



PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made as of the Effective Date by and between **Lina T. Ramey and Associates, Inc.**, hereinafter called "ENGINEER," and the **City of Farmers Branch, Texas**, hereinafter called "OWNER".

RECITALS

WHEREAS, OWNER desires ENGINEER to perform certain work and services set forth in Section 1, Scope of Services.

WHEREAS, ENGINEER has expressed a willingness to perform said work and services, hereinafter referred to only as "services", specified in said Scope of Services, and enumerated under Section 1, of this Agreement.

NOW, THEREFORE, for and in consideration of the covenants and promises made one to the other herein, OWNER and ENGINEER agree as follows:

Section 1. Scope of Services

Upon issuance of a written Notice to Proceed by OWNER, ENGINEER agrees to provide to OWNER the necessary professional engineering and surveying services related to the preparation of plans and specifications for the **Westside Trail Project** as set forth in the Scope of Services attached hereto as Exhibit "A" and incorporated herein by reference ("the Scope of Services").

Section 2. Term of Agreement

The term of this Agreement shall begin on the last date of execution hereof (the "Effective Date") and shall continue until ENGINEER completes the services required herein to the satisfaction of OWNER, unless sooner terminated as provided in Section 8, below.

Section 3. Engineer Obligations

A. ENGINEER shall devote such time as reasonably necessary for the satisfactory performance of the work under this Agreement. Should OWNER require additional services not included under this Agreement, ENGINEER shall make reasonable effort to provide such additional services at mutually agreed charges or rates, and within the time schedule prescribed by OWNER; and without decreasing the effectiveness of the performance of services required under this Agreement.

B. To the extent reasonably necessary for ENGINEER to perform the services under this Agreement, ENGINEER shall be authorized to engage the services of any agents, assistants, persons, or corporations that ENGINEER may deem proper to aid or assist in the performance of the services under this Agreement with the prior written approval of OWNER. The cost of such personnel and assistance shall be a reimbursable expense to ENGINEER only if authorized in writing in advance by OWNER.

C. ENGINEER shall furnish and pay for all labor, tools, materials, equipment, supplies, transportation and management necessary to perform all services set forth in the Scope of Services.

Section 4. Payment

A. OWNER agrees to pay ENGINEER for all services authorized in writing and properly performed by ENGINEER in accordance with the Payment Schedule set forth in Exhibit "B," attached hereto and incorporated herein by reference, subject to additions or deletions for changes or extras agreed upon in writing. All fees paid to ENGINEER by OWNER shall be based on invoices submitted by ENGINEER for work performed monthly by ENGINEER, less any previous payments. Payments shall be made within 30 days of receipt of invoice by OWNER.

B. OWNER reserves the right to delay, without penalty, any partial payment when, in the opinion of OWNER, ENGINEER has not made satisfactory progress on the design of this Project based on the Scope of Services and the Completion Schedule Estimate.

C. The Total Fee shall be as specified in Exhibit "B," which shall not exceed **\$158,819.50**. OWNER may deduct from any amounts due or to become due to ENGINEER any sum or sums owing by ENGINEER to OWNER. In the event of any breach by ENGINEER of any provision or obligation of this Agreement, or in the event of the assertion by other parties of any claim or lien against OWNER, or the OWNER's premises, arising out of ENGINEER's performance of this Agreement, OWNER shall have the right to retain out of any payments due or to become due to ENGINEER an amount sufficient to completely protect the OWNER from any and all loss, damage or expense therefrom, until the breach, claim or lien has been satisfactorily remedied or adjusted by ENGINEER.

Section 5. Responsibilities

A. ENGINEER shall be responsible for the professional quality, technical accuracy, and the coordination of all designs, drawings, specifications, plans and other services furnished by ENGINEER under this Agreement. ENGINEER shall, without additional compensation, correct or revise any errors or deficiencies in the design, drawings, specifications, plans and other services.

B. Neither OWNER's review, approval or acceptance of, nor payment for any of the services required under this Agreement, shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement, and ENGINEER shall be and remain liable to OWNER in accordance with applicable law for all damages to OWNER caused by ENGINEER's negligent performance of any of the services furnished under this Agreement.

C. The rights and remedies of OWNER under this Agreement are as provided by law.

Section 6. Time For Performance

A. ENGINEER shall perform all services as provided for under this Agreement in a proper, efficient and professional manner in accordance with OWNER's requirements. As time is of the essence of this Agreement, such services shall be completed within 90 calendar days after

written Notification to Proceed from OWNER to ENGINEER, exclusive of OWNER and other governmental review time.

B. In the event ENGINEER's performance of this Agreement is delayed or interfered with by acts of the OWNER or others, ENGINEER may request an extension of time for the performance of same as hereinafter provided, but shall not be entitled to any increase in fee or price, or to damages or additional compensation as a consequence of such delays.

C. No allowance of any extension of time, for any cause whatever, shall be claimed or made to ENGINEER, unless ENGINEER shall have made written request upon OWNER for such extension within forty-eight (48) hours after the cause for such extension occurred, and unless OWNER and ENGINEER have agreed in writing upon the allowance of additional time to be made.

Section 7. Documents

A. All surveys, studies, proposals, applications, drawings, plans, specifications and other documents, including those in electronic form, prepared by ENGINEER and its consultants, subcontractors, agents, representatives, and/or employees in connection with this Agreement ("Project Documents") are intended for the use and benefit of OWNER. ENGINEER and its consultants, subcontractors, agents, representatives, and/or employees shall be deemed the authors of their respective part of the Project Documents. Notwithstanding, OWNER shall own, have, keep and retain all rights, title and interest in and to all Project Documents, including all ownership, common law, statutory, and other reserved rights, including copyrights (except copyrights held by the ENGINEER) in and to all Project Documents, whether in draft form or final form, which are produced at OWNER's request and in furtherance of this Agreement. OWNER shall have full authority to authorize contractor(s), subcontractors, sub-subcontractors, OWNER consultants, and material or equipment suppliers to reproduce applicable portions of the Project Documents to and for use in their execution of the work or for any other purpose. All materials and reports prepared by ENGINEER in connection with this Agreement are "works for hire" and shall be the property of OWNER. OWNER shall have the right to publish, disclose, distribute and otherwise use Project Documents in accordance with the Engineering Practice Act of the State of Texas (Texas Occupation Code, Chapter 1001, as amended) and/or Texas Occupations Code, Chapter 1051, as amended. ENGINEER shall, upon completion of the services and full payment for the ENGINEER'S services by the OWNER, or earlier termination and appropriate compensation as provided by this Agreement, provide OWNER with reproductions of all materials, reports, and exhibits prepared by ENGINEER pursuant to this Agreement in a TIFF, JPEG or PDF format, and a DXF format in current version of AutoCAD with NAD-83 coordinate format of all such instruments of service to the OWNER.

B. All instruments of service (including plans, specifications, drawings, reports, designs, computations, computer programs, estimates, surveys, other data or work items, etc.) prepared under this Agreement shall be submitted for approval of OWNER. All instruments of service shall be professionally sealed as may be required by law or by OWNER.

C. Acceptance and approval of the Project Documents by OWNER shall not constitute nor be deemed a release of the responsibility and liability of ENGINEER, its employees, associates, agents and Engineers for the accuracy or competency of their designs, working

drawings and specifications, or other documents and work; nor shall such approval be deemed to be an assumption of such responsibility by OWNER for any defect in the designs, working drawings and specifications, or other documents prepared by ENGINEER, its employees, contractor, agents and engineers.

Section 8. Termination

A. OWNER may suspend or terminate this Agreement for cause or without cause at any time by giving written notice to ENGINEER. In the event suspension or termination is without cause, payment to ENGINEER, in accordance with the terms of this Agreement, will be made on the basis of services reasonably determined by OWNER to be satisfactorily performed to the date of suspension or termination. Such payment will be due upon delivery of all instruments of service to OWNER.

B. Should OWNER require a modification of this Agreement with ENGINEER, and in the event OWNER and ENGINEER fail to agree upon a modification to this Agreement, OWNER shall have the option of terminating this Agreement and ENGINEER's services hereunder at no additional cost other than the payment to ENGINEER, in accordance with the terms of this Agreement, for the services reasonably determined by OWNER to be properly performed by ENGINEER prior to such termination date.

Section 9. Insurance

A. ENGINEER shall during the term hereof maintain in full force and effect the following insurance:

(i) a comprehensive general liability policy of insurance for bodily injury, death and property damage insuring against all claims, demands or actions relating to the ENGINEER's performance of services pursuant to this Agreement with a minimum combined single limit of not less than \$1,000,000.00 per occurrence for injury to persons (including death), and for property damage;

(ii) A automobile liability insurance policy covering any vehicles owned and/or operated by ENGINEER, its officers, agents, and employees, and used in the performance of this Agreement with policy limits of not less than \$500,000.00 combined single limit and aggregate for bodily injury and property damage;

(iii) statutory Worker's Compensation Insurance at the statutory limits and Employers Liability covering all of ENGINEER's employees involved in the provision of services under this Agreement with policy limit of not less than \$500,000.00; and

(iv) Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limit of not less than \$1,000,000.00 per claim and \$1,000,000.00 in the aggregate.

B. All insurance and certificate(s) of insurance shall contain the following provisions:

(i) name the CITY, its officers, and employees as additional insureds as to all applicable coverage with the exception of Workers Compensation Insurance and Professional Liability;

(ii) provide for at least thirty (30) days prior written notice to the CITY for cancellation of the insurance; and

(iii) provide for a waiver of subrogation against the CITY for injuries, including death, property damage, or any other loss to the extent the same is covered by the proceeds of insurance, except for Professional Liability Insurance.

C. All insurance companies providing the required insurance shall be authorized to transact business in Texas and rated at least "A" by AM Best or other equivalent rating service.

D. A certificate of insurance evidencing the required insurance and all endorsements shall be delivered to CITY prior to commencement of services.

Section 10. Indemnification.

CITY shall not be liable for any loss, damage, or injury of any kind or character to any person or property arising from the services of ENGINEER pursuant to this Agreement. ENGINEER hereby waives all claims against CITY, its officers, agents and employees (collectively referred to in this section as "City Indemnitees") for damage to any property or injury to, or death of, any person arising at any time and from any cause other than the negligence or willful misconduct of the City Indemnitees. ENGINEER agrees to indemnify and save harmless the City Indemnitees from and against any and all liabilities, damages, claims, suits, costs (including court costs, attorneys' fees and costs of investigation) and actions of any kind by reason of injury to or death of any person or damage to or loss of property to the extent caused by the negligent performance of services under this Agreement or by reason of any negligent act or omission on the part of ENGINEER, its officers, directors, servants, employees, representatives, consultants, licensees, successors or permitted assigns (except when such liability, claims, suits, costs, injuries, deaths or damages arise from or are attributed to negligence of a City Indemnitee, in whole or in part, in which case ENGINEER shall indemnify the City Indemnitee only to the extent or proportion of negligence attributed to ENGINEER, its officer, as determined by a court or other forum of competent jurisdiction). ENGINEER's obligations under this section shall not be limited to the limits of coverage of insurance maintained or required to be maintained by ENGINEER under this Agreement. This provision shall survive the termination of this Agreement.

Section 11. Assignment

ENGINEER shall not assign or sublet this Agreement, or any part thereof, without the prior written consent of OWNER.

Section 12. Applicable Laws

ENGINEER shall comply with all Federal, State, County and Municipal laws, ordinances, regulations, safety orders, resolutions and building codes relating or applicable to services to be

performed under this Agreement. The laws of the State of Texas shall govern this Agreement; and venue for any action concerning this Agreement shall be in the State District Court of Dallas County, Texas. The parties agree to submit to the personal and subject matter jurisdiction of said court

Section 13. Default of Engineer

In the event ENGINEER fails to comply or becomes disabled and unable to comply with the provisions of this Agreement as to the quality or character of the service or time of performance, and the failure is not corrected within ten (10) days after written notice by OWNER to ENGINEER, OWNER may, at its sole discretion without prejudice to any other right or remedy:

A. Terminate this Agreement and be relieved of the payment of any further consideration to ENGINEER except for all work determined by OWNER to be satisfactorily completed prior to termination. Payment for work satisfactorily completed shall be for actual costs, including reasonable salaries and travel expenses of ENGINEER to and from meetings called by OWNER at which ENGINEER is required to attend, but shall not include any loss of profit of ENGINEER. In the event, of such termination, OWNER may proceed to complete the services in any manner deemed proper by OWNER, either by the use of its own forces or by resubletting to others.

B. OWNER may, without terminating this Agreement or taking over the services, furnish the necessary materials, equipment, supplies and/or help necessary to remedy the situation, at the expense of ENGINEER.

Section 14. Adjustments in Services

No claims for extra services, additional services or changes in the services will be made by ENGINEER without a written agreement with OWNER prior to the performance of such services.

Section 15. Effective Date

This Agreement will be effective on the date when signed by authorized representatives of each Party ("Effective Date").

Section 16. Agreement Amendments

This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and there are no oral understandings, statements or stipulations bearing upon the meaning or effect of this Agreement which have not been incorporated herein. This Agreement may only be modified, amended, supplemented or waived by a written instrument executed by the parties except as may be otherwise provided therein.

Section 17. Severability

In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or

unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

Section 18. Independent Contractor.

It is understood and agreed by and between the parties that ENGINEER, in satisfying the conditions of this Agreement, is acting independently and that the OWNER assumes no responsibility or liabilities to any third party in connection with ENGINEER's actions. All services to be performed by ENGINEER pursuant to this Agreement shall be in the capacity of an independent contractor, and not as an agent or employee of OWNER. ENGINEER shall supervise the performance of its services and shall be entitled to control the manner and means by which its services are to be performed, subject to the terms of this Agreement. There is no intended third party beneficiary to this Agreement.

Section 19. Right-Of-Access.

OWNER will obtain and/or furnish right-of-access on any project site for ENGINEER to perform any required studies, surveys, tests or other necessary investigations in relation to any Task Order. ENGINEER will take reasonable precautions to minimize damage to the personal or real property in the performance of such surveys, tests, studies and investigations.

Section 20. Notice.

Any notice required or permitted to be delivered hereunder may be sent by first class mail, overnight courier or by confirmed telefax or facsimile to the address specified below, or to such other party or address as either party may designate in writing, and shall be deemed received three (3) days after delivery set forth herein:

Director of Parks and Recreation
City of Farmers Branch
13000 William Dodson Pkwy
Farmers Branch, TX 75234

P.O. Box 819010
Farmers Branch, TX 75381

Peter G. Smith
Nichols, Jackson, Dillard, Hager & Smith, L.L.P.
1800 Ross Tower
500 North Akard
Dallas, Texas 75201

Lina T. Ramey, President
Lina T. Ramey & Associates, Inc.
3320 Belt Line Road
Farmers Branch, TX 75234

Section 21. Counterparts.

This Agreement may be executed by the parties hereto in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument. Each counterpart may consist of any number of copies hereof each signed by less than all, but together signed by all of the parties hereto.

Section 22. Exhibits.

The exhibits attached hereto are incorporated herein and made a part hereof for all purposes.

Section 23. Survival of Obligations.

Any of the representations and obligations of the parties, as well as any rights and benefits of the parties pertaining to a period of time following the termination of this Agreement shall survive termination.

(Signature page to follow)

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated below.

OWNER:

City of Farmers Branch, Texas

ENGINEER:

Lina T. Ramey & Associates, Inc.

By: _____
Charles S. Cox, City Manager

By: _____
Lina T. Ramey, President

Date: _____

Date: _____

ATTEST:

Amy Piukana, City Secretary

APPROVED AS TO FORM:

City Attorney

EXHIBIT “A”

Scope of Services



Engineering
Surveying
Subsurface Utility Engineering
Construction Management

ATTACHMENT A

Scope of Services to be Provided by the Engineer for Proposed Westside Trail

The engineer shall provide conceptual and preliminary engineering services for the design schematic to an equivalent 30% Plans, Specifications, and Estimates (PS&E) level of detail, obtaining design schematic approval and related documents for approximately 2.5 miles of a new location Trail. The new trail will connect on the west terminus at the entrance to Campion Trail located on the west side of Valley View Lane, travel north along Valley View, travel east across Valley View and tie to the proposed trail by a Developer, pick up on the east side of the Development and travel east crossing the Timber Creek Elm Fork of the Trinity River at the IH 635 service road, crossing at the Railroad, going north inside the drainage easement, under IH 35E, run parallel to the Farmers Branch Elm Fork of the Trinity River, travel north along Denton Drive crossing the channel again with either a new pedestrian bridge or by widening the existing bridges on Denton Drive, cross Denton Drive and tying to the proposed Farmers Market near the DART Farmers Branch light rail station. Although this is the current preferred alignment, we will evaluate other alternatives at the west terminus if feasible.

The conceptual design phase will include preparation of design schematic which will include typical sections and the proposed geometric alignment. The Phase 1 design will also include assistance with preparations for the Charrette.

Once the schematic has been approved, the preliminary design will be performed. The preliminary design will include typical sections, preliminary plan and profile sheets, preliminary drainage area map, preliminary hydrology & hydraulics, preliminary bridge layouts and cross sections at 100' intervals.

The Engineer shall prepare all work in accordance with the latest version of applicable Dallas County procedures, specifications, manuals, guidelines, standard drawings, standard specifications or previously approved special provisions and special specifications to include: American Association of State Highway and Transportation Officials (AASHTO), *Guide for the Development of Bicycle Facilities*, (latest Edition), the Texas Manual on Uniform Traffic Control Devices (TMUTCD), Standard Specifications for Construction and Maintenance of Highways, Streets and Bridges and the North Central Texas Council of Governments Public Works Construction Standards.

Engineer shall conduct Subsurface Utility Engineering for existing utilities in the project study area. Our investigation will follow the ASCE C-I 38-02 Standard Guideline for the Collection and Depictions of Existing Subsurface Utility Data.

Provide Quality Level D (QL-D) services - Collect existing utility record information (as-built) from all franchise utilities, municipalities, one call and oral recollections within the area of investigation

Provide Quality Level C (QL-C) services - Obtain by surveying and plotting visible above-ground utility features and use professional judgment in correlating this information to quality level D information.

Provide Quality Level B (QL-B) services - Obtain through the application of appropriate surface geophysical methods to determine the existence and approximate horizontal position of subsurface utilities (aka Designating). A suite of geophysical equipment (electromagnetic induction, magnetic) is used to designate metallic/conductive utilities (e.g. steel pipe, electrical cable, telephone cable).

LTRA will designate known utilities by conventional geophysical means within the proposed project area. Utilities that will attempted include water, wastewater, telephone, fiber optic cable, cable TV, gas, existing hot and chill water lines and storm lines. LTRA will mark the location of the designated lines in the field using a combination of paint and pin flags. Upon completion of the field designating activities, LTRA's will prepare a field sketch of the utilities found. These will be overlaid upon the base map.

Once all known utilities are designated, LTRA will scan the defined work area(s) to search for unknown utilities. These "unknowns" can be defined as: utilities not shown on available utility record drawings, not known or recollected by site personnel and have no above ground features in close proximity to the project area. In order to find unknown utilities, LTRA will perform passive and inductive sweeps of the area. These sweeps will be conducted east to west and north to south along the throughout the project area.

Note: Geophysical search and records research does not guaranty all utilities will be found. Residential services and irrigation/sprinkler systems are not included in this investigation. Limits of any thrust blocking are also excluded. Non conductive material utilities, ie pvc waterlines may require advanced geophysical methods to designate and are not included in this proposal.

Phase 1, the Surveyor shall conduct a topographic survey utilizing a combination of methods, including conventional survey methods, and terrestrial LiDAR. The topographic survey shall be captured at a maxim of 100 foot intervals for the length of the project. A topographic map and DTM shall be produced with a one foot contour interval.

The Surveyor shall use the North American Datum of 1983(NAD83), Texas Coordinate System of 1983 (State Plane Coordinates), Zone 4202, with values in U.S. Survey Feet, as the basis for all horizontal coordinates derived, unless otherwise directed by Dallas County. Project or surface coordinates must be calculated by applying a Combined Adjustment Factor (CAF) to State Plane Coordinate values. For this project, unless otherwise directed, the Surveyor shall utilize the Dallas County wide surface adjustment factor of 1.000136506 to convert coordinated from grid to surface values.

Elevations will be based on the North American Vertical Datum 88 (NAVD88).

The horizontal coordinate values and elevation values will be derived from utilizing the State of Texas Virtual Reference System GPS Network (permission granted by Tim Wright of TxDOT Dallas District). Ties may be made to other area control (City of Farmers Branch, TxDOT, NGS) for reference purposes.

The Surveyor shall establish up to 6 primary control monuments throughout the project. The monuments will be set in three pairs, each pair intervisible. The Surveyor shall establish these monuments within public right-of-way, either drilled into existing concrete structures. A Control Layout sheet (11 inch x 17 inch) shall be prepared showing the overall project route and the general location of the primary control with a table identifying the control point and its horizontal and vertical values, and will be signed and sealed by a Texas Registered Professional Land Surveyor. A second sheet shall have a location sketch of the primary control monuments with the corresponding horizontal and vertical values, and will be signed and sealed by a Texas Registered Professional Land Surveyor. Any secondary control points set along the project route may be included on the Layout sheet.

The Surveyor shall prepare a base map for the length of the project for the study area selection of the proposed trail route. The base map will include current ownership information and current deed information. The base map will delineate public rights of ways, existing rights of ways, easements as located through research, and properties along the proposed trail route.

Items to be Provided by the City:

- Right-of-entry on City property
- Set up meeting with Stakeholders

Items excluded from Scope:

- Environmental Services
- Level A SUE (to be provided at Phase 2 if needed)
- Pavement Design (to be provided at Phase 2)
- Geotechnical Services (to be provided at Phase 2)

EXHIBIT “B”

Payment Schedule

Westside Trail Fee Proposal - Fee Summary

Grand Fee Total		
Engineering Design Services	\$	106,140.00
Survey & SUE Services	\$	52,679.50
	\$	158,819.50

LTR

\$52,679.50

Westside Trail Fee Proposal - Engineering Services												
Task No.	Task Description	PROJECT MANAGER	SR BRIDGE ENGINEER	PROJECT ENGINEER	BRIDGE ENGINEER	DESIGN ENGINEER	Sr. DESIGN TECH	CADD OPERATOR	ADMIN. CLERICAL	Total Labor		
		Labor Rates	165.00	170.00	135.00	145.00	110.00	115.00	90.00	65.00		
1	PHASE 1, DESIGN											
1.1	Preliminary Design Schematic											
	Preliminary Project Recommendation	8		8		8					\$3,280.00	
	Preliminary Typical Sections	2		6		8		16			\$3,460.00	
	Develop Schematic (Plan & Profile Schematics - Roll Plots)	8	16	48	16	50	26	40			\$24,930.00	
	Prepare Bridge Layouts		40		60			80			\$22,700.00	
	Preliminary Design Cross Sections	2		8		24	40				\$8,650.00	
	Preliminary Cost Estimate	4	8	16	16			\$6,500.00			\$6,500.00	
	Provide Public Involvement Support to City	4		8				\$2,000.00		4	\$2,000.00	
		28	64	94	92	90	66	136		4	\$71,520.00	
1.2	Preliminary Hydrology & Hydraulics											
	Drainage Area Mapping	2		8		12	4	12			\$4,270.00	
	Develop Hec-Ras Model of Channels		2	16		20		\$4,360.00				
	Culvert/Bridge Sizing	2		8		12	8	16			\$5,090.00	
		4	0	32	0	44	12	28		0	\$13,720.00	
2	PHASE 1, REVIEW & CHARETTE											
	Prepare Schematic Display	2		8		8		8		16	\$4,190.00	
	Provide Charette Support to City	6		6				\$1,800.00			\$1,800.00	
		8	0	14	0	8	4	16		0	\$5,990.00	
3	Project Management											
	Project Administration	16		16						16	\$5,840.00	
	Progress & Coordination Meetings	12	4	12	8						\$5,440.00	
		28	4	28	8	0	0			16	\$11,280.00	
	Total Task 1, 2 & 3 - Engineering Design	96	132	262	192	232	148	316		24	\$102,510.00	
4	Direct Expenses											
	Mailing / Fed-Ex/Messenger	4	Each	Each	Each			\$25.00			\$100.00	
	Copies (8.5X11)	100	Each	Each	Each			\$0.10			\$10.00	
	Copies (11X17)	100	Each	Each	Each			\$0.20			\$20.00	
	Display Boards/Mounting	5	LS	LS				\$100.00			\$500.00	
	Prepare ROW Acquisition Cost	1	LS	LS				\$3,000.00			\$3,000.00	
	Direct Expense Total										\$3,630.00	

LTF