



Herbert, Rowland & Grubic, Inc.  
 220 West Kensing Drive, Suite 100  
 Cranberry Township, PA 16066  
 724.779.4777  
 www.hrg-inc.com

Via Email

February 27, 2024

Dr. Kyle Beidler  
 Cranberry Township  
 2525 Rochester Road Suite 400  
 Cranberry Township, PA 16066

**Re: Cranberry Township Greenways Study**

Dear Dr. Beidler:

Herbert, Rowland & Grubic, Inc. (HRG) is pleased to submit the following AGREEMENT to provide planning and consulting services for a township wide greenways study.

**GENERAL PROJECT DESCRIPTION**

It is our understanding that Cranberry Township is seeking a qualified planning consultant to execute a greenways study. The Cranberry Township Greenways Study would include an assessment of existing greenspace, natural landscapes, and other biological resource areas for their potential to be developed in a connected greenways network, with the intention of preserving open space for recreation, non-motorized connectivity, and environmental protection. Data would be gathered to assess these areas, as well as other relevant existing conditions in the community. Mapping would be performed to assess the most logical potential connections for the larger system. Research would be performed to understand the best practices for establishing the greenway system through the legal acquisition and conservation of the land. Implementation strategies and funding sources would be recommended based on the observed best practices. Finally, a report would be created summarizing the findings and implementation recommendations, which would be presented to the relevant committees and boards for approval.

**SCOPE OF SERVICES – REFER TO EXHIBIT 1**

**COMPENSATION**

We propose to complete this work, identified in Exhibit 1, for a Lump Sum plus reimbursable expenses, of \$50,530, broken down by phases as follows:

Phase 1: Data Collection	\$ 5,580
Phase 2: Existing Conditions Assessment	\$ 5,580
Phase 3: Land & Connectivity Assessment	\$ 9,620
Phase 4: Land Conservation Research	\$ 5,820
Phase 5: Implementation Strategies and Funding Sources	\$ 5,560
Phase 6: Report Development and Formatting	\$ 9,690
Phase 7: Admin and Adoption	\$ 8,180
Estimated Reimbursable Expenses:	\$ 500
<b>TOTAL:</b>	<b>\$ 50,530</b>

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.

## COMPLETION

The CLIENT and HRG agree that they will endeavor to complete the outlined services within eight (8) months of receipt of your execution of this AGREEMENT. A detailed schedule is included in Exhibit 1.

## 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.

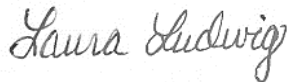
This AGREEMENT shall remain open and may be accepted by the CLIENT for thirty (30) days from the above date. Acceptance of the AGREEMENT after the end of the 30-day period shall be valid only if HRG elects, in writing, to reaffirm the AGREEMENT and waive its right to reevaluate and resubmit the AGREEMENT.

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.



**Laura L. Ludwig, AICP**  
Group Manager | Planning & Design

**Lori Morgan, AICP**  
Senior Planner | Planning & Design

LM/LLL  
P001261.0580

Project\0012\001261\_0580\Admin\Control\Proposal\2024.02.27CranberryTownshipGreenwaysStudyLetterProposal.docx

Enclosures

Accepted by:

---

CLIENT - CRANBERRY TOWNSHIP	TITLE	DATE
-----------------------------	-------	------

### 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

To meet your needs as outlined herein this agreement, HRG proposes the scope of services below. Some phases will occur concurrently:

### PHASE 1: DATA COLLECTION

Phase 1 of the project will include the collection and management of all relevant data sets that will be needed throughout the study. The data sets listed below will be gathered, cleaned, and organized as needed, assuming that the data have already been developed and are available for little to no additional fee. The scope and fee of this study does not include the purchase of any large data sets or any significant on-the-ground mapping, though field checks will be performed as needed.

- Tax parcels,
- Existing land use and zoning,
- Known future developments,
- Existing land cover,
- Existing and planned open and recreational space,
- Existing conservation and agricultural easements,
- Existing and planned trails and other bicycle and pedestrian connections,
- Existing and planned utility and public infrastructure locations,
- Rights-of-way (ROW),
- Geographic features/topography,
- Hydrology, including wetlands, and
- Soil classifications.

### PHASE 2: EXISTING CONDITIONS ASSESSMENT

The Existing Conditions Assessment performed in Phase 2 will provide HRG staff and the project Steering Committee with a better understanding of past and current planning efforts related to the formation of a greenways network in the Township, while ensuring that the study is consistent with existing efforts. Relevant plans and documents would be gathered and reviewed, including related documents from neighboring communities or regional authorities. The findings of this review would be presented in the Related Plans and Documents Summary Report.

During this phase, the data collected in Phase 1 will be further analyzed and summarized in the Existing Conditions Report. The Existing Conditions Report will provide an overarching summary of current physical, geographic, and political conditions in the Township, related to the development of a greenways network. This phase will also include the creation of maps of the data sets from Phase 1. The Existing Conditions Report will summarize initial findings from the base mapping, as well as any potential limitations to the process identified by HRG staff.

### **PHASE 3: LAND & CONNECTIVITY ASSESSMENT**

In Phase 3, HRG staff will use ArcGIS to perform a geographically based overlay assessment. This analysis would use the data sets gathered in Phase 1 to layer the many physical characteristics of the Township and identify potential locations and connections for the development of greenways network. This assessment will not aim to establish a plan for the network, but instead a general route that may guide the future development. Parcels will be considered based on current conservation or open space status, potential for future development, suitability for future development, etc. Areas will also be assessed based on the ability to add to the overall connected network, potentially providing improved non-motorized mobility for residents. Maps and graphics will be developed to help illustrate the potential greenways network and associated physical characteristics and would all be made available as individual files at the end of the project. The assessment and graphics will be summarized in a Land & Connectivity Assessment Summary Report.

### **PHASE 4: LAND CONSERVATION RESEARCH**

In Phase 4, HRG staff will perform research to better understand best practices for the creation of a greenways network, through land conservation. HRG will endeavor to better understand the framework by which the Township could best implement the greenways network. This would include a better understanding of the administrative tools needed to establish greenways; the legal requirements and limitations; and potential long-term liabilities. HRG will also provide recommendations associated with long-term maintenance, and the potential to raise funds for the acquisition and maintenance of land. The findings from this research would be presented in a Summary Report.

### **PHASE 5: IMPLEMENTATION STRATEGIES AND FUNDING SOURCES**

Based on the previous phases, in Phase 5, HRG staff will develop implementation strategies and recommendations based on the findings of the Land & Connectivity Assessment and Land Conservation Research. An implementation table would be developed, outlining next steps for the formation of a greenways network based on the best practices determined in Phase 4. This implementation will provide short-, medium-, and long-term actions for implementation, as well as potential partners, responsible parties, and funding sources for each recommended action.

Because the study will not be identifying the specific location of the greenways network, an implementation table of land acquisition or greenways development projects will not be provided. However, based on the Land & Connectivity Assessment, a map of potential greenways areas and connections will be provided. Along with the map, a set of Project Priority Guidelines will be provided. These guidelines would establish criteria to be used each year to determine the best projects for advancing the development of the greenways network. The Project Priority Guidelines could be used like the existing Missing Links Program, which identifies sidewalk gaps to be filled, guiding the development of the network to ensure connectivity and logical funding distribution.

### **PHASE 6: REPORT DEVELOPMENT AND FORMATTING**

In Phase 6, HRG staff will compile the work completed to date into a single, formatted report. The final report will be made available to the Township and Steering Committee for review. The final document will be available in printed and electronic formats, including any graphics and maps created for the report.

## ADMIN AND ADOPTION

Administrative elements will occur throughout the project. This would include four (4) Township staff check-in meetings throughout the process, as well as four (4) project Steering Committee meetings, the purpose of which are outlined below:

- Steering Committee Meeting 1: Kickoff Meeting, presentation of the project purpose and goals; initial data findings, if any; and discussion of existing conditions.
- Steering Committee Meeting 2: Presentation and discussion of Existing Conditions Report; land connectivity mapping exercise.
- Steering Committee Meeting 3: Presentation of Land & Connectivity Assessment draft; presentation of Land Conservation Research Summary of Findings draft; Initial discussion of implementation strategies.
- Steering Committee Meeting 4: Presentation of final report.

While no official adoption would be required by the Pennsylvania Municipalities Planning Code (PA MPC), HRG staff has assumed a final presentation will be given to the Township's Board of Supervisors. The proposed schedule can also be adjusted to accommodate a public review period for the final report, if desired.

## Project Deliverables

### Phase 1 Deliverables

- There will be no deliverable during this phase. All data and analysis will be made available at the end of the project.

### Phase 2 Deliverables

- Related Plans and Documents Summary Report
- Existing Conditions Report

### Phase 3 Deliverables

- Summary Report, including graphics

### Phase 4 Deliverables

- Summary Report


### Phase 5 Deliverables

- Map Depicting Potential Areas for Conservation
- Land Conservation Process Implementation Table
- Land Conservation Project Priority Guidelines


### Phase 6 Deliverables

- Final Study Report, digital and printed copies
- All data and graphics gathered or created during the project will be made available digitally.

Project Schedule

 Project Element	Cranberry Township Greenways Study Proposed Project Schedule							
	Month							
	1 April	2 May	3 June	4 July	5 August	6 September	7 October	8 November
<b>Phase 1: Data Collection</b>								
Data Collection	■							
Initial Data Analysis	■							
<b>Phase 2: Existing Conditions Assessment</b>								
Review of Related Plans and Documents	■							
Related Plans and Documents Summary Report	■							
Existing Conditions Assessment		■						
Existing Conditions Report Preparation		■						
<b>Phase 3: Land &amp; Connectivity Assessment</b>								
GIS Based Overlay Analysis of Potential Greenways			■					
Graphics Development			■					
Summary Report			■					
<b>Phase 4: Land Conservation Research</b>								
Land Conservation Research			■					
Summary Report			■					
<b>Phase 5: Implementation Strategies and Funding Sources</b>								
Land Conservation Implementation			■					
Recommendations for Land Conservation Implementation			■					
Land Conservation Project Priority Guidelines			■					
<b>Phase 6: Report Development and Formatting</b>								
Drafting the Report				■				
Formatting the Report				■				
Township Staff and Steering Committee Review				■				
<b>Phase 7: Admin and Adoption</b>								
Township Staff Check-In Meetings	■							
Steering Committee/ Environmental Action Committee (EAC) Meetings		■	■		■			
Board of Supervisors Presentation							■	

## Detailed Cost Estimate

 Project Element	Cranberry Township Greenways Study					Estimated Cost
	Estimated Team Member Hours Per Project Task					
	Project Manager/Senior Planner Hours (Laura Ludwig):	Senior Professional Hours (GIS/Engineer/Financial):	Senior Planner (Lori Morgan):	Land Planner (Dalena Groshek):	Administrative II Staff Hours:	
<b>Phase 1: Data Collection</b>						
Data Collection	2	4	8	4		
Initial Data Analysis	2	4	8	4		
Phase 1 Total:	4	8	16	8	0	\$5,580
<b>Phase 2: Existing Conditions Assessment</b>						
Review of Related Plans and Documents	2		4			
Related Plans and Documents Summary Report	2		4			
Existing Conditions Assessment	2		8			
Existing Conditions Report Preparation	2		8	4		
Phase 2 Total:	8	0	24	4	0	\$5,580
<b>Phase 3: Land &amp; Connectivity Assessment</b>						
GIS Based Overlay Analysis of Potential Greenways	2	4	16			
Graphics Development	2	2	4	20		
Summary Report	4	2	8			
Phase 3 Total:	8	8	28	20	0	\$9,620
<b>Phase 4: Land Conservation Research</b>						
Land Conservation Research	8		16			
Summary Report	4		8			
Phase 4 Total:	12	0	24	0	0	\$5,820
<b>Phase 5: Implementation Strategies and Funding Sources</b>						
Land Conservation Implementation						
Recommendations for Land Conservation Implementation	4	4	8			
Land Conservation Project Priority Guidelines	4	2	12			
Phase 5 Total:	8	6	20	0	0	\$5,560
<b>Phase 6: Report Development and Formatting</b>						
Drafting the Report	8	4	16			
Formatting the Report	4		16			
Township Staff and Steering Committee Review	4	2	4	2		
Phase 6 Total:	16	6	36	2	0	\$9,690
<b>Phase 7: Admin and Adoption</b>						
Township Staff Check-In Meetings	8		4	4		
Steering Committee/ Environmental Action Committee (EAC) Meetings	8	4	8	4	2	
Board of Supervisors Presentation	4		4		2	
Admin and Adoption Total:	20	4	16	8	4	\$8,180
	76	32	164	42	4	\$50,030
				Printing & Travel Expenses:		\$500
				Total Project Cost Estimate:		\$50,530

## EXHIBIT 2

### GENERAL CONDITIONS

1. **GENERAL:** Herbert, Rowland & Grubic, Inc. (herein after referred to as HRG) shall provide for CLIENT professional engineering services in any or all phases of the Project to which the Agreement applies. These services will include serving as Client's Professional Engineering Representative for the Project, providing professional engineering consultation and advice and furnishing customary civil, environmental, transportation and related engineering and surveying services as required. HRG's professional services will be performed in accordance with generally accepted principles of engineering practice. It is understood that HRG shall not be held liable for work performed by other parties, for the accuracy of data supplied by other parties upon which HRG may reasonably rely, or for testing or inspection work performed by other parties.

2. **TIMING OF PROPOSAL:** HRG agrees that the Proposal/Agreement shall remain open and may be accepted by the CLIENT for sixty (60) days from the above date. Acceptance of the Agreement after the end of the 60-day period shall be valid only if HRG elects, in writing, to reaffirm the Proposal/Agreement and waive its right to reevaluate and resubmit the Proposal/Agreement.

3. **CONDUCT OF THE WORK:** All concept, preliminary and final plans will be submitted to CLIENT or its authorized representative for approval concurrent with proceeding to attempt to secure approvals by local, county, state and all other governmental authorities having jurisdiction over the Project. In the event CLIENT does not respond to such submission within thirty (30) days, it shall be considered to have been given its approval.

Survey work is weather dependent, and HRG cannot always guarantee the time or date a survey crew will be available. HRG recognizes the importance of survey scheduling and will make a good faith effort to meeting clients' needs.

4. **RIGHT OF ENTRY:** CLIENT agrees to provide rights of entry and all permits and permissions necessary for the completion of HRG's service under the Agreement at no cost to HRG.

5. **USE OF DOCUMENTS:** All document are instruments of service with respect to this Project. Such Documents are not intended or represented to be suitable for reuse by CLIENT or others on extensions of the Project or on any other project for which HRG has not been retained. Any such reuse or modification without written verification or adaptation by HRG, as appropriate for the specific purpose intended, will be at CLIENT's sole risk and without liability or legal exposure to HRG or to HRG's Consultants.

Copies of Documents that may be relied upon by CLIENT are limited to the printed copies (also known as hard copies) and pdf copies that are signed or sealed by HRG.

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 30 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the 30-day acceptance period will be corrected by the party delivering the electronic files. HRG shall not be responsible to maintain documents stored in electronic media format after acceptance by CLIENT.

When transferring documents in electronic media format, HRG 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 HRG at the beginning of this Project, nor does HRG confer or transfer any software license or right to use with the conveyance of data files.

6. **INSURANCE:** HRG and its agents, employees and consultants are covered by Worker's Compensation insurance and have limited coverage under public liability and property damage insurance policies. Certificates of insurance will be provided.

7. **ASSIGNS:** CLIENT and HRG each binds itself and its partners, successors, executors, administrators, assigns, and legal representatives to the other party of this Agreement and to the partners, successors, executors, administrators, assigns, and legal representatives of such other party in respect to all covenants, agreements and obligations of this Agreement. Neither CLIENT nor HRG shall assign or transfer any rights under or interest in this Agreement without the prior written consent of the other, except to the extent that the effect of this limitation may be restricted by law.

8. **SUBCONSULTANTS:** HRG has the right to employ or retain such independent consultants, associates and subcontractors as it may deem appropriate to assist it in the performance of the services required. HRG shall provide prior notice of the use of subconsultants to CLIENT and CLIENT must approve such use.

9. **SAFETY RESPONSIBILITY:** HRG is not responsible for any safety precautions or programs of the CLIENT or any contractors working on the Project except for the safety of HRG's own employees.

10. **CONTROLLING LAW:** The Letter Agreement is to be governed by the laws of the Commonwealth of Pennsylvania which is the principal place of business of HRG and CLIENT.



11. **HAZARDOUS SUBSTANCES:** CLIENT represents and warrants to HRG that it has and will comply with all obligations imposed by applicable law upon the generation, storage or disposal of hazardous substances and/or waste and that it will promptly notify HRG of any notices concerning such matters.

CLIENT agrees to hold harmless, identify and defend HRG from and against any and all damages and liabilities and expenses arising out of or in any way connected with the presence, discharge, exposure, release, or escape of hazardous substances, or wastes of any kind, excepting only such liability as may arise out of the sole negligence of HRG in the performance of services under this Agreement.

12. **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, and will not be contingent upon receipt of funds from third parties. If fees are not paid in full within 60 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, and retaining all documents without recourse. If at any time an invoice remains unpaid for a period in excess of 60 days, interest of the rate of 1-1/2% 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.

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.

Unless otherwise agreed in writing, all fees and costs payable to HRG pursuant to this Agreement are payable at HRG's principal place of business in Dauphin County, Pennsylvania and all suits between CLIENT and HRG shall be commenced only in the Court of Common Pleas of Butler County.

In addition to its other remedies, HRG reserves the right to withhold submission (to CLIENT or any third party municipality or agency) of any plans or other documents and withhold performance of any other term of this Agreement upon default by CLIENT of any of CLIENT's obligation under this Agreement.

13. **TERMINATION:** The obligation to provide further services under this Agreement may be terminated by either party upon three (3) days' written notice in the event of a substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. CLIENT agrees to be liable and pay HRG for all labor done, work performed, materials furnished, and all expenses incurred for all work and additional work up to and including the day work is terminated, in accordance with the notice required under this section.

14. **THIRD PARTY BENEFICIARIES:** Nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than the CLIENT and HRG, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of CLIENT and HRG and not for the benefit of any other party.

15. **LIMITATION OF LIABILITY:** HRG shall endeavor to perform the services under this Agreement with the care and skill ordinarily used by members of HRG's profession practicing under similar conditions at the same time and in the same locality. HRG shall not be liable for the results of services performed with professional care and skill.

16. **OTHER WORK:** If the CLIENT requests HRG to provide engineering services on other Projects before a written Agreement is consummated for the other Project, the terms and conditions of this Agreement shall apply in full.

17. **AUTHORITY TO SIGN:** The individual signing this Agreement warrants that he has authority to sign as, or on behalf of, CLIENT for whom or for whose benefit HRG's services are rendered. If such individual does not have such authority, he understands and agrees that he is personally responsible for this Agreement to HRG in addition to any liability which CLIENT may have.

18. **ENTIRE AGREEMENT:** These General Provisions, any drawings, plans, plats, and/or exhibits attached hereto, and the Proposal or Agreement to which these items are attached, set forth the entire understanding and agreement between the parties with respect to the subject matter contained therein and shall be binding upon and inure (except as otherwise provided herein) to the benefit of the parties and their respective successors and assigns. This Agreement supersedes all prior documents, agreements, and understandings between the parties with respect to the transactions contemplated hereby.

## EXHIBIT 3 INSURANCE

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

<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) 07/28/2023			
<p><b>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.</b></p> <p><b>IMPORTANT:</b> 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>					
<b>PRODUCER</b> James B Murdoch Insurance Group Inc 4300 Carlisle Pike Camp Hill PA 17011	<b>CONTRACT NUMBER:</b> Melissa J Strous <b>PHONE (Ac. No. Est.):</b> (717)737-9900 <b>FAX (Ac. No.):</b> (717)737-9852 <b>E-MAIL ADDRESS:</b> melissa@jdminsurance.com <b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: ERIE INS EXCH 26271 INSURER B: ERIE INS CO OF NY 26271 INSURER C: CNA (Schirmer) 20443 INSURER D: INSURER E:				
<b>COVERAGES</b> <b>CERTIFICATE NUMBER:</b> <b>REVISION NUMBER:</b>					
<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	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"/> PERIOD <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	061-0216328	06/09/2023	06/09/2024	EACH OCCURRENCE \$ 1000000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 1000000 MED EXP (Adv one person) \$ 5000 PERSONAL & ADV INJURY \$ 1000000 GENERAL AGGREGATE \$ 2000000 PRODUCTS COMP/OP AGG \$ 2000000 \$ COVERED SINGLE LIMIT (E&O/OP) \$ 1000000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> AUTOG ONLY <input type="checkbox"/> SCHEDULED AUTOS ONLY <input type="checkbox"/> RENT-OWNED AUTOS ONLY	Q05-0940063	06/09/2023	06/09/2024	COVERED SINGLE LIMIT (E&O/OP) \$ 1000000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> GEN'L <input checked="" type="checkbox"/> RETENTION \$	Q30-0970384	06/09/2023	06/09/2024	EACH OCCURRENCE \$ 10000000 AGGREGATE \$ 10000000 \$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED (Mandatory in NH) If yes, describe type: DESCRIPTION OF OPERATIONS baker	Q90-5900331	06/09/2023	06/09/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER 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	06/09/2023	06/09/2024	Per Claim Limit \$5,000,000 Aggregate \$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 		

Fax: ACORD 25 (2016/03)      Email:      © 1988-2015 ACORD CORPORATION. All rights reserved.      The ACORD name and logo are registered marks of ACORD

## EXHIBIT 4

### FEE SCHEDULE FOR HOURLY COMPENSATION METHODS OR IF ADDITIONAL SERVICES ARE REQUIRED



2024 RATES	
Labor Categories	Range
Administration I	\$65 - \$80
Administration II	\$80 - \$95
Environmental Scientist I	\$90 - \$120
Environmental Scientist II	\$120 - \$150
Senior Environmental Scientist	\$150 - \$155
Planner I	\$95 - \$120
Planner II	\$120 - \$145
Senior Planner	\$145 - \$175
Landscape Architect I	\$90 - \$120
Landscape Architect II	\$120 - \$145
Senior Landscape Architect	\$145 - \$165
Surveyor I	\$75 - \$110
Surveyor II	\$110 - \$140
Senior Surveyor	\$140 - \$165
GIS Professional I	\$90 - \$125
GIS Professional II	\$125 - \$140
Senior GIS Professional	\$140 - \$165
Resident Project Representative I	\$75 - \$120
Resident Project Representative II	\$120 - \$140
Senior Resident Project Representative	\$140 - \$160
Junior Technician	\$75 - \$85
Technician I	\$95 - \$125
Technician II	\$125 - \$145
Senior Technician	\$145 - \$170
Financial Specialist	\$115 - \$145
Financial Analyst	\$145 - \$160
Financial Strategist	\$160 - \$185
Engineering Professional I	\$125 - \$150
Engineering Professional II	\$150 - \$170
Project Engineer	\$170 - \$180
Senior Project Engineer	\$180 - \$200
Assistant Project Manager	\$145 - \$170
Project Manager	\$170 - \$190
Senior Project Manager	\$190 - \$200
Operations Manager/Senior Technical Leader/Principal	\$175 - \$215

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

**PLEASE NOTE:** Herbert, Rowland & Grubic, Inc., (HRG) adjusts the rate schedule annually to reflect the cost of doing business for the coming year. This rate schedule is effective January 1, 2024 through December 31, 2024.

## EXHIBIT 5

### CURRENT BILLABLE EXPENSES



2024 CURRENT BILLABLE EXPENSES	
All Terrain Vehicle	\$100.00/Day
Copies/Prints	
Color	\$.40/Copy
Black & White	\$.15/Copy
Wide Format Printing/Copying	\$.50/Square Foot
Concrete Monuments	\$30.00/Each
Hydrographic System	\$100.00/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
Sub-Surface Inspection Pole Camera	\$75.00/Day
Technology Equipment Charge	\$150.00/Day
Traffic Counters	\$25.00/Day

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

**PLEASE NOTE:** Herbert, Rowland & Grubic, Inc., (HRG) adjusts the current billable expenses annually to reflect the cost of doing business for the coming year. These expenses are effective January 1, 2024 through December 31, 2024.