

January 28, 2022

Mr. Glen Clements, Mayor
Town of Manhattan, MT
207 S Sixth St
Manhattan, MT, 59741

**RE: Letter Agreement
Water and Sewer Utility Rate / Community Impact Fee Analysis Support**

Dear Mr. Clements:

Advanced Engineering and Environmental Services, LLC (d/b/a “AE2S Nexus”) proposes to provide assistance to the Town of Manhattan, MT (CLIENT) for it to conduct its own Water and Sewer Rate / Impact Fee Analysis (Assignment).

This is an Agreement between CLIENT and AE2S Nexus effective upon approval of the CLIENT.

Project Description

The Town of Manhattan has requested assistance from AE2S Nexus with financial planning for its utilities. In recognizing the complexities of this, AE2S Nexus will provide guidance, advice, and direction to help Town staff update the Town’s rates and fees.

Scope of Services

Task 1 – Objective Review and Process Outline

AE2S Nexus will work with Town staff to review and confirm the overall project objectives and outline the steps and components needed to achieve them. We will provide a framework model for the Staff to use in developing the appropriate rates and charges.

1. Review data
2. Conduct Kickoff meeting

Task 2 – Reserve Target Guidance

AE2S Nexus will assist the Town in reviewing current system reserve levels, estimated system value, and annual depreciation to develop a recommended approach to funding for future replacement. Placeholder reserve planning values will be incorporated into the revenue adequacy evaluation. Typical reserve recommendations include:

1. Debt Service Reserves (restricted by debt covenants);
2. Operating Reserves;

3. Capital Renewal/Replacement Reserves; and
4. Review system assets and update projected contributions to renewal/replacement reserves.

Task 3 – Rate Design and Five-Year Revenue Adequacy Projections for Water and Sewer

The Revenue Adequacy analysis will compare projected revenue requirements against projected revenues to determine revenue sufficiency for the five-year planning horizon. The Revenue Adequacy evaluation will utilize revenue and expense projections to ensure sufficient revenue is generated to provide revenue stability, track on-going cash balances, and monitor debt service coverage requirements to ensure loan covenants are met. Specific subtasks are:

1. Review Revenue Adequacy Model with Town staff; and
2. Provide input and direction on rate recommendations.

Task 4 – Impact Fee Development

The Town intends to update Impact Fees as part of this effort. The existing fees will be reviewed in accordance with the Town's other planning documentation. The analysis will review the methodological case for the existing fees as well as evaluate, based on the Town's operational services, if additional fees could be warranted. Specific subtasks include:

1. Methodology review and meeting;
2. Summary Recommendations to Town; and
3. Review and QA/QC of Town's Impact Fee calculations.

Task 5 – Documentation of Final Results

The final step in delivery of the project will be to develop a series of findings and recommendations that the Town can use to document any necessary changes to rates and fees. AE2S Nexus will provide an outline of the various necessary reports. In addition, we will review the reports once complete.

Specific subtasks are:

1. Review report components with Town staff; and
2. Review report and final recommendations.

Optional Task – Full Impact Fee Development

The Town relies on Impact Fees to help cover the cost of infrastructure for future growth. These types of fees require thorough planning and demonstrating how the fee itself ties to the demand caused by growth. This optional task includes AE2S Nexus performing the work itself to review methodology, construct impact fee models, and develop Impact Fee recommendations. This task will still rely upon the Town providing the critical background information to calculate the fees, from detailed system asset information to trip generation rates. A full information request will be provided should the Town select this optional task.

1. Additional Methodology development
2. Model Development (5 models)
 - Water, wastewater, transportation, stormwater, and police/emergency
3. Progress Meetings
 - Anticipate one per fee
4. Finalize Results & Report Development

Optional Task – Cost of Service Analysis –Water and Sewer

While the Town has a limited user base, the variety of users, from breweries to wholesale dischargers, mean that how different users utilize the water and sewer services could vary widely. The only way to translate those differences to defensible rates is through a cost of service analysis. While such an approach to rate design may not be absolutely needed, it can help the Town address their growth related issues. AE2S Nexus would propose to conduct the cost of service on behalf of the Town and provide the results for incorporation into the overall project.

1. Construct cost of service models
2. Hold 2 interim results meetings
3. Finalize Cost of Service results

Additional Services

Services resulting from significant changes in the general scope, extent, or character of the Assignment are not included as a part of the general Scope of Services. If authorized in writing by the CLIENT, AE2S Nexus will provide services beyond the scope of this Agreement on an hourly basis in accordance with the Hourly Fee Schedule attached as Exhibit B.

CLIENT's Responsibility

CLIENT shall do the following in a timely manner, so as not to delay the services of AE2S Nexus:

RE: Agreement between Client and AE2S Nexus for Water and Sewer Rate / Community Impact Fee Analysis Support

January 28, 2022

Page 4 of 5

1. Designate a person to act as CLIENT's representative with respect to the services to be rendered under this Agreement. Such person shall have complete authority to transmit instructions, receive information, and interpret and define CLIENT's policies and decisions with respect to services for the Assignment.
2. Provide relevant information regarding requirements for the Assignment. AE2S Nexus shall be entitled to use and rely upon all information provided by CLIENT or others in performing AE2S's services under this Agreement.
3. CLIENT shall, so long as AE2S Nexus is not in default, promptly pay AE2S for such services as have been performed satisfactorily hereunder in accordance with the fee terms set forth herein.

AE2S Nexus shall be entitled to use and rely upon all information provided by CLIENT or others in performing AE2S Nexus's services under this Agreement. Any of the work self-performed by the CLIENT shall be the sole responsibility of the CLIENT. CLIENT shall bear all costs incident to compliance with its responsibilities pursuant to this paragraph.

Fees

AE2S Nexus shall render services under this Agreement on an hourly basis in accordance with the Hourly Fee & Expense Schedule (attached as Exhibit B), not to exceed **\$11,500** for time and expenses without the optional COSA. The optional tasks are each priced below and would add to the baseline fee:

- Impact Fee: \$38,650
- Cost of Service Analysis: \$16,875

If you would like either of the optional components, please circle and initial the appropriate line item.

Monthly invoices, as provided for in Exhibit A, will provide the CLIENT with regular updates on the total dollar amount.

Standard Terms and Conditions

Standard terms and conditions of this Agreement between CLIENT and AE2S Nexus are specified in Exhibit A.

Performance Schedule

Upon approval, AE2S Nexus is prepared to immediately initiate work on this project with the intent of providing results by June 30, 2022 if all necessary data is readily available. This agreement may be terminated with at least seven days prior written notice to the other party.

Contract Documents

This Agreement includes the following documents, incorporated herein by reference:

1. Exhibit A - Terms and Conditions; and

Town of Manhattan, MT

RE: Agreement between Client and AE2S Nexus for Water and Sewer Rate / Community Impact Fee Analysis Support

January 28, 2022

Page 5 of 5

2. Exhibit B - Hourly Fee and Expense Schedule.

There are no contract documents other than this Agreement and those documents listed above.

AE2S Nexus Designated Representative


Ryan Graf
4050 Garden View Dr.
Grand Forks, ND 58201
Ryan.Graf@ae2s.com
Phone: 701.746.8087

Acceptance

If this Agreement sets forth your understanding of our agreement, including the scope of work desired, fees, terms, and conditions, please sign in the space provided and return a copy to AE2S Nexus. Thank you for the opportunity to assist in this project and we look forward to working with you.

Sincerely,

AE2S Nexus

By: 
Jordan Grasser, PE
Operations Manager

Accepted this _____ day of
_____, 2022

By: _____

Name and Title

Standard Terms and Conditions

The proposal is supplemented to include the following agreement of the parties:

1. Standard of Care
 - a. The standard of care for all professional services performed or furnished by AE2S Nexus under this Agreement will be the care and skill ordinarily used by members of AE2S Nexus's profession practicing under similar circumstances at the same time and in the same locality. AE2S Nexus makes no warranties, express or implied, under this Agreement or otherwise, in connection with AE2S Nexus's services.
 - b. CLIENT shall be responsible for, and AE2S Nexus may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by CLIENT to AE2S Nexus pursuant to this Agreement. AE2S Nexus may use such requirements, reports, data, and information in performing or furnishing services under this Agreement.
 - c. AE2S Nexus's services do not include 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. Payments to AE2S Nexus

Invoices will be prepared in accordance with AE2S Nexus's standard invoicing practices and will be submitted to CLIENT by AE2S Nexus monthly, unless otherwise agreed. Invoices are due and payable within 30 days. If CLIENT fails to make any payment due AE2S Nexus for services and expenses within 30 days, the amounts due AE2S Nexus will be increased at the rate of 1.75% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, AE2S Nexus may, after giving seven days written notice to CLIENT, suspend services under this Agreement until AE2S Nexus has been paid in full all amounts due for services, expenses, and other related charges. All payments shall be made in United States Dollars.
3. Other Provisions Concerning Payment
 - a. Estimated Compensation Amounts
 1. AE2S Nexus' estimate of the amounts that will become payable are only estimates for planning purposes, are not binding on the parties, and are not the minimum or maximum amounts payable to AE2S Nexus under the Agreement.
 2. When estimated compensation amounts have been stated herein and it subsequently becomes apparent to AE2S Nexus that a compensation amount thus estimated will be exceeded, AE2S Nexus shall give OWNER written notice thereof. Promptly thereafter OWNER and AE2S Nexus shall review the matter of services remaining to be performed and compensation for such services. OWNER shall either agree to such compensation exceeding said estimated amount or OWNER and AE2S Nexus shall agree to a reduction in the remaining services to be rendered by AE2S Nexus, so that total compensation for such services will not exceed said estimated amount when such services are completed.
 - b. Adjustments
 1. AE2S Nexus' compensation is conditioned on time to complete the Assignment not exceeding the time identified in in this Agreement. Should the time to complete the Assignment be extended beyond this period due to reasons not the fault of and beyond the control of AE2S Nexus, the total compensation to AE2S Nexus shall be appropriately adjusted.
4. Insurance

AE2S Nexus will maintain insurance coverage for Workers' Compensation, Professional Liability, General Liability, and Automobile Liability and will provide certificates of insurance to CLIENT upon request.
5. Indemnification and Allocation of Risk
 - a. To the fullest extent permitted by law, AE2S Nexus shall indemnify and hold harmless CLIENT and CLIENT's officers, directors, members, and employees from any and all costs, losses, and damages (including but not limited to all reasonable fees and charges of engineers, architects, attorneys, and other professionals, and all court, arbitration, or other dispute resolution costs) arising out of or relating to the Project, provided that any such cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, but only to the extent caused by any negligent act or omission of AE2S Nexus or AE2S Nexus's officers, directors, members, partners, employees, or Consultants. The parties expressly agree that AE2S Nexus or AE2S Nexus's officers, directors, members, partners, or employees have no duty to defend CLIENT and CLIENT's officers, directors, members, and employees against any claims, causes of action, demands, lawsuits, or proceedings of any kind.
 - b. To the fullest extent permitted by law, CLIENT shall indemnify and hold harmless AE2S Nexus, AE2S Nexus's officers, directors, partners, employees, and consultants from and against costs, losses, and damages (including but not limited to reasonable fees and charges of engineers, architects, attorneys, and other professionals, and reasonable court or arbitration or other dispute resolution costs) to the extent caused by the negligent acts or omissions of CLIENT or CLIENT's officers, directors, partners, employees, and consultants with respect to this Agreement.
 - c. In addition to the indemnity provided under paragraph 4.b. of this Exhibit, and to the fullest extent permitted by law, CLIENT shall indemnify and hold harmless AE2S Nexus and AE2S Nexus's officers, directors, partners, employees, and consultants from and against injuries, losses, damages and expenses (including but not limited to all reasonable fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other disputes resolution costs) caused by, arising out of, or resulting from Hazardous Environmental Condition, provided that (i) any such injuries, losses, damages and expenses are attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom, and (ii) nothing in this paragraph 4.c. shall obligate CLIENT to indemnify any individual or entity to the extent of that individual or entity's own negligence or willful misconduct.
 - d. To the fullest extent permitted by law, AE2S Nexus's total liability to CLIENT and anyone claiming by, through, or under CLIENT for any injuries, losses, damages and expenses caused in part by the negligence of AE2S Nexus and in part by the negligence of CLIENT or any other negligent entity or individual, shall not exceed the AE2S Nexus's negligence bears to the total negligence of CLIENT, AE2S Nexus, and all other negligent entities and individuals.
6. Exclusion of Special, Incidental, Indirect, and Consequential Damages

To the fullest extent permitted by law, and notwithstanding any other provision in the Agreement, AE2S Nexus and AE2S Nexus's officers, directors, partners, employees, agents, and Consultants, or any of them, shall not be liable to CLIENT or anyone claiming by, through, or under CLIENT for any special, incidental, indirect, or consequential damages whatsoever arising out of, resulting from, or in any way related to the Services or this Agreement, from any cause or causes, including but not limited to any such damages caused by the negligence, professional errors or omissions, strict liability, breach of contract or warranties, express or implied, of AE2S Nexus or AE2S Nexus's officers, directors, partners, employees, agents, or AE2S Nexus's Consultants, or any of them.
7. Limit of Liability

To the fullest extent permitted by law, notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of AE2S Nexus and AE2S Nexus's officers, directors, partners, employees, agents, and AE2S Nexus's Consultants, and any of them, to CLIENT and anyone claiming by, through, or under CLIENT for any and all claims, losses, costs, or damages whatsoever arising out of, resulting from or in any way related to the Project or the Agreement from any cause or causes, including but not

limited to the negligence, professional errors or omissions, strict liability or breach of contract, or warranty express or implied of AE2S Nexus or AE2S Nexus's officers, directors, partners, employees, agents, or AE2S Nexus's Consultants, or any of them, shall not exceed total compensation received by AE2S Nexus as part of this Agreement.

8. Termination of Contract

Either party may at any time, upon seven days prior written notice to the other party, terminate this Agreement. Upon such termination, CLIENT shall pay to AE2S Nexus all amounts owing to AE2S Nexus under this Agreement, for all work performed up to the effective date of termination, plus reasonable termination costs.

9. Access

CLIENT shall arrange for safe access to and make all provisions for AE2S Nexus and AE2S Nexus's Consultants to enter upon public and private property as required for AE2S Nexus to perform services under this Agreement.

10. Hazardous Environmental Conditions

It is acknowledged by both parties that AE2S Nexus's scope of services does not include any services related to a "Hazardous Environmental Condition," i.e. the presence at the site of asbestos, PCBs, petroleum, hazardous waste, or radioactive materials in such quantities or circumstances that may present a substantial danger to persons or property exposed thereto in connection with the Assignment. In the event AE2S Nexus or any other party encounters a Hazardous Environmental Condition, AE2S Nexus may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Assignment affected thereby until CLIENT: (i) retains appropriate specialist consultant(s) or contractor(s) to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the site is in full compliance with applicable laws and regulations. CLIENT acknowledges that AE2S Nexus is performing professional services for CLIENT and that AE2S Nexus is not and shall not be required to become an "arranger," "operator," "generator," or "transporter" of hazardous substances, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA), which are or may be encountered at or near the site in connection with AE2S Nexus's activities under this Agreement.

11. Patents

AE2S Nexus shall not conduct patent searches in connection with its services under this Agreement and assumes no responsibility for any patent or copyright infringement arising therefrom. Nothing in this Agreement shall be construed as a warranty or representation that anything made, used, or sold arising out of the services performed under this Agreement will be free from infringement of patents or copyrights.

12. Ownership and Reuse of Documents

All documents prepared or furnished by AE2S Nexus pursuant to this Agreement are instruments of service, and AE2S Nexus shall retain an ownership and property interest therein. Reuse of any such documents by CLIENT shall be at CLIENT's sole risk; and CLIENT agrees to indemnify, and hold AE2S Nexus harmless from all claims, damages, and expenses including attorney's fees arising out of such reuse of documents by CLIENT or by others acting through CLIENT.

13. Use of Electronic Media

a. Copies of Documents that may be relied upon by CLIENT are limited to the printed copies (also known as hard copies) that are signed or sealed by the AE2S Nexus. Files in electronic media format of text, data, graphics, or of other types that are furnished by AE2S Nexus to CLIENT are only for convenience of CLIENT. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.

b. When transferring documents in electronic media format, AE2S Nexus makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by AE2S Nexus at the beginning of this Assignment.

c. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.

d. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within 60 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the 60-day acceptance period will be corrected by the party delivering the electronic files. AE2S Nexus shall not be responsible to maintain documents stored in electronic media format after acceptance by CLIENT.

14. Contractors

AE2S Nexus shall not at any time supervise, direct, control, or have authority over any contractor's work, nor shall AE2S Nexus have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at a project site, nor for any failure of a contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work. AE2S Nexus neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between CLIENT and such contractor. AE2S Nexus shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or of any other persons (except AE2S Nexus's own employees) at a project site or otherwise furnishing or performing any construction work; or for any decision made regarding the construction contract requirements, or any application, interpretation, or clarification of the construction contract other than those made by AE2S Nexus.

15. Force Majeure

AE2S Nexus shall not be liable for any loss or damage due to failure or delay in rendering any service called for under this Agreement resulting from any cause beyond AE2S Nexus's reasonable control.

16. No Third Party Beneficiaries

All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of CLIENT and AE2S Nexus and not for the benefit of any other party. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either CLIENT or AE2S Nexus. AE2S Nexus's services under this Agreement are being performed solely for CLIENT's benefit, and no other entity shall have any claim against AE2S Nexus because of this Agreement or the performance or nonperformance of services hereunder.

17. Assignment

Neither party shall assign its rights, interests or obligations under this Agreement without the express written consent of the other party.

18. Binding Effect

This Agreement shall bind, and the benefits thereof shall inure to the respective parties hereto, their legal representatives, executors, administrators, successors, and assigns.

19. Severability and Waiver of Provisions

Any provision or part of the Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon CLIENT and AE2S Nexus, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision. Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

20. Survival

All express representations, indemnifications, or limitations of liability included in this Agreement will survive its completion or termination for any reason.

21. **Headings**
The headings used in this Agreement are for general reference only and do not have special significance.
22. **Controlling Law**
This Agreement is to be governed by the law of the State of Montana without regard to its conflicts of laws principles.
23. **Notices**
Any notice required under this Agreement will be in writing, addressed to the appropriate party at its address on the signature page and given personally, or by registered or certified mail postage prepaid, or by a

commercial courier service. All notices shall be effective upon the date of receipt.

24. **Executed in Counterparts**
This Agreement may be executed in counterparts, each of which together will constitute one and the same instrument. Delivery of an executed counterpart of this Agreement shall constitute effective delivery of this Agreement. Each party agrees that the delivery of the Agreement by facsimile or electronic mail shall have the same force and effect as delivery of original signature and that each Party may use such facsimile or electronic mail signatures as evidence of the execution and delivery of the Agreement by the parties to the same extent that an original signature could be used.

This is EXHIBIT B, consisting of 2 pages, referred to in and part of the Agreement between Client and AE2S Nexus for professional consulting services dated September 27, 2021

2021 Hourly Fee and Expense Schedule

Labor Rates*

Administrative 1	\$61.00	I&C Assistant	\$98.00
Administrative 2	\$74.00	I&C 1	\$138.00
Administrative 3	\$89.00	I&C 2	\$160.00
		I&C 3	\$183.00
Communications Specialist 1	\$98.00	I&C 4	\$194.00
Communications Specialist 2	\$113.00	I&C 5	\$203.00
Communications Specialist 3	\$131.00	IT 1	\$117.00
Communications Specialist 4	\$158.00	IT 2	\$159.00
Communications Specialist 5	\$173.00	IT 3	\$190.00
Construction Services 1	\$118.00	Land Surveyor Assistant	\$90.00
Construction Services 2	\$145.00	Land Surveyor 1	\$108.00
Construction Services 3	\$160.00	Land Surveyor 2	\$129.00
Construction Services 4	\$180.00	Land Surveyor 3	\$145.00
Construction Services 5	\$198.00	Land Surveyor 4	\$160.00
		Land Surveyor 5	\$177.00
Engineering Assistant 1	\$77.00	Operations Specialist 1	\$93.00
Engineering Assistant 2	\$92.00	Operations Specialist 2	\$113.00
Engineering Assistant 3	\$116.00	Operations Specialist 3	\$140.00
Engineer 1	\$125.00	Operations Specialist 4	\$158.00
Engineer 2	\$148.00	Operations Specialist 5	\$184.00
Engineer 3	\$177.00		
Engineer 4	\$203.00	Project Coordinator 1	\$109.00
Engineer 5	\$215.00	Project Coordinator 2	\$121.00
Engineering Technician 1	\$75.00	Project Coordinator 3	\$132.00
Engineering Technician 2	\$96.00	Project Coordinator 4	\$148.00
Engineering Technician 3	\$117.00	Project Coordinator 5	\$167.00
Engineering Technician 4	\$131.00		
Engineering Technician 5	\$149.00	Project Manager 1	\$188.00
Financial Analyst 1	\$104.00	Project Manager 2	\$206.00
Financial Analyst 2	\$118.00	Project Manager 3	\$223.00
Financial Analyst 3	\$142.00	Sr. Designer 1	\$165.00
Financial Analyst 4	\$155.00	Sr. Designer 2	\$183.00
Financial Analyst 5	\$172.00	Sr. Designer 3	\$194.00
GIS Specialist 1	\$98.00	Sr. Financial Analyst 1	\$194.00
GIS Specialist 2	\$118.00	Sr. Financial Analyst 2	\$212.00
GIS Specialist 3	\$139.00	Sr. Financial Analyst 3	\$231.00
GIS Specialist 4	\$155.00		
GIS Specialist 5	\$173.00	Sr. Project Manager 1	\$235.00
		Sr. Project Manager 2	\$254.00
		Sr. Project Manager 3	\$265.00
		Technical Expert 1	\$320.00
		Technical Expert 2	Negotiable

*These rates are subject to adjustment each year on January 1

Position titles are for labor rate grade purposes only.

Reimbursable Expense Rates

Transportation	\$0.65/mile
Survey Vehicle	\$0.85/mile
Laser Printouts/Photocopies	\$0.30/copy
Plotter Printouts	\$1.00/s.f.
UAS - Photo/Video Grade	\$100.00/day
UAS – Survey	\$50.00/day
Total Station – Robotic	\$35.00/hour
Mapping GPS	\$25.00/hour
Fast Static/RTK GPS	\$50.00/hour
All-Terrain Vehicle/Boat	\$100.00/day
Cellular Modem	\$75.00/month
Web Hosting	\$26.00/month
Legal Services Reimbursement	\$250.00/hour
Outside Services	cost *1.15
Geotechnical Services	cost *1.30
Out of Pocket Expenses	cost*1.15
Rental Car	cost*1.20
Project Specific Equipment	Negotiable

* Position titles are for labor rate grade purposes only.

These rates are subject to adjustment each year on January.

Task Description	Financial Analyst VI	Financial Analyst I	Manhattan Hours	Subtotal Budget Hours	Subconsultants	Labor Fees	Expenses	Total Fee
	\$194	\$104						
Task 1 Project Kickoff and Data Review								
1.1 Prepare & Transmit Data Request	4	4	10	8		\$ 1,192		\$ 1,192
1.3 Review & Identify Data Gaps	2	2	10	4		\$ 596		\$ 596
Task 1 Subtotal	6	6	32	12		\$ 1,788	\$ -	\$ 1,788
Task 2 Reserve Targets								
2.1 Debt Service Reserves	2		8	2		\$ 388		\$ 388
2.2 Operating Reserves	2		8	2		\$ 388		\$ 388
2.3 Capital Renewal/Replacement	2		10	2		\$ 388		\$ 388
2.4 Asset Review	2	4	8	6		\$ 804		\$ 804
2.5 Progress/Results Meeting	2		10	2		\$ 388		\$ 388
Task 2 Subtotal	10	4	44	14		\$ 2,356	\$ -	\$ 2,356
Task 3 Rate Design and Revenue Adequacy								
3.1 Incorporate O&M	6		6	6		\$ 1,164		\$ 1,164
3.2 Incorporate CIP	8		11	8		\$ 1,552		\$ 1,552
Task 3 Subtotal	14	0	26	14		\$ 2,716	\$ -	\$ 2,716
Task 4 Impact Fees								
4.1 Methodology Review	6		20	6		\$ 1,164		\$ 1,164
4.2 Review Meetings (2)	6		6	6		\$ 1,164		\$ 1,164
4.3 Finalize Fees	2		6	2		\$ 388		\$ 388
Task 4 Subtotal	14	0	32	14		\$ 2,716	\$ -	\$ 2,716
Task 5 Final Report								
5.1 Final Review Meeting	2		2	2		\$ 388		\$ 388
5.2 Rates Report	4		14	4		\$ 776		\$ 776
5.3 Impact Fee Report	4		22	4		\$ 776		\$ 776
Task 5 Subtotal	10	0	38	10		\$ 1,940	\$ -	\$ 1,940
Task Optional Full Impact Fee	14							
Methodology Adder	10	10	2	20		\$ 2,980		\$ 2,980
Model Development (water, wastewater, transportation, stormwater, and p	60	140	2	200		\$ 26,200		\$ 26,200
Progress meetings	10	10	10	20		\$ 2,980		\$ 2,980
Finalize results & Report	12	40		52		\$ 6,488		\$ 6,488
Task Subtotal	92	200		292		\$ 38,648	\$ -	\$ 38,648
Task Optional Cost of Service Analysis	8							
Construct Water Model	8	48	4	56		\$ 6,544		\$ 6,544
Construct Sewer model	8	48	4	56		\$ 6,544		\$ 6,544
Progress meetings	8	10	6	18		\$ 2,592		\$ 2,592
Finalize results	4	4		8		\$ 1,192		\$ 1,192
Task Subtotal	28	110		138		\$ 16,872	\$ -	\$ 16,872
TOTAL PROJECT HOURS/EXPENSES Baseline	174	320	179	494		\$ 67,036	\$ -	\$ 67,036