

Volkert, Inc.  
1110 Montlimar Drive  
Suite 1050  
Mobile, Alabama 36609  
(251) 342-1070  
www.volkert.com



May 24, 2024

**VIA E-Mail**

Mrs. Rachel Keith, Airport Manager  
City of Foley  
407 East Laurel Avenue  
Foley, AL 36530

**Contract No. 1059400.00**

Professional Services Related to Engineering,  
Consulting, and Construction Inspection Services  
at Foley Municipal Airport  
Foley, Alabama

**RE: Supplemental Agreement No. 07**

Dear Mrs. Keith:

Attached please find one (1) digital copy of the Supplemental Agreement **No. 07** for the above referenced Contract No. for Professional Services between the City of Foley and Volkert, Inc. This Supplemental Agreement is for professional services for the following project:

**DESIGN & CONSTRUCT TERMINAL BUILDING**

This project, the associated agreement, and our relationship will be governed by the conditions set forth in the above-referenced Contract No. for Professional Services between the City of Foley and Volkert, Inc. This Supplemental Agreement has been reviewed by the Alabama Department of Transportation (ALDOT) for audit accuracy and acceptable overhead and labor rates (*see attached letter*). ALDOT also performed an evaluation of the submitted tasks and associated man-hours. Below is a summary of the fees associated with this proposal that include ALDOT's Audited rates:


Basic Services		
Task No.	Service Description	Total Cost
1	Design Phase – GMC	\$50,078.44
2	Total Bid Phase - Volkert	\$8,191.85
3	Total Bid Phase - GMC	\$5,032.13
4	Total Construction Admin. Phase	\$20,128.50
Total Basic Services		<b>\$83,430.92</b>
TOTAL ENGINEERING COST		<b>\$83,430.92</b>

If the attached scope of work, proposed fee, and general conditions are acceptable, please indicate the City's acceptance of the proposal, scope of work, and method of compensation by signing in the appropriate space provided on page 2 of the Supplemental Agreement No. 07. Upon execution, please return an executed copy to my attention.

***A Century of Integrity in Infrastructure***

Thank you for the opportunity to provide these services. If you have any questions or comments or require additional information, please contact us.

Sincerely,  
VOLKERT, INC.



Jordan Stringfellow, P.E.  
Assistant Vice President

Attachments



# ALABAMA DEPARTMENT OF TRANSPORTATION

1409 Coliseum Boulevard  
Montgomery, Alabama 36110

Telephone: 334.242.6311



Kay Ivey  
Governor

John R. Cooper  
Transportation Director

January 3, 2024

To: Frank Farmer  
Aeronautics Bureau Chief

Attn: Taylor Janney

From: Bureau of Finance and Audit, External Audit Section

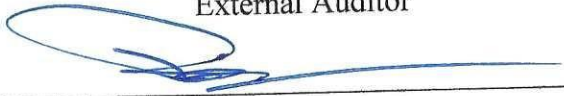
Subject: Volkert, Inc. & the City of Foley--  
Foley Municipal Airport  
Project: Design & Construction Terminal Building  
(Supplemental Agreement No.7)  
Report No. M24-ADR-09

The above noted report is attached for your records. If applicable, please forward copies to the consultant and appropriate regions/bureaus.

The attached information represents an analysis of Volkert, Inc. & the City of Foley for the Foley Municipal Airport proposal. Also included is the required Agreement Approval Form.

Respectfully,

  
Prepared by: Dedrick McDade  
External Auditor

  
Reviewed and Submitted by: Rosie Fagg  
External Audit Manager

  
Approved by: John Whiteside  
Assistant Director of Finance and Audit



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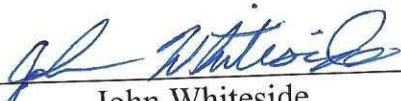


Kay Ivey  
Governor

John R. Cooper  
Transportation Director

## Bureau of Finance and Audit Agreement Approval Form

The proposal from Volkert, Inc. & the City of Foley for the Foley Municipal Airport, described as Design & Construction Terminal Building (Supplemental Agreement No.7) in Baldwin County has been analyzed by the External Audit Section of the Bureau of Finance and Audit. The results of the analysis are reported in report #M24-ADR-09.

Approved by:   
John Whiteside  
Assistant Director of Finance & Audit

1-18-2024  
Date



# ALABAMA DEPARTMENT OF TRANSPORTATION

1409 Coliseum Boulevard  
Montgomery, Alabama 36110

Telephone: 334.242.6311




Kay Ivey  
Governor


John R. Cooper  
Transportation Director

January 3, 2024

To: Frank Farmer  
Aeronautics Bureau Chief

Attn: Taylor Janney

From: Dedrick McDade  
External Auditor 

Approved: Rosie Fagg  
External Audit Manager 

Re: Volkert, Inc. & the City of Foley--  
Foley Municipal Airport  
Project: Design & Construction Terminal Building  
(Supplemental Agreement No.7)  
Report No. M24-ADR-09

As per your request, we have analyzed the above referenced fee proposal for accuracy and acceptable indirect cost, FCCM and labor rates.

The direct labor rates were compared to the consultant's labor certification. The labor rates were found to be incorrect. The labor rates that should be used in this agreement are listed below.

Classification	Rate
Project Manager	\$ 75.91
Staff 2 Professional	\$ 65.39
Staff 1 Professional	\$ 43.52
Administrative Assistant	\$ 33.82

The indirect cost rate of 149.21% and the FCCM rate of .491% were compared to the approved rates and found to be correct. These rates are for the year ended December 31, 2022.

The operating margins were analyzed and found to be correct.

The direct expenses were analyzed and found to be correct except for the following. The mileage rate of \$0.655 is incorrect. The correct mileage rate is \$0.67 per mile.

The sub-consultant's cost was traced to the sub-consultant's quote. The proposed amount agreed with the amount listed in the quote.

A copy of the worksheet showing the above calculations is attached for your review.

Based on the above analysis, approval of the agreement is recommended.

cc: Jeff Hornsby, Director of Finance and Audit  
file

**SUPPLEMENTAL AGREEMENT NO. 07**

**TO CONTRACT FOR PROFESSIONAL SERVICES  
BETWEEN THE CITY OF FOLEY  
AND VOLKERT, INC.**

THIS SUPPLEMENTAL AGREEMENT, made and entered into this the \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and between the City of Foley, 407 East Laurel Avenue, Foley, AL 36535 (hereinafter called the OWNER), and Volkert, Inc., 1110 Montlimar Drive, Mobile, AL 36609 (hereinafter called the CONSULTANT);

WITNESSETH, THAT:

WHEREAS, the Owner and the Consultant entered into an Agreement on the 4<sup>th</sup> day of February, 2020 (Original Contract) whereby the Consultant is to provide all necessary professional services associated with improvements to the Foley Municipal Airport, Foley, Alabama all as more specifically set forth in said Agreement, and

WHEREAS, the Owner now desires to proceed with professional services to accomplish the following Airport improvement project:

***DESIGN & CONSTRUCT TERMINAL BUILDING***

WHEREAS, the Consultant is agreeable to completing the required work for fees that are acceptable to the Owner and in accordance with the latest requirements of the FAA and State of Alabama for State funding of projects, and

NOW THEREFORE, it is hereby agreed between the parties hereto that the Original Contract be supplemented as follows:

**SECTION I. BASIC SERVICES**

Basic Services will include a Design Phase, Bid Phase, and Construction Administration.

The Engineer shall furnish and perform basic services as appropriate, as described in the General Provisions in the Original Contract and made a part of hereof for the project described on Attachment A.

This project will provide for the engineering services required to construct a Terminal Building at the Foley Municipal Airport.



## SECTION II. SPECIAL SERVICES

There are no Special Services under this Supplemental Agreement.

## SECTION III. METHOD OF PAYMENT

The Consultant agrees to provide all services included in Section I, Basic Services, of this Supplemental Agreement at the lump sum amount of **Eighty-Three Thousand Four Hundred Thirty Dollars and Ninety-Two Cents (\$83,430.92)** as summarized in Attachment "A".

In addition to compensation computed above, reimbursement of actual cost shall be made for travel, subsistence, telephone, printing costs and other general out-of-pocket expenses required specifically for the contract.

The Owner will pay the Engineer for special services performed by subconsultants at the actual invoice amount. Consultant's time for assisting and coordinating the subconsultants' services will be billed as special services.

All work encompassed herein shall be accomplished in accordance with the requirements of the aforesaid Original Contract, and all requirements of said Agreement except as specifically modified by this Supplemental Agreement, shall remain in full force and effect.

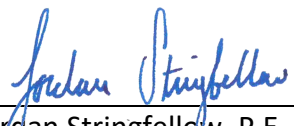
IN WITNESS WHEREOF, the parties hereto have executed this Supplemental Agreement on the day and year first above written.

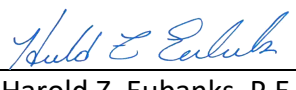
### CITY OF FOLEY

Attest: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Name: Ralph G. Hellmich  
Title: Mayor  
Federal Employer ID  
# (Corporation): 63-6001263  
Social Security #  
(Individual): \_\_\_\_\_

### VOLKERT, INC.

Attest:   
Name: Jordan Stringfellow, P.E.  
Title: Assistant Vice President

  
Name: Harold Z. Eubanks, P.E.  
Title: South Alabama Regional Vice President





## ATTACHMENT A – ENGINEERING FEE PROPOSAL

**Volkert Project Number:** 1059407

**Project Description:** Design & Construct Terminal Building

**Client:** City of Foley

**Location:** Foley Municipal Airport, Foley, Alabama

**Date:** May 24, 2024



PROJECT DESCRIPTION: Design & Construct Terminal Building

INDEX

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Basic Service Man-Hour & Cost Estimate .....	5 - 7

ATTACHMENTS

Sub-Consultant Proposals .....	ATTACHMENT B
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PROJECT DESCRIPTION: Design & Construct Terminal Building

### **PROJECT INTRODUCTION & SCOPE**

The proposed project will provide for the engineering services required to construct a proposed general aviation terminal building for the City of Foley at Foley Municipal Airport in Foley, Alabama. The proposed general aviation terminal building will be a single-story building with approximately 2,900 sq ft of usable space.

Volkert will utilize the expertise of Sub-consultant (Goodwin, Mills, & Cawood) (GMC) to assist with engineering services for the design of the proposed terminal building. Engineering services to be performed by GMC are summarized below and fully described in Attachment B (Proposal for Architectural & Engineering services dated August 25, 2023).

### **BASIC SERVICES (Lump Sum)**

Basic Services will include a Design Phase, Bid Phase, and Construction Administration. An itemized list of services is anticipated:

- Design Phase (Provided by GMC)
  - Schematic Design
  - Design Development
  - Construction Documents
- Bid Phase (Provide by Volkert)
  - Coordinate Project Advertisement
  - Prepare Bid Packets and Upload to Quest
  - Conduct Pre-bid Meeting
  - Prepare meeting resume
  - Address questions and issue addendums
  - Conduct bid opening
  - Evaluate and reconcile bids
- Bid Phase (Provided by GMC)
  - Bid efforts related to building only
- Construction Administration (Provided by GMC)

### **SPECIAL SERVICES (Cost Plus with Not to Exceed)**

There are no Special Services under this Supplemental Agreement.

SUMMARY OF ENGINEERING FEE PROPOSAL	
BASIC / PROFESSIONAL SERVICES	
SERVICE DESCRIPTION	TOTAL COST
TASK 1 - DESIGN PHASE - GOODWYN, MILLS & CAWOOD	\$50,078.44
TASK 2 - TOTAL BID PHASE COST - VOLKERT COST	\$8,191.85
TASK 3 - TOTAL BID PHASE COST - SUBCONSULTANT BID COST	\$5,032.13
TASK 4 - TOTAL CONSTRUCTION ADMINISTRATION PHASE COST	\$20,128.50
TOTAL BASIC SERVICE COST	\$83,430.92
TOTAL ENGINEERING COST	\$83,430.92

Task No.	SUB-CONSULTANT (GOODWIN, MILLS, & CAWOOD) DESIGN SERVICES	
1	DESIGN PHASE - GOODWYN, MILLS & CAWOOD	COST
1.1	Updated Code Review	\$1,500.00
1.2	Updated Plans and Specs per 2020 IBC	\$7,500.00
1.3	Schematic Design 10%	\$4,792.50
1.4	Design Development 15%	\$7,188.75
1.5	Construction Documents 50%	\$23,962.50
1.6	3D Color Renderings Exterior Views	\$2,750.00 per view
SUBTOTAL SUBCONSULTANT DESIGN COST		\$47,693.75
Volkert, Inc. (Management Fee, 5% of Total Subconsultant Fee)		\$2,384.69
TOTAL SUBCONSULTANT DESIGN COST		\$50,078.44
TOTAL DESIGN PHASE COST		\$50,078.44 LS

PROJECT DESCRIPTION: Design and Construct Terminal Building

Task No.	MAN-HOUR BID ESTIMATE - VOLKERT				
2	Bid Phase	Project Manager	Staff 2 Prof	Staff 1 Prof	Admin
2.1	Coordinate Project Advertisement		2		4
2.2	Prepare Bid Packets & Upload to Quest		1	4	
2.3	Conduct Pre-Bid Meeting	3	3		
2.4	Prepare Resume of Pre-Bid Meeting	1	1	2	2
2.5	Address Questions and Issue Addendums	4	8		2
2.6	Conduct Bid Opening	3	3		
2.7	Evaluate & Reconcile Bids	1	1	2	1
<b>TOTAL BID MAN-HOURS</b>		<b>12</b>	<b>19</b>	<b>8</b>	<b>9</b>

Task No.	PROPOSED BID PHASE FEE - VOLKERT				
2	Bid Phase	Man-hour	Rate	COST	
Labor Costs					
	Project Manager	12	\$75.91	\$910.92	
	Staff 2 Professional	19	\$65.39	\$1,242.41	
	Staff 1 Professional	8	\$43.52	\$348.16	
	Administrative Assistant	9	\$33.82	\$304.38	
TOTAL DIRECT LABOR				\$2,805.87	
	Combined Overhead		149.21%	\$4,186.64	
TOTAL LABOR + OVERHEAD				\$6,992.51	
	Operating Margin		15%	\$1,048.88	
	FCCM (Direct Labor Only)		0.491%	\$13.78	
SUBTOTAL LABOR COSTS				\$8,055.17	
Out of Pocket Costs					
	Travel Expenses (Mobile office to Foley Airport) (51 Miles 1-way)	Trips	Miles	Rate	Cost
		2	102	\$0.670	\$136.68
TOTAL OUT OF POCKET					\$136.68
TOTAL BID PHASE - VOLKERT COST					\$8,191.85

LS

Task No.	SUB-CONSULTANT (GOODWIN, MILLS, & CAWOOD) BIDDING SERVICES	
3	BID PHASE - GOODWYN, MILLS & CAWOOD	COST
3.1	Bidding & Negotiation 5%	\$4,792.50
SUBTOTAL SUBCONSULTANT COST		\$4,792.50
Volkert, Inc. (Management Fee, 5% of Total Subconsultant Fee)		\$239.63
TOTAL SUBCONSULTANT BID COST		\$5,032.13
TOTAL BID PHASE COST		\$13,223.98

LS

Task No.	SUB-CONSULTANT (GOODWIN, MILLS, & CAWOOD) CONSTRUCTION ADMINISTRATION SERVICES	
4	CONST. ADMIN PHASE- GOODWYN, MILLS & CAWOOD	COST
4.1	Construction Administration 20%	\$19,170.00
SUBTOTAL SUBCONSULTANT COST		\$19,170.00
Volkert, Inc. (Management Fee, 5% of Total Subconsultant Fee)		\$958.50
TOTAL SUBCONSULTANT CONST. ADMIN COST		\$20,128.50

LS

TOTAL CONSTRUCTION ADMINISTRATION PHASE COST	\$20,128.50
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## ATTACHMENT B – SUB-CONSULTANT PROPOSALS

**Volkert Project Number:** 1059407

**Project Description:** Design & Construct Terminal Building

**Client:** City of Foley

**Location:** Foley Municipal Airport, Foley, Alabama

**Date:** May 24, 2024





November 3, 2023

**Goodwyn Mills Cawood**

11 North Water Street  
Suite 15250  
Mobile, AL 36602

T (251) 460-4006  
F (251) 460-4423

[www.gmcnetwork.com](http://www.gmcnetwork.com)

Harold "Hank" Eubanks, PE  
Civil / Aviation Manager  
Volkert, Inc.  
1110 Montlimar Drive, Suite 1050  
Mobile, AL 36609

**Via E-mail**

**RE: NEW FOLEY TERMINAL BUILDING – 3,000 SF Prototype**

Dear Hank:

Goodwyn Mills and Cawood (GMC) sincerely appreciate the opportunity to present a proposal to provide Architectural and Engineering services for a new terminal building to be located on airport property.

**PROJECT UNDERSTANDING:**

The intent is to build a new terminal building on airport property. The building will be approximately 3,000 S.F. and the scope is will follow the ALDOT prototype "Community" terminal design. Any deviations from the prototype will be considered additional services and will be billed at our current hourly rates.

**GMC SCOPE OF SERVICES:**

We propose to furnish the following services in association with the above referenced project:

- Updated Code and ADA Analysis
- Structural Design
- Architecture and Interior Design
- Mechanical Engineering
- Plumbing Engineering
- Electrical Engineering
- Fire Alarm
- Construction Administration Services

**GMC DETAILED SCOPE OF WORK – BASIC SERVICES:**

Our proposed services include the following detailed scope of work

**Structural Engineering:**

- a. Structural Design Drawings
- b. Foundation Design based on Geotechnical Recommendations
- c. Specifications

**Architectural Design:**

- a. Code and ADA analysis
- b. Architectural Interior Design Drawings and Specifications
- c. Architectural Details of Interior Finishes and Building Components

**Mechanical Engineering:**

- a. HVAC load calculations
- b. Heating, Cooling and Ventilation Design
- c. Design and location of HVAC distribution ductwork
- d. Specifications

**Plumbing Design:**

- a. Sanitary and waste vent system design
- b. Design of domestic cold and hot water system
- c. Fire Protection Sprinkler System – Provided by performance specification (if required)
- d. Specifications

**Electrical Engineering:**

- a. Standard power design and coordination with mechanical requirements to accommodate reconfigured floor plan.
- b. Lighting – Power and switching, including egress lighting, exit signs, and fixture schedules.
- c. Fire Alarm System – Provided by performance specification
- d. Low Voltage Systems – Provide outlet and raceway coordination for tenant provided low voltage systems including voice/data, network cabling, A/V, CCTV and security systems.
- e. Electrical Specifications

**Bidding and Construction Administration Services:**

- a. Conduct pre-bid meeting with Owner and contractors.
- b. Respond to contractor RFI's during bidding and construction.
- c. Conduct preconstruction meeting with GC and major subcontractors.
- d. Review and respond to contractor's submittals and shop drawings.
- e. Conduct weekly site visits to confirm construction is in accordance with plans and specifications. Provide observation reports with phot documentation.
- f. Review and certify contractor's monthly pay requests.
- g. Coordinate and conduct above ceiling meeting.
- h. Coordinate and conduct punch list and follow up inspection.

**PROFESSIONAL SERVICES FEE:****BASIC SERVICES:**

All projects are unique and our fees are based on the nature and complexity of the work, however most projects will follow the following fee structure as listed below.

In accordance with the Alabama Division of Construction Management Manual of Procedures we propose the following professional fee for Basic Services for Building Group III.

<b>Cost of the Work</b>	<b>Fee in Percentage</b>
\$900,001 to \$1,000,000	7.3
\$1,000,001 to \$1,250,000	7.2
1,250,001 to \$1,500,000	7.1

A preliminary Rough Order of Magnitude estimate for the cost of work is as follows and subject to change once the program and scope is better defined:

**Building 3,000 S.F. @ \$450.00 PSF = \$1,350,000**  
**Site and utilities to the building will be estimated by others.**

Our preliminary fee for Basic Services would therefore be  $\$1,350,000 \times 7.1\% = \$95,850.00$  and would be billed as follows:

Updated Code Review	\$1,500
Updated Plans and Specs per 2020 IBC	\$7,500
Schematic Design 10%	$\$9,585 \times 50\% = \$4,792.50$



Design Development 15%	\$14,377.50 x 50% = \$7,188.75
Construction Documents 50%	\$47,925 x 50% = \$23,962.50
Bidding & Negotiation 5%	\$4,792.50
Construction Administration 20%	\$19,170.00

**Total Anticipated Design Fee = \$68,906.25**

**ADDITIONAL SERVICES:**

Deviations from Prototype Per Hourly Rates

3D Color Renderings

Exterior Views = \$2,750 per view

**Total Anticipated Fee = \$71,656.25**

**DESIGN & CONSTRUCTION SCHEDULE:**

We have reviewed the anticipated scope of services and work as outlined above, and propose the following design schedule upon receipt of a written Notice to Proceed.

Schematic Design Code Review	2 Weeks
Design Development	3 Weeks
Construction Documents / Specifications	8 Weeks
Advertisement - Bidding and Negotiation	4 Weeks
Construction Administration	8-10 Months

**EXCLUSIONS:**

The following items are not included in GMC's Scope of Work, as they are either customarily provide by the Owner or provided as a specialty consultant. GMC would gladly provide you with cost and fee proposal for any of these services and add them to our fee proposal.

- Programming
- Modifications to Prototype Plans and Elevations
- As-built drawings
- LEED design
- Surveying
- Site / Civil Engineering
- Landscaping and Irrigation design
- Construction Material Testing & Special Inspections
- Environmental Assessments
- Environmental / Hazardous material surveys
- Telecommunications design
- FFE design and coordination
- Building commissioning
- Conformed drawings
- Full-time, on site construction representation
- Security system design
- Interior Signage
- Exterior Signage
- Any services not explicitly mentioned in this proposal.

**ADDITIONAL SERVICES:**

Additional services will be billed at our standard hourly rates upon written authorization. See hourly rates as listed below.

**HOURLY RATES:**

See attached Hourly Rate Sheet

**REIMBURSABLE EXPENSES:**

Reimbursable Expenses are project related expenses that accrue over the course of design and construction phases of the project. We do not consider telephone charges (including long distance), faxing, scanning, in-house small document copying, costs associated with e-mail correspondence or costs associated with maintaining our CAD/ BIM software and systems as reimbursable expenses.

The following expenses are reimbursable, and will be invoiced monthly as incurred at 1.2 times our cost:

- Printing/mounting and material costs including drawings for presentations, meetings, contractor pricing, permitting, and discussion purposes.
- Fees incurred for drawing reviews by authorities having jurisdiction or otherwise.
- Costs for shipping documents.
- Out-of-town travel expenses, lodging, and meals directly associated with the project and incurred by our employees will be considered a reimbursable expense. Automobile travel associated with the project and incurred by our employees will be invoiced at \$0.432/ mile.
- The reimbursable expenses of our Consultants.

**SUMMARY:**

Mr. Eubanks,

We are excited about this opportunity and look forward to working with you. Please feel free to contact me, at your convenience, to discuss any portion of this proposal.

Sincerely,

**GOODWYN, MILLS & CAWOOD, INC.**

A handwritten signature in blue ink, appearing to read 'Jim Walker'.

Jim Walker, AIA  
Vice President of Architecture

Should the above proposal be acceptable please return a signed copy for our files.

Accepted: \_\_\_\_\_

Date: \_\_\_\_\_



**2023**  
**Standard Rate and Fee Schedule**

Standard Hourly Rates

Executive Vice President	\$ 300.00
Senior Vice President	\$ 250.00
Vice President	\$ 225.00
Senior Professional (Architect, Engineer Regional Technical Leader, Interior Design, Scientist, Project Manager)	\$ 250.00
Professional III (Architect, Engineer Design Manager, Interior Design, Scientist, Project Manager)	\$ 225.00
Professional II (Architect, Engineer State Technical Leader, Interior Design, Scientist, Project Manager)	\$ 200.00
Professional I (Architect, Engineer Design Coordinator, Interior Design, Scientist, Project Manager)	\$ 185.00
Senior Professional Staff (Architect, Project Engineer, Interior Design, Scientist, Assistant Project Manager)	\$ 160.00
Professional Staff III (Architect, Engineer Project Professional, Interior Design, Scientist)	\$ 135.00
Professional Staff II (Architect, Engineer Staff Professional, Interior Design, Scientist)	\$ 120.00
Professional Staff I (Architect, Interior Design, Scientist)	\$ 100.00
Senior Technical (Technical Spec., Contract Spec., CADD Tech., Designer, Drafting, CA, ROW, Inspector)	\$ 160.00
Technical III (Contract Spec., CADD Tech., Designer, Drafting, CA, ROW, Inspector)	\$ 140.00
Technical II (Contract Spec., CADD Tech., Designer, Drafting, CA, ROW, Inspector)	\$ 115.00
Technical I (Contract Spec., CADD Tech., Designer, Drafting, CA, ROW, Inspector)	\$ 95.00
Intern/Co-op II (Architecture, Engineering, Interior Design, Environmental Sciences)	\$ 90.00
Intern/Co-op I (Architecture, Engineering, Interior Design, Environmental Sciences)	\$ 70.00
Executive Administrative Assistant	\$ 115.00
Administrative Assistant II	\$ 95.00
Administrative Assistant I	\$ 75.00
Surveying:	
Professional Land Surveyor	\$ 180.00
Survey Crew (four-man survey crew)	\$ 310.00
Survey Crew (three-man survey crew)	\$ 250.00
Survey Crew (two-man survey crew)	\$ 185.00
Field Tech III	\$ 105.00
Field Tech II	\$ 80.00
Field Tech I	\$ 65.00

Reimbursable Expenses

Travel Expenses	
Vehicle Transport	\$0.655 per mile
Travel/ Meals/ Lodging	Cost
Other Out-of-Pocket Expenses	Cost plus twenty percent
Sub-Consultant/ Sub-Contractors	Cost plus twenty percent
Sub-Consultant/Sub-Contractors reimbursable expenses	Cost plus twenty percent
Printing & Shipping	
Out of house reprographic services	Cost
In-House B&W reprographic services (small format)	\$0.10/ sheet (8.5 x 11)
	\$0.15/ sheet (11 x 17)
In-House Color reprographic services (small format)	\$0.10/ sheet (8.5 x 11)
	\$0.15/ sheet (11 x 17)
In-House B&W reprographic services (large format)	\$0.15/ sf
In-House Color reprographic services (large format)	\$0.20/ sf
GPS equipment	\$250.00 per day