



January 23, 2025

Mr. Jason R. Anderson, PE  
Director of Public Works/City Engineer  
City of Marshall  
344 West Main Street  
Marshall, MN 56258

Re: Proposal for Professional Engineering Services  
WPA Hangar Apron & Taxilane Reconstruction – Formulation and Design Phases  
Southwest Minnesota Regional Airport (MML)

Dear Mr. Anderson:

Pursuant to our Professional Services Agreement dated March 10, 2020, TKDA is hereby authorized to proceed with the Engineering Services in connection with the **WPA Hangar Apron & Taxilane Reconstruction Project at the Southwest Minnesota Regional Airport (MML)** hereinafter called the Project. Hereinafter, **City of Marshall** is referred to as the OWNER.

## **I. PROJECT DESCRIPTION**

The existing WPA Hangar Apron and Taxilane pavements are 30 years old and have reached the end of their useful life. The pavement is in poor condition with distress types summarized as alligator cracking, transverse cracking, patching, and surface weathering. The pavement requires full reconstruction to continue safely serving airport operations. The Project will reconstruct 8,830 SY of Taxilane D, Taxilane H and the WPA Hangar Apron pavement and also includes grading & drainage improvements, pavement markings, aircraft tie-downs, and turf establishment.

The OWNER has requested that TKDA provide engineering assistance for the Project. Engineering design will consist of the following, to be completed as one construction project, funded through the Federal (FAA), State (MnDOT Aeronautics) and Local funding sources:

- Part A – Project Formulation Phase Services
- Part B – Design & Bidding Phase Services

Part C and Part D services for Construction Phase and Grant Closeout Phase services will be provided under a separate Authorization upon completion of Bidding Phase.

## **II. SERVICES TO BE PROVIDED BY TKDA**

Based on TKDA's understanding of the Project, we propose to provide the following Planning and Civil Engineering services:

### **A. Project Formulation**

1. Conduct Site Visit to evaluate and document existing conditions (1 trip by Project Manager).
2. Develop Project Scope and Schedule with OWNER.
3. Prepare Preliminary Cost Estimate for Funding.
4. Develop eligibility exhibits depicting project scope and coordinate with the OWNER, MnDOT Aeronautics, and the FAA regarding the eligible Project scope, cost and schedule resulting from the preliminary scope and cost estimate.
5. Prepare and coordinate with the FAA Airport District Office (ADO) to obtain a Categorical Exclusion under the requirements of FAA Order 5050.4B, Airport Environmental Handbook, and Minnesota Statutes Chapter 4410, Airport Quality Board Environmental Review.
6. Prepare and submit to MnDOT Aeronautics and the FAA, the FAA AIP Grant Pre-Application Package in accordance with FAA Airports District Office requirements.

7. Assist OWNER with Project-specific Capital Improvement Program (CIP) updates. Provide CIP information to MnDOT Aeronautics and the FAA.
8. Conduct Project kickoff meeting attended by design team.
9. Obtain topographic survey of the Project area and develop topographic base maps in AutoCAD.
10. Coordinate with subconsultant for geotechnical investigation (6 soil borings to 10-ft depth).

B. Design Phase Services

1. Prepare final project scope and schedule for design.
2. Conduct up to two (2) coordination meetings with FAA and MnDOT during design (virtual).
3. Attend one (1) design coordination meeting with OWNER at airport.
4. Complete pavement designs for both rigid and flexible pavements.
  - a. Determine aircraft fleet and operations to develop traffic mix.
  - b. Evaluate design with FAARFIELD 2.1.1 software in accordance with FAA AC 150/5320-6G.
5. Develop surface grading and drainage design in conformance with FAA and local standards
6. Prepare 60% Plans.
7. Prepare 60% Specifications.
8. Prepare Preliminary Cost Estimate.
9. Prepare Engineer's Design Report.
10. Prepare 90% Plans.
11. Prepare 90% Specifications.
12. Submit 90% Documents to FAA ADO.
13. Prepare Final (100%) Plans for Bidding.
14. Prepare Final (100%) Specifications for Bidding.
15. Prepare Final Cost Estimate.
16. Complete Quality Control Review of Final Plans and Specifications.
17. Prepare Construction Safety and Phasing Plan (CSPP) and 7460-1 airspace permit for submittal to the FAA ADO.
18. Prepare Advertisement for Bids.
19. Prepare Bid Package and post electronically for bidding on QuestCDN.
20. Provide Bidding Assistance to Contractors.
21. Conduct Pre-bid Conference.
22. Issue Addenda.
23. Prepare Bid Results and submit to OWNER and FAA.
24. Prepare Recommendation for Contract Award.

### III. ADDITIONAL SERVICES

If authorized in writing by the OWNER, we will furnish or obtain from others Additional Services of the types listed below which are not considered as basic services under this Proposal. Additional Services shall be billable on an Hourly Time and Materials basis and such billings shall be over and above any maximum amounts set forth in this Proposal.

- A. Environmental Assessments other than CATEX.
- B. Professional Land Surveyor Services, other than those listed in SECTION II.
- C. Additional Site visits to Marshall, other than those required for services listed in SECTION II.
- D. Airport Layout Plan (ALP) Updates
- E. Grant closeout services.
- F. Construction phase engineering or testing services.

### IV. OWNER RESPONSIBILITIES

These responsibilities shall be as set forth in Article 9 of the Professional Services Agreement and as further described or clarified hereinbelow:

- A. Designate one individual to act as a representative with respect to the work to be performed, and such person shall have complete authority to transmit instructions, receive information, interpret and define policies, and make decisions with respect to critical elements pertinent to the Project. This individual shall be identified in the signature block area of this Proposal.
- B. Provide TKDA with access to the site as required to perform services listed in SECTION II.
- C. Provide reviews of materials furnished by TKDA in a reasonable and prompt manner so the Project schedule can be maintained.

### V. PERIOD OF SERVICE

We would expect to start our services promptly upon receipt of your written acceptance of this Proposal and estimate to complete SECTION II services within six (6) months.

### VI. COMPENSATION

Compensation to TKDA for services provided as described in SECTION II of this Proposal shall be on an Hourly Time basis in an amount not to exceed **\$70,500**, as summarized below. Our detailed Project Fee Estimate is attached.

Section II.A: Project Formulation	\$20,000.00
Section II.B: Design Phase Services	\$50,500.00
<b>Total Not to Exceed Amount</b>	<b>\$70,500.00</b>

Payment shall be made in accordance with Article 4 of our Agreement.

The level of effort required to accomplish SECTION II services can be affected by factors which are beyond our control. Therefore, if it appears at any time charges for services rendered under SECTION II will exceed the above, we agree we will not perform services or incur costs which will result in billings in excess of such amount until we have been advised by you additional funds are available and our work can proceed.

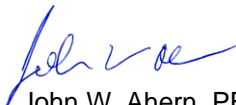
**VII. CONTRACTUAL INTENT**

We thank you for the opportunity to submit this Proposal. We agree this letter will constitute an authorization under our Professional Services Agreement upon signature by an authorized official of the City of Marshall and the return of a signed original to us. This Proposal will be open for acceptance for **60** days, unless the provisions herein are changed by us in writing prior to that time. Please feel free to contact Dan Sherer directly at 651.219.2224 or [daniel.sherer@tkda.com](mailto:daniel.sherer@tkda.com) if you have any questions.

Sincerely,



Daniel A. Sherer, PE  
Project Manager



John W. Ahern, PE  
Vice President–Aviation

Attachments: Project Fee Estimate  
2025 Rate Sheet  
AET Proposal

ACCEPTED FOR CITY OF MARSHALL

By: \_\_\_\_\_  
Signature Printed Name/Title Date

OWNER DESIGNATED REPRESENTATIVE:

\_\_\_\_\_  
Name/Title Phone Email

DAS:JWA:dad



## Project Fee Estimate

<b>Client:</b> City of Marshall		<b>Date:</b> 1/23/2025									
<b>Project:</b> WPA Hangar Apron & Taxilanes - Design		<b>By:</b> DAS									
Task	Task Description	Estimated Person Hours Required								Total Hours	Total Dollars
		Project Manager	Registered Engineer	Graduate Engineer	Engineering Specialist	Airport Planner	Graduate Planner	Surveyor	Admin		
Billing Rate/Hr x Multiplier		\$ 238	\$ 143	\$ 108	\$ 136	\$ 143	\$ 105	\$ 98	\$ 111		
<b>A PROJECT FORMULATION PHASE</b>											
1	Conduct Site Visit		12							12	\$ 1,716
2	Prepare Project Scope and Schedule	4	4							8	\$ 1,524
3	Prepare Preliminary Cost Estimate	2	4	4						10	\$ 1,480
4	Develop Eligibility Exhibits	2		4		2	4			12	\$ 1,614
5	Environmental Categorical Exclusion		4							4	\$ 572
6	Grant Pre-Application Package	2	4							6	\$ 1,048
7	Prepare Project-Specific CIP Updates	1	2							3	\$ 524
8	Project Kickoff Meeting	1	1	1	1	1	1	1		7	\$ 971
9	Topographic Survey and Base Maps			8					12	20	\$ 2,040
10	Coordinate Geotechnical Investigation		2	2						4	\$ 502
SUBTOTAL HOURS		12	33	19	1	3	5	13	-	86	
SUBTOTAL COST		\$ 2,856	\$ 4,719	\$ 2,052	\$ 136	\$ 429	\$ 525	\$ 1,274	\$ -		\$ 11,991
<b>Expenses:</b>											
Travel & Subsistence (TS)											\$ 250
Miscellaneous (MI)											\$ -
Reproduction & Reprographics (RR)											\$ -
Subconsultant - Geotechnical Investigation											\$ 7,060
Subconsultant Mark-up											10% \$ 706
Subtotal Expenses											\$ 8,016
Subtotal											\$ 20,007
ROUNDED											\$ 20,000
<b>B DESIGN PHASE</b>											
1	Prepare Final Design Scope and Schedule	2	2							4	\$ 762
2	Agency Coordination / Meetings	4				4				8	\$ 1,524
3	Airport Coordination / Meetings	8								8	\$ 1,904
4	Pavement Design	2	8							10	\$ 1,620
5	Grading & Drainage Design	2	8	4						14	\$ 2,052
6	Prepare 60% Plans	8	20	40	20					88	\$ 11,804
7	Prepare 60% Specifications	4	8						4	16	\$ 2,540
8	Prepare Preliminary Cost Estimate	2	4	4						10	\$ 1,480
9	Prepare Engineer's Design Report	4	8	16						28	\$ 3,824
10	Prepare 90% Plans	4	10	20	10					44	\$ 5,902
11	Prepare 90% Specifications	2	4						4	10	\$ 1,492
12	Submit 90% Documents to FAA		4							4	\$ 572
13	Prepare Final Plans (100%)	2	4	10	4					20	\$ 2,672
14	Prepare Final Specifications (100%)	2	2						2	6	\$ 984
15	Prepare Final Cost Estimate	2	2	2						6	\$ 978
16	QC Review	8								8	\$ 1,904
17	Prepare CSPP and 7460-1 Permit for FAA Submittal		8							8	\$ 1,144
18	Prepare Ad for Bids	2							2	4	\$ 698
19	Prepare Electronic Bidding on QuestCDN								2	2	\$ 222
20	Answer Bidding Questions	4	4							8	\$ 1,524
21	Conduct Pre-Bid Conference	12								12	\$ 2,856
22	Issue Addenda	2	2						2	6	\$ 984
23	Prepare Bid Tabulation & Submit to FAA		2							2	\$ 286
24	Prepare Recommendation for Award		2							2	\$ 286
SUBTOTAL HOURS		76	102	96	34	4	-	-	16	328	
SUBTOTAL COST		\$ 18,088	\$ 14,586	\$ 10,368	\$ 4,624	\$ 572	\$ -	\$ -	\$ 1,776		\$ 50,014
<b>Expenses:</b>											
Travel & Subsistence (TS)											\$ 500
Miscellaneous (MI)											\$ -
Reproduction & Reprographics (RR)											\$ -
Subconsultant											\$ -
Subconsultant Mark-up											10% \$ -
Subtotal Expenses											\$ 500
Subtotal											\$ 50,514
ROUNDED											\$ 50,500
<b>TOTAL</b>											\$ 70,521
<b>TOTAL (ROUNDED)</b>											\$ 70,500



**2025 SCHEDULE OF ACTUAL HOURLY RATES**

<u>Classification</u>	<u>Range of Direct Hourly Rates*</u>		
Senior Management (Chief Officer, Vice President, Program Director)	\$ 91.00	to	\$ 115.00
Senior Professional Staff (Registered Engineer, Architect, Landscape Architect, Scientist, GIS Analyst, Planner, and Technical or Market Manager)	\$ 48.00	to	\$ 108.00
Radio Car Operator	\$ 42.00	to	\$ 97.00
Engineering, Architectural, Planning, or GIS Specialist II	\$ 42.00	to	\$ 97.00
Engineering, Architectural, Planning, or GIS Specialist I	\$ 35.00	to	\$ 59.00
Professional Staff (Registered Engineer, Architect, Landscape Architect, Planner, GIS Analyst, Land Surveyor, Scientist, or Certified Interior Designer)	\$ 28.00	to	\$ 76.00
Graduate Staff (Professional-Track Engineer, Architect, Landscape Architect, Planner, GIS Analyst, Land Surveyor, Scientist, or Interior Designer)	\$ 28.00	to	\$ 64.00
Technician III	\$ 33.00	to	\$ 55.00 **
Technician II	\$ 27.00	to	\$ 43.00 **
Technician I	\$ 19.00	to	\$ 38.00 **
Administrative Staff (Controls, Accounting)	\$ 29.00		\$ 69.00

\* Rates effective until December 31, 2025.

\*\* For hours worked over 40 hours per week individuals are billed at one and one-half times the above rates.

*In addition to hourly charges, TKDA shall be reimbursed for direct expenses actually incurred. Unless otherwise approved by the Client, direct expenses for travel and subsistence will be billed at or up to applicable IRS and US GSA published rates. TKDA shall be reimbursed for subconsultant fees at the amount billed TKDA plus 10%.*

Notes:

1. Overhead Costs shall be calculated as the Direct Hourly Rate times an Overhead Multiplier Rate of 165.2%. This is slightly lower than TKDA's MnDOT audited rate.
2. For Hourly Rate Authorizations, Direct Rates will be subject to an Hourly Rate Multiplier of 3.05, which includes Overhead Costs and Fee (Profit).
3. For Hourly Cost Reimbursement Plus Fixed Fee Authorizations, the Fixed Fee shall be 15% of the Direct Salary Costs and Overhead Costs amount initially approved under the Authorization.

January 16, 2025



Mr. Daniel Sherer, PE, ENV SP  
TKDA  
444 Cedar Street, Suite 1500  
Saint Paul, MN 55101  
[daniel.sherer@tkda.com](mailto:daniel.sherer@tkda.com)

RE: Proposal for Geotechnical Services  
WPA Hangar Apron Pavement Reconstruction  
Southwest Minnesota Regional Airport  
Marshall, Minnesota  
AET #P-0040078

Dear Mr. Sherer:

American Engineering Testing, Inc. is pleased to submit a proposal for this project. In this proposal, we present our understanding of the project, an outline of the scope of services we are to provide, a fee schedule, and an estimate of charges for our services.

### **Purpose**

The purpose of this geotechnical work is to explore the subsurface conditions at the site, and based on our characterization of the obtained data, to prepare a geotechnical engineering report presenting comments and recommendations to assist you and your design team in planning and construction.

### **Project Information**

We understand that you are planning to reconstruct the WPA Hangar Apron at the Southwest Minnesota Regional Airport in Marshall, Minnesota. Based on the provided soil boring location plan, the proposed soil boring locations will be performed within existing bituminous or concrete pavement. We understand the proposed apron pavement will be concrete.

### **Scope of Services**

#### ***Field Exploration***

As requested by you, our subsurface exploration program will consist of the following:

- Perform six (6) standard penetration test borings (ASTM:D1586) to a depth of 10 feet each.
- Seal the boreholes per Minnesota Department of Health requirements.
- Dimension and document boring locations based on the existing surface features. We understand the proposed soil boring locations will be staked or marked prior to performing the Gopher State One Call. We understand the surface elevations will be provided by TKDA.

We have not had an opportunity to observe the project site; we assume that the proposed boring locations will be accessible to our truck mounted equipment. Also, if required, snow removal costs have not been included in this proposal.

We will drill the borings using hollow stem augers or by rotary mud drilling, and sampling by the split-barrel method (ASTM D1586). Our crew will keep field logs noting the methods of drilling and sampling,

**1603 Halbur Road | Marshall, MN 56258**

**Phone (507) 532-0771 | (800) 972-6364 | Fax (651) 659-1379 | [teamAET.com](http://teamAET.com) | AA/EEO**

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the Standard Penetration Values (N-values, “blows per foot”), preliminary soil classification, and observed groundwater levels. Representative portions of recovered samples will be sealed in jars to prevent moisture loss and submitted to our laboratory for review, testing and final classification. We will backfill the boreholes and soundings to comply with the Minnesota Department of Health Regulations.

The apron pavement will be patched with bituminous cold patch. Even after backfilling, some sloughing of the backfill may occur, resulting in a potential tripping hazard to pedestrians. We assume that the property owner will backfill and repair any boreholes that may slough after our exploration is complete. AET cannot accept any liability associated with pedestrian injury. Accessing the boring locations may leave ruts in the ground. We assume that property owner will perform any site restoration work. We have not included a fee for site restoration in our cost estimate.

**Underground Utilities**

Before we drill, we will contact Gopher State One Call to locate public underground utilities. Gopher State One Call does not currently charge for this service, but they will not locate private underground utilities or structures. Examples of private utilities include, but are not limited to, propane lines, sewer laterals, storm sewer, sprinkler systems, site lighting, and electric and data lines between buildings. **The property owner is responsible for locating all private underground utilities and structures.** Please provide us with any maps, plans and records showing the location of all private utilities and structures.

We can provide you with names and contact information for private utility locators. These companies usually charge a fee for their services. Also, please note that private locators cannot guarantee that all private utilities will be located. For the private locator to be accurate and effective, the property owner must provide maps, plans and records showing the location of all private utilities and structures. The property owner must also provide a knowledgeable site representative to meet with the private locator and AET personnel.

AET shall be entitled to rely upon the accuracy of all location information supplied by any source. We will not be responsible for any damages to underground utilities or structures not located or incorrectly identified by the property owner, any maps, plans or records, or public or private utility locator providers.

**Laboratory Testing**

Our services will include index laboratory testing of selected soil samples to aid in judging engineering properties of the soils. The requested laboratory testing is as follows:

<b><u>Test</u></b>	<b><u>Quantity</u></b>	<b><u>Unit Price</u></b>	<b><u>Cost</u></b>
Moisture Content (ASTM:D2216)	30	\$19.00	\$570.00
Moisture Content/Density (ASTM:D7263)	2	\$100.00	\$200.00
Atterberg Limits (ASTM:D4318)	2	\$140.00	\$240.00
Grain Size Distribution w/o hydrometers (ASTM:D422)	2	\$110.00	\$220.00
California Bearing Ratio CBR – 3 points (ASTM:D1883)	1	\$827.00	\$827.00
Grain Size Distribution w/hydrometers (ASTM:D422)	1	\$208.00	\$208.00
Standard Proctor (ASTM:D698)	1	\$195.00	\$195.00
		<b><u>Total Cost</u></b>	<b><u>\$2,460.00</u></b>





**Engineering Report**

Upon completion of the drilling and laboratory work, we will prepare a geotechnical report describing the subsurface conditions encountered and presenting our foundation recommendations for subgrade preparation of the apron reconstruction area. The report will also discuss earthwork recommendations and present our geotechnical engineering opinions and recommendations regarding the following:

- Grading procedures to prepare the pavement apron subgrade for concrete pavement support, including comments on the suitability of the on-site soils for reuse as fill.
- Backfilling procedures, including material types and compaction requirements.
- Comments on other items which may affect final performance or constructability, such as frost heave and drainage considerations

The geotechnical engineering report will provide the laboratory testing results, design CBR, and subgrade preparation for concrete pavement. We understand TKDA will design the concrete apron pavement section.

**Insurance**

For the mutual protection of you and American Engineering Testing, we maintain both general and professional liability insurance. Certificates of such insurance can be provided at your request.

**Project Direction**

Services we perform on your project will be done under the direction of an experienced geotechnical engineer registered in the State of Minnesota.

**Fees**

The scope of work defined in this proposal will be performed on a time and materials basis in accordance with the attached schedule of fees. For the scope of work described above, the estimated cost will be as follows:

<u>Task</u>	<u>Cost</u>
Mobilization/Demobilization	In Town - No Charge
Clear Utilities/Layout soil borings	\$300.00
Soil Borings and bituminous patching	\$2,100.00
MDH Sealing Record	No Charge
Laboratory Testing	\$2,460.00
Report and Project Management	\$2,200.00
<b>TOTAL</b>	<b>\$7,060.00</b>

We would not exceed \$7,060.00 without prior authorization. If additional drilling is required for proper soil evaluation it would be charged at a unit rate of \$40/foot.

In the event the scope of our services needs to be revised due to unanticipated conditions or for proper evaluation, we will review such scope adjustments and the associated fees with you and receive your approval before proceeding.

**Minnesota Department of Health Fees**

Effective July 1, 2019, the Minnesota Department of Health (MDH) has changed the borehole sealing and notification requirements. For sites where borings are drilled to a depth of 15 feet or deeper, all



licensed drilling companies are required by law to grout the boreholes upon completion. For borings 25 feet in depth or deeper all licensed drilling companies must submit written notification to the MDH prior to drilling along with a fee of \$75. Projects that span multiple properties will require multiple notifications. The MDH also requires that a Sealing Record be submitted to the MDH, with a copy to you, after the borings are completed. The above fee estimate for our geotechnical services includes the MDH fee for the proposed scope of drilling; however, because final boring depths can change, for example, due to possible unanticipated poor soil conditions, the final MDH fee (including an administrative charge of \$65 per notification) will be added, if necessary, to our final invoice to you.

The MDH Notification and Sealing Record requires the Property Owner name and mailing address (the Property Owner will also receive a copy of the Sealing Record). Please provide this information below.

Property Owner's name/company name:

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Property Owner's mailing address:

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**Performance Schedule**

Weather permitting; we anticipate drilling operations can begin within about 2 to 3 weeks after receiving authorization to proceed. Verbal results of the drilling activities can be obtained shortly after completion of the drilling. We anticipate the geotechnical report can be prepared within about 2 weeks after completion of the field work. We are available to review special schedule needs with you.

**Environmental Concerns**

This proposal is presented for engineering services to evaluate the structural properties of the soil at the specified site. This proposed does not cover environmental assessment of the site or environmental testing of the soil or groundwater. If you wish to have us provide these additional services, please contact us.

**Terms and Conditions**

All AET Services are provided subject to the Terms and Conditions set forth in the enclosed Master Service Agreement between AET and TKDA, which, upon acceptance of this proposal, are binding upon you as the Client requesting Services, and your successors, assignees, joint venturers and third-party beneficiaries. Please be advised that additional insured status is granted upon acceptance of the proposal.

**Acceptance**

AET requests written acceptance of this proposal in the Proposal Acceptance box below, but the following actions shall constitute your acceptance of this proposal together with the Terms and Conditions and Amendments: 1) issuing an authorizing purchase order for any of the Services described above, 2) authorizing AET's presence on site or 3) written or electronic notification for AET to proceed with any of the Services described in this proposal. Please indicate your acceptance of this proposal by signing below and returning a copy to us. When you accept this proposal, you represent that you are authorized to accept on behalf of the Client.



We have enclosed with this proposal a copy of the “Environmental/Geotechnical Service Agreement-Terms and Conditions.” The terms contained in this attachment are incorporated herein and are an integral part of this contract for professional engineering services.

If you have any questions regarding our services, or need additional information, please do not hesitate to contact us.

Sincerely,  
**American Engineering Testing, Inc.**

Handwritten signature of Tom James in blue ink.

Tom James  
Manager – Marshall  
Phone: 507-532-0771  
Fax: 651-659-1379  
Email: [tjames@teamaet.com](mailto:tjames@teamaet.com)

Handwritten signature of Gregory A. Guyer in black ink.

Gregory A. Guyer, PE  
Senior Engineer  
Phone: 507-387-2222  
Fax: 651-659-1379  
Email: [gguyer@teamaet.com](mailto:gguyer@teamaet.com)

TJ/GG/as

Attachments  
Master Service Agreement

**ACCEPTANCE AND AUTHORIZATION: AET Proposal No. P-0040078**

SIGNATURE: \_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE NUMBER AND EMAIL: \_\_\_\_\_  
DATE: \_\_\_\_\_

**INVOICING INFORMATION (Provide Company AP Department Information, if present.)**

AP CONTACT NAME: \_\_\_\_\_  
BILLING/MAILING ADDRESS: \_\_\_\_\_  
AP PHONE NUMBER AND INVOICE EMAIL: \_\_\_\_\_  
P.O. NO./ PROJECT NO.: \_\_\_\_\_