

STAFF REPORT

Required LAFCO Documentation for Latrobe Annexation Map & Description of Latrobe FPD and Sphere of Influence

Summary:

As you know we filed the official LAFCO application for the Annexation of LFPD and its Sphere of Influence on Feb 4, 2013. The application was extensive and we were able to complete the entirety of the application without incurring cost to the district with the exception of the LAFCO fee itself. I was informed by LAFCO and the County Surveyor's Office that the maps that we submitted with the application are no longer in the "correct format", and a new set of maps will need to be supplied that meet the current State Board of Equalization – Change of Jurisdictional Boundary format requirements. This will not impede the LAFCO process, as long as they are received by the end of March. EDHFD requested a bid for the required map set and written boundary description from three sources. See below for bid information.

Fiscal Impact:

CTA Engineering	Rancho Cordova, CA	\$8,000.00
Carlton Engineering Inc.	Folsom, CA.	\$10,800.00
Kindle Surveying Inc.	Fair Oaks, CA	\$9,250.00

Staff Recommendation:

All bids meet the requirements, and all agencies are reputable and have excellent customer satisfaction ratings. Staff recommends CTA Engineering. It is also recommended by staff to share the cost of this requirement 50/50 with Latrobe Fire Protection District.



ANNEXATION OF THE
LATROBE FIRE PROTECTION DISTRICT
AND THE LATROBE FIRE PROTECTION DISTRICT
SPHERE OF INFLUENCE

REVISED February 20, 2014

Dave Roberts, Fire Chief
El Dorado Hills County Water District/Fire Department Fire Department
1050 Wilson Boulevard
El Dorado Hills, CA 95762

Mr. Roberts,

This proposal supersedes our proposal dated February 7, 2014. The fixed fee for the annexation of the Latrobe Fire Protection District and the Latrobe Fire District Sphere of Influence, shown on the map entitled "Latrobe Fire Protection District" dated April 11, 2013 located in El Dorado County, CA is **\$9,250.00** and will take three weeks to complete. A copy of the map is attached hereto. We will assist you by preparing the following documents for your submittal for Annexation to the El Dorado County Local Agency Formation Committee, based upon the document requirements of the State Board of Equalization, Change of Jurisdictional Boundary:

1. Written geographic description of the project areas
2. Maps and supporting documents
3. List of assessor's parcel numbers of the project areas.

Our proposal is intended to supply you with a portion of your submittal requirements to LAFCO. At this time, the proposal does not include preparing the complete LAFCO submittal package nor does it include any representation of the District.

Reimbursables such as prints, fees, express mail services, deliveries, and other reimbursed expenses will be in addition to the above amount and billed at cost plus 15% and will not exceed \$500.00 unless authorized.

If the above meets with your approval, please sign in the space provided below as our authorization to proceed. If you have any questions, please feel free to contact me at your earliest convenience. This proposal is good for 30 days.

Thank you,

Read and Accepted by:

Michael Kindie, PLS
KINDLE SURVEYING, INC.

Latrobe Fire Protection District

Date: _____



February 18, 2014

Chief Dave Roberts
El Dorado Hills Fire Department
1050 Wilson Blvd.
El Dorado Hills, CA 95762

Re: Annexation Mapping
Latrobe Fire Protection District

Dear Chief Roberts:

Carlton Engineering, Inc. is pleased to respond to your request for proposal to provide Land Surveying services for the above mentioned project in the vicinity of Latrobe, CA (El Dorado County). We appreciate the opportunity to continue to be of service to the El Dorado Hills Fire Department. We have served clients on scores of similar successful projects in California communities since 1983.

Carlton Engineering maintains a formal Quality Assurance and Quality Control program that tracks the design, quality, schedule, budget, and communication with each engineering discipline work product carefully reviewed and approved by two sets of eyes. The success of our formal approach to engineering production and our commitment to involving our clients in the design process is evidenced by our 80% repeat client base.

Thank you for the opportunity to submit this proposal. We believe our proposal is fully responsive to your needs. If it meets with your Board's approval, we can discuss the best contract to use for the work. If you have any questions or require additional information, please contact me at (916) 932-7855.

Sincerely,
Carlton Engineering, Inc.

A handwritten signature in cursive script that reads "Alan Carlton".

Alan Carlton, P.E., L.S.
President

Enclosures:
Proposal
Rate Schedule

PROJECT UNDERSTANDING

Carlton Engineering, Inc. (Carlton) understands that the El Dorado Hills Fire Department (Client) is annexing the Latrobe Fire Protection District (LFPD) into their district boundary. In order to do so, an annexation map and new description needs to be completed in accordance with the State Board of Equalization's (SBE) revised requirements as listed in their "Change in Jurisdictional Boundary" circular dated August 1, 2005. We have done some research and found the original description through the Local Area Formation Commission (LAFCO) that does not meet the new standard and will have to be updated. We also understand that schedule is important, and that this work should be completed in the next 30 days or less.

SCOPE OF WORK

The Scope of Work includes the following tasks. The not-to-exceed costs for these tasks are included in this proposal.

Task 1 – Annexation Mapping, Descriptions and Parcel Lists

For this task, Carlton will provide the following Land Surveying services:

1. Review all current documents including legal descriptions, mapping and standards for both LFPD and El Dorado Hills Fire Department (EDHFD);
2. Develop new legal description of District and Spheres of Influence;
3. Draft base mapping utilizing county GIS mapping for reference and conforming to SBE Standards;
4. Complete Assessor's Parcel Number list for all affected parcels;
5. Complete digital mapping transmittal to SBE standards;
6. Submit mapping and legal description to El Dorado County Surveyor's office for checking;
7. Address map check comments; and
8. Provide Client with SBE submittal.

ASSUMPTIONS AND CLARIFICATIONS

1. The existing description for the El Dorado Hills Fire Department boundary will be provided by the Client.
2. The work will be completed in conformance with the requirements set forth in the California State Board of Equalization Circular "Change of Jurisdictional Boundary" dated August 1, 2005.

PROJECT SCHEDULE

Pursuant to our communication regarding schedule, we can complete this project in three weeks from time of notice to proceed and executed contract.

PROJECT TEAM

The roles of our key personnel on this project are described below.

Alan Carlton, P.E., L.S., Project Manager

As Project Manager, Mr. Carlton will be the primary contact for all project communication. He is responsible for orchestrating the activities of the Carlton Engineering project staff in order to present the Client with the best schedule and budget possible. Mr. Carlton will also provide quality assurance / quality control to ensure the project deliverable will exceed the Client's expectations.

Jim Willson, P.E., L.S., Senior Land Surveyor

Mr. Willson will be responsible for providing the Land Surveying on the project. He will also be responsible for the coordination of drafting services and will maintain communication with the other members of the project team.

Matt Vander Dussen, L.S.I.T., Staff Land Surveyor in Training

Mr. Vander Dussen will be responsible for drafting the mapping and plotting easements on the final Exhibit. He will work under the direction of the Senior Land Surveyor, Jim Willson.

FEE PROPOSAL

Time and Materials Tasks

Task 1 - Annexation Mapping, Descriptions and Parcel Lists\$10,080

Total - Time and Materials Tasks.....T&M not to exceed \$10,080

Reimbursable Expenses Per Rate Schedule

Additional Services

Should owner-initiated or agency-initiated changes that are outside our original scope of services or outside the original scope of the project be requested, additional fees will be accrued at an hourly rate. As a part of this scope, should there be a change to the way the general contract or subcontracts for construction are awarded during the course of the project (from design/build or negotiated contract to competitive bid, for example), adjustments to this contract may be necessary. This may include additional coordination with engineering sub-consultants, additional services during bidding, and/or increased Carlton participation during construction administration.

Terms

Contracts will be billed monthly based on the percentage of completion or hours accrued to the project (where indicated). Carlton's billing cutoff date is the last day of each month. Payment will be due upon receipt of the invoice and considered past due on the 25th of the following month. Carlton Engineering reserves the right to stop work on any project that does not have a current payment status. After thirty days, a 1.5% per month service charge will be accrued and billed for. The terms of this proposal are good for sixty (60) days from the date contained herein.

Insurance

Carlton Engineering, Inc., currently carries general liability with auto coverage and professional liability insurance. Upon execution of a contract, any required certificates can be supplied to the client's office.

Re-Start

Should the project be put on hold for reasons outside of our control for a period of 4 months or more, Carlton reserves the right to renegotiate this contract.

CARLTON ENGINEERING, INC.
RATE SCHEDULE
FOR PROFESSIONAL SERVICES
January 1, 2014



PROFESSIONAL SERVICES

Hourly Rate

ENGINEERING SERVICES

Principal	\$228
Principal Engineer	\$200
Program Director	\$190
Senior Engineer	\$161
Senior Project Engineer	\$149
Project Engineer	\$134
Staff Engineer	\$127
Senior Project Manager	\$169
Project Manager III	\$157
Project Manager II	\$145
Project Manager I	\$130
Senior Staff E.I.T.	\$120
Staff E.I.T. II	\$112
Staff E.I.T. I	\$103
Senior Civil / Structural Engineering Technician	\$107
Civil / Structural Engineering Technician	\$95
Intern	\$78

FIELD QUALITY CONTROL SERVICES

Senior Special Inspector with equipment (Prevailing Wage)	\$132
Senior Special Inspector with equipment	\$110
Senior Special Inspector Tower Climb (Prevailing Wage)	\$175
Senior Special Inspector (Prevailing Wage)	\$118
Senior Special Inspector	\$103
Staff Special Inspector with equipment (Prevailing Wage)	\$115
Staff Special Inspector with equipment	\$91
Staff Special Inspector (Prevailing Wage)	\$107
Staff Special Inspector	\$88
Field Supervisor	\$134
Quality Assurance Manager	\$116
Quality Assurance ET	\$101
Senior Geotechnical Engineering Technician (Prevailing Wage)	\$105
Senior Geotechnical Engineering Technician	\$86
Geotechnical Engineering Technician (Prevailing Wage)	\$103
Geotechnical Engineering Technician	\$80
Senior Field Technician	\$87
Field Technician	\$78

CARLTON ENGINEERING, INC.
RATE SCHEDULE
FOR PROFESSIONAL SERVICES
January 1, 2014



PROFESSIONAL SERVICES

Hourly Rate

SURVEYING SERVICES

Principal Land Surveyor	\$200
Land Surveyor Specialist	\$200
Senior Land Surveyor	\$178
Senior Project Land Surveyor	\$150
Project Land Surveyor	\$139
Senior Staff L.S.I.T.	\$120
Senior Survey Technician	\$100
Staff L.S.I.T.	\$95
Survey Technician	\$90
One Man Survey Crew	\$155
One Man Survey Crew (Prevailing Wage high)	\$210
One Man Survey Crew (Prevailing Wage low)	\$165
Two Man Survey Crew	\$210
Two Man Survey Crew (Prevailing Wage high)	\$245
Two Man Survey Crew (Prevailing Wage low)	\$210
Three Man Survey Crew	\$276
Three Man Survey Crew (Prevailing Wage high)	\$343
Three Man Survey Crew (Prevailing Wage low)	\$276

SUPPORT SERVICES

Senior Draftsperson	\$95
Staff Draftsperson	\$83
Junior Draftsperson	\$78
Clerical	\$62
Expert Witness	\$390
Litigation Support	\$258
Overtime after 8 hours but less than 12 hours in a day	1.4 x Hourly Rate
Saturday work	1.4 x Hourly Rate
Overtime after 12 hours in a day	1.8 x Hourly Rate
Sunday and Holiday work	1.8 x Hourly Rate
Per Diem Rates in High Cost Cities	\$225 per Day
Per Diem Rates in Low Cost Cities	\$150 per Day
Travel Expenditures and Reimbursables	Cost + 15%
Survey Travel	\$48 per Hour
Mileage	\$0.55 per Mile
Reprographics: Bond Copies	\$0.26 per SqFt
Reprographics: Mylar Plots	\$4 per SqFt
Reprographics: Color Plots	\$4 per SqFt

*****Rates effective January 1, 2014*****

AGREEMENT FOR PROFESSIONAL SERVICES

AGREEMENT entered into at Rancho Cordova, CA made on **February 11th, 2014**, by and between

El Dorado Hills County Water District

hereinafter called "CLIENT", and Cooper, Thorne & Associates, Inc., hereinafter called "CONSULTANT".

Client intends to:

Prepare & process Boundary Maps for Latrobe Fire Protection District reorganization and annexation to El Dorado Hills County Water District hereinafter called "PROJECT".

The present record owner is:

N/A

The Lender is (if none, state below):

N/A

CLIENT and CONSULTANT for mutual consideration hereinafter set forth, agree as follows:

A. CONSULTANT agrees to perform the following services:

As set forth in Proposal dated **02/11/14**, attached hereto and made a part hereof.

B. CLIENT agrees to compensate consultant for such services as follows:

As set forth in Proposal dated **02/11/14**, attached hereto and made a part hereof.

C. *CLIENT HAS READ AND UNDERSTANDS all the Standard Provisions of Agreement set forth on the reverse side hereof, and all exhibits attached hereto, and hereby agrees that the same are part of this agreement and shall be binding on the CLIENT.*

D. *CLIENT and CONSULTANT agree that the late payment charge provided for in Paragraph 33 of the Standard Provisions of Agreement set forth on the reverse side hereof, shall be one and one-half percent (1½%) per month on the unpaid balance.*

IN WITNESS WHEREOF, the parties hereto have accepted, made and executed this agreement upon the terms, conditions and provisions above stated, the day and year first above written.

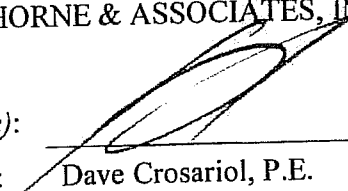
CONSULTANT:

CLIENT:

COOPER, THORNE & ASSOCIATES, INC.

El Dorado Hills County Water District

By (signature):


 Name (print): Dave Crosariol, P.E.
 Title: President

By (signature):

Name (print):

Title:

See Reverse Side

STANDARD PROVISIONS OF AGREEMENT

Client and consultant agree that the following provisions shall be part of their agreement.

1. This agreement shall be binding upon the heirs, executors, administrators, successors and assigns of client and consultant.
2. This agreement shall not be assigned by either client or consultant without the prior written consent of the other.
3. This agreement contains the entire agreement between client and consultant relating to the project and the provision of services to the project. Any prior agreements, promises, negotiations or representations not expressly set forth in this agreement are of no force or effect. Subsequent modifications to this agreement shall be in writing and signed by both client and consultant.
4. Consultant's waiver of any term, condition, or covenant, or breach of any term, condition, or covenant, shall not constitute the waiver of any other term, condition, or covenant, or the breach of any other term, condition, or covenant.
5. If any term, condition, or covenant of this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this agreement shall be valid and binding on client and consultant.
6. Consultant is not responsible for delay caused by activities or factors beyond consultant's reasonable control, including but not limited to, delays by reason of strikes, lockouts, work slowdowns or stoppages, accidents, acts of God, failure of client to furnish timely information or approve or disapprove consultant's work promptly, faulty performance by client or other contractors or governmental agencies. When such delays beyond consultant's reasonable control occur, client agrees consultant is not responsible in damages nor shall consultant be deemed to be in default of this agreement.
7. Consultant shall not be liable for damages resulting from the actions or inactions of governmental agencies including, but not limited to, permit processing, environmental impact reports, dedications, general plans and amendments thereto, zoning matters, annexations or consolidations, use or conditional use permits, and building permits.
8. Consultant shall only act as an advisor in all governmental relations.
9. If client institutes a lawsuit against consultant for any alleged negligence, error, omission or other failure to perform, and if client fails to obtain a judgment in client's favor, or if the lawsuit is dismissed, or if judgment is rendered for consultant, client agrees to pay consultant all costs of defense, including attorneys' fees, expert witness fees, court costs and any and all other expenses of defense. Such payment shall be made immediately following dismissal of the case or upon entry of judgment.
10. If any action at law or equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this agreement, the prevailing party shall be entitled to reasonable attorneys' fees, which fees may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which he may be entitled.
11. Client agrees that in the event client institutes litigation to enforce or interpret the provisions of this agreement, such litigation is to be brought and adjudicated in the appropriate court in the county in which consultant's principal place of business is located, and client waives the right to bring, try or remove such litigation to any other county or judicial district.
12. All original papers, documents, drawings and other work product of consultant, and copies thereof, produced by consultant pursuant to this agreement, except documents which are required to be filed with public agencies, shall remain the property of consultant and may be used by consultant without the consent of client.
13. All services provided pursuant to this agreement may be used by client only for the project described on the face hereof.
14. Client and consultant agree to cooperate with each other in every way on the project.
15. Upon written request, client and consultant shall execute and deliver, or cause to be executed and delivered, such additional instruments and documents which are necessary to perform the terms of this agreement.
16. This agreement shall not be construed to alter, affect or waive any lien or stop notice rights which consultant may have for the performance of services pursuant to this agreement.
17. If payment for consultant's services is to be made on behalf of client by a third-party lender, client agrees that consultant shall not be required to indemnify the third-party lender, in the form of an endorsement or otherwise, as a condition of receiving payment for services.
18. Consultant makes no representation concerning the estimated quantities and cost figures made in connection with maps, plans, specifications, or drawings other than that all such figures are estimates only and consultant shall not be responsible for fluctuations in cost factors.
19. Consultant does not guarantee the completion or quality of performance of contract or the completion or quality of performance of contracts by the construction contractor or contractors, or other third parties, nor is he responsible for their acts or omissions.
20. Consultant makes no warranty, either expressed or implied, as to his findings, recommendations, specifications, or professional advice except that the work was performed pursuant to generally accepted standards of practice in effect at the time of performance.
21. Consultant makes no representations concerning soil conditions unless specifically included in writing in this agreement, and he is not responsible for any liability that may arise out of the making or failure to make soil surveys, or sub-surface soil tests, or general soil testing.
22. Estimates of areas provided under this agreement are not to be considered precise unless consultant specifically agrees to provide the precise determination of such areas.
23. In the event that changes are made in the plans and specifications by client or by any other person other than consultant, which changes affect consultant's work, any and all liability arising out of or resulting from such changes is waived by client against consultant, and client assumes full responsibility and liability for such changes unless client gives consultant prior written notice of such changes and consultant consents in writing to such changes. Client agrees to indemnify consultant against any and all liability, loss, costs, damages, fees of attorneys and other expenses which consultant may sustain or incur as a result of such unconsented changes.
24. Client agrees not to use or permit any other person to use plans, drawings, or other documents prepared by consultant, which plans, drawings, or other documents are not signed by consultant. Client agrees to be liable and responsible for any such use of unsigned plans, drawings, or other documents not signed by consultant and waives liability against consultant for their use.
25. Consultant has a right to complete all services agreed to be rendered pursuant to this contract. In the event this agreement is terminated before the completion of all services, unless consultant is responsible for such early termination, client agrees to release consultant from all liability for work performed.
26. If client fails to pay consultant within thirty (30) days after invoices are rendered, client agrees consultant shall have the right to consider such default in payment a material breach of this entire agreement, and upon written notice, the duties, obligations, and responsibilities of consultant under this agreement are terminated. In such event, client shall promptly pay consultant for all fees, charges, and services provided by consultant.
27. Client agrees that consultant will not perform on-site construction review for this project unless specifically provided for in this agreement, that such services will be performed by others, and that the client will defend, indemnify, and hold consultant harmless from any and all liability arising from or resulting from the performance of construction review by other persons.
28. Client agrees that in accordance with generally accepted construction practices, construction contractor will be required to assume sole and complete responsibility for job site conditions during the course of construction of the project, including safety of all persons and property; that this requirement shall be made to apply continuously and not be limited to normal working hours, and client further agrees to defend, indemnify and hold consultant harmless from any and all liability, real or alleged, in connection with the performance of work on this project, excepting liability arising from the sole negligence of consultant.
29. Client agrees to limit consultant's liability to client and to all contractors and subcontractors on the project, due to professional negligence, acts, errors or omissions of consultant, to the sum of \$50,000 or consultant's fee, whichever is greater.
30. Client agrees to purchase and maintain, during the course of construction, builder's risk "all-risk" insurance which will name consultant as an additional insured as their interest may appear.
31. All fees and other charges will be billed monthly and shall be due at the time of billing unless otherwise specified in this agreement.
32. Client agrees that the periodic billings from consultant to client are correct, conclusive, and binding on client unless client within ten (10) days from the date of receipt of such billing, notifies consultant in writing of alleged inaccuracies, discrepancies, or errors in the billing.
33. Client agrees to pay a late payment charge which will be computed at the periodic rate specified on the front hereof and will be applied to any unpaid balance commencing thirty (30) days after the date of the original billing.
34. If consultant, pursuant to this agreement, produces plans, specifications, or other documents and/or performs field work, and such plans, specifications, and other documents and/or field work are required by one or more governmental agency, and one or more such governmental agency changes its ordinances, policies, procedures or requirements after the date of this agreement, any additional office or field work thereby required shall be paid for by client as extra work.
35. In the event of any increased costs due to the granting of wage increases and/or other employee benefits to field or office employees due to the terms of any labor agreement, or rise in the cost of living, during the lifetime of this agreement, such percentage increase shall be applied to all remaining compensation.
36. Client agrees that if client requests incidental services not specified pursuant to Paragraph A on the front hereof, client agrees to pay for all such incidental services as extra work.
37. In the event that any staking is destroyed, damaged, or disturbed by an act of God or parties other than consultant, the cost of restaking shall be paid for by client as extra work.
38. Client shall pay the costs of checking and inspection fees, zoning and annexation application fees, assessment fees, soils engineering fees, soils testing fees, aerial topography fees, and all other fees, permits, bond premiums, title company charges, blueprints, and reproductions, and all other charges not specifically covered by the terms of this agreement.
39. In the event all or any portion of the work prepared or partially prepared by consultant be suspended, abandoned, or terminated, client shall pay consultant for all fees, charges, and services provided for the project, not to exceed any contract limit specified herein.
40. This agreement shall be governed by and construed in accordance with the laws of the State of California.

**Scope of Services
Civil Engineering Services and Surveying Services
For Latrobe Fire Protection District Reorganization
El Dorado County**

I. SCOPE OF SERVICES AND FEES:

- A. LAFCO Annexation to El Dorado County Water District Fee: \$8,000
1. Prepare LAFCO exhibit maps to Board of Equalization Standards
 2. Prepare legal description of the boundary for LAFCO application
 3. Submit to the County Surveyor's office
- B. Process project through LAFCO T&M Est. Cost: \$1,000
1. Coordination with LAFCO and County Surveyor
 2. Respond to comment

II. CLIENT RESPONSIBILITIES

- A. Agency Fees
B. Title Services

III. ADDITIONAL SERVICES

Any additional services requested by the Client and/or resulting from a change in the SCOPE OF SERVICES will be performed on a time and materials basis per the attached Hourly Rates & Billing Policy dated, February 1, 2013, attached hereto or, at a separately negotiated fee.

IV. REPRODUCTION, PRINTING & DELIVERIES

Reproduction cost and delivery expenses are reimbursable. In-house prints and deliveries shall be billed at cost. Outside print, reproduction and delivery cost shall be billed at actual cost plus ten percent (10%).

V. BILLINGS

Clients shall be billed monthly for the percent of contract work completed. Invoices not paid within thirty (30) days are subject to a service charge of one and one-half percent (1½ %) per month.

**Scope of Services
Civil Engineering Services and Surveying Services
For Latrobe Fire Protection District Reorganization
El Dorado County**

OS

I. SCOPE OF SERVICES AND FEES:

~~\$6,800~~
Fee: ~~\$8,000~~

- A. LAFCO Annexation to El Dorado County Water District
 - 1. Prepare LAFCO exhibit maps to Board of Equalization Standards
 - 2. Prepare legal description of the boundary for LAFCO application
 - 3. Submit to the County Surveyor's office

- B. Process project through LAFCO
 - 1. Coordination with LAFCO and County Surveyor
 - 2. Respond to comment

T&M Est. Cost: \$1,000

\$1,200 OS

II. CLIENT RESPONSIBILITIES

- A. Agency Fees
- B. Title Services

III. ADDITIONAL SERVICES

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V. BILLINGS

Clients shall be billed monthly for the percent of contract work completed. Invoices not paid within thirty (30) days are subject to a service charge of one and one-half percent (1½ %) per month.



HOURLY RATES & BILLING POLICY

Effective February 1, 2013, the following hourly rates will be charged for services rendered:

<u>OFFICE</u>	<u>RATE</u>	<u>FIELD</u>	<u>RATE</u>
Principal	\$165.00	Licensed Surveyor	\$135.00
Project Manager	150.00	Field Supervisor	125.00
Licensed Surveyor	135.00	One Person Survey Crew	135.00
Project Engineer	125.00	Two Person Survey Crew	210.00
Planner	125.00		
Engineer 1	115.00	Three Person Survey Crew	285.00
Engineer 2	95.00		
Office Surveyor	115.00		
Survey Technician	95.00		
Cadd Operator 1	95.00		
Cadd Operator 2	85.00		
Project Assistant	85.00		
Clerical/Printing/Deliveries	45.00		

All outside and subcontracted services are billed at our cost plus ten percent (10%). All travel expenses such as lodging, meals and transportation will be charged at cost. Travel in company vehicles will be charged at \$.50 per mile beyond a 40mile radius.

Cost of normal survey stakes and other field supplies are included in the above rates. Special type monuments will be charged at cost.

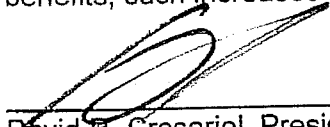
Reproduction expenses will be charged at our cost plus ten percent (10%).

Filing and checking fees and other outside charges are to be paid directly by the Client.

Billings will be monthly. Invoices are due and payable upon presentation. Interest at the rate of 1½% per month, commencing 30 days after invoice date, will be charged on delinquent accounts.

Cooper, Thorne & Associates, Inc., shall have the right to curtail any work on a project 30 days after invoices are due and payable, subject to five days written notice.

In the event of any increases in costs, due to the granting of wage increases and/or other employee benefits, such increases shall be adjusted proportionately to all hourly rates.



 David R. Crosariol, President