

June 3, 2024

Kevin Jump, PE, ENV SP
Civil Engineer/Project Manager
City of Sheboygan
Department of Public Works
2026 New Jersey Avenue
Sheboygan, WI 53081

Re: Updated Proposal for Pigeon River Stream Stabilization Upstream of Mill Road Bridge

Dear Mr. Jump:

Thank you for the opportunity to submit this proposal for professional services for designing stream stabilization measures along the right (south) bank of the Pigeon River upstream of the Mill Road Bridge. This letter presents our proposed scope of services, time schedule, fee, and contract terms and conditions.

Project Description

Aggressive erosion along the south bank of the Pigeon River from the Mill Road Bridge to approximately 300 to 400 ft upstream is starting to compromise a bike path and the bridge's south abutment. The City of Sheboygan (Owner) is interested in implementing stream stabilization measures to mitigate against continued erosion.

Scope of Services

Ayres proposes the following scope of services:

Task 1 – Project Management

- 1.1 **Project Management & Coordination.** This task covers project management and administration-related work, including coordination, subcontractor management, and schedule control.
- 1.2 **Progress Meetings.** We have budgeted for two virtual progress meetings between City and Ayres staff to occur during the project duration. These meetings would likely coincide with presentation of conceptual design alternatives and a final design package.

Task 2 – Data Collection

- 2.1 **Existing FIS Model Review.** Ayres will request and review the existing flood insurance study (FIS) model to get an understanding of the hydraulic constraints of the model and level of effort needed for the No-Rise Submittal.
- 2.2 **Topographic Survey.** The Ayres Geospatial Team will conduct a topographic survey of select cross-sections within the area of interest. This survey will be used for both the floodplain analysis and the design.

- 2.3 **Site Visit.** A member of the design team will visit the site to take representative photographs of the area, eroding bank, infrastructure, and other critical components. This information will be crucial for design and geomorphic analysis.
- 2.4 **Geomorphic Review.** A geomorphologist will review the site location to determine the overall stream trajectory using historical images, terrain data, site photographs, and other information as needed.

Task 3 – Alternative Development for City Consideration

- 3.1 **Alternative 1 – Conceptual Design.** The design team and stakeholders will develop an alternative that uses a more naturalistic approach. The deliverable will be a conceptual overview, drawing, or annotated photo of the site.
- 3.2 **Alternative 2 – Conceptual Design.** The design team and stakeholders will develop an alternative that uses a more hardened approach. The deliverable will be a conceptual overview, drawing, or annotated photo of the site.
- 3.3 **Alternative Memo.** A memo will be prepared laying out the two concepts and the benefits and downsides of each. A budgetary cost estimate will also be prepared for each alternative.

Task 4 – 60% Design Plan Set

- 4.1 **Preliminary Plan Sheet Development.** For the City's chosen alternative, a 60% plan set will be developed that has at least the following sheets and items:
- 1) Cover – Sheet List, General Location Map, Contact Information.
 - 2) General Notes – Site constraints, BMP information and assigned responsibilities.
 - 3) Plan Sheet - A site overview map with terrain information and feature location and layout.
 - 4) Feature Details – Each of the features included for implementation will be included in the plan set.
- 4.2 **Preliminary Design Report.** A preliminary design report will be generated to accompany the 60% design plan sheets. The report will describe the engineering calculations used and the assumptions of the design. A brief geomorphic write up will also be included.
- 4.3 **Preliminary Technical Specifications.** Prepare preliminary technical specifications to accompany the 60% design plan sheets.

Task 5 – Permitting

- 5.1 **DNR Permit.** Ayres will prepare and submit, on the City's behalf, required Wisconsin Department of Natural Resources (WDNR) permit applications for the proposed work. These will likely include permits for stream stabilization and wetland disturbance.
- 5.2 **Wetland Delineation.** Based on our current understanding of the project site and past project experience, we anticipate that a wetland delineation of the site will be required to obtain WDNR approval for the project. Our services include a wetland delineation of the required project area following the US Army Corps of Engineers 1987 Wetland Delineation Manual and the Northeastern Regional Supplement.
- 5.3 **No-Rise Permit.** Ayres team will work towards obtaining a no-rise permit for the project and will modify the design, as needed, so that a no-rise is possible. Our team will use the FIS model as a

starting point and will update the existing conditions and set up a proposed conditions model. The 60% Design will be used as the basis of the model, but the permit will not be finalized until the 100% design is complete.

Task 6 – 100% Design Plan Set

- 6.1 **Final Plan Sheet Development.** We will update the 60% plan set based on input from the City and in accordance with requirements for permitting.
- 6.2 **Final Design Report.** We will prepare a final design report to accompany the 100% design plan set.
- 6.3 **Final Technical Specifications.** Prepare final technical specifications to accompany the 100% design plan sheets.

Responsibilities of Owner and Others

The Owner shall designate in writing a representative authorized to act on the Owner's behalf, and shall furnish required information, approvals, and decisions as expeditiously as necessary for the orderly progress of Ayres' services.

Ayres shall be entitled to rely on the accuracy and completeness of necessary project information supplied by the Owner.

Additional Services

The scope of services does not include assistance with bidding, construction administration and observation, cultural reviews, CLOMR/LOMR (in the unlikely event these are needed), or geotechnical soil sampling and testing. These services can be negotiated with the City at a later date, if needed.

Time Schedule

- Delivery of Design Alternative Memo: 90 calendar days after receiving authorization to proceed.
- Delivery of 60% Design Package: 60 calendar days after receiving notification of the City's chosen alternative
- Submittal of Permit Applications: 45 calendar days after receiving the City's review comments on the 60% design package.

Fee

We will perform the above services for an amount based on a standard hourly rate for each class of employee, plus reimbursable expenses and subconsultant charges. The estimated cost of services is \$62,240. We will not exceed an amount of \$62,240 without your prior approval. The Reimbursable Expenses Schedule and Standard Hourly Rates Schedule are attached as Appendices 1 and 2, respectively.

The not-to-exceed fee listed above does not include permit application fees with the WDNR or other regulatory entities. We estimate these fees will be approximately \$1,200. We will pay these application fees on the City's behalf and invoice the City for reimbursement plus a 10% administrative fee.



Contract Terms and Conditions

Attached are "Contract Terms and Conditions" which will apply to the services and which are incorporated into this proposal by reference.

Acceptance

If this proposal and terms and conditions are acceptable to you, a signature on the enclosed copy of this letter will serve as our authorization to proceed.

This proposal is valid until August 31, 2024 unless extended by us in writing.

Proposed by Consultant:

Ayres Associates Inc



Pete Haug, PE
Manager – Water Resources



Adam Schneider, PE
Senior Project Manager

Accepted by Owner:

City of Sheboygan

Owner's Name

Signature

Name

Title

Date

Attachments: Contract Terms and Conditions
Appendix 1 - Reimbursable Expenses Schedule
Appendix 2 - Standard Hourly Rates Schedule



**AYRES ASSOCIATES
CONTRACT TERMS AND CONDITIONS**

1. Performance of Services: Consultant shall perform the services outlined in its proposal to Owner in consideration of the stated fee and payment terms.

2. Billing and Payment: Invoices for Consultant's services shall be submitted to Owner on a monthly basis. Invoices shall be due and payable within 30 days from date of invoice. If any invoice is not paid within 30 days, Consultant may, after giving 7 days' notice, without waiving any claim or right against Owner, and without liability whatsoever to Owner, suspend or terminate the performance of services. Accounts unpaid 30 days after the invoice date will be subject to a monthly service charge of 1.5% on the unpaid balance, or the maximum rate of interest permitted by law, if less. Payment will be credited first to any interest owed to Consultant, then to principal. The amount of any excise, value-added, gross receipts, or sales taxes that may be imposed on payments shall be added to the Consultant's compensation. Owner shall pay all costs of collection, including reasonable attorney's fees and costs incurred by consultant, in collecting any amounts due from Owner. No deductions or offsets shall be made from Consultant's compensation or expenses on account of any setoffs or back charges. If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise Consultant in writing of the specific basis for doing so, may withhold only the portion so disputed, and must pay the undisputed portion.

3. Access to Site: Owner shall furnish right-of-entry on the project site for Consultant and, if the site is not owned by Owner, warrants that permission has been granted to make planned explorations pursuant to the scope of services. Consultant will take reasonable precautions to minimize damage to the site from use of equipment, but has not included costs for restoration of damage that may result and shall not be responsible for such costs.

4. Location of Utilities: Consultant shall use reasonable means to identify the location of buried utilities in the areas of subsurface exploration and shall take reasonable precautions to avoid any damage to the utilities noted. However, Owner agrees to indemnify and defend Consultant in the event of damage or injury arising from damage to or interference with subsurface structures or utilities which result from inaccuracies in information or instructions which have been furnished to Consultant by others.

5. Hazardous Materials: In the event that unanticipated potentially hazardous materials are encountered during the course of the project, Owner agrees to negotiate a revision to the scope of services, time schedule, fee, and contract terms and conditions. If a mutually satisfactory agreement cannot be reached between both parties, the contract shall be terminated and Owner agrees to pay Consultant for all services rendered, including reasonable termination expenses. Owner acknowledges that Consultant is performing professional services for Owner and that Consultant is not and will not be required to become an "owner", "arranger", "operator", "generator" or "transporter" of hazardous substances, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended, which are or may be encountered at or near the site in connection with Consultant's activities under this agreement.

6. Insurance: Consultant shall maintain Workers' Compensation, General Liability, and Automobile Liability Insurance during its services for Owner. Consultant shall furnish a Certificate of Insurance to Owner upon written request. Owner agrees that Consultant shall not be liable or responsible to Owner for any loss, damage, or liability beyond the amounts, limits, exclusions, and conditions of such insurance.

7. Limitation of Professional Liability: **Owner agrees to limit Consultant's professional liability for any and all claims for loss, damage or injury, including but not limited to, claims for negligence, professional errors or omissions, strict liability, and breach of contract or warranty, to an amount of \$50,000.00 or Consultant's fee, whichever is greater. In the event that Owner does not wish to limit Consultant's professional liability to this sum, Consultant agrees to raise the limitation of liability to a sum not to exceed \$1,000,000.00 for increased consideration of ten percent (10%) of the total fee or \$500.00, whichever is greater, upon receiving Owner's written request prior to the start of Consultant's services.**

8. Opinions of Probable Costs: Consultant's opinions of probable project costs are made on the basis of Consultant's experience, qualifications and judgment; but Consultant cannot and does not guarantee that actual project costs will not vary from opinions of probable cost.

9. Construction Review: Consultant does not accept responsibility for the design of a construction project unless the Consultant's contract includes review of the contractor's shop drawings, product data, and other documents, and includes site visits during construction in order to ascertain that, in general, the work is being performed in accordance with the construction contract documents.

10. Construction Observation: On request, Consultant shall provide personnel to observe construction in order to ascertain that, in general, the work is being performed in accordance with the construction contract documents. This construction observation shall not make Consultant a guarantor of the contractor's work. The contractor shall continue to be responsible for the accuracy and adequacy of all construction performed. In accordance with generally accepted practice, the contractor will be solely responsible for the methods of construction, direction of personnel, control of machinery, and falsework, scaffolding, and other temporary construction aids. In addition, all matters related to safety in, on, or about the construction site shall be under the direction and control of the contractor and Consultant shall have no responsibility in that regard. Consultant shall not be

required to verify any part of the work performed unless measurements, readings, and observations of that part of the construction are made by Consultant's personnel.

11. Standard of Performance: The standard of care for all professional services performed or furnished by Consultant under this contract will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Consultant does not make any warranty or guarantee, expressed or implied, nor is this contract subject to the provisions of any uniform commercial code. Similarly, Consultant will not accept those terms and conditions offered by Owner in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or expressly agreed to in writing. Written acknowledgement of receipt or the actual performance of services subsequent to receipt of such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

12. Ownership and Use of Documents: All documents produced by Consultant under this contract are instruments of Consultant's professional service and Consultant owns the documents including all associated copyrights and the right of reuse at the discretion of the Consultant. Engineer grants Owner a limited license to use the documents on the project, project extension and for related uses of the Owner subject to receipt of full payment due, and such license to Owner shall not create any rights in third parties. Owner shall indemnify and hold harmless Consultant and its officers, directors, employees and Subconsultants from all claims, damages, losses, and expenses, including reasonable attorney fees, arising out of or resulting from any use, reuse, or modification of documents without written verification, completion or adaptation by Consultant.

13. Electronic Files: Owner and Consultant agree that any electronic files furnished by either party shall conform to the specifications agreed to at the time this contract is executed. Electronic files furnished by either party shall be subject to an acceptance period of 60 days during which the receiving party agrees to perform appropriate acceptance tests. The party furnishing the electronic file shall correct any discrepancies or errors detected and reported within the acceptance period. After the acceptance period, the electronic files shall be deemed to be accepted and neither party shall have any obligation to correct errors or maintain electronic files. Owner is aware that differences may exist between the electronic files delivered and the printed hard-copy documents. In the event of a conflict between the hard-copy documents prepared by Consultant and electronic files, the hard-copy documents shall govern.

14. Financial and Legal Services: Consultant's services and expertise do not include the following services, which shall be provided by Owner if required: (1) Accounting, bond and financial advisory (including, if applicable, "municipal advisor" services as described in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) and the municipal advisor registration rules issued by the Securities and Exchange Commission), independent cost estimating, and insurance counseling services; (2) Legal services with regard to issues pertaining to the Project as Owner requires, Contractor(s) raises, or Consultant reasonably requests; and (3) Such auditing services as Owner requires to ascertain how or for what purpose any Contractor has used the money paid.

15. Termination of Services: This contract may be terminated at any time by either party should the other party fail to perform its obligations hereunder. In the event of termination for any reason whatsoever, Owner shall pay Consultant for all services rendered to the date of termination, all reimbursable expenses incurred prior to termination, and reasonable termination expenses incurred as the result of termination. Consultant shall have no liability to Owner on account of termination for cause by Consultant.

16. Controlling Law: This contract is to be governed by the law of the place of business of Consultant at the address in its proposal to Owner.

17. Assignment of Rights: Neither Owner nor Consultant shall assign, sublet or transfer any rights under or interest in this contract (including, but without limitation, moneys that may become due or moneys that are due) without the written consent of the other, except to the extent mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this contract. Nothing contained in this paragraph shall prevent Consultant from employing such independent subconsultants as Consultant may deem appropriate to assist in the performance of services hereunder.

18. Third Party Benefits: This contract does not create any benefits for any third party.

19. Dispute Resolution: Owner and Consultant agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice prior to exercising their rights under the following dispute resolution provision. If direct negotiations fail, Owner and Consultant agree that they shall submit any and all unsettled claims, counterclaims, disputes, and other matters in question between them arising out of or relating to this contract or the breach thereof to mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association effective on the date of this contract prior to exercising other rights under law.

20. Exclusion of Special, Indirect, Consequential, and Liquidated Damages: Consultant shall not be liable, in contract or tort or otherwise, for any special, indirect, consequential, or liquidated damages including specifically, but without limitation, loss of profit or revenue, loss of capital, delay damages, loss of goodwill, claim of third parties, or similar damages arising out of or connected in any way to the project or this contract.

21. Betterment: If, due to Consultant's negligence, a required item or component of the project is omitted from the construction documents, Consultant's liability shall be limited to the reasonable cost of correction of the construction, less what Owner's cost of including the omitted item or component in the original construction would have been had the item or component not been omitted. It is intended by this provision that Consultant will not be responsible for any cost or expense that provides betterment, upgrade, or enhancement of the project.

22. Severability: To the extent that any provision of this contract is finally adjudged invalid by a court of competent jurisdiction, that provisions shall be deleted or modified, as necessary, to make it enforceable, and the remaining provisions of this contract shall remain in full force and effect and be binding upon the parties hereto.

23. California Privacy Rights Act Employer

24. Entire Agreement: This agreement contains the parties entire understanding and supersedes all prior negotiations or agreements over the services described herein. This contract may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

25. Notice of Lien Rights: Ayres Associates Inc hereby notifies owner that persons or companies furnishing labor or materials, including engineering, architectural, and surveying services, for the improvement of or construction on owner's land may have lien rights on owner's land and buildings if not paid. Owner should give a copy of this notice to their mortgage lender, if any. Ayres Associates Inc agrees to cooperate with the owner and owner's lender, if any, for resolution of POTENTIAL LIEN claims made as part of this contract.



Reimbursable Expense Schedule (Effective May 05, 2024)

Policy: It's the policy of Ayres Associates Inc. that costs associated with equipment and supplies identified as having been used on a specific project be charged to that project and not to general overhead. All equipment rates are based on actual costs and formally audited annually.

Company-Owned Equipment

ENVIRONMENTAL MONITORING, SAMPLING, TESTING:

Groundwater Sampling	\$3.00 Sample
Hydrolift Pump	\$16.00 Day
Nuclear Density	\$48.60 Day
Soil Sampling	\$7.25 Sample
Temp/pH/Conductivity Meter	\$11.60 Day
Vapor Sampling	\$3.00 Sample
Water Level Meter	\$4.15 Day

CONSTRUCTION TESTING AND SAMPLING:

Concrete/Testing Equipment	\$75.60 Day
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PHOTOGRAMMETRIC AND SURVEYING:

360 Camera	\$50.60 Day
Depth Sounder Meter	\$505.00 Day
Geospatial Workstation	\$3.10 Hour
Drone - Common	\$160.00 Day
Drone - Inspection	\$1,430.00 Day
Drone - LiDAR	\$2,395.00 Day
GPS	\$70.50 Day
High Precision Digital Level	\$40.35 Day
Laser/Automatic Level	\$24.75 Day
Phase One Camera	\$490.00 Day
Terrestrial LiDAR System	\$350.00 Day
Total Station (Robotic)	\$105.00 Day
True View UAS LiDAR System	\$2,800.00 Day

STRUCTURAL ABOVE/UNDER WATER INSPECTION :

Air Tank	\$26.65 Tank
NDT/Testing Equipment	\$435.00 Day

SUBSURFACE UTILITY EQUIPMENT:

Electronic Locating Device	\$42.70 Day
VAC Truck	\$790.00 Day

TRAFFIC DATA COLLECTION:

Miovision Scout VCU	\$130.00 Day
Traffic Counter	\$73.25 Day

TRANSPORTATION:

All-Terrain Utility Vehicle (ATV/UTV)	\$105.00 Day
Boat/Motor/Trailer	\$430.00 Day
Company Trucks	\$1.10 Mile
Personal Auto	Current IRS Rate

Rented Equipment

Employee-owned Dive Gear	\$15.00 Day
Employee-owned Wet Suit	\$10.00 Day
Rental Bucket Lift Truck	\$1,235.00 Day

Meals and Lodging (as of October 01, 2023)

Traveler reimbursement is dependent upon where the project is located, not the accommodations nor where the office is located. Meal and lodging rates are consistent with rates posted on the US Government's Federal Travel Regulations website at: www.gsa.gov/perdiem

The following table shows the breakdown of the Basic (CONUS) rate for lodging, continental breakfast/breakfast, lunch, and dinner. The current CONUS per diem rate is \$166 for lodging and meals.

Rate	Explanation	Basic Rate Continental U.S (CONUS)
Lodging	Standard Rate (excluding taxes)	\$107
M & IE *	Meals and Incidental Expenses per www.gsa.gov website	\$59
<u>Rates for meals segregated by type</u>		
	Continental Breakfast/Breakfast	\$13
	Lunch	\$15
	Dinner	\$26
	Incidental expenses **	\$5
First & Last Day of Travel (Meals @ 75%)		\$44.25

* The meals and incidental expenses (M&IE) rate does include tax and tips in the rate, so travelers will not be reimbursed separately for those items.

** [The Federal Travel Regulation Chapter 300, part 300-3](#), under Per Diem Allowance, describes incidental expenses as: Fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.

Project Location Look-up:

- Meal and lodging rates differ by location. www.gsa.gov/perdiem
- For a map of the continental United States go to:
- Search the projects location by City, State, or Zip Code.
- Cities not appearing on the website may be located within a county for which rates are listed. www.naco.org
- To determine what county a city is located in, go to: and choose "County Explorer".



Reimbursable Expense Schedule (Effective May 05, 2024)

Vendor Supplies - Actual Cost

Aerial mapping	Geotechnical testing/lab services	Presentation materials
Aerial Photography	GIS data	Printing/Reproduction/Plots
55 gallon drums	Gloves (rubber or cloth)	Public notice fees
Airfare	GPS equipment	Publications
Aluminum cap domes	Hammer drill & accessories	Rebar
Aluminum caps	Haz Matls Site Database Research	Recording fees
Asphalt lab test	Hub flags	Reference materials
All terrain vehicles	Hubs	Research fees
Audience response devices	Hydrolift pump	Review Fees
Augering devices	Ice	Robotic survey equipment
Baggage fees	Interface probing devices	Rope
Batteries	Internet services, faxes	Safety equipment
Bentonite	Lab services, testing, supplies	Safety supplies
Bid notice fees	Laser level	Sampling Jars
Binders	Lath	Scans
Binding	Legal document costs	Sediment sampling
Bluelines/blueprints	Legal notice fees	Shelby tubes
Bleach	LiDAR/HD Scanning Equipment	Shipping fees
Boat rental	Light rail fees	Shipping/postage (mass mailings)
Boat ramp fees	Locking caps, caps	Shuttles and taxis
Boundary posts/markers	Locking well caps, well caps	Smoke bombs
Camera	Lodging/extended stay	Software – project specific
Car rentals/ fuel	Locks	Soil sample liners
Carbon dioxide tubes	Lumber crayons	Spatulas
Casing	Magic markers	Spikes
Climbing gear	Maps	Stake chasers
Computer flash drives	Marking paint	Stake tack
Concrete	Materials testing (cylinders/aggregate)	Survey markers
Concrete coring	Meals	Syringes
Concrete testing/equipment	Medical monitoring	T posts
Concrete cylinder molds	Medical testing	Teflon bailers
Corner marker pipe	Meeting room rental	Telephone (employee reimb)
Data research/services/materials	Methanol	Temporary help agencies
Decontamination materials	Micron filters	Temporary housing/lodging
Depth-sounder meters	Models	Testing kits
Disposable bailers	Monuments	Tide gauges
Disposable cameras	Multi-spectral scanner	Toll fees
Disposable gloves	Mylar	Total station
Distilled water	Nail marker tabs	Traffic control/protection
Dividers and tab stock	Nails	Traffic counting equipment
Drill bits	Nuclear Density Meter	Traffic data fee
Drone	On-line access fees	Tubing
Dry-lock fast plugs	On-line survey research	Tyvek Suit
Duct tape	Oxygen meter	Ultrasonic/weld testing
Equipment rental	Paper towels	Utility exploration trenching
Fees/permits/licenses titles	Parking fees	Vapor sampling
Fence posts	Permit fees	Vellum
Field books	Pipe	Vials
Filler paper	Pipettes	Video recording equipment
Film/development/photos	Plan fees	Washers
Flagging tape	Plastic bags	Water filters
Flags	Plastic-coated line	Water/Sewer testing equip, sup
Flow & FLOW 3D testing equipment	Plats/recording fees	Water level recording devices
flow meters	Plots	Well materials
Gaskets	Polyethylene bailers	Well seals
Generator rental	Public info meetings/costs	Whiskers



2024 FEE SCHEDULE

Billing Category	(\$)
Principal	\$ 240.00
Senior Project Manager	\$ 210.00
Project Manager II	\$ 190.00
Project Manager I	\$ 160.00
Senior Professional IV	\$ 220.00
Senior Professional III	\$ 200.00
Senior Professional II	\$ 185.00
Senior Professional I	\$ 170.00
Professional IV	\$ 160.00
Professional III	\$ 150.00
Professional II	\$ 140.00
Professional I	\$ 125.00
Engineering Technician	\$ 90.00
Senior Designer	\$ 145.00
SUE/Survey Lead	\$ 140.00
SUE/Survey Technician	\$ 110.00
Field Technician	\$ 85.00
Project Administrator	\$ 120.00
Administrative Assistant	\$ 90.00

DIRECT PROJECT CHARGES

Actual costs incurred. Includes subcontractors, analytical services, printing/graphic services, freight and courier services and use of outside vendors for supplies and materials.

ASSOCIATED PROJECT CHARGES

Associated Project Costs (APC) based on labor fees.....3.85%
 APC includes PPE, construction monitoring software, in-house supplies, telecommunications charges, postage (excluding freight costs and courier service), project specific materials and/or small equipment needed, and routine in-house reproduction. Printing and large volume reproduction costs will be invoiced as an outside service.

OTHER COSTS

Ayres Reimbursable Expense Schedule for company owned equipment, vehicles, and software is attached. In addition, reasonable employee's expenses, including meals and lodging incurred during authorized travel, are billed at actual cost or the current CONUS per diem rate. Automobile rental and airfare costs will be invoiced at actual cost.

An administration fee of ten (10) percent will be applied on all direct charges (including subcontractors, travel, direct costs, and service providers).