



Staff Report

April 9, 2024

TO: Honorable Mayor and Members of the Town Council
FROM: Merrill Buck, Town Engineer
RE: Approval of a Professional Services Contract with Ghirardelli Associates

Recommendation

Staff recommends that the Town Council adopt a resolution authorizing the Town Manager to execute a professional services contract with Ghirardelli Associates for on-call Capital Improvements Project Management in the amount of \$250,000.

Issue Statement and Discussion

In June 2022, the Town Council adopted the FY 2022-23 and FY 2023-24 Capital Improvements Program (CIP) budget with over \$8.2 million in funded projects. Over the past two years, several of the identified projects have been implemented or are moving forward with design. Unfortunately, many others remain on hold, or have stalled, due to a lack of capacity in the Engineering Department to oversee the administration of so many projects.

The Engineering Department is broken into functional sections consisting of Development Review, Traffic Engineering, Solid Waste Management, and Capital Project Administration. Larger municipalities typically have full-time staff working within these sections, however, in Loomis, the only in-house staff position is the Town Engineer. The Town Engineer is responsible for the overall administration of the Department and relies heavily upon consultants to manage and complete the workload in the various sections.

This approach, while more costly than hiring staff directly, has several advantages. Most of the work required within the various sections can be done part-time. Hiring as-needed, hourly consultants can therefore match pace with the workload. Consultants can be hired for temporary spikes in workload, and then let go when that workload diminishes. They can be utilized for a specific project, with their efforts ending when that project ends. Consultants can also provide specialized qualifications that can fill expertise gaps that the Town Engineer may not have.

In January 2024, the Engineering Division issued a Request for Qualifications (RFQ) seeking various categories of professional Civil Engineering services. One such category was for Engineering Staff Augmentation to help internally administer Capital Improvement Projects. This is work that involves serving as the "Owner's Representative" on a project, interfacing with the design engineer to ensure that the project is responsive to the project objectives and needs of the community. And working with the construction management team to troubleshoot problems, authorize additional work, and review and approve payment requests. The Town Engineer has been directly performing the duties of the Capital Improvements Program Manager. Which has resulted in project delivery taking a back-burner, lower-priority, just-in-time approach, given all the other administrative duties that are expected in the Engineering Department.

After categorizing and reviewing the proposals received, Ghirardelli Associates, was determined to have a staff member that was qualified to serve in a roughly half-time capacity, as the Town's Capital Improvements Program Manager. Following an interview with the Town Manager and Town Engineer, a contract was negotiated with Ghirardelli Associates to utilize their services through the end of FY 2024-25. The draft contract with Ghirardelli Associates using the Town's standard "Contract for Services" agreement is included as Attachment B.

CEQA Requirements

The proposed design contract is not subject to review under CEQA pursuant to Section 15061(b)(3), which exempts administrative items since they will not result in any direct or indirect physical change in the environment.

Financial and/or Policy Implications

Funding for the recommended contract is available from the Town's General Fund Capital Reserves (Fund 110), or will be charged against the individual Capital Improvement Project Budgets that the consultant works on.

Attachment

- A. Resolution
- B. Draft Contract for Services

TOWN OF LOOMIS

RESOLUTION NO. 24 - _____

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS
AUTHORIZING THE TOWN MANAGER TO EXECUTE A PROFESSIONAL SERVICES
CONTRACT WITH GHIRARDELLI ASSOCIATES IN THE AMOUNT OF \$250,000**

WHEREAS, the Engineering Department requires a qualified firm to provide Capital Improvements Project (CIP) Program Management; and

WHEREAS, in January 2024, the Town released a Request for Qualifications (RFQ) seeking various categories of professional Civil Engineering services; and

WHEREAS, after categorizing and reviewing the proposals, Ghirardelli Associates was determined to have a staff member that was qualified to perform as a CIP Program Manager; and

WHEREAS, after an interview with the Town Manager and Town Engineer, a contract was negotiation with Ghirardelli Associates in the amount of \$250,000 to utilize their services in time and materials, on-call capacity at roughly half-time through the end of FY 2024-25; and

WHEREAS, the contract with Ghirardelli Associates will be drafted using the Town's standard Consultant "Contract for Services" agreement; and

WHEREAS, funding for the recommended contract is available from the Town's General Fund Capital Reserves (Fund 110), or will be charged against the individual CIP Project Budgets that the consultant works on; and

WHEREAS, the Town Manager recommends that it is in the Town's best interest to enter into a professional services agreement with Ghirardelli Associates to perform the required services.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Town Council of the Town of Loomis hereby authorizes the Town Manager to execute a contract for professional services with Ghirardelli Associates in the amount of \$250,000; and be it

FURTHER RESOLVED that the on-call contract will be drafted using the Town's standard "Contract for Services" agreement template.

PASSED AND ADOPTED this 9th day of April, 2024 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

ATTEST:

Mayor

Deputy Town Clerk

CONTRACT FOR SERVICES

This CONTRACT is made as of April 9, 2024 (Effective Date), by and between the TOWN OF LOOMIS ("Town"), and GHIRARDELLI ASSOCIATES ("Consultant").

WITNESSETH:

WHEREAS, the Town desires to hire a consultant to support the Engineering Department with Capital Improvement Program Management, Construction Management, and Inspection in an on-call, as-needed capacity; and

WHEREAS, the Town issued a Request for Qualifications in January 2024 for the abovementioned services, and following a review of the proposal received, the proposal by Ghirardelli Associates dated February 15, 2024 was determined by staff to be qualified for the desired professional services based upon their experience, familiarity with providing similar services, strength of staff, and understanding of the work to be done; and

WHEREAS, the Consultant is duly licensed, qualified and experienced to perform those services.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF SERVICES:

A. Consultant shall do all work, attend all meetings, produce all reports and carry out all activities necessary to completion of the services described in the Scope of Work, attached hereto and incorporated herein by this reference as Exhibit A. This Contract and its exhibits shall be known as the "Contract Documents." Terms set forth in any Contract Document shall be deemed to be incorporated in all Contract Documents as if set forth in full therein. In the event of conflict between terms contained in these Contract Documents, the more specific term shall control. If any portion of the Contract Documents shall be in conflict with any other portion, provisions contained in the Contract shall govern over conflicting provisions contained in the exhibits to the Contract.

B. Consultant enters into this Contract as an independent contractor and not as an employee of the Town. The Consultant shall have no power or authority by this Contract to bind the Town in any respect. Nothing in this Contract shall be construed to be inconsistent with this relationship or status. All employees, agents, contractors or subcontractors hired or retained by the Consultant are employees, agents, contractors or subcontractors of the Consultant and not of the Town. The Town shall not be obligated in any way to pay any wage claims or other claims made against Consultant by any such employees, agents, contractors or subcontractors, or any other person resulting from performance of this Contract.

C. The Consultant agrees it has satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this Contract is based on such independent investigation and research.

2. TERM OF CONTRACT

A. The services of the Consultant are to commence upon execution of this Contract by the Town, with an approximate three (3) year Schedule of Performance, that shall end on, or before, June 30, 2027.

B. Consultant's failure to complete work in accordance with the Schedule of Performance stated above may result in delayed compensation as described in Section 3.

C. The Town Manager or his or her designee may, by written instrument signed by the Parties, extend the duration of this Contract for up to two (2) additional, one-year renewal periods in the manner provided in Section 5, provided that the extension does not require the payment of compensation in excess of the maximum compensation set forth in Section 3, Compensation.

3. COMPENSATION:

A. The Consultant shall be paid monthly for the actual time spent, along with any approved materials expenses required, but in no event shall total compensation exceed Two Hundred Fifty Thousand Dollars and 00/100 cents (\$250,000.00). Compensation is to be billed based upon the Consultant's hourly rate, as stated in the Fee Schedule, which is attached hereto an incorporated herein as Exhibit B.

B. Said amount shall be paid upon submittal of monthly invoices summarizing the time and expenses incurred that month. If Consultant's performance is not in conformity with the Schedule of Performance, payments may be delayed or denied, unless the Consultant's failure to perform in conformity with the Schedule of Performance is a documented result of the Town's failure to conform with the Schedule of Performance, or if the Schedule of Performance is extended pursuant to Section 5.

C. If the work is halted at the request of the Town, compensation shall be based upon the proportion that the work performed bears to the total work required by this Contract, subject to Section 4.

D. Payment for work in excess of the maximum compensation set forth above shall not be made without a contract amendment authorizing the excess payment. In the event the Consultant's charges are projected to exceed the maximum compensation prior to the expiration of the contract's term, the Town may suspend the Consultant's performance until such time that the Town approves an amendment to the compensation terms of this Contract.

4. TERMINATION:

A. This Contract may be terminated by either party, provided that the other party is given not less than sixty (60) calendar days written notice (delivered by email with receipt acknowledged) of intent to terminate.

B. The Town may temporarily suspend this Contract, at no additional cost to Town, provided that the Consultant is given written notice (delivered by certified mail, return receipt requested) of temporary suspension. If Town gives such notice of temporary suspension, Consultant shall immediately suspend its activities under this Contract.

C. Notwithstanding any provisions of this Contract, Consultant shall not be relieved of liability to the Town for damages sustained by the Town by virtue of any breach of this Contract

by Consultant, and the Town may withhold any payments due to Consultant until such time as the exact amount of damages, if any, due the Town from Consultant is determined.

D. In the event of termination, the Consultant shall be compensated as provided for in this Contract, except as provided in Section 4C. Upon termination, the Town shall be entitled to all work, including but not limited to, appraisals, inventories, studies, analyses, drawings and data estimates performed to that date in accordance with Section 7 hereof.

5. AMENDMENTS, CHANGES OR MODIFICATIONS:

Amendments, changes or modifications in the terms of this Contract may be made at any time by mutual written agreement between the parties hereto and shall be signed by the persons authorized to bind the parties hereto.

6. EXTENSIONS OF TIME:

Consultant may, for good cause, request extensions of time to perform the services required hereunder. Such extensions shall be authorized in advance by the Town in writing and shall be incorporated in written amendments to this Contract or the attached Work Program in the manner provided in Section 5.

7. PROPERTY OF TOWN:

A. It is mutually agreed that all materials prepared by the Consultant under this Contract shall become the property of the Town, and the Consultant shall have no property right therein whatsoever. Immediately upon termination, the Town shall be entitled to, and the Consultant shall deliver to the Town, all data, drawings, specifications, reports, estimates, summaries and other such materials as may have been prepared or accumulated to date by the Consultant in performing this Contract which is not Consultant's privileged information, as defined by law, or Consultant's personnel information, along with all other property belonging exclusively to the Town which is in the Consultant's possession.

8. COMPLIANCE WITH ALL LAWS:

A. Consultant shall comply with all applicable laws, ordinances, and codes of federal, State and local governments, and shall commit no trespass on any public or private property in performing any of the work authorized by this Contract.

B. Consultant warrants to the Town that it is licensed by all applicable governmental bodies to perform this Contract and will remain so licensed throughout the progress of the Work, and that it has, and will have, throughout the progress of the Work, the necessary experience, skill and financial resources to enable it to perform this Contract.

9. WARRANTIES AND RESPONSIBILITIES - CONSULTANT:

A. Consultant agrees and represents that it is qualified to properly provide the services set forth in Exhibit A in a manner which is consistent with the generally accepted standards and Best Management Practices of the Consultant's profession.

B. Consultant agrees and represents that the work performed under this Contract shall be in accordance with applicable federal, State and local laws.

C. Consultant shall designate a project manager who at all times shall represent the Consultant before the Town on all matters relating to this Contract unless an alternative qualified representative is approved in advance. The project manager shall continue in such capacity unless and until he or she is removed at the request of the Town, is no longer employed by Consultant, or is replaced with the written approval of the Town, which approval shall not be unreasonably withheld.

D. Consultant shall provide corrective services without charge to the Town for services which fail to meet the above professional and legal standards and which are reported to Consultant in writing within sixty (60) days of discovery. Should Consultant fail or refuse to perform promptly its obligations, the Town may render or undertake performance thereof and the Consultant shall be liable for any expenses thereby incurred.

10. SUBCONTRACTING:

None of the services covered by this Contract shall be subcontracted without the prior written consent of the Town, which will not be unreasonably withheld. Consultant shall be as fully responsible to the Town for the negligent acts and omissions of its contractors and subcontractors, and of persons either directly or indirectly employed by them, as it is for the negligent acts and omissions of persons directly employed by Consultant.

11. ASSIGNABILITY:

Consultant shall not assign or transfer any interest in this Contract whether by assignment or novation, without the prior written consent of the Town which will not be unreasonably withheld. However, claims for money due or to become due Consultant from the Town under this Contract may be assigned to a financial institution, or to a trustee in bankruptcy, without such approval. Notice of any assignment or transfer whether voluntary or involuntary shall be furnished promptly to the Town.

12. INTEREST IN CONTRACT:

Consultant covenants that neither it, nor any of its employees, agents, contractors, subcontractors has any interest, nor shall they acquire any interest, direct or indirect, in the subject of the Contract, nor any other interest which would conflict in any manner or degree with the performance of its services hereunder. Consultant shall make all disclosures required by the Town's conflict of interest code in accordance with the category designated by the Town, unless the Town Manager determines in writing that Consultant's duties are more limited in scope than is warranted by the category designated by the Town code and that a narrower disclosure category should apply. Consultant also agrees to make disclosure in compliance with the Town conflict of interest code if, at any time after the execution of this Contract, Town determines and notifies Consultant in writing that Consultant's duties under this Contract warrant greater disclosure by Consultant than was originally contemplated. Consultant shall make disclosures in the time, place and manner set forth in the conflict of interest code and as directed by the Town.

13. MATERIALS CONFIDENTIAL:

All of the materials prepared or assembled by Consultant pursuant to performance of this Contract are confidential and Consultant agrees that they shall not be made available to any individual or organization without the prior written approval of the Town, except by court order.

14. LIABILITY OF CONSULTANT-NEGLIGENCE:

Consultant shall be responsible for performing the work under this Contract in a manner which is consistent with the generally-accepted standards of the Consultant's profession and shall be liable for its own negligence and the negligent acts of its employees, agents, contractors and subcontractors. The Town shall have no right of control over the manner in which the work is to be done but only as to its outcome, and shall not be charged with the responsibility of preventing risk to Consultant or its employees, agents, contractors or subcontractors.

15. INDEMNITY AND LITIGATION COSTS:

Consultant shall indemnify, defend, and hold harmless the Town, its officers, officials, agents, and employees against all claims, damages, demands, liability, costs, losses and expenses, including without limitation court costs and reasonable attorneys' fees, to the extent caused by Consultant's negligent acts or negligent failure to act, errors, omissions or willful misconduct incident to the performance of this Contract except such loss or damage caused by the active negligence, sole negligence, or willful misconduct of the Town. The provisions of this paragraph shall survive termination or suspension of this Contract. To the extent this agreement is a professional service agreement for work or services performed by a design professional (architect, landscape architect, professional engineer or professional land surveyor), the provisions of this Section regarding Consultant's duty to defend and indemnify shall be limited as provided in California Civil Code Section 2782.8, and shall apply only to Claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant.

16. CONSULTANT TO PROVIDE INSURANCE:

A. Consultant shall not commence any work before obtaining, and shall maintain in force at all times during the duration and performance of this Contract, the policies of insurance specified in this Section. Such insurance must have the approval of the Town as to limit, form, and amount, and shall be placed with insurers with a current A.M. Best's rating of no less than A VII (an NR rating is acceptable for Worker's Compensation insurance written with the State Compensation Insurance Fund of California).

B. Prior to execution of this Contract and prior to commencement of any work, the Consultant shall furnish the Town with certificates of insurance and copies of endorsements providing evidence of coverage for all policies required by the Contract. The Consultant and its contractors and subcontractors shall, at their expense, maintain in effect at all times during the performance of work under the Contract not less than the following coverage and limits of insurance, which shall be maintained with insurers and under forms of policy satisfactory to the Town. The maintenance by Consultant and its contractors and subcontractors of the following coverage and limits of insurance is a material element of this Contract. The failure of Consultant or of any of its contractors or subcontractors to maintain or renew coverage or to provide evidence of renewal may be treated by the Town as a material breach of this Contract. Approval of the insurance by the Town shall not relieve or decrease any liability of Consultant.

1. Worker's Compensation and Employer's Liability Insurance

a. Worker's Compensation - Insurance to protect the Consultant, its contractors and subcontractors from all claims under Worker's Compensation and Employer's Liability Acts, including Longshoremens and Harbor Worker's Act ("Acts"), if

applicable. Such coverage shall be maintained, in type and amount, in strict compliance with all applicable state and Federal statutes and regulations. The Consultant shall execute a certificate in compliance with Labor Code Section 1861, on the form provided in the Contract Documents.

b. Consultant shall provide a Waiver of Subrogation endorsement in favor of the Town, its officers, officials, employees, agents and volunteers for losses arising from work performed by the Consultant.

2. General Liability Insurance

a. The insurance shall be provided on form CG0001, or its equivalent, and shall include coverage for claims for bodily injury or property damage arising out of premises/operations, products/completed operations, contractual liability, and subconsultant's work and personal and advertising injury resulting from actions, failures to act, or operations of the insured, or by its employees or agents, or by anyone directly or indirectly employed by the insured. The amount of insurance coverage shall not be less than \$2,000,000 per occurrence and \$4,000,000 general and products/completed operations aggregates.

b. The general liability insurance shall also include the following:

i. Endorsement equivalent to CG 2010 0714 naming the Town, its officers, officials, employees, agents, and volunteers as additional insureds. The endorsement shall contain no special limitations on the scope of protection afforded to the Town, its officers, officials, employees or volunteers.

ii. Endorsement stating insurance provided to the Town shall be primary as respects the Town, its officers, officials, employees and any insurance or self-insurance maintained by the Town, its officers, officials, employees or volunteers shall be in excess of the Consultant's insurance and shall not contribute with it, to the payment or satisfaction of any defense expenses, loss, or judgment.

iii. Provision or endorsement stating that the Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

3. Automobile Insurance

a. The insurance shall include, but shall not be limited to, coverage for claims for bodily injury or property damage for owned, non-owned, and hired automobiles resulting from actions, failures to act, or operations of the insured, or by its employees or agents, or by anyone directly or indirectly employed by the insured. The amount of insurance coverage shall not be less than \$1,000,000 per accident.

b. The automobile insurance shall include the same endorsements required for the general liability policy (See Section 16.B.2.b.).

C. In addition to any other remedy the Town may have, if Consultant fails to maintain the insurance coverage as required in this Section, the Town may obtain such insurance coverage as is not being maintained, in form and amount substantially the same as is required herein, and

the Town may deduct the cost of such insurance from any amounts due or which may become due Consultant under this Contract.

D. No policy required by this Contract shall be suspended, cancelled, terminated by either party, or reduced in coverage or in limits unless Consultant has provided thirty (30) days prior written notice by certified mail, return receipt requested, to the Town.

E. Any deductibles or self-insured retentions in excess of \$10,000 must be declared to, and approved by, the Town.

F. The requirement as to types, limits, and the Town's approval of insurance coverage to be maintained by Consultant are not intended to, and shall not in any manner, limit or qualify the liabilities and obligations assumed by Consultant under the Contract.

17. MISCELLANEOUS PROVISIONS:

A. Consultant shall keep itself fully informed of, shall observe and comply with, and shall cause any and all persons, firms or corporations employed by it or under its control to observe and comply with, applicable federal, state, county and municipal laws, ordinances, regulations, orders and decrees which in any manner affect those engaged or employed on the work described by this Contract or the materials used or which in any way affect the conduct of the work.

B. Consultant shall not engage in unlawful employment discrimination. Such unlawful employment discrimination includes, but is not limited to, employment discrimination based upon a person's race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, citizenship, or sexual orientation.

C. Consultant shall maintain and make available for inspection by the Town and its auditors accurate records of all of its costs, disbursements and receipts with respect to any work under this Contract. Such inspections may be made during regular office hours at any time until six (6) months after the final payments under this Contract are made to the Consultant.

D. This Contract constitutes the entire agreement between the parties relative to the services specified herein and no modification hereof shall be effective unless and until such modification is evidenced by a writing signed by both parties to this Contract. There are no understandings, agreements, conditions, representations, warranties or promises, with respect to this Contract, except those contained in or referred to in the writing.

E. All notices that are required to be given by one party to the other under this Contract shall be in writing and shall be deemed to have been given if delivered personally or enclosed in a properly addressed envelope and deposited in a United States Post Office for delivery by registered or certified mail addressed to the parties at the following addresses:

Town of Loomis:

Merrill Buck, PE, Town Engineer
3665 Taylor Road
Loomis, CA 95650
(916) 824-1518
townengineer@loomis.ca.gov

Consultant:

Frank Navarro, PE, Contract Manager
2990 Lava Ridge Court, Suite 120
Roseville, CA 95661
(925) 575-0417
fnavarro@ghirardelliassoc.com

F. This Contract shall be interpreted and governed by the laws of the State of California.

G. Any action arising out of this Contract shall be brought and maintained in Placer County, California, regardless of where else venue may lie.

H. In any action brought by either party to enforce the terms of this Contract, each party shall bear responsibility for its attorney's fees and all costs regardless of whether one party is determined to be the prevailing party.

I. This Contract may be signed in counterparts, and may be signed electronically. By signing this document in electronic form, the parties agree that this Contract may be transmitted and signed electronically by all Parties, and that such signatures shall have the same force and effect as original signatures, in accordance with California law and regulations, including but not limited to Civil Code section 1633.7.

TOWN:

By: _____
Wes Heathcock, Town Manager

ATTEST:

By: _____
Carol Parker, Deputy Town Clerk

APPROVED AS TO FORM:

By: _____
Jeffrey Mitchell, Town Attorney

CONSULTANT:

By: _____
Randal Bruner, President

Consultant Scope of Work

CIP Program and Project Management

- Manage the internal CIP project delivery process, providing contract administration, public contract code, and purchasing compliance.
- Collaborate with the Town Engineer to confirm project scope and objectives.
- Initiate and implement consultant selection processes for all necessary professional service contracts required for project delivery.
- Prepare contracts and Council staff reports for award.
- Review invoices and recommend consultant payments.
- Work with the design engineer in completing the design, performing constructability reviews, soliciting internal feedback, determining environmental impacts and proper mitigation, and reviewing cost estimates and schedules.
- Initiate meetings with stakeholders to discuss the project, resolve impacts and alter the design, where practical, to address stakeholder concerns.
- Work with outside agencies to secure review comments or any needed permits.
- Prepare necessary project exhibits either directly, or by using one of the Town's on-call drafting services consultants.
- Prepare "front-end" specifications incorporating the design consultant's plans and technical specifications. Advertise projects for bids.
- Oversee bidding process, coordinate bid opening with Town Clerk, evaluate bids received, draft Council staff reports for award.
- Oversee the construction process, either directly or through coordination with one of the Town's on-call construction managers or inspectors.
- Serve as the primary contact representing the Town on project related issues.
- Maintain project records.
- Serve as the Interim Town Engineer should the position become vacant, until the such time that the position can be filled.

Construction Management:

- Contract administration including change order negotiations and progress payments.
- Work with Town staff to develop solutions to problems identified in the field.
- Maintain all records ensuring that reporting requirements are met.
- Note the firm's qualifications and experience managing federally funded project.

Inspection:

- Field inspection, supporting the Construction Manager.
- Document deficiencies, prepare punch list.
- Measure quantities and review contractor's pay requests.

Fee Proposal



February 15, 2024

**Town of Loomis
Engineering Staff Augmentation / Construction Management and Inspection**

Classification	Hourly Rate
Engineering Staff Augmentation	
Senior Principal Engineer	\$280
Principal Engineer	\$260
Senior Project Manager	\$245
Project Manager	\$230
Senior Engineer	\$220
Associate Engineer	\$195
Assistant Engineer	\$165
Senior Management Analyst	\$175
Management Analyst	\$150
Administrative Assistance	\$90
Engineering Trainee	\$80
Construction Management and Inspection	
Resident Engineer	\$221 to \$380
Inspector (Civil, Electrical, Mechanical, SWPPP)	\$182 to \$268
Office Engineer	\$133 to \$243
Public Outreach	\$95 to \$189
UAS/UAV/Drone Pilot	\$182 to \$268
Scheduler / Estimator / Project Controls	\$182 to \$325

- 1) Services are billed on a time-and-materials basis. All hourly rates include overhead costs. Overtime services provided outside of normal business hours will be billed at 1.5x the applicable rate.
- 2) Any extensive reproduction or delivery service charges shall be billed at actual.
- 3) Construction inspection activities are subject to prevailing wage requirements.
- 4) Per prevailing wage requirements, a shift differential is for any covered work shift beginning after 2pm.
- 5) Rates valid until 12/31/2024. Annual rate escalation is 5%.

Level of Effort:

120 hours for FY 2023-24, 960 hours for FY 2024-25
= 1,080 hours @ \$230/hour (Project Manager Rate) = \$248,400