



April 16, 2024

Mr. Slater Stewart
Assistant Engineer
Town of Truckee
10183 Truckee Airport Road
Truckee, CA 96161

**Subject: 2024 Paving and Drainage Project
Proposal for Inspection Services**

Dear Mr. Stewart:

DOWL LLC is pleased to present this proposal for Construction Engineering services related to the 2024 Paving and Drainage project for the Town of Truckee (Town). DOWL has been providing design and construction management & inspection services for over 60 years.

Scope of Work

Perform construction inspection on the 2024 Paving and Drainage project. It is anticipated that construction on the project will begin as early as mid-May but may not start until as late as early June due to the weather dependency of the work. The Construction Contract has a 55 Working Day Contract Time duration and will likely extend into September 2024. The Construction Contract primarily consists of, but is not limited to, road surface reconstruction, drainage facility improvements, and necessary utility facility adjustments. There is also an "alternate bid" schedule that includes improvements to the urban trail system that may be awarded with the Construction Contract as well.

Construction Inspection

Under this task, DOWL will perform construction inspection/observation of the construction work being performed by the Contractor. Construction observations will be focused on monitoring the construction contractor's quality of work and compliance with the Plans and Specifications. DOWL's on site Field Project Representative (FPR) will work closely with the Town and Construction Contractor (Contractor) to coordinate and work schedules, work locations, necessary utility adjustments and materials testing.

Consultant shall:

- Perform construction observation and complete Daily Work Reports including estimated quantities of bid item work performed that shift.
- Attend construction meetings as requested by Town, including pay estimate meetings between Town and Contractor to verify pay item quantities

ASSUMPTIONS FOR BUDGETING PURPOSES: Based on projected staff availability and anticipated construction schedule, DOWL proposes Bruce Smith (Field Project Representative II) as the primary inspector for this project. Based on the Construction Contract duration of 55

Workings Days, DOWL estimates up to six hundred sixty (660) hours. This estimate includes fifty-five (55) days, averaging twelve (12) hours / day including up to ten (10) hours onsite, one and a half (1.5) hours of travel time and one half-hour (0.5) of documentation and report finalization. Senior leader coordination, support and oversight and Administrative Support are also anticipated at a nominal amount (~5% of Inspectors hours). Estimated mileage is based on averaging 100 mi/day to include travel between DOWL's Reno office and in-town mileage between work sites.

If a 2nd Inspector is needed due to multiple work sites or to backfill the primary inspector, DOWL has other staff available that will be proposed to the Town for approval prior to utilizing on the project.

Deliverables:

- Preconstruction photo/video log
- Daily Work Reports, including photos and tracked quantities for construction pay items

Services Not Included

The following services have not been included in this proposal.


- Construction Management & Administration
- Approval/rejection of materials incorporated
- Other Engineering services

Schedule and Fees

DOWL proposes to complete the Construction Inspection on a Time & Materials basis. Based on the budgeting assumptions above and Fee Schedule included in the Term Contract proposal, DOWL estimates this Task Order value to be approximately \$121,000. If the contracted task order value is expended due to a second inspector being needed to cover multiple work sites, the project exceeds the assumed duration, etc.; a task order modification will be necessary.

We trust this proposal provides you with the information required for the 2024 Paving and Drainage project inspection needs, and hope that it meets with your approval. If you have any questions, please do not hesitate to contact me.

Sincerely,

 Digitally signed by Marissa Madsen
DN: CN=Marissa Madsen, OU=Standard,
OU=Users, OU=Staff, DC=DOWL, DC=COM
Date: 2024.04.16 15:20:26-06'00'

Marissa Madsen, PE
Construction Project Manager

Attachment(s): DOWL Current Fee Schedule

cc: Matt VanDyne, PE
TJ Paterson



NEVADA FEE SCHEDULE

Personnel Billing Rates

Personnel are identified on our invoices by name and/or labor category.

Description	Rate	Description	Rate
Accounting Manager	\$180.00	Engineer IX	\$245.00
Accounting Technician	\$115.00	Engineer X	\$260.00
Administrative Assistant	\$90.00	Engineering Technician I	\$95.00
Administrative Manager	\$120.00	Engineering Technician II	\$110.00
Biologist I	\$125.00	Engineering Technician III	\$120.00
Biologist II	\$135.00	Engineering Technician IV	\$135.00
Biologist III	\$145.00	Engineering Technician V	\$150.00
Biologist IV	\$155.00	Engineering Technician VI	\$170.00
Biologist V	\$200.00	Environmental Specialist I	\$115.00
CAD Drafter I	\$100.00	Environmental Specialist II	\$130.00
CAD Drafter II	\$115.00	Environmental Specialist III	\$135.00
CAD Drafter III	\$125.00	Environmental Specialist IV	\$145.00
CAD Drafter IV	\$135.00	Environmental Specialist V	\$150.00
CAD Drafter V	\$145.00	Environmental Specialist VI	\$185.00
Senior CAD Drafter	\$165.00	Environmental Specialist VII	\$205.00
Civil and Transportation Designer	\$130.00	Environmental Specialist VIII	\$220.00
Senior Civil and Transportation Designer	\$165.00	Environmental Specialist IX	\$240.00
Contract Administrator I	\$155.00	Environmental Specialist X	\$260.00
Contract Administrator II	\$180.00	Field Project Representative I	\$125.00
Corporate Development Manager	\$225.00	Field Project Representative II	\$140.00
Cultural Resources Specialist I	\$115.00	Field Project Representative III	\$150.00
Cultural Resources Specialist II	\$135.00	Field Project Representative IV	\$165.00
Cultural Resources Specialist III	\$140.00	Geologist I	\$130.00
Cultural Resources Specialist IV	\$175.00	Geologist II	\$140.00
Cultural Resources Specialist V	\$190.00	Geologist III	\$150.00
Document Production Supervisor	\$145.00	Geologist IV	\$170.00
Engineer I	\$125.00	Geologist V	\$200.00
Engineer II	\$135.00	GIS Technician	\$100.00
Engineer III	\$150.00	GIS Specialist	\$120.00
Engineer IV	\$170.00	GIS Coordinator	\$170.00
Engineer V	\$190.00	GIS Manager	\$175.00
Engineer VI	\$200.00	Graphics Designer	\$125.00
Engineer VII	\$210.00	Senior Graphics Designer	\$160.00
Engineer VIII	\$220.00	Hydrogeologist I	\$135.00



Description	Rate	Description	Rate
Hydrogeologist II	\$160.00	Professional Land Surveyor V	\$155.00
Hydrogeologist III	\$190.00	Professional Land Surveyor VI	\$160.00
Senior Hydrogeologist	\$220.00	Professional Land Surveyor VII	\$170.00
Intern I	\$80.00	Professional Land Surveyor VIII	\$180.00
Intern II	\$100.00	Professional Land Surveyor IX	\$205.00
Laboratory Supervisor	\$100.00	Professional Land Surveyor X	\$215.00
Laboratory Manager	\$120.00	Professional Land Surveyor XI	\$240.00
Landscape Architect I	\$125.00	Project Assistant I	\$110.00
Landscape Architect II	\$140.00	Project Assistant II	\$125.00
Landscape Architect III	\$155.00	Project Administrator	\$130.00
Landscape Architect IV	\$170.00	Project Controller	\$160.00
Landscape Architect V	\$185.00	Senior Project Controller	\$180.00
Landscape Architect VI	\$195.00	Project Manager I	\$155.00
Landscape Architect VII	\$205.00	Project Manager II	\$170.00
Landscape Designer I	\$90.00	Project Manager III	\$185.00
Landscape Designer II	\$110.00	Project Manager IV	\$200.00
Marketing Assistant	\$100.00	Project Manager V	\$215.00
Marketing Coordinator	\$130.00	Project Manager VI	\$230.00
Marketing & Administrative Manager	\$220.00	Project Manager VII	\$245.00
Materials Technician	\$90.00	Proposal Manager	\$135.00
Materials Technician II	\$100.00	Senior Proposal Manager	\$205.00
Lead Materials Technician	\$110.00	Public Involvement Assistant	\$110.00
Senior Materials Technician	\$120.00	Public Involvement Planner	\$130.00
Materials Manager	\$125.00	Public Involvement Coordinator	\$150.00
Planner I	\$115.00	Public Involvement Program Manager	\$195.00
Planner II	\$140.00	Real Estate Services Manager	\$175.00
Planner III	\$155.00	Right of Way Assistant	\$110.00
Planner IV	\$170.00	Right of Way Agent I	\$120.00
Planner V	\$185.00	Right of Way Agent II	\$135.00
Planner VI	\$195.00	Right of Way Agent III	\$150.00
Planner VII	\$205.00	Right of Way Agent IV	\$165.00
Planner VIII	\$220.00	Right of Way Agent V	\$180.00
Planner IX	\$235.00	Right of Way Agent VI	\$210.00
Planner X	\$275.00	Risk Manager	\$195.00
Planning Technician	\$105.00	Senior Manager I	\$235.00
Professional Land Surveyor I	\$115.00	Senior Manager II	\$255.00
Professional Land Surveyor II	\$125.00	Senior Manager III	\$265.00
Professional Land Surveyor III	\$135.00	Senior Manager IV	\$300.00
Professional Land Surveyor IV	\$145.00	Senior Manager V	\$310.00



Description	Rate	Description	Rate
Senior Manager VI	\$330.00	Systems Administrator	\$150.00
Survey Technician I	\$85.00	Technical Coordinator	\$175.00
Survey Technician II	\$90.00	Utility Operator	\$140.00
Survey Technician III	\$95.00	Water Resource Specialist	\$190.00
Survey Technician IV	\$110.00	Water Rights Specialist I	\$145.00
Survey Technician V	\$115.00	Water Rights Specialist II	\$165.00
Survey Technician VI	\$125.00	Water Rights Specialist III	\$200.00
Survey Technician VII	\$140.00	Water Rights Technician I	\$100.00
Survey Technician VIII	\$155.00	Water Rights Technician II	\$110.00
Survey Technician IX	\$165.00	Water Rights Technician III	\$120.00
Survey Technician-Supervisor	\$150.00		

Survey Crews

One-Person Survey Crew	=	\$155.00 / hour
One-Person Survey Crew GPS/Robotics	=	\$175.00 / hour
Two-Person Survey Crew	=	\$220.00 / hour
Two-Person Survey Crew (PLS + LSIT)	=	\$255.00 / hour
Two-Person Survey Crew GPS/Robotics	=	\$230.00 / hour
Three-Person Survey Crew	=	\$305.00 / hour

Travel, Mileage, and Miscellaneous

Lodging	=	Cost per night
Airfare	=	Cost
Vehicle Usage – Passenger Cars	=	\$1.05/mile
Vehicle Usage – Trucks & SUV's	=	\$1.25/mile
Printing/Supplies/Phone/Fax/Postage	=	Note 3
In-House Usage Charges	=	Note 4

Per Diem

Unless otherwise specified contractually, per diem will be billed when travel is more than 50 miles from the office during a meal allowance period of three or more consecutive hours or involves an overnight stay. The three meal allowance periods are breakfast (midnight to 10 a.m.), lunch (10 a.m. – 3 p.m.) and dinner (3 p.m. to midnight).

	Breakfast	Lunch	Dinner	Incidentals	1 st and Last Day	Per Diem Rate
Elko	\$13.00	\$15.00	\$26.00	\$5.00	\$44.25	\$59.00
Reno	\$16.00	\$17.00	\$31.00	\$5.00	\$51.75	\$69.00

For all other cities not listed above and meal breakdown, use the following link: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Notes

1. DOWL's Professional Services Fee Schedule is subject to adjustment each year or at the end of a contract period, whichever is appropriate. Should adjustments be anticipated or required, such adjustments will not affect existing contracts without prior agreement between Client and DOWL.
2. Straight-time rates are given. Multiply by 1.5 for overtime rates. Overtime rates will be applied at the rate prescribed by applicable state law.
3. Direct reimbursable expenses such as travel, freight, subcontractors, and request beyond those requests considered reasonable by the Project Manager for phone/fax/postage, office supplies, reproduction and photography, and laboratory analysis will be billed at cost plus the negotiated markup.
4. In-house equipment usage charges or specialized software/equipment that are not separately stated on the fee schedule will be negotiated at rates deemed fair and reasonable.
5. Late charges will be assessed on the unpaid balance of all accounts not paid within 30 days of the billing date, at a rate of 1.0 percent per month (12% per year).