



**TOWN OF MILLIKEN
TOWN BOARD OF TRUSTEES
AGENDA MEMORANDUM**

To: Mayor Tokunaga and Town Board of Trustees	Meeting Date:
From: Martha Perkins, Community Development Director	Wednesday, January 28, 2015
Via: Kent Brown, Town Administrator	

Agenda Item #	Action:	Discussion:	Information:
	X		
Agenda Title: Consideration of Approval of an On-Call Engineering Firm			
Attachments: RFP #20-2015 Proposals Agreement			

PURPOSE

To review and consider approval of the selection of an on-call engineering firm, Lamp Rynearson, to continue to serve as the Town of Milliken's Engineer. The State of Colorado's Department of Transportation (CDOT) requested that the engineering firm be selected through a bid or request for proposal process for transportation-related grants. Town staff could not find this documentation, so Town staff issued a request for proposal (RFP) in November 2014. After receiving 10 proposals and interviewing 3 firms, staff recommends that Lamp Rynearson continue to serve as the Town's Engineer.

BACKGROUND

For the past two years (2013 & 2014), the Town has contracted with Lamp Rynearson & Associates to provide a full range of engineering services. Town staff and the community of Milliken have been satisfied with the services and support provided by Lamp Rynearson, particularly with the remarkable level of support the firm provided during, and in the aftermath of, the flood in September, 2013. The firm has actively provided civil engineering, storm water, floodplain, drainage, transportation engineering, capital project oversight, project management, and development review services. In addition, they have qualified staff able to provide water and wastewater engineering services too.

The Town applied and received several transportation grants and plans to bid out these individual projects. However, the State of Colorado's Department of Transportation (CDOT) requires that an engineering firm provide project management oversight on these projects full-time. The Town planned to use Lamp Rynearson, but needs to provide to CDOT that the firm was selected through an open public process with a request for proposal. Lamp Rynearson is

on the State of Colorado's prequalified contractor list for engineering management (contract administration).

Accordingly, in November 2014, Town Staff prepared a request for proposal, RFP #20-2014, for an on-call engineering firm to provide civil engineering, project management, and construction administration services as the Town's Engineer. The Town received ten (10) formal proposals by the deadline on December 4, 2014.

The request for proposal required all firms to be a prequalified consultant with CDOT prior to the issuance of the RFP. When Staff printed out December 2014's CDOT's prequalified consultants, one of the proposers was not included DOT's list. Thus, this proposal was not rated.

Staff rated the rest of the proposals based on each proposer's understanding and completeness in their proposed approach to serving as the Town's Engineer including:

- Experience and expertise in civil, project management, and contract administration as well as additional experience/expertise in highways and street design, environmental/sanitary engineering, transportation engineering, hydraulics, water rights, landscape architecture, public outreach, grant writing, and development review;
- Availability and commitment to provide the Town the necessary staffing and resources required to process work in a timely manner for the Town with experienced and qualified key staff; and
- Ability, experience and reliability of proposer to perform and manage work within schedule and budget.

After ranking the proposals and calling references included in the proposals, three firms were selected to interview. All of the proposers had the qualifications and depth necessary to provide the Town engineering services; but, staff needed also to meet the firm's key engineering staff involved in providing the day to day services as the Town Engineer before making a final selection. Staff needed to make sure key staff would be available whenever required, even on short notice, and be a "good fit" as a team member with the Town's staff.

The interviews really helped staff make their final decision. After talking with other firms, who were all excellent contenders, staff felt that Lamp Rynearson & Associates provides the Town with excellent on-call engineering services. Perhaps, the Town should even be using them more for water and wastewater engineering needs. In addition, the entire process confirmed the quality of the services that the Town is receiving from Lamp Rynearson. Lamp Rynearson is prequalified with the State in civil engineering, engineering management, highways and street design, hydraulics, landscape architecture, sanitary engineering, structural engineering, surveying and transportation engineering. The key engineers, John Tufte, Troy Spraker, and Sharlene Shadowen are easy to work with, flexible, experienced, and certified professional engineers (P.E.'s).

They continued to be pro-active and are actively working on existing Town projects during this time of uncertainty to make sure the Town completes projects within schedule and within budget.

BUDGET IMPLICATIONS

Engineering services are an annually budgeted item, which has been approved within the Town of Milliken's 2015 Annual Budget. Many of the billings result from time spent on project review and referrals and those costs are borne by the project applicant. Other billings are the result of grant funded projects which are reimbursed to the Town during project completion. The terms of the engineering services contract expressly state it must strictly comply with the not-to-exceed provisions contained within the Town's Financial Policies.

RECOMMENDATION

After a thorough review of ten proposals and three personal interviews, staff recommends continuing the services of Lamp Rynearson & Associates for on-call engineering services under the same terms as the existing contract.

SUGGESTED MOTION

"I move to continue the use of Lamp Rynearson & Associates to provide on-call engineering services as the Town Engineer for the Town of Milliken using the terms included in the existing contract."

A MASTER SERVICE AGREEMENT
BY AND BETWEEN THE TOWN OF MILLIKEN AND LAMP RYNEARSON &
ASSOCIATES, INC. FOR PROFESSIONAL ENGINEERING SERVICES

1.0 PARTIES

- 1.1 The parties to this Agreement are the Town of Milliken, a Colorado municipal corporation, hereinafter- referred to as the "Town", and Lamp, Rynearson & Associates Inc., hereinafter referred to as the "Consultant".

2.0 RECITALS AND PURPOSE

- 2.1 The Town desires to engage the Consultant for the purpose of providing professional engineering and surveying services as needed for development and Town projects.
- 2.2 The Consultant represents that they have the special expertise and background necessary to provide the Town with the services.

3.0 SCOPE OF SERVICES

- 3.1 The Consultant agrees to provide the Town with the specific professional services as set forth in a series of Task Orders incorporated herein by reference.

4.0 COMPENSATION

- 4.1 The Town shall pay the Consultant for services under this agreement by a series of Task Orders, each of which will have a total not to exceed based on the charge rates set forth in Exhibit "A" attached hereto and incorporated herein by this reference. These Task Orders shall be approved by the Town Pursuant to the Town of Milliken Financial Policies which shall specify a "not to exceed" amount for the contract. Such amounts shall be inclusive of all costs of whatsoever nature associated with the Consultant's efforts, including but not limited to salaries, benefits, expenses, overhead, administration, profits, and outside consultant fees. No hourly charges shall exceed the hourly rates identified in Exhibit "A", which will be updated annually. The scope of services and lump sum or not-to-exceed payment therefore shall only be changed by a properly authorized amendment to the applicable Task Order or by issuance of additional Task Order(s). No Town employee has the authority to bind the Town with regard to any payment for any services which exceeds the amount payable under the terms of this Agreement. Annual rate changes will be submitted by the Consultant to the Town on or around January 1st of each year for approval by the Town. An Exhibit "A" will be attached for each task order fulfilled under this contract.

4.2 The Consultant shall submit monthly a detailed invoice to the Town for each Task Order describing the professional services rendered. The invoice shall document the hours spent on the Task Order identifying by work category and subcategory the work performed for the month, the hours worked by employee, and the hourly rate charged for that work. The Town shall have access to backup payroll documentation identifying individual employee, date, and hours worked. The Town shall pay the invoice within thirty (30) days of receipt unless the work or the documentation therefore is unsatisfactory. Payments made after thirty (30) days of receipt may be assessed an interest charge of one percent (1%) per month unless the delay in payment resulted from unsatisfactory work or documentation therefore.

5.0 PROJECT REPRESENTATION

5.1 The Town designates Town Administrator or his/her designee, as the responsible Town staff member to provide direction to the Consultant during the conduct of the project. The Consultant shall comply with the directions given by the Administrator or his/her designee.

5.2 The Consultant designates Troy Spraker P.E. and Sharlene Shadowen, P.E. as it project managers, who may pull in other Lamp Rynearson staff as needed for special expertise required on special projects. The Town may rely upon the guidance, opinions, and recommendations provided by the Consultant and its representatives. Should any of the representatives be replaced, particularly Troy Spraker, PE, and such replacement shall allow the Town or the Consultant to undertake additional reevaluations, coordination, orientations, etc. The Consultant shall be fully responsible for all such additional costs and services.

6.0 TERM

6.1 The term of this Agreement shall commence on January 1, 2015 and shall terminate at the later of one year after commencing or the latest completion of any task order commenced within the one year term. If notice is not sent 15 days or more prior to the end of a term by either party to the other party cancelling this Agreement, then this Agreement will automatically renew for a successive equivalent period of one-year measured from January 1, plus the time to complete any task commenced within that term.

7.0 INSURANCE

7.1 The Consultant agrees to procure and maintain, at its own cost, the following policy or policies of insurance. The Consultant shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to the Contract Documents by reason of its failure to procure or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

7.1.1 Consultant shall procure and maintain, and shall cause each Subconsultant/subcontractor of the Consultant to procure and maintain or insure the activity of Consultant's Subconsultants/subcontractors in Consultant's own policy, the minimum insurance coverages listed below. Such coverages shall be procured and maintained with forms and insurers acceptable to the Town. All coverages shall be continuously maintained from the date of commencement of services hereunder. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.

7.1.1.1 Workers' Compensation insurance to cover obligations imposed by the Workers' Compensation Act of Colorado and any other applicable laws for any employee engaged in the performance of Work under this contract, and Employers' Liability insurance with minimum limits of FIVE HUNDRED THOUSAND DOLLARS (\$500,000) each accident, FIVE HUNDRED THOUSAND DOLLARS (\$500,000) disease - policy limit, and FIVE HUNDRED THOUSAND DOLLARS (\$500,000) disease - each employee.

7.1.1.2 Commercial General Liability insurance with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence and ONE MILLION DOLLARS (\$1,000,000) aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, independent Consultants, products, and completed operations. The policy shall contain a severability of interests provision.

7.1.1.3 Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than ONE MILLION DOLLARS (\$1,000,000) each occurrence and ONE MILLION DOLLARS (\$1,000,000) aggregate with respect

to each of Consultant's owned, hired and/or non-owned vehicles assigned to or used in performance of the services. The policy shall contain a severability of interests provision.

7.1.1.4 Professional Liability insurance with minimum limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence and ONE MILLION DOLLARS (\$1,000,000).

7.1.2 The policies required above, except for the Workers' Compensation insurance, Employers' Liability insurance, and Professional Liability insurance, shall be endorsed to include the Town, and its officers and employees, as additional insureds. Every policy required above shall be primary insurance, and any insurance earned by the Town, its officers, or its employees, shall be excess and not contributory insurance to that provided by Consultant. The additional insured endorsement for the Comprehensive General Liability insurance required above shall not contain any exclusion for bodily injury or property damage arising from completed operations. The Consultant shall be solely responsible for any deductible losses under each of the policies required above.

7.1.3 Certificates of insurance shall be completed by the Consultant's insurance agent as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect, and shall be subject to review and approval by the Town. Each certificate shall identify the Project Consultant agrees that the policies shall not be cancelled, terminated or materially changed until at least 30 days prior written notice has been given to the Town. The Town reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

7.1.4 Failure on the part of the Consultant to procure or maintain policies providing the required coverages, conditions, and minimum limits shall constitute a material breach of contract upon which the Town may immediately terminate the contract, or at its discretion may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the Town shall be repaid by Consultant to the Town upon demand, or the Town may offset the cost of the premiums against any monies due to Consultant from the Owner.

7.1.5 The parties hereto understand and agree that the Town is relying on, and does not waive or intend to waive by any provision of this contract, the monetary limitations (presently \$150,000 per person and \$600,000 per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, Section 24-10-1, et. Seq., 10 C. R. S., as from time to time amended, or otherwise available to the Town, its officers, or its employees.

8.0 INDEMNIFICATION

8.1 To the fullest extent permitted by law, the Consultant agrees to indemnify and hold harmless the Town, and its officers and its employees, from and against all damages, liabilities or costs, including reasonable attorney's fees and defense costs on account of any injury, loss, or damage, which arise out of or are connected with the services hereunder, to the extent that such injury, loss, or damage, or any portion thereof, is caused by the negligent act, omission, or other fault of the Consultant or any subconsultant/subcontractor of the Consultant, or any officer, employee, or agent of the Consultant or any subconsultant/subcontractor, or any other person for whom Consultant is responsible. The Consultant's indemnification obligation shall not be construed to extend to any injury, loss, or damage which is caused by the act, omission, or other fault of the Town or any other (third) party.

9.0 QUALITY OF WORK

9.1 Consultant's professional services shall be in accordance with the prevailing standard of practice normally exercised in the performance of professional services of a similar nature in the northern front range of Colorado.

10.0 INDEPENDENT CONSULTANT

10.1 Consultant and any persons employed by Consultant for the performance of work hereunder shall be independent Consultants and not agents of the Town. Any provisions in this Agreement that may appear to give the Town the right to direct Consultant as to details of doing work or to exercise a measure of control over the work means that Consultant shall follow the direction of the Town as to end *results* of the work only. As an independent Consultant, Consultant is not entitled to workers' compensation benefits except as may be provided by the independent Consultant nor to unemployment Insurance benefits unless unemployment compensation coverage is provided by the independent Consultant or some other entity. The Consultant is obligated to pay all federal and state income tax on any moneys earned or paid pursuant to this contract.

11.0 PROHIBITING AGAINST EMPLOYMENT OF ALIENS WHO HAVE ENTERED THE UNITED STATES ILLEGALLY

11.1 Consultant hereby certifies that, as of the date of this Agreement, it does not knowingly employ or contract with an illegal alien and that Consultant has participated or attempted to participate in the basic pilot employment verification program as defined in C.R.S. § 8-17.5-101(1) ("Program") in order to verify that it does not employ illegal aliens.

11.2 Consultant shall not knowingly employ or contract with an illegal alien to perform

works under *this* Agreement or enter into a contract with a subconsultant/subcontractor that fails to certify to Consultant that the subconsultant/subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement.

- 11.3 Consultant hereby certifies that it has verified or attempted to verify through participation in the Program that Consultant does not employ any illegal aliens and, if Consultant is not accepted into the Program prior to entering into this Agreement that Consultant shall apply to participate in the Program every three (3) months until Consultant is accepted or this Agreement has been completed; whichever is earlier.
- 11.4 Consultant is prohibited from using Program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed.
- 11.5 If Consultant obtains actual knowledge that a subconsultant/subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien, Consultant shall be required to:
 - a. Notify the subconsultant/subcontractor and the Town within three (3) days that Consultant has actual knowledge that the subconsultant/subcontractor is employing or contracting with an illegal alien; and
 - b. Terminate the subcontract with the subcontractor if within three (3) days of receiving the notice required pursuant to this subparagraph the subcontractor does not stop employing or contracting with the illegal alien; except that Consultant shall not terminate the contract with the subcontractor if during such three (3) days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
- 11.6 Consultant shall comply with any reasonable request by the Colorado Department of Labor and Employment ("Department") made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. Article 175.
- 11.7 If the Consultant violates this paragraph, the Town may terminate this Agreement for breach of contract. If this Agreement is so terminated, Consultant shall be liable for actual and consequential damages to the Town.
- 120 ASSIGNMENT
- 12.1 Consultant shall not assign or delegate this Agreement or any portion thereto or any monies due to or become due hereunder without the Town's prior written consent.

13.0 DEFAULT

13.1 Each and every term and condition hereof shall be deemed to be a material element of this Agreement. In the event either party should fail or refuse to perform according to the terms of this Agreement, such party may be declared in default.

14.0 TERMINATION

14.1 This Agreement or any Task Order may be terminated by either party for material breach or default of this Agreement by the other party not caused by any action or omission of the other party by giving the other party written notice at least thirty (30) days in advance of the termination date. Termination pursuant to this subsection shall not prevent either party from exercising any other legal remedies which may be available to it.

14.2 In addition to the foregoing, this Agreement or any Task Order may be terminated by the Town for its convenience and without cause of any nature by giving written notice at least seven (7) days in advance of the termination date. In the event of such termination, the Consultant will be paid for the reasonable value of the services rendered to the date of termination, including all expenses reasonably incurred by the Consultant in connection with the orderly termination of this Agreement or the applicable Task Order, not to exceed the total amount set forth in the applicable Task Order(s), and upon such payment. All obligations of the Town to the Consultant under this Agreement or the applicable Task Order will cease. Termination pursuant to this Subsection shall not prevent either party from exercising any other legal remedies which may be available to them.

15.0 INSPECTION

15.1 The Town and its duly authorized representatives shall have access to any books, documents, papers, and records of the Consultant that are related to this Agreement for the purpose of making audits, examinations, excerpts, and transcriptions.

16.0 ENFORCEMENT

16.1 In the event that suit is brought upon this Agreement to enforce its terms, the prevailing party shall be entitled to its reasonable attorneys' fees and related court costs.

16.2 Colorado law shall apply to the construction and enforcement of this Agreement. The parties agree to the jurisdiction and venue of the courts of Weld County in connection with any dispute arising out of or in any matter connected with this Agreement.

17.0 COMPLIANCE WITH LAWS

- 17.1 Consultant shall be solely responsible for compliance with all applicable federal, state, and local laws, including the ordinances, resolutions, rules, and regulations of the Town; for payment of all applicable taxes; and obtaining and keeping in force all applicable permits and approvals.

18.0 INTEGRATION AND AMENDMENT

- 18.1 This Agreement represents the entire Agreement between the parties and there are no oral or collateral agreements or understandings. This Agreement may be amended only by an instrument in writing signed by the parties.

19.0 EQUAL OPPORTUNITY EMPLOYER

- 19.1 Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, disability or national origin. Consultant will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, age, sex, disability, or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by an agency of the federal government, setting forth the provisions of the Equal Opportunity Laws.
- 19.2 Consultant shall in compliance with the applicable provisions of the American with Disabilities Act of 1990 as enacted and from time to time amended and any other applicable federal, state, or local laws and regulations. A signed, written certificate stating compliance with the Americans with Disabilities Act may be requested at any time during the life of this Agreement or any renewal thereof.

DATED: January 28, 2015

TOWN OF Milliken,
A Colorado Municipal Corporation

1101 Broad Street
P.O. Box 290
Milliken, Colorado 80543

By: _____
Milt Tokunaga
Mayor, Town of Milliken

Attest: _____
Cheryl Powell
Town Clerk

CONSULTANT Lamp, Rynearson &
Associates, Inc.

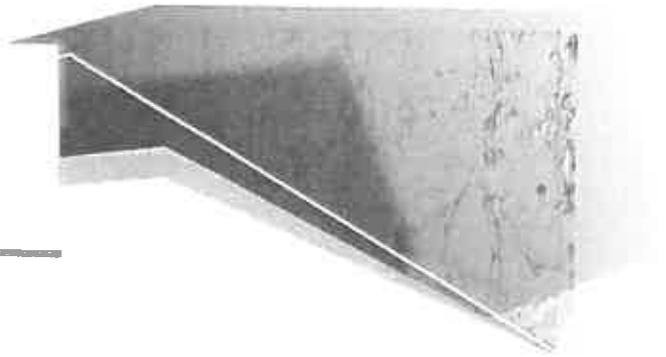
4714 Innovation Drive
Fort Collins, Colorado 80525

By: _____
Loren M. Steenson, P.E.
Lamp, Rynearson & Associates Senior Vice
President

Attest: _____



Exhibit A



RATE SCHEDULE

Lamp Rynearson will coordinate and work with Town staff in evaluating each task, collaborate jointly in preparing a concise scope of services and then prepare a cost proposal for the task order.

Our philosophy of doing business is to provide professional services at a competitive fee. We greatly value our long-term relationship with Milliken and appreciate being able to perform continuous service for the Town. We know that the service, value, and professionalism provided by Lamp Rynearson will benefit the Town of Milliken.

We value our long-term relationship with the
Town of Milliken



PRINCIPALS

Principal I	\$ 201
Principal II	\$ 225
Principal III	\$ 238
Principal IV	\$ 253
Principal V	\$ 280

GROUP LEADERS

Group Leader I	\$ 143
Group Leader II	\$ 159
Group Leader III	\$ 175
Senior Group Leader I	\$ 198
Senior Group Leader II	\$ 206
Senior Group Leader III	\$ 222
Senior Group Leader IV	\$ 238

PROJECT MANAGERS

Project Mgr I	\$ 121
Project Mgr II	\$ 128
Project Mgr III	\$ 137
Sr Project Mgr I	\$ 140
Sr Project Mgr II	\$ 147
Sr Project Mgr III	\$ 159
Sr Project Mgr IV	\$ 169
Sr Project Mgr V	\$ 181
Sr Project Mgr VI	\$ 187

PROJECT ENGINEERS

Project Eng I	\$ 82
Project Eng II	\$ 89
Project Eng III	\$ 97
Project Eng IV	\$ 105
Project Eng V	\$ 114
Sr Project Eng I	\$ 107
Sr Project Eng II	\$ 118
Sr Project Eng III	\$ 137
Sr Project Eng IV	\$ 147
Sr Project Eng V	\$ 161
Sr Project Eng VI	\$ 181

ENGINEERING INTERNS

Engineering Intern I	\$ 54
Engineering Intern II	\$ 63

LAND PLANNERS

Land Planner I	\$ 70
Land Planner II	\$ 78
Land Planner III	\$ 87
Land Planner IV	\$ 95

LAND PLANNERS (Continued)

Sr Landscape Architect I	\$ 100
Sr Landscape Architect II	\$ 113
Sr Landscape Architect III	\$ 127
Sr Landscape Architect IV	\$ 143
Sr Landscape Architect V	\$ 160

HYDROGEOLOGIST

Hydrogeologist IV	\$ 131
-------------------	--------

GIS

GIS Intern I	\$ 46
GIS Intern II	\$ 55
GIS Technician	\$ 63
GIS Specialist I	\$ 71
GIS Specialist II	\$ 81
GIS Specialist III	\$ 89
Sr GIS Specialist I	\$ 88
Sr GIS Specialist II	\$ 95
Sr GIS Specialist III	\$ 103
GIS Manager	\$ 142

3D SERVICES

3D Application Specialist IV	\$ 89
------------------------------	-------

PROJECT DESIGNERS AND ADMINISTRATORS

Project Designer I	\$ 73
Project Designer II	\$ 84
Project Designer III	\$ 90
Project Designer IV	\$ 98
Sr Project Designer I	\$ 106
Sr Project Designer II	\$ 118
Sr Project Designer III	\$ 135
Project Administrator I	\$ 66
Project Administrator II	\$ 75
Project Administrator III	\$ 83
Project Administrator IV	\$ 93

ENGINEERING/CAD TECHNICIANS

Engineering Tech I	\$ 69
Engineering Tech II	\$ 73
Engineering Tech III	\$ 79
Engineering Tech IV	\$ 85
Sr Engineering Tech I	\$ 83
Sr Engineering Tech II	\$ 91
Sr Engineering Tech III	\$ 95
Sr Engineering Tech IV	\$ 97
CAD Manager	\$ 114

CONSTRUCTION ENGINEERS	
Construction Eng I	\$ 74
Construction Eng II	\$ 81
Construction Eng III	\$ 89
Construction Eng IV	\$ 97
Construction Eng V	\$ 104
Sr Construction Eng I	\$ 104
Sr Construction Eng II	\$ 118
Sr Construction Eng III	\$ 128
Sr Construction Eng IV	\$ 139
Sr Construction Eng V	\$ 149
Sr Construction Eng VI	\$ 163
CONSTRUCTION OBSERVERS	
Observer I	\$ 50
Observer II	\$ 60
Observer III	\$ 73
Observer IV	\$ 80
Observer V	\$ 90
CONSTRUCTION COORDINATORS	
Const Coord I	\$ 88
Const Coord II	\$ 96
Const Coord III	\$ 105
LAND SURVEYORS	
Land Surveyor I	\$ 90
Land Surveyor II	\$ 100
Land Surveyor III	\$ 112
Sr Land Surveyor I	\$ 127
Sr Land Surveyor II	\$ 143
Surv Proj Manager I	\$ 82
Surv Proj Manager II	\$ 102
Surv Proj Manager III	\$ 119
Sr Survey Project Manager I	\$ 130
Sr Survey Project Manager II	\$ 150
Sr Survey Project Manager III	\$ 159
SURVEY OFFICE/CAD TECHNICIANS	
Survey Technician I	\$ 70
Survey Technician II	\$ 75
Sr Survey Tech I	\$ 78
Sr Survey Tech II	\$ 85

PARTY CHIEFS	
Party Chief I	\$ 69
Party Chief II	\$ 78
Party Chief III	\$ 85
SURVEY FIELD CREW	
Field Tech Apprentice	\$ 37
Field Tech I	\$ 56
Field Tech II	\$ 61
Field Tech III	\$ 68
OFFICE	
Acct Assistant I	\$ 54
Acct Assistant II	\$ 63
Acct Assistant III	\$ 71
Administrative Intern	\$ 37
Administrative Asst I	\$ 53
Administrative Asst II	\$ 61
Administrative Asst Sr I	\$ 66
Administrative Asst Sr II	\$ 74
Administrative Coord	\$ 76
Client Development Manager I	\$ 100
Client Development Manager II	\$ 111
Client Development Manager III	\$ 129
Client Development Director	\$ 166
Controller	\$ 148
Graphic Designer I	\$ 73
HR Assistant I	\$ 50
HR Assistant II	\$ 59
HR Manager	\$ 116
IT Applications Manager	\$ 112
IT Department Manager	\$ 155
IT Intern I	\$ 45
IT Tech I	\$ 55
IT Tech II	\$ 66
Marketing Asst I	\$ 45
Marketing Asst II	\$ 55
Marketing Coord I	\$ 64
Marketing Coord II	\$ 73
Offices Services Manager	\$ 104

These charges include full compensation for payroll costs, general overhead, administration and anticipated profit on labor. Charges for items other than labor which are applicable to the project are listed on Schedule #2.

Personnel usually perform duties related to their classification; however, in the interest of efficiency, personnel with diversified experience may perform several types of work; in all cases, charges will be made according to payroll classification and not according to the type of work performed.

SCHEDULE #2



MISCELLANEOUS CHARGES

January 1, 2015 – March 25, 2016

A. SUBSISTENCE:

Subsistence for employees away from headquarters shall be chargeable in accordance with the per diem schedule of the U.S. General Services Administration available at www.gsa.gov.

B. TRANSPORTATION:

Automobile transportation shall be charged for at the maximum IRS employee reimbursable rate per mile plus 15% for travel in connection with work on the project. Costs to Lamp, Ryneerson & Associates, Inc., for commercial travel shall be chargeable at the actual cost incurred by Lamp, Ryneerson & Associates, Inc.

C. MATERIALS:

All materials other than normal office supplies which are used by Lamp, Ryneerson & Associates, Inc., in connection with the rendering of services shall be chargeable at actual cost plus 15 percent to cover general overhead and administration.

D. REPRODUCTIONS AND PLOTS:

All reproduction and plotting work performed by Lamp, Ryneerson & Associates, Inc., shall be charged at the locally accepted commercial rate for such work. All outside photographic and direct-process reproduction costs advanced by Lamp, Ryneerson & Associates, Inc., in connection with the rendering of services shall be charged at actual cost plus 15 percent to cover general overhead and administration.

E. SPECIAL EQUIPMENT:

The following items of special equipment, when used by Lamp, Ryneerson & Associates, Inc., shall be charged for at the following rates:

Electronic Total Station	\$15 - \$25 / Hour		
Robotic Total Station w/ RCS	\$30 / Hour		
GPS Rover	\$22 - \$33 / Hour		
GPS Base & Rover	\$25 - \$62 / Hour		
4x\$ ATV Polaris Ranger	\$20 / Hour		
Plots (Color)	\$2.50/SF (bond)	\$6.00/SF (mylar)	\$6.00/SF (photo paper)
Plots (B&W)	\$0.15-\$0.40/SF (bond)	\$0.15-\$0.40/SF (bond)	\$0.15-\$0.40/SF (bond)

All of the above rates are exclusive of operator. Specialty material exclusive of above Plotter Rates.

F. FILING FEES AND OTHER COSTS ADVANCED:

All filing or permit fees and other similar outside costs which are advanced or paid by Lamp, Ryneerson & Associates, Inc., shall be chargeable at actual cost plus 15 percent to cover general overhead and administration.

Periodically, this schedule may be revised and updated by Lamp, Ryneerson & Associates, Inc., who reserves the right to substitute the new miscellaneous charges schedule upon 30 days' notice.