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Via Email

November 13, 2020

Mr. Dan Santoro, AICP
Deputy Township Manager
Cranberry Township
2525 Rochester Road
Cranberry Township, Pennsylvania 16066

**Re: Proposal for Municipal Campus Planning
Civil Engineering Services
Cranberry Township, Butler County, Pennsylvania**

Dear Mr. Santoro,

Herbert, Rowland & Grubic, Inc. (HRG) is pleased to submit the following AGREEMENT to provide civil engineering and landscape architecture services in response to your request for proposal for the above referenced project.

GENERAL PROJECT DESCRIPTION

HRG understands that Cranberry Township (Township) is considering significant site improvements at the existing municipal campus. Based on our conversation with Township staff, the improvements are being driven by the vision to convert the area at the “front” of the Township Building into a grand civil space. In order to accomplish this vision, a number of considerations will need to be evaluated and design decision made to account for the loss of the existing parking and drop-off area. These accommodations will need to be relocated to other areas within the existing campus.

In order to achieve this vision, several initial tasks will be required. The first task will be to conduct an analysis of the existing stormwater management facilities on the campus. Specifically, it must be determined if the existing stormwater facilities can be retrofitted to manage the additional stormwater runoff generated from the proposed improvements. In short, if the Township can utilize the existing stormwater management footprint, significant infrastructure investment can be used on civic space improvement and not expensive underground detention. Our initial approach would be to determine how much additional capacity can be achieved with the existing basins to guide the planning and design efforts in the front of the building.

HRG's team of landscape architects and engineers will facilitate a master planning process and will work closely with Township staff to achieve a plan that details the vision for the new municipal campus. As discussed, there are several key aspects of the master plan that are critical to the Township. These include the grand civil space, rehabilitation of the rear parking area and the development of a new parking area to the east of the existing municipal building. We understand that through this planning process, the Township will inform the phasing of the proposed improvements.

Once the master planning process is complete, we understand that the first phase of improvements will be to rehabilitate the rear parking area. As discussed, the engineering services necessary to design, obtain relevant permits and bid the project are included within this scope of services.

The following Scope of Services includes the design and planning services associated with the initial stormwater analysis, facilitation of a campus master plan, design and bidding to rehabilitate the rear parking area. For estimating purposes, we have provided scope and estimated fees associated with the design and permitting services we anticipate will be required for the proposed civil space and the parking facilities on the eastern portion of the campus. Our proposal reflects the following phases of work:

- Phase I** Topographic survey of the stormwater area and stormwater analysis
- Phase II** Campus master plan
- Phase III** Topographic and site facilities survey for municipal campus
- Phase IV** Engineering design and construction documents for the rehabilitation of the rear parking lot
- Phase V** Survey, engineering design, NPDES permitting and construction documents for the civic space and eastern parking area improvements

SCOPE OF SERVICES - Refer to Exhibit 1

COMPENSATION

We propose to complete this work, identified in Exhibit 1, for a fee range from **\$144,125.00 – \$160,725.00**. Each section is broken out within Exhibit 1. The work will be subject to the attached General Conditions, Exhibit 2. Our policy is to render invoices monthly based on the percentage of completion. Although HRG is committed to providing services for permitting and review phases of the Project, no warranties or guarantees are given, expressed, implied, or otherwise suggested relative to the authorities having jurisdiction. Finally, HRG reserves the right to modify this scope of work and associated costs, with your concurrence, if site conditions differ substantially from those described herein.

Proposed Lump Sum Fees

Phase I - Survey and Analysis of Existing Stormwater Facilities	\$11,375
Phase II - Campus Master Plan	\$ 21,850
Phase III - Site Survey of Municipal Campus	\$ 14,350
Phase IV - Rear Parking Lot Design and Construction Docs	\$ 26,650

Proposed Time and Material Estimated Fees

Phase V - Civic Space and Eastern Parking Lot Design/Permitting	\$ 69,900 to \$86,500
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COMPLETION

The CLIENT and HRG agree that they will endeavor to complete the outlined services within a reasonable time frame based on a project schedule that will be established after your execution of this AGREEMENT. The project schedule will take into consideration the permitting process and potential funding sources.

AUTHORIZATION

We have developed this AGREEMENT specifically with your project needs in mind. To execute this AGREEMENT and indicate your acceptance of these terms, and authorize the work to begin, please sign the CLIENT acceptance below and return a copy to our office.

This AGREEMENT and all attachments constitute an offer to enter into a contract with you. By having an authorized individual execute this AGREEMENT, you agree that you have read and understand this proposed AGREEMENT and all of its attached Exhibits and that you agree to all of the terms.

This AGREEMENT shall remain open and may be accepted by the CLIENT for thirty (30) days from the above date. Acceptance of the AGREEMENT after the end of the 30-day period shall be valid only if HRG elects, in writing, to reaffirm the AGREEMENT and waive its right to reevaluate and resubmit the AGREEMENT.

If you have any questions concerning our AGREEMENT, including the attached exhibits, please feel free to contact me to discuss them in greater detail. We appreciate the opportunity to provide you with professional services in this capacity and look forward to working with you on this project.

Very truly yours,

APPROVED BY:

HERBERT, ROWLAND & GRUBIC, INC.



James A. Feath, R.L.A.
Assistant Vice President

Anna Hatten, R.L.A.
Team Leader | Civil

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Enclosures

ACCEPTED BY:

CLIENT - CRANBERRY TOWNSHIP	TITLE	DATE
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Proprietary Notice

This AGREEMENT contains proprietary information regarding Herbert, Rowland & Grubic, Inc. and is a work product containing business sensitive materials. This AGREEMENT was prepared in response to your request for your specific project and no portion of this AGREEMENT may be shared with any other party.

EXHIBIT 1 SCOPE OF SERVICES

In order to meet your needs as outlined in the above paragraph, HRG proposes the following scope of services:

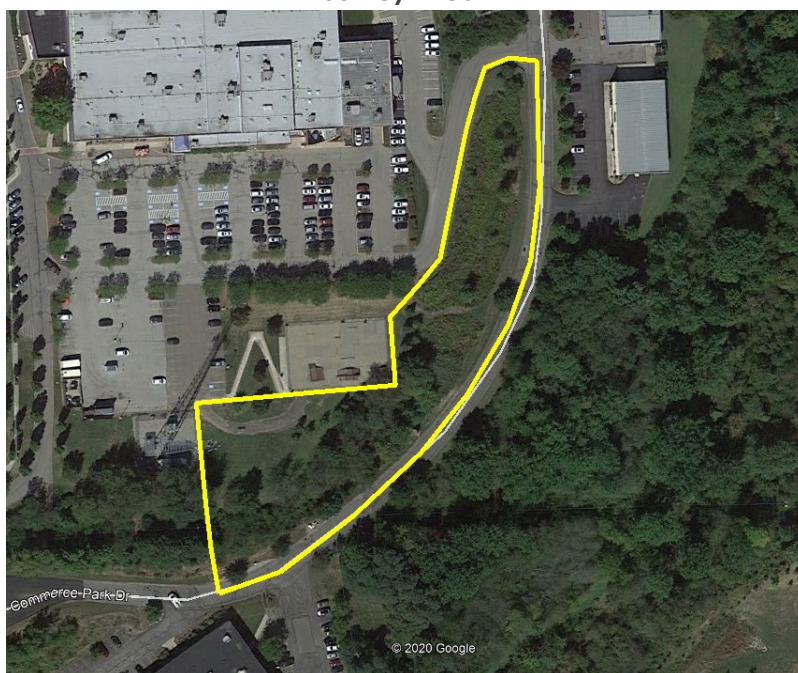
Phase I – Survey and Analysis of Existing Stormwater Facilities

A. TOPOGRAPHIC SURVEY

In order to analyze the existing stormwater facilities on site and prepare accurate calculations to maximize future improvements, a proper survey of the stormwater area must be completed. Our team will conduct the necessary field data collection and mapping needed to prepare an accurate representation of the existing stormwater facilities. A plan will be prepared to a scale appropriate to produce a stormwater exhibit to support the analysis. Topography will be collected to yield a base map with one-foot contours. Further, all visible utilities and all underground utilities (as marked via the PA One Call utility marking process) will be collected and mapped. This scope assumes that the Title will be provided by the Owner.

1. A PA One-Call for design will be placed and information provided by the notified and respondent utility companies will be included in the base map. The information that is supplied in non-CAD format will be applied to the survey base map based on visible located structures. No underground locations shall be verified as part of this survey effort.
2. Perform a topographic survey of the area identified as Phase I, being an area of approximately 2.0 acres.
3. A final survey plan shall be drafted in AutoCAD format at a suitable scale for showing all the pertinent survey data. The survey will horizontally reference the North American Datum of 1983 (NAD83), Pennsylvania State Plane Coordinate System, South Zone and vertically reference the North American Vertical Datum of 1988 (NAVD 88).

Survey Area I



B. STORMWATER ANALYSIS

HRG believes that the stormwater analysis will help clarify the project program and allow the Township to define the extents of the municipal campus improvements.

1. HRG will hold a kick-off meeting with the Township to discuss the critical success factors for the project. HRG will walk the study area with the Township to ensure that we thoroughly understand the existing stormwater alignment and to identify potential project constraints. HRG will work with the Township to clarify the level of stormwater requirements that the Township wants to design.
2. For the purpose of this proposal, it is assumed that the Township will provide any available stormwater reports, stormwater and utility mapping available for the site.
3. Stormwater hydrology calculations will be completed for the study area utilizing TR-55 methodology to determine maximum capacity for the exiting stormwater facilities. For the purpose of this proposal, it is assumed that the planned conveyance system will be sized utilizing the 10-yr design storm.
4. After completion, HRG will compile the information into a simplified design memorandum that will highlight the following information:
 - a. Existing stormwater detention capacity for the current impervious area
 - b. Potential stormwater detention capacity with a maximum impervious land cover.
 - c. Preliminary grading and outlet structure design
 - d. Conveyance system expansion
 - e. Potential Permit Requirements
 - f. Potential utility conflicts/relocations
 - g. Planning level cost estimates
5. HRG will present the study findings and reports to Township staff for final review.

Phase II - Campus Master Plan

HRG's team will facilitate a master planning process with key stakeholders from Cranberry Township. The intent of this process is to create a cohesive and unified vision for the short and long-term build out of the Township's municipal campus. Specifically, the process will focus on creating a civic space between Rochester Road and the face of the existing municipal building that is pedestrian focused. To facilitate this vision, the existing uses of this area (parking, drop off area, gardens, etc.) must be planned to be relocated to new locations on the campus. As such, these facilities will provide the opportunity to explore new opportunities and development schemes for the municipal campus. In order to reach this end, HRG proposes the following:

1. HRG's team will facilitate a kick-off meeting with select Township stakeholders. We anticipate this will be a two-hour long meeting where we can introduce the projects and identify key opportunities, set project expectation and desired outcomes of the planning process.
2. Based on the direction and input provided at the kick-off meeting, HRG will prepare up to two (2) schematic plan alternatives for the campus. Our team will present these schematics to the stakeholders as a second meeting. At this meeting, we anticipate engaging in a charette style meeting affording the stakeholders the opportunity to engage in a real time exercise to vision the campus. This process will start by dissecting the two (2) prepared schematics and building on these to create a unified set of ideas.
3. Using the charette ideas, we will put this into a final plan format for review.

4. Once a draft master plan has been prepared and approved by the Township, our team will prepare a phased implementation plan. The implementation plan will identify projects and the order in which projects may be planned, budgeted and implemented moving forward into future capital budgeting cycles. In addition, estimates of probable cost will be prepared to follow the phasing of each respective project.
5. The final deliverables will include a color rendered site master plan, phasing plan and cost estimates. These documents will be provided to the Township in a digital format as PDF documents.

Phase III - Topographic Survey & Boundary Determination

For the large Municipal Campus planning effort, a full survey will be necessary. HRG will provide Professional Land Surveying Services in compliance with the Manual of Practice for Professional Land Surveyors in the Commonwealth of Pennsylvania.

1. Perform a topographic survey of the area identified as Phase II, being an area of approximately 10.0 acres.
2. A PA One-Call for design will be placed and information provided by the notified and respondent utility companies will be included in the base map. The information that is supplied in non-CAD format will be applied to the survey base map based on visible located structures. No underground locations shall be verified as part of this survey effort.
3. A final survey plan shall be drafted in AutoCAD format at a suitable scale for showing all the pertinent survey data.
4. Deed research will be limited to the public records located within the Butler County system that would include deeds, plats and available surveys. This does not include any title review of the subject, or adjoining parcels for easements or encumbrances that may affect the boundary survey. It is suggested that the client retain the services of a title insurance provider to complete a title review of the subject parcels.
5. It is assumed the boundary for the property will be determined and utilized only in a digital format for planning purposes. A boundary survey plat or description of property shall not be prepared under this agreement.
6. HRG will not establish boundary markers as part of this proposal.



Survey Area II

Phase IV - Existing Parking Lot Realignment

Based on conversations with Township staff, HRG will realign the parking lot with site improvements to maximize the parking in the rear of the municipal center. These improvements will include stormwater conveyance that will be coordinated with the stormwater analysis.

A. PRELIMINARY DESIGN

1. HRG will coordinate a group design meeting, which will allow all parties to collaborate and determine design strategies and critical criteria before moving into plan production. The result of this meeting shall provide a conceptual plan diagram.
2. HRG will prepare one (1) plan showing the existing building and associated site improvements, including pedestrian circulation, parking layouts and stormwater conveyance.
3. Preliminary grading will evaluate general topography, slopes and high/low points to confirm perimeter tie-ins and determine if there are any challenges created by the topography.

B. CONSTRUCTION DOCUMENTS

1. HRG will prepare a Construction Plan Set that will include information needed to bid and construct the proposed site improvements. The plans will be prepared to a size, scale, and level of detail necessary to clearly communicate the design intent and will be prepared in AutoCAD format. The Construction Plan Set will consist of the following general format:
 - > Title Sheet
 - > Existing Conditions Plan
 - > Site Layout Plan
 - > Grading and Drainage Plan
 - > Landscape Plan
 - > Lighting/Electrical Plan
 - > Profile Sheets (Storm Sewers)
 - > Erosion and Sedimentation Control Plan
 - > Post Construction Stormwater Management Plan
 - > Construction Details

It is assumed that all plans will be prepared to a size 24" x 36" using AutoCAD Civil 3D format.

2. HRG will coordinate with utility companies, for initial serviceability coordination. We do not anticipate any impacts with existing utilities that will result in permitting or design to relocate, change or modify in any way existing utilities.
3. HRG will prepare a lighting and electrical plan to include electrical service for site lighting. We have assumed that site lighting will be limited to security lighting in the parking lot.
4. Attend municipal/governmental review meetings as required for completion of the project. We have assumed a total of five (5) meetings will be required through the design of the project.

C. BIDDING

Once the construction documents are complete, HRG will work with Township staff to advance the project through the bidding process. To assist in this effort, HRG will provide the following services:

1. A construction cost estimate will be generated based on estimated quantities from the design drawings. Unit cost values will be based on best-available sources (e.g., manufacturer information and recent bid knowledge). Costs will be in 2020 dollars.
2. Project Manual and Bid Materials – We understand that the Township's Engineering Department will be responsible for preparing the project manual. HRG will supply technical specifications, in a digital format, to the Township for use in preparing the project manual.
3. Respond to Requests for Information – During the bidding process, if any bidders submit written questions, HRG will prepare responses to the technical questions and distribute the responses to bidders.

Construction phase services have not been included as a part of this scope. If the Township wishes to engage HRG through the construction phase, we will provide a written proposal for additional services.

Phase V – Civic Space and Eastern Parking Area Improvements

Based on conversation with Township staff, we understand that the services associated with Phase IV are on a long-term schedule and that the details and extent of proposed site improvements to be designed and permitted are not fully understood at this time. As such, we are providing the following scope and associated fee as a place-holder for purposes of budgeting. We anticipate providing the Township with a refined scope and a final lump sum fee prior to embarking on this phase of services. Based on our preliminary conversation, the following scope of services are the minimum required to complete the project as understood today:

A. PRELIMINARY DESIGN

Based on the site layout developed through the master planning phase, our team will advance the master plan elements into a detailed preliminary engineered design. Informing the design will be the results of the Phase I stormwater analysis. This data will allow our team to quantify the proposed impervious cover that can be added to the site without additional stormwater facilities. This will allow HRG to layout the proposed public space in front of the municipal center and additional parking along the east side of the site.

In order to bring this project to construction, we propose the following tasks:

1. HRG will prepare Preliminary Plans for submission to, and review by, Cranberry Township. The Plans will consist of the following general format:
 - > Title Sheet
 - > Note Sheets
 - > Existing Topographic Survey Plan
 - > Site Layout Plan
 - > Grading Plan
 - > Stormwater Plan
 - > Utility Plan
 - > Erosion and Sedimentation (E&S) Pollution Control Plan
 - > Site Landscape Plan
 - > Profile Sheets (Storm Sewers and Sanitary Sewers)
 - > Detail Sheets
2. All plans will be prepared to a size, scale, and level of detail that meet the ordinance requirements and will be prepared in AutoCAD format.

3. HRG will coordinate with area utilities to include their system extension design requirements into the plans for this project.

B. WETLAND PRESENCE/ABSENCE

HRG will perform a Wetland Absence/Presence Investigation for the subject site.

1. Prior to the field investigation, HRG will investigate background data including, NWI Mapping, aerial photography and the Butler County Soil Survey.
2. The entire site will be investigated for the purpose of identifying any wetlands with special attention given to low laying areas and/or areas of poorly drained and hydric soils, as per the soil survey. The routine method will be used in accordance with the 1987 Army Corps of Engineers Wetland Delineation Manual and applicable Regional Supplements. To identify a wetland using the Corps' procedures, an area must exhibit hydric soils, wetland hydrology and a predominance of hydrophytic vegetation.
3. HRG will prepare a memorandum outlining the results of the wetland absence/presence investigation. No wetland delineation or wetland report are included in this scope.

C. STORMWATER MANAGEMENT AND NPDES PERMIT

HRG will prepare the following engineering reports and submittals as required for design and approval for the project:

1. Stormwater Management/Storm System Design Report - Compliance with the Township's Stormwater Management regulations will require the design of an on-site stormwater management facility to release runoff from the site at the appropriate discharge rate. Calculations performed during design will be compiled into a Final Stormwater Management Report that will be submitted to the Township engineer for review. Additionally, all design calculations associated with the storm sewer conveyance system will be included within this report.

We have assumed that one (1) adequate stormwater discharge point is available. This proposal does not include the design of an offsite stormwater conveyance system.

2. NPDES Permitting – It is anticipated that the limit of work will exceed an acre of earth disturbance and as such a General NPDES will be required. HRG will complete the tasks necessary to obtain the NPDES permit. The following tasks will be required:
 - a. HRG will complete a PNDI clearance review for the project area. It has been assumed that the proposed project improvements will not impact any threatened or endangered species or habitat and as such no additional clearances will be required. Should an impact be determined by the PNDI process, HRG will notify the Township immediately and will jointly chart a plan to address and satisfy the identified impact.
 - b. Soil Erosion and Sedimentation Control Plan and Report – will be prepared in accordance with the Rules and Regulations of the Pennsylvania Department of Environmental Protection (PADEP) for submission to and review by the County Conservation District. This report will provide such details as project description, construction sequence, and soil erosion and sedimentation control notes for this specific project. In addition, all calculations required for the design of the Best Management Practices (BMPs) and related construction details will be included within the report. Plans will consist of the following general format:

- > Soil Erosion and Sedimentation Control Site Plan
 - > Soil Erosion and Sedimentation Control Narrative Plan
 - > Soil Erosion and Sedimentation Control Construction Details
- c. Post Construction Stormwater Management Plan and Report – will be prepared and incorporated into the site design. This work will include the analysis and design of Post-Construction BMPs to address stormwater volume and quality, as required by the PADEP NPDES Phase II Permitting. A Supplemental Report will be prepared with corresponding calculations.
- d. It should be noted that as part of the design techniques necessary to address water quality, it will be necessary to perform soil infiltration test pits at certain locations on the site to determine the infiltration rates of existing soils. HRG will conduct two (2) infiltration tests and have assumed that the Township will dig the pits needed to complete the infiltration test and conduct any site restoration. We further assume that the Township will provide a water source during testing.

D. CONSTRUCTION DOCUMENTS

1. HRG will prepare a Construction Plan Set that will include information needed to bid and construct the proposed site improvements. The plans will be prepared to a size, scale, and level of detail necessary to clearly communicate the design intent and will be prepared in AutoCAD format. The Construction Plan Set will consist of the following general format:
- > Title Sheet
 - > Existing Conditions Plan
 - > Site Layout Plan
 - > Grading and Drainage Plan
 - > Landscape Plan
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 - > Construction Details

It is assumed that all plans will be prepared to a size 24" x 36" using AutoCAD Civil 3D format.

2. HRG will coordinate with utility companies, for initial serviceability coordination. We do not anticipate any impacts with existing utilities that will result in permitting or design to relocate, change or modify in any way existing utilities.
3. HRG will prepare a lighting and electrical plan to include electrical service for site lighting. We have assumed that site lighting will be limited to security lighting in the parking lot.
4. Attend municipal/governmental review meetings as required for completion of the project. We have assumed a total of five (5) meetings will be required through the design of the project.

E. BIDDING

Once the construction documents are complete, HRG will work with Township staff to advance the project through the bidding process. To assist in this effort, HRG will provide the following services:

1. A construction cost estimate will be generated based on estimated quantities from the design drawings. Unit cost values will be based on best-available sources (e.g., manufacturer information and recent bid knowledge). Costs will be in 2020 dollars.

2. Project Manual and Bid Materials – We understand that the Township's Engineering Department will be responsible for preparing the project manual. HRG will supply technical specifications, in a digital format, to the Township for use in preparing the project manual.
3. Respond to Requests for Information – During the bidding process, if any bidders submit written questions, HRG will prepare responses to the technical questions and distribute the responses to bidders.

Construction phase services have not been included as a part of this scope. If the Township wishes to engage HRG through the construction phase, we will provide a written proposal for additional services.

CONDITIONS AND ASSUMPTIONS

1. HRG assumes that all fees incurred during the submission and review of materials by any regulatory agencies will be the responsibility of the Township.
2. HRG will endeavor to grade the site so that the earthwork will balance; however, many factors outside of HRG's control determine whether the site will actually balance during construction. These include, but are not limited to: soil/rock conditions, construction sequence, depth and type of foundations, etc. HRG makes no guarantee that the site will balance during construction. If additional studies are requested to optimize earthwork, HRG can provide as an additional service.
3. HRG will assist to locate retaining walls on the site plan for grading and layout coordination, as well as advise on retaining wall types, however, structural design of site walls is not included in the scope. The Owner should consult with a third party for certified retaining wall designs.

EXHIBIT 2 GENERAL CONDITIONS

1. INTENT. These General Conditions set forth the terms and conditions of the contract to which they are attached. These conditions are applicable to that contract and control absent language to the contrary in the contract.
2. LEGAL EFFECT. The terms of this AGREEMENT are legally binding and have legal consequences. Both HRG and CLIENT have had legal counsel review this AGREEMENT or understand that they have the right to have legal counsel review this AGREEMENT and have chosen not to do so. This AGREEMENT is fully integrated and no promises, representations or other statements made by either Party prior to the date of this AGREEMENT are binding upon either party or may be used for any purpose whatsoever.
3. PERFORMANCE OF PROFESSIONAL SERVICES. The services that HRG will provide on this Project are Professional Services subject to the ordinary Standard of Care applicable to Professionals practicing in the project area at the time these services are provided. There are no warranties or guarantees in any respect. CLIENT recognizes that HRG's Professional Services may be provided in part by Sub-consultants of HRG's choice for whose Professional Services HRG assumes the same responsibility as if those services were performed by HRG. CLIENT recognizes that HRG may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and published technical standards.
4. NO DUTY TO SUPERVISE OR CONTROL CONSTRUCTION. If this AGREEMENT involves construction of a Project, the construction of the Project shall be under the sole direction, supervision and control of the Prime Contractor(s) and HRG shall have no duty or authority to assume direction, supervision or control of the work of any contractor. HRG shall have no responsibility or liability for acts, omissions or errors of any Contractor, Subcontractor or Supplier.
5. ASSIGNMENT. Neither HRG nor CLIENT shall assign their respective duties nor responsibilities under this AGREEMENT except by written supplement to this AGREEMENT or as either may be required to do so as a matter of law. Nothing in this Article contradicts the provisions of Article 3 permitting subcontracting of services by HRG as is appropriate.
6. TIME OF PERFORMANCE. HRG will perform its services in a reasonably timely manner unless there is a specific time for performance set forth in the AGREEMENT or Exhibit 1. If Construction Phase services are included in the scope, Construction Administration Services begin on the date a Notice to Proceed to the contractor (or date of award, depending on whether pre-construction services are included) is issued and terminates after the number of Contract Days identified as the contract term in the Construction Contract. If the Construction Contract is a multiple prime contract project, the time for HRG's performance shall be the number of contract days in the General Contract for Construction (alternately set forth the number of days). The compensation for HRG's services have been agreed to in anticipation of the orderly and continuous progression of the work. If the time of performance is exceeded through no fault of HRG, the compensation shall be subject to equitable adjustment.
7. CLIENT RESPONSIBILITIES. CLIENT agrees to cooperate with HRG in providing timely information and documentation as requested; access to the work site as necessary and prompt, complete and reasonable review of design or other documents requiring review and approval. Any required approvals shall not be unreasonably delayed or withheld.
8. DELAYS. CLIENT and HRG agree that delays in the performance of HRG's work which are caused by circumstances beyond the control of HRG shall operate to extend the time for HRG's performance. Unless CLIENT specifies, and HRG agrees in writing, to a specific time for performance, CLIENT waives any claim against HRG for damages caused or allegedly caused by delays in performance of this AGREEMENT by HRG.
9. PAPER DOCUMENTS. If the scope of services includes production of paper document deliverables, HRG will produce paper document deliverables in printed form at each stage of CLIENT's review solely for review and comment by CLIENT. Final paper document deliverables in a number specified in the AGREEMENT will be produced by HRG.
10. INSTRUMENTS OF SERVICE. All documents (hard copy or electronic) produced by HRG, at any stage of HRG's work under this AGREEMENT, are instruments of service and HRG retains the exclusive ownership of and copyright on them. During bidding, construction, and commissioning and testing of the Project, CLIENT and CLIENT's contractors will have a limited license to use the Construction Documents to complete the Project. Upon completion of the Project, CLIENT will retain a further license as necessary for the maintenance and repair of the Project.

CLIENT shall have no license at any time to use the Instruments of Service created for this Project for use on another Project or for any purpose other than use in routine maintenance of the final Project. In the event that CLIENT wishes to change, modify or add to the Project, HRG will grant in writing a limited license to CLIENT to use the Drawings created for this Project for reference purposes only in the design of the changes, modifications or additions. That limited license shall be subject to terms appropriate to protect HRG's ownership and to protect and indemnify HRG against any legal liability for the design and construction of any changes, modifications or additions.

Any use of HRG's Instruments of Service that is not authorized pursuant to this AGREEMENT or any addition or modification to this AGREEMENT or any other unauthorized use, shall subject the CLIENT to liquidated damages in an amount equal to the fee for design as set forth herein.

11. ELECTRONIC DOCUMENTS. Electronic Documents include correspondence, computer program files (i.e. Word, Excel, computer aided design and drafting CADD, etc.), Documents, text data, drawings, information, graphics, or any other item, electronic media or digital format. HRG will not provide copies of Electronic Documents to CLIENT or to another entity except upon the written request of CLIENT and subject to the following conditions:
- a. CLIENT and HRG may transmit, and shall accept, Project-related Electronic Documents in electronic media or digital format, directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol.
 - b. CLIENT agrees the Electronic Documents are not certified documents. HRG, by delivering the Electronic Documents to Client, makes no express or implied guarantees or warranties as to the files' accuracy, title, non-infringement, and completeness, or merchantability and fitness for any purpose.
 - c. When transmitting items in Electronic Documents, the transmitting party makes no representations as to long-term compatibility, usability, or readability of the items resulting from the recipient's use of software application packages, operating systems, or computer hardware differing from that used in the drafting or transmittal of the items, or from these established in applicable transmittal protocols.
 - d. CLIENT shall waive all claims against the design professional arising from unauthorized changes to or use of the Electronic Documents.
 - e. CLIENT acknowledges that differences may exist between the Electronic Documents and the signed and sealed documents, and where such conflicts exist, the signed and sealed hard-copy control.
 - f. CLIENT and/or any other party to which CLIENT requests Electronic Documents be supplied agree to release HRG from any liability for errors in the electronic documents or difference between the electronic documents and the published and sealed printed Documents.
 - g. CLIENT and/or any other party to which CLIENT requests Electronic Documents be supplied agree to indemnify, defend and hold HRG harmless from and against any claims by third parties against HRG based on or allegedly based on (1) reliance on the electronic documents, or (2) arising from changes made to the CAD files by anyone other than the design professional, or (3) the transfer or reuse of the CAD files by anyone without the prior written consent of HRG;
 - h. CLIENT and/or any other party to which CLIENT requests Electronic Documents be supplied agree to remove any signatures, seals and other identification of HRG or any employee, servant or agent of HRG from any paper documents or electronic reproductions produced from the supplied electronic documents.
 - i. CLIENT and/or any other party to which CLIENT requests Electronic Documents be supplied stipulate that any and all bids, takeoffs, estimates or other decisions made in the process of bidding, proposing and construction of the process were made in reliance on the signed and sealed Construction Drawings and not in reliance on any electronic documents.
12. INDEMNIFICATION. Each party agrees to indemnify the other, its agents, servants, employees, insurers, officers, directors and any affiliated entities to the full extent allowed by law against any liability, loss, award, verdict or other imposition of financial responsibility, including statutory interest which is incurred as the result of the others negligence or intentional act, but only to the extent and in the percentage of liability determined by a legally constituted finder of fact and embodied in a final judgment entered against the Indemnitor.

If either party is found to have liability to a third party to which the provisions of this clause may apply; then upon written request by that party, the parties agree to mediation to determine whether and to what extent the other party is responsible to indemnify it under this clause.

13. ADDITIONAL SERVICES. HRG shall be entitled to additional compensation if:
- a. CLIENT requests that HRG perform additional services;
 - b. The Contract time is extended for any reason beyond the control of HRG;
 - c. HRG is required to perform additional services for any reason other than its own negligent act or omission; or
 - d. The services are necessary to prevent delay to the Project, damage to the Project or other property or to prevent death or injury to any persons.

The amount of such fee shall be as agreed to by the parties and pursuant to the fee schedule (Exhibit 4). If no such agreement can be reached, HRG shall provide services and payment therefor shall be determined pursuant to the Dispute Resolution terms set forth herein.

14. CONSTRUCTION COST AND OPINIONS OF COST. The construction cost of the entire Project (herein referred to as "Construction Cost") means the total cost to CLIENT of those portions of the entire Project designed and specified by HRG, but it will not include HRG's compensation and expenses, the cost of land, rights-of-way, or compensation for or damages to, properties unless this AGREEMENT so specifies, nor will it include CLIENT's legal, accounting, insurance counseling or auditing services, or interest and financing charges incurred in connection with the Project or the cost of other services to be provided by others to CLIENT. Construction Cost is one of the items comprising Total Project Costs.

Since HRG has no control over the cost of labor, materials, equipment or services furnished by others, or over the Contractor(s)' methods of determining prices, or over competitive bidding or market conditions, HRG's opinions of probable Total Project Costs and Construction Cost represent HRG's best judgment as an experienced and qualified professional and familiarity with the construction industry. HRG cannot and does not guarantee that proposals, bids or actual Total Project or Construction Costs will not vary from opinions of probable cost prepared by HRG. If prior to the Bidding or Negotiating Phase CLIENT wishes greater assurance as to Total Project or Construction Costs, CLIENT shall employ an independent cost estimator.

15. PAYMENTS. Invoices will be submitted by HRG on a monthly basis as the work proceeds. Payments will be due and payable in full on receipt of an invoice by CLIENT without retainage, payment will not be contingent upon receipt of funds from third parties or should not be held as an offset to any alleged dispute. If fees are not paid in full within 30 days of the date of the invoice, HRG reserves the right to pursue all remedies, including withdrawing certifications, stopping work on three (3) days' prior written notice, to withhold submission (to CLIENT or any third party, municipality, or agency) of any plans or other documents and retaining all documents without recourse. If at any time an invoice remains unpaid for a period in excess of 30 days, interest of the rate of 1.5% per month will be charged on past-due accounts. CLIENT agrees to indemnify and hold harmless HRG from and against any and all reasonable fees, expenses and costs incurred by HRG including, but not limited to, court costs, arbitrators and attorneys' fees and other claim related expenses incurred in the collection process.

All invoicing will be substantiated by HRG cost record sheets and work order system, all of which shall be made available to CLIENT upon request and during regular working hours for inspection and audit. Time spent in additional detailing of invoices is considered extra effort on the Project and will be invoiced as additional work along with any related cost of making copies and reproductions. Any increase in HRG's cost after the effective date of the AGREEMENT resulting from state or federal legislation shall be reimbursed by the CLIENT.

Timely payment of invoices is a condition of this AGREEMENT. Failure to make payments in full within the time limits stated above will be considered substantial noncompliance with the terms of this AGREEMENT and will be cause for termination of the AGREEMENT if HRG so chooses.

16. CONTROLLING LAW AND VENUE. Any dispute arising out of this AGREEMENT shall be subject to interpretation under the laws per the state of HRG's office issuing this AGREEMENT and the venue shall be the county of HRG's office issuing this AGREEMENT unless otherwise set forth in the AGREEMENT.
17. INSURANCE. HRG shall provide insurance of the type and in the amount set forth in Exhibit 3 to this AGREEMENT. Each party waives the right to subrogation against the other and its agents, servants, employees, insurers, officers, directors and any affiliated entities to the full extent allowed by law, to the extent that such waiver neither defeats nor diminishes the available coverage or agreement to provide a defense.
18. TERMINATION. Either party may terminate this AGREEMENT for cause if the other has substantially breached the terms of the AGREEMENT. Termination for cause shall only be effected by giving written notice of the nature of the cause to the other party. Such notice shall be of sufficient specificity for the other party to have notice of the nature, cause and cure of such alleged breach. The party in breach shall have 7 days, unless a greater time is agreed to by the parties, to cure the default. If no cure has been effected within the 7 day period, (or any extension thereof agreed to) the party not in breach may terminate the AGREEMENT for cause.

If CLIENT terminates this AGREEMENT for cause, HRG shall be entitled to payment in full for all work performed up to and including the day on which HRG was notified of the termination. If HRG terminates for cause, CLIENT is entitled to no further performance by HRG.

CLIENT may terminate this AGREEMENT for convenience upon fifteen (15) days written notice to HRG. In the event of termination for convenience by CLIENT, HRG shall be entitled to payment in full for all work performed up to and including the day on which HRG was notified of the termination plus any remaining unearned profit on the Project as calculated in accordance with commonly accepted Accounting Standards.

19. SUSPENSION. If the CLIENT suspends the Project for any reason, HRG shall be entitled to payment for all fees and costs billable as of the date of suspension and any other reasonable fees and costs necessary to protect CLIENT's interests related to the suspension. If the Project is reinstated, the terms of this AGREEMENT shall remain in effect with the exception of the agreed upon fee to complete the work set forth herein. The parties agree to negotiate a new fee for the completion of suspended work in accordance with HRG's then applicable fee schedule.

20. **THIRD PARTY BENEFICIARIES.** The parties do not intend to create any third party beneficiaries to this AGREEMENT. No individual or entity other than the parties is entitled to claim rights or privileges under this AGREEMENT nor to cite or use this AGREEMENT or the terms thereof as evidence of rights, privileges or entitlement to damages or redress in any forum. Both parties agree to cooperate with each other to defeat any such claim and to oppose any attempt by a third party to seek third party beneficiary status under this AGREEMENT or to make any claim under it.
21. **LIMITATION OF LIABILITY.** HRG's liability to CLIENT shall be limited to direct damages only in the form of services and the reasonable cost of repair or replacement of those portions of the Project in question made necessary by a negligent act or failure to act of HRG.

HRG shall not be liable or responsible to CLIENT for special, consequential, incidental or other damages, attorney's fees or expert fees, loss of profit, loss of revenue, cost of rented or leased equipment or services, regulatory fines or costs.

Under no circumstances shall HRG's liability to CLIENT exceed either the total fee received by HRG for basic and additional services on the Project or the amount of available Professional Liability Insurance at the time of the claim, whichever is less.

22. HRG is not required to provide and does not have any responsibility for surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements.
23. HRG's services do not include providing legal advice or representation.
24. HRG's services do not include (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission, or (2) advising Client, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances.
25. If HRG encounters an undisclosed Constituent of Concern, then HRG shall notify CLIENT; and HRG may notify appropriate governmental officials if HRG reasonably concludes that doing so is required by applicable Laws or Regulations. If HRG or any other party encounters an undisclosed Constituent of Concern, or if investigative or remedial action, or other professional services, are necessary with respect to disclosed or undisclosed Constituents of Concern, then HRG may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until the Client: (1) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Constituents of Concern; and (2) warrants that the Site is in full compliance with applicable Laws and Regulations. CLIENT and HRG acknowledge that HRG is performing professional services for CLIENT, and that HRG is not or shall not be required to become an "owner," "arranger," "operator," "generator," or "transporter" of hazardous substances, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended, which are or may be encountered at or near the Site in connection with any of HRG's or HRG's activities or services under this AGREEMENT. A Constituent of Concern is any substance, product, waste, or other material of any nature whatsoever (including, but not limited to, Asbestos, Petroleum, Radioactive Material, and PCBs) which is or becomes listed, regulated, or addressed pursuant to (a) the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq. ("CERCLA"); (b) the Hazardous Materials Transportation Act, 49 U.S.C. §§1801 et seq.; (c) the Resource Conservation and Recovery Act, 42 U.S.C. §§6901 et seq. ("RCRA"); (d) the Toxic Substances Control Act, 15 U.S.C. §§2601 et seq.; (e) the Clean Water Act, 33 U.S.C. §§1251 et seq.; (f) the Clean Air Act, 42 U.S.C. §§ 7401 et seq.; and (g) any other federal, state, or local statute, law, rule, regulation, ordinance, resolution, code, order, or decree regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.

26. **MISCELLANEOUS**

- a. **ENTIRE AGREEMENT.** This AGREEMENT and any exhibits attached hereto constitute the entire AGREEMENT between the parties on the Project. No prior or subsequent negotiations, discussions, verbal agreements or representations are binding upon the parties making them unless hereafter reduced to writing and agreed to by both parties in writing.
- b. **SEVERABILITY.** Each portion of this AGREEMENT is severable. If any portion is found to be illegal or otherwise unenforceable, that finding shall not affect any other portion of the AGREEMENT and the remainder of the AGREEMENT shall be binding and enforceable in its entirety.
- c. **OTHER WORK.** Nothing in this AGREEMENT is intended to nor shall limit HRG in any way from accepting and performing services for any other entity. Unless agreed to in writing, any additional services on this Project or on any other Project for which CLIENT contracts with HRG shall be subject to these same terms and conditions.

- d. **MARKETING/ADVERTISING.** CLIENT grants HRG license to erect signage at the construction site with its name and logo and language identifying it as the Engineer on the Project subject to any municipal or other legal limitations on size and construction. In addition, CLIENT grants HRG an unlimited license to utilize photos, drawings or other renderings and/or descriptions of the Project in HRG's advertising or marketing.
 - e. **AUTHORITY.** The parties agree that the person or person's executing and verifying or attesting those signatures are authorized to execute this AGREEMENT and shall, upon request by the other party, provide proof of such authorization. The parties waive their right to contest the execution of this AGREEMENT on their respective parts, if such contest not raised within 10 days of the date of execution.
27. **GOOD FAITH AND FAIR DEALING.** The parties agree to cooperate and provide timely information and responses as requested by the other in fulfillment of the intent of this AGREEMENT. In the event of a dispute between the parties, the parties agree to make reasonable attempts to resolve any such dispute prior to entering into litigation.

EXHIBIT 3 INSURANCE

The insurance(s) as per General Conditions Paragraph 17 of this AGREEMENT are as follows:

CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 05/09/2019													
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>															
PRODUCER James B Murdoch Insurance Group Inc 4300 Carlisle Pike Camp Hill PA 17011	CONTACT NAME: Melissa J Strous PHONE (A/C, No, Ext): (717)737-9900 FAX (A/C, No): (717)737-9852 E-MAIL ADDRESS: melissa@jbminsurance.com														
INSURED Herbert Rowland & Grubic Inc. 369 E Park Dr Harrisburg PA 17111-2730	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A : ERIE INS EXCH</td> <td>26271</td> </tr> <tr> <td>INSURER B : ERIE INS CO of NY</td> <td>16233</td> </tr> <tr> <td>INSURER C : CNA (Schinnerer)</td> <td>20443</td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : ERIE INS EXCH	26271	INSURER B : ERIE INS CO of NY	16233	INSURER C : CNA (Schinnerer)	20443	INSURER D :		INSURER E :		INSURER F :	
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<p>COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:</p> <p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>															
INSR LTR	TYPE OF INSURANCE	ADDL INSR SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS									
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		Q41-0150093	05/01/19	05/01/20	EACH OCCURRENCE \$ 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1000000 MED EXP (Any one person) \$ 5000 PERSONAL & ADV INJURY \$ 1000000 GENERAL AGGREGATE \$ 2000000 PRODUCTS - COM/POP AGG \$ 2000000 \$									
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		Q05-1502279	05/15/19	05/15/20	COMBINED SINGLE LIMIT (Ea accident) \$ 1000000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$									
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DEF <input checked="" type="checkbox"/> RETENTION \$		Q29-0170004	05/01/19	05/01/20	EACH OCCURRENCE \$ 10000000 AGGREGATE \$ 10000000 \$									
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	Q89-5101392	05/01/19	05/01/20	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100000 E.L. DISEASE - EA EMPLOYEE \$ 100000 E.L. DISEASE - POLICY LIMIT \$ 500000									
C	Professional Liability		AEH 00-822-00-56	06/09/19	06/09/20	Per Claim \$5,000,000 Per Claim \$5,000,000									
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)															
CERTIFICATE HOLDER				CANCELLATION											
				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.											
				AUTHORIZED REPRESENTATIVE 											

EXHIBIT 4
CURRENT BILLABLE FEE SCHEDULE FOR HOURLY COMPENSATION METHODS
OR IF ADDITIONAL SERVICES ARE REQUIRED

2020 FEE SCHEDULE

Classification	Hourly Billing Rates
Junior Technician	\$60.00
Administrative Staff	\$70.00
Technician I	\$100.00
Technician II	\$110.00
Senior Technician	\$130.00
Staff Professional I	\$120.00
Staff Professional II	\$135.00
Project Professional	\$150.00
Senior Professional	\$170.00
Principal	\$175.00

Professionals include Engineers, Land Surveyors, Landscape Architects, Planners, Geologists, Scientists and similar professionals.

Technicians include Designers, CADD Operators, Inspectors, Survey Technicians and similar technical staff.

All non-exempt employees have overtime rates of 1.5 times their normal billing rate.

Reimbursable expenses are billed at cost plus 10%, including, but not limited to Travel, Printing, Postage, Photography, Videos, Laboratory Work, Equipment Rental, and special outside Consultants.

PLEASE NOTE: HRG adjusts the fee schedule annually to reflect the cost of doing business for the coming year. This fee schedule is effective January 1, 2020 through December 31, 2020.

EXHIBIT 5

2020 CURRENT BILLABLE EXPENSES

Absorbent Sock – Small Size/Large Size	\$3.00/\$5.00/Each
All Terrain Vehicle	\$100.00/Day
Bailers	\$8.50/Each
Copies/Prints	
Color Copies – 11" x 17"	\$.60/Copy
Color Copies – 8½" x 14"	\$.48/Copy
Color Copies – 8½" x 11"	\$.40/Copy
Photocopies	\$.15/Copy
Wide Format Printing/Copying	\$.50/Square Foot
Concrete Monuments	\$30.00/Each
Hydrographic System	\$100.00/Day
Instrumentation/Meters	
Fluke Power Quality Analyzer	\$200.00/Weekly
Mini-Monsoon Sampling System	\$60.00/Day
Oil/Water Interface Probe	\$60.00/Day
Photoionization Detector	\$100.00/Day, \$250/Weekly
Water Level Indicator - Solinst	\$28.00/Day, \$14.00/Half Day
Water Level Indicator 200' – Heron	\$30.00/Day
Lodging	At Cost
Maps, Permits, Licenses	At Cost
Meals	At Cost
Mileage	IRS Allowable
Miscellaneous Charges	At Cost
Pocket Colorimeter	\$50.00/Day
Postage	As Weighed
Pumps	
Peristaltic Pump	\$40.00/Day
Whale Pump	\$30.00/Day
Rotary Hammer Drill Kit	\$100.00/Day, \$50.00/Half Day
Slam Bar/Bucket Auger	\$10.00/Day
Sub-Surface Inspection Pole Camera	\$75.00/Day
Technology Equipment Charge	\$50.00/Day
Traffic Counters	\$25.00/Day
Tubing	
¼" Tubing	\$.13/Foot
½" Tubing	\$.25/Foot
3/16" x 3/8" Silicone Tubing	\$1.85/Foot

All expenses are subject to a 10% markup, including, but not limited to travel, printing, postage, survey supplies, etc.

PLEASE NOTE: HRG adjusts the current billable expenses annually to reflect the cost of doing business for the coming year. These expenses are effective January 1, 2020 through December 31, 2020.

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