



City of Cashmere

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Cashmere, WA 98815
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CASHMERE CITY COUNCIL MEETING
MONDAY, APRIL 13, 2020 6:00 P.M., CITY HALL

DUE TO THE COVID-19 PANDEMIC AND THE GOVERNOR'S STAY AT HOME ORDER; CITY COUNCIL MEMBERS AND THE PUBLIC ARE REQUIRED TO CALL IN TO PARTICIPATE IN A PHONE CONFERENCE CITY COUNCIL MEETING. PLEASE CALL IN 5 MINUTES PRIOR TO MEETING.

PH# 1-(978)-990-5308 Access code: 4330749

AGENDA

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

CONSENT AGENDA

1. Minutes of March 23, 2020 Regular Council Meeting
2. Payroll and Claims Packet Dated April 13, 2020

BUSINESS ITEMS

3. Contract with Pace Engineering for Engineering Services

PROGRESS REPORTS

ADJOURNMENT

TO ADDRESS THE COUNCIL, PLEASE BE RECOGNIZED BY THE MAYOR AND STATE YOUR NAME WHEN YOU BEGIN YOUR COMMENTS
Americans with Disabilities Act (ADA) accommodations provided upon request (48-hour notice required)

MINUTES OF THE CASHMERE CITY COUNCIL MEETING
MONDAY MARCH 23, 2020 AT CASHMERE CITY HALL

OPENING

DUE TO THE COVID-19 PANDEMIC AND THE GOVERNOR DECLARING A STATE OF EMERGENCY; CITY COUNCIL MEMBERS WERE ENCOURAGED TO CALL IN TO PARTICIPATE IN A PHONE CONFERENCE COUNCIL MEETING.

Mayor Jim Fletcher opened the regular City Council meeting at 6:00 p.m. at City Hall. City Clerk-Treasurer Kay Jones took minutes.

ATTENDANCE

	<u>Present</u>	<u>Not Present</u>
Mayor:	Jim Fletcher	
Council:	Daniel Scott Chris Carlson Dave Erickson - phone Jayne Stephenson Derrick Pratt - phone	
Staff:	Kay Jones, City Clerk-Treasurer Steve Croci, Director of Operations - phone	Chuck Zimmerman, City Attorney

APPROVAL OF AGENDA

Mayor Fletcher added the following item to the agenda; Item #5 Suspend utility late fees due to COVID-19.

MOVED by Councilor Carlson and seconded by Councilor Stephenson to approve the agenda as amended with the addition of Item #5 Suspend utility late fees due to COVID-19. Motion carried 5-0.

CONSENT AGENDA

Minutes of February 24, 2020 Regular Council Meeting

March 9, 2020 Regular Council Meeting was cancelled

Payroll and Claims Packet Dated March 9, 2020

Claims Direct Pay and Check #40331, #40332, #40335 through #40349 totaling \$298,976.96

Payroll Direct Deposit and Check #40333 through #40334 totaling \$98,568.16

Payroll and Claims Packet Dated March 23, 2020

Claims Direct Pay and Check #40350 through #40373 totaling \$89,494.27

MOVED by Councilor Scott and seconded by Councilor Carlson to approve the items on the consent agenda. Motion carried 5-0.

RESOLUTION NO. 02-2020 DECLARING A STATE OF EMERGENCY WITH RESPECT TO COVID-19

The resolution declares a state of emergency with respect to COVID-19, invoking the emergency powers set forth in Chapter 38.52 RCW, and authorizing the Mayor to request State, Federal or other funding as necessary on behalf of the City to address the impacts of COVID-19 on the City.

MOVED by Councilor Carlson and seconded by Councilor Stephenson to approve Resolution No. 02-2020 declaring a state of emergency with respect to COVID -19. Motion carried 5-0.

RESOLUTION NO. 03-2020 AUTHORIZING COVID-19 SUPPLEMENTAL LEAVE

The resolution authorizes the availability and use of Supplemental Leave for absences related to the COVID-19 emergency. The Supplemental Leave is separate and in addition to other Sick Leave or paid leave, to reduce the exposure to COVID-19 virus in the workplace.

MOVED by Councilor Scott and seconded by Councilor Carlson to approve Resolution No. 03-2020 authorizing COVID-19 Supplemental Leave. Motion carried 5-0.

CONTRACT AMENDMENT FOR WELL #10 IMPROVEMENTS REQUIRING A BUDGET AMENDMENT

Schneider Water Services was awarded a contract to improve Well #10 for \$37,924.10, which was the amount of the base bid. The original quote included optional items to be determined upon inspection. The inspection is complete and in order to finish the project, which includes replacing the motor, rehabilitating the well, redeveloping the well and modifying the access port for the transducer, an additional \$24,399.10 is needed. The total amount to complete the work is \$62,323.20, which is less than the original quote. A budget amendment for City funds will be needed.

MOVED by Councilor Scott and seconded by Councilor Carlson to approve the amendment to the contract with Schneider Water Service for Well #10 project to \$62,323.30. Motion carried 5-0.

RIVERSIDE CENTER LEASE - REQUEST FOR RELIEF

Due to the Governor's proclamations concerning COVID-19 the events at Riverside Center have been cancelled. Due to the extenuating circumstances that are out of the Lessee's control a request for relief of lease payment has been requested.

The consensus of the council was to suspend the lease payment with two conditions;

1. There will be no events or use of the Center during the month the lease payment is suspended.
2. With the suspension of the lease payment the Lessee cannot receive Federal or State small business relief due to COVID-19.

MOVED by Councilor Scott and seconded by Councilor Stephenson to approve suspension of the Riverside Center lease payment for the month of April and authorize the Mayor to extend the suspension of lease payment on a month to month basis through June 2020 or until the emergency set forth in Proclamation No. 20-05 has ended, whichever occurs first. Motion carried 5-0.

SUSPEND UTILITY LATE FEES DUE TO COVID-19

Due to the Governor's proclamations and statewide orders to shutdown restaurants, bars and non-essential businesses, and limiting the size of gatherings, the City anticipates a larger volume of customers having difficulty paying the utility bill on time.

Charging a late fee during this COVID-19 threat will only add to the financial difficulties. City staff is recommending that the late fee charge be suspended on all accounts through the end of June.

MOVED by Councilor Carlson and seconded by Councilor Stephenson to approve the suspension of all utility late fees through June. Motion carried 5-0.

City Council Minutes
March 23, 2020

PROGRESS REPORTS

A written progress report was provided in the council packet.

ADJOURNMENT

Mayor Fletcher adjourned the meeting at 6:36 p.m.

James Fletcher, Mayor

Attest:

Kay Jones, City Clerk-Treasurer

Staff Summary

Date: 4/8/2020
To: City Council
From: Steve Croci
RE: Pace Engineering Service Agreement

A Request for Qualifications for general (on-call) Engineering Services resulted in a dozen Statement of Qualification from engineering firms. The review process identified Pace Engineering as the firm best suited to meet the current general service engineering needs of the City through 2021. Legal reviewed and approved the subject agreement.

General services are typically unanticipated and smaller situations such as reviewing subdivisions, making repairs, feasibility reviews and preparing grant applications. Larger projects typically are required to obtain a separate project specific request for qualifications.

Staff Recommendation:

MOVE to find the selection of a City Engineer as a necessary and routine business matter, and approve of the Engineering Service Agreement with Pace Engineering and authorize the Mayor to sign the Agreement.

**CITY OF CASHMERE
PROFESSIONAL ENGINEERING SERVICES AGREEMENT**

THIS AGREEMENT is entered into this date between the CITY OF CASHMERE (“CITY”), a Washington municipal corporation, and PACE ENGINEERING, INC. (“ENGINEER”).

In consideration of the mutual covenants and agreements contained herein, the CITY and ENGINEER mutually agree to the following terms and conditions:

1. RETENTION OF ENGINEER. The CITY retains the ENGINEER to perform from time to time, such professional engineering services required, ordered or authorized by the CITY. The CITY and ENGINEER may identify specific projects for which a separate written agreement may be executed between the CITY and ENGINEER providing for a more detailed description of services to be provided by the ENGINEER. In such case, the terms of this specific agreement between the CITY and ENGINEER shall control; however, the terms of this Agreement, when not inconsistent with the terms of any such specific project Agreement, shall supplement the terms of this specific project Agreement. The ENGINEER agrees to perform, according to the best of its professional ability and skill, the requested engineering services authorized by the CITY. All work shall be done under the direction of the CITY Mayor or his or her designee.

2. TERM OF AGREEMENT. The term of this Agreement shall be from the date of signature at the bottom of this Agreement through December 31, 2021 or until completion of an ongoing project which the ENGINEER has the lead.

3. INDEPENDENT CONTRACTOR. The ENGINEER and the CITY agree that the ENGINEER is an independent contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto. Neither ENGINEER nor any employee of ENGINEER shall be entitled to any benefits afforded CITY employees by virtue of the services provided under this Agreement. The CITY shall not be responsible for withholding or otherwise deducting federal income tax or Social Security or for contributing to the State Industrial Insurance program, or otherwise assuming the duties of an employer with respect to the ENGINEER, or any employees of ENGINEER.

4. ENGINEERING SERVICES. The ENGINEER shall provide engineering services as authorized by the CITY which may include but are not limited to the following:

4.1 Attend CITY Council meetings or staff meetings as requested by the CITY to provide professional engineering consultation;

4.2 Review and analyze information made available through the CITY which may assist in the development of a given project;

- 4.3 Make on-site field investigation;
- 4.4 Prepare project budgets for the proposed work that sets forth the estimated costs of engineering and construction and the estimated time for completion;
- 4.5 Assist the CITY in the procurement of field information that may be required for design and construction;
- 4.6 Prepare construction cost estimates and advise the CITY of any later adjustments due to changed requirements, general market conditions or other changes;
- 4.7 Prepare bid documents for specific projects assigned by the CITY and submit the same to CITY staff for approval before publication and delivery of bid documents to potential contractors;
- 4.8 Review shop and laboratory test reports of materials and equipment;
- 4.9 Provide general surveying services requested by the CITY;
- 4.10 Provide assistance to the CITY as expert witness in litigation, if required; and
- 4.11 Provide such other services as may be requested by the CITY.

The ENGINEER agrees to perform work in accordance with standard engineering practices.

5. PROJECT LEAD PERSON. The ENGINEER will assign an appropriate employee of ENGINEER as the project lead person (PLP) to follow through on each specific project assigned to the CITY and shall endeavor to continue to use the same PLP on a project unless in the case of an emergency a change in the PLP becomes necessary. The PLP shall serve as the project coordinator for the specific project and the CITY and ENGINEER shall communicate through the PLP assigned to the specific project.

6. CITY'S RESPONSIBILITIES. The CITY's responsibilities under this Agreement will include the following:

6.1 Make reasonable effort to gain full and free access for the ENGINEER to enter upon all property required for the performance of the ENGINEER's services under this Agreement and to which the ENGINEER advises the CITY that the ENGINEER needs access; provided that the CITY shall not be required to use its condemnation powers or to pay a property owner to gain such access;

6.2 Provide ENGINEER with all criteria, design and construction standards and all information within the CITY's control as to the CITY's requirements for the project. CITY shall provide these items in a timely

manner so the orderly and sequential delivery of services by ENGINEER may occur;

6.3 Give verbal notice to be followed by written notice within one week of verbal notice to the ENGINEER whenever the CITY observes or becomes aware of any defect or deficiency in a project or other event which may substantially affect the ENGINEER's performance under this Agreement; and

6.4 Compensate, as provided by this Agreement, the ENGINEER for services rendered under this Agreement.

7. ESTIMATE. Opinions of probable construction costs, financial evaluations, feasibility studies, economic analysis of alternate solutions and utilitarian considerations of operations and maintenance costs prepared by ENGINEER hereunder shall be made on the basis of ENGINEER's professional experience and qualifications and represent ENGINEER's best judgement as an experienced and qualified professional. It is recognized, however, that ENGINEER does not have control over the cost of labor, materials, equipment or services furnished by others or over market conditions or contractor's methods of determining their prices, and that any utilitarian evaluation of any facility to be constructed or work to be performed must of necessity be speculative until completion of its detailed design. Accordingly, ENGINEER does not guarantee that proposals, bids, or actual costs will not vary from opinions, evaluations or studies submitted by ENGINEER to the CITY hereunder.

8. ENGINEERING FEES AND COSTS.

8.1 ENGINEER shall provide professional services for which the CITY shall compensate the ENGINEER at the rates set forth in Exhibit "A" to this Agreement. Reimbursable costs shall only include the actual amount of bills for materials and services provided specifically for CITY projects by third parties. ENGINEER shall endeavor to direct all costs of this nature to the CITY for direct payment by the CITY, when such costs exceed \$300.

8.2 Reimbursable costs shall not include travel time or mileage expense associated with travel time of ENGINEER to travel to the CITY to provide services for the CITY.

8.3 CITY will be responsible for reimbursing ENGINEER for expenses incurred on the CITY's behalf. These may include postage, special deliveries, photocopying at the rate of ten cents per page, government filing and search charges, and any other reasonable out-of-pocket expenses approved in writing by the CITY Mayor.

9. BILLINGS AND PAYMENTS. The billings for the ENGINEER's services shall identify at a minimum the following:

9.1 The project for which the services are provided;

- 9.2 The date on which the services are provided;
- 9.3 The individual performing the services;
- 9.4 The hourly rate of the individual performing the services;
- 9.5 The time expended to perform the services; and
- 9.6 A brief description of the services provided.

ENGINEER shall bill the CITY monthly for services provided by the ENGINEER for the previous month. The CITY shall pay ENGINEER's bills or notify ENGINEER that a dispute exists concerning ENGINEER's bill within forty-five (45) days of receipt of the ENGINEER's bill.

In the event the CITY notifies the ENGINEER that a dispute exists concerning the bill, the CITY and ENGINEER will meet in an effort to resolve the dispute. If the CITY and ENGINEER are unable to resolve the dispute to both parties' satisfaction, then the ENGINEER must file suit to resolve the dispute concerning the bill in accordance with the other provisions of this Agreement. Any suit filed for purposes of resolving a dispute concerning a disputed bill must be filed by the ENGINEER within one hundred twenty (120) days of the date the bill is sent to the CITY or the ENGINEER's request for payment from the CITY shall be deemed waived.

Interest charges on invoices for ENGINEER's services shall be computed at the rate of eight percent per annum.

10. INDEMNIFICATION. The ENGINEER agrees to hold harmless, indemnify and defend the CITY, its officers, agents and employees, from and against any and all claims, losses, or liability, for injuries, sickness or death of persons, including employees of the ENGINEER, or damage to property, arising out of any willful misconduct or negligent act, error, or omission of the ENGINEER, its agents or employees, in connection with the services required by this Agreement, provided however, that:

10.1 The ENGINEER'S obligations to indemnify, defend and hold harmless shall not extend to injuries, sickness, death or damage caused by or resulting from the sole willful misconduct or sole negligence of the CITY, its officers, agents or employees; and

10.2 The ENGINEER'S obligations to indemnify, defend and hold harmless for injuries, sickness, death or damage caused by or resulting from the concurrent negligence or willful misconduct of the ENGINEER and the CITY, or of the ENGINEER and a third party other than an owner, agent, sub-engineer or employee of the ENGINEER, shall apply only to the extent of the negligence or willful misconduct of the ENGINEER; and

10.3 With respect to the performance of the services required by this Agreement and as to claims against the CITY, its officers, agents and employees, the ENGINEER expressly waives its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to

its employees and agrees that the obligation to indemnify, defend and hold harmless provided for herein extends to any claim brought by or on behalf of any employee of the ENGINEER and includes any judgment, award or costs thereof, including attorney's fees. **THIS WAIVER IS MUTUALLY NEGOTIATED BY AND BETWEEN THE CITY AND THE ENGINEER.**

The ENGINEER agrees that its obligation and agreement to indemnify, defend, and hold harmless pursuant to this provision, includes the agreement of ENGINEER to reimburse the CITY for all of the CITY's costs and reasonable attorney's fees incurred as a result of any action of the CITY to enforce this provision.

11. **INSURANCE.** The ENGINEER shall secure and maintain in force until three years after the date of substantial completion of any construction project performed as a result of the services performed by the ENGINEER pursuant to this Agreement, comprehensive general liability insurance written on an occurrence basis with a minimum coverage of \$1,000,000 per occurrence and \$1,000,000 aggregate for personal injury, and \$1,000,000 per occurrence/aggregate for property damage, and \$1,000,000 aggregate and \$1,000,000 per occurrence professional liability insurance. In addition, ENGINEER shall have in place, at all times the aforementioned insurance is in place, comprehensive motor vehicle insurance with coverage for personal injury and property damage claims arising out of the use of motor vehicles with combined single limits of \$1,000,000. The comprehensive general liability policy and the comprehensive motor vehicle insurance shall name the CITY as an additional named insured and all of the insurance policies required shall include a provision prohibiting cancellation of said policies except upon 30 days prior written notice to the CITY. Certificates of insurance coverage required herein shall be delivered to the CITY within fifteen (15) days following execution of this Agreement by CITY.

12. **SEVERABILITY.** In the event any provisions of this Agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties.

13. **ASSIGNMENT.** The ENGINEER shall not assign or transfer any interest in this Agreement without the prior written consent of the CITY, which written consent may be withheld by the CITY for any or no reason.

14. **REPORT OWNERSHIP.** All original reports, drawings and other work prepared by the ENGINEER, as provided under this Agreement, shall become the sole property of the CITY upon final payment to the ENGINEER of the ENGINEER fees as set forth in this Agreement. ENGINEER may use electronic or other copies of any final work prepared for the CITY as promotional materials for ENGINEER's business.

15. **ATTORNEY'S FEES.** Except as otherwise specifically provided in this Agreement, in the event it is necessary for either party to utilize the services of an attorney to enforce any of the terms of this Agreement, each party shall pay for its own costs and reasonable attorney's fees.

16. WAIVER OF BREACH. The waiver by either party of the breach of any provision of this Agreement by the other party must be in writing and shall not operate or be construed as a waiver of any subsequent breach by such other party.

17. GOVERNING LAW AND VENUE. This Agreement shall be governed by the laws of the State of Washington and venue for any lawsuit shall be in the Chelan County Superior Court.

18. COPYRIGHT. No reports, documents, maps or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the ENGINEER.

19. AGREEMENT TERMINATION. The CITY or ENGINEER may terminate this Agreement by giving thirty (30) days' written notice to the other party. In such event, the CITY shall forthwith pay the ENGINEER in full for all work previously authorized and performed prior to the effective date of the notice of termination. In the event of termination, the ENGINEER agrees to cooperate reasonably with any ENGINEER thereafter retained by the CITY in making available information developed as the result of work previously performed by the ENGINEER. If no notice of termination is given, relationships and obligations created by this Agreement, unless otherwise expressly provided, shall be terminated upon completion of all applicable requirements of the Agreement.

20. ACCESS TO RECORDS. The CITY and authorized representatives of the State and Federal Governments shall have access to any books, documents, papers, and records of the ENGINEER which are pertinent to this Agreement for the purposes of making audits, examinations, excerpts, transcriptions, and otherwise reviewing or monitoring the financial and other components of the work and services provided and undertaken as part of a project under this Agreement. Access to such books, documents, papers, and records shall be provided by whatever legal and reasonable means are deemed appropriate by the CITY or authorized state or Federal representative.

All such records and all other records pertinent to this Agreement, and work undertaken pursuant to this Agreement, shall be retained by the ENGINEER for a period of six years, unless a longer period is required to resolve audit findings or litigation. In such cases, the CITY may request, and the ENGINEER shall abide by, such longer period for record retention.

21. INTEREST OF CITY OFFICIALS. No member of the governing body of the CITY and no other officer, employee, or agent of the CITY who exercises any functions or responsibilities in connection with the planning and carrying out of the terms of this Agreement, shall have any personal financial interest, direct or indirect, in this Agreement and the CITY and ENGINEER shall take appropriate steps to assure compliance.

22. INTEREST OF ENGINEER AND EMPLOYEES. The ENGINEER covenants that it shall not acquire interest, direct or indirect, in any study area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of its services on behalf of the CITY pursuant to this Agreement.

23. REPORTS AND INFORMATION. The ENGINEER, at such times and in such forms as the CITY may require, shall furnish the CITY such periodic reports as it may request pertaining to the work or services undertaken pursuant to this Agreement, the costs and obligations

incurred or to be incurred in connection therewith, and any other matters covered by this Agreement.

24. COMPLIANCE WITH LAWS. The ENGINEER shall comply with all existing and hereafter enacted applicable laws, ordinances, and codes of the federal, state, and local governments.

25. NOTICES. Notices provided for in this Agreement shall be provided by hand delivery or via U.S. mail, postage prepaid, to the addresses for giving notices provided at the end of this Agreement, or as such addresses may be changed by a party in writing from time to time.

26. AUDITS AND INSPECTIONS. The CITY, the State Auditor, or their delegates shall have the right to review and monitor the financial and other components of the work and services provided and undertaken as part of a project and under this Agreement, by whatever legal and reasonable means deemed appropriate by the CITY and the State Auditor.

27. ENTIRE AGREEMENT. This Agreement represents the entire and integrated agreement between the CITY and the ENGINEER and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the CITY and the ENGINEER. Nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than CITY and ENGINEER and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of CITY and ENGINEER and not for the benefit of any other party.

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APPROVED by the City of Cashmere,
Washington, the _____ day of _____,
20____.

James Fletcher, Mayor

Address for Giving Notices:

CITY OF CASHMERE

Attn: Mayor
101 Woodring Avenue
Cashmere, WA 98815

Phone: (509) 782-3513

APPROVED by ENGINEER the
31 day of MARCH, 20__.

Robin Nelson, P.E.
(Signature)

ROBIN NELSON, P.E.
(Print Name)

VICE PRESIDENT
(Print Capacity of Signor)

Address for Giving Notices:

PACE ENGINEERS, INC.

Attn: ROBIN NELSON, P.E.
104 EAST NINTH STREET
WENATCHEE, WA 98801-1505

Phone: (509) 662-1762



WENATCHEE
2020 HOURLY RATE SCHEDULE
 Effective January 1, 2020

EXHIBIT A

Engineers | Planners | Surveyors

<u>DESCRIPTION</u>	<u>HOURLY RATE</u>
1. Office Tech I, Expediter I	\$ 48.00
2. Office Tech II, Expediter II, Survey Field Tech	\$ 62.00
3. Office Tech III, Intern, Jr. CAD Tech, Jr. Inspector, Engineer Tech, Survey Tech I	\$ 72.00
4. Survey Tech II	\$ 80.00
5. Jr. Planner, CAD Tech, Sr. Office Tech, Inspector, Designer, Engineer Tech I, Survey Tech III	\$ 90.00
6. Jr. Engineer, Designer I, Inspector I, CAD Tech I, GIS Tech, Planner, Project Administrator, Survey Tech IV	\$ 107.00
7. Engineer I, Planner I, GIS Analyst I, Designer II, CAD Tech II, Inspector II, Sr. Project Administrator, Survey Tech V	\$ 118.00
8. Engineer II, Planner II, GIS Analyst II, Designer III, CAD Tech III, Inspector III, Senior Survey Tech, Project Surveyor	\$ 129.00
9. Engineer III, Project Designer, Planner III, GIS Analyst III, Sr. CAD Tech, Sr. Inspector, Sr. Project Surveyor, One-Person Crew	\$ 141.00
10. Sr. Engineer, Project Designer I, Sr. Planner, Project CAD Tech, Sr. GIS Analyst, Sr. Project Inspector, BIM Manager, CAD Manager, Survey Project Manager, UAS Pilot	\$ 155.00
11. Project Engineer, Project Designer II, Project Planner, Sr. Project GIS Analyst, Structural Engineer	\$ 167.00
12. Principal Surveyor, Two-Person Crew	\$ 172.00
13. Sr. Project Engineer, Sr. Structural Engineer, Sr. Project Designer, IT Manager, Sr. Project Planner	\$ 177.00
14. Sr. Principal Surveyor	\$ 182.00
15. Project Manager, Planning Project Manager,	\$ 187.00
16. Sr. Project Manager	\$ 200.00
17. Principal Engineer, Principal Planner, Sr. Two-Person Crew	\$ 218.00
18. Senior Principal Engineer, Senior Principal Planner	\$ 236.00

REIMBURSABLES

A. Subconsultants, Professional and Technical	Cost + 15%
B. Maps, reports, materials, permit fees, express delivery and messenger, pass-through bills, and similar items necessary for work in progress	Cost + 15%
C. Out-of-Town travel per diem and cost of commercial transportation	Cost + 10%
D. Transportation within 30 Mile Radius *	No Charge
E. Special Equipment/Software	
Special Software for Modeling/Analysis	\$ 10/hour
Large Format Blueprints and Reproduction – Bond	\$ 0.50/sq foot
Large Format Blueprints and Reproduction – Mylar	\$ 1.50/sq foot
Color Copies – In-house (8½ x 11)	\$ 0.25/page
F. Expert Witness	Rate x 1.5

- Notes: ¹ All payment is due within 30 days from date of invoice.
² The foregoing schedule of charges is incorporated into the agreement for the services provided effective January 1, 2020. After December 31, 2020, invoices will reflect the schedule of charges in effect at that time.
³ PACE's rates include professional liability insurance coverage for claims up to \$2 million. Clients can purchase additional coverage for cost and upfront payment of \$5,000 per additional \$1 million of insurance up to a maximum of \$5 million.