



March 30, 2001

Mr. David R. Riggs, P.E.  
Assistant City Engineer  
Engineering and Building Department  
City of Mason  
214 West Main Street  
Mason, Ohio 45040

Re: As-Needed Services Proposal  
City of Mason, Ohio

Dear Mr. Riggs:

The City of Mason has retained Camp Dresser & McKee (CDM) to provide "As-Needed Services" to assist the City's staff in conducting plan reviews for various developments. The use of CDM staff to perform these reviews has allowed the City's staff to focus its attention on priority issues, such as the Mason-Montgomery Road Expansion project.

We understand the City would like to continue to use CDM's services on a wide variety of project applications. To accomplish this, CDM has enclosed for your review a draft scope of services (Exhibit A) and billing rate structure (Exhibit B), which are documents that CDM can attach to a professional services agreement. CDM will attempt to limit technical staff involvement to those individuals listed below to ensure project continuity. When and if necessary, a variety of Cincinnati office personnel can support these individuals from a technical and project administrative perspective. Individuals to be used on this project not specifically listed below, and their respective billing rates, will be submitted to the City for approval prior to beginning any work. Our available staff, categories, and current hourly billing rates are listed below:

|                              |                        |           |
|------------------------------|------------------------|-----------|
| Jason A. Fleming, E.I.T.     | Professional I         | \$68.00   |
| Christopher G. Brausch, P.E. | Professional II        | \$82.00   |
| Christopher T. Calpin, P.E.  | Principal/Associate    | \$125.00  |
| Personnel Varies             | Staff Support Services | \$39-\$80 |
| Personnel Varies             | Project Administration | \$40-\$65 |

The billing rates for the individuals listed above depict each person's actual labor cost (i.e., hourly rate) multiplied by a factor of 3.0. These rates will be subject to change over the duration of the contract due to annual performance appraisal wage increases of project staff. For invoicing purposes during the duration of these services, the rates associated with these categories will not exceed the maximum rates identified in Exhibit B. The Staff Support Services and Project Administration categories encompass technical drafting and office support, which is anticipated to be fulfilled by co-op and clerical staff, respectively. Rather than listing the billing rate of each individual for these categories, we have indicated that the actual billing rate varies. The billing rate for each individual in this

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classification will also be the person's actual labor cost multiplied by a factor of 3.0 and will not exceed the specified amounts indicated in Exhibit B.

Mr. Fleming will be CDM's project manager for this project, will perform the majority of the day-to-day work, and will be the City's primary point of contact. Mr. Brausch will provide technical assistance to Mr. Fleming, when it is deemed necessary. I will act as CDM's Client Officer, will commit the appropriate resources to the project, and ensure that we, as a firm, are performing to your desired level of service and expectations. If necessary, I can also offer assistance and technical guidance with any stormwater rules, regulations, ordinances, or policy related matters, as this is one of my specific areas of expertise.

If the City approves this approach, CDM recommends allocating an estimated budget for these "As-Needed Services" of \$61,770 for the remainder of 2001. This budget is based on an average of 20 hours of work per week, at an average billing rate of approximately \$72 per hour, over a duration of 39 weeks (for a total labor cost of \$56,160) and other direct costs (ODCs) totaling \$5,610.

CDM appreciates the opportunity to assist the City of Mason with its "As-Needed Services." Should you have a desire to meet and discuss any aspect of this proposal or project, including questions or considerations of including more staff to assist with any specific detailed tasks, please do not hesitate to contact me.

Very truly yours,

CAMP DRESSER & McKEE



Christopher T. Calpin, P.E.  
Principal Engineer/Client Officer

Enclosures