Agreement Between City of Rapid City and Infrastructure Management Services, LLC, for Professional Services for Data Collection for 2021 Pavement Condition Index, Project No. 21-2656 / CIP No. 51327

AGREEMENT made ______________________, 20____, between the City of Rapid City, SD (City) and Infrastructure Management Services, LLC, (Engineer), located at 8380 South Cyrene Road, Suite 101, Tempe, AZ 85284. City intends to obtain services for Data Collection for 2021 Pavement Condition Index, Project No. 21-2656 / CIP No. 51327. The scope of services is as described within this document and as further described in Exhibits A, B and C (attached).

The City and the Engineer agree as follows:

The Engineer shall provide professional engineering services for the City in all phases of the Project and as further defined in Exhibits A, B and C (attached), serve as the City’s professional engineering representative for the Project, and give professional engineering consultation and advice to the City while performing its services.

Section 1—Basic Services of Engineer

1.1 General

1.1.1 The Engineer shall perform professional services described in this agreement, which include customary engineering services. Engineer intends to serve as the City’s professional representative for those services as defined in this agreement and to provide advice and consultation to the City as a professional. Any opinions of probable project cost, approvals, and other decisions provided by Engineer for the City are rendered on the basis of experience and qualifications and represent Engineer’s professional judgment.

1.1.2 All work shall be performed by or under the direct supervision of a professional Engineer licensed to practice in South Dakota.

1.1.3 All documents including Drawings and Specifications provided or furnished by Engineer pursuant to this Agreement are instruments of service in respect of the Project and Engineer shall retain an ownership therein. Reuse of any documents pertaining to this project by the City on extensions of this project or on any other project shall be at the City’s risk. The City agrees to defend, indemnify, and hold harmless Engineer from all claims, damages, and expenses including attorney’s fees arising out of such reuse of the documents by the City or by others acting through the City.
1.1.4 The contract will be based on an hourly rate and reimbursable fee schedule with a maximum not-to-exceed amount.

1.2 **Scope of Work**

The Engineer shall:

1.2.1 Consult with the City, other agencies, groups, consultants, and/or individuals to clarify and define requirements for the Project and review available data.

1.2.2 Perform the tasks described in the Scope of Services. (See Exhibit A.)

1.2.3 Conduct a location survey of the Project to the extent deemed necessary to provide adequate site information.

1.2.4 Prepare a report presenting the results of the study as outlined in the scope of services.

**Section 2—Information Provided by City**

The City will provide any information in its possession for the project at no cost to the Engineer.

**Section 3—Notice to Proceed**

The City will issue a written notification to the Engineer to proceed with the work. The Engineer shall not start work prior to receipt of the written notice. The Engineer shall not be paid for any work performed prior to receiving the Notice to Proceed.

**Section 4—Mutual Covenants**

4.1 **General**

4.1.1 The Engineer shall not sublet or assign any part of the work under this Agreement without written authority from the City.

4.1.2 The City and the Engineer each binds itself and partners, successors, executors, administrators, assigns, and legal representatives to the other party to this agreement and to the partners, successors, executors, administrators, assigns, and legal representatives of such other party, regarding all covenants, agreements, and obligations of this agreement.

4.1.3 Nothing in this agreement shall give any rights or benefits to anyone other than the City and the Engineer.
4.1.4 This agreement constitutes the entire agreement between the City and the Engineer and supersedes all prior written or oral understandings. This agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

4.1.5 The Engineer shall make such revisions in plans which may already have been completed, approved, and accepted by the City, as are necessary to correct Engineer’s errors or omissions in the plans, when requested to do so by the City, without extra compensation therefore.

4.1.6 If the City requests that previously satisfactorily completed and accepted plans or parts thereof be revised, the Engineer shall make the revisions requested by the City. This work shall be paid for as extra work.

4.1.7 If the City changes the location from the one furnished to the Engineer, or changes the basic design requiring a new survey for the portions so changed, the redesign will be paid for as extra work.

4.1.8 The City may at any time by written order make changes within the general scope of this Agreement in the work and services to be performed by the Engineer. Any changes which materially increase or reduce the cost of or the time required for the performance of the Agreement shall be deemed a change in the scope of work for which an adjustment shall be made in the Agreement price or of the time for performance, or both, and the Agreement shall be modified in writing accordingly. Additional work necessary due to the extension of project limits shall be paid for as extra work.

4.1.9 Extra work, as authorized by the City, will be paid for separately and be in addition to the consideration of this Section.

4.1.10 For those projects involving conceptual or process development services, activities often cannot be fully defined during the initial planning. As the project does progress, facts and conditions uncovered may reveal a change in direction that may alter the scope of services. Engineer will promptly inform the City in writing of such situations so that changes in this agreement can be renegotiated.

4.1.11 This Agreement may be terminated (a) by the City with or without cause upon seven days’ written notice to the Engineer and (b) by the Engineer for cause upon seven days’ written notice to the City. If the City terminates the agreement without cause, the Engineer will be
paid for all services rendered and all reimbursable expenses incurred prior to the date of termination.

If termination is due to the failure of the Engineer to fulfill its agreement obligations, the City may take over the work and complete it. In such case, the Engineer shall be liable to the City for any additional cost to the extent directly resulting from Engineer’s action.

4.1.12 The City or its duly authorized representatives may examine any books, documents, papers, and records of the Engineer involving transactions related to this agreement for three years after final payment. All examinations will be performed at reasonable times, with proper notice. Engineer’s documentation will be in a format consistent with general accounting procedures.

4.1.13 The City shall designate a representative authorized to act on the City’s behalf with respect to the Project. The City or such authorized representative shall render decisions in a timely manner pertaining to documents submitted by the Engineer in order to avoid unreasonable delay in the orderly and sequential progress of the Engineer’s services.

4.1.14 Costs and schedule commitments shall be subject to renegotiation for delays caused by the City’s failure to provide specified facilities or information or for delays caused by other parties, excluding subcontractors and sub-consultants, unpredictable occurrences including without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdowns, acts of God, or the public enemy, or acts of regulations of any governmental agency or any other conditions or circumstances beyond the control of the City or Engineer. Temporary delays of services caused by any of the above which results in additional costs beyond those outlined may require renegotiation of this agreement.

4.1.15 The City will give prompt written notice to the Engineer if the City becomes aware of any fault or defect in the Project or nonconformance with the Project Documents.

4.1.16 Unless otherwise provided in this Agreement, the Engineer and the Engineer’s consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to hazardous materials in any form at the project site, including but not limited to asbestos products, polychlorinated biphenyl (PCB), or other toxic substances.
4.1.17 In the event asbestos or toxic materials are encountered at the
jobsite, or should it become known in any way that such materials
may be present at the jobsite or any adjacent areas that may affect
the performance of Engineer’s services, Engineer may, at their option
and without liability for consequential or any other damages, suspend
performance of services on the project until the City retains
appropriate specialist CONSULTANT(S) or contractor(s) to identify,
abate, and/or remove the asbestos or hazardous or toxic materials.

4.1.18 This agreement, unless explicitly indicated in writing, shall not be
construed as giving Engineer the responsibility or authority to direct or
supervise construction means, methods, techniques, sequences, or
procedures of construction selected by any contractors or
subcontractors or the safety precautions and programs incident to the
work of any contractors or subcontractors.

4.1.19 Neither the City nor the Engineer, nor its Consultants, shall hold the
other liable for any claim based upon, arising out of, or in any way
involving the discharge, dispersal, release or escape of smoke,
vapors, soot, fumes, acids, alkalis, toxic chemicals, liquids, or gases,
waste materials, or other irritants, contaminants, or pollutants.

4.1.20 Neither the City nor the Engineer, nor its Consultants, shall hold the
other liable for any claim based upon, arising out of, or any way
involving the specification or recommendation of asbestos, in any
form, or any claims based upon use of a product containing asbestos.

4.1.21 Engineer hereby represents and warrants that it does not fail or refuse
to collect or remit South Dakota or City sales or use tax for transactions
which are taxable under the laws of the State of South Dakota.

4.2 **City of Rapid City NonDiscrimination Policy Statement**

In compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the
Rehabilitation Act of 1973, the Age Discrimination act of 1975, the Americans
with Disabilities Act of 1990, and other nondiscrimination authorities it is the
policy of the City of Rapid City, 300 Sixth Street, Rapid City, SD 57701-5035, to
provide benefits, services, and employment to all persons without regard to race,
color, national origin, sex, disabilities/handicaps, age, or income status. No
distinction is made among any persons in eligibility for the reception of benefits
and services provided by or through the auspices of the City of Rapid City.

Engineer will permit access to any and all records pertaining to hiring and
employment and to other pertinent data and records for the purpose of enabling
the Commission, its agencies or representatives, to ascertain compliance with
the above provisions.
This section shall be binding on all subcontractors or suppliers.

Section 5—Payments to the Engineer

5.1 Schedule of Pay Rates

The City will pay the Engineer for services rendered or authorized extra work according to the Engineer’s hourly and reimbursable rate schedule described in Exhibit C.

5.2 Fee

The maximum amount of the fee for the services as detailed in Section 1.2 shall not exceed $148,924.00 unless the scope of the project is changed as outlined in Section 4. If expenses exceed the maximum amount, the Engineer shall complete the design as agreed upon here without any additional compensation. Sub task dollar amounts may be reallocated to other tasks as long as the total fee is not exceeded. Prime consultant may not mark up sub-consultant or sub-contractor services.

5.3 Progress Payments

Monthly progress payments shall be processed by the City upon receipt of the claim as computed by the Engineer based on work completed during the month per the hourly rates and allowable reimbursable as established in Section 5.1 and approved by the City.

Net payment to the Engineer shall be due within forty-five (45) days of receipt by the City.

Section 6—Completion of Services

The Engineer shall complete services on or before July 1, 2022 based on award date of October 18, 2021.

Section 7—Insurance Requirements

7.1 Insurance Required

The Engineer shall secure the insurance specified below. The insurance shall be issued by insurance company(s) acceptable to the City and may be in a policy or policies of insurance, primary or excess. Certificates of all required insurance including any policy endorsements shall be provided to the City prior to or upon the execution of this Agreement.
7.2 Cancellation

The Engineer will provide the City with at least 30 days' written notice of an insurer’s intent to cancel or not renew any of the insurance coverage. The Contractor agrees to hold the City harmless from any liability, including additional premium due because of the Contractor's failure to maintain the coverage limits required.

7.3 City Acceptance of Proof

The City’s approval or acceptance of certificates of insurance does not constitute City assumption of responsibility for the validity of any insurance policies nor does the City represent that the coverages and limits described in this agreement are adequate to protect the Engineer, its consultants or subcontractors interests, and assumes no liability therefore. The Engineer will hold the City harmless from any liability, including additional premium due, because of the Engineer’s failure to maintain the coverage limits required.

7.4 Specific Requirements

7.4.1 Workers’ compensation insurance with statutory limits required by South Dakota law. Coverage B-Employer’s Liability coverage of not less than $500,000 each accident, $500,000 disease-policy limit, and $500,000 disease-each employee.

7.4.2 Commercial general liability insurance providing contractual, personal injury, bodily injury and property damage liability coverage with limits of not less than $1,000,000 per occurrence, $2,000,000 general aggregate, and $2,000,000 aggregate products and completed operations. If the occurrence form is not available, claims-made coverage may be provided. Claims-made coverage shall continue through the term of this Agreement, and Engineer shall purchase at its sole expense either 1) an Extended Reporting Endorsement (also known as Tail Coverage); or 2) Prior Dates Coverage from new insurer with a retroactive date back to the date of, or prior to, the inception of this Agreement; or 3) shall demonstrate through Certificates of Insurance that Engineer has maintained continuous coverage with the same or original insurer. Coverage provided under items 1), 2), or 3) will continue for at least a period of three years after completion of the terms of this Agreement. The policy shall name the City and its representatives as an additional insured.

7.4.3 Automobile liability insurance covering all owned, nonowned, and hired automobiles, trucks, and trailers. The coverage shall be at least as broad as that found in the standard comprehensive automobile liability policy with limits of not less than $1,000,000 combined single
limit each occurrence. The required limit may include excess liability (umbrella) coverage. The policy shall name the City and its representatives as an additional insured.

7.4.4 Professional liability insurance providing coverage for claims arising from the negligent acts, errors or omissions of the Engineer or its consultants, of not less than $1,000,000 each occurrence and not less than $1,000,000 annual aggregate. Coverage shall be maintained for at least three years after final completion of the services. If this policy provides for claims-made coverage, the claims-made coverage shall continue through the term of this Agreement, and Engineer shall purchase at its sole expense either 1) an Extended Reporting Endorsement (also known as Tail Coverage); or 2) Prior Dates Coverage from new insurer with a retroactive date back to the date of, or prior to, the inception of this Agreement; or 3) shall demonstrate through Certificates of Insurance that Engineer has maintained continuous coverage with the same or original insurer. Coverage provided under items 1), 2), or 3) will continue for at least a period of three years after completion of the terms of this Agreement.

Section 8—Hold Harmless

The Engineer hereby agrees to hold the City harmless from any and all claims or liability including attorneys’ fees arising out of the professional services furnished under this Agreement, and for bodily injury or property damage arising out of services furnished under this Agreement, providing that such claims or liability are the result of a negligent act, error or omission of the Engineer and/or its employees/agents arising out of the professional services described in the Agreement.

Section 9—Independent Business

The parties agree that the Engineer operates an independent business and is contracting to do work according to his own methods, without being subject to the control of the City, except as to the product or the result of the work. The relationship between the City and the Engineer shall be that as between an independent contractor and the City and not as an employer-employee relationship. The payment to the Engineer is inclusive of any use, excise, income or any other tax arising out of this agreement.

Section 10—Indemnification

If this project involves construction and Engineer does not provide consulting services during construction including, but not limited to, onsite monitoring, site visits, site observation, shop drawing review and/or design clarifications, City agrees to indemnify and hold harmless Engineer from any liability arising from the construction activities.
undertaken for this project, except to the extent such liability is caused by Engineer's negligence.

**Section 11-Controlling Law and Venue**

This Agreement shall be subject to, interpreted and enforced according to the laws of the State of South Dakota, without regard to any conflicts of law provisions. Parties agree to submit to the exclusive venue and jurisdiction of the State of South Dakota, 7th Judicial Circuit, Pennington County.

**Section 12-Severability**

Any unenforceable provision herein shall be amended to the extent necessary to make it enforceable; if not possible, it shall be deleted and all other provisions shall remain in full force and effect.

**Section 13—Funds Appropriation**

If funds are not budgeted or appropriated for any fiscal year for services provided by the terms of this agreement, this agreement shall impose no obligation on the City for payment. This agreement is null and void except as to annual payments herein agreed upon for which funds have been budgeted or appropriated, and no right of action or damage shall accrue to the benefit of the Engineer, its successors or assignees, for any further payments. For future phases of this or any project, project components not identified within this contract shall not constitute an obligation by the City until funding for that component has been appropriated.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written.

**City of Rapid City:**

STEVE ALLENDER, MAYOR

__DATE:_________________________

ATTEST:

PAULINE SUMPTION, FINANCE DIRECTOR

**Contractor:**

Derek Turner, ENGINEER

__DATE: 9/30/2021__

FORM 109 Professional Services Agreement (09/12/2019)
Reviewed By:

Sara Odden, PE, PROJECT MANAGER

DATE: ____________________________

CITY’S DESIGNATED PROJECT REPRESENTATIVE

NAME: Sara Odden
PHONE: (605) 394-4154
EMAIL: sara.odden@rcgov.org

ENGINEER’S DESIGNATED PROJECT REPRESENTATIVE

NAME: Jeff Myers
PHONE: (407) 372-7021
EMAIL: jmyers@imsanalysis.com
Exhibit A: Scope of Services

To: Sara Odden, P.E., City Engineer  
From: Jeff Myers, M.S.A., Client Services Manager  
Date: October 1, 2021  
Project: Data Collection for 2021 Pavement Condition Index  
Subject: Project Scope of Work  
Project No: 21-2656 CIPNo.51327

Thank you for selecting IMS to conduct the network wide pavement data collection assignment. We are pleased to submit this scope of services document as an outline of services offered in response. IMS is proposing to utilize our Laser Crack Measurement System (LCMS-2) for the acquisition of pavement condition and imagery. This scope has been developed from our ongoing discussions, as well as the RFP document. A budget for the referenced services is provided in Exhibit B, along with a list of billing rates in Exhibit C.

Detailed Scope:

GIS / Network Inventory

Scope Details:
- Project Initiation (Kickoff Meeting)
  - Confirm scope, extent, and content of surveys, set milestones, and confirm deliverables.
  - Confirm key contacts, roles and responsibilities, and project documentation.
  - Confirm communication cadence, including regular updates with details and narrative around progress and any expected delays.
  - Provide periodic progress reports on milestones and changes in anticipated schedule.
  - Identify location of key data elements such as traffic data, GIS, existing roadway inventories, and pavement management data.
  - Identify deficient data and the means to obtain it.
  - Confirm phases of the work and invoicing methodology.
- Network Referencing & GIS Linkage
  - Gather existing centerline topology for data collection preparation.
  - Obtain/confirm roadway attributes from GIS for functional class, traffic (if available), width, length, pavement type, etc. If not available, devise plan to obtain them.
  - Review existing segmentation, recommend updates. Review and audit the City’s roadway inventory (PMS/GIS linkage, functional class, surface type, length, width, and number of lanes).
  - Split, combine, or add new sections as necessary.
  - Ensure each segment is linked to its appropriate parent GIS section.
  - Develop field survey maps and detailed network inventory for use by the RST and client review.

Deliverable Details:
- Completed survey map approved by the City.
Exhibit A: Scope of Services

Pavement Assessment

Scope Details:
- Data Collection
  - Mobilize LCMS-2 RST testing equipment to project.
  - Demonstrate the equipment to City personnel in an onsite meeting.
  - Calibrate equipment.
  - Complete single lane testing on all residential roadways, and two-lane testing (outside lanes) on all collector, arterial, and divided roadways.
  - Collect data for approximately 460 test miles, based upon approximately 400 centerline miles of residential roadway and 60 miles of arterial and collector roadway. Actual test mileage will be confirmed upon approval of survey map.
  - Collect modified ASTM D6433 distresses and attributes delivered in block-to-block segmentation basis.
- Provision of Digital Images
  - Process one view of digital video at 15-20 ft intervals.
  - Deliver images as a geodatabase
  - Load data and imagery into IMSVue viewing tool for “driving” effect
- Data Processing and QC
  - Develop exceptions report for lengths that do not match GIS within 15% or 50 ft.
  - For each data stream (surface distress, roughness, GPS), aggregate and process the data at the segment level.
  - Develop individual index scores for surface distress, and roughness as appropriate.
  - Develop a pavement condition index for each section.
  - Produce shape files of the processed data.
  - Complete quality review of data.

Deliverable Details:
- External hard drive with geodatabase and archive of images collected from the network. Images provided at 15–20-foot intervals. One of the following image views will be provided (Left Front: LF; Right Front: RF; Rear Downward: DW; Left Rear: LR).
- IMSVue viewing tool
- Client Review Spreadsheet with segment level data and visual summarization for Client review.

Council Meeting/Workshop/Presentation

Scope Details:
- Develop presentation to present results of assessment to Council.
- Deliver draft to Client for review and necessary edits.
- Present results to Council in a working session.

Deliverable Details:
- Results meeting and presentation, onsite if possible, or remotely if not possible.
Exhibit A: Scope of Services

Pavement Analysis, Budget Development and Results

Scope Details:
- Develop deterioration models for pavement analysis load
- Review PCI thresholds, cost of deferment, strength index’s (if available), functional classification and all other weighted criteria
- Program critical set points and maintenance activities.
- Present status and PCI report in excel format for review.
- Budget driven analysis, including fix-all analysis and budget.
- Collect modified ASTM D6433 distresses and attributes delivered in block-to-block segmentation basis.
- Steady State, do nothing, unlimited, plus 50%, minus 50% developed.
- Budget driven analysis ($/yr estimate)
- Integrate City capital plans and “must do’s” ($ to hit set PCI and backlog target).

Deliverable Details:
- “Easy Street Analysis” (ESA) excel based pavement management software alternative
- Geodatabase to include analysis results

Comprehensive Final Report

Scope Details:
- After reviewing the analysis and finalizing the results, assemble a comprehensive report.
- The report shall include a summary of the network value, pavement condition, rehabilitation & maintenance treatments, budget scenarios, PCI definitions, analysis operating parameters, and the results of the survey.
- The written report shall be supplemented with appendix’s that contain segment level data.
- Deliver draft report to City and incorporate any modifications to the analysis or reporting methodology

Deliverable Details:
- Delivery of formal final report in Rapid City designated format.

Right-of-Way Asset Inventory (Street Lights)

Scope Details:
- Extract right-of-way assets from imagery.
- Match existing asset IDs as part of verification process for all asset categories
- See attached Master Asset List (MAL) for details related to attributes.

Deliverable Details:
- Final deliverable will be an ESRI GIS File Geodatabase with individual feature classes for each asset data deliverable.
Exhibit B
Project Fees

To: Sara Odden, P.E.
From: Jeff Myers, M.S.A., Client Services Manager
Subject: Project Fees

IMS Infrastructure Management Services is pleased to submit this fee schedule in reference to the 2021 Data Collection RFQ assignment. As discussed, the project fees have been developed from our recent discussions as well as the request for qualifications document, and a budget has been provided below to match the services detailed in Exhibit A: Scope of Work

<table>
<thead>
<tr>
<th>Task Activity</th>
<th>Quant</th>
<th>Units</th>
<th>Unit Rate</th>
<th>Total</th>
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<tr>
<td>Project Initiation</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>1 Project Initiation &amp; Set-up</td>
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<td>T-Mi</td>
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<td>Field Surveys</td>
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<td>4 Mobilization/Calibration</td>
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<td>LS</td>
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<td>Data Management</td>
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<td>6 Pavement Data QA/QC, Processing &amp; Format</td>
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<td>T-Mi</td>
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<td>7 Provision of Digital Images at 15-20 foot Intervals (Per View)</td>
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<td>T-Mi</td>
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<td>a. “ESA - Easy Street Analysis” Pavement Management Spreadsheet Software Included in Base Activities</td>
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<td>b. Customizable Prioritization &amp; Cost-Benefit Analysis Included in Base Activities</td>
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<td>c. Online ESA Spreadsheet Training and Support Included in Base Activities</td>
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<td>T-Mi</td>
<td>$40.00</td>
<td>$18,400.00</td>
</tr>
<tr>
<td>15 Collection of GPS, crossfall, radius of curvature, and grade</td>
<td>460</td>
<td>T-Mi</td>
<td>$8.00</td>
<td>$3,680.00</td>
</tr>
</tbody>
</table>

Project Total: $148,924.00

IMS Infrastructure Management Services
Exhibit B_Project Fees rev1
IMS Infrastructure Management Services is pleased to supplemental billing rates in reference to the 2021 Data Collection RFQ assignment.

## IMS BILLING RATES

<table>
<thead>
<tr>
<th>Labor Category (Hour)</th>
<th>Hourly Rate</th>
<th>Equipment Fee (Day)</th>
<th>Per Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Principal</td>
<td>$175</td>
<td>LCMS-2 Fee</td>
<td>$1,500</td>
</tr>
<tr>
<td>Project Manager</td>
<td>$150</td>
<td>Reimbursable Expenses</td>
<td></td>
</tr>
<tr>
<td>QC/QA Engineer</td>
<td>$110</td>
<td>Travel, Per Diem, Printing, Misc (Day)</td>
<td>$250</td>
</tr>
<tr>
<td>Director of Operations</td>
<td>$104</td>
<td>*Travel/Per Diem est at GSA standard rates for two people</td>
<td></td>
</tr>
<tr>
<td>Client Services Manager</td>
<td>$82</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GIS Technician</td>
<td>$70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Technician</td>
<td>$56</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Operator</td>
<td>$60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pavement Technician</td>
<td>$45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical Writer</td>
<td>$59</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative</td>
<td>$50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Travel/Per Diem est at GSA standard rates for two people