

CITY OF BATAVIA

Date: January 23, 2013
To: City Services Committee
From: Andrea M. Podraza, P.E., CFM
Civil Engineer
Re: **Braeburn Marsh Restoration Monitoring & Maintenance Coordination**

Resolution 13-14-R : Authorizing Execution of the contract for The Braeburn Marsh 5 year Monitoring and Maintenance Coordination with Wills Burke Kelsey (WBK)

The City of Batavia and the Forest Preserve District of Kane County jointly completed improvements on the Braeburn Marsh in the spring of 2011. The work was completed under a United States Army Corps of Engineers Permit and as part of the permit requires a five-year monitoring and reporting period. The monitoring period is necessary for acceptance of the mitigation efforts by the permit agencies.

Individually the City of Batavia (COB) and the Forest Preserve District of Kane County (FPDKC) are responsible for the West Side and East Side, respectively, of the Braeburn Marsh, although efforts will be combined when possible to make this process go as smooth as possible. WBK has prepared this contract just for the West Side for COB and put together a separate contract for the East Side for the FPDKC. Ultimately the Army Corps wants to see one report for the entire area as that is how the permit was originally approved and the report will be assembled as such after information has been collected for each side.

This contract covers the costs associated with field assessments of the vegetation, done annually in late spring/early summer and again in late summer/early fall that will be summarized in the annual report to be submitted by January 31st each year until acceptance. Staff worked with WBK who has prepared and submitted the first year. The second part of the contract relates to Maintenance Contractor Coordination and Permit Coordination. Staff will be bringing the maintenance portion of the Braeburn Marsh/McKee Road Tributary back to a future City Service meeting, which will cover specific tasks for each year to help establish the vegetation, keep out the invasives, etc. in order to meet the Army Corps requirements for close out of the permit at approximately the five year mark. WBK will provide coordination with the selected contractor and discuss the status of the Marsh during a field meeting. Again it is the desire of both parties, COB and FPDKC, to put a package out to bid together and get more competitive prices and keep both of our bottom line costs down. The last item is working with the permitting agency, United States Army Corps of Engineers, to confirm all permit requirements have been met.

Cc: Noel Basquin, City Engineer
File – Braeburn Marsh Maintenance

CITY OF BATAVIA, ILLINOIS

RESOLUTION 13-14-R

**AUTHORIZING EXECUTION OF THE CONTRACT FOR
BRAEBURN MARSH RESTORATION MONITORING AND
MAINTENANCE COORDINATION WITH
WILLS BURKE KELSEY ASSOCIATES (WBK)**

WHEREAS, the City of Batavia has identified the need for implementation of monitoring of recently constructed wetland mitigations at the McKee Road Tributary; and

WHEREAS, the City of Batavia requested a proposal from a qualified professional on the project; and

WHEREAS, Wills Burke Kelsey has submitted a proposal which is fair and reasonable for a five-year monitoring project; and

WHEREAS, the engineering company of Wills Burke Kelsey Associates has the appropriate expertise and experience necessary to provide environmental engineering services; and

WHEREAS, the total cost of said environmental engineering services is in the amount not to exceed \$25,591.11; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BATAVIA AS FOLLOWS:

SECTION 1. That the Mayor and City Clerk are hereby authorized to execute the Contract with Wills Burke Kelsey Associates of St. Charles, Illinois, for natural resource services in the amount not to exceed \$25,591.11. The Contract is attached hereto as Exhibit "1".

CITY OF BATAVIA, ILLINOIS RESOLUTION 13-14-R

PRESENTED to and **PASSED** by the City Council of the City of Batavia, Illinois, this 4th day of February, 2013.

APPROVED by me as Mayor of said City of Batavia, Illinois, this 4th day of February, 2013.

Jeffery D. Schielke, Mayor

Ward	Aldermen	Ayes	Nays	Absent	Abstain	Aldermen	Ayes	Nays	Absent	Abstain
1	O'Brien					Sparks				
2	Dietz					Wolff				
3	Chanzit					Jungels				
4	Volk					Stark				
5	Frydendall					Thelin Atac				
6	Liva					Clark				
7	Tenuta					Brown				
Mayor Schielke										
VOTE:		Ayes	Nays	Absent	0	Abstention(s) counted as _____				
Total holding office: Mayor and 14 aldermen										

ATTEST:

Heidi L. Wetzel, City Clerk



116 West Main Street, Suite 201
St. Charles, Illinois 60174
Phone: 630.443.7755
Fax: 630.443.0533
www.wbkengeering.com

WILLS BURKE KELSEY ASSOCIATES

January 23, 2013

Ms. Andrea Podraza, P.E., CFM
City of Batavia, Engineering Department
100 North Island Avenue
Batavia, IL 60510

Subject: Proposal for Professional Natural Resource Services
Braeburn Marsh Restoration Monitoring and Maintenance Coordination

Dear Ms. Podraza:

Wills Burke Kelsey Associates, Ltd. (WBK) is pleased to provide this proposal for Natural Resource Services related to the monitoring and maintenance coordination of the Braeburn Marsh Restoration Project Site. Monitoring is required for a 5-year period for the project sites to meet the environmental performance standards set in the US Army Corps of Engineers permit for the Braeburn Marsh Restoration Project.

Preparing this proposal requires the exercise of professional engineering judgment, and as such, this proposal remains the proprietary instrument of service of the firm Wills Burke Kelsey Associates. No portion of this proposal may be shared with another firm providing similar services. Included below is our understanding of the assignment, scope of services, and estimate of fee.

UNDERSTANDING OF THE ASSIGNMENT

Wills Burke Kelsey Associates, Ltd. understands that the City of Batavia is requesting monitoring services per the USACE Permit (LRC-2010-91) for the Braeburn Marsh Restoration Project. WBK understands that a monitoring program is necessary for the acceptance of the mitigation efforts by the permit agencies.

WBK understands that there are two separate owners and permittees of the Braeburn Marsh Restoration Project area. The western portion of the project area within Braeburn Marsh located west of Randall Road, east of Hamilton Way, south of South Drive, and north of Mill Street is the responsibility of the City of Batavia. The eastern section of the project area within Braeburn Marsh located east of Randall Road, west of Western Avenue, south of Fabyan Parkway, and north of Haines Drive is the responsibility of the Forest Preserve District of Kane County. This proposal is for the western portion of the project area only.

In addition, we anticipate that certain maintenance activities will be required during the establishment period, and WBK is to recommend those activities to the City of Batavia who will contract with others to perform the maintenance. WBK will then coordinate maintenance activities in the field.

We have broken down our understanding of the above assignment into the Scope of Services as follows.

SCOPE OF SERVICES

This proposal is for a period of five years; January 31, 2013 through January 31, 2017.

TASK 1 – ANNUAL VEGETATION MONITORING FIELD ASSESSMENT: WBK will provide an annual monitoring program that meets the requirements of the USACE 404 Permit requirements. The bi-annual monitoring program will include an overall assessment of the wetland mitigation area, in the spring or early summer and in the late summer or early fall. The site review will assess the amount of vegetative cover, whether or not the planted species are present, and identification of any invasive, weedy species requiring maintenance. We will work with the City of Batavia and their landscape contractor to ensure that all activities undertaken as part of the wetland mitigation are identified in the reporting to demonstrate to the resource agencies, including the USACE, the efforts undertaken to meet the requirements of the permit.

TASK 2 – ANNUAL VEGETATION MONITORING REPORT: WBK will prepare an annual monitoring report and submit to the United States Army Corps of Engineers and Kane County as part of the permit requirements. The annual report will include a summary of the site assessment and a set of recommendations for maintenance. These recommendations will include modifications to soil conditions, fertilization, the use of herbicides, control burn, mowing requirements, and other relevant husbandry practices. This task will only be completed in conjunction with the ANNUAL VEGETATION MONITORING FIELD ASSESSMENT.

TASK 3A – MAINTENANCE CONTRACTOR COORDINATION: WBK will attend one field meeting per year with the selected landscape contractor at the Braeburn Marsh Restoration Site. The meeting agenda will consist of the following items; wetland mitigation area site walk, review of previous seeding, planting, and maintenance work that has been completed, required permitted tasks that need to be completed, and a schedule of maintenance items. The meeting outcome will be discussed and used in preparation of the annual maintenance and monitoring report. We will provide a summary of the meeting agenda in a meeting note format following the site visit with the landscape contractor to the City of Batavia.

TASK 3B – MAINTENANCE CONTRACTOR COORDINATION: WBK will meet the maintenance contractor on-site on an as-needed and on-call basis to direct maintenance activities and provide oversight to ensure the tasks are being carried out according to the permit requirements. WBK will be available to the contractor via phone or email throughout the year for questions regarding maintenance tasks on the Braeburn Marsh Restoration Site. The City of Batavia will be billed for this task on a Time and Materials basis according to the attached Schedule of Charges.

TASK 4 – PERMIT AGENCY COORDINATION: WBK will coordinate with all permit agencies and local government offices to ensure compliance of the project with the permit requirements during the final year of maintenance and monitoring. WBK will set up and attend one field meeting with the permit agencies to review the project maintenance and monitoring and request permit sign-off.

ESTIMATE OF FEE

We have provided a fee estimate for each of the above 4 tasks for each year of the permit-required maintenance and monitoring period of 5-years. The yearly sub-total and 5-year overall total is presented below. Reimbursable expenses may include delivery services, mileage, copies and prints, etc. Copies and prints for the City of Batavia will not be included in this cost; however, copies and prints for permit agencies may be included.

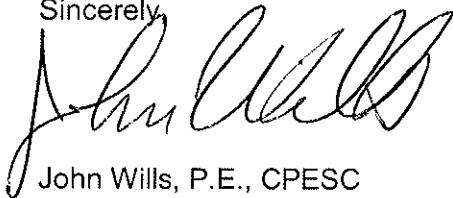
Year	Task	Cost
2013	Task 1 – Annual Vegetation Monitoring Field Assessment	\$ 1,500.00
	Task 2 – Annual Vegetation Monitoring Report	\$ 2,000.00
	Task 3A – Maintenance Contractor Coordination	\$ 1,000.00
	Reimbursable Expenses	\$ 100.00
	Sub-Total	\$ 4,600.00
2014	Task 1 – Annual Vegetation Monitoring Field Assessment	\$ 1,545.00
	Task 2 – Annual Vegetation Monitoring Report	\$ 2,060.00
	Task 3A – Maintenance Contractor Coordination	\$ 1,030.00
	Reimbursable Expenses	\$ 100.00
	Sub-Total	\$ 4,735.00
2015	Task 1 – Annual Vegetation Monitoring Field Assessment	\$ 1,591.35
	Task 2 – Annual Vegetation Monitoring Report	\$ 2,121.80
	Task 3A – Maintenance Contractor Coordination	\$ 1,060.90
	Reimbursable Expenses (Cost Plus 10%)	\$ 100.00
	Sub-Total	\$ 4,874.05
2016	Task 1 – Annual Vegetation Monitoring Field Assessment	\$ 1,639.09
	Task 2 – Annual Vegetation Monitoring Report	\$ 2,185.45
	Task 3A – Maintenance Contractor Coordination	\$ 1,092.73
	Reimbursable Expenses	\$ 100.00
	Sub-Total	\$ 5,017.27
2017	Task 1 – Annual Vegetation Monitoring Field Assessment	\$ 1,688.26
	Task 2 – Annual Vegetation Monitoring Report	\$ 2,251.02
	Task 3A – Maintenance Contractor Coordination	\$ 1,125.51
	Task 4 – Permit Agency Coordination	\$ 1,200.00
	Reimbursable Expenses	\$ 100.00
	Sub-Total	\$ 6,364.79
5-Year Total (Excludes Time and Materials)		\$ 25,591.11

We propose to bill you monthly based on the attached Schedule of Charges. We establish our contract in accordance with the attached General Terms and Conditions. These General Terms and Conditions are expressly incorporated into and are made an integral part of this contract for professional services.

If this proposal is acceptable, please sign both copies and return one (1) to us for our files to serve as a notice to proceed.

Thank you for the opportunity to continue to provide service to the City of Batavia. If you have any questions, please do not hesitate to call.

Sincerely,



John Wills, P.E., CPESC
President

Encl: Schedule of Charges (2013)
General Terms and Conditions (September 30, 2010)

THIS PROPOSAL, SCHEDULE OF CHARGES, AND GENERAL TERMS & CONDITIONS
ACCEPTED FOR THE CITY OF BATAVIA:

BY: _____
TITLE: _____
DATE: _____

AGREEMENT

THIS AGREEMENT, made this 22nd day of January, 2013 by and between the CITY OF BATAVIA, (hereinafter referred to as the "City"), and Wills Burke Kelsey Associates (WBK), (hereinafter referred to as the "Company"), with regard to certain services in connection with the **BRAEBURN MARSH RESTORATION MONITORING AND MAINTENANCE COORDINATION** Project (hereinafter referred to as the "Project".)

NOW THEREFORE, the City and the Company, in consideration of the mutual covenants hereinafter set forth, agree to as follows:

1. The Company agrees to perform services in connection with the Project as hereinafter stated. The Company shall at all times observe and comply with all laws, ordinances, and regulations of the federal, state, and local governments, which may in any manner affect the preparation of proposals or the performance of the Agreement.
2. The Company has made a proposal to the City, dated January 18, 2013, attached hereto Exhibit 1 and expressly made a part hereof, in response to the City's verbal Request for Proposal, after a meeting December 19, 2012.
3. This contract shall constitute the entire agreement and understanding by and between the parties hereto, and it shall not be considered modified, altered, changed, or amended in any respect unless done so in writing with signatures by both the City and the Company.
4. The terms and conditions of this agreement shall be the sole terms and conditions followed for this Agreement, unless otherwise approved in writing by the City Attorney and attached as an exhibit to this agreement. Any and all terms and conditions contained in Company's Proposal shall be superseded by the terms and conditions of this agreement.
5. The Company shall obtain, at its own expense, all permits and licenses which may be required to complete the Agreement, and/or required by federal, state, and local regulations and laws.
6. The City does not discriminate on the basis of handicapped status in the admission of, access to, or treatment of employment in its programs and activities.
7. Illinois Prevailing Wages: Contractor shall not pay less than the prevailing rates of wages to all laborers, workmen, and mechanics performing work under this contract, and shall comply with the requirements of the Illinois Wages of Employees on Public Works Act 820 ILCS 130/1-12 including, without limitation, the submission of certified monthly payroll reports as required by 820 ILCS 130/5. The contractor is advised that failure to timely submit such reports shall be cause for the withholding of payments otherwise due the contractor until compliance with the reporting requirements is achieved. The current Illinois Department of Labor Prevailing Wage Rates for the County of Kane are available at their website <http://www.state.il.us/agency/idol/>. Prevailing wage rates are subject to revision monthly. Copies of the current prevailing wage rates are also available at the Kane County Purchasing Department, 719 Batavia Avenue, Geneva, Illinois.



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Any bond furnished under this contract shall include such provisions as will guarantee the faithful performance of such prevailing wage clause as provided by the contract.

The Contractor and each of his Sub-Contractors shall pay each of his employees engaged in work on the project under this Contract in full (less deductions made mandatory by law) not less often than once each week.

8. Any payment made to the Company shall be strictly on the basis of quantum meruit. The Company shall submit to the City a detailed breakdown of hourly rates billed to date with each pay request. The detailed breakdown shall be based on the hourly rate breakdown contained in the approved proposal. The City will pay the Company for the performance of the Agreement as follows:
 - a. Monthly payments based on actual work satisfactorily completed, less 10% retainage until final completion of the work
 - b. The total Agreement payment shall not exceed \$25,591.11.
 - c. Additions or deductions to the approved total amount for services shall be authorized in writing by the City. Any out of scope work must be authorized in writing by the City. Any work performed without written approval from the City shall be solely at the expense of the Company.
 - d. Final payment to the Company will be made once the project has been completed, all paperwork completed and turned into the City of Batavia and/or State of Illinois, and approved with the State of Illinois and/or the City of Batavia.
9. The Company will perform those phases of the Project to which this Agreement applies, and will give consultation and advice to the City during the performance of the services.
10. The Company will provide certificates of insurance evidencing the types and limits of insurance. Each insurance company shall be acceptable to the City. The General Liability coverage shall name the City as an additional named insured. All insurance is primary, and in no event will be considered contributory to any insurance purchased by the City. All insurance will not be canceled, reduced, or materially changed without providing the City thirty (30) days advance notice, via certified mail.

The Company shall not commence work under this contract until they have obtained all insurance required and such insurance has been approved by the City, nor shall the Company allow any subcontractors (hereafter Subs) to commence work on their subcontract until the same insurance has been obtained by the Sub. The Company and their Subs shall maintain all insurance for not less than one (1) year after completion of this contract

Special Requirement: If the Company is an architectural or engineering firm, said Company shall also file a certificate of insurance for professional liability, errors and omissions coverage subject to final acceptance by the City of said coverage.



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11. The Company will provide the services as required herein in accordance with the Project Schedule.
12. The Company will attend conferences and visit the site of the work as may be outlined in the Request for Proposal at any reasonable time when requested to do so by the City.
13. The Company warrants that they are technically qualified and entirely conversant with the requirements of this Project; and that they have sufficient properly trained, organized, and experienced personnel and/or subcontractors to perform the services enumerated herein.
14. The City and the Company each binds themselves and their partners, successors, executors, administrators, and assigns to the other party of this Agreement and to the partners, successors, executors, administrators, and assigns of such other party, in respect to all covenants of this Agreement; except as above, and as noted in the attachments, neither the City nor the Company shall assign, subcontract, or transfer their interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body, which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the City and Company.

The Company may subcontract portions of the work upon written approval from the City. These Subs shall conform, in all respects, to the applicable provisions specified and shall further be subject to approval by the City. The Company shall identify all proposed Subs who will furnish services under the terms of this proposal. The work to be done by the Subs shall be outlined in detail in the proposal submitted by the Company. None of the services to be furnished by the Company shall be subcontracted, assigned, or transferred to any other party or parties without the written consent of the City. The consent to subcontract, assign, or otherwise transfer any portion of the services to be furnished by the Company shall not be construed to relieve the Company of any responsibility for the fulfillment of this Agreement. Any request for payment to the company, for work that was subcontracted, shall be supported with a waiver of lien and contractor's affidavit indicating the subcontractor has been paid and waives any lien on the project or funds for the project.

15. Company shall indemnify, protect, defend and hold the City and its employees harmless from and against any and all claims, liabilities, judgments, costs, damages and expenses, including reasonable attorney's fees, arising out of or in any way related to the work performed pursuant to this contract, including all work performed by its employees, agents, sub-contractors and assigns, except to the extent that such claim, liability, judgment, cost, damage or expense arises from the negligence or willful misconduct of the City, its employees or agents.
16. The City agrees to review each and every phase of the Project as in the aforementioned proposal in a timely manner. Upon approval of each phase, the Company shall then proceed to the next phase.
17. All drawings, specifications, reports, and any other project documents prepared by the Company in connection with any or all of the services to be furnished thereunder shall be



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delivered to the City for the expressed use of the City. The Company does have the right to retain original documents, but shall cause to be delivered to the City such quality of documents so as to assure total reproducibility of the documents delivered. All information, worksheets, reports, design calculations, plans, and specifications shall be the sole property of the City unless otherwise specified in the negotiated agreement. The Company agrees that the basic survey notes and sketches, charts, computations, and other data prepared or obtained by the Company pursuant to the Agreement will be made available, upon request, to the City without cost and without restriction or limitations as to their use. All field notes, test records, and reports shall be available to the City upon request.

18. The City reserves the right by written amendment to make changes in requirements, amount of work, or engineering time schedule adjustments. The Company and the City shall negotiate appropriate adjustments acceptable to both parties to accommodate any changes.
19. The City may, at any time by written order, require the Company to stop all or part of the services required by this Agreement. Upon receipt of such an order the Company shall immediately comply with its terms and take all steps to minimize the occurrence of costs allocable to the services covered by the order. The City will pay for costs associated with suspension provided, they are deemed reasonable by the City.
20. The City reserves the right to terminate the whole or any part of this Agreement, upon ten (10) calendar day's written notice to the Company. The City further reserves the right to cancel the whole or part of the Agreement, if the Company fails to perform any of the provisions in the Agreement or fails to make delivery within the time stated. The Company will not be liable to perform if situations arise by reason of acts of God or public enemy, acts of City, fires, or floods.
 - a. Should any of the key personnel identified in the Proposal become unavailable to work on the project, and no permanent substitute personnel reasonably satisfactory to the City is provided by the Company within thirty (30) days, and/or no temporary replacement personnel is provided by the Company immediately following the commencement of the subject Key Personnel's unavailability, the City may, at its election, declare such contract terminated and at an end, reserve the right to maintain and action to recover damages arising due to breach of contract
 - b. The City reserves the right to terminate in whole or any part of this contract, upon written notice to the Company, in the event of default by the Company. Default is defined as failure of the Company to perform any of the provisions of this contract or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default and termination, the City may procure, upon such terms and in such manner as the City may deem appropriate, supplies or services similar to those so terminated.

The Company shall be liable to the City for all excess costs for such similar supplies or service unless evidence is submitted to the City that in the sole opinion of the City clearly proves that failure to perform the contract was due to causes beyond the control and without the fault or negligence of the Company.



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- c. Upon termination, the Company shall cause to be delivered to the City all surveys, reports, permits, agreements, calculations, drawings, specifications, partially and completed estimates, and data, as well as products of computer aided drafting, design, and writing that have been paid for by the City. Cost of termination incurred by the Company before the termination date will be reimbursed by the City only, if prior to the effective termination date, the City receives from the Company a list of actions necessary to accomplish termination and the City agrees in writing that those actions be taken. Upon receipt of the termination notice, the Company shall stop all work until said Agreement is reached.
21. The City agrees to notify the Company at least twenty-four (24) hours in advance of the need for personnel or services.
22. Nothing contained in this Agreement, nor the performance of the parties hereunder, is intended to benefit, nor shall inure to the benefit of, any third party, including the City's Contractors, if any.
23. An notice relating to claims for damages or relating to allegations of default shall be in writing and shall be made by certified or registered mail, postage prepaid, return receipt requested, or reliable overnight courier, to the parties as follows:
- If to Company:* Wills Burke Kelsey Associates
116 W Main Street, Suite 201
St. Charles, IL 60174
- with copy to:* Attorney
- If to the City:* City of Batavia
Attention: City Clerk
100 North Island Avenue
Batavia, IL 60510
- with copies to:* City of Batavia
Attention: City Engineer
100 N. Island Avenue
Batavia, IL 60510
- and:* City of Batavia
Attention: City Attorney
100 North Island Avenue
Batavia, IL 60510
24. This Agreement contains the entire agreement between the parties. No other writing, discussion or any other communication about possible terms is to be construed as forming part of the agreement between the parties. Any terms and conditions submitted by the Company as part of its proposal are specifically disavowed and such terms and conditions shall not supersede this Agreement.



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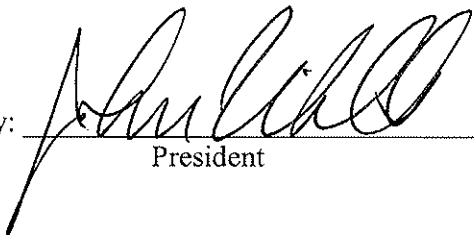
- 25. This Agreement shall be binding upon the partners, heirs, successors, executors, administrators, and assigns of all the parties hereto.
- 26. This Agreement shall be construed in accordance with the laws of the State of Illinois. Venue for any litigation arising from this Agreement shall be limited to the Courts of the Sixteenth Judicial Circuit, Kane County, Illinois.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date first above written.

CITY OF BATAVIA, an Illinois
Municipality,

Company,

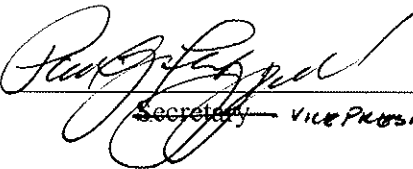
By: _____
Mayor

By: 
President

Attest:

By: _____
City Clerk

Attest:

By: 
~~Secretary~~ *VICE PRESIDENT*

WILLS BURKE KELSEY ASSOCIATES, LTD.
2013 Standard Charges for Professional Services

<u>Classification</u>	<u>Hourly Rate</u>
Principal	\$ 205
Engineer VI	\$ 196
Engineer V	\$ 165
Engineer IV	\$ 140
Engineer III	\$ 108
Engineer II	\$ 90
Engineer I	\$ 80
Engineering Technician IV	\$ 138
Engineering Technician III	\$ 116
Engineering Technician II	\$ 97
Engineering Technician I	\$ 81
Senior Structural Engineer	\$ 155
Senior Soil / Environmental Scientist V	\$ 151
Soil / Environmental Scientist	\$ 110
Environmental Resource Specialist IV	\$ 113
Environmental Resource Specialist III	\$ 100
Environmental Resource Specialist II	\$ 81
Environmental Resource Specialist I	\$ 75
Resource Planner V	\$ 144
Resource Planner IV	\$ 95
Resource Planner III	\$ 87
Resource Planner II	\$ 77
Survey III	\$ 115
GIS Analyst	\$ 88
Engineering Intern	\$ 45
Administrative	\$ 77
Office Professional	\$ 62
Direct Costs: Copies & Prints, Messenger & Delivery Services, Mileage, etc.	Cost +10%

Charges include overhead and profit.

*Wills Burke Kelsey Associates, Ltd. reserves the right to increase
these rates and costs by 5% effective January 1, 2014.*