

CITY		ENGINEER	
CITY OF JOPLIN 602 S. MAIN STREET JOPLIN, MO 64801		Name: Olsson	
		Address: 702 S Main Joplin, MO 64801	
Attention: Dan Johnson, P.E.		Attention: Jack Schaller Clayton Cristy	
Department: Public Works		Phone: 417-781-0643	Fax: 417-781-4717
Phone: 417-624-0820	Fax:	Grand Falls Parking Lot and Trail	

WORK AUTHORIZATION NUMBER OLS-OC22-02

TO AGREEMENT FOR PROFESSIONAL ENGINEERING CONSULTING SERVICES

City and Engineer agree to amend their Agreement for Professional Engineering Consulting Services to include a scope of work and fees for engineering services, by adding the following terms to their Agreement.

1. **Services.** The City agrees to engage the services of the Engineer and the Engineer agrees to perform the services hereinafter set forth in connection with projects described in **Exhibit A**.

2. **Addition to Services.** The City may add to the Engineer services or delete therefrom activities of a similar nature to those set forth in **Exhibit A**, provided that the total cost of such work does not exceed the total cost allowance as specified in Paragraph 5 hereof. The Engineer shall undertake such changed activities only upon the direction of the City. All such directives and changes shall be in written form and prepared and approved by the City and shall be accepted and countersigned by the Engineer.

3. **Term.** The services of the Engineer shall commence as soon as practicable after the execution of this contract, unless otherwise directed in writing, and shall be undertaken and completed in such sequence as to assure their expeditious completion in the light of the purposes of the contract, but in any event, all of the services required hereunder shall be completed as set forth in the schedule for the project which is attached hereto as **Exhibit A**.

4. **Costs not to Exceed.** The City of Joplin is limited by law with respect to the amount of money it can pay. Therefore, the City has established a fixed sum for this contract, which cannot be exceeded unless this contract is amended. The Engineer providing services hereunder shall be required to keep track of the amount of hours billable under this contract at all times; and any work in excess of the fixed sum shall not be eligible for payment. The Engineer shall notify the City if Engineer anticipates that the contract amount may be exceeded, in order to determine whether or not the City is prepared to increase the total compensation. The Engineer shall establish a billing system showing the amount of money remaining on the contract, which shall be shown in each monthly billing.

5. **Payment.**

a. **Conditioned upon acceptable performance.** The City agrees to pay the Engineer in accordance with the terms set forth in **Exhibit A**, which shall constitute complete compensation for all services to be rendered under this contract; provided, that where payments are to be made periodically to Engineer for services rendered under this contract, the City expressly reserves the right to disapprove in whole or in part a request for payment where the services rendered during the period for which payment is claimed are not performed in a timely and satisfactory manner in accordance with the schedule and description of services set forth in **Exhibit A**.

b. **Total compensation not to exceed.** It is expressly understood that in no event will the total compensation and reimbursement to be paid to the Engineer under the terms of this work Authorization Number OLS-OC22-02 exceed the sum of One hundred sixty-two thousand seven hundred fifty Dollars (\$162,750.00).

6. **Insurance.** Without limiting any of the other obligations or liabilities of the Engineer, the Engineer shall secure and maintain at its own cost and expense, throughout the duration of this Contract and until the work is completed and accepted by the City of Joplin, insurance of such types and in such amounts as may be necessary to protect it and the interests of the City of Joplin against all hazards or risks of loss as hereunder specified or which may arise out of the performance of the Contract Documents. The form and limits of such insurance, together with the underwriter thereof in each case, are subject to approval by the City of Joplin. Regardless of such approval, it shall be the responsibility of the Engineer to maintain adequate insurance coverage at all times during the term of the Contract. Failure of the Engineer to maintain coverage shall not relieve it of any contractual responsibility or obligation or liability under the Contract Documents.

The certificates of insurance, including evidence of the required endorsements hereunder or the policies, shall be filed with the City at the time that this contract is signed by the Engineer. All insurance policies shall provide thirty (30) days written notice to be given by the insurance company in question prior to modification or cancellation of such insurance. Such notices shall be mailed, certified mail, return receipt requested, to:

City of Joplin - Public Works, 602 S. Main, Joplin, MO 64801; and

Such policies shall name the City as an additional insured with limits of liability not less than the sovereign immunity limits for Missouri public entities calculated by the Missouri Department of Insurance as of January 1 each calendar year and published annually in the Missouri Register pursuant to Section 537.610, RSMo.

(See, <http://insurance.mo.gov/industry/sovimmunity.php>).

As of January 1, 2022, the minimum coverage for the insurance referred to herein shall be as set out below:

a. Workers' Compensation....Statutory coverage per RSMo 287.010 etseq.
Employer's Liability..... \$1,000,000.00

b. Commercial General Liability Insurance, including coverage for Contractual Liability and Independent Contractors Liability. Such coverage shall apply to bodily injury and property damage on an "Occurrence Form Basis" with limits of at least Three Million Sixty-Five Thousand Nine Hundred Fifty-Two and no/100 Dollars (\$3,065,952.00) for all claims arising out of a single accident or occurrence and at least Four Hundred Fifty-Nine Thousand Eight Hundred Ninety-Three and no/100 Dollars (\$459,893.00) with respect to injuries and/or death of any one person in a single occurrence and an amount not less than at least \$1,000,000 for all claims to property arising out of a single occurrence and at least \$100,000 to any one owner with respect to damages to property. Engineer agrees that the proceeds of such insurance policy shall first be used to pay any award, damages, costs, and/or attorneys' fees incurred by or assessed against City, its employees, officers and agents, before payment of any award, damages, costs or attorney's fees of Engineer, its employees, officers or agents. Engineer agrees to cause its insurer to name City as an additional insured on such insurance policy, including the City as an additional insured for coverage under its products-completed operations hazard, and said policy shall be primary and noncontributory.

c. Automobile Liability Insurance covering bodily injury and property damage for owned, non-owned and hired vehicles, with limits of at least Three Million Sixty-Five Thousand Nine Hundred Fifty-Two and no/100 Dollars (\$3,065,952.00) for all claims arising out of a single accident or occurrence and at least Four Hundred Fifty-Nine Thousand Eight Hundred Ninety-Three and no/100 Dollars (\$459,893.00) with respect to injuries and/or death of any one person in a single accident or occurrence.

d. Errors and Omissions Insurance. The Engineer shall maintain a professional liability insurance policy in the amount of \$1,000,000.00. This policy shall remain in full force and effect for a period of one year after completion and acceptance by the City of the construction of the project.

e. Subcontracts. In case any or all of this work is sublet, the Engineer shall require the subcontractor to procure and maintain all insurance required in subparagraphs (A), (B) and (C) hereof and in like amounts. Engineer shall require any and all subcontractors with whom it enters into a contract to perform work on this project to protect the City of Joplin through insurance against applicable hazards or risks and shall, upon request of the City, provide evidence of such insurance.

f. Notice. The Engineer and/or subcontractor shall furnish the City prior to beginning the work satisfactory proof of carriage of all the insurance required by this contract, with the provision that policies shall not be canceled, modified or non-renewed without thirty (30) days written notice to the City of Joplin.

7. Legislative or Judicial Changes. In the event the scope or extent of the City's tort liability as a governmental entity as described in Section 537.600 through 537.650 RSMo is broadened or increased during the term of this agreement by legislative or judicial action, the City may require Engineer, upon 10 days written notice, to execute a contract addendum whereby the Engineer agrees to provide, at a price not exceeding Engineer's actual increased premium cost, additional liability insurance coverage as the City may require to protect the City from increased tort liability exposure as the result of such legislative or judicial action. Any such additional insurance coverage shall be evidenced by an appropriate certificate of insurance and shall take effect within the time set forth in the addendum. All other terms and conditions of the original Agreement shall remain in effect.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and year herein stated.

REVIEWED FOR APPROVAL

Engineer: Olsson

Name & Title of Staff Project Manager

By: Jack Schaller

Printed Name: Jack Schaller

Title: Client Relationship Manager

Date: 05/31/2022

CERTIFICATE OF DIRECTOR OF FINANCE

I certify that the expenditure contemplated by this document is within the purpose of the appropriation to which it is to be charged and that there is an unencumbered balance of appropriated and available funds to pay therefore.

Engineer: Olsson

Leslie Haase, Director of Finance

By: Clayton Cristy

Printed Name: Clayton Cristy

Title: Senior Project Manager

Date: 05/31/2022

APPROVED AS TO FORM

Peter Edwards, City Attorney

CITY OF JOPLIN, MISSOURI

By: _____
Dan Johnson, P.E.
Interim Public Works Director

Date: _____

Exhibit A

SCOPE OF SERVICES

04-18-2022

Olsson shall provide the following services (Scope of Services) to Client for the Project:

This exhibit is hereby attached to and made a part of the Work Authorization for Professional Services dated June 6, 2022, between the City of Joplin, Missouri ("Client") and Olsson, Inc. ("Olsson") providing for professional services. Olsson's Scope of Services for the Agreement is indicated below.

PROJECT DESCRIPTION AND LOCATION

Project will be located at: Grand Falls (Along Riverside Drive/Grand Falls Road from Jackson Avenue to Grand Falls Dam)

Project Description: Grand Falls Trails and Parking Lot/Trail Head Improvements

- Trail: The Grand Falls Trail will be designed along Riverside Drive/Grand Falls Road. The trail will be a 10' wide asphalt trail. Concrete trail locations will be identified as needed to accommodate water over the trail or locations in which trail may be impacted by Shoal Creek. The trail will begin near old Jackson Ave low water bridge, at the existing parking lot, and head west. The trail will meander along Shoal Creek with considerations for creek access or picnic areas. The trail will terminate at the Grand Falls Dam.
- Trailhead: A trailhead and parking lot will be designed at the Grand Falls Dam. The Parking lot will be designed to avoid impacts to the Wildcat Glades. Consultation with the Wildcat Glades Friend Group will be used during design to identify habitat loss or areas for natural features. These features will be incorporated into the design. Observation and photo opportunity locations will be identified in the concept study. Additional parallel parking stalls and pedestrian access will be designed on the east side of Riverside Drive near the Grand Falls Dam.

Phase 100 – Project Management

\$15,000.00

Task 101: Project Management – The Consultant Project Manager will serve as point of contact, maintain project schedule and budget, be responsible for coordinating work of sub-consultants, and provide regular progress reports with invoices. Olsson will attend review and progress meeting with the city at various stages of design.

The Consultant will coordinate their design with agencies and/or Consultants that are involved with this project or adjacent projects. Coordination includes one-on-one meeting with the agencies or Consultants.

Task 102: Quality Assurance/Quality Control (QA/QC) – The Consultant will be responsible for preparing a Quality Control Plan, and updating as appropriate. The Consultant will be responsible for QA/QC review of plans and estimates will be maintained by Olsson. A copy of the final QA/QC plan will be submitted to the City.

Task 103: Project Meetings

- Kick off Meeting – Once notice to proceed has been received, the Consultant will schedule and attend a kick-off meeting with City staff. The city will supply a list of invitees and the Consultant shall be responsible for notification to attendees
- Progress Meeting/Review – The Consultant will schedule and attend all progress/review meetings. The Consultant will create and distribute a meeting agenda prior to all progress meetings. This scope estimates 5 progress meetings.
- Public Meetings – The consultant will attend one (1) open house style public meeting. The Consultant will prepare a strip map and 2-3D renderings to be used at the public meeting and may be shown to the general public, be used in media, be presented to various groups, and/or be used to aid in ROW negotiations.

Phase 200 – Survey Services

\$34,750.00

Task 201: Topographical Survey – Olsson will collect Topographic Survey data for the area shaded in orange on the attached exhibit. Improvements including buildings, driveways, fencing, vegetation, existing storm sewer systems, and visible utilities, as well as underground utilities as located by Missouri One-Call system. Survey shall be tied vertically to the NAVD 1988 Vertical Datum and horizontally to the Missouri State Plane Coordinate System NAD 83–West Zone-US Survey foot. Olsson’s fee does not include preparation of a deliverable survey in paper format. Survey provided will be in AutoCad format only.

Utility location and mapping is for horizontal location of above ground and underground utilities only. Utility depths will not be obtained or indicated on the topographic survey. Survey of utilities will be based on tracing and marking by One Call and / or a private utility locator. By signing this contract, the client understands and acknowledges that utility mapping is not exact, and it is possible that not all utility lines will be located. Olsson is not responsible for miss-marked or unmarked utilities.

Olsson will survey/identify the highest point upstream and lowest point downstream of the Grand Falls Dam to establish the height of Grand Falls.

Task 202: Boundary Survey – Olsson will collect boundary information for portions of Sections 27 & 28, T27N, R33W, as shaded in orange on the attached exhibit. Said survey shall be sufficient for preparing and writing easement descriptions. The survey shall be tied vertically to the NAVD 1988 Vertical Datum and horizontally to the Missouri State Plane Coordinate System NAD 83–West Zone-US Survey foot. Olsson’s fee does not include preparation of a deliverable survey in paper format. Survey provided will be in AutoCad format only.

The boundary survey will depict easements of records as shown on a current title search for the properties adjacent to the proposed trail and trailhead, depict deed lines for properties adjacent to the proposed trail sufficient to prepare easement documents, and depict Right-of-Way along Riverside Drive, adjacent and within the topo areas, as necessary.

PHASE 300 – Environmental Services

\$20,000.00

Task 301: Olsson will review the project for cultural, wetlands and stream, and threatened and

endangered species. The review will use desktop resources publicly available or provided by the city. A memo will be provided that summarizes the results of the cultural resources, threatened and endangered species and wetland and stream review.

Cultural Resources Review – Olsson will review national register of historic placed to determine potential cultural resources near the project. Should a federal nexus (e.g., nationwide permit) occur, the project will be sent to SHPO for review.

Threatened and Endangered Species Evaluation – Olsson will evaluate the site for any potential issues associated with threatened and endangered (T&E) species. The T&E species evaluation will include a desktop review of threatened and endangered species, which will include using the U.S. Fish and Wildlife Service (USFWS) approved online information for Planning and Conservation (IPaC) service to analyze the property for the likely presence of federally listed species or T&E species critical habitat.

Wetland and Stream Desktop Review - The wetland delineation and stream assessment consist of a desktop review of available databases to determine areas within the project study area that may have potential wetlands or other waters of the U.S. This review will include accessing information from the National Hydrography Dataset (NHD), National Wetland Inventory (NWI), U.S. Geological Survey (USGS) 7.5-minute topographic maps, Natural Resources Conservation Service (NRCS) soil data, and current and historical aerial imagery. The wetland and stream desktop review will determine if a field delineation is needed.

A desktop environmental review will meet the requirements of the National Environmental Policy Act (NEPA) for categorically excluded roadway projects and be consistent with the Missouri Department of Transportation (MoDOT) environmental review for transportation projects receiving federal funding. The desktop environmental review will identify additional potential environmental studies (if necessary) need to fully address the NEPA requirements.

Phase 400 – Concept Design (10% and 30%)

\$30,000.00

Task 401: 10% Concept Trail Design – Concept layout of the basic trail geometrics will be developed based on local, AASHTO and MoDOT trail design standards, as applicable.

The trail plans will be developed to include appropriate information at each plan state and will continue to evolve as pertinent information is added to the plans to convey design intent. The 10% concept plans and deliverables will include:

- Title Sheet
- Typical Sections
- Survey Control and alignment sheet
- Trail Plan & Profile Sheets
- Trailhead and Parking Plan Sheets
- Design Memorandum

Task 402: 30% Concept Trail Design – Continuing with the completed and approved 10%

conceptual plans, 30% construction plans will be developed based on local, AASHTO and MoDOT trail design standards, as applicable.

The Engineer shall prepare a total project opinion of probable cost including engineering, right-of-way, construction and construction engineering.

The 30% preliminary plans and deliverables will include:

- Title Sheet
- Typical Sections
- General Notes Sheet
- Survey control and alignment sheet
- Demolition plan
- Trail Plan and Profile Sheets
- Storm Drainage Layout
- Trailhead and Parking Layout Sheets
- Cross Sections at Critical locations
- Engineers Cost Estimate

Phase 500 – Right-of-Way Plans (60%)

\$28,000.00

Task 501: Right-of-Way Plans – This task will be to take the design plans from 30% to 60% complete. The right-of-way plans with this project will include parking lot plans, landscape plans, channel grading and other special grading or considerations that could affect right-of-way or easements. The plans will include location of proposed right-of-way and easements and will be used for utility coordination.

The Engineer shall prepare a total project opinion of probable cost including engineering, right-of-way, construction and construction engineering.

- The right of way plans and deliverables will include:
- Title Sheet
- Typical Sections
- General Notes Sheet
- Survey control and alignment sheet
- Demolition plan
- Trail Plan and Profile Sheets
- Storm Drainage Layout
- Drainage Area Map
- Trailhead and Parking Layout Sheets
- Preliminary Low Water Crossing Areas
- Preliminary Signing and Striping Plans
- Preliminary Landscaping Plans
- Preliminary Structural Design
- Cross Sections at 25' intervals
- Engineers Cost Estimate
- Hydraulic Analysis
- Right-of-way Documents

Special Grading Plans – Engineer will develop preliminary special grading plans for

areas where special grading may be required.

Task 502: Storm Drainage Plans – Engineer will prepare preliminary storm sewer layout sizing, drainage map and profiles, as needed for inclusion in the 60% plans. Engineer will evaluate the trail placement and any low water crossings to be constructed at or below grades and assumed negligible to the floodplain of Shoal Creek. Olsson assumes FEMA will provide the HEC-RAS model as part of the engineering data request. However, if there is no model for Shoal Creek, Olsson may have to get some survey to develop the model.

Task 503: Signing and Striping Plans – Engineer will develop preliminary permanent trail signing and pavement marking plans meeting City, MoDOT and MUTCD standards

Task 504: Landscaping Plans: Engineer will prepare preliminary landscaping and habitat recharge areas. Pedestrian cable barriers, for park look. All landscape features will be designed to withstand flooding.

Task 505: Preliminary Structural Plans – Engineer will evaluate and develop a structural analysis of the glades to ensure proper shoring and placement of proposed parking area and associated overlook or boardwalk. Overlook and/or boardwalk will be designed by Olsson.

Task 506: Right-of-Way Documents – Olsson will prepare Exhibit A (description) and Exhibit B (sketch) right-of-way and easements for tracts affected by the project (assumed 5 tracts.) The Exhibit A and Exhibit B for each tract will be considered one document.

Phase 600 – Final Design Phase

\$35,000.00

Task 601: Based on the approved 60% plans, Engineer shall prepare final construction plans and specifications in accordance with local AASHTO, and MoDOT design standards, as applicable. All sheets included in the 100% PS&E plan set will also be included in the 90% submittal. This includes, but not limited to, the following sheets:

- The right of way plans and deliverables will include:
- Title Sheet
- Typical Sections
- General Notes Sheet
- Survey control and alignment sheet
- Demolition plan
- Trail Plan and Profile Sheets
- ADA Ramp Details
- Storm Drainage Layout
- Drainage Area Map
- Trailhead and Parking Layout Sheets
- Final Low Water Crossing Areas
- Final Signing and Striping Plans
- Final Landscaping Plans
- Final Structural Design
- Traffic Control Plans
- Lighting Conduit Plan

- Standard and Special Details
- Erosions and Sediment Control Plans
- Cross Sections at 25' intervals
- Final Engineers Cost Estimate
- Final Hydraulic Analysis
- Job Special Provisions
- Permits

Task 602: Storm Drainage Plans – Engineer will prepare preliminary storm sewer layout sizing, drainage map and profiles, as needed for inclusion in the 100% plans. Engineer will evaluate the trail placement and any low water crossings in the HEC-RAS model to meet the no-rise criteria and allow for trail construction within the flood plain.

Task 603: Traffic Control Plan – Engineer will develop detailed traffic control plans in conformance with MUTCD and MoDOT typical applications.

Task 604: Landscaping Plans: Engineer will prepare final landscaping and habitat recharge areas. Consultant will include input from city and recommendations from Wildcat Glades advocacy group.

Task 605: Final Structural Plans – Engineer will evaluate and develop a structural analysis of the glades to ensure proper shoring and placement of proposed parking area and associated overlook or boardwalk.

Task 606: Permits: The Engineer shall prepare and submit on behalf of the Client the following permits, agreements, certifications and forms.
 SWPPP – NPDES Permit
 No-rise Certificate
 Army Corps of Engineers Preconstruction notice

Task 607: Specifications and Job Special Provisions – Engineer will submit Specifications and Special Provisions for any items not covered in the City's standard specifications. A measurement and payment specification shall also be included to clearly describe each item in the bid proposal and how it shall be measured and paid.

Task 608: Final PS&E – Upon incorporating the 90% review comments into the plan set and special provisions, Engineer shall prepare and submit all drawings, special provisions, and an updated total project opinion of probable cost to the City for the 100% PS&E submittal. Upon City acceptance of the PS&E plans, Engineer shall submit the bid package in electronic PDF format to the City's Project Manager. The bid package includes sealed drawings and sealed special provisions.

Assumptions and Exclusions:

We have made assumptions in the preparation of this scope of services. These assumptions and subsequent explanations are as follows:

- Plans will be completed for one bid package. Splitting the plans into multiple plan sets would require a contract amendment.
- Quantity summary tables and breakouts are not required.
- Fencing relocations will be negotiated and paid for directly through property

- acquisitions and will not have to be reflected in the plans.
- Standard MoDOT reinforced box culvert design will be used, if needed, and detailed structural design is not required.
 - All permit and mitigation fees will be paid by the Client.
 - Utility relocations are currently unknown. If required, the relocations will be designed by the respective utilities.
 - Geotechnical boring locations are easily accessible from the existing roadway.
 - ROW Acquisition fees are estimated on a per parcel basis.
 - ENGINEER shall attend up to two (2) in-person meetings per owner for ROW negotiations/acquisitions.
 - Assumes one appraisal for each acquisition.
 - Assumes that each acquisition will be staked and will close through a title company.
 - No Phase I environmental due diligence for acquisitions
 - Assumes a 404 Permit will not be required, the nation-wide permit will be sufficient.
 - Assumes that negotiations to acquire property will begin at completion of the 60% design plans.

Exclusions include, but are not limited to the following:

- Traffic Studies
- Traffic signal design
- Pedestrian detour plans
- Utility potholing
- Fencing plans and layout
- Environmental investigation, surveys, and permitting beyond those noted in scope
- Individual 401/404 permits
- Detention and water quality design beyond those noted in scope
- Elevation certifications
- As-built surveys and preparation of record drawings, except where specifically stated otherwise.
- Any services not specifically detailed in the scope.

SCHEDULE FOR OLSSON'S SERVICES

Unless otherwise agreed, Olsson expects to perform its services under the Agreement as follows:

DATE	PHASE OF PROJECT TO BE COMPLETED
July 1, 2022	Survey Services
January 30, 2023	Environmental Review
September 2, 2022	Concept Design
December 9, 2022	Right-of-Way Plans
March 31, 2023	Final Plans

Olsson will endeavor to start its services on the Anticipated Start Date and to complete its services on the Anticipated Completion Date. However, the Anticipated Start Date, the Anticipated Completion Date, and any milestone dates are approximate only, and Olsson reserves the right to adjust its schedule and any or all of those dates at its sole discretion, for any reason, including, but not limited to, delays caused by Client or delays caused by third parties.

SUMMARY OF FEES		
Phase 100	Project Management	\$15,000.00
Phase 200	Survey Services	\$34,750.00
Phase 300	Request for Environmental Review	\$20,000.00
Phase 400	Concept Design (10% and 30%)	\$30,000.00
Phase 500	Right-of-Way Plans	\$28,000.00
Phase 600	Final Plans	\$35,000.00
GRAND TOTAL FEE		\$162,750.00



General Infrastructure

LABOR RATE BILLING SCHEDULE 2022

LABOR RATES

<u>Description</u>	<u>Range</u>
Principal/Senior Professional	175 - 280
Project Manager.....	140 - 250
Project Professional.....	130 - 180
Associate Professional	115 - 135
Assistant Professional.....	85 - 130
Designer	110 - 160
CAD Operator	40 - 120
*Surveyor	65 - 150
*Survey Crew.....	130 - 175
*Construction Services.....	50 - 240
Administrative/Clerical.....	45 - 110

Note:

1. Special Services not included in above categories will be provided on a Special Labor Rate Schedule. Special rates include but are not limited to Power Delivery, Survey, Field Operations, Special Inspection, Construction Observation, Geotechnical, Non-Destructive Testing, Drilling, Executive Staff.
2. Rates subject to change based upon updates to Billing Rates for upcoming year.

*Not inclusive of all services. Refer to Note 1.

REIMBURSABLE EXPENSE SCHEDULE

The expenses incurred by Olsson or Olsson's independent professional associates or consultants directly or indirectly in connection with the Project shall be included in periodic billing as follows:

<u>Classification</u>	<u>Cost</u>
Automobiles (Personal Vehicle)	\$0.585/mile*
Suburban's and Pick-Ups	\$0.75/mile*
Automobiles (Olsson Vehicle)	\$85.00/day
Other Travel or Lodging Cost	Actual Cost
Meals	Actual Cost
Printing and Duplication including Mylars and Linens	
In-House	Actual Cost
Outside	Actual Cost+10%
Postage & Shipping Charges for Project Related Materials including Express Mail and Special Delivery	Actual Cost
Film and Photo Developing	Actual Cost+10%
Telephone and Fax Transmissions	Actual Cost+10%
Miscellaneous Materials & Supplies Applicable to this Project	Actual Cost+10%
Copies of Deeds, Easements or other Project Related Documents	Actual Cost+10%
Fees for Applications or Permits	Actual Cost+10%
Sub-Consultants	Actual Cost+10%
Taxes Levied on Services and Reimbursable Expenses	Actual Cost

*Rates consistent with the IRS Mileage Rate Reimbursement Guidelines (Subject to Change).