



August 8, 2026

Anna Stanley, Parks and Recreation Director
Town of Swansboro
601 W Corbett Ave
Swansboro, NC 28584

**RE: Agreement for Professional Services
Swansboro Municipal Park LWCF & PARTF Applications
Swansboro, North Carolina
WR Project No. 26-0638**

Dear Ms. Stanley,

WithersRavenel is pleased to provide this Agreement for Professional Services. We look forward to working with you on this project. If you have any questions or concerns about this proposal, please do not hesitate to call me at the number listed below.

Sincerely,
WithersRavenel

Alice Briggs
Senior Technical Consultant, Funding Services
Funding and Asset Management

abriggs@withersravenel.com
Ph. 828.232.6153 | Mobile. 828.713.7143

Attachment:
Agreement for Professional Services

Town of Swansboro Swansboro, North Carolina Agreement for Professional Services

A. Project Description

This fee proposal is intended to provide the scope of services and associated fees to provide consulting services per request of Town of Swansboro and formalize an agreement for the implementation and logistics for these services.

This proposal is based on the project located in Swansboro, North Carolina.

Listed below is a summary of several key aspects of the project based on discussions and preliminary research. Refer to the Scope of Services and Additional Services/Exclusions for further detailed information.

For the purposes of this proposal and any subsequent agreements the following references shall apply:

1. Town of Swansboro shall be known as the "Client" or "Town."
2. WithersRavenel shall be known as the "Consultant."
3. The property and overall project shall be known as the "Project."
4. North Carolina Parks and Recreation Trust Fund shall be known as "PARTF."
5. Land and Water Conservation Fund shall be known as "LWCF."
6. The executed proposal shall be known as the "Agreement."

Consultant will aid the Client with preparation of funding grant applications for the Parks and Recreation Trust Fund (PARTF) and Land and Water Conservation Fund (LWCF) Grant Program for the renovation of Swansboro Municipal Park.

B. Timeline for Services

Consultant will begin work upon receipt of executed Agreement and written notice to proceed from the Client. Work will be completed by the grant application due date of November 2, 2026, for the LWCF application, and May 1, 2027 for the PARTF grant application. If there are LWCF application revisions requested by the National Park Service and NC Department of Parks and Recreation following the submittal of the application, Consultant agrees to provide revisions on an hourly basis at the current staff rate.

C. Scope of Services

Consultant shall provide the services identified under each task below as its "Basic Services" under the Agreement.

Task 1 - Environmental Review

- A. Consultant will complete the Environmental Review (PARTF) and Environmental Resources Survey (LWCF) which requires a site visit to perform the wetland delineation and to take photos of the existing conditions/buildings for historical resources.
- B. Consultant will coordinate review with the following agencies, as required:
 1. Wetlands: The Regulatory Division of the U.S. Army Corps of Engineers that can assist in identifying wetlands;

2. Floodplains: flood.nc.gov which has the most recent Federal Emergency Management Agency (FEMA) floodplain data. The permitting process before construction of facilities will determine the applicable stormwater requirements for the project;
3. Cultural Resources: North Carolina's State Historic Preservation Office which can assist in identifying historical and archaeological resources.

Task 2 - Design Items

- A. Consultant will prepare the following application components, following LWCF guidelines:
 1. Assist with developing scope of work for application, and phasing if applicable. Must be same scopes of work for both applications;
 2. LWCF Boundary Map;
 3. Location Map;
 4. Project Budget - assist Client in finalizing project cost estimates that have been drafted and put into format stipulated by LWCF;
 5. Site Specific Master Plan Report;
 6. Assist the Client in developing a project timeline.
- B. Consultant will prepare the following application components, following PARTF guidelines:
 1. Assist with developing scope of work for application, and phasing if applicable. Must be same scopes of work for both applications;
 2. Site Plan;
 3. Project Budget – assist Client in finalizing project cost estimates that have been drafted and put into format stipulated by PARTF;
 4. Site Vicinity Map.

Task 3 - Complete Application Preparation

- A. The Consultant will coordinate with all Project team members to ensure that the scope and schedule are clear prior to Project start. This will continue throughout the Project process to maintain clear communication between all team members and the Client, and ensure the budget and schedule are maintained. Consultant will participate in general conference calls, coordination meetings, and review meetings with the Client during the project.
- B. The PARTF and LWCF application processes have numerous components, all of which are critical to preparing competitive applications and obtaining funding. The Consultant proposes providing the following services with the Client's assistance (see material and data to be provided as detailed in Section E2):
 1. Assemble all materials necessary for the application as outlined in the agency's LWCF 2026 and the 2027 Parks and Recreation Trust Fund (PARTF) grant program guidance documents, except as explicitly listed in Section E2.
 2. PARTF: Complete narratives, project justification, required forms, and documentation organization, and scoresheet for review.
 3. LWCF: Complete Application & Revision (10-904), Project Abstract Summary, Project Narrative, Budget Narrative and SF-424C Form, Proof of Ownership forms.
 4. Circulate information to the Client for review and approval.
 5. Provide Client with documents that will need Council action and approval.
 6. Participate in any teleconferences needed with Agency and Client.

7. Provide status reports and frequent communication relating to progress and outstanding items.
8. Submit the applications by the deadline of November 2, 2026 (LWCF) and May 1, 2027 (PARTF) and, using the prescribed methods in the guidance documents.

D. Exclusions/Additional Services

Services that are not included in the Scope of Services or are specifically excluded from this Agreement (see below) shall be considered Additional Services if those services can be performed by Consultant and its agents if requested in writing by the Client and accepted by Consultant. Additional services shall be paid by the Client in accordance with the Fee & Expense Schedule outlined in Exhibit II. The exclusions are described below but are not limited to the following:

General

- All plan submittal, review, or permitting fees;
- Any new community outreach meetings or surveys (the previous Comprehensive Parks and Recreation Master Plan provided adequate valid surveys, outreach and needs assessment and will be referenced in the Site Specific Master Plan Report);
- Any work previously provided in other agreements;
- Any other services not specifically listed within the Scope of Services.

The above list is not all inclusive, and the Scope of Services defines the services to be provided by Consultant for this project.

E. Client Responsibilities

The following are responsibilities of the Client and Consultant will rely upon the accuracy and completeness of this information:

- a. Provide representative for communications and decisions;
- b. Coordination and designation of a primary contact for architect, contractor, and other consultants engaged by the Client;
- c. Preferred media platforms for communications with the Client;
- d. Provide in writing, any information as to Client's requirements for design;
- e. Provide any information needed to complete the Project not specifically addressed in the Scope of Services;
- f. Provide all available information pertinent to the Project, including any GIS information, reports, maps, drawings, and any other data relative to the Project;
- g. Examine all proposals, reports, sketches, estimates and other documents presented by the Consultant and render in writing decisions pertaining thereto within a reasonable period so as not to delay the services of the Consultant;
- h. Give prompt written notice to Consultant whenever Client observes or otherwise becomes aware of any defect in the Project or the services of Consultant;
- i. Attend Town meetings as required/needed;
- j. Provide access to property for Consultant and subconsultants;
- k. Discussions/negotiations with adjacent landowners;
- l. Acquire all off-site utility and/or construction easements required for this Project;
- m. Manage and coordinate the work of any subconsultants/subcontractors that are not directly subcontracted through the Consultant;
- n. All submittal, review, or permitting fees associated with the Project;
- o. Any legal representation requiring an attorney at law.

2. Project Specific:

- a. Review draft project materials prepared by Consultant and provide timely feedback;
- b. Review and execute application materials that require a signature and return in a timely manner;
- c. Public Outreach will be the responsibility of the Client, however, the Consultant will provide planning assistance and guidance to ensure that the correct documentation is collected and submitted with the applications;
- d. Client will advertise and conduct the public meeting exclusively to discuss the Project required for the grant applications and will provide Consultant with materials and summary of results to be incorporated into the application, following grant guidance. Client to provide copies of advertisements/screen shots, meeting minutes, sign-in sheet, and any public comments;
- e. Consultant will utilize documentation and results from the existing 2023 survey. Client to provide a blank copy of the survey to include with the application documentation.
- f. Client will organize and present Project to at least two (2) local groups and provide documentation, per guidance, to be used in the application. Client will provide agendas, presentations, and documentation of support for the Project;
- g. Client will present the Project to the Parks and Recreation Advisory Board and provide documentation of a motion of support for the Project (ex: meeting minutes);
- h. Client will provide documents that Consultant will utilize to prepare the application such as the Comprehensive System Wide Plan for Parks and Recreation, Capital Improvement Plan for Parks and Recreation, and Documentation of Survey/Public Involvement supporting the Project.

F. Compensation for Services

Consultant proposes to provide the Basic Services outlined in the Scope of Services on a lump sum basis with budgets as shown below plus reimbursable expenses in accordance with Exhibit II. The amounts set forth below have been determined based on the nature, scope and complexity of the Project as represented in the information provided to Consultant by Client prior to submittal of this proposal; subsequent changes thereto may result in additional fees.

Task No.	Task Name	Fee
1	Environmental Review	\$6,000
2	Design Items	\$14,200
3	Complete Applications Preparation (PARTF and LWCF)	\$15,000
TOTAL		\$35,200

(Hourly) Denotes hourly tasks. The fee budgets represented with hourly tasks are good faith estimates of what can be reasonably expected during the performance of this contract.

1. Invoices will be issued monthly, based on the percentage of completion for each lump sum task and the hourly rate for Consultant personnel in accordance with Exhibit II for hourly tasks, as accomplished during the billing period. Payment is due upon receipt of invoice.
2. The above fees are based on the estimated timelines noted in the Timeline for Services. Any adjustments to those timelines may result in additional fees.
3. Consultant may alter the distribution of compensation between individual Tasks noted herein to be consistent with services rendered but shall not exceed the total Lump Sum amount unless approved in writing by the Client.
4. The attached Exhibit II, Fee & Expense Schedule, is based on Consultant's rates as of the date of this proposal and may be subject to change for hourly tasks and any Additional Services that occur after any adjustments to such rates go into effect.

Payment

The Client will pay Consultant for services and expenses in accordance with periodic invoices to Client and a final invoice upon completion of the services. Each invoice is due and payable in full upon presentation to Client. Invoices are past due after 30 days.

G. Acceptance

This proposal is valid 15 days from the date it is transmitted to Client. Receipt of an executed copy of this proposal will serve as the written Agreement between WithersRavenel and Town of Swansboro. All Exhibits identified after the signature blocks below, including the Standard Terms and Conditions (Exhibit I) and the Fee & Expense Schedule (Exhibit II), are incorporated herein and are integral parts of the Agreement.

OFFERED BY:

WITHERSRAVENEL

 Digitally signed by Alice
Briggs
Date: 2026.08.08 16:07:27
-04'00'

Signature Date

Alice Briggs

Name

Senior Technical Consultant, Funding Services
Funding and Asset Management Director,

Title

 Digitally signed by Amanda
Whitaker
Date: 2026.08.08 16:06:04
-04'00'

Signature Date

Amanda Whitaker

Name

Funding Services
Funding and Asset Management

Title

ACCEPTED BY:

TOWN OF SWANSBORO

Signature Date

Name

Title

PREAUDIT STATEMENT: *This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act (NC G.S. 159-28(a)).*

Signature of Finance Officer: _____

Printed Name: _____

Date: _____

Attachments:

Exhibit I- Standard Terms and Conditions

Exhibit II- Fee & Expense Schedule

EXHIBIT I

Standard Terms and Conditions

WithersRavenel, Inc.

The proposal submitted by WithersRavenel, INC. ("CONSULTANT") is subject to the following terms and conditions, which form an integral part of the Agreement. By accepting the proposal, the services, or any part thereof, the CLIENT agrees and accepts the terms and conditions outlined below:

1. Payment:

- a) The CLIENT will pay CONSULTANT for services and expenses in accordance with periodic invoices to CLIENT and a final invoice upon completion of the services. Each invoice is due and payable in full upon presentation to CLIENT. Invoices are past due after 30 days. Past due amounts are subject to interest at a rate of one and one-half percent per month (18% per annum) on the outstanding balance from the date of the invoice.
- b) If the CLIENT fails to make payment to the CONSULTANT within 45 days after the transmittal of an invoice, the CONSULTANT may, after giving 7 days written notice to the CLIENT, suspend services under this Agreement until all amounts due hereunder are paid in full. If an invoice remains unpaid after 90 days from invoice date, the CONSULTANT may terminate the Agreement. If Consultant initiates legal proceedings to collect the fees owed, Consultant shall also be entitled to recover the reasonable expenses of collection including attorney's fees.

2. Notification of Breach or Default: The CLIENT shall provide prompt written notice to the CONSULTANT if CLIENT becomes aware of any breach, error, omission, or inconsistency arising out of CONSULTANT's services or any other alleged breach of contract or negligence by the CONSULTANT. The failure of CLIENT to provide such written notice within ten (10) days from the time CLIENT became aware of the fault, defect, error, omission, inconsistency or breach, shall constitute a waiver by CLIENT of any and all claims against the CONSULTANT arising out of such fault, defect, error, omission, inconsistency or breach. Emails shall be considered adequate written notice for purposes of this Agreement.

3. Standard of Care: CONSULTANT shall perform its services in a professional manner, using that degree of care and skill ordinarily exercised by and consistent with the standards of professionals providing the same services in the same or a similar locality as the Project. THERE ARE NO OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE THAT WILL OR CAN ARISE OUT OF THE SERVICES PROVIDED BY CONSULTANT OR THIS AGREEMENT.

4. Waiver of Consequential Damages/Limitation of Liability: CLIENT agrees that CONSULTANT's aggregate liability for any and all claims that may be asserted by CLIENT is limited to \$50,000 or to the fee paid to CONSULTANT under this Agreement, whichever is greater. Both CLIENT and CONSULTANT hereby waive any right to pursue claims for consequential damages against one another, including any claims for lost profits.

5. Representations of CLIENT: CLIENT warrants and covenants that sufficient funds are available or will be available upon receipt of CONSULTANT's invoice to make payment in full for the services rendered by CONSULTANT.

6. Ownership of Instruments of Service: All reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by the CONSULTANT as instrument of service, shall remain the property of the CONSULTANT. The CONSULTANT shall retain all common law, statutory and other rights, including the copyright thereto. In the event of termination of this Agreement and upon full payment of fees owed to CONSULTANT,

CONSULTANT shall make available to CLIENT copies of all plans and specifications.

7. Change Orders: CONSULTANT will treat as a proposed change order any written or oral order (including directions, instructions, interpretations, or determinations) from CLIENT which requests changes in the Agreement or CONSULTANT's Scope of Services. If CONSULTANT accepts the proposed change order, CONSULTANT will give CLIENT written notice within ten (10) days of acceptance of any resulting increase in CONSULTANT's fees.

8. Opinion of Cost/Cost Estimates: Since the CONSULTANT has no control over the cost of labor, materials, equipment or services furnished by others, or over methods of determining prices, or over competitive bidding or market conditions, any and all opinions as to costs rendered hereunder, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of CONSULTANT'S experience and qualifications and represent its reasonable judgment as an experienced and qualified professional familiar with the construction industry; but the CONSULTANT cannot and does not guarantee the proposals, bids or actual costs will not vary significantly from opinions of probable costs prepared by it. If at any time the CLIENT wishes assurances as to the amount of any costs, CLIENT shall employ an independent cost estimator to make such determination.

9. Assignment and Third Parties: Nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than the CLIENT and CONSULTANT, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of the CLIENT and the CONSULTANT and not for the benefit of any other party. Neither the CLIENT nor the CONSULTANT shall assign, sublet, or transfer any rights under or interests in this Agreement without the written consent of the other, which shall not be unreasonably withheld. However, nothing contained herein shall prevent or restrict the CONSULTANT from employing independent subconsultants as the CONSULTANT may deem appropriate to assist in the performance of services hereunder.

10. Project Site: Should CLIENT not be owner of the Project site, then CLIENT agrees to notify the site owner of the possibility of unavoidable alteration and damage to the site. CLIENT further agrees to indemnify, defend, and hold harmless CONSULTANT against any claims by the CLIENT, the owner of the site, or persons having possession of the site which are related to such alteration or damage.

11. Access to Site: CLIENT is responsible for providing legal and unencumbered access to site, including securing all necessary site access agreements or easements, to the extent necessary for the CONSULTANT to carry out its services.

12. Survival: All of CLIENT's obligations and liabilities, including but not limited to, its indemnification obligations and limitations of liability, and CONSULTANT's rights and remedies with respect thereto, shall survive completion, expiration or termination of this Agreement.

13. Termination: Either party may terminate the Agreement with or without cause upon ten (10) days advance written notice, if the other party has not cured or taken reasonable steps to cure the breach giving rise to termination within the ten (10) day notice period. If CLIENT terminates without cause or if CONSULTANT terminates for cause, CLIENT will pay CONSULTANT for all costs incurred, non-cancelable commitments, and fees earned to the date of termination and through demobilization, including any cancellation charges of vendors and subcontractors, as well as demobilization costs.

14. Severability: If any provision of this Agreement, or application thereof to any person or circumstance, is found to be invalid then such provision shall be modified if possible, to fulfill the intent of the parties as reflected in the original provision. The remainder of this Agreement, or the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby, and each provision of this Agreement shall be valid and enforced to the fullest extent permitted by applicable law.

15. No Waiver: No waiver by either party of any default by the other party in the performance of any provision of this Agreement shall operate as or be construed as a waiver of any future default, whether like or different in character.

16. Merger, Amendment: This Agreement constitutes the entire Agreement between the CONSULTANT and the CLIENT and all negotiations, written and oral understandings between the parties are integrated and merged herein. This Agreement can be supplemented and/or amended only by a written document executed by both the CONSULTANT and the CLIENT.

17. Unforeseen Occurrences: If, during the performance of services hereunder, any unforeseen hazardous substance, material, element of constituent or other unforeseen conditions or occurrences are encountered which affects or may affect the services, the risk involved in providing the service, or the recommended scope of services, CONSULTANT will promptly notify CLIENT thereof. Subsequent to that notification, CONSULTANT may: (a) if practicable, in CONSULTANT's sole judgment and with approval of CLIENT, complete the original Scope of Services in accordance with the procedures originally intended in the Proposal; (b) Agree with CLIENT to modify the Scope of Services and the estimate of charges to include study of the previously unforeseen conditions or occurrences, such revision to be in writing and signed by the parties and incorporated herein; or (c) Terminate the services effective on the date of notification pursuant to the terms of the Agreement.

18. Force Majeure: Should completion of any portion of the Agreement be delayed for causes beyond the control of or without the fault or negligence of CONSULTANT, including force majeure, the reasonable time for performance shall be extended for a period at least equal to the delay and the parties shall mutually agree on the terms and conditions upon which Agreement may be continued. Force majeure includes but is not restricted to acts of God, acts or failures of governmental authorities, acts of CLIENT's contractors or agents, fire, floods, epidemics, pandemics, riots, quarantine restrictions, strikes, civil insurrections, freight embargoes, and unusually severe weather.

19. Safety: CONSULTANT is not responsible for site safety or compliance with the Occupational Safety and Health Act of 1970 ("OSHA"). Job site safety remains the sole exclusive responsibility of CLIENT or CLIENT's contractors, except with respect to CONSULTANT's own employees. Likewise, CONSULTANT shall have no right to direct or stop the work of CLIENT's contractors, agents, or employees.

20. Dispute Resolution/Arbitration: Any claim or other dispute arising out of or related to this Agreement shall first be subject to non-binding mediation in accordance with the then-current Construction Industry Mediation Procedures of the American Arbitration Association ("AAA"). If mediation is unsuccessful, such claim or other dispute shall be subject to arbitration in accordance with the AAA's then-current Construction Industry Arbitration Rules. Any demand for arbitration shall be filed in writing with the other party and with the American Arbitration Association. CLIENT agrees to the inclusion in such arbitration (whether by initial filing, by joinder or by consolidation) of any other parties and of any other claims arising out of or relating to the Project or to the transaction or occurrence giving rise to the claim or other dispute between CLIENT and CONSULTANT.

21. Independent Contractor: In carrying out its obligations, CONSULTANT shall always be acting as an independent contractor and not an employee, agent, partner or joint venturer of CLIENT. CONSULTANT's work does not include any supervision or direction of the work of other contractors, their employees or agents, and

CONSULTANT's presence shall in no way create any liability on behalf of CONSULTANT for failure of other contractors, their employees or agents to properly or correctly perform their work

22. Hazardous Substances: CLIENT agrees to advise CONSULTANT upon execution of this Agreement of any hazardous substances or any condition existing in, on or near the Project Site presenting a potential danger to human health, the environment or equipment. By virtue of entering into the Agreement or of providing services, CONSULTANT does not assume control of, or responsibility for, the Project site or the person in charge of the Project site or undertake responsibility for reporting to any federal, state or local public agencies, any conditions at the Project site that may present a potential danger to the public, health, safety or environment except where required of CONSULTANT by applicable law. In the event CONSULTANT encounters hazardous or toxic substances or contamination significantly beyond that originally represented by CLIENT, CONSULTANT may suspend or terminate the Agreement. CLIENT acknowledges that CONSULTANT has no responsibility as a generator, treater, storer, or disposer of hazardous or toxic substances found or identified at a site. Except to the extent that CONSULTANT has negligently caused such pollution or contamination, CLIENT agrees to defend, indemnify, and hold harmless CONSULTANT, from any claim or liability, arising out of CONSULTANT's performance of services under the Agreement and made or brought against CONSULTANT for any actual or threatened environmental pollution or contamination if the fault (as defined in N.C.G.S. 22B-1(f)(7)) of CLIENT or its derivative parties (as defined in N.C.G.S. 22B-1(f)(3)) is a proximate cause of such claim or liability.

23. Choice of Law: The validity, interpretation, and performance of this Agreement shall be governed by and construed in accordance with the law of the State of North Carolina, excluding only its conflicts of laws principles.

24. Construction Services: If construction administration and review services are requested by the CLIENT, CLIENT agrees that such administration, review, or interpretation of construction work or documents by CONSULTANT shall not relieve any contractor from liability in regard to its duty to comply with the applicable plans, specifications, and standards for the Project, and shall not give rise to a claim against CONSULTANT for contractor's failure to perform in accordance with the applicable plans, specifications or standards.

25. Field Representative: If CONSULTANT provides field services or construction observation services, the presence of the CONSULTANT's field personnel will only be for the purpose of providing observation and field testing of specific aspects of the Project. Should a contractor be involved in the Project, the CONSULTANT's responsibility does not include the supervision or direction of the actual work of any contractor, its employees, or agents. All contractors should be so advised. Contractors should also be informed that neither the presence of the CONSULTANT's field representative nor the observation and testing by the CONSULTANT shall excuse contractor in any way for defects in contractor's work. It is agreed that the CONSULTANT will not be responsible for job or site safety on the Project and that the CONSULTANT does not have the right to stop the work of any contractor.

26. Submittals: CONSULTANT's review of shop drawings and other submittals is to determine conformity with the design concept only. Review of shop drawings and submittals does not include means, methods, techniques, or procedures of construction, including but not limited to, safety requirements.

EXHIBIT II

2026 Fee & Expense Schedule

Description	Rate
Engineering, Landscape Architecture & Planning	
CAD Technician I	\$ 115
CAD Technician II	\$ 130
Senior CAD Technician	\$ 155
Designer I	\$ 145
Designer II	\$ 165
Senior Designer	\$ 185
Landscape Architect I	\$ 165
Landscape Architect II	\$ 190
Landscape Architect III	\$ 215
Senior Landscape Architect	\$ 240
Landscape Designer I	\$ 145
Landscape Designer II	\$ 155
Landscape Designer III	\$ 160
Planning Professional I	\$ 130
Planning Professional II	\$ 140
Planning Professional III	\$ 160
Planning Assistant Project Manager	\$ 170
Planning Project Manager I	\$ 185
Planning Project Manager II	\$ 195
Senior Planning Project Manager	\$ 205
Planning Director	\$ 255
Project Engineer I	\$ 190
Project Engineer II	\$ 200
Project Engineer III	\$ 220
Senior Project Engineer	\$ 255
Assistant Project Manager	\$ 200
Project Manager I	\$ 220
Project Manager II	\$ 230
Project Manager III	\$ 235
Senior Project Manager	\$ 240
Associate Practice Professional	\$ 75
Practice Professional I	\$ 155
Practice Professional II	\$ 160
Practice Professional III	\$ 170
Practice Professional IV	\$ 180
Senior Practice Professional	\$ 190
Technical Consultant	\$ 240
Senior Technical Consultant	\$ 280
Director	\$ 275
Principal	\$ 290
Zoning Specialist	\$ 400
Construction Administration	
Resident Project Representative I	\$ 115
Resident Project Representative II	\$ 135
Resident Project Representative III	\$ 150
Senior Resident Project Representative	\$ 160
Construction Project Professional	\$ 165
Assistant Construction Project Manager	\$ 170
Construction Project Manager I	\$ 180
Construction Project Manager II	\$ 190
Construction Project Manager III	\$ 200
Senior Construction Project Manager	\$ 215
Other	
Implementation Consultant	\$ 165
Senior Implementation Consultant	\$ 175
Expert Witness	\$ 400

Description	Rate
Funding & Asset Management	
GIS Senior Specialist	\$ 185
GIS Specialist	\$ 165
GIS Technician	\$ 110
GIS Analyst I	\$ 135
GIS Analyst II	\$ 150
GIS Project Manager	\$ 185
FAM Assistant Project Manager	\$ 180
FAM Project Consultant I	\$ 135
FAM Project Consultant II	\$ 145
FAM Project Consultant III	\$ 150
FAM Project Consultant IV	\$ 155
FAM Senior Project Consultant I	\$ 165
FAM Senior Project Consultant II	\$ 170
FAM Project Manager	\$ 185
FAM Director	\$ 260
FAM Principal	\$ 290
FAM Staff Professional I	\$ 80
FAM Staff Professional II	\$ 130
FAM Staff Professional III	\$ 170
FAM Staff Professional IV	\$ 215
FAM Senior Project Manager	\$ 240
FAM Senior Technical Consultant	\$ 275
Geomatics	
Geomatics CAD Technician I	\$ 115
Geomatics CAD Technician II	\$ 135
Geomatics CAD Technician III	\$ 150
GIS Survey Technician I	\$ 90
GIS Survey Technician II	\$ 115
GIS Survey Technician III	\$ 135
GIS Survey Lead	\$ 150
Geomatics Project Manager I	\$ 185
Geomatics Project Manager II	\$ 200
Geomatics Project Manager III	\$ 230
Geomatics Project Professional I	\$ 165
Geomatics Project Professional II	\$ 190
Geomatics Principal	\$ 270
Geomatics Remote Sensing Crew I	\$ 240
Geomatics Remote Sensing Crew II	\$ 340
Geomatics Survey Crew I	\$ 170
Geomatics Survey Crew II (2 Man)	\$ 195
Geomatics Survey Crew III (3 Man)	\$ 255
Geomatics Senior Manager	\$ 240
Geomatics Survey Tech I	\$ 70
Geomatics Survey Tech II	\$ 105
Geomatics Survey Tech III	\$ 135
Geomatics Survey Tech IV	\$ 145
Geomatics Sr. Technical Consultant	\$ 245
Geomatics SUE Crew 1	\$ 195
Geomatics SUE Crew 2	\$ 285
Project Coordinators	
Project Coordinator I	\$ 105
Project Coordinator II	\$ 125
Project Coordinator III	\$ 135
Senior Project Coordinator	\$ 145
Lead Project Coordinator	\$ 155

Description	Rate
Environmental	
Environmental Technician I	\$ 95
Environmental Technician II	\$ 110
Environmental Technician III	\$ 115
Environmental Senior Technician	\$ 130
Environmental Project Geologist I	\$ 165
Environmental Project Geologist II	\$ 180
Environmental Project Geologist III	\$ 210
Environmental Senior Project Geologist	\$ 230
Environmental Assistant Project Manager	\$ 180
Environmental Project Manager	\$ 210
Environmental Senior Project Manager	\$ 230
Environmental Director	\$ 260
Environmental Project Engineer I	\$ 165
Environmental Project Engineer II	\$ 180
Environmental Project Engineer III	\$ 210
Environmental Senior Project Engineer	\$ 230
Environmental Principal	\$ 285
Environmental Project Scientist I	\$ 165
Environmental Project Scientist II	\$ 180
Environmental Project Scientist III	\$ 210
Environmental Senior Project Scientist	\$ 230
Environmental Scientist I	\$ 120
Environmental Scientist II	\$ 145
Environmental Scientist III	\$ 155
Environmental Geologist I	\$ 120
Environmental Geologist II	\$ 145
Environmental Geologist III	\$ 155
Environmental Professional I	\$ 120
Environmental Professional II	\$ 145
Environmental Professional III	\$ 155
Environmental Senior Technical Consultant	\$ 255
Client Experience	
Client Experience Manager	\$ 250
Administrative	
Administrative Assistant	\$ 75
Administrative Assistant I	\$ 95
Administrative Assistant II	\$ 105
Administrative Assistant III	\$ 115
Marketing Administration I	\$ 105
Marketing Administration II	\$ 125
Marketing Administration III	\$ 135
Marketing Administration IV	\$ 145
Marketing Administration V	\$ 155
Director of Marketing	\$ 165
Office Administration	\$ 80
Office Administrator I	\$ 135
Office Administrator II	\$ 140
Office Administrator III	\$ 145
Expenses	
Bond Prints (Per Sheet)	\$ 1.75
Mylar Prints (Per Sheet)	\$ 11.00
Mileage	Per IRS
Delivery - Project Specific (Distance & Priority)	
Subcontractor Fees (Markup)	1.15
Expenses / Reprod. / Permits (Markup)	1.15