



April 2, 2021

Julie Waldron
City of Milpitas
455 East Calaveras Boulevard
Milpitas, CA 95035

Sent via email to jwaldron@ci.milpitas.ca.gov

**RE: REVISED SCOPE OF WORK FOR ENVIRONMENTAL REVIEW SERVICES FOR MULTIPLE
BRIDGE PROJECTS**

Dear Ms. Waldron:

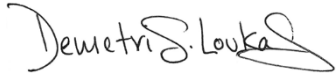
David J. Powers & Associates (DJP&A) is pleased to provide you with this scope of work to complete environmental review consulting services in compliance with the California Environmental Quality Act (CEQA) for the following two projects: 1) Montague Expressway Pedestrian Overcrossing and 2) the proposed extension of S. Milpitas Boulevard over Penitencia Creek. This scope is based upon a review of the information you have provided, as well as DJP&A's experience in Milpitas and with projects of similar size.

Under this scope, DJP&A will complete separate environmental review for each of the above-described projects. Based on our current understanding of the Montague Expressway Pedestrian Overcrossing project and its potential environmental impacts, DJP&A proposes to prepare a Notice of Exemption (NOE) for the project. The proposed pedestrian bridge project would be eligible for a statutory exemption for pedestrian and bicycle facilities, pursuant to Public Resources Code Section 21080.25. Projects exempt under Section 21080.25 must meet be located on or within an existing public right-of-way. If it cannot be determined that a dedicated easement qualifies as a public right-of-way, DJP&A can prepare a NOE documenting that the project qualifies for an Existing Facilities Categorical Exemption under CEQA Guidelines Section 15301, and none of the exceptions listed in CEQA Guidelines Section 15300.2 disqualifying the use of the Categorical Exemption are applicable to the project.

DJP&A proposes to prepare an Initial Study for the proposed extension of S. Milpitas Boulevard over Penitencia Creek project. DJP&A anticipates that the Initial Study would support adoption of a Mitigated Negative Declaration (MND). This scope assumes that all potentially significant impacts could be mitigated to a less than significant level. If a significant unavoidable impact is identified for the project, an Environmental Impact Report could be prepared under an amended scope.

Please do not hesitate to contact me or Natalie Noyes, Senior Project Manager, if you have any questions regarding this proposed Scope of Work or if there is any additional information you may need. We look forward to working with you on this project.

Best Regards,

A handwritten signature in black ink that reads "Demetri S. Loukas". The signature is fluid and cursive, with the first name "Demetri" and last name "Loukas" clearly legible.

Demetri Loukas, Principal Project Manager

Attachment: Scope of Work



Multiple Bridge Projects Environmental Review Services

April 2, 2021

Primary Contact

The primary David J. Powers & Associates, Inc. (DJP&A) contact information is provided below.

Name: Natalie Noyes, Senior Project Manager

Direct: (510) 902-5852

Email: nnoyes@davidjpowers.com

Project Understanding

The City of Milpitas seeks to obtain environmental clearances for two bridge projects identified in the Transit Area Specific Plan (TASP).

Montague Expressway Pedestrian Overcrossing

This project provides for design and construction of a pedestrian overcrossing (POC) over Montague Expressway at the east levee of Penitencia Creek. The pedestrian overcrossing is part of the Transit Area Specific Plan (TASP) circulation infrastructure improvement to provide safe and convenient pedestrian connectivity between TASP residential developments, schools, parks, Great Mall, and the BART Station.

Milpitas Boulevard Extension

The proposed project is part of the TASP to provide vehicular, bicycle, and pedestrian connectivity between metro developments, the Milpitas BART Station, Great Mall, and surrounding residential developments. The project will construct a bridge over Penitencia Creek and roadways connecting the proposed extension to Tarob Court and Sango Court.

Scope of Services

Montague Expressway Pedestrian Overcrossing Project

David J. Powers & Associates, Inc. (DJP&A) will prepare a Notice of Exemption (NOE) for the Montague Expressway Pedestrian Overcrossing project. Based on review of the site plans provided

to us, we believe the project is eligible for a Statutory Exemption for pedestrian and bicycle facilities, pursuant to Public Resources Code Section 21080.25. Projects exempt under Section 21080.25 must meet the following criteria:

- A public agency is carrying out the project and is the lead agency for the project.
- The project is located in an urbanized area.
- The project is located on or within an existing public right-of-way.

If it cannot be determined that a dedicated easement qualifies as a public right-of-way, DJP&A can prepare a NOE documenting that the project qualifies for an Existing Facilities Categorical Exemption under CEQA Guidelines Section 15301, and none of the exceptions listed in CEQA Guidelines Section 15300.2 disqualifying the use of the Categorical Exemption are applicable to the project.

Our scope would include preparing the NOE and filing it with the Office of Planning and Research and County Clerk and paying the \$50 filing fee on behalf of the City. Please note that projects subject to this exemption must certify that the project will be completed by a skilled and trained workforce.

Milpitas Boulevard Extension Project

DJP&A will prepare an Initial Study for the Milpitas Boulevard Extension project. Our scope includes preparation of the Initial Study, draft Mitigated Negative Declaration (MND), and draft Mitigation Monitoring and Reporting Program (MMRP), attendance of meetings and hearings, and project management and contract administration. These tasks are described below.

Initial Study

DJP&A will prepare an Initial Study consistent with the requirements of the California Environmental Quality Act (CEQA) and the City of Milpitas. This scope is based on the understanding the project would be eligible for a MND, assuming there are no significant impacts, or mitigation measures are included in the project to reduce any impacts to a less than significant level.

The Initial Study will include a project description, discussion of consistency with applicable plans and policies, and a section that includes a description of existing conditions on the site, the CEQA environmental checklist, and an explanation of project effects and mitigations, as described below.

Project Description

The Initial Study will provide a detailed description of the proposed project, including the physical characteristics (maximum width and lane configuration) of the roadway extension. Maps and graphics will be provided to illustrate the text.

Consistency with Plans and Policies

A discussion of the proposed project's consistency with the City's General Plan, Transit Area Specific Plan, Milpitas Metro Specific Plan, Municipal Code, and other applicable plans and policies will be included. As required by CEQA and CEQA Guidelines, particular attention will be given to inconsistencies, if any are identified.

Environmental Setting, CEQA Checklist, and Mitigations

The Initial Study will be divided into subsections for each environmental resource. The subsections will be formatted to include a description of the existing environmental setting followed by the relevant CEQA checklist section. The sources of information for determining impacts will be identified. Mitigation measures will be identified to reduce significant impacts as appropriate.

The Initial Study will include a discussion of the project's potential aesthetics impacts consistent with the CEQA checklist. For projects located in urbanized areas, CEQA requires consideration of a project's potential conflicts with applicable zoning and other regulations governing scenic quality. Since the project is located in an urbanized area, there is no CEQA requirement to analyze whether the project would substantially degrade the existing visual character or quality of public views of the site and its surroundings.

Based upon our current understanding of the project, we anticipate the key environmental issues for the project will include the following resources:

- Air Quality
- Biological Resources
- Cultural Resources
- Greenhouse Gas Emissions
- Transportation and Traffic

The technical work to be completed for the proposed project is outlined below.

Air Quality

Community Risk Assessment

The primary air quality issues associated with the project would be community risk impacts associated with project construction and operation on existing nearby sensitive receptors. Project construction activities would emit toxic air contaminants (TACs) and has the potential to cause elevated health risks for nearby sensitive receptors, including nearby residents. *Illingworth & Rodkin*, under contract to DJP&A, would evaluate potential air quality impacts following Bay Area Air Quality Management District (BAAQMD) published methodology. *Illingworth & Rodkin* will model health risks and identify mitigation measures, as needed. The community risks associated with modeled construction-period diesel particulate matter concentrations would be computed

following the BAAQMD risk management policy guidance. The risks would be compared against BAAQMD CEQA thresholds (i.e., cancer risk, non-cancer hazards, and PM2.5 concentration).

The project would change the distribution of traffic in the area. Therefore, a community risk assessment is proposed to assess the risk and hazards from the redistributed traffic. Roadway community risks would be computed and compared against BAAQMD CEQA thresholds. Cumulative health risks will also be evaluated.

Operational Criteria Pollutants (Optional Task)

It is possible that the operational component of the project was covered under the TASP DEIR and would, therefore, not require additional analysis. As part of this scope, *Illingworth & Rodkin* will evaluate what was analyzed under the TASP Environmental Impact Report (EIR) and determine whether the project was adequately covered under the TASP EIR. If the proposed project is found to be not adequately covered under the TASP EIR, *Illingworth & Rodkin* will model operational period emissions (ROG, NOx, and PM) for the project.

Biological Resources

Biological Resources Technical Report

H.T. Harvey & Associates, as a subconsultant to DJP&A, will assess the project area for biological resources and prepare a Biological Resources Report describing the existing biological conditions, the regulatory setting potential impacts, and any mitigation measures that would be necessary to reduce impacts to less-than-significant levels. This report will also include a brief summary of potential regulatory permitting issues associated with the project.

USACE Section 404 Nationwide Permit Application Package

If the project requires that fill be placed below the ordinary high-water mark (OHWM) or other impacts to U.S. Army Corps of Engineers (USACE) jurisdiction, a USACE Nationwide Permit would be required. It is assumed the project would qualify for a USACE Nationwide Permit Number 14 for Linear Transportation Projects. In the event that the project would place fill below the OHWM, *H.T. Harvey* will assemble a Nationwide Permit application package that includes Eng. Form 4345, a project description, summary of previous environmental studies, and an assessment of impacts and discussion of suitable mitigation measures.

H.T. Harvey & Associates will submit a first-review administrative draft USACE permit package to the City for review and comment. After incorporation of any changes, the package will be submitted to the USACE. *H.T. Harvey* will maintain regular contact with the USACE to monitor processing of the permit application. This task includes time for one site visit with a USACE representative, if necessary. Time has been included to respond to comments received on the draft application and to generate a final report and process this permit application. If the USACE determines that project

improvements cannot be permitted under a Nationwide Permit and an Individual Permit is needed, then a budget amendment will be necessary.

RWQCB 401 Certification/Waste Discharge Requirement Application Package

H. T. Harvey & Associates will prepare a water quality certification/waste discharge requirement application to submit to the Regional Water Quality Control Board (RWQCB). The complete permit package includes much of the same information that is submitted to the USACE as described above and will also include Form R2C502-E and several additional materials. The submittal will include all copies of the CEQA documents, all correspondence with USACE and RWQCB staff, impact assessment, and project drawings. This scope assumes the City will pay the required RWQCB permit application processing fee.

H. T. Harvey & Associates will submit a first-review administrative draft RWQCB permit package to the project team for review and comment. After incorporation of any changes, the package will be submitted to the RWQCB. *H. T. Harvey & Associates* will maintain regular contact with the RWQCB to monitor processing of the permit application. This task includes time for one site visit with a RWQCB representative, if necessary. Time has been included to respond to comments received on the draft application and to generate a final report and process the permit application.

CDFW 1600 Notification Application Package

H. T. Harvey & Associates will prepare permit materials in support of a 1600 Streambed Alteration Agreement for submittal to the California Department of Fish and Wildlife (CDFW). This includes completion of Form FG 2023, Lake and Streambed Alteration Program Project Questionnaire, all copies of environmental documentation, all correspondence with USACE, RWQCB, and USFWS staff (as applicable), impact assessment, and project drawings. This task includes time for a vegetation survey required by CDFW to assess impacts to riparian vegetation. This scope assumes the City will pay the CDFW permit application processing fee.

H. T. Harvey & Associates will submit a first-review administrative draft CDFW permit package to the project team for review and comment. After incorporation of any changes, the packages will be submitted to the CDFW. *H. T. Harvey & Associates* will maintain regular contact with the CDFW to monitor processing of the permit application. This task includes time for one site visit with a CDFW representative, if necessary. Time has been included to respond to comments received on the draft application and to generate a final report.

Cultural Resources

Subsurface Resources

An archaeological literature review will be completed by *PaleoWest* under contract to DJP&A to address potential subsurface archaeological resources within the project alignment. Mitigation measures will be identified to lessen or avoid the impacts, as necessary. This scope of work assumes

the City will handle all AB 52 consultation. If AB 52 assistance is requested, it could be completed under an amended scope.

Historic Resources

The project would demolish the existing building at 1831 Tarob Court. Based on a review of availability information on the City's website, it appears the structure was constructed in 1980 and, therefore, does need to be evaluated as a historic resource under CEQA.

Greenhouse Gas Emissions

Optional Task

It is possible that the greenhouse gas (GHG) emissions associated with the project were covered under the TASP DEIR and, therefore, would not require additional analysis. As part of this scope, *Illingworth & Rodkin* will evaluate what was analyzed under the TASP EIR and determine whether the project was adequately covered. If the proposed project is found to be not adequately covered under the TASP EIR, *Illingworth & Rodkin* will evaluate the project's GHG emissions in accordance with the BAAQMD thresholds and guidelines. GHG emissions would be computed for the proposed project (assuming full build-out) using available traffic data.

Hazardous Materials

Based on information provided by City staff, the project site is located in an area where cleanup activities have occurred, and monitoring is on-going. Impacted soil and/or groundwater in the subsurface could pose an unacceptable risk under certain site development activities, including excavation. The Initial Study will evaluate potential impacts to project construction workers, nearby sensitive receptors, and the environment based on studies (i.e., Phase I/II Environmental Site Assessment) to be provided to DJP&A by the City.

Noise

The Initial Study will assess potential noise impacts based on a report prepared by *Illingworth & Rodkin, Inc.*, under contract to DJP&A. *Illingworth & Rodkin* will visit the site and quantify existing ambient noise levels. The focus of the noise monitoring survey will be to quantify ambient noise levels at areas that may be developed with noise-sensitive uses as well as at existing sensitive land uses in the project vicinity. *Illingworth & Rodkin* anticipates conducting one to two long-term noise measurements at representative sites to establish the baseline noise environment. Short-term noise measurements will be made as necessary over periods of 10 to 15-minutes. If shelter-in-place restrictions persist, available General Plan noise data or other data supplied by the City will be reviewed in combination with I&R file data to establish ambient noise levels in the project vicinity. Noise generated by the construction of the project will be calculated at nearby uses based on data contained in *Illingworth & Rodkin's* files. Vibration levels expected from demolition and construction activities will be based on published data. Traffic noise will be calculated based on data contained in the project's traffic study. Noise levels will be compared to applicable local noise

thresholds to identify any potential noise impacts at sensitive receptors in the area resulting from the proposed project. Vibration impacts will be assessed with respect damage criteria established by Caltrans. Mitigation measures will be identified for significant noise and vibration impacts, as appropriate.

Transportation and Traffic

It is possible that, by increasing the connectivity of local roadways, the proposed project could decrease overall vehicle miles traveled (VMT) in the project vicinity. The potential for the project to result in a VMT impact will be based on a VMT analysis to be completed by Hexagon Transportation Consultants, under contract to DJP&A. The City has yet to adopt a formal VMT policy. In the absence of an adopted VMT policy, Hexagon will rely on Office of Planning and Research suggested guidance. Hexagon will employ the Valley Transportation Authority (VTA) Travel Demand Forecast (TDF) model to estimate VMT. The TDF model is the most accurate tool available for estimating VMT and is particularly useful at estimating area-wide changes in VMT as a result of roadway improvements. This model has recently been updated using current land use data as part of the City's General Plan update. Hexagon will utilize the model to quantify the VMT change and compare it applicable thresholds. Mitigation measures for significant VMT impacts will be identified, if applicable, to reduce the impacts to less than significant levels.

Optional Task – LOS Analysis

If requested, *Hexagon* will conduct an AM and PM peak hour level of service analysis to demonstrate the reductions in vehicular delays achieved by the proposed project. This task will analyze up to 5 intersections in the project vicinity, with and without the proposed project, under baseline (2021) and far term (2040) conditions. The analysis will utilize pre-Covid traffic counts for baseline conditions, where available, and includes budget to conduct AM and PM peak hour counts at up to three intersections. Traffic volumes for future conditions will be estimated from the VTA TDF model. The study intersections will be selected in consultation with City staff.

Revisions and Copies

Once the project description is finalized, the technical studies described above will be completed and DJP&A will prepare the Administrative Draft Initial Study (ADIS). Upon completion of the ADIS, DJP&A will submit up to 5 hard copies of the document to the City for review and comment. DJP&A will then revise the ADIS based on comments received from the City and submit an electronic copy of the Screencheck version to the City for final review and comment. DJP&A will make any final revisions to the Screencheck Initial Study and prepare the Initial Study for public circulation. DJP&A will provide the City with up to 20 hard copies of the Initial Study for public distribution and a PDF of the document for posting on the City's website.

Draft Mitigated Negative Declaration

DJP&A will prepare a draft MND in conformance with the CEQA Guidelines and City of Milpitas requirements. The draft MND will describe the proposed project, present findings related to the

environmental conditions, and include a copy of the Initial Study and mitigation measures to support the findings.

Preparation of Mitigation Monitoring and Reporting Program

In accordance with state law and CEQA Guidelines, DJP&A will draft a Mitigation Monitoring and Reporting Program (MMRP) identifying when mitigation measures will be implemented, who will be responsible for implementing them, and who will provide oversight. The draft MMRP will be submitted to the City prior to the hearing on the project.

Meetings and Hearings

This scope of work includes DJP&A attendance at one project/community meeting and two public hearings (e.g., one Planning Commission hearing and one City Council hearing) for the Milpitas Boulevard Extension project. DJP&A can attend additional public hearings or meetings requested on a time and materials basis.

This scope does not include attendance by DJP&A staff at internal meetings, community meetings, and/or Planning Commission or City Council hearings for the Montague Expressway Pedestrian Overcrossing project.

Project Management and Contract Administration

DJP&A will provide general Initial Study project management, contract administration, and coordination with the City and project team throughout the Initial Study process. The DJP&A Project Manager will coordinate with the City on a regular basis using email and telephone communications.

Estimated Schedule

Montague Expressway Pedestrian Overcrossing Project

DJP&A proposes the following optimum schedule for preparation of the Notice of Exemption. DJP&A can commit to maintain the schedule in the areas that are within our control. Completion of the Notice of Exemption, as outlined in the schedule below, is based upon receipt of project information listed on the following page in accordance with the schedule. Delays in receiving requested information or responses by others will result in at least day-for-day delays in the overall schedule.

Task	Duration of Task	Time Elapsed
1. DJP&A receives authorization to proceed and requested project information	---	1 day
2. DJP&A completes Administrative Draft NOE and submits to the City for review	2 weeks	2 weeks
3. City completes review of NOE and provides DJP&A with questions/comments/revisions	1 week	3 weeks
4. DJP&A finalizes, prints, and submits the NOE for posting to the City's website and files the NOE at the State Clearinghouse and County Clerk	0.5 week	3.5 weeks
Total		+/- 3.5 weeks

Milpitas Boulevard Extension Project

DJP&A proposes the following optimum schedule for preparation of the Initial Study. DJP&A can commit to maintain the schedule in the areas that are within our control. Completion of the Initial Study, as outlined in the schedule below, is based upon receipt of project information listed on the following page in accordance with the schedule. Delays in receiving requested information or responses by others will result in at least day-for-day delays in the overall schedule.

Task	Duration of Task	Time Elapsed
1. DJP&A receives authorization to proceed and requested project information	---	1 day
2. Project kickoff meeting with City of Milpitas, DJP&A, and subconsultants	---	1 day
3. DJP&A works with City to prepare project description	---	1 week
4. DJP&A receives technical studies (Air Quality/Biological Resources/Cultural Resources/GHG/Noise & Vibration/Transportation)	8 weeks	9 weeks
5. DJP&A completes Administrative Draft Initial Study (ADIS) and submits to the City for review	3 weeks	12 weeks
6. City completes review of ADIS and provides DJP&A with questions/comments/revisions	3 weeks	15 weeks

7. DJP&A revises ADIS, and prepares and submits the "Screencheck" Initial Study, draft MMRP and the MND to the City for review	2 weeks	17 weeks
8. City completes review of the Screencheck Initial Study and MND and provides DJP&A with final round of questions/comments/revisions	2 weeks	19 weeks
9. DJP&A finalizes, prints, and submits the Initial Study/MND to the City for public circulation	1 week	20 weeks
10. Circulation of the Initial Study/MND	4 weeks	24 weeks
11. Public Hearing	TBD	TBD
Total		+/- 24 weeks

Project Information Required

The project scopes and schedules are based on the assumption that we will receive the below project information concurrent with the authorization to proceed for each project.

Montague Expressway Pedestrian Overcrossing Project

Plans (in PDF)

- ☐ Project plans and cross-sections

Project Details

- ☐ Written description of the project

Milpitas Boulevard Extension Project

Plans (in PDF)

- ☐ Project plans and cross-sections, including stormwater control, utility, and grading plans

Project Details

- ☐ Written description of the project
- ☐ Construction details, including duration, maximum depth of excavation, and total amount of cut/fill
- ☐ Utility improvements (if any)
- ☐ Right of way improvements (if any)
- ☐ List of Best Management Practices to conform to Provisions C.3 of the NPDES permit

Technical Reports

- ☐ Phase I/II Environmental Site Assessment Reports

Cost Estimate

Montague Expressway Pedestrian Overcrossing Project

The cost to complete the Notice of Exemption will be \$5,000 Lump Sum.

A. David J. Powers & Associates, Inc.

- | | |
|--|---------|
| • Preparation of the Notice of Exemption | \$5,000 |
|--|---------|

Milpitas Boulevard Extension Project

Based on our understanding of the project and technical reports required, the cost for preparation of the Initial Study and Permitting Support is estimated not to exceed \$144,110 or \$165,385 with the optional tasks. In addition, this contract includes a 10 percent contingency of \$14,400, which brings the total to \$158,510 or \$179,785. The intent of the contingency is to cover unanticipated tasks that may arise during the environmental review process and avoid potential delays related to contract amendments. The contingency will not be used unless authorized by (enter client name) in writing. A breakdown of the cost estimate is provided below. Costs will be charged on a time and materials basis, commensurate with work completed, in accordance with the attached charge rate schedule.

A. David J. Powers & Associates, Inc.

- | | |
|--|----------|
| • Preparation of the Initial Study, project management, attendance at meetings | \$40,485 |
| • Reimbursables (travel, printing, etc.)* | \$1,400 |

B. Subconsultants*

- | | |
|--|----------|
| • H.T. Harvey & Associates (Biological Resources Report) | \$15,140 |
| • H.T. Harvey & Associates (Permitting) | \$35,730 |
| • Hexagon Transportation Consultants (VMT Analysis) | \$29,900 |
| • Illingworth & Rodkin (Community Risk Assessment) | \$8,970 |
| • Illingworth & Rodkin (Noise) | \$9,430 |
| • PaleoWest (Cultural) | \$3,055 |

Subtotal	\$144,110
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Optional Task(s)	
• Illingworth & Rodkin (Operational Criteria Pollutants/GHG Analysis)	\$2,875
• Hexagon Transportation Consultants (LOS Analysis)	\$18,400
Total with Optional Tasks:	\$165,385
C. 10 Percent Contingency	\$14,400
Total w/out Optional Tasks	\$158,510
Total with Optional Tasks	\$179,785
Total for Both Projects	\$184,785

The total contract amount (including the 10 percent contingency) for both projects is estimated not to exceed \$184,785, including the optional tasks.

Please note that the cost estimate shown is a not-to-exceed total amount for all tasks combined. DJP&A will complete the IS and Permitting Support for the not-to-exceed total. Within this not-to-exceed total, actual amounts spent on individual tasks/items may be more or less than the estimates. If DJP&A does not need all the time that has been budgeted, we will only bill for the time actually spent completing the work. Our invoices will be submitted on a monthly basis and are payable upon receipt.

DJP&A provides regular, clear and accurate invoices as the work on this project proceeds, in accordance with normal company billing procedures. The cost estimate prepared for this project does not include special accounting or bookkeeping procedures, nor does it include preparation of extraordinary or unique statements or invoices. If a special invoice or accounting process is requested, the service can be provided on a time and materials basis. Any fees charged to DJP&A for Client's third-party services related to invoicing, insurance certificate maintenance, or other administrative functions will be billed as a reimbursable expense.

This scope is valid for 90 days and assumes that no issues arise that would require any additional technical analysis or documentation. In the event additional technical analysis is required, we can complete that work on a time and materials basis, upon your authorization. Project description changes after our notice to proceed is received may have schedule and budget implications.

Charge Rate Schedule¹

Title	Hourly Rate
Senior Principal	\$300
Principal Project Manager	\$275
Senior Environmental Specialist	\$240
Senior Project Manager	\$215
Environmental Specialist	\$200
Biologist	\$190
Project Manager	\$190
Associate Project Manager	\$160
Assistant Project Manager	\$130
Researcher	\$115
Draftsperson/Graphic Artist	\$120
Document Processor/Quality Control	\$110
Administrative Manager	\$110
Office Support	\$95

Notes: Materials, outside services, and subconsultants include a 15 percent administration fee. Mileage will be charged per the current IRS standard mileage rate at the time costs occur. Subject to revision June 1, 2021.

¹ David J. Powers & Associates, Inc. provides regular, clear and accurate invoices as the work on this project proceeds, in accordance with normal company billing procedures. The cost estimate prepared for this project does not include special accounting or bookkeeping procedures, nor does it include preparation of extraordinary or unique statements or invoices. If a special invoice or accounting process is requested, the service can be provided on a time and materials basis. Any fees charged to DJP&A for Client's third-party services related to invoicing, insurance certificate maintenance, or other administrative functions will be billed as a reimbursable expense.