

REQUEST FOR PROPOSAL (RFP)

Illinois Urban Manual Update

DATE

Introduction:

The Association of Illinois Soil and Water Conservation Districts (AISWCD) is requesting proposals for professional engineering and consulting services (***Consultant Services***), which includes, but are not limited to, research, design, and cost estimation that are necessary to prepare technical standards for the Illinois Urban Manual (**IUM**) described below in this Request for Proposal. Respondents must be able to demonstrate experience with the type of project described herein. The submitted proposal should include the firm's qualifications, project team, resumes, scope of services/tasks, examples of standards or specifications written by the firm for construction or post construction BMPs, schedule and not-to-exceed costs for completing the project specified below.

Background:

Beginning in the 1970s, successive manuals were developed to provide guidance on ecosystem protection including construction site erosion and sediment control. In 1995 the IUM replaced all of these manuals. Developed as a cooperative effort between U.S. Environmental Protection Agency (EPA) and U.S. Natural Resources Conservation Service (NRCS), the IUM has been recognized as the minimum standard in NPDES permits, the U.S. Army Corps of Engineers permits, and many local ordinances. The EPA paid for the manual and NRCS provided engineers to develop construction BMP standards based on the protocol used in their Field Office Technical Guide.

The manual was updated to meet and include National Pollutant Discharge and Elimination System Phase II regulations in 2002. Since that time the field of urban soil erosion and sediment control has progressed greatly and manufacturers have developed new, and improved old, products to reduce erosion and to control sediment. The AISWCD along with Soil and Water Conservation Districts, Illinois Department of Transportation, Illinois Environmental Protection Agency ((EPA), U.S. Army Corps of Engineers (Chicago District), USDA NRCS and U.S. Fish and Wildlife Service have formed an IUM Steering Committee (**SC**) to identify IUM practice standards in need of deletion or revision and the need for new standards to be added. Participating organizations, soil and water conservation district personnel, and private sector engineers and consultants formed the IUM Technical Review Committee (**TRC**) and have been working toward updating the manual. The project began with a grant from the Grand Victoria Foundation of Elgin and has continued through financial assistance from IEPA grant opportunities.

Project Description:

The selected consultant (hereafter Consultant) will be responsible to undertake development of IUM practice standards for BMPs identified by the IUM SC. Working closely with the IUM TRC and its task order groups (**TOG**), the Consultant will develop a series of draft documents and modify them to the satisfaction of the committees. All supporting documents shall also be developed as appropriate including standard drawings; material specifications; construction specifications; and other companion documents as identified.

All RFP recipients are encouraged to review the current IUM website at <http://www.aiswcd.org/ium/> for more information on what standards have already been developed and to familiarize themselves

with the formatting and content of each type of document. All products produced will conform to current IUM format, style and conventions for development of standards and specifications.

Scope of Services/Tasks:

The Consultant agrees to complete the following phases under supervision of the IUM Steering (SC) and Technical Review Committees (TRC):

Phase 1. Develop the following IUM practice standards:

- **TEMPORARY STREAM CROSSING**
- **DRAWING**
- **MATERIAL SPECIFICATION**
- **CONSTRUCTION SPECIFICATION**

Phase 2. The development of a new standard shall adhere to the following five step process.

- a. Present a rough draft standard to the (TOG) via email to request comments; develop companion documents such as construction specification, material specification or drawings (as deemed necessary by TRC or SC).
- b. Prepare a complete first draft standard including comments to the TOG.
- c. Summarize review comments and incorporate agreed-to comments into a formal draft standard; and submit to the TRC.
- d. Complete all revisions agreed upon by the TRC and then submit to IUM Coordinator for posting to the Public Review website of the U.S. Army Corps of Engineers Chicago District.
- e. Once approved, provide copies of all documents in MS Word, Adobe Acrobat (and in the case of drawings, .dwf, .dwg, .dx and .pdf) for the approval of the SC and the Illinois Environmental Protection Agency.

Duties shall include all of the following tasks in the development of each practice standard unless otherwise stated:

- f. Review existing literature including, but not limited to, other state-wide water quality best management practice (BMP) manuals, Federal and State agency and other unit of government or non-governmental organization technical guides and manuals, and appropriate research or proprietary product documents.
- g. Prepare new practice standard and associated material for TRC and SC using the latest research and/or methods.
- h. Develop new, or reference existing, construction and material specifications.
- i. Prepare standard drawings and provide final copies in .pdf, .dxf, .dwf, and .dwg file formats.
- j. Adapt other items as specified (e.g., design worksheets, Conservation Practice Physical Effects (CPPE) evaluations, etc) from other states' manuals.
- k. Provide all practice standard and specification documents in both .doc and .pdf file formats.

All standards, specifications and other related materials should be applicable throughout the State of Illinois, considering soil, climatic, and other factors. Regional differences should be noted as applicable. All products produced will conform to current IUM format, style and conventions.

Phase 3. General Services

Consultant will provide consultation services, attend various meetings and participate in teleconference calls as requested with regard to updating the standards listed herein. All RFP recipients are encouraged to list a separate General Services line-item in their bid to cover this work.

Schedule

Duty	Weeks from Date of Contract Execution
Send rough draft (standard & companion documents) to TOG	Three
Meeting or conference call with the identified TOG (AISWCD's responsibility. Consultant must be present in person or via phone)	Six
Draft standard delivered	Seven
TRC review (AISWCD's responsibility but consultant must appear in person or via telephone for conference call.)	Ten
Revisions addressed	Twelve
TRC Approval (AISWCD's responsibility but consultant must appear in person or via telephone for conference call.)	Thirteen
Public comment period	Fourteen - Eighteen
Public comments addressed for final <i>Concludes Consultants portion of project</i>	Twenty
SC comments (if applicable)	Twenty-two
IEPA Approval	Twenty-four

Instructions to Bidders:

Preparation of Proposals

All proposals must be signed and, if applicable, sealed by an authorized official. Proposals that contain omissions, erasures, alterations, or additions not called for, conditional or alternate bids unless called for, or that contain irregularities of any kind may be rejected.

Clarifications

The AISWCD reserves the right to make clarifications, corrections, or changes in this RFP at any time prior to the time proposals are opened. All bidders or prospective bidders will be informed of said clarifications, corrections, or changes. All work products produced including, but not limited to, documents, reports, information, documentation of any sort of ideas, whether preliminary or final, shall become and remain the exclusive property of the AISWCD.

Delivery of Proposals

Please submit 2 paper copies of your cost proposal (detailed cost breakdowns in terms of hours, hourly rates, direct costs, general services etc.) as well as one (1) digital (i.e. Drop Box or USB device) containing your proposal documents in an envelope plainly marked with the title of the contract and bidder's full legal name to the AISWCD no later than **5:00 P.M., JULY 18, 2014**. Proposals may be delivered by mail or in person.

Withdrawal of Proposals

No proposal shall be withdrawn for a period of 30 days after the opening of any proposal.

Rejection of Proposals

Proposals that are not prepared in accordance with these Instructions to Bidders may be rejected. If not rejected, the AISWCD may demand correction of any deficiency and accept the deficiently prepared proposal upon compliance with these Instructions to Bidders. Acceptance and rejection of proposals is within the sole discretion of the AISWCD, and its decisions are final.

Acceptance of Proposals

Proposals submitted are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the bidders.

The AISWCD reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of Illinois Urban Manual Update Initiative based on the evaluation factors listed below; to reject the low price proposal; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the request for proposal process; provided, however, the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Bidders should not rely upon, or anticipate, such waivers in submitting their proposal.

Evaluation of Proposals:

The submitted proposals will be reviewed/selected based upon factors including the following:

- (1) Experience on similar stormwater management standards or specifications with references (name, title, address, phone, e-mail & fax numbers) within the last five years only;
- (2) Firm Information (size, location, history, resources, etc.);
- (3) Qualifications (resumes or curriculum vitae) of personnel assigned to work on the project (project team), organizational chart, etc.;
- (4) Ability to meet project deadlines (provide schedule with work items/staff hours needed, critical path items, etc.);
- (5) Completeness of project approach (detailed scope of services/tasks, etc.)

- (6) Any additional services/tasks not identified in this RFP that the consultant believes will improve the project, reduce costs and time, etc.; and
- (7) Overall not-to-exceed cost (detailed cost breakdowns in terms of hours, hourly rates, general services costs, etc.).

Follow-up discussions may be conducted with several Consultant(s) to resolve any questions, finalize the scope of work and agreement on final not-to-exceed costs as a means to recommend final selection to the SC.

Consultant Services Contract:

The AISWCD uses a standard Contract (with appropriate project description inserts/details) for consultant services, which the successful firm must execute. A copy of the form of Contract is included in the Appendix. **Any modifications that the consultant plans to request to be made to the standard Contract must be noted in the consultant's Proposal.** The AISWCD will take these requests under consideration.

Appendix/Enclosures:

- Digital copy (i.e. Drop Box or USB device) containing a current IUM Standard, Material Specification, Construction Specification, and Drawing;
- Consultant Services Contract;
- Attachment A – Phasing
- Attachment B – Example Rate Schedule

Questions:

If you have any questions or need additional information regarding this RFP, contact Kelly Thompson, IUM Technical and Steering Committee Chairperson by email Kelly.Thompson@aiswcd.org or by phone (217) 744-3414.

APPENDIX

ASSOCIATION OF ILLINOIS SOIL AND WATER CONSERVATION DISTRICTS SERVICES CONTRACT

This contract no. xxxxx, entered into by and between _____, hereinafter called the Consultant, and the Association of Illinois Soil and Water Conservation Districts, hereinafter known as AISWCD, in consideration of the mutual covenants and agreements herein contained, do hereby agree as follows:

1. **SERVICES/PRODUCT:** Consultant agrees to perform services as indicated in Attachments A and B including any other duties that may be assigned and to adhere to all work rules and unless otherwise agreed, provide all tools, equipment, commodities and other property, tangible and intangible, necessary to provide said services. Consultant shall designate a project manager to manage and coordinate its services and to be the point of contact for the AISWCD.
2. **COMPENSATION:** The total payment to Consultant for the services described above shall be \$xx.xx. Payment will be made within 60 days of receiving invoices. The final payment will be made upon the completion of the project. Final Payment will not be made until services specified in Attachment A are completed to the satisfaction of the AISWCD and Illinois Environmental Protection Agency (IEPA).
3. **TERM:** The term of this contract shall be from _____ through _____.
4. **CERTIFICATIONS:** Consultant certifies that:
 - a. he/she has not been barred from contracting with a unit of Illinois State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961, 720 ILCS 5/33E-3 or 5/33E-4.
 - b. under penalty of perjury, 032-0069261 is Consultant's correct Federal Taxpayer Identification Number, and Consultant is doing business as a (check one):

<input type="checkbox"/> Individual	<input type="checkbox"/> Real Estate Agent
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Government Entity
<input type="checkbox"/> Partnership	<input type="checkbox"/> Trust or Estate
<input type="checkbox"/> Corporation	<input type="checkbox"/> Tax Exempt Organization
<input type="checkbox"/> Not-for-profit corporation	(IRC 501(a) only)
<input type="checkbox"/> Medical and Health Care Services Provider Corporation	
 - c. he/she does not pay dues to, or reimburse or subsidize payments by his employees for, any dues or fees to any discriminatory club (775 ILCS 25/2).
 - e. he/she nor any substantially-owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act.
 - e. he/she will, pursuant to the Drug Free Workplace Act, provide a drug free workplace, and if an individual, shall not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the performance of the contract. This certification applies to contracts of \$5000 or more with: individuals; and to entities with twenty-five (25) or more employees (30 ILCS 580).

- f. he/she has disclosed, and agrees he/she is under a continuing obligation to disclose to the AISWCD, financial or other interests (public or private, direct or indirect) that may be a potential conflict of interest or which may conflict in any manner with the Consultant's obligation under this agreement; that it shall not employ any person with a conflict to perform under this agreement, and that no person has an interest in this agreement that would violate Illinois law.
5. **ASSIGNMENT:** This agreement shall not be assigned nor shall Consultant utilize any subcontractor without the prior written consent of and upon such terms as required by the AISWCD.
6. **TERMINATION:** The AISWCD may terminate this agreement without penalty at any time, in which event Consultant shall be entitled to a prorated portion of the contract amount based on the services actually performed by Consultant prior to the notice of termination. Consultant may terminate this agreement upon 30 days written notice to the AISWCD and shall be entitled to a prorated portion of the contract amount based on the services actually performed by Consultant up to the date of termination.
7. **COMPLIANCE WITH LAW:** This agreement and Consultant's obligations hereunder are hereby made and must be performed in compliance with all applicable Federal, State, County and local laws, ordinances and regulations, including the AISWCD's regulations. Consultant shall obtain all licenses or permits required under Federal, State, County or local laws, ordinances or regulations necessary to fulfill all of its duties and obligations under the terms of this agreement and shall supply the AISWCD with proof of compliance with all such license or permit requirements prior to any of the work being performed under this contract.
8. **NON-INTERFERENCE AND COOPERATION:** Consultant shall do nothing to interfere with or prejudice the AISWCD's right to recover damages or seek other relief against a third party, and shall furnish all reasonable assistance and cooperation to the AISWCD in connection with the AISWCD's action against such third party, including assistance in the prosecution of suit and the execution of instruments of assignment in favor of the AISWCD.
9. **NON-DISCRIMINATION:** In compliance with the State and Federal Constitutions, the Illinois Human Rights Act, the U. S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Age Discrimination Act, Age Discrimination in Employment Act, Americans with Disabilities Act, and all other applicable federal statutes, regulations and other laws the AISWCD does not unlawfully discriminate in employment, contracts, or any other activity.
10. **PAYMENT:**
 - a. The AISWCD shall not be liable to pay Consultant for any supplies provided, services performed or expenses incurred prior to the term of this contract noted above. Ten percent of the total compensation shall be withheld until all work products are received.
 - b. Payment will be made in the amount earned less previous partial payments within contract period and any agreed retainage.

- c. Final payment shall be made upon determination by the AISWCD that all requirements under this contract have been completed satisfactorily, which determination shall not be unreasonably withheld.
 - d. All payments shall be made to conform to AISWCD fiscal year requirements regardless of what might or might not be stated elsewhere in this contract or any order placed pursuant to the contract. Contracts that extend beyond the end of the AISWCD's fiscal year (January 1 - December 31), or the payments thereon, may have to be prorated to ensure funds of the appropriate fiscal year are utilized for payment.
11. **TAX COMPLIANCE:** Consultant shall be in compliance with applicable tax requirements and shall be current in payment of such taxes, including but not limited to Federal, State, Local or Foreign income, gross receipts, license, payroll, excise, stamp, occupation, capital stock, franchise, profits, withholding, social security, unemployment, disability, real property, personal property, sales, use, transfer, registration, value added, alternative minimum, estimated or other tax of any kind whatsoever, including any interest, penalty or addition thereto.
- .
12. **EMPLOYMENT STATUS:**
- a. Consultant shall be an independent Consultant. Supplies provided and services performed pursuant to this contract are not rendered as an employee of the AISWCD and amounts paid pursuant to this contract do not constitute compensation paid to an employee.
 - b. The AISWCD assumes no liability for actions of Consultant under this contract. Consultant shall remain fully responsible for his negligent acts and omissions, as well as of its agents, employees and sub Consultants, in the performance of the Consultant's duties under this contract.
 - c. The Consultant shall maintain sufficient supervision and control over the services that it is to provide under this agreement to ensure that services enumerated herein shall be performed in a good and workmanlike manner at all times. Consultant is responsible for the collection and payment of Federal, State, County and local taxes, gross receipts, license, payroll, excise, stamp, occupation, capital stock, franchise, profits, withholding, social security, unemployment, disability, real property, personal property, sales, use, transfer, registration, value added, alternative minimum, estimated or other tax of any kind whatsoever, including any interest, penalty or addition thereto applicable to each provision of services under this agreement and shall remit same to the proper collecting authorities in accord with applicable law or regulation.
13. **CONFIDENTIALITY AND USE OF WORK PRODUCT:** Any documents or information that is confidential obtained by the Consultant from the AISWCD in connection with this contract shall be kept confidential and shall not be provided to any third party unless disclosure is approved in writing by the AISWCD. Confidential documents and information includes, but is not limited to, the following categories of information: information regarding the AISWCD's technology, computer programs, products, product specifications, techniques, inventions, discoveries, improvements, research, test results, or know-how; information regarding the AISWCD's customers' and vendors' identities, characteristics, performance and agreements; information regarding AISWCD's affiliates', sub-affiliates' and employees' characteristics, performance and agreements; and information regarding AISWCD's marketing, sales and business plans, strategies, forecasts, unpublished financial information, budgets, projections, and efforts. Consultant acknowledges that such information is

secret, valuable and owned by the AISWCD, and that AISWCD has exercised substantial efforts to preserve the information's secrecy. All work products produced under this contract, including, but not limited to, documents, reports, information, documentation of any sort of ideas, whether preliminary or final, shall become and remain the property of the AISWCD. The AISWCD shall have the right to use all such work product without restriction or limitation and without further compensation to Consultant. Consultant shall not acquire or have any right to use, disclose or reproduce the work product or any equipment, data, information, media, software, or know-how obtained from the AISWCD except in performance of this contract. Consultant does hereby assign and convey to the AISWCD the entire right, title, and interest throughout the world (including specifically all patent, trademark, trade secret and copyright rights – whether patented or registered or not – and including the right to bring suit based upon any of said rights and keep for itself any recovery derived therefrom) in and to all Prior Work Product and the AISWCD is free to reproduce, modify, use or not use the Prior Work Product without restriction or further consideration to Consultant or any third party. Consultant also agrees that all right, title and interest in and to Future Work Product including any patent, trademark, trade secret, or copyright rights – whether patented or registered or not – belong to the AISWCD. Consultant agrees to assign and hereby does assign all right, title and interest in and to Future Work Product to the AISWCD. Nothing herein shall be construed as precluding the use of any data or information independently acquired by Consultant without such limitation.

14. RELEASE AND INDEMNIFICATION:

- a. The Consultant agrees to assume all risk of loss and to indemnify and hold the AISWCD, its officers, agents and employees, harmless from and against any and all liabilities, demands, claims, suits, losses, damages, causation of action, fines or judgments, including costs, attorneys' and witnesses' fees, and expenses incident thereto, for injuries to persons (including death) and for loss of, damage to, or destruction of property (including property of the AISWCD) resulting from the negligence or misconduct of Consultant, its employees, agents, or subcontractors in the performance of the contract. Consultant shall carry insurance covering any and all work to be performed and agreed to under the terms of the contract, listing the AISWCD as co-insured, and provide a copy of said insurance to the AISWCD prior to beginning any work. Consultant shall carry coverage not only sufficient to cover all work to be performed, but also for workers' compensation, bonding requirements, municipal obligations and the like, where applicable, and Consultant agrees to keep said insurance in effect for the duration of the work to be performed under the contract.
- b. The AISWCD assumes no liability for actions of Consultant and is unable to indemnify or hold Consultant harmless for claims based on this contract or use of Consultant provided supplies or services.

15. PERFORMANCE REVIEWS: The AISWCD may conduct a post-performance review of the Consultant's performance under the contract. Any professional and artistic services performed under this contract shall be subject to a post-performance review. The Consultant shall cooperate with the AISWCD in this review. Consultant shall provide any required information within 30 days of the AISWCD's request. The post-performance review may be used by any Soil and Water

Conservation District in determining whether to enter into other contractual relationships with the Consultant.

16. **WARRANTY:** Consultant warrants that all services will be performed in a good and professional manner.
17. **DISPUTE RESOLUTION:** The AISWCD shall not enter into binding arbitration to resolve any dispute that may arise under this Contract.
18. **NOTICES:** Notices shall be in writing and may be delivered by **a) personal delivery, b) by mailing by regular and certified or registered mail, return receipt requested, c) by email transmission if an email address is furnished by the recipient party or is shown on the contract, d) by facsimile, provided that the notice transmitted shall be also sent by regular mail the next business day, or e) by overnight delivery.** Notices sent by fax must show the date/time of successful receipt at the fax number set forth on the signature page. Either party may at any time give notice in writing to the other party of a change of name, address, of fax number. Notices to Consultant shall be sent to the person shown on the signature page. Notices to the AISWCD shall be sent to 4285 N. Walnut Street Road, Springfield, IL 62707, attention to Kelly Thompson.
19. **BREACH:** Any breach of this contract by Consultant, including the failure of Consultant to totally and satisfactorily perform as specified herein, is cause for forfeiture by the Consultant of all compensation due and/or payable under this contract, without limitation upon any other relief available to the AISWCD, and will allow the AISWCD to terminate the contract and seek any other available relief including, but not limited to, damages and attorney's fees.
20. **APPLICABLE LAW:** This agreement and Consultant's obligations and services hereunder are hereby made and must be performed in compliance with all applicable Federal and State laws. This agreement shall be construed in accordance with the laws of the State of Illinois.
21. **ENTIRE AGREEMENT AND SEVERABILITY:** This agreement, including any addenda thereto, constitutes the entire agreement between the parties. Any modifications must be in writing and must be signed by all parties. If any provision of this agreement should be found illegal, invalid or void, said provision shall be considered severable. The remaining provisions shall not be impaired and the agreement shall be interpreted to the extent possible to give effect to the parties' intent.

By : _____

Date: _____

By: _____

Executive Director: Association of Illinois
Soil and Water Conservation Districts

Date: _____

ATTACHMENT A:
Phasing

The Consultant agrees to complete the following phases under supervision of the Illinois Urban Manual (IUM) Steering (SC) and Technical Review Committees (TRC):

Phase 1. Develop or Modify IUM practice standards x, x, x, x, x and x	\$0.00
Phase 2. General Services	Not to exceed \$0.00
Total Estimated Fees	\$0.00

Phase 1. The development of a new, or revision of an existing, standard will adhere to the following four step process.

- a. Present a rough draft standard to the (TOG) via email to request comments; develop companion documents such as construction specification, material specification or drawings (as deemed necessary by TRC or SC).
- b. Prepare a complete first draft standard including comments to the TOG.
- c. Summarize review comments and incorporate agreed-to comments into a formal draft standard; and submit to the TRC.
- d. Complete all revisions agreed upon by the TRC and then submit to IUM Coordinator for posting to the Public Review website of the U.S. Army Corps of Engineers Chicago District.
- e. Once approved, provide copies of all documents in MS Word, Adobe Acrobat (and in the case of drawings, .dwf, .dwg, .dx and .pdf) for the approval of the SC and the Illinois Environmental Protection Agency.

Consultant shall carry out the following tasks in the development of each of the IUM practice standards. The development of a new standard shall adhere to the following five step process.

- f. Meet with task order groups
- g. Review existing literature including, but not limited to, other state-wide water quality best management practice (BMP) manuals, Federal and State agency and other unit of government or non-governmental organization technical guides and manuals, and appropriate research or proprietary product documents.
- h. Prepare new practice standards or revise existing practice standards and associated material according to the current IUM format style and conventions for TRC and SC using the latest research and/or methods.
- i. Provide Practice Standard Selection Guide evaluation and apply changes if necessary
- j. Develop new, or reference existing, construction and material specifications
- k. Prepare standard drawings in .pdf, .dxf, .dwf, and .dwg file formats
- l. Adapt other items as specified (e.g., design worksheets, Conservation Practice Physical Effects (CPPE) evaluations, etc) from other states' manuals (If no similar CPPEs are found, an amendment to provide additional compensation to develop these documents as new material may be requested)
- m. Provide all documents in both .doc and .pdf file formats

All standards, specifications and other related materials should be applicable throughout the State of Illinois, considering soil, climatic, and other factors. Regional differences should be noted as applicable. All products produced will conform to current IUM format, style and conventions.

Phase 2. General Services

Consultant will provide consultation services, attend various meetings and participate in teleconference calls as requested with regard to updating the Illinois Urban Manual. This work will be for items outside the scope of services as identified in Phases 1 of this agreement.

Items eligible under Phase 2 shall be billed for on an as-needed basis and include meetings, correspondence and other assistance that is not specific to work on any one standard in particular. The total costs listed for General Services are estimated at \$0.00 for each standard. Only actual time and material costs by the Consultant will be invoiced for General Services.

ATTACHMENT B:

Example Rate Schedule for “XYZ Consultants”

Position	Classification	2013	
			Hourly Rate
			\$ Rate
<u>Principal in Charge</u>	xx	\$0.00	
<u>Sr. Project Manager</u>	xx	\$0.00	
<u>Project Manager/Project Engineer</u>	xx	\$0.00	
<u>Civil Engineer II</u>	xx	\$0.00	
<u>Landscape Architect</u>	xx	\$0.00	
<u>CADD Technician</u>	xx	\$0.00	
<u>Administrative Assistant</u>	xx	\$0.00	
Reimbursable Direct Costs			
<u>Printing & Reproduction</u>		<u>Actual Cost</u>	
<u>Automobile Transportation</u>		<u>\$0.00 per mile</u>	
<u>Postage & Delivery</u>		<u>Actual Cost</u>	
<u>Outside Sub-Consultant Services</u>		<u>Actual Cost</u>	
<u>Other Project Specific Reimbursable Costs</u>		<u>Actual Cost</u>	