



**Agreement Between City of Rapid City and Fennell Design Inc.  
for Professional Services for Roosevelt Park 50-Meter Pool, Project No. 13-2090 /  
CIP No. 50948**

AGREEMENT made \_\_\_\_\_, 20\_\_\_\_, between the City of Rapid City, SD (City) and Fennell Design Inc., (Engineer), located at 201 Main Street Ste. 201, Rapid City, SD 57701. City intends to obtain services for Roosevelt Park 50-Meter Pool, Project No. 13-2090, CIP No. 50948. The scope of services is as described in Exhibits A and B.

The City and the Engineer agree as follows:

The Engineer shall provide professional engineering services for the City in all phases of the Project as defined in Exhibits A and B, 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.

#### **1.2 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 Exhibits A and B.)
- 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 sub-contractors 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 rate schedule. (See Exhibit C.)

### **5.2 Fee**

The maximum amount of the fee for the services as detailed in Section 1.2 shall not exceed \$306,500.00 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 at the rates 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, 2015 based on an award date of March 4, 2013.

## **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 occurrence from 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 shall be maintained for 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.
- 7.4.4 Professional liability insurance providing claims-made 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.





### **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, 7<sup>th</sup> 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:**

**Engineer:**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
FENNELL DESIGN INC

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
FINANCE OFFICER

**Reviewed By:**

\_\_\_\_\_  
ROD JOHNSON, PROJECT MANAGER

DATE: \_\_\_\_\_

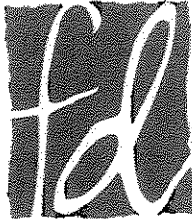
CITY'S DESIGNATED PROJECT  
REPRESENTATIVE

ENGINEERING FIRM'S DESIGNATED  
PROJECT REPRESENTATIVE

NAME Rod Johnson  
PHONE 605-394-4154  
EMAIL rod.johnson@rcgov.org

NAME Gene Fennell  
PHONE 605-716-0520  
EMAIL gene@fendesinc.com





fennell design inc

February 5, 2013

Mr. Rod Johnson,

Please find accompanying this letter our proposal for the complete design service package for the Roosevelt Park 50 M Outdoor Pool facility per our recent conversations and our original Proposal Dated 12/28/12.

We have based our proposal on a reduced Scope derived from our recently completed Horace Mann/Roosevelt Park Pool Feasibility project:

- Pool configuration:
  - 50 Meter Competitive Pool
    - Competitive Swimming tank profile without a diving well.
    - Surge Tank
    - Accessibility features as required
    - 15' Concrete deck surrounding the pool
    - Embeds for starter Blocks
  - Location to allow future enclosure
- Accessory building
  - Treatment, Filtration, Water Heating
  - Storage
  - Restrooms (Fixture count to be determined in Program Phase)
- Site
  - Fenced Enclosure
  - Two pairs of gates
  - Walk connections to parking lot and to existing south patio
  - Turf areas within the enclosure
  - Remote Power to logical locations
  - Night-time safety lighting

Our Proposal is structured as follows:

|   |           |
|---|-----------|
| Program Confirmation & Preliminary OPC <sup>1</sup> | \$ 19,620 |
| Schematic Design, Costing & Reviews                 | \$ 47,500 |
| Design Development, Costing & Reviews               | \$ 60,500 |
| Construction Documents, Costing & Reviews           | \$ 95,800 |

<sup>1</sup>Opinion of Probable Cost

|  |                  |
|--|------------------|
| Bid, Negotiation and Plan Distribution | \$ 13,480        |
| <u>Construction Administration</u>     | <u>\$ 52,100</u> |
| Total Service Fee                      | <u>\$289,000</u> |
| Reimbursable Expenses are estimated:   | \$ 17,500        |

Our Preliminary Opinion of Probable Cost is:

|                                  |                    |
|----------------------------------|--------------------|
| ○ Augured Pier System            | \$ 175,000         |
| ○ Pool & Surge Tank System       | \$2,000,000        |
| ○ Pump/Treatment/Filtration/Heat | \$ 400,000         |
| ○ Building (with M&E)            | \$ 326,000         |
| ○ <u>Site</u>                    | <u>\$ 165,000</u>  |
|                                  | <u>\$3,066,000</u> |

Please see Exhibit "A" and Exhibit "B" attached for further description of the anticipated Process and Scope.

Please feel free to contact me for any questions you may have about this proposal.

Sincerely,

Fennell Design Inc.



Gene A. Fennell

Attachments:

Exhibit "A" – Scope of Services

Exhibit "B" – Phasing

Exhibit "C" – Hourly Rate Sheet

## SCOPE OF SERVICES

- ❖ Programming
  - Program Review
  - Opinion of Probable Cost (\$/SF From National Estimating Guide)
  - Soils Investigations (Utilize existing from Swim Center Project)
  
- ❖ Schematic Design
  - Preliminary Code Search
  - Architectural
    - Pool Building Plan Concept
    - Elevations Concept
    - Exterior Finish Systems
    - Pool Location Plan with sketch concept of structure connection to existing
  - Aquatic Architect
    - Pool Plan Concept
    - Accessibility Concept
    - Wireframe Treatment/Filtration/Piping/Heating Systems
  - Landscape Architectural
    - Site Plan Concept
      - Fencing Plan Concept
    - Grading Plan Concept
    - Landscape Plan Concept
      - Utility Concepts - (Probable Route of sanitary sewer line)
  - Engineering
    - Mechanical [Typical Mechanical Basic Services]
    - Electrical [Typical Mechanical Basic Services]
    - Structural foundation System
  - Design Review
    - Opinion Of Probable Cost (\$/SF From National Estimating Guide)
  
- ❖ Design Development
  - Architectural
    - Plan
    - Ceiling Plan concept
    - Exterior Elevations & Finish Systems
    - Building & Wall Sections
    - Pool Deck Plan
  - Interior
    - Interior Finish selection & Coordination
  - Landscape Architect
    - Irrigation
    - Fence & Gates
    - Preliminary Planting Areas

## Roosevelt Park 50 M Pool

## Exhibit A

- Drive Connections for service vehicles
    - Walks to connect access points
  - Engineering
    - Structural
      - Foundation System design
      - Tank Structural Designs
        - Pool
        - Surge
    - Mechanical - Typical (HVAC Layout, Plumbing Layout and Fixture Review & Selection)
    - Electrical - Typical (Review & Decide Fixture types, Determine Special Needs, Locations of devices, Pool Deck Night Safety Lighting.)
  - Reviews
    - Preliminary Approvals Through City Planning and Engineering for Drainage, Utility Connections/Sizing and Floodway Reviews
  - Opinion of Probable Cost
    - Pool Contractor Review and Opinion
- ❖ Construction Documents
  - Architectural
    - Plans - Building
      - Floor
      - Roof
      - Reflected Ceilings
    - Sections
      - Building
      - Walls
    - Elevations
      - Building
      - Restrooms
      - Casework
      - Doors & Windows
    - Details
      - Doors & Windows
      - Exterior Finishes
      - Others as Needed
    - Technical (Performance) Specifications
      - Bid Front End
  - Interior
    - Interior Detailing & Partitions
    - Finish Specification
    - Signage & Graphics
  - Landscape Architect

## Roosevelt Park 50 M Pool

## Exhibit A

- Site Amenities
- Landscaping
  - Planting Plans/Details
  - Irrigation
  - Walks
  - Fencing
  - Grading/Drainage Plans
- Technical (Performance) Specifications
- Engineering
  - Structural - Building
    - Foundation & SOG (Slab On Grade) System
    - Notes
      - Design
      - Inspection
    - Framing System/Details
    - Roof Framing
    - Details
    - Technical Specifications
  - Structural - Pool
    - Foundation & Pool/Surge Tank Systems
    - Notes
      - Design
      - Inspection
    - Details
    - Technical Specifications
  - Mechanical -
    - Plans
      - Plumbing
      - HVAC
    - Schedules
      - Fixtures
      - Heating/Ventilating Components
      - Louvers
    - Technical Specifications
  - Electrical-
    - Plans
      - Power
      - Lighting
      - Communications
    - Schedules
      - Fixtures
      - Devices
      - Panels
    - Technical Specifications

## Roosevelt Park 50 M Pool

## Exhibit A

- Opinion of Probable Cost
  - Contractor Review and Final Opinion
- ❖ Bidding
  - Advertisement/Invitation
  - Bid Documents Distribution
  - Addenda
  - Bid Tabulation
  - Recommendations
- ❖ Construction Administration
  - Construction
    - Shop Drawing Reviews
    - Pertinent Progress Meetings At Pertinent Construction Progress
    - Pay Application Review & Recommendation
    - Change Proposal Reviews
    - Certificate of Substantial Completion
      - Punch List
      - Value of Incomplete Work
      - Schedule of Completion
    - Final Project Observation



Roosevelt Park 50 M Pool  
City of RC Project #TBD; FDI #13001

## Exhibit B –Project Phasing Plan

| Task# | Event                   | Involvement           | Milestones  |
|-------|-------------------------|-----------------------|---|
| 1.1   | Kick-off Conference     | RCPW, RCP&R, FDI Team | Confirm Scope and Process; Confirm Time line              |
| 1.2   | Program Confirmation    | FDI                   | Report of 1.1 Meeting                                     |
| 2.1   | Schematic Design Review | RCPW, RCP&R, FDI Team | Review 35% Work Products                                  |
| 2.2   | SD OPC                  | FDI Team              | Produce SD Level of Opinion of Probable Cost              |
| 3.1   | DD Review               | RCPW, RCP&R, FDI Team | Review 65% Work Products                                  |
| 3.2   | DD OPC                  | FDI Team              | Produce DD Level of Opinion of Probable Cost              |
| 4.1   | CD Review               | RCPW, RCP&R, FDI Team | Review 90% Work Products                                  |
| 4.2   | CD OPC                  | FDI Team              | Produce CD Level of Opinion of Probable Cost              |
| 4.3   | CD Review               | RCPW, RCP&R, FDI Team | Review 100% Work Products; Request Authorization for Bids |
| 5.1   | Advertise for Bids      | RCPW, FDI Team        | Advertise for Bids; Plan Distribution                     |
| 5.2   | Bid/Negotiation         | FDI Team              | Respond to questions, Pre-bid Meeting, Addendum           |
| 5.3   | Bids                    | RCPW, RCP&R, FDI Team | Receive Bids, Recommendations, Award & Contract           |
| 6.1   | CA                      | RCPW, RCP&R, FDI Team | Project Construction Observation, Etc. & Closeout         |



fennell design inc

## Exhibit C

**FENNELL DESIGN INC. - HOURLY RATE SCHEDULE**

|   |  |
|---|--|
| Principal.....                          | \$115.00                                 |
| Project Manager/ Architect.....         | \$105.00                                 |
| Design Architect.....                   | \$95.00                                  |
| Interior Designer .....                 | \$95.00                                  |
| Illustrator/Computer Graphics .....     | \$85.00                                  |
| CADD Technician .....                   | \$60.00                                  |
| Administrative.....                     | \$50.00                                  |
| Consultants .....                       | Hourly Rate + 10%                        |
| Illustration.....                       | Negotiated (\$1,000 - \$2,500 estimated) |
| Add for Sales Tax when applicable ..... | 6.00%+/- (Per location)                  |

**Reimbursable Expenses:**

|                                  |                 |
|----------------------------------|-----------------|
| 11" x 17" Drawings .....         | \$0.25 / sheet  |
| 11" x 17" Drawings (Color).....  | \$0.50 / sheet  |
| 24" x 36" Drawings .....         | \$2.00 / sheet  |
| 24" x 36" Drawings (Color).....  | \$10.00 / sheet |
| 8 1/2" x 11" Copies .....        | \$0.10 / page   |
| 8 1/2" x 11" Copies (Color)..... | \$0.25 / page   |
| Mileage.....                     | FIT Rate / mile |

All other reimbursable expenses are charged at invoice rate.