and omissions of approved Sub-Consultants involved in this Agreement, to the same extent as the Consultant is responsible for the Consultant's own acts and omissions in the performance or failure of performance under this Agreement.

(7) Labor. Anytime after commencement of the work involved, any change in personnel for which labor hours will be charged to the City under this Agreement, shall require the approval of the City Engineer. If the Consultant cannot provide suitable personnel for performance of the work which are acceptable to the City Engineer, the City shall have the right to rescind this Agreement in accordance with the terms of Article (11) Termination for Default.

(8) Timeliness. Timeliness in meeting the Project Schedule attached as Exhibit "B" will be a factor that will be considered in the Consultants performance rating. An unfavorable rating is a penalty that will be reflected when future agreements are being considered.

(9) Ownership of Documents. Consultant agrees that for the fees to be paid to Consultant by the City all survey data, reports, drawings, studies, specifications, estimates, maps, and computations prepared pursuant to this Agreement either by Consultant or sub-consultants, shall for all uses be and remain the sole and exclusive property of the City. All documents furnished by Consultant pursuant to this Agreement are not intended or represented to be suitable for reuse by City or others on extensions of this work, or on any other work. Any reuse without specific written verification or adaptation by the Consultant will be at the user's risk and without liability to the Consultant.

(10) Termination for Convenience. The City may cancel this Agreement at any time by written notice. In the event of such cancellation, Consultant shall be compensated for all reasonable costs and expenses plus 10 percent incurred for work performed up to and including the day of termination.

(11) Termination for Default. Either party may terminate this Agreement for the default of performance by the other party, following thirty (30) days prior written notice of default and opportunity to cure the default, provided the default is not owing to the fault or neglect of the party seeking termination. The party receiving such termination notice shall not be subject to termination of the Agreement if that party commences to cure the default within seven (7) days of receiving said notice and cures the default within the thirty (30) day grace period aforesaid. In the event there is no Performance Guarantee required of the Consultant by this Agreement, should the City terminate this Agreement pursuant to this paragraph and due to the Consultants default of performance of the Agreement, the Consultant shall be liable to reimburse the City for all additional costs and expenses the

City incurs in obtaining another Consultant to complete the performance of the defaulting Consultant's obligations under this Agreement.

(12) Limitation of Liability. Neither party shall be liable for incidental, consequential, or special damages to the other party.

(13) Indemnification. The Consultant agrees to indemnify and hold the City harmless, safe and free, including its officials and employees, from and against any and all claims, demands, actions, suits, causes of action, damages, and expenses (including reasonable attorneys' fees) for personal injury to or death of persons and damage to the City's property or facilities or the property of any other person or party to the extent caused by the negligent acts, errors, or omissions of the Consultant and/or the Consultants agents, employees, and Sub-Consultants.

(14) Binding Effect All of the covenants, terms, and conditions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto, their legal representatives, successors, and assigns. In the event an individual is a party to the Agreement, the same shall be binding upon and shall inure to the benefit of said individual party, their heirs, executors, administrators, other legal representatives, successors in interest, and assigns.

(15) Subletting Assignment, or Transfer. No professional or specialized portion of the work under this Agreement shall be sublet, sold, transferred, assigned or otherwise disposed of to other firms, without prior written consent of the City.

(16) Insurance. The Consultant shall maintain the following minimum limits of insurance coverage, with one or more qualified and rated insurance carriers authorized to do business in the State of Illinois.

<u>Type of Coverage</u>	<u>Limits of Coverage</u>
Comprehensive General Liability	
Bodily Injury	\$1,000,000 each occurrence \$3,000,000 aggregate
Property Damage	\$ 500,000 each occurrence \$3,000,000 aggregate limit
Professional Liability Insurance	
Workmen's Compensation Insurance in accordance with the laws of the State of Illinois.	

The City shall be named as an additional insured on the General liability insurance policy or policies by special endorsement. The liability insurance policy or policies involved shall provide that the same may not be canceled without the City receiving at least thirty-(30) days prior written notice.

A copy of the Consultants Certificate of Insurance listing all of the above policies will be made available to the City within 7 days of signing the agreement. The Certificate of Insurance shall also list the City of Columbia as additionally insured.

(17) Notices. Any notice required pursuant to this Agreement shall be mailed to the party entitled to the notice at their address set forth above, or at such other address as they shall, from time to time, advise the other party in writing.

(18) Governing Law. The laws of the State of Illinois shall govern this Agreement.

(19) Dispute Resolution. Any difference between the City and the Consultant that cannot be resolved after reasonable attempts to do so by both parties shall be referred to a committee of disinterested parties. One member of the committee shall be appointed by the Consultant, one member by the City, and a third member appointed by the other two members. The disposition of that committee's decision shall be final.

(20) Entire Agreement. This Agreement, including the contract documents attached hereto and by reference made part hereof, constitute the entire Agreement between the parties hereto with regard to the Public Works Project involved herein. All prior negotiations between the parties have been merged in this Agreement.

IN WITNESS WHEREOF, the parties hereto have made and entered into this Agreement to take effect on the date first above written.

Consultant:

Geosyntec Consultants
1123 Wilkes Blvd., Suite 400
Columbia, MO 65201

CITY:

City of Columbia, Illinois
208 S. Rapp Avenue
Columbia, MO 62236

Signature

BY: _____
Mayor

Printed Name

Title

ATTEST:

City Clerk

(SEAL)

Geosyntec Proposed Scope of Services

Mixing Zone Analysis Services for the City of Columbia, Illinois

Geosyntec proposes to provide mixing zone and permit limit analysis services for the City of Columbia, Illinois (City). The City owns and operates the Columbia STP, which has a design average flow of 1.47 million gallons per day (MGD) and discharges to the Mississippi River. The Illinois Environmental Protection Agency (IEPA) recently requested the City to conduct an ammonia mixing zone analysis as part of the facility's permit renewal process. Results of the mixing zone analysis will be used sequentially for two purposes. The first purpose is to provide dilution information to support a reasonable potential analysis (RPA). If a facility has reasonable potential, then treatment facilities are typically assigned numeric permit limits. The second purpose of the mixing zone analysis is to support calculation of appropriate water quality based effluent limits (WQBELs) if reasonable potential exists.

As detailed below, Geosyntec will prepare an uncalibrated CORMIX mixing zone model to determine the appropriate regulatory mixing zone and zone of initial dilution (ZID) for this facility. Based on this analysis, Geosyntec will assess the need for ammonia limits and if required develop ammonia WQBELs. Based on verbal input from IEPA, this proposed Scope of Services assumes that up to six mixing zone scenarios (i.e., two outfall locations at three flow conditions) will be modeled. A second outfall location scenario is included in this scope of work because the presence of docks near the existing location may preclude the allowance of a mixing zone according to IEPA regulations.

Task 1: Compile and Review Available Data

Geosyntec will compile and review existing, relevant, and readily available data in support of parameterizing a CORMIX model, conducting an RPA for ammonia, and developing WQBELs for ammonia. If readily available and per IEPA approval, hydrogeometry information will be obtained from existing nearby cross-sectional data. Otherwise, cross-sectional data will be collected under Task 3. Water quality (e.g., pH, temperature, and ammonia) and flow data will be obtained from nearby U.S. Geological Survey (USGS) gage stations or from other publicly available data sources. This task assumes the City will provide Geosyntec effluent flow rate, ammonia concentration, and outfall (channel) configuration data. Compiled data will be briefly summarized as part of the work plan developed under Task 2.

Task 2: Prepare Work Plan for IEPA Review

Geosyntec will prepare a work plan proposing an approach for assessing the mixing zone and ZID for IEPA's review and approval. The work plan will summarize data compiled under Task 1, CORMIX modeling assumptions, and methods for delineating the mixing zone and ZID. If representative cross-sectional data could not be identified under Task 1, the work plan will include a brief field monitoring plan to be conducted under Task 3. The work plan will also serve to gain concurrence from IEPA that conditions identified in Section 302.102(e) of 35 Illinois Administrative Code (IAC) (e.g., presence of mussel beds and boat docks) will not preclude pursuit of a mixing zone.

Task 3: Collect Field Hydrogeometry Data (pending availability of existing cross-sectional data)

If existing representative cross-sectional data is not identified in Task 1 or approved for use by IEPA, Geosyntec will spend one day in the river study area collecting velocity and depth measurements to support a mixing zone model. Velocity and bathymetry data will be collected using a boat-mounted SonTec Acoustic Doppler Current Profiler (ADCP) coupled with a sub-meter accurate Trimble differentially corrected global positioning system. Temperature and conductivity data will also be

collected to assess mixing characteristics. The field study will be presented in the work plan developed under Task 2.

Task 4: Calculate Critical Low Flows for the Mississippi River

Section 302.103 of 35 IAC specify that water quality standards, including ammonia criteria, apply at all times except during periods when flows are less than the seven day low flow which occurs once in 10 years (7Q10). Therefore, Geosyntec will calculate the Mississippi River 7Q10 and associated river stage for use in the CORMIX model. Geosyntec will also evaluate the benefit of calculating three seasonal 7Q10 values corresponding with the ammonia criteria periods (i.e., 2 summer and 1 winter period). Proposed permit limit periods and a methodology for calculating the 7Q10 will also be included in the work plan developed under Task 2.

Task 5: Mixing Analysis with CORMIX

Geosyntec will use information obtained in Tasks 1 through 4 to configure and run a CORMIX model at up to two outfall locations. In addition to modeling the existing outfall location, an additional outfall location may be modeled if a mixing zone is prohibited at the existing location (e.g., due to proximity to boat docks), or if the City interested in pursuing a more favorable discharge scenario. Extending the discharge pipe to the edge of the river may result in more favorable mixing than the existing location. If data are collected under Task 3, Geosyntec will assess the benefit of using water quality data to refine CORMIX model predictions (i.e., calibration). Geosyntec will coordinate with City representatives to finalize discharge scenarios. Model results will be used to calculate allowed mixing flow rates for an ammonia mixing zone and ZID in accordance with provisions of Section 302.212(c) of 35 IAC. Task 5 modeling efforts and results will be documented in Task 7.

Task 6: Conduct Permit Limit Analysis for Ammonia

Mixing flow rates determined in Task 5 will be used to conduct a RPA and calculate preliminary effluent limits (PEL) for ammonia in accordance with Part 355 of 35 IAC. The reasonable potential analysis will consist of calculating the projected effluent quality (PEQ) and comparing this value to the applicable ammonia criteria and the PEL. If the PEQ exceeds the PEL determined in accordance with Section 355.209 of 35 IAC, the PEL shall be established as the WQBEL. This task assumes the City will provide Geosyntec the necessary effluent data to calculate the PEQ. Section 355.205 of 35 IAC indicates that the PEQ be based on the most recent five years of data unless the IEPA determines that an alternative period better represents the time period for which effluent quality is being projected.

Should limits be required that cannot be achieved by the current facility, the City has the potential option of installing a diffuser in the Mississippi River to obtain greater mixing and dilution. This proposed scope of work does not include analysis of diffuser options, but could be easily facilitated by the CORMIX model.

Task 7: Prepare Report

Geosyntec will document mixing zone results within a report for submittal to IEPA. The results will be based on a single outfall location to be determined in consultation with the City. The report will include recommended mixing zone and ZID flows, RPA results, and recommended ammonia effluent limitations if needed.

Task 8: Regulatory Coordination with IEPA

Geosyntec will prepare for and coordinate informational and negotiation meetings with IEPA. One phone meeting and one in-person meeting are anticipated. The purpose of the meetings is to discuss and resolve

any issues related to the Work Plan and final report completed in Tasks 2 and 7. Geosyntec will prepare handout materials (as needed) to support the meetings and also provide a written summary of meeting outcomes (i.e., meeting minutes and synopsis).

Project Team

The Geosyntec project team assembled to complete the proposed scope of work includes:

Rob Annear, Ph.D., P.E. – Technical Advisor, Senior Engineer
Chris Zell, P.H. - Project Director, Water Quality Hydrologist
John Christiansen, M.Sc. - Project Manager, Professional Scientist
Patrick Massey, P.E. – Modeler, Professional Engineer

Project Compensation

Geosyntec proposes regulatory services for Tasks 1 through 8 on a time and materials basis in accordance with the rate schedule effective at the time services are rendered. Our estimated not-to-exceed cost for these services is \$37,349. Budget resource estimates are itemized in **Attachment A**. Geosyntec's 2013 rate schedule, subject to change each calendar year, is provided in **Attachment B**.

Project Schedule

Should a field data collection effort not be necessary, Geosyntec proposes to complete Tasks 1 through 8 by December 20, 2013 following receipt of a notice to proceed by September 13, 2013. Should a field data collection effort be necessary, the schedule may be subject to field conditions and study limitations determined in consultation with IEPA.

Attachment A

Project Budget Estimate Mixing Zone Analysis Services for Columbia, IL

	Rate (\$/unit)	Unit	Number of Units per each Scope of Work								Total Units	Total Cost	
			Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7	Task 8			
<i>Professional Costs:</i>													
Principal	230	hour										0	\$0
Associate	214	hour											
Senior Professional	194	hour	2	4	5	1	9	3	10	10		44	\$8,536
Project Professional	172	hour										0	\$0
Professional	150	hour	8	20	19	8	55	10	40	12		172	\$25,800
Senior Staff Professional	130	hour			14							14	\$1,820
Staff Professional	114	hour										0	\$0
Engineering Technician II	80	hour										0	\$0
Engineering Technician I	75	hour										0	\$0
Administrative Assistant	69	hour										0	\$0
Subtotal (hrs)			10	24	38	9	64	13	50	22		230	
Subtotal (cost)			\$1,588	\$3,776	\$5,640	\$1,394	\$9,996	\$2,082	\$7,940	\$3,740		\$36,156	\$36,156
<i>Non-Professional Direct Costs:</i>													
Per Diem	46	day			2					1		3	\$138
Mileage	0.55	mile			250					420		670	\$369
Lodging		day										0	\$0
Field vehicle	85.00	day			1							1	\$85
24-Foot John Boat	500.00	day			1							1	\$500
YSI Sonde	100.00	day			1							1	\$100
SonTek 1 Mhz ADP	330.00	day			1							1	\$1
Laboratory	Direct			0	0		0					0	\$0
Equipment/supplies	Direct		0	0	0							0	\$0
Subtotal			\$0	\$0	\$916	\$0	\$0	\$0	\$0	\$277		\$1,193	\$1,193
Total			\$1,588	\$3,776	\$6,556	\$1,394	\$9,996	\$2,082	\$7,940	\$4,017		\$37,349	\$37,349

- Task 1: Compile and Review Available Data
- Task 2: Prepare Work Plan for IEPA Review
- Task 3: Collect Field Hydrogeometry Data (pending availability of cross-sectional data)
- Task 4: Calculate Critical Low Flows for the Mississippi River
- Task 5: Mixing Analysis with CORMIX
- Task 6: Conduct RPA and Calculate WQBELs for Ammonia
- Task 7: Prepare Report
- Task 8: Regulatory Coordination with IEPA

Attachment B

**GEOSYNTEC CONSULTANTS
2013 RATE SCHEDULE**

<u>Engineer/Scientist</u>	<u>Rate/Hour</u>
Staff Professional	\$114
Senior Staff Professional	\$130
Professional	\$150
Project Professional	\$172
Senior Professional	\$194
Associate	\$214
Principal	\$230
 <u>Construction Services</u>	
Engineering Technician I	\$ 59
Engineering Technician II	\$ 64
Senior Engineering Technician I	\$ 69
Senior Engineering Technician II	\$ 74
Site Manager I	\$ 82
Site Manager II	\$ 92
Construction Manager	\$104
 <u>Design, Graphical, and Administrative Services</u>	
Designer	\$125
Senior Drafter/Senior CADD Operator	\$ 110
Drafter/CADD Operator/Artist	\$ 95
Project Administrator	\$ 60
Clerical	\$ 49
 <u>General</u>	
Direct Expenses	Cost plus 12%
Subcontract Services	Cost plus 12%
Technology/Communications Fee	3% of Professional Fees
Specialized Computer Applications (per hour)	\$ 15
Personal Automobile (per mile)	Current Gov't Rate
Photocopies (per page)	\$.09

Rates are provided on a confidential basis and are client and project specific.
Unless otherwise agreed, rates will be adjusted annually based on a minimum of the applicable Consumer Price Index (CPI).

Rates for field equipment, health and safety equipment, and graphical supplies presented upon request.