

# Heber Public Utility District

## REPORT TO THE

### BOARD OF DIRECTORS

**MEETING DATE:** June 12, 2025

**FROM:** Madeline Dessert, General Manager

**SUBJECT:** Authorize the General Manager to Execute an Amended Agreement with The Holt Group for Professional Engineering Services

**ISSUE:**

Shall the Board of Directors authorize the General Manager to execute an amended agreement for Professional Engineering Services with The Holt Group?

**GENERAL MANAGER RECOMMENDATION:**

It is recommended that the Board of Directors authorize the General Manager to execute an amended Agreement with The Holt Group (THG) for Professional Engineering Services.

**FISCAL IMPACT:**

Heber Public Utility District has a longstanding agreement with The Holt Group, and it is prudent that we modify and amend the agreement to continue receiving Professional Engineering Services from The Holt Group. The yearly rate schedule has been slightly modified as detailed below; that amount is included in our FY 2025-2026 budget.

Line Item:	Previous Rate:	New Rate Proposed:
Associate Planner	\$130/Hour	\$135/Hour
Assistant Planner	\$90/Hour	\$100/Hour
Mileage	\$0.60/Mile	\$0.70/Mile

**DISCUSSION:**

HPUD and THG have enjoyed a good working relationship over the past several decades. Miscellaneous engineering projects are billed under this broad Agreement while specific projects are brought to the Board for approval. HPUD is due for an update to our Cross-Connection Survey as well as our Service Area Plan in the next six months. Heber Public Utility District's contract for Professional Engineering services with The Holt Group was last approved June 2022.

**CONCLUSION:**

As it is prudent to have a written Professional Engineering Service Agreement with our engineers to remain in compliance with grants and general best practice, staff recommends that the Board Approve the Professional Engineering Service Agreement with The Holt Group.

Respectfully Submitted,  
Madeline Dessert, General Manager

Attachments: Agreement for Professional Engineering Services with The Holt Group INC

**AGREEMENT FOR PROFESSIONAL SERVICES  
ENGINEERING AND PLANNING SERVICES**

This Agreement for Professional Engineering and Planning Services, hereinafter referred to as "Agreement", is entered into this 17<sup>th</sup> day of June 2025, by and between Heber Public Utility District, located at 1078 Dogwood Road, Suite 103, Heber, CA 92249, hereafter referred to as "District" and The Holt Group, Inc., located at 1601 N. Imperial Avenue, El Centro, CA 922343, hereafter referred to as "Consultant".

**WITNESSETH**

**WHEREAS**, the District desires to enter into an Agreement that may include design services; field surveying; preliminary engineering; engineering reports; bidding assistance; construction management and inspection services; planning services; grant acquisition services; and miscellaneous engineering and planning services.

**WHEREAS**, the District desires to retain a California licensed Civil Engineer to act in the official capacity of District Engineer; and

**WHEREAS**, the District desires to retain a qualified AICP Planner to act in the official capacity of District Planner,

**NOW, THEREFORE**, the District and Consultant, hereby agree as follows:

**SECTION 1:**

District hereby retains Consultant as the Engineer and Planner for the District.

**SECTION 2:**

Consultant shall provide professional services to the District according to the Scope of Service as detailed in Exhibit A, and attached hereto, and hereby made a part of this Agreement.

**SECTION 3:**

District hereby agrees to compensate Consultant for professional services rendered based on the compensation schedule labeled Exhibit B, attached hereto and hereby made a part of this Agreement. When compensation is based on an hourly rate, the yearly hourly rates will be applied as detailed in Exhibit B-1, attached hereto and made a part of this Agreement. Preliminary engineering, design engineering, bidding services, and construction management and inspection services shall be lump sum fixed fee and based upon a percentage of the total project cost or based on an hourly rate basis. Planning services shall be lump sum fixed fee or based on hourly rate basis. The fees for projects and services shall be approved by the District prior

to Consultant commencing work.

**SECTION 4:**

District hereby acknowledges that Consultant is an independent contractor and not an employee of the District.

**SECTION 5:**

Consultant agrees to maintain comprehensive General Liability, Worker's Compensation, Auto Liability, and Professional Errors and Omissions insurance in the below listed amounts:

<b>Type of Insurance</b>	<b>Limits Per Occurrence</b>
Commercial & General Liability – General Aggregate	\$2,000,000
Automobile Liability	\$1,000,000
Worker's Compensation	\$1,000,000
Professional Liability – Errors & Omissions	\$2,000,000

Consultant will provide insurance certificates with endorsements naming the District for specific projects. Consultant will increase insurance coverage and amounts as required by the District.

**SECTION 6:**

Consultant represents that Mr. James G. Holt, P.E., a registered Civil Engineer, licensed in the State of California, with a current Civil Engineering License, RCE Number 31773, will serve as the District Engineer and will maintain a valid engineering license during the term of this Agreement.

**SECTION 7:**

Consultant represents that George Galvan is an AICP Certified Planner that will serve as the District Planner.

**SECTION 8:**

District shall furnish to Consultant all maps, survey data, soils reports, engineering drawings, aerial photos and any other such data as may be applicable to specific projects that are in possession of the District.

**SECTION 9:**

Consultant shall attend conferences and meetings, complete site visits, and complete inspections as required by the District. Such meetings may be with a variety of agencies including: Environmental Protection Agency, State Water Board Division of Drinking Water, State Water Board Division of Water Quality, State Revolving Fund, Economic Development Administration, State Department of Housing and Community Development (HCD), Caltrans, Department of Housing and Urban Development (HUD), North America Development Bank, US Department of Agriculture, State Department of Fish and Game, State Department of Parks and Recreation, State Natural Resources Agency, Southern California Association of Governments, Imperial County Public Works, Imperial County Planning and Development Services, grant agencies, and any other relevant agencies.

**SECTION 10:**

Consultant shall check and approve all submittal documents and shop drawings as submitted by contractors for specific improvement projects.

**SECTION 11:**

Consultant shall provide construction engineering and inspection services, which shall include resident engineering and project inspection services.

**SECTION 12:**

Consultant shall be responsible for researching right-of-way requirements and shall conduct field surveys, measurements and computations. Consultant shall prepare the right-of-way exhibits and legal descriptions for right-of-way and easement acquisition required by the District.

**SECTION 13:**

All project files are the property of the District. Consultant shall maintain all records pertaining to projects in the Consultant archive files. As approved by the District, records shall be made available for inspection by federal and state governmental agencies and grant agencies during

regular business hours at the principal office of the Consultant. The Consultant shall provide copies of all records to the District. Consultant shall maintain all project records for a minimum ten (10) years. The District shall be consulted prior to the destruction of any District records prepared or maintained by the Consultant. **Consultant principal office location: 1601 N. Imperial Avenue, El Centro, CA 92243.**

#### **SECTION 14:**

Allowable elements of cost for Federally funded projects shall be controlled by the Federal Acquisition Regulations (FAR) contained in ***Title 48***, CFR 31, and Consultant agrees to abide by subject regulations.

#### **SECTION 15:**

Consultant hereby declares that a conflict of interest does not exist in the form of other projects or commitments which might impair or undermine the Consultant's ability to complete the services offered within this Agreement. Consultant is not engaged in other business, personal relationships or affiliation with the District, District Board, or District affiliates that would pose a conflict with regard to payment or agreement to remunerate any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent on or resulting from the award or formation of this Agreement.

#### **SECTION 16:**

Consultant agrees that all design work shall be completed to applicable District Standards and Detail Specifications and will conform to the requirements of the federal or state agency providing funding for the project. Consultant further agrees that all planning work shall be completed in accordance with applicable planning standards and conform to the requirements of the federal or state agency providing funding for the project.

#### **SECTION 17:**

Consultant shall provide the District with plans, specifications, auxiliary report documents, and cost estimates for review and approval prior to the District considering any project to be advertised for bidding. Consultant shall provide the District with funding agency documentation for review prior to the District considering accepting any agency funding.

#### **SECTION 18:**

Consultant acknowledges that all tracings, plans, specifications, reports, memorandums, maps, basic survey notes, and sketches, charts, computations, funding agency applications,

conditional use permits, environmental planning documents and other data prepared or obtained under this Agreement are the property of the District and may be used by the District without limitation. The District shall compensate the Consultant for the cost of reproducing or copying documents per Exhibit B-1. Original documents will be retained and maintained at the principal office of the Consultant.

#### **SECTION 19:**

The District hereby permits the Consultant to copyright the plans, specifications, estimates, design reports and any other documents completed under this Agreement, if Consultant so elects. However, any government agency shall have the royalty-free, non-exclusive, and irrevocable right to reproduce, publish or otherwise use and to authorize others to use the work for government purposes, as approved by the District.

#### **SECTION 20:**

The District and Consultant recognize that changes in the scope, character, or complexity of the work may occur, and if so, such change may be desirable in the interests of the District. The District and Consultant may mutually agree to change the scope, character or complexity of any project. No alteration or variation of the terms of this Agreement shall be valid, unless made in writing and signed by the parties hereto; and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.

The consultant shall be entitled to additional reasonable compensation if revisions to plans, specifications and cost estimates are required due to an increased scope of work, or if the project schedule increases and Consultant is required to extend resident engineering and inspection services on the project. The additional compensation shall be negotiated and shall follow applicable local, state, or federal law. Consultant shall not commence additional work until the additional scope of work items and additional fees are approved by the District.

In the event it becomes essential that changes to the scope of work be made immediately, Consultant is hereby authorized to implement such changes with the approval of the District General Manager. An amended Agreement shall be executed by the District and Consultant as soon as practicable after the scope of work change is completed.

**SECTION 21:**

The District and Consultant recognize that delays may occur which are beyond the control of Consultant. Such delays may be caused by weather, earthquake, epidemics, wars floods, labor strike or other factors. The Consultant shall be entitled to additional reasonable compensation in the event the project schedule is extended due to unforeseen delays and subsequent project schedule extensions.

**SECTION 22:**

If the Consultant terminates or abandons the project, the District shall be entitled to keep all plans, specifications, estimates and other products which are partially completed.

The Consultant shall be compensated for the partially completed work according to the percentage of the work completed.

**SECTION 23:**

If Consultant fails to perform under the terms of this Agreement, the District shall have the right to remedy the default utilizing any legal means, including bringing lawsuit against Consultant, for damages and breach of the Agreement. Consultant shall also have the right to bring lawsuit against the District, if the District breaches this Agreement due to non-payment to Consultant for services rendered, or for other breaches of the terms of this Agreement. The prevailing party shall be entitled to recover reasonable damages and attorney's fees. This Agreement and all acts and transactions pursuant hereto and the rights and obligations of the parties hereto shall be governed, construed, and interpreted in accordance with the laws of the State of California, without giving effect to principles of conflicts of law. Any lawsuit filed for breach of this Agreement shall be filed in the County of Imperial. The legal noticing process is specified in Section 33 of this Agreement.

**SECTION 24:**

If the District or Consultant have a dispute regarding the nature or scope of the work to be completed, both the Consultant and District agree to meet and confer regarding the dispute and make a good faith effort to resolve the dispute on mutually agreeable terms. If the dispute cannot be resolved by mutual agreement, the Consultant and District agree to retain a neutral arbitrator acceptable to both parties to assist in resolving the dispute. The Consultant and District shall equally bare the cost of the arbitration services. The subject arbitration shall not be binding unless it is mutually acceptable to the Consultant and District.

**SECTION 25:**

Consultant agrees to indemnify and hold harmless the District, its elected officials, and employees from all claims and liabilities filed by third parties as a result of the negligent acts of the Consultant, its employees, or subcontractors.

**SECTION 26:**

Consultant agrees to fully comply with all applicable state, federal and local laws regarding wages, labor rates and labor laws. Consultant shall provide Worker's Compensation insurance and shall pay required rates of pay to all employees, agents and subcontractors. Consultant shall comply with prevailing wage rates and their payment for applicable projects in accordance with ***California Labor Code Section 1775***.

**SECTION 27:**

This Agreement shall not be transferred or assigned to any third-party engineer or firm. Consultant shall be allowed to utilize subconsultants to perform structural, surveying, geotechnical, electrical, instrumentation, labor compliance, and other services. District may elect to engage the subconsultants directly. Any sub-consultant contract shall contain all the provisions of this Agreement.

**SECTION 28:**

Consultant shall wet sign all plans, specifications, estimates and contract documents and shall affix the Engineer's stamp to all documents. The Engineer's Civil Engineering registration number and the expiration date of the Engineer's registration shall be included with the Civil Engineer Stamp.

**SECTION 29:**

Consultant shall consider DBE firms for utilization of these firms as subconsultants and subcontractors as specified in ***23 CFR 172.5***. Consultant shall present evidence of a "good faith" effort to include certified DBE firms.

**SECTION 30:**

For any particular project, Consultant shall furnish two (2) complete sets of hard copy plans, specifications, cost estimates, and contract documents to the District for review and approval. The consultant shall also provide electronic PDF files of these documents. Two copies shall be provided to the District during the initial and final review phases at no cost. Additional



sets or plans, specifications, cost estimates, and contract documents requested by the District shall be provided per the fees established in Exhibit B-1. Electronic copies shall be provided to plan holders during the bidding phase of a project at no cost. Hard copies shall be provided to plan holders and billed to the plan holders at no cost to the District.

**SECTION 31:**

Consultant shall invoice the District monthly for services performed the previous month. The District shall remit payment to the Consultant no later than thirty (30) days after receipt of the invoice. Progress payments shall be made under this Agreement for partially completed work. Invoices shall be remitted to the District at the following address:

Heber Public Utility District  
Attention: General Manager  
1078 Dogwood Road, Suite 103  
Heber, CA 92249

**SECTION 32:**

This Agreement shall become effective on this 17th day of June 2025 and shall be in full force and effect for a period of three years (3) through June 17, 2028. This Agreement shall remain in effect thereafter for one (1) year periods of time unless written notice by either the Consultant or District is given sixty (60) days prior to the yearly agreement date. The annual Agreement date is June 17 of each calendar year.

**SECTION 33:**

All legal notices, lawsuits, correspondence and termination letters, if any, shall be addressed to the authorized agents respectively at the following addresses:

**CONSULTANT**

Mr. James G. Holt, P.E.  
Secretary/Chief Financial Officer  
The Holt Group, Inc.  
1601 North Imperial Avenue  
El Centro, CA 92243

**DISTRICT**

General Manager  
Heber Public Utility District  
1078 Dogwood Road, Suite 103  
Heber, CA 92249

**SECTION 34:**

If any section or sections of this Agreement are held to be invalid by a court of competent jurisdiction, the remaining sections shall continue to remain in full force and effect.

**SECTION 35:**

The District's Contract Administrator for this Agreement is the District General Manager.

**SECTION 36:**

The Consultant recognizes that time is of the essence in completing District projects. Consultant shall proceed with design work and planning work for District projects within ten (10) days of receiving a Notice to Proceed from the District General Manager.

**SECTION 37:**

The Consultant shall designate staff to attend the District Board Meetings when there are District Board Agenda items which the Consultant is engaged in. The District shall not be charged a fee for Board Meeting attendance.

**SECTION 38:**

During the performance of this Agreement, Consultant and its subconsultants shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Consultant and subconsultants shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Consultant and subconsultants shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this agreement by reference and made a part hereof as if set forth in full.

THIS AGREEMENT shall become effective on this 17<sup>th</sup> day of June 2025 after the approval signatures are affixed to this document as outlined below:

APPROVED FOR DISTRICT:

APPROVED FOR CONSULTANT:

\_\_\_\_\_  
Madeline Dessert Martinez  
General Manager  
HEBER PUBLIC UTILITY DISTRICT

\_\_\_\_\_  
James G. Holt, P.E.  
Secretary/Chief Financial Officer  
THE HOLT GROUP, INC.

APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY:

\_\_\_\_\_  
Steve Walker  
Attorney  
HEBER PUBLIC UTILITY DISTRICT

STATE OF CALIFORNIA            }

COUNTY OF IMPERIAL            }

On June 17, 2025, before me, \_\_\_\_\_, personally appeared, JAMES G. HOLT, proved to me on the basis of satisfactory evidence, to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same and his authorized capacity and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed this instrument.

WITNESS my hand and official seal.

\_\_\_\_\_

**EXHIBIT A**  
**ENGINEERING AND PLANNING SCOPE OF SERVICES**  
**FOR**  
**HEBER PUBLIC UTILITY DISTRICT**

The Holt Group, Inc., hereafter referred to as “Consultant”, shall provide the following professional services to the Heber Public Utility District, hereafter referred to as “District”, while acting in the official capacity of “Engineer” and “Planner” for said District.

**A. Design, Field Surveying, Preliminary Engineering, and Miscellaneous Engineering Services**

1. Prepare Project Study Reports (PSR's) and Preliminary Engineering Reports.
2. Consultant shall prepare all plans, specifications, cost estimates, and contract documents for public works projects involving water pipeline distribution improvements, sanitary sewer collection system improvements, stormwater pipeline and facility improvements, water treatment plant improvements, sanitary sewer plant improvements, park improvements, and other related miscellaneous engineering.
3. Prepare CEQA and NEPA environmental documentation as required.
4. Prepare right-of-way maps, legal descriptions, and certifications.
5. Prepare water distribution system Hydraulic Analysis.
6. Update District Standard Details and Specifications.
7. Assist District Water Treatment Operators with the preparation of Quarterly Water Treatment Plant Reports.
8. Assist in responding to State Water Board Division of Drinking Water correspondence (violations, request for information, etc.)
9. Review and revise the Fats, Oils, and Grease (FOG) Management and Control Program.
10. Review and revise the Sanitary Sewer Management Plan (SSMP).
11. Prepare and update the Wastewater Treatment Plant Operations Plan.

12. Prepare and update the Water Treatment Plant Operations Plan.
13. Prepare Compliance Plans for the Wastewater Treatment Plant.
14. Prepare Compliance Plans for the Water Treatment Plant.

**B. Bidding Services**

1. Assist District with project bidding services, including advertising the project for bidding.
2. Maintain a current Plan Holder List.
3. Contact contractors, subcontractors, and material suppliers concerning projects.
4. Assist in distributing plans, specifications, bid forms, addendums, and RFI responses to plan holders.
5. Conduct Pre-Bid Conferences and prepare Pre-Bid Conference Memorandum.
6. Prepare project addendum(a).
7. Assist District with bid opening of proposals.
8. Complete bid review and evaluation. Forward review and evaluation results to District Staff.
9. Assist in determination of award of contract to the lowest-responsible-responsive bidder. Prepare recommendation letter for award of contract for inclusion in the District Board Meeting Staff Report.

**C. Construction Management and Inspection**

1. Perform field surveying and survey calculations to establish horizontal and vertical control and site topography.
2. Perform construction staking or monitor construction staking prior to the start of construction.
3. Check grades and alignments of pipeline(s) and other infrastructure during construction.

4. Complete inspection of water, sanitary sewer, and stormwater infrastructure.
5. Review compaction tests, soils tests, asphalt mix designs, aggregate base, and concrete compressive strength results completed by the geotechnical consultant.
6. Review contractor certified payrolls and labor compliance requirements.
7. Assist in processing contractor payment requests and change orders.
8. Review project submittal documents for equipment and material.
9. Respond to contractor Request for Information requests.
10. Complete as-built drawings at the completion of a project.
11. Coordinate with utility agencies during the construction period.
12. Coordinate and correspond with Environmental Protection Agency, State Water Board Division of Drinking Water, State Water Board Division of Water Quality, State Revolving Fund, Economic Development Administration, State Department of Housing and Community Development (HCD), Caltrans, Department of Housing and Urban Development (HUD), North America Development Bank, US Department of Agriculture, State Department of Fish and Game, State Department of Parks and Recreation, State Natural Resources Agency, Southern California Association of Governments, Imperial County Public Works, Imperial County Planning and Development Services, grant agencies, and other agencies, as required during the project construction.
13. Conduct Pre-Construction Conference Meetings.
14. Conduct periodic Construction Meetings.
15. Prepare and distribute correspondence regarding meetings and construction-related matters.
16. Obtain photographs of the project.
17. Public Works Projects-Prevailing Wage and Labor Standards Compliance.
18. Complete and distribute Daily Inspection Reports.

**D. Meeting Attendance and Reports**

1. Attend District Board meetings when an Engineering/Planning item(s) are included in District Board Agenda, or as directed by the District General Manager.
2. Submit written correspondence to District Staff and Board during the design, bidding, and construction phases of a project.
3. Meet and correspond with the following agencies: Environmental Protection Agency, State Water Board Division of Drinking Water, State Water Board Division of Water Quality, State Revolving Fund, Economic Development Administration, State Department of Housing and Community Development (HCD), Caltrans, Department of Housing and Urban Development (HUD), North America Development Bank, US Department of Agriculture, State Department of Fish and Game, State Department of Parks and Recreation, State Natural Resources Agency, Southern California Association of Governments, Imperial County Public Works, Imperial County Planning and Development Services, grant agencies, and any other relevant agencies.

**E. Plan Review**

1. Review improvement plans and record maps submitted by other firms for various projects within the District's jurisdiction. The approved plans shall be signed and stamped by District Engineer.
2. Check plans for conformance with District design Standards, Specifications, and Ordinances. Forward redlined plans to design engineer for appropriate modifications.
3. Maintain at least one (1) set of approved plans for all District projects.
4. Review subdivision Tentative Maps. Prepare Tentative Map review comments. Forward Tentative Map review comments to the District for review prior to finalization.

**F. Planning Services**

1. Assist with the preparation and processing of Annexations.

2. Review Developer's Environmental Impact Reports, Specific Plans, and Environmental documents.
3. Provide grant writing services.
4. Provide grant administration/monitoring services.
5. Provide Land Use Planning Services (General Plan Amendments/ZoneChanges/Conditional Use Permits).
6. Provide Environmental Planning Services (Exemptions, Negative Declarations, Mitigated Negative Declarations, Environmental Impact Reports).
7. Provide Cost Recovery Development Impact Fee services.
8. Provide Policy Development/Code/Ordinance Adoption services.
9. Provide Demographic/Statistical Analysis services.
10. Review and revise District Service Area Plan, at minimum every 5 years, or as required by the 2000 Cortese, Knox, Hertzberg Act, as authorized by the District.



**EXHIBIT B**  
**COMPENSATION SCHEDULE**

**A. Preliminary Engineering Design and Design Engineering including Plans, Estimates Specifications and Contract Documents:**

Lump sum fixed fee based upon a percentage of project cost or hourly rate fee based on the hours worked by the Consultant Staff. The percentage fee based on the project cost shall be negotiated between the District and Consultant prior to the Consultant commencing work. The District shall maintain the discretion to determine whether a lump sum or hourly rate payment method will be utilized for Consultant compensation. Consultant compensation schedule is adjusted annually on January 1<sup>st</sup>. The annual compensation schedule shall be reviewed and approved by the District General Manager.

**B. Bidding Services:**

Per agreed lump sum based upon percentage of the cost of constructing the project.

**C. Construction Engineering and Inspection:**

An agreed lump sum based upon percentage of construction cost or hourly rate fee based upon the hours worked by the Consultant Staff per the current Consultant compensation schedule, Exhibit B-1.

**D. For Meeting Attendance and Reports:**

Fee will be based on an hourly rate in accordance with the current Consultant Exhibit B-1 compensation schedule.

**E. Plan Review Services:**

Fee will be hourly rate based in accordance with the current Consultant Exhibit B-1 compensation schedule or a negotiated lump sum.

**F. Reimbursables:**

Reimbursable expenses include telephone; photocopies; copies of plans; specifications and contract documents; and automobile mileage will be billed in accordance with the current Exhibit B-1 Consultant compensation schedule.

**G. Planning Services:**

Hourly rate fee based upon Consultant Staff hours per current Exhibit B-1, or a lump sum based upon a mutually agreed to figure between the District and the Consultant.

**EXHIBIT B-1**  
**YEARLY RATE SCHEDULE**  
*Effective January 1, 2025*

<b>PLANNING</b>	
Principal Planner (AICP)/Project Manager	\$150.00/Hour
Associate Planner	\$135.00/Hour
Assistant Planner	\$100.00/Hour
Planning Assistant	\$80.00/Hour
Planning Designer/AutoCAD Technician	\$95.00/Hour
Planning Clerk	\$70.00/Hour
Senior Labor Standards Compliance Monitor	\$100.00/Hour
Assistant Labor Standards Compliance Monitor	\$85.00/Hour
<b>ENGINEERING</b>	
Principal Engineer P.E./L.S.	\$170.00/Hour
Project Engineer P.E./L.S.	\$150.00/Hour
Associate Project Engineer	\$140.00/Hour
Assistant Project Engineer	\$130.00/Hour
Project Manager	\$150.00/Hour
Civil Designer III	\$105.00/Hour
Civil Designer II	\$100.00/Hour
Civil Designer I	\$90.00/Hour
Senior Plan Checker P.E./L.S.	\$150.00/Hour
Junior Plan Checker	\$120.00/Hour
Resident Engineer	\$140.00/Hour
Assistant Resident Engineer	\$120.00/Hour
Designer III	\$90.00/Hour
Designer II	\$80.00/Hour
Designer I	\$75.00/Hour
<b>SURVEYING STAFF</b>	
Survey Project Manager	\$150.00/Hour
2 Man Survey Crew with GPS (Overtime)	\$340.00/Hour
2 Man Survey Crew with GPS	\$270.00/Hour
1 Man Survey Crew with GPS	\$160.00/Hour
Survey Travel Time	Crew Rate x 50%
<b>NOTES:</b>	
1. The minimum time charged for survey project is 1/2 day (4 hours at the crew rates plus travel time).	
2. Crew charges include standard surveying equipment.	
Rental of any special equipment will be charged at cost plus 15%.	
<b>ADMINISTRATIVE SUPPORT SERVICES</b>	
Senior Administrator	\$90.00/Hour
Word Processor	\$65.00/Hour
Office Technician/Courier	\$60.00/Hour
<b>REIMBURSABLE EXPENSES</b>	
Photocopies (each)	\$0.25
Plots (per square foot in color)	\$1.70
Plots (per square foot in black & white)	\$0.85
Computer Plotter	\$19.00/Hour
Postage	Cost + 15%
Vehicle Mileage	\$0.70
Reproduction, Special Photography, Printing, etc. performed	Cost + 15%
by Subcontractor, Aerial Photogrammetry, Delivery Service,	
Hotel/Motel Per Diem Expenses	Cost + 15%

