AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Approval for Geotechnical Services; Airport Projec

Action Requested: County Manager Signature

Parties to the Agreement:

Term Begins: **Term Ends:** **Grant Contract #:**

Summary:

owner retained geotechnical services for the airport project

Fiscal Impact: NTE $9,792

Submitted by: John Cattles **Submitter's Email Address:** jcattles@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:
No concerns, agreement states total NTE amount is $9,792 and can be covered with CARES Act revenues. ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 7/22/2020

County Attorney Review: (●) Required ( ) Not Required

Comments:
ok db 7/29/20

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 7/29/2020 Certificate of Insurance Required Yes (●) No ( )

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 7/31/2020

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted: 0

Agenda Date: 8/4/2020

Revised April 2015

July 6, 2020

John Cattles
Gunnison County
200 E Virginia Avenue
Gunnison CO 81230
jcattles@gunnisoncounty.org

Subject: Proposal for Geotechnical Engineering Services
Gunnison-Crested Butte Regional Airport Improvements

Greetings, Mr. Cattles:

Please accept this proposal for geotechnical engineering services for the addition to the terminal and other improvements at the Gunnison-Crested Butte Regional Airport in Gunnison, Colorado. We base this proposal on a letter from Kelly Knowles of Martin/Martin, Inc. to Adam Ambro dated June 10, 2020 and a follow-up message from Mr. Knowles on July 2nd, answering our questions. In this proposal we present our project understanding, proposed scope of services, schedule, and estimated fee.

At DOWL, we offer a unique combination of experience and expertise, as well as a commitment to you and our schedule which allows us to deliver superior, on-time services. Selecting a highly qualified firm such as DOWL reduces the potential of increased construction costs due to poor or inadequate recommendations or designs. Quality engineering also reduces the potential for change orders during construction and the potential for problems over the life of your project.

PROJECT UNDERSTANDING

Site Description

The project is located at the southeast corner of 11th Street and Rio Grande Avenue, on the south side of the City of Gunnison, Colorado. Based on our knowledge of the area, nearby projects, and geologic mapping, we anticipate fine-grained (silt and sand) soils over dense gravels associated with the Gunnison River alluvial deposits. Depth to bedrock is unknown but is likely too deep for foundation bearing. Groundwater may also be seasonally shallow (about 10 feet) at this site.

Planned Construction

According to information provided to us by John Cattles with Gunnison County and Kelly Knowles with Martin/Martin Inc., improvements to the airport include a small 2-story addition to the south side of the existing terminal, a General Storage & Equipment (GSE) building, and pavement for roads and parking lots on the north side of the terminal. As shown on a "Geotechnical Investigation Site Exhibit" by Jviation dated June 10, 2020. Jviation requested a total of 10 boreholes (BH) including 2 BH at the terminal, 1 BH at the proposed GSE building, 4 BH for roads, and 3 BH for paved parking. According to Mr. Knowles, anticipated maximum

column dead load for the project is 50 kips and the maximum column dead plus live load is 150 kips. The existing terminal is on conventional shallow spread footings and is a 2-story, wood-framed structure. We understand new construction will be light wood framing with wood trusses. We anticipate the site will be serviced by public and franchise utilities from the adjacent streets.

PROPOSED SCOPE OF GEOTECHNICAL SERVICES

We propose to perform a geotechnical evaluation at the site using exploratory drilling and laboratory testing. Specifically, we propose to perform the following scope of our services referencing *ASTM International* (ASTM) guidelines as applicable:

1. Coordinate exploration with Gunnison County, Gunnison-Crested Butte Regional Airport, and Colorado 811 to perform utility locates prior to exploration. DOWL staff will mark the locations of boreholes prior to our field investigation to aid utility locates. DOWL cannot be responsible for damage to unregistered or unlocated utilities such as irrigation lines. Please coordinate with the property owner to identify private utilities in the exploration area.

2. Explore subsurface soil conditions at the building site via the requested ten (10) borings as follows: 2 BH's approximately 15 feet deep at the terminal addition, 1 BH roughly 15 feet deep at the GSE building sites, 4 BH's 5 feet deep in the roadway, and 3 BH's in the parking lot. The deeper boreholes are for providing soil strength parameters and other recommendations for foundation design and the shallow boreholes are for providing pavement design. We will need assistance from the County or Airport Authority to block parking at the borehole locations prior to our exploration. DOWL will subcontract a driller and crew with whom we have extensive experience. We will auger the boreholes using a hollow stem auger, which allows us to sample the soils and perform Standard Penetration Tests (SPT). Due to anticipated very dense gravels at this site, refusal may be reached shallower than the 15-foot depth listed above. We will collect soil samples with SPTs, Shelby tube, and/or ring-lined California samplers at 2.5 to 5-foot intervals, as well as bulk samples of auger cuttings. The field crew will backfill explorations with soil cuttings upon completion. Where pavement is penetrated, it will be patched with concrete or cold patch asphalt, depending on the County's preference. You should expect some surface disturbance as part of the exploration, but we will be mindful to minimize impacts. We will record depth to groundwater and bedrock in each exploration, if encountered. Our GeoProfessional staff will monitor explorations and visually classify and describe the soil and groundwater encountered, referencing the *Unified Soil Classification System* (USCS). Should we encounter a subsurface anomaly that necessitates additional drilling, we will contact you for authorization prior to incurring additional fees.

   We assume that access is open and that we have permission to enter the property to perform our testing. DOWL can assist with surveying the exact locations of site improvements, if desired, and we can coordinate with our surveyors for a separate scope of work. Otherwise, we will locate and mark our borehole locations prior to drilling using paint based on the

provided site exhibit and input from the County to facilitate future surveying of our exploration locations.

3. Perform laboratory tests on soil samples from our exploration to evaluate their geotechnical engineering properties. Our project engineer will assign the laboratory testing program based on the soil conditions encountered during the field investigation and with respect to our analyses. Laboratory test results may include, but are not limited to the following:

   - Natural soil moisture content
   - Grain-size distribution
   - Atterberg limits
   - Proctor
   - California Bearing Ratio
   - Swell/Consolidation
   - Dry density
   - Corrosivity series (water soluble sulfates, chloride, electro-conductivity, pH)

   We will use the results of laboratory testing to help characterize soil-engineering parameters and to correlate soil design factors such as compressibility, shear strength and subgrade modulus. We will retain samples for at least 30 days after we deliver the final report.

4. Perform geotechnical engineering analyses to provide geotechnical design and construction recommendations for the planned construction that is presented in a Geotechnical Report. The governing building code for the site is IBC 2018, so our investigation and report will be in conformance with IBC Section 1803 (Chapter 18). The Geotechnical Report will identify and describe soil, groundwater and bedrock conditions, if encountered. The report will identify and make recommendations for obstructions, constraints, hazards, or other geotechnical or geologic issues that may impact design or construction at this site. Specifically, we will evaluate the following geotechnical design areas:

   - Earthwork
     - Site preparation
     - Excavation characteristics
     - Protection for existing structures during excavation
     - Structural fill criteria
     - Compaction and moisture specifications
     - Cold-weather construction
     - Suitability of the on-site soils for use as subgrade
     - Geotextile applications
   - Foundation Systems
     - Discuss options for applicable foundation systems
     - Allowable foundation bearing pressure
     - Short-term loading increases
     - Soil improvement requirements (if needed)

- Total and differential settlement estimates
- Seismic Site Class and seismic considerations based on explored depths
- Lateral foundation base sliding friction coefficients
- Fluid pressures for imported structural fill and native soils
- Gradation and compaction requirements for backfill
- Methods for providing subgrade connectivity of addition
- Settlement and collapse potential
- Methods for reducing settlement potential of fill material
- Frost depth and frost protection of foundation components
- Shallow groundwater

- Concrete Slabs-On-Grade
  - Minimum slab support section
  - Modulus of subgrade reaction
  - Vapor retarder use
- Drainage Recommendations
  - Surface drainage
  - Foundation/subsurface drainage
- Soil Chemistry
  - Sulfate corrosion of concrete
  - Corrosion of buried metals
- Pavement design
  - Subgrade preparation
  - Base course thickness
  - Asphalt thickness
  - Concrete thickness and reinforcement
  - Joint spacing and joint doweling

5. Provide an electronic copy of the geotechnical report that will include a site plan, borehole logs, laboratory test data, our interpretation of subsurface conditions, geologic setting, geologic hazards, foundation recommendations, and our opinions and recommendations.

SCHEDULE AND FEES

We anticipate the following timeframe and costs:

1. We anticipate mobilizing equipment to the site within 2-3 weeks of receiving the notice to proceed, assuming you approve the scope of work, estimated fee, and terms and conditions (attached). Please note, adverse weather conditions which preclude site access may delay our exploration. We will notify you of such conditions to discuss alternative scheduling, if required.

2. We estimate the field investigation will take one day to complete.

3. We anticipate completing laboratory testing, engineering analyses, and geotechnical report within three to four weeks following the field work.

4. Work will be performed on a time and materials basis, with a not-to-exceed (NTE) estimate provided in the table below. Our fee estimate is valid for a period of 90 days from the date of this proposal. Should subsurface conditions warrant a change in scope, i.e., additional services such as more exploration or laboratory testing, we will request a fee changes prior to exceeding the proposed budget. It is important to note that we have assumed the work will take two days of drilling. If it can be accomplished in one day, there will be substantial savings to the estimated fee.

Tasks	DOWL fee	Driller fee
Prep and site investigation	$ 2,062	
Laboratory testing	$ 1,660	
Analysis, graphics and report	$ 3,500	
Drill rig and crew		$ 2,570
Subtotals	$ 7,222	$ 2,570
TOTAL FEE (NTE)	$9,792.00	

5. Unit rate fees for consultation with the Design Team to respond to questions and clarifications needed during the design process are provide in the attached Colorado Fee Schedule. Most relevant would be Senior Geotechnical Engineer (Eng VI) at $160/hr and Professional Geologist (Geo IV) at $140/hr.

LIMITATIONS

We developed the geotechnical scope of services presented above based on our understanding of the proposed development. The scope of services presented above does not include retaining system design, stormwater or septic disposal design, slope stability, structural design, erosion control design, evaluation of hazardous materials, delineation of wetlands, or any other services not explicitly discussed above. We will endeavor to perform our evaluation referencing the standard of care for geotechnical investigations, as it exists in Colorado at the time of this proposal. This acknowledgement is in lieu of any express or implied warranties.

ACCEPTANCE

We appreciate the opportunity to submit this proposal. If you find the proposal acceptable, please execute the attached agreement and return it to our office. We look forward to working with you on this exciting project. If you have any questions regarding this proposal, please contact us.

Sincerely,
DOWL

Laurie J. Brandt, CPG
Professional Geologist

Dennis A. Russell, PE
Senior Geotechnical Engineer

Attachment(s): DOWL Standard Contract Terms and Conditions, DOWL Fee Schedule

DOWL STANDARD CONTRACT TERMS AND CONDITIONS

SECTION 1 - SERVICES OF DOWL

A. Basic Services
DOWL shall provide Client the services as described in this Agreement within the periods stipulated herein. Services will be paid for by Client as indicated herein.

B. Schedule
DOWL's services and compensation under this Agreement have been agreed to in anticipation of the orderly and continuous progress of the Project through completion. Unless specific periods of time are specified in this Agreement, DOWL's obligation to render services hereunder will be for a period that may reasonably be required for the completion of said services.

C. Authorization to Proceed
Execution of this Agreement by Client will be authorization for DOWL to proceed with the Work as scheduled, unless otherwise provided for in this Agreement.

D. Delay
If in this Agreement, specific periods of time for rendering services are set forth, or specific dates by which services are to be completed, are provided, and if such periods of time or dates are changed through no fault of DOWL, the rates and amounts of compensation and time for completion provided herein shall be subject to equitable adjustment.

E. Changes/Additional Services
The Scope of Services set forth in this Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by the Client. For some projects the scope may not be fully definable during the initial stages and/or the Client may at any time during the term of this Agreement make changes within the general scope of the Agreement. If such facts discovered as the Project progresses, or changes that are requested by the Client, change the cost of, or time for, performing the services hereunder, DOWL will promptly provide Client with an amendment to this Agreement to recognize such changes.

SECTION 2 - TERMS OF PAYMENT

A. Invoicing
DOWL will submit invoices to Client for services rendered and reimbursable expenses incurred each month. Invoices will be prepared in accordance with DOWL's standard invoicing practices. Such invoices will represent the value of the completed Work and will be in accordance with the terms for payment in this Agreement.

B. Progress Payments
Invoices are due and payable within 30 calendar days of the date of the invoice. If Client fails to pay undisputed invoices when due, the amounts due will be increased at the rate of 1.0% per month from said 30th day. In addition, DOWL may at any time, without waiving any other claim against the Client, and without thereby incurring any liability to the Client, suspend or terminate performing work hereunder in accordance with Section 5.C of this Agreement. Payments will be credited first to interest and then to principal. In the event of a disputed or contested invoice, only that portion so contested may be withheld from payment, and the undisputed portion will be paid.

SECTION 3 - OBLIGAIONS OF CLIENT

A. Furnish Data
Client shall provide all criteria and full information as to Client's requirements for the Project and furnish all available information pertinent to the Project, including reports and data relative to previous designs or investigations at or adjacent to the site. DOWL shall be entitled to rely on data provided. Client shall provide such legal, independent cost estimating, and insurance counseling services as may be required for the Project.

B. Representative
Client will designate a person to act with authority on Client's behalf in respect of all aspects of the Project.

C. Timely Review
Client will examine DOWL's studies, reports, drawings and other project-related work products and render decisions required in a timely manner.

D. Prompt Notice
Client will give prompt written notice to DOWL whenever Client observes or otherwise becomes aware of hazardous environmental conditions or of any development that affects the scope or timing of DOWL's Scope of Services or any defect in the Services of DOWL or the work of any Contractor.

E. Site Access
Client will arrange for safe access to and make provisions for DOWL and DOWL's sub-consultants to enter upon public or private property as required for DOWL to perform the Services under this Agreement.

SECTION 4 - OBLIGATIONS OF DOWL

A. Independent Contractor
DOWL is an independent contractor and will maintain complete control of and responsibility for its employees, subcontractors and sub-consultants. DOWL shall also be solely responsible for the means and methods for carrying out the Scope of Services and for the safety of its employees.

B. Performance
DOWL will perform its Services using that degree of care and skill ordinarily exercised under the same conditions by Design Professionals practicing in the same field, at the same time, and in the same or similar locality. Professional services are not subject to, and DOWL cannot provide any warranty or guarantee, express or implied, including warranties or guarantees contained in any uniform commercial code. Any such warranty or guarantee contained in any purchase order, requisition or notices to proceed issued by the Client are specifically objected to.

C. Publicity
DOWL will not disclose the nature of its Scope of Services on the Project or engage in any publicity or public media disclosures with respect to this project without the prior written consent of Client. The project name, a short summary of the Project, and Client name may be listed in marketing materials.

D. Insurance

DOWL will maintain the following liability insurance coverages listed below for Professional, Commercial General, Automobile, as well as, Worker's Compensation and Employer's Liability.

1. Workers' Compensation Insurance for all employees of DOWL engaged in work, under this contract, as required by the laws of the state where the work is to be performed. This coverage will include statutory coverage and employer's liability protection of $1,000,000 per person, $1,000,000 per occurrence.
2. Commercial General Liability Insurance with limits of $1,000,000 per occurrence and $2,000,000 aggregate. This policy shall include the Client as an additional insured with respect to the work done by or on behalf of DOWL and arising out of the Scope of Services under this agreement.
3. Automobile Liability Insurance with limits of $1,000,000 per occurrence and combined single limit. This policy shall include the Client as and additional insured with respect to the work done by or on behalf of DOWL and arising out of the Scope of Services under this agreement.
4. Professional Liability Insurance with limits of $1,000,000 per claim and $1,000,000 aggregate, written on claims made basis.

Certificates evidencing such coverage will be provided, upon request, to Client after contract is fully executed.

E. Compliance with Laws

DOWL will use reasonable care in accordance with 4.B to comply with applicable laws in effect at the time the Services are performed hereunder, which to the best of its knowledge information and belief, apply to its obligations under this Agreement.

F. No responsibility for Contractor Performance

DOWL will not be responsible for the quality of work for any person or entity (not including DOWL, its employees, representatives, and Consultants) performing or supporting construction activities relating to the Project (Contractor), or for any Contractor's failure to furnish or perform its work in accordance with the contract documents.

G. No responsibility for Site Safety

Construction Contractors shall be solely responsible for the supervision, directions and control of their work; means, methods, techniques, sequences and procedures of construction; safety precautions and programs and compliance with applicable laws and regulations.

H. Equal Opportunity Employment

DOWL is committed to the principles of equal opportunity and affirmative action in employment and procurement. DOWL does not discriminate against applicants, employees, or suppliers on the basis of factors protected by federal or applicable state laws.

I. Services Not Included:

DOWL's services and Additional Services do not include:

1. Serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission;
2. Advising Client, or any municipal entity or other person or entity, regarding municipal financial products or issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances;
3. Providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or bonding requirements; or
4. Providing legal advice or representation.

SECTION 5 - GENERAL CONSIDERATIONS

A. Reuse of Documents

1. All documents are instruments of service in respect to this Project, and DOWL shall retain an ownership and property interest therein (including the right of reuse at the discretion of DOWL) whether or not the Project is completed. Client may make and retain copies for information and reference in connection with the use and occupancy of the Project. Such documents are not intended or represented to be suitable for reuse by Client or others on extensions of the Project or on any other project. Any reuse without written verification of DOWL will be at Client's sole risk. Client shall indemnify and hold harmless DOWL and DOWL's Consultants from all claims, damages, losses, and expenses, including attorney fees arising out of or resulting therefore.
2. Copies of documents that may be relied upon by Client are limited to the original printed copies (also known as hard copies) that are signed or sealed by DOWL.
3. Because data stored in electronic media format can deteriorate or be modified, inadvertently or otherwise, without authorization of DOWL, the party receiving the electronic files agrees to perform acceptance tests or procedures within 60 days, after which the receiving party shall have deemed to have accepted the data thus transferred. Any errors detected within the 60-day acceptance period will be corrected by DOWL. DOWL will not be responsible to maintain documents stored in electronic media format after acceptance by Client.
4. DOWL makes no representations as to long term compatibility, usability, or readability of documents resulting from use of software application packages, operating system, or computer hardware differing form those used by DOWL at the beginning of this Project.

B. Indemnification

1. DOWL agrees, to the fullest extend allowed by law, to indemnify and hold harmless Client from and against any liability, damages and costs (including reimbursement of reasonable attorney's fees and costs of defense) arising out of the death or bodily injury to any person or the destruction or damage to any property, arising during the performance of professional services under this Agreement, but only to the extent caused by the negligent act, or omission of DOWL or anyone for whom DOWL is legally responsible. DOWL's defense obligations under this indemnity paragraph means only the reimbursement of reasonable defense costs to the proportionate extent of DOWL's actual liability obligation hereunder.
2. Client agrees to indemnify and hold harmless DOWL from any liability, damages and costs, (including reasonable attorney's fees and costs of defense) but only to the extent caused by the negligent acts, errors, and omissions of the Client, Clients contractors, consultants, and anyone for whom Client is legally responsible.
3. A party's total liability to the other party and anyone claiming by, through or under the other party for any claim, cost, loss or damage (including reasonable attorney fees and cost of defense) caused in part by the negligence of the party and in part by the negligence of the other party or any other negligent entity or individual, shall not exceed the percentage share the party's actual

negligence bears to the total of all negligence of Client, DOWL and all other negligent entities and individuals.

C. Termination / Suspension

1. Client may terminate this Agreement for convenience. In such event, DOWL will be entitled to compensation for Services performed up to the date of termination, including profit related thereto, plus any expenses of termination.

2. The obligation to provide further Services under this Agreement may be suspended by either party upon 7 days written notice or terminated by either party upon thirty (30) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof (including Client's obligation to make payments required hereunder) through no fault of the suspending or terminating party, and defaulting party does not commence correction of such nonperformance within five (5) days of written notice and diligently completes the correction thereafter.

D. Mutual Waiver

To the fullest extent permitted by Laws and Regulations, DOWL and Client waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, from any cause or causes.

E. Limitation of Liability

Notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of DOWL and DOWL's officers, directors, members, partners, agents, employees, and Consultants, to Client and anyone claiming by, through or under Client for any and all claims, losses, expenses, costs, or damages whatsoever arising out of, resulting from, or in any way related to DOWL's services. or this Agreement, from any cause or causes whatsoever, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract, indemnity obligations, or warranty express or implied, shall not exceed the total amount of $50,000 or the total compensation received by DOWL under this Agreement, whichever is greater.

F. Limits of Agreement

This instrument contains the entire Agreement between the parties, and no statement, promise or inducements made by either party that are not contained in this written Agreement shall be valid or binding. This Agreement upon execution by both parties hereto, can only be amended by written instrument signed by both parties.

G. Severability and Survival

The various terms, provisions and covenants herein contained shall be deemed to be separate and severable, and the invalidity of unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

H. Waiver

No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate any other section of this Agreement or operate as a waiver of any future default, whether like or different in character.

I. Choice of Law and Venue

The parties agree that any action at law or judicial proceeding for the enforcement of this Agreement or any provision thereof shall be instituted only in the courts of the State of Colorado and it is mutually agreed that this Agreement shall be governed by the laws of the State of Colorado, both as to interpretation and performance.

J. Material Adverse Effect

This Agreement may be amended if an event, change or effect creates a material adverse effect upon the operation of DOWL. Such material adverse effect may be created by, or be the effects of Acts of God (including fire, flood, earthquake, storm, or other natural disaster), war (whether declared or not declared), terrorist activities, labor dispute, strike, lockout or interruption or failure of electricity or telephone service which materially impairs DOWL's ability to operate business in accordance with the provisions of this Agreement.

K. No Third Party Beneficiaries

Nothing contained in this Agreement nor the performance of the parties hereunder, is intended to benefit, nor shall inure to the benefit of, any third party, including Client's contractors, in any.

L. Successor, Assigns, and Beneficiaries

Neither Client nor DOWL may assign, sublet, or transfer any rights under or interest (including but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except as mandated or restricted by law. No assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

M. Statutes of Limitation

To the fullest extent permitted by law, parties agree that, except for claims for indemnification, the time period for bringing claims under this Agreement shall expire one year after Project completion.

N. Authority

The person signing this Agreement warrants that they have the authority to sign as, or on behalf of, the party for whom they are signing.

Gunnison-Crested Butte Regional Airport Improvements
Project Name

Project Location

DOWL Project Number

Gunnison County
Client Name / Contact Name

Client Phone / Fax / Email

Client Address

Gunnison, CO 81230
City / State / Zip

(Signature page to follow)

This agreement may be signed in any number of counterparts, each of which is an original, and all of which taken together constitute one single document.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement

Client: _____

By:_____

Printed Name: _____

Title:_____

Date Signed:_____

DOWL:

By:_____

Printed Name: _____

Title:_____

Date Signed;_____

COLORADO FEE SCHEDULE

Personnel Billing Rates

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

Description	Rate	Description	Rate
Accounting Manager	$155	Engineer VI	$160
Accounting Technician	$85	Engineer VII	$180
Administrative Assistant	$65	Engineer VIII	$190
Administrative Manager	$95	Engineer IX	$215
Biologist I	$100	Engineer X	$230
Biologist II	$110	Engineering Technician I	$75
Biologist III	$120	Engineering Technician II	$90
Biologist IV	$130	Engineering Technician III	$95
Biologist V	$175	Engineering Technician IV	$110
CAD Drafter I	$75	Engineering Technician V	$120
CAD Drafter II	$90	Engineering Technician VI	$145
CAD Drafter III	$100	Environmental Specialist I	$90
CAD Drafter IV	$110	Environmental Specialist II	$105
CAD Drafter V	$120	Environmental Specialist III	$110
Civil and Transportation Designer	$95	Environmental Specialist IV	$135
Contract Administrator I	$130	Environmental Specialist V	$150
Contract Administrator II	$155	Environmental Specialist VI	$165
Corporate Development Manager	$180	Environmental Specialist VII	$180
Crew Chief I	$90	Environmental Specialist VIII	$190
Crew Chief II	$100	Environmental Specialist IX	$215
Crew Chief III	$105	Environmental Specialist X	$225
Crew Chief IV	$115	Field Project Representative I	$85
Crew Chief V	$125	Field Project Representative II	$95
Cultural Resources Specialist I	$90	Field Project Representative III	$125
Cultural Resources Specialist II	$105	Geologist I	$75
Cultural Resources Specialist III	$115	Geologist II	$85
Cultural Resources Specialist IV	$135	Geologist III	$135
Cultural Resources Specialist V	$165	Geologist IV	$140
Document Production Supervisor	$120	Geologist V	$165
Engineer I	$100	GIS Technician	$75
Engineer II	$105	GIS Specialist	$90
Engineer III	$125	GIS Coordinator	$140
Engineer IV	$140	Graphics Designer	$100
Engineer V	$150	Inspector I	$90

Inspector II	$110
Inspector III	$115
Inspector - Supervisor	$130
Intern I	$60
Intern II	$75
Laboratory Supervisor	$80
Laboratory Manager	$85
Landscape Architect I	$100
Landscape Architect II	$115
Landscape Architect III	$130
Landscape Architect IV	$145
Landscape Architect V	$160
Landscape Architect VI	$170
Landscape Architect VII	$180
Landscape Planner	$105
Lead Materials Technician	$85
Marketing & Administrative Manager	$180
Marketing Assistant	$75
Marketing Coordinator	$100
Materials Technician	$65
Materials Technician II	$75
Materials Manager	$100
Planner I	$90
Planner II	$105
Planner III	$125
Planner IV	$145
Planner V	$160
Planner VI	$170
Planner VII	$180
Planner VIII	$190
Planner IX	$210
Planner X	$250
Professional Land Surveyor I	$90
Professional Land Surveyor II	$100
Professional Land Surveyor III	$110
Professional Land Surveyor IV	$120
Professional Land Surveyor V	$130
Professional Land Surveyor VI	$135
Professional Land Surveyor VII	$145
Professional Land Surveyor VIII	$155

Professional Land Surveyor IX	$170
Professional Land Surveyor X	$190
Project Assistant I	$85
Project Assistant II	$100
Project Administrator	$100
Project Controller	$125
Project Manager I	$125
Project Manager II	$140
Project Manager III	$155
Project Manager IV	$170
Project Manager V	$185
Project Manager VI	$200
Project Manager VII	$215
Proposal Manager	$110
Public Involvement Assistant	$85
Public Involvement Planner	$105
Public Involvement Coordinator	$115
Public Involvement Program Manager	$170
Real Estate Services Manager	$150
Right of Way Assistant	$85
Right of Way Agent I	$95
Right of Way Agent II	$110
Right of Way Agent III	$125
Right of Way Agent IV	$135
Right of Way Agent V	$150
Right of Way Agent VI	$185
Risk Manager	$170
Senior CAD Drafter	$135
Senior Civil and Transportation Designer	$140
Senior Manager I	$200
Senior Manager II	$220
Senior Manager III	$230
Senior Manager IV	$265
Senior Manager V	$275
Senior Manager VI	$295
Senior Materials Technician	$75
Senior Proposal Manager	$155
Survey Crew Surveyor I	$60
Survey Crew Surveyor II	$70
Survey Crew Surveyor III	$80

Survey Crew Surveyor IV	$90
Survey Crew Surveyor V	$100
Survey Technician I	$55
Survey Technician II	$65
Survey Technician III	$75
Survey Technician IV	$85
Survey Technician V	$95
Survey Technician VI	$105
Survey Technician VII	$110
Survey Technician VIII	$120
Survey Technician IX	$140
Survey Technician -- Supervisor	$120
Systems Administrator	$125
Technical Coordinator	$150

Survey Crews

One-Person Survey Crew	=	$120/hour
One-Person Survey Crew GPS/ Robotics	=	$130/hour
Two-Person Survey Crew (Non-GPS)	=	$160/hour
Two-Person Survey Crew	=	$180/hour
Two-Person Survey Crew GPS/ Robotics	=	$190/hour
Two-Person Survey Crew (PLS + LSIT)	=	$225/hour
Three-Person Survey Crew	=	$260/hour

Travel, Mileage, & Miscellaneous

Lodging	=	Cost per night
Airfare	=	Cost
Vehicle Usage – Passenger Cars	=	0.85/mile
Vehicle Usage – Trucks & SUV's	=	1.05/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 am), lunch (10 am – 3 pm) and dinner (3 pm to midnight).

	Breakfast	Lunch	Dinner	Incidentals	GSA Per Diem Rate
Denver	$18.00	$19.00	$34.00	$5.00	$76.00
Montrose	$13.00	$15.00	$23.00	$5.00	$56.00

All other cities not listed above, please use the following link: https://www.gsa.gov/travel/plan-book/per-diem-rates

Please use the following link for the meal breakdown: https://www.gsa.gov/travel/plan-book/per-diem-rates/meals-and-incidental-expenses-mie-breakdown

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).