



June 9, 2021

Shannon Baldwin, Town Manager  
Town of Lake Lure  
2948 Memorial Highway  
Lake Lure, NC 28746

SUBJECT: Lake Lure On-Call Professional Services – Task 5 Administrative Services

Dear Shannon:

LaBella Associates appreciates the opportunity to continue to work with the Town of Lake Lure (Town) on this project. We hope to continue the ongoing relationship as we work with you through your various engineering needs. We have previously provided an engineering services agreement, and this work will be performed under that agreement. This letter provides a scope of work and budget for Task 5 - Administrative Services described below. The scope of work is summarized below:

- Administrative services supporting but outside the scope of Task 2 – ER-EID/SOC
- Administrative services supporting but outside the scope of Task 3 – Sludge Management
- Administrative services supporting but outside the scope of Task 4 – Backshore Survey
- Weekly Meetings stake holder meetings
- UAB meetings for policy/project discussions
- WWTP Operational assistance

Maurice (Reese) Walsh, P.E. has continued to serve as LaBella's Program Manager for this contract, providing direction and oversight for other staff assigned to specific tasks under this contract. Other staff assigned to this contract shall have appropriate experience for the assigned task.

This scope of work is submitted as an hourly cost plus basis. LaBella will continue to submit monthly invoices that track the charges for each individual task. If additional hours are required, LaBella will request to increase the hourly budget. Reimbursable expenses shall be compensated at cost unless otherwise noted and shall be limited to the actual expenditures made by the Engineer during the performance of the work with respect to travel, postage, courier expenses, copies, printing, plots, permitting fees, photographs, maps, or other miscellaneous project expenses.

A summary of the budget for the scope of work described above is as follows:

<u>Description</u>	<u>Fee</u>
Administrative Assistance	\$25,000.00
<b>Total Fee Not to Exceed</b>	<b>\$25,000.00</b>

We appreciate the opportunity to continue our relationship with the Town of Lake Lure. If you have any questions or need additional information, please call me directly at (704) 941-2128.

Sincerely,

Maurice J. Walsh, P.E.  
LaBella Associates, P.C.  
Program Manager



## **Town of Lake Lure, North Carolina**

Authorized Signature

By: \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



**LABELLA ASSOCIATES**  
**Lake Lure ON-CALL ENGINEERING SERVICES**

**SCHEDULE OF FEES**  
**JANUARY 1, 2020 – DECEMBER 31, 2021**

<u>CLASSIFICATION</u>	<u>BILLING RATE</u>
Principal	\$180.00/hour
Project Manager	\$175.00/hour
Senior Engineer	\$165.00/hour
Senior Project Engineer	\$140.00/hour
Project Engineer	\$120.00/hour
Design Engineer	\$105.00/hour
GIS Analyst	\$115.00/hour
Senior Engineering/GIS Technician	\$105.00/hour
Engineering Technician	\$95.00/hour
Construction Inspector	\$85.00/hour
Engineering Co-op	\$70.00/hour
Clerical	\$70.00/hour
Mileage	at current IRS rate
Expenses	at cost
Sub-consultants	at cost plus 10 percent