

RESOLUTION No. 2020/21-02
City of Dayton, Oregon

A Resolution of the City of Dayton Authorizing the City Manager to Sign a Professional Services Agreement with DOWL Engineering (formerly OBEC) to Assist the City with Preliminary Work Including Loan Applications for the Utility Bridge with Infrastructure Improvements.

WHEREAS, the CITY has planned and budgeted for the Utility Bridge with Infrastructure Improvements in the Sewer Utility Capital Fund; and

WHEREAS, the CITY has applied for a loan for the bridge mid-span replacement and sewer line upgrades through the State of Oregon Department of Environmental Quality's Clean Water State Revolving Fund (CWSRF); and

WHEREAS, the CWSRF Loan Application #26750-20 was accepted on the State of Oregon's Intended Use Plan and therefore DEQ intends to finance the project as described in the loan application; and

WHEREAS, the CITY has been invited to apply for funding of the waterline upgrade portion of the project through Business Oregon's Safe Drinking Water Revolving Loan Fund (SDWRLF); and

WHEREAS, the CWSRF and SDWRLF loan requirements are extensive and preliminary bridge engineering is needed to assist with the loan application process; and


WHEREAS, the CITY through a competitive selection process conforming to Oregon state procurements rules, previously selected OBEC to provide bridge engineering services including bridge repair and inspections for the CITY.

Therefore, the City of Dayton resolves as follows:

- 1) **THAT** the City Council does hereby approve and authorize the City Manager to sign the professional services agreement between the City of Dayton and DOWL for preliminary engineering services needed for the Utility Bridge with Infrastructure Upgrades Project. A copy of the agreement marked Exhibit 1 is attached hereto and incorporated herein; and
- 2) **THAT** this resolution shall become effective immediately upon adoption.

ADOPTED this 8th day of September 2020.

In Favor: Collins, Holbrook, Mackin, Price, Sandoval-Perez, Wytoski
Opposed: None
Absent: Marquez
Abstained: None



Elizabeth Wytoski, Mayor



Date Signed

ATTEST:


Patty Ringnalda, City Recorder



Date of Enactment

Attachment: Exhibit 1 – Professional Services Agreement - DOWL

PROFESSIONAL SERVICES AGREEMENT

This Agreement made on the 9th day of September, 2020 ("Effective Date"),
between:

City of Dayton
416 Ferry Street, PO Box 339
Dayton, Oregon 97114
Rochelle Roaden, City Manager
503-864-2221

("City")

and

DOWL
4275 Commercial Street SE, Suite 100
Salem, Oregon 97302
503-589-4100

("Consultant")

Consultant agrees to provide professional services (a.k.a. "personal" services) to City pursuant to this Agreement. Such services are authorized by and subject to the terms and conditions of this Agreement.

The "Project": City of Dayton's Utility Bridge with Infrastructure Upgrades

Preliminary work to assist the City including loan applications for the Department of Environmental Quality (bridge and sewer portion) and Business Oregon (water portion) over the next twelve months.

Consultant has reviewed the City's description of the Project and has conducted initial inquiries with City regarding the Project. Consultant represents that Consultant is competent and willing to undertake professional services in connection with the Project and is capable of performing such professional services within the time allotted herein.

1. Consultant's Responsibilities

1.1. Consultant will provide professional services for City during all phases of the Project to which this Agreement applies, serve as the City's professional representative for the Project as set forth below, and will give professional consultation to City during the performance of services hereunder.

1.2. Consultant will provide all professional services customarily furnished and reasonably necessary within the Scope of Services set out at Exhibit A, attached. City and Consultant will develop a Project Schedule consistent with requirements of the Scope of Services and Consultant will complete each phase of the services in accord with the Schedule. Subconsultants, if any, may only be used with City's prior written consent. Consultant will contract directly with and will pay such subconsultants. City has no obligation to pay any subconsultants.

1.3. Consultant will pay all royalties and license fees which may be due by reason of materials or methods employed by Consultant or its subconsultants or by reason of the necessary inclusion of protected materials or methods in the Project as designed except to the extent such materials or methods are included with the informed consent or at the direction of City. Consultant will defend all suits or claims for infringement of patent, trademark, or copyright for which Consultant is responsible pursuant to this paragraph, which may be brought against City, and Consultant will be liable to City for all losses arising therefrom, including costs, expenses, and attorney fees.

1.4. Consultant will not be relieved of responsibility for errors or omissions or other defects in plans and specifications or any other documents prepared by Consultant for City's review and approval.

1.5. Consultant will keep any real property involved in the Project free from all liens by reason of its services and will defend, indemnify and hold harmless City from the operation and effect of any such lien or encumbrance that may be claimed by any person by reason of Consultant's services. If Consultant fails to remove any lien or adjust any other claim relating to Consultant's services, by bonding or otherwise, City may, without recourse by Consultant, pay the lien or claim and charge such payments, with costs incurred, to Consultant.

1.6. All services provided by Consultant will be performed in a prompt manner and will be in accordance with the professional standards of care and diligence applicable to such services performed by recognized firms in the locale and on the type of project contemplated at the time such services are performed. Consultant will be responsible for all services provided whether such services are provided directly by Consultant or by subconsultants engaged by Consultant. Consultant will make all decisions called for promptly and without unreasonable delay.

1.7. Consultant will perform only the services authorized. Additional services will be compensated only as authorized in writing by City. To the extent services are made necessary by any fault or error of Consultant in the performance of Consultant's duties, responsibilities, or obligations, the services will not be compensated.

1.8. Consultant will maintain all documents, books, papers, recordings and all other records, including any in digital format, arising out of or related to this Agreement for a period of five (5) years after completion or abandonment of the Project. Such records will be made available, in full, to City upon reasonable notice.

1.9. If applicable, Consultant will designate a representative fully knowledgeable about the Project with the authority to carry out Consultant's duties under this Agreement.

1.10. Consultant will furnish City its IRS-designated employer identification number or its social security number if it does not have an employer identification number.

1.11. Consultant will not provide any comments, information, press releases or opinions to representatives of newspapers, magazines, television and radio stations, weblogs or any other news medium on the Project without City's prior written consent.

1.12. Consultant will give prompt written notice to City if Consultant becomes aware of, or forms a belief regarding, actual or potential problems, faults or defects in the Project, any nonconformity with the Agreement, or with any federal, state or local law, regulation or ordinance, or has any objection to any decision or order made City with respect to Consultant's duties under this Agreement. Any delay or failure on the City's part to provide a written response to Consultant will not be deemed an endorsement of Consultant's notice and will not constitute a waiver of any of City's rights.

1.13. Any employee of Consultant will be paid at least time and a half for all time worked in excess of 40 hours in any one week, other than a person excluded from overtime pursuant to ORS Chapter 653 or United States Code Title 29.

1.14. Consultant will promptly pay, as due, all persons supplying labor or material for the performance of its work under this Agreement.

1.15. Consultant will pay all contributions or amounts due the Industrial Accident Fund incurred in the performance of its work under this Agreement.

1.16. Consultant will pay to the Department of Revenue all sums withheld from employees under ORS 316.167. Consultant represents and warrants that it has complied with all applicable Oregon tax laws, including all taxes imposed by Oregon local governments, and will continue to do so during the term of this Agreement.

1.17. Consultant will promptly pay, as due, all persons or entities furnishing medical, surgical and hospital care services or other needed care and attention, incident to sickness or injury, to Consultant's employees, those sums that Consultant agrees to pay for those services and all moneys and sums that Consultant collected or deducted from its employees' wages under any law, contract or agreement for the purpose of providing or paying for the services.

1.18. Consultant is an employer subject to Oregon's workers compensation laws and will comply with ORS 656.017, or Consultant will promptly demonstrate to City's satisfaction that it is exempt from such law in accordance with ORS 656.126.

1.19. Consultant represents and warrants that it has the power and authority to enter into and perform under this Agreement.

1.20. If the amount of the Agreement exceeds \$10,000 and the Consultant is not domiciled in or registered to do business in Oregon, the Consultant shall provide the Oregon Department of Revenue all information required by that Department.

1.21. Consultant shall ensure that its employees have identifying uniforms or other designation of identity (ID badge, clothes with Consultant logo) while on City property.

1.22. Consultant is responsible for transportation of any individuals working for it on the Project to and from the Project site.

2. City's Responsibilities

2.1. City will designate a representative fully knowledgeable about the project and with the authority to review and approve all project work.

2.2. City will furnish Consultant with information regarding requirements for the project, including programs setting forth City's objectives, schedules, constraints and criteria.

2.3. City will render its own decisions in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of Consultant's services.

2.4. City will furnish Consultant with all information in its possession regarding the project.

3. Drawings and Specifications

3.1. Construction or Project drawings and specifications, if any, or other construction documents submitted by Consultant to City, or to any trade contractors or others for bidding or negotiation, will be complete and unambiguous and in compliance with all applicable codes, ordinances, statutes, regulations and laws, except to the extent expressly and specifically otherwise stated in detail in writing by Consultant at the time of such submission. By submitting such documents for construction or bidding purposes, Consultant represents that Consultant has informed City of any tests, studies, analyses or reports which are necessary or advisable to be performed by or for City at that time.

3.2. Consultant will assign all original project-related designs, drawings, specifications and other construction documents, if any, to City upon completion or termination of services under this Agreement.

3.3. All copies of drawings, specifications, or other Construction Documents designated as deliverables, if any, provided to City will become the property of City who may use them without Consultant's permission for any proper purpose relating to the 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. Any reuse without written verification of DOWL will be at Client's sole risk. Client shall indemnify and hold harmless DOWL and

DOWL's Consultants from all claims, damages, losses, and expenses, including attorney fees arising out of or resulting therefore

3.4. If applicable, Consultant will provide one set of reproducible record drawings, which are the revised construction drawings, which reflect the construction as completed. The revisions will be based on observations of Consultant made to verify actual construction.

4. Payments to the Consultant

4.1. For the period of this Agreement, Consultant agrees to provide services at the rates set forth at Exhibit B, attached, subject to the terms of this Agreement. Consultant's labor rates include, but are not limited to labor costs; taxes including FICA, state, local, social security/old age, unemployment insurance, worker's compensation insurance, and state disability insurance (if required); benefits including holiday, vacation, sick and personal absence pay, pension, medical, dental, wellness programs, company provided vehicles, and company provided tools; overhead including corporate insurance, office space and expense, computer equipment, software, plotters and printers, non-project specific support services, nonbillable time, and corporate management and expenses; and profit.

4.2. For reimbursable expenses authorized under this Agreement, City will reimburse Consultant at the rate specified. For unscheduled reimbursement items, Consultant will be reimbursed at Consultant's direct cost without markup.

4.3. The maximum amount payable under this Agreement is \$25,000. Consultant will not be compensated for the cost of services provided in excess of the maximum amount payable unless authorized by written scope change.

4.4. Consultant will provide City with monthly statements of authorized services rendered and authorized reimbursable expenses incurred in the preceding month. Consultant expressly waives any right to payment for services rendered if such services are not billed within sixty (60) days following their rendition.

4.5. Consultant's invoices will include a summary of services provided; a summary of reimbursable expenses; and a summary of authorized additional services, all in accordance with the compensation provisions of this Agreement, as well as an estimate of the percent of services completed as of the invoice date.

4.6. Invoices for reimbursable expenses will be accompanied by supporting documentation.

4.7. Invoices for authorized additional services will outline and identify the services performed and by whom, the number of hours each person worked, and the applicable pay rates.

4.8. Payments will be made monthly for services performed and invoiced.

4.9. Consultant's billing records, which include timesheets, rate schedules, and invoices necessary to support invoices for time and materials, additional services, and expenses will be maintained current by Consultant according to generally recognized accounting principles and will be maintained for a period of two (2) years following completion or abandonment of the project.

Such records will be available to City for inspection, copying and/or audit during normal business hours.

5. Inspection and Acceptance

The Project shall be subject to inspection by City. Should the quality of the work done on the Project not be satisfactory to City, City will provide notice of the defects and a cure date by which Consultant shall have corrected any defective work. If the Consultant does not comply, City shall have the ability terminate this Agreement.

6. Term/Termination

6.1. The expiration date of this Agreement is September 9, 2021 unless otherwise amended or terminated as set forth in this Agreement.

6.2. City may terminate this Agreement for convenience and without cause by giving written notice of such termination to Consultant. Upon receipt of such notice, Consultant will immediately cease further performance except that Consultant may perform such services and incur such reimbursable expenses as are reasonably necessary to preserve work that has been completed or is in progress and to achieve an orderly termination. Upon such termination, City will pay Consultant, pursuant to the payment provisions of this Agreement for all authorized services or reimbursable expenses up to the date established in the notice of termination. Authorized reimbursements will include those costs necessarily and reasonably incurred by Consultant for organizing and carrying out the termination. City will not be obligated to reimburse Consultant for any continuing contractual commitments to others or for penalties or damages arising from the cancellation of such contractual commitments.

6.3. Within a reasonable time after termination of this Agreement or of any Exhibit A work, Consultant will deliver to City all materials and equipment and documentation, including raw or tabulated data and work in progress upon payment pursuant to paragraph 5.1 above.

6.4. Termination of this agreement by City will not constitute a waiver or termination of any rights, claims, or causes of action City may have against Consultant under this Agreement.

6.5. Upon a determination by a court or an arbitrator that any termination by City of Consultant or its successor in interest was wrongful, such termination will be deemed converted to a termination for convenience as set forth above and Consultant's remedy will be so limited.

7. Insurance

7.1. Consultant will maintain throughout the period of this Agreement, as extended from time to time, and for a period of two (2) years after completion of the Project, the following minimum levels of insurance:

- (a) Workers' compensation coverage as required by law.
- (b) Employer's liability with limits of not less than \$1 million per occurrence.

- (c) Comprehensive general liability for damages as a result of death or bodily injury to any persons or destruction or damage to any property with limits of not less than \$1 million per occurrence.
- (d) Comprehensive automobile liability insurance for at least \$1 million per occurrence.
- (e) Errors and omissions insurance with limits of not less than \$1 million. Consultant will require that any subconsultants engaged or employed by Consultant carry and maintain similar insurance with reasonably prudent limits and coverages in light of the services to be rendered by such subconsultant.

7.2. Consultant's insurance will be primary and any insurance carried by City will be excess and noncontributing. The general liability coverage will name City as additional insureds and will contain a severability of interest clause. Workers' compensation coverage will contain a waiver of subrogation in favor of City. All required coverage will be with companies rated A-/V or better by A.M. Bests Rating Service and will provide City with thirty (30) days' notice of material change, expiration, or cancellation.

7.3. Prior to commencement of any services under this Agreement, Consultant will furnish City with Certificates of Insurance and endorsements evidencing coverage and provisions as required. In the event Consultant fails to maintain insurance as required, City will have the option, but will not have the obligation, to obtain such coverage with costs to be reimbursed by Consultant.

8. Compliance with Applicable Law

Consultant shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to Services under the Agreement.

7.1 Without limiting the generality of the foregoing, Consultant expressly agrees to comply with the following laws, regulations and executive orders to the extent they are applicable to the Agreement and incorporated by reference herein to the extent that they are applicable to the Agreement and required by law to be so incorporated:

7.1.1 Titles VI and VII of the Civil Rights Act of 1964, as amended;

7.1.2 Sections 503 and 504 of the Rehabilitation Act of 1973, as amended;

7.1.3 the Americans with Disabilities Act of 1990, as amended;

7.1.4 Executive Order 11246, as amended;

7.1.5 the Health Insurance Portability and Accountability Act of 1996;

7.1.6 the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended;

7.1.7 the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended;

7.1.8 ORS Chapter 659, as amended;

7.1.9 all regulations and administrative rules established pursuant to the foregoing laws; and

7.1.10 all other applicable requirements of federal, state and municipal civil rights and rehabilitation statutes, rules and regulations.

7.2 City's performance under the Agreement is conditioned upon Consultant's compliance with the provisions of ORS 279B.020, ORS 279B.220, 279B.225, 279B.230, and 279B.235 which are incorporated by reference herein.

9. Security Check

Consultant agrees that each of its employees, subconsultants' employees, and other individual involved in the Project may at the option of City be subject to a background/security check at any time through the Yamhill County Sheriff's Department or other designated agency. City retains the right to require immediate removal of any individual. Notwithstanding the foregoing, Consultant, not City is solely responsible for performing background checks on and screening for public safety for all individuals working for Consultant on the Project and to the extent allowed by law shall provide such screening information to City upon request.

10. Delay

Neither party will be responsible to the other for its failure to perform on time when such failure is due to causes beyond the party's reasonable control such as acts of God, fire, theft, war, riot, pandemics or epidemics, embargoes, or acts of civil or military authorities. If Consultant's services are delayed by such contingencies, Consultant will immediately notify City in writing and City may either (1) extend time of performance, or (2) terminate the uncompleted portion of Consultant's services at no cost to City.

11. Independent Contractor

Consultant is an independent contractor and is entitled to no compensation other than the compensation expressly provided by this Agreement. Nothing in this Agreement will be construed as forming a partnership, agency or joint venture between the parties. As an independent contractor, Consultant is not entitled to indemnification by City or the provision of a defense by City under the terms of ORS 30.285. This acknowledgement does not affect Consultant's independent ability (or the ability of its insurer) to assert the monetary limitations, immunities or other limitations affecting a claim made under the Oregon Tort Claims Act.

12. Notices

Any notice required under this Agreement will be deemed properly given if directed by prepaid mail, certified return receipt requested, or delivered in hand to the parties at the address as specified on the face page of this Agreement.

13. Indemnity

Consultant is responsible for all liability to the extent caused by or the performance of work pursuant to this Agreement. Consultant will indemnify and hold City, its elected officials, directors, employees, and agents harmless from and against all liability, losses, costs, settlements and reasonable expenses in connection with any action, suit or claim resulting or allegedly resulting from Consultant's negligent acts, omissions, activities or services in the course of performing under this Agreement. Consultant's defense obligations under this indemnity paragraph mean only the reimbursement of reasonable defense costs to the proportionate extent of Consultant's actual liability obligation hereunder.

14. Mediation/Litigation

If any dispute arises between the parties to this Agreement, the dispute will be submitted to mediation prior to any litigation. No claim or dispute arising under this Agreement may proceed to litigation if the parties have not first mediated that claim or dispute. Mediation will be conducted in Yamhill County, Oregon. The parties will attempt to select a mediator within 30 days of a party's request for mediation. If the parties fail to agree on a mediator, a mediator will be appointed by the presiding judge of the Yamhill County Circuit Court upon a party's request. The mediator's fees and expenses will be shared equally by the parties. Each party will bear its own attorney fees.

Any litigation arising out of or related to this Agreement will be tried to the court without a jury. Each party will bear its own fees, costs and expenses related to any litigation, including attorney fees.

15. Governing Law

This Agreement and all services performed hereunder will be interpreted under the laws of the State of Oregon without respect to conflict of laws principles. The exclusive venue for any lawsuit or action will be in Yamhill County, Oregon. Consultant consents to the personal jurisdiction of the Circuit Court for the State of Oregon, Yamhill County.

16. Assignment

Neither party shall assign any rights nor delegate any responsibilities it has under this Agreement without the other party's prior written approval.

17. Severability

If any term, condition or provision of this Agreement or the application thereof to any circumstance is determined to be invalid or unenforceable to any extent, the remaining provisions of this Agreement will not be affected but will instead remain valid and fully enforceable.

18. Article Headings

All article headings are inserted for convenience only and will not affect any construction or interpretation of this Agreement.

19. Waiver

No waiver of satisfaction of a condition or nonperformance of an obligation under this Agreement will be effective unless it is in writing and signed by the party granting the waiver.

20. No Third-Party Beneficiaries

This Agreement confers no rights or benefits on any third party.

21. Entire Agreement

This Agreement signed by both parties and so initialed by both parties in the margin opposite this paragraph constitutes a final written expression of all the terms of this Agreement and is a complete and exclusive statement of those terms. Any and all representations, promises, warranties, or statements by City or City's agents that differ in any way from the terms of this written Agreement will be given no force and effect. This Contract will be changed, amended, or modified only by written instrument signed by both City and Consultant. This Agreement will not be modified or altered by any course of performance by either party.

CITY OF DAYTON

CONSULTANT
[CONSULTANT NAME]

By: *Rochelle Proden*
Title: *City Manager*

By: *Janet Truitt*
Title: *Project Manager*

EXHIBIT A



September 4, 2020

Rochelle Roaden
City Manager
City of Dayton
416 Ferry Street
Dayton, Oregon 97114

**Subject: City of Dayton Funding Support
DOWL Project No. 2860.80118**

Dear Rochelle:

As requested, DOWL LLC is happy to assist the City as they prepare loan applications for the Department of Environmental Quality and Business Oregon for funding to replace the main span of the City's utility and pedestrian bridge.

Scope of Work

Task 1 – Loan Application Support

Consultant shall work to assist the City, including consultation for loan applications for the Department of Environmental Quality (bridge and sewer portion) and Business Oregon (water portion) for the City's utility and pedestrian bridge.

Services may include:

- Project Management
- Prepare invoices
- Prepare up to 3 exhibits
- Prepare up to 2 cost estimates
- Review up to 2 loan applications and provide comments

Services not included are:

- Preparation of design documents
- Engineering calculations
- Preliminary design work including survey, permitting fieldwork, geotechnical explorations, cultural resources or hazardous materials survey
- Permit applications

Schedule

Notice to proceed is assumed to be September 15, 2020. It is assumed all tasks will be completed by September 30, 2021.

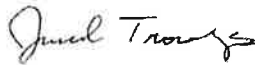
Rochelle Roaden
City of Dayton
September 4, 2020
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Estimated Fee

Consultation and loan application support will be provided as detailed in Task 1 on a time and materials basis up to the not to exceed (NTE) amount of \$25,000. The approved fee will not be exceeded without prior written authorization. DOWL's 2020-2021 billing rates are included in Exhibit B. Any changes to the scope of work, whether requested by the City or due to other circumstances, will be documented in writing and promptly communicated.

We trust this proposal provides you with the information required for the Funding Support Services Agreement and hope it meets with your approval. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Jared Trowbridge".

Jared Trowbridge, PE
Project Manager

EXHIBIT B



Effective July 1, 2020 through June 30, 2021

OREGON FEE SCHEDULE

Personnel Billing Rates

Personnel are identified on our invoices by name and/or labor category.

Description	Rate	Description	Rate
Accounting Manager	\$155	Engineer VI	\$180
Accounting Technician	\$85	Engineer VII	\$190
Administrative Assistant	\$70	Engineer VIII	\$195
Administrative Manager	\$95	Engineer IX	\$215
Biologist I	\$100	Engineer X	\$230
Biologist II	\$110	Engineering Technician I	\$80
Biologist III	\$120	Engineering Technician II	\$90
Biologist IV	\$130	Engineering Technician III	\$100
Biologist V	\$175	Engineering Technician IV	\$115
CAD Drafter I	\$75	Engineering Technician V	\$130
CAD Drafter II	\$90	Engineering Technician VI	\$145
CAD Drafter III	\$100	Environmental Specialist I	\$90
CAD Drafter IV	\$110	Environmental Specialist II	\$105
CAD Drafter V	\$120	Environmental Specialist III	\$110
Civil and Transportation Designer	\$95	Environmental Specialist IV	\$135
Contract Administrator I	\$130	Environmental Specialist V	\$150
Contract Administrator II	\$155	Environmental Specialist VI	\$170
Corporate Development Manager	\$180	Environmental Specialist VII	\$180
Crew Chief I	\$90	Environmental Specialist VIII	\$190
Crew Chief II	\$100	Environmental Specialist IX	\$215
Crew Chief III	\$105	Environmental Specialist X	\$225
Crew Chief IV	\$115	Field Project Representative I	\$100
Crew Chief V	\$125	Field Project Representative II	\$110
Cultural Resources Specialist I	\$90	Field Project Representative III	\$140
Cultural Resources Specialist II	\$105	Geologist I	\$100
Cultural Resources Specialist III	\$115	Geologist II	\$110
Cultural Resources Specialist IV	\$135	Geologist III	\$120
Cultural Resources Specialist V	\$165	Geologist IV	\$140
Document Production Supervisor	\$120	Geologist V	\$165
Engineer I	\$95	GIS Technician	\$75
Engineer II	\$110	GIS Specialist	\$90
Engineer III	\$135	GIS Coordinator	\$140
Engineer IV	\$155	Graphics Designer	\$120
Engineer V	\$165	Inspector I	\$90



Inspector II	\$100
Inspector III	\$105
Inspector - Supervisor	\$130
Intern I	\$60
Intern II	\$75
Laboratory Supervisor	\$80
Laboratory Manager	\$95
Landscape Architect I	\$100
Landscape Architect II	\$115
Landscape Architect III	\$130
Landscape Architect IV	\$145
Landscape Architect V	\$160
Landscape Architect VI	\$170
Landscape Architect VII	\$180
Landscape Planner	\$105
Landscape Designer	\$85
Lead Materials Technician	\$85
Marketing & Administrative Manager	\$180
Marketing Assistant	\$75
Marketing Coordinator	\$125
Materials Technician	\$65
Materials Technician II	\$75
Materials Manager	\$100
Planner I	\$90
Planner II	\$105
Planner III	\$130
Planner IV	\$150
Planner V	\$160
Planner VI	\$170
Planner VII	\$180
Planner VIII	\$190
Planner IX	\$210
Planner X	\$250
Professional Land Surveyor I	\$90
Professional Land Surveyor II	\$100
Professional Land Surveyor III	\$110
Professional Land Surveyor IV	\$120
Professional Land Surveyor V	\$130
Professional Land Surveyor VI	\$135
Professional Land Surveyor VII	\$145

Professional Land Surveyor VIII	\$155
Professional Land Surveyor IX	\$170
Professional Land Surveyor X	\$190
Project Assistant I	\$85
Project Assistant II	\$100
Project Administrator	\$100
Project Controller	\$125
Project Manager I	\$125
Project Manager II	\$140
Project Manager III	\$155
Project Manager IV	\$165
Project Manager V	\$185
Project Manager VI	\$200
Project Manager VII	\$215
Proposal Manager	\$110
Public Involvement Assistant	\$85
Public Involvement Planner	\$105
Public Involvement Coordinator	\$115
Public Involvement Program Manager	\$170
Real Estate Services Manager	\$150
Right of Way Assistant	\$85
Right of Way Agent I	\$95
Right of Way Agent II	\$110
Right of Way Agent III	\$125
Right of Way Agent IV	\$135
Right of Way Agent V	\$150
Right of Way Agent VI	\$185
Risk Manager	\$170
Senior CAD Drafter	\$135
Senior Civil and Transportation Designer	\$140
Senior Manager I	\$200
Senior Manager II	\$220
Senior Manager III	\$230
Senior Manager IV	\$265
Senior Manager V	\$275
Senior Manager VI	\$295
Senior Materials Technician	\$85
Senior Proposal Manager	\$155
Survey Crew Surveyor I	\$60
Survey Crew Surveyor II	\$70



Survey Crew Surveyor III	\$80	Survey Technician VI	\$105
Survey Crew Surveyor IV	\$90	Survey Technician VII	\$110
Survey Crew Surveyor V	\$100	Survey Technician VIII	\$120
Survey Technician I	\$55	Survey Technician IX	\$140
Survey Technician II	\$65	Survey Technician -- Supervisor	\$120
Survey Technician III	\$75	Systems Administrator	\$125
Survey Technician IV	\$85	Technical Coordinator	\$150
Survey Technician V	\$95		

Survey Crews

One-Person Survey Crew	=	\$120/hour
One-Person Survey Crew GPS/ Robotics	=	\$130/hour
Two-Person Survey Crew (Non-GPS)	=	\$160/hour
Two-Person Survey Crew	=	\$180/hour
Two-Person Survey Crew GPS/ Robotics	=	\$190/hour
Two-Person Survey Crew (PLS + LSIT)	=	\$225/hour
Three-Person Survey Crew	=	\$260/hour

Travel, Mileage, & Miscellaneous

Lodging	=	Cost per night
Airfare	=	Cost
Vehicle Usage – Passenger Cars	=	0.85/mile
Vehicle Usage – Trucks & SUV's	=	1.05/mile
Printing/Supplies/Phone/Fax/Postage	=	Note 3
In-House Usage Charges	=	Note 4

Per Diem

Unless otherwise specified contractually, per diem will be billed when travel is more than 50 miles from the office during a meal allowance period of three or more consecutive hours or involves an overnight stay. The three meal allowance periods are breakfast (midnight to 10 am), lunch (10 am – 3 pm) and dinner (3 pm to midnight).

	Breakfast	Lunch	Dinner	Incidentals	GSA Per Diem Rate
Bend	\$14.00	\$16.00	\$26.00	\$5.00	\$61.00
Portland	\$16.00	\$17.00	\$28.00	\$5.00	\$66.00
Eugene	\$14.00	\$16.00	\$26.00	\$5.00	\$61.00
Lake Oswego	\$13.00	\$15.00	\$23.00	\$5.00	\$56.00
Medford	\$13.00	\$14.00	\$23.00	\$5.00	\$55.00
Salem	\$13.00	\$14.00	\$23.00	\$5.00	\$55.00

All other cities not listed above, please use the following link: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Please use the following link for the meal breakdown: <https://www.gsa.gov/travel/plan-book/per-diem-rates/meals-and-incidentals-expenses-mie-breakdown>

