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EXHIBIT A

Contract for Professional Architectural and Engineering Services

Project: Law & Justice Center/City Hall Offices – Phase I

This agreement is made and entered into 12/30/2021, by and between **City of Billings, Montana,** a municipal corporation organized and existing under the laws of the State of Montana, PO Box 1178, Billings, MT 59103, and **JLG Architects,** 416 E. Main Ave, Bismarck, ND 58501**,** agree as follows.

This Contract consists of the following documents, which are incorporated by reference:

Part I, consisting of 15 Sections of Special Provisions;

Part II, consisting of 11 Sections of General Provisions;

Appendix A consisting of Original RFP including ***Scope of Services***

Appendix B consisting of JLG Proposal

Appendix C consisting of JLG Fee Proposal

Appendix D consisting of Project Schedule

Appendix E consisting of Certificate(s) of Insurance

PART I
SPECIAL PROVISIONS

Section 1. Definitions.

In this Contract:

A. "Administrator" means the City of Billings Building and Facilities Manager, Jessica Iverson, or her designee.
B. “Billings” means the City of Billings.
C. "Consultant" means JLG Architects and designated Project Manager, Nick Lippert, AIA.

Section 2. Scope of Services.

A. The Consultant shall perform professional services in accordance with Appendix A, which is attached hereto and incorporated in this Section by reference. The basic scope includes:

Phase I: Master Planning and Preliminary Design

The Consultant will develop a comprehensive Master Plan for the City of Billings for remodeling approximately 100,000 sq ft of the recently acquired building located at 316 N 26th Street, for a new Law and Justice Center and City Offices, which will include the following departments:

- City Administration
- City Attorney
- City Council
- Facilities Management
- Finance
- Human Resources
- Information Technology (IT)
- Municipal Court
- Parks, Recreation and Public Lands – Administration
- Building
- Planning
- Community Development
- Code Enforcement
- Police – Administration/Records
- Police – Detectives
- Police – Drug & Fugitives
- Public Works Administration
- Engineering

Support and shared spaces, such as community space, conference rooms, break rooms and collaboration spaces of different sizes must be incorporated into the design.

Phase I report should include a detailed plan for each department's build-out, recommended location and area for each department within the building and methodology for co-locations with other departments. Proposal shall include costing and evaluation of options, including recommendations regarding sequencing and phasing.

The firm should analyze existing facilities and processes, develop conceptual designs and be detailed enough to derive good cost estimates of approved concepts.

B. Billings shall pay the Consultant in accordance with the Schedule of Professional Fees attached as Appendix C and incorporated herein by reference for services

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actually performed under this Contract. This contract incorporates only 'Phase I' fees including base fee ($195,000.00) plus reimbursibles (not to exceed $12,500.00) as outlined in the Fee Schedule.

C. Billings shall not allow any claim for services other than those described in this Section. However, the Consultant may provide, at its own expense, any other services that are consistent with this Contract.
D. The Consultant shall provide deliverables as outlined in the Scope of Services in Appendix A for Phase I in hard copy and digital format, as approved by the City of Billings, to the Administrator.

Section 3. Time for Performance.

A. This Contract becomes effective when signed on behalf of Billings.
B. The Consultant shall commence work upon execution of the contract and complete Phase I deliverables in accordance with the schedule set forth in Appendix D. The Consultant understands and acknowledges that time is of the essence in completing the work set out in this Contract.
C. This Contract shall terminate at midnight on May 1, 2022.

Section 4. Compensation; Method of Payment.

A. Each month, or at the conclusion of each phase of the Work for which payment is due, as negotiated on a per-task basis, the Consultant shall present a bill to the Administrator describing the Work for which it seeks payment and documenting expenses and fees to the satisfaction of the Administrator. If any payment is withheld because the Consultant's performance is unsatisfactory, the Administrator must, within ten (10) days of the payment denial, notify the Consultant of the payment denial and set forth, with reasonable specificity, what was unsatisfactory and why. Billings will pay Consultant within 30 days of receiving an acceptable invoice.
B. The Consultant is not entitled to any compensation under this Contract, other than is expressly provided for in this Section.
C. As a condition of payment, the Consultant shall have paid all City taxes currently due and owing by the Consultant.

Section 5. Termination of the Consultant's Services.

The Consultant's services under Section 2 of this Part may be terminated:

A. By mutual consent of the parties.
B. For the convenience of Billings, provided that Billings notifies the Consultant in writing of its intent to terminate under this paragraph at least 10 days prior to the effective date of the termination.
C. For cause, by either party, where the other party fails in any material way to perform its obligations under this Contract. Termination under this Subsection is subject to the condition that the terminating party notifies the other party of its intent to terminate, stating with reasonable specificity the grounds therefore, and the other party fails to cure the default within 30 days after receiving the notice.

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Section 6. Duties Upon Termination

A. If Billings terminates the Consultant's services for convenience, Billings shall pay the Consultant for its actual costs reasonably incurred in performing before termination and Billings shall pay for services rendered prior to termination. Payment under this Subsection shall never exceed the total compensation allowable under Section 4 of this Part. All finished and unfinished documents and materials prepared by the Consultant shall become the property of Billings.
B. If the Consultant's services are terminated for cause, Billings shall pay the Consultant the reasonable value of the services satisfactorily rendered prior to termination, less any damages suffered by Billings because of the Consultant's failure to perform satisfactorily. The reasonable value of the services rendered shall never exceed ninety percent (90%) of the total compensation allowable under Section 4 of this Part. Any finished or unfinished documents or materials prepared by the Consultant under this Contract shall become the property of Billings at its option.
C. If the Consultant receives payments exceeding the amount to which it is entitled under Subsections A or B of this Section, he shall remit the excess to the Administrator within 30 days of receiving notice to do so.
D. The Consultant shall not be entitled to any compensation under this Section until the Consultant has delivered to the Administrator all documents, records, Work product, materials and equipment owned by Billings and requested by the Administrator.
E. If the Consultant's services are terminated for whatever reason, the Consultant shall not claim any compensation under this Contract, other than that allowed under this Section.
F. If a final audit has not been performed before the Consultant's services are terminated, Billings may recover any payments for costs disallowed as a result of the final audit. The Consultant reserves the right the selected auditor and be involved in the drafting of the directives for the audit. There are to be no ex parte meetings between anyone and the auditor.
G. Except as provided in this Section, termination of the Consultant's services under Section 5 of this Part does not affect any other right or obligation of a party under this Contract.

Section 7. Insurance.

A. The Consultant shall maintain in continuous effect the insurance described in Subsection B of this Section. Before rendering any services under this Contract, the Consultant shall furnish the Administrator with proof of insurance in accordance with Subsection B of this Section.
B. The Consultant shall provide the following insurance:

    1. Workers' compensation and employer's liability coverage as required by Montana law.
    2. Commercial general liability, including contractual and personal injury coverage's -- $2,000,000.00 per occurrence.
    3. Commercial automobile liability -- $2,000,000.00 per accident.

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4. Professional liability in the amount of $2,000,000.00 per claim.
5. $5,000,000.00 aggregate coverage.

C. Each policy of insurance required by this Section shall provide for no less than 30 days' advance notice to Billings prior to cancellation.
D. Billings SHALL be listed as an additional insured on all policies except Professional Liability and Worker's Compensation Policies. In addition, all policies except Professional Liability and Worker's Compensation shall contain a waiver of subrogation against Billings.

Section 8. Assignments.

Unless otherwise allowed by this Contract or in writing by the Administrator, any assignment by the Consultant of its interest in any part of this Contract or any delegation of duties under this Contract shall be void, and an attempt by the Consultant to assign any part of its interest or delegate duties under this Contract shall give Billings the right immediately to terminate this Contract without any liability for Work performed.

Section 9. Ownership; Publication, Reproduction and Use of Material.

A. Except as otherwise provided herein, all data, documents and materials produced by the Consultant under this Contract shall be the property of Billings, which shall retain the exclusive right to publish, disclose, distribute and otherwise use, in whole or in part, any such data, documents, or other materials. Exclusive rights shall not be attributed to portions of such materials presently in the public domain or which are not subject to copyright. Consultant shall retain rights to pre-existing proprietary property including but not limited to interactive models. The Consultant shall have the right to include photographic or artistic representations of the design and construction of the Project among the Consultant's promotional and professional materials. The Consultant's materials shall not include Billings' confidential or proprietary information regardless of whether Billings has previously advised the Consultant in writing of the specific information considered by Billings to be confidential and proprietary.
B. Should Billings elect to reuse Work products provided under this Contract for other than the original project and/or purpose, Billings will indemnify and hold harmless the Consultant from any and all claims, demands and causes of action of any kind or character arising as a result of reusing the documents developed under this contract. Additionally, any reuse of design drawings or specifications provided under this Contract must be limited to conceptual or preliminary use for adaptation, and the original Consultant's or sub-consultant's signature, professional seals and dates removed. Such reuse of drawings and specifications, which require professional seals and dates removed, will be signed, sealed, and dated by the professional who is in direct supervisory control and responsible for adaptation.

Section 10. Notices.

Any notice required pertaining to the subject matter of this Contract shall be either sent via email or mailed by prepaid first class registered or certified mail, return receipt requested to the following addresses:

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Billings: City of Billings
Jessica Iverson
Building and Facilities Manager
2825 3rd Ave N
4th Floor
Billings, Montana 59101 Email: iversonj@billingsmt.gov

Consultant: JLG Architects
Nick Lippert, AIA
301 2nd St E
Suite A
Williston, ND 58801 Email: nlippert@jlgarchitects.com

Notices are effective upon the earlier of receipt, proof of good transmission (facsimiles only), or 5 days after proof of proper posting.

Section 11. Contract Budget.

In connection with its performance under this Contract, the Consultant shall not make expenditures other than as provided in line items in the Contract budget.

Section 12. Force Majeure.

A. Any failure to perform by either party due to force majeure shall not be deemed a violation or breach hereof.
B. As used in this Contract, force majeure is an act or event of substantial magnitude, beyond the control of the delayed party, which delays the completion of this Contract, including without limitation:

    1. Any interruption, suspension or interference resulting solely from the act of Billings or neglect of Billings not otherwise governed by the terms of this Contract.
    2. Strikes or Work stoppages.
    3. Any interruption, suspension or interference with the project caused by acts of God, or acts of a public enemy, wars, blockades, insurrections, riots, arrests or restraints of governments and people, civil disturbances or similar occurrences.
    4. Order of court, administrative agencies or governmental officers other than Billings.

Section 13. Financial Management System.

The Consultant shall establish and maintain a financial management system that:

A. Provides accurate, current, and complete disclosure of all financial transactions relating to the Contract;
B. Maintains separate accounts by source of funds for all revenues and expenditures and identifies the source and application of funds for the Consultant's performance

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under this Contract, including information pertaining to subcontracts, obligations, unobligated balances, assets, liabilities, outlays and income;

C. Effectively controls and accounts for all municipal funds and Contract property;
D. Compares actual expenditures with budgeted amounts and relates financial information to performance or productivity data including unit cost information where applicable;
E. Allocates administrative costs to direct service delivery units;
F. Minimizes the time between receipt of funds from Billings and their disbursement by the Consultant;
G. Provides accounting records supported by source documentation; and
H. Provides a systematic method assuring the timely and appropriate resolution of audit findings and recommendations.

Section 14. Funding Requirements.

In the event that any funding source for this Contract should impose additional requirements upon Billings for the use of those funds, the Consultant agrees to abide by those additional requirements immediately, to the extent they are able to, upon receipt of written notice thereof from Billings. Consultant and owner shall negotiate procedures to accommodate requirements.

Section 15. Subcontracts.

The Consultant may enter into subcontracts for the purchase of goods and services necessary for the performance of this Contract, provided:

A. Every subcontract shall be reduced to writing and contain a precise description of the services or goods to be provided and the nature of the consideration paid therefor.
B. Every subcontract under which the Consultant delegates the provision of services shall be subject to review and approval by the Administrator before it is executed by the Consultant.
C. Every subcontract in an amount exceeding $1,000 shall require reasonable access to business records of the sub-consultant relating to the purchase of goods or services pursuant to the subcontract.

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PART II
GENERAL CONTRACT PROVISIONS

Section 1. Relationship of Parties.

The Consultant shall perform its obligations hereunder as an Independent Consultant of Billings. Billings may administer the Contract and monitor the Consultant's compliance with its obligations hereunder. Billings shall not supervise or direct the Consultant other than as provided in this Section.

Section 2. Nondiscrimination.

A. The Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, or marital status or who is a "qualified individual with a disability" (as that phrase is defined in the Americans With Disabilities Act of 1990). The Consultant will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, or mental or physical impairment/disability. Such action shall include, without limitation, employment, upgrading, demotion or transfer, recruitment or recruiting advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The Consultant agrees to post, in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
B. The Consultant shall state, in all solicitations or advertisements for employees to Work on Contract jobs, that all qualified applicants will receive equal consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex or marital status, or mental or physical impairment/disability.
C. The Consultant shall comply with any and all reporting requirements that may apply to it which the City of Billings may establish by regulation.
D. The Consultant shall include the provisions of Subsections A through C of this Section in every subcontract or purchase order under this Contract, so as to be binding upon every such sub-consultant or vendor of the Consultant under this Contract.
E. The Consultant shall comply with all applicable federal, state, and city laws concerning the prohibition of discrimination.
F. The Consultant and sub-consultant shall abide by the requirements of 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a), which prohibit discrimination against qualified protected veterans and/or qualified individuals on the basis of disability, and requires affirmative action by covered prime consultants, contractors, and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.
G. The Consultant and subcontractor shall abide by the requirements of 41 CRF 60-1.4, which states employees or applicates may not be discharges or in any other manner discriminated against because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees

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or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the Consultant's legal duty to furnish information.

Section 3. Permits, Laws, and Taxes.

The Consultant shall acquire and maintain in good standing all permits, licenses and other entitlements necessary to its performance under this Contract. All actions taken by the Consultant under this Contract shall comply with all applicable statutes, ordinances, rules and regulations. The Consultant shall pay all taxes pertaining to its performance under this Contract.

Section 4. Nonwaiver.

The failure of either party at any time to enforce a provision of this Contract shall in no way constitute a waiver of the provision, nor in any way affect the validity of this Contract or any part hereof, or the right of such party thereafter to enforce each and every provision hereof.

Section 5. Amendment.

A. This Contract shall only be amended, modified or changed by a writing, executed by authorized representatives of the parties, with the same formality as this Contract was executed.
B. For the purposes of any amendment modification or change to the terms and conditions of this Contract, the only authorized representatives of the parties are:

Consultant: Jennifer Burke-Jackson, Principal Architect AIA

Billings: City Council or Authorized Designee

C. Any attempt to amend, modify, or change this Contract by either an unauthorized representative or unauthorized means shall be void.

Section 6. Jurisdiction; Choice of Law.

Any civil action rising from this Contract shall be brought in the District Court for the Thirteenth Judicial District of the State of Montana, Billings. The law of the State of Montana shall govern the rights and obligations of the parties under this Contract.

Section 7. Severability.

Any provision of this Contract decreed invalid by a court of competent jurisdiction shall not invalidate the remaining provisions of the Contract.

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Section 8. Integration.

This instrument and all appendices and amendments hereto embody the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein; and this Contract shall supersede all previous communications, representations or agreements, either oral or written, between the parties hereto.

Section 9. Liability.

The Consultant shall indemnify, defend, save, and hold Billings harmless from any and all claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses including reasonable attorneys' fees and costs, arising from any wrongful or negligent act, error or omission of the Consultant or any agent, employee or sub-consultant as a result of the Consultant's or any sub-consultant's performance pursuant to this Contract.

A. The Consultant shall not indemnify, defend, save and hold Billings harmless from claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses or attorneys' fees and costs arising from wrongful or negligent acts, error or omission solely of Billings occurring during the course of or as a result of the performance of the Contract.
B. Where claims, lawsuits or liability, including attorneys' fees and costs arise from wrongful or negligent act of both Billings and the Consultant, the Consultant shall indemnify, defend, save, and hold Billings harmless from only that portion of claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses including attorneys' fees and costs, which result from the Consultant's or any sub-consultant's wrongful or negligent acts occurring as a result from the Consultant's performance pursuant to this Contract.

Section 10. Inspection and Retention of Records.

The Consultant shall, at any time during normal business hours and as often as Billings may deem necessary, make available to Billings, for examination, all of its records with respect to all matters covered by this Contract for a period ending three years after the date the Consultant is to complete performance in accordance with Section 2 of the Special Provisions. Upon request, and within a reasonable time, the Consultant shall submit such other information and reports relating to its activities under this Contract, to Billings, in such form and at such times as Billings may reasonably require. The Consultant shall permit Billings to audit, examine and make copies of such records, and to make audits of all invoices, materials, payrolls, records of personnel, and other data relating to all matters covered by this Contract. Billings may, at its option, permit the Consultant to submit its records to Billings in lieu of the retention requirements of this Section.

Section 11. Availability of Funds.

Payments under this Contract may require funds from future appropriations. If sufficient funds are not appropriated for payments required under this Contract, this Contract

shall terminate without penalty to Billings; and Billings shall not be obligated to make payments under this Contract beyond those which have previously been appropriated.

IN WITNESS WHEREOF, the parties hereto have executed this instrument the day and year first above written.

CITY OF BILLINGS, MONTANA

DocuSigned by:
William A Cole
2CA11B5429334EE...

WILLIAM A. COLE,
MAYOR

APPROVED AS TO FORM:

DocuSigned by:
Thomas Pardy
7EF0E32B2FE14B4...

CITY ATTORNEY'S OFFICE

ATTEST:

DocuSigned by:
Denise Bohlman
D503C2218DC34F0...

DENISE BOHLMAN, CITY CLERK

JLG ARCHITECTS

DocuSigned by:
Jennifer Burke Jackson
731EEB45992F412...

SIGNATURE

Jennifer Burke Jackson

PRINT NAME

PRINCIPAL

PRINT TITLE

EXHIBIT B

JLG IMAGE RELEASE POLICY

All photographic, 3-D, and line drawings images created during the course of JLG Project Number 21379 , named " City of Billings City Hall Remodel" are owned and protected as property of JLG Architects.

Any use of these images, including but not limited to:

- Printing for any commercial or noncommercial use;
- Distributing, hosting, emailing, or redistributing electronically;
- Remote linking;
- Use in artistic recreations or any collage-based art;

is not permitted without express consent by a Principal of JLG Architects. **Credit must be given to the Architect via placement of the JLG Logo or the name "JLG Architects" in any printed, online, or other use.**

A Royalty in the amount of 1% of the total Architectural Fee, or $5,000, based on which is more, will be charged for each image use that does not meet the above specifications. Payment of this royalty does not limit any other rights JLG Architects has regarding use of their intellectual property.

JLG ARCHITECTS

HOURLY COMPENSATION

EXHIBIT C

EXHIBIT C

Schedule of Hourly Compensation (As of 1/1/2021)

Principal Practice Leader - Senior	$380/Hour
Principal Practice Leader	$280/Hour
Principal Architect - Senior	$380/Hour
Principal Architect	$250/Hour
Project Designer - Senior	$230/Hour
Project Designer	$180/Hour
Practice Studio Specialist - Senior	$230/Hour
Practice Studio Specialist	$180/Hour
Project Manager - Senior	$230/Hour
Project Manager	$180/Hour
Project Architect - Senior	$210/Hour
Project Architect	$160/Hour
Landscape Architect - Senior	$220/Hour
Landscape Architect	$130/Hour
Practice Studio Consultant	$200/Hour
Construction Services Specialist - Senior	$180/Hour
Construction Services Specialist	$130/Hour
Business Assistant - Senior	$180/Hour
Business Assistant	$145/Hour
Technical Assistant - Senior	$180/Hour
Technical Assistant	$145/Hour
Interior Designer - Senior	$150/Hour
Interior Designer	$115/Hour
Interior Designer - Project Support	$90/Hour
Job Captain - Senior	$125/Hour
Job Captain	$115/Hour
Project Support - Senior	$95/Hour
Project Support	$90/Hour
Project Assistant	$85/Hour
Student Intern	$65/Hour

Reimbursable Expense Charges — **Cost Per Sheet**

Standard Printing	**Size (Inches)**	**Standard**	**Glossy**	**Marketing**	**Cardstock**
B & W	8.5 x 11	$ 0.20	$ 1.30	$ 0.40	$ 0.45
B & W	11 x 17	$ 0.40	$ 2.60	$ 0.80	$ 0.90
B & W	12 x 18	$ 0.45	$ 3.00		
Color	8.5 x 11	$ 1.00	$ 4.00	$ 1.55	$ 1.65
Color	11 x 17	$ 2.00	$ 8.00	$ 3.10	$ 3.30
Color	12 x 18	$ 2.30	$ 9.20	$ 3.57	

Plotted Printing	**Size (inches)**	**Standard**	**Glossy**
B & W	18 x 24	$ 1.35	$ 5.40
B & W	15 x 31	$ 1.45	$ 5.80
B & W	22 x 34	$ 2.35	$ 9.40
B & W	24 x 36	$ 2.70	$ 10.80
B & W	30 x 42	$ 3.95	$ 15.80
B & W	34 x 44	$ 4.70	$ 18.80
B & W	36 x 48	$ 5.40	$ 21.60
Color	18 x 24	$ 13.50	$ 18.90
Color	15 x 31	$ 14.50	$ 20.30
Color	22 x 34	$ 23.50	$ 32.90
Color	24 x 36	$ 27.00	$ 37.80
Color	30 x 42	$ 39.50	$ 55.30
Color	34 x 44	$ 47.00	$ 65.80
Color	36 x 48	$ 54.00	$ 75.60

Mounted Gator Board	
3/16" Thickness	$.045/Sq. in.
Mileage	$.56/mile
Any Size Scan to File	$4.50/ea. + $5.50/CD
CD's	$15.00/ea.
Telephone	At Cost
Photos	At Cost plus 10%
Postage/UPS/Fed Ex	At Cost plus 10%
Consultant Fees	@ 1.1 (10%) Hourly Compensation
	@ 33% Fixed Fee/Percentage Compensation
Consultant Reimbursable Expenses	@1.1 (10%) times Consultant Cost

(NOTE: This schedule is subject to adjustment by JLG Architects)

2022 Standard Hourly Rates

Cushing Terrell.

ARCHITECTURAL	Min	Max
Architectural Production	$ 81.00	$ 111.00
Architectural	$ 81.00	$ 149.00
Project Architect	$ 106.00	$ 184.00
Project Management - Architectural	$ 131.00	$ 211.00
Director/Lead of Architectural	$ 193.00	$ 254.00
Landscape Architect	$ 88.00	$ 123.00
Landscape Architect Senior	$ 140.00	$ 199.00
Planner	$ 88.00	$ 156.00
Interior Designer	$ 77.00	$ 162.00
Interior Designer Senior	$ 133.00	$ 201.00
Architectural Principal	$ 186.00	$ 313.00

ENGINEERING		
Engineering Production Civil	$ 101.00	$ 129.00
Engineering Civil	$ 133.00	$ 183.00
Engineering Civil Senior	$ 180.00	$ 234.00
Engineering Production Structural	$ 98.00	$ 124.00
Engineering Structural	$ 121.00	$ 186.00
Engineering Structural Senior	$ 188.00	$ 215.00
Engineering Production Electrical	$ 86.00	$ 131.00
Engineering Electrical	$ 107.00	$ 192.00
Engineering Electrical Senior	$ 226.00	$ 244.00
Engineering Production Mechanical	$ 64.00	$ 127.00
Engineering Mechanical	$ 114.00	$ 222.00
Engineering Mechanical Senior	$ 155.00	$ 228.00
Engineering Production Refrigeration	$ 96.00	$ 120.00
Engineering Refrigeration	$ 136.00	$ 151.00
Engineering Refrigeration Senior	$ 201.00	$ 224.00
Engineering Principal	$ 188.00	$ 268.00

SUPPORT		
Project Coordinator	$ 72.00	$ 99.00
Administrative Assistant	$ 67.00	$ 102.00
Graphic Designer	$ 74.00	$ 137.00

ARCHITECTS

COLLABORATIVE DESIGN

HOURLY BILLING RATES:

Effective January 2021

Senior Principal	$160.00
Principal Architect	$150.00
Staff Architect	$110.00
Design Professional/ Interior Design	$80.00
Clerical	$60.00

PLOTTING AND PRINTING:

8.5x11

Black & white	$0.25/page
Color	$0.50/page

Oversize

Black & white	$0.25/sf
Color	$0.50/sf

ADDITIONAL EXPENSES:

Staff travel per diem	$1.00/mile, ea. staff member

DIRECT REIMBURSABLE COSTS:

Car rental ($70/day + per diem)
Fuel
Lodging
Meals
Postage/shipping
Airline tickets
Misc. travel costs

All major credit cards are accepted; however, a 3.0% credit card fee surcharge will be added to the balance. ACH payments are available at no charge. Please email accounts@cd-mt.com for details on CC and ACH options.

Hourly Billing Rates are reviewed in January of each year and adjustments made, if any, at that time. Projects utilizing Hourly Billing Rates are subject to updated rates annually in January.

ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES, LLC
2022 HOURLY FEE AND EXPENSE SCHEDULE

Labor Rates*

Engineer 1	$125.00
Engineer 2	$148.00
Engineer 3	$177.00
Engineer 4	$203.00
Engineer 5	$215.00
Engineering Technician 1	$75.00
Engineering Technician 2	$96.00
Engineering Technician 3	$117.00
Engineering Technician 4	$131.00
Engineering Technician 5	$149.00
Sr. Designer 1	$165.00
Sr. Designer 2	$183.00
Sr. Designer 3	$194.00

Reimbursable Expense Rates

Transportation	$0.65/mile
Survey Vehicle	$0.85/mile
Laser Printouts/Photocopies	$0.30/copy
Outside Services	cost *1.15
Geotechnical Services	cost *1.30
Out of Pocket Expenses	cost*1.15
Rental Car	cost*1.20
Project Specific Equipment	Negotiable

* Position titles are for labor rate grade purposes only.

These rates are subject to adjustment each year on January 1.