



DOWL Project No.: TBD

STANDARD AGREEMENT FOR PROFESSIONAL SERVICES

THIS IS AN AGREEMENT effective as of December 15, 2025 and shall expire December 15, 2026 between **Grizzly Ranch Community Services District, 4456 Grizzly Road, Portola, CA 96122 (Client)** and **DOWL, 5510 Longley Lane, Reno, NV 89511 (DOWL)**. Client and DOWL agree that DOWL will perform the professional services identified in Exhibit A associated with: **Emergency Use Water Rate Analysis**

Providing professional services to update the existing Client water rate model and perform an analysis to determine a new water rate for the delivery of raw water to customers for emergency use only.

Representatives: **CLIENT:** Larry Smith

DOWL: Alex Stodtmeister, P.E.

SCOPE OF SERVICES:

See EXHIBIT A - SCOPE OF SERVICES

COMPENSATION by CLIENT to DOWL:

Reimbursement shall be on a **Time & Materials Basis**, (with a not-to-exceed total of \$21,100). DOWL shall invoice no more often than monthly for services performed in the previous month in accordance with the unit rates set forth in EXHIBIT B. To be consistent with services actually rendered, DOWL may alter the distribution of compensation between individual phases/tasks of the work noted herein but, shall not exceed the total estimated compensation without CLIENT'S prior approval.

The following are hereby made a part of this AGREEMENT by attachment:

Terms and Conditions (3 pages)
Exhibit A - Scope of Services
Exhibit B – DOWL Rate Schedule

Services covered by this Agreement will be performed in accordance with the attached Terms and Conditions and any Exhibits, Attachments, and/or Special Conditions. This Agreement supersedes all prior agreements and understandings and may only be changed by written amendment executed by both parties.



IN WITNESS WHEREOF: Persons authorized to commit the resources of the Parties have executed this Agreement: and this agreement may be signed in any number of counterparts, each of which is an original, and all of which taken together constitute one single document:

Accepted for **Client:**

By: _____

Title: _____

Date: _____

Accepted for **DOWL:**

By: _____

Title: _____

Date: _____

Tax ID No or 92-0166301

SSN: _____



DOWL STANDARD CONTRACT TERMS AND CONDITIONS

SECTION 1 - SERVICES OF DOWL

A. Basic Services

DOWL shall provide Client the services as described in this Agreement within the periods stipulated herein. Services will be paid for by Client as indicated herein.

B. Schedule

DOWL's services and compensation under this Agreement have been agreed to in anticipation of the orderly and continuous progress of the Project through completion. Unless specific periods of time are specified in this Agreement, DOWL's obligation to render services hereunder will be for a period that may reasonably be required for the completion of said services.

C. Authorization to Proceed

Execution of this Agreement by Client will be authorization for DOWL to proceed with the Work as scheduled, unless otherwise provided for in this Agreement.

D. Delay

If in this Agreement, specific periods of time for rendering services are set forth, or specific dates by which services are to be completed, are provided, and if such periods of time or dates are changed through no fault of DOWL, the rates and amounts of compensation and time for completion provided herein shall be subject to equitable adjustment.

E. Changes/Additional Services

The Scope of Services set forth in this Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by the Client. For some projects, the scope may not be fully definable during the initial stages and/or the Client may at any time during the term of this Agreement make changes within the general scope of the Agreement. If such facts discovered as the Project progresses, or changes that are requested by the Client, change the cost of, or time for, performing the services hereunder, DOWL will promptly provide Client with an amendment to this Agreement to recognize such changes.

SECTION 2 - TERMS OF PAYMENT

A. Invoicing

DOWL will submit invoices to Client for services rendered and reimbursable expenses incurred each month. Invoices will be prepared in accordance with DOWL's standard invoicing practices. Such invoices will represent the value of the completed Work and will be in accordance with the terms for payment in this Agreement.

B. Progress Payments

Invoices are due and payable within 30 calendar days of the date of the invoice. If Client fails to pay undisputed invoices when due, the amounts due will be increased at the rate of 1.0% per month from said 30th day. In addition, DOWL may at any time, without waiving any other claim against the Client, and without thereby incurring any liability to the Client, suspend or terminate performing work hereunder in accordance with Section 5.C of this Agreement. Payments will be credited first to interest and then to principal. In the event of a disputed or contested invoice, only that portion so contested may be withheld from payment, and the undisputed portion will be paid.

SECTION 3 - OBLIGATIONS OF CLIENT

A. Furnish Data

Client shall provide all criteria and full information as to Client's requirements for the Project and furnish all available information pertinent to the Project, including reports and data relative to previous designs or investigations at or adjacent to the site. Client shall provide such legal, independent cost estimating, and insurance counseling services as may be required for the Project.

B. Representative

Client will designate a person to act with authority on Client's behalf in respect of all aspects of the Project.

C. Timely Review

Client will examine DOWL's studies, reports, drawings and other project-related work products and render decisions required in a timely manner.

D. Prompt Notice

Client will give prompt written notice to DOWL whenever Client observes or otherwise becomes aware of hazardous environmental conditions or of any development that affects the scope or timing of DOWL's Scope of Services or any defect in the Services of DOWL or the work of any Contractor.

E. Site Access

Client will arrange for safe access to and make provisions for DOWL and DOWL's sub consultants to enter upon public or private property as required for DOWL to perform the Services under this Agreement.

SECTION 4 - OBLIGATIONS OF DOWL

A. Independent Contractor

DOWL is an independent contractor and will maintain complete control of and responsibility for its employees, subcontractors and sub consultants. DOWL shall also be solely responsible for the means and methods for carrying out the Scope of Services and for the safety of its employees.

B. Performance

DOWL will perform its Services using that degree of care and skill ordinarily exercised under the same conditions by Design Professionals practicing in the same field at the same time in the same or similar locality. Professional services are not subject to, and DOWL cannot provide any warranty or guarantee, express or implied, including warranties or guarantees contained in any uniform commercial code. Any such warranty or guarantee contained in any purchase order, requisition or notice to proceed issued by the Client are specifically objected to.

C. Publicity

DOWL will not disclose the nature of its Scope of Services on the Project or engage in any publicity or public media disclosures with respect to this Project without the prior written consent of Client.

D. Insurance

DOWL will maintain the liability insurance coverages listed below for Professional, Commercial General, Automobile, as well as, Worker's Compensation and Employer's Liability.

1. Workers' Compensation Insurance for all employees of DOWL engaged in work under this contract as required



by the laws of the state where the work is to be performed. This coverage will include statutory coverage and employer's liability protection of \$1,000,000 per person, \$1,000,000 per occurrence.

2. Commercial General Liability Insurance with limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. This policy shall include the Client as an additional insured, with respect to the work done by or on behalf of DOWL and arising out of the Scope of Services under this agreement.
3. Automobile Liability Insurance with limits of \$1,000,000 per occurrence and combined single limit. This policy shall include the Client as an additional insured, with respect to the work done by or on behalf of DOWL and arising out of the Scope of Services under this agreement.
4. Professional Liability Insurance with limits of \$1,000,000 per claim and \$1,000,000 aggregate, written on claims made basis.

Certificates evidencing such coverage will be provided, upon request, to Client upon request once the contract is fully executed.

E. Compliance with Laws

DOWL will use reasonable care in accordance with 4.B to comply with applicable laws in effect at the time the Services are performed hereunder, which to the best of its knowledge and belief, apply to its obligations under this Agreement.

F. No responsibility for Contractor Performance

DOWL will not be responsible for the quality of work for any person or entity (not including DOWL, its employees, representatives, and Consultants) performing or supporting construction activities relating to the Project (Contractor), or for any Contractor's failure to furnish or perform its work in accordance with the contract documents.

G. No responsibility for Site Safety

Construction Contractors shall be solely responsible for the supervision, directions and control of their work; means, methods, techniques, sequences and procedures of construction; safety precautions and programs; and compliance with applicable laws and regulations

H. Equal Opportunity Employment

DOWL is committed to the principles of equal opportunity and affirmative action in employment and procurement. DOWL does not discriminate against applicants, employees, or suppliers on the basis of factors protected by federal or applicable state laws.

I. Services Not Included:

DOWL's services and Additional Services do not include:

1. Serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission;
2. Advising Client, or any municipal entity or other person or entity, regarding municipal financial products or issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters

concerning such products or issuances;

3. Providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or bonding requirements; or
4. Providing legal advice or representation.

SECTION 5 - GENERAL CONSIDERATIONS

A. Reuse of Documents

1. All documents are instruments of service in respect to this Project, and DOWL shall retain an ownership and property interest therein (including the right of reuse at the discretion of DOWL) whether or not the Project is completed. Client may make and retain copies for information and reference in connection with the use and occupancy of the Project. Such documents are not intended or represented to be suitable for reuse by Client or others on extensions of the Project or on any other project. Any reuse without written verification of DOWL will be at Client's sole risk. Client shall indemnify and hold harmless DOWL and DOWL's Consultants from all claims, damages, losses, and expenses, including attorney fees arising out of or resulting therefore.
2. Copies of documents that may be relied upon by Client are limited to the original printed copies (also known as hard copies) that are signed or sealed by DOWL.
3. Because data stored in electronic media format can deteriorate or be modified, inadvertently or otherwise, without authorization of DOWL, the party receiving the electronic files agrees to perform acceptance tests or procedures within 60 days, after which the receiving party shall have deemed to have accepted the data thus transferred. Any errors detected within the 60-day acceptance period will be corrected by DOWL. DOWL will not be responsible to maintain documents stored in electronic media format after acceptance by Client.
4. DOWL makes no representations as to long term compatibility, usability, or readability of documents resulting from use of software application packages, operating system, or computer hardware differing from those used by DOWL at the beginning of this Project.

B. Indemnification

1. DOWL agrees, to the fullest extent allowed by law, to indemnify and hold harmless Client from and against any liability, damages and costs (including reimbursement of reasonable attorney's fees and costs of defense) arising out of the death or bodily injury to any person or the destruction or damage to any property, arising during the performance of professional services under this Agreement, but only to the extent caused by the negligent act, or omission of DOWL or anyone for whom DOWL is legally responsible. DOWL's defense obligations under this indemnity paragraph means only the reimbursement of reasonable defense costs to the proportionate extent of DOWL's actual liability obligation hereunder.
2. Client agrees to indemnify and hold harmless DOWL from any liability, damages and costs, (including reasonable attorney's fees and costs of defense) but only to the extent caused by the negligent acts, errors, and



omissions of the Client, Client's contractors, consultants, and anyone for whom Client is legally responsible.

3. A party's total liability to the other party and anyone claiming by, through or under the other party for any claim, cost, loss or damage (including reasonable attorney fees and cost of defense) caused in part by the negligence of the party and in part by the negligence of the other party or any other negligent entity or individual, shall not exceed the percentage share the party's actual negligence bears to the total of all negligence of Client, DOWL and all other negligent entities and individuals.

C. Termination / Suspension

1. Client may terminate this Agreement for convenience. In such event, DOWL will be entitled to compensation for Services performed up to the date of termination, including profit related thereto, plus any expenses of termination.
2. The obligation to provide further Services under this Agreement may be suspended by either party upon 7 days written notice or terminated by either party upon thirty (30) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof (including Client's obligation to make payments required hereunder) through no fault of the suspending or terminating party, and defaulting party does not commence correction of such nonperformance within five (5) days of written notice and diligently completes the correction thereafter.

D. Mutual Waiver

To the fullest extent permitted by Laws and Regulations, DOWL and Client waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, from any cause or causes.

E. Limitation of Liability

Notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of DOWL and DOWL's officers, directors, members, partners, agents, employees, and Consultants, to Client and anyone claiming by, through or under Client for any and all claims, losses, expenses, costs, or damages whatsoever arising out of, resulting from, or in any way related to DOWL's services, or this Agreement, from any cause or causes whatsoever, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract, indemnity obligations, or warranty express or implied, shall not exceed the total amount of \$50,000 or two times the total compensation received by DOWL under this Agreement, whichever is greater. Nevada Revised Statutes (NRS) 41.035 applies where applicable for Nevada public contracts

F. Limits of Agreement

This instrument contains the entire Agreement between the parties, and no statement, promise or inducements made by either party that are not contained in this written Agreement shall be valid or binding. This Agreement upon execution by both parties hereto, can only be amended by written instrument signed by both parties.

G. Severability and Survival

The various terms, provisions and covenants herein contained shall be deemed to be separate and severable, and the invalidity of unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

H. Waiver

No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate any other section of this Agreement or operate as a waiver of any future default, whether like or different in character.

I. Choice of Law and Venue

The parties agree that any action at law or judicial proceeding for the enforcement of this Agreement or any provision thereof shall be instituted only in the courts of the State of Nevada, and it is mutually agreed that this Agreement shall be governed by the laws of the State of Nevada, both as to interpretation and performance.

J. Material Adverse Effect

K. No Third-Party Beneficiaries

Nothing contained in this Agreement nor the performance of the parties hereunder, is intended to benefit, nor shall inure to the benefit of, any third party, including Client's contractors, if any.

L. Successor, Assigns, and Beneficiaries

Neither Client nor DOWL may assign, sublet, or transfer any rights under or interest (including but without limitation, moneys that are due or may become due during or post-contract performance) in this Agreement without the written consent of the other, except as mandated or restricted by law. No assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

M. Statutes of Limitation

To the fullest extent permitted by law, parties agree that, except for claims for indemnification, the time period for bringing claims under this Agreement shall expire one year after Project completion.

N. Authority

The person signing this Agreement warrants that they have the authority to sign as, or on behalf of, the party for whom they are signing.

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DOWL Project No.: TBD

Exhibit A to Standard Agreement for Professional Services Scope of Services



EXHIBIT A SCOPE OF WORK

Grizzly Ranch Community Services District Emergency Use Water Rate Analysis

INTRODUCTION

Grizzly Ranch Community Services District (GRCS D) has asked DOWL to prepare this scope of work to develop an additional rate that does not utilize the GRCS D treatment processes, storage facilities, or full distribution system. This emergency rate is intended to serve customers with raw water and is intended for emergency use only. The proposed emergency rate will be added to the existing GRCS D water rate schedule.

The phase and task breakdown for the project is designated as follows:

- Task 1 – Rate Analysis
- Task 2 – Proposition 218 Compliance Efforts (Contingent Item)

DESIGN SERVICES

Task 1 – Rate Analysis

Objective

To review all fiscal year actuals and budget information provided by the GRCS D and update the existing rate model previously provided by DOWL in 2022. A cost-of-service analysis will be completed for the specialized customer class, as well as identifying revenue required to maintain financial solvency for the water utility.

Approach

DOWL will compile and review financial documents related to the water system in order to perform the following subtasks.

- Update the existing rate models for the GRCS D with previous fiscal year actuals
- Perform Cost-of-Service to determine the unit costs of service for emergency use customers and use findings to support recommended rate design
- Advance the units of costs of service to associate the appropriate direct and indirect costs with the associated customer class
- Confirm that the proposed rate structure can be administered by GRCS D's existing billing system
- Recommend rate structure for future use by GRCS D



- Preparation of a draft technical memo detailing all rate recommendations and analysis performed as part of this project
- Preparation of a final technical memo detailing all rate recommendations and analysis performed as part of this project.

Deliverables

The following deliverables will be delivered under this task:

- Updated rate model in electronic format
- Draft TM (1 PDF copy)
- Final TM (1 PDF copy)

Assumptions

The following assumptions apply:

- Significant capital planning or system assessment will not be required as part of this task.
- All data will be provided by GRCS D in a digital format which is easily sorted or input into a spreadsheet.
- Two (2), one (1) hour workshops are anticipated to be required to complete this task. The first workshop will review the data and assumptions used in the analysis. The second workshop will review the rate structure alternatives and a discussion of the pros and cons of each alternative. Both workshops will be held virtually.
- Adoption of the emergency rate will not affect the current rate schedule and should not be considered in an adjusted revenue requirement analysis
- GRCS D comments will be received within 10 business days after the Draft Report is submitted.

Task 2 – Proposition 218 Compliance Efforts (Contingent Item)

Objective

Make one (1) presentation at the GRCS D public meeting, as needed to satisfy Proposition 218.

Approach

This task will include the following activities:

- Presentation of findings and recommendations at a public meeting.
- Detail the rate implementation plan (if necessary).

Deliverables

The following will be delivered to GRCS D under this task:



- Any digital versions of presentations or materials issued at public meetings.

Assumptions

The following assumptions apply:

- One (1), one (1) hour presentation to the public and/or Board of Directors is anticipated to be provided as part of this task to present to the board.
- One (1), one (1) hour meeting/workshop is anticipated to be needed to present the Draft PowerPoint to Grizzly Ranch CSD staff prior to any public meeting.
- CSD to issue and collect all petitions
- DOWL is capable of supporting Grizzly Ranch CSD staff with presentation slides, graphs and figures should Grizzly Ranch CSD prefer to present the findings of the study to the Board.



EXHIBIT B SCHEDULE

Notice to Proceed	December 2025
Data Request Memo	December 2025
Rate Model Update	January 2026
Draft TM	February 2026
Client Workshop	March 2026
Public Hearing	April 2026
Final TM	April 2026



**EXHIBIT C
BUDGET**

Task	Description	Total Cost
1	Professional Services	\$16,800
2	Prop 218	\$4,300
	TOTAL:	\$21,100



DOWL Project No.: TBD

**Exhibit B to Standard Agreement for Professional Services
Payment Schedule and Reimbursable Expenses**



NEVADA FEE SCHEDULE

Personnel Billing Rates

Personnel are identified on our invoices by name and/or labor category.

Description	Rate	Description	Rate
Accounting Manager	\$194	Engineer VI	\$215
Accounting Technician	\$126	Engineer VII	\$226
Administrative Assistant	\$100	Engineer VIII	\$236
Administrative Manager	\$131	Engineer IX	\$263
Biologist I	\$137	Engineer X	\$278
Biologist II	\$147	Engineering Technician I	\$105
Biologist III	\$158	Engineering Technician II	\$121
Biologist IV	\$168	Engineering Technician III	\$131
Biologist V	\$215	Engineering Technician IV	\$147
CAD Drafter I	\$110	Engineering Technician V	\$163
CAD Drafter II	\$126	Engineering Technician VI	\$187
CAD Drafter III	\$137	Environmental Specialist I	\$126
CAD Drafter IV	\$147	Environmental Specialist II	\$142
CAD Drafter V	\$158	Environmental Specialist III	\$147
Senior CAD Drafter	\$179	Environmental Specialist IV	\$158
Civil and Transportation Designer	\$142	Environmental Specialist V	\$163
Senior Civil and Transportation Designer	\$179	Environmental Specialist VI	\$200
Contract Administrator I	\$168	Environmental Specialist VII	\$221
Contract Administrator II	\$194	Environmental Specialist VIII	\$236
Corporate Development Manager	\$242	Environmental Specialist IX	\$257
Cultural Resources Specialist I	\$126	Environmental Specialist X	\$278
Cultural Resources Specialist II	\$147	Field Project Representative I	\$137
Cultural Resources Specialist III	\$152	Field Project Representative II	\$152
Cultural Resources Specialist IV	\$189	Field Project Representative III	\$163
Cultural Resources Specialist V	\$205	Field Project Representative IV	\$179
Cultural Resources Specialist VI	\$225	Field Project Representative V	\$221
Cultural Resources Specialist VII	\$236	Geologist I	\$142
Cultural Resources Specialist VIII	\$252	Geologist II	\$152
Document Production Supervisor	\$158	Geologist III	\$163
Engineer I	\$137	Geologist IV	\$184
Engineer II	\$147	Geologist V	\$215
Engineer III	\$163	GIS Coordinator	\$184
Engineer IV	\$184	GIS Manager	\$194
Engineer V	\$205	GIS Specialist	\$152



Description	Rate	Description	Rate
GIS Technician	\$116	Professional Land Surveyor I	\$126
Graphic Designer	\$158	Professional Land Surveyor II	\$137
Senior Graphic Designer	\$185	Professional Land Surveyor III	\$147
Hydrogeologist I	\$147	Professional Land Surveyor IV	\$158
Hydrogeologist II	\$173	Professional Land Surveyor V	\$168
Hydrogeologist III	\$205	Professional Land Surveyor VI	\$178
Sr. Hydrogeologist	\$240	Professional Land Surveyor VII	\$189
Intern I	\$89	Professional Land Surveyor VIII	\$205
Intern II	\$110	Professional Land Surveyor IX	\$221
Laboratory Manager	\$131	Professional Land Surveyor X	\$240
Laboratory Supervisor	\$110	Professional Land Surveyor XI	\$268
Landscape Architect I	\$137	Project Administrator	\$142
Landscape Architect II	\$152	Project Assistant I	\$121
Landscape Architect III	\$168	Project Assistant II	\$137
Landscape Architect IV	\$184	Project Controller	\$173
Landscape Architect V	\$200	Senior Project Controller	\$194
Landscape Architect VI	\$210	Project Manager I	\$168
Landscape Architect VII	\$221	Project Manager II	\$184
Landscape Designer I	\$100	Project Manager III	\$200
Landscape Designer II	\$121	Project Manager IV	\$215
Marketing Assistant	\$110	Project Manager V	\$231
Marketing Coordinator	\$147	Project Manager VI	\$247
Marketing & Administrative Manager	\$236	Project Manager VII	\$263
Materials Technician I	\$100	Proposal Manager	\$185
Materials Technician II	\$110	Senior Proposal Manager	\$225
Lead Materials Technician	\$121	Public Involvement Assistant	\$121
Senior Materials Technician	\$131	Public Involvement Coordinator	\$165
Materials Manager	\$137	Public Involvement Planner	\$142
Planner I	\$126	Public Involvement Program Manager	\$210
Planner II	\$152	Real Estate Services Manager	\$189
Planner III	\$168	Right of Way Agent I	\$131
Planner IV	\$184	Right of Way Agent II	\$147
Planner V	\$200	Right of Way Agent III	\$163
Planner VI	\$210	Right of Way Agent IV	\$179
Planner VII	\$221	Right of Way Agent V	\$194
Planner VIII	\$236	Right of Way Agent VI	\$235
Planner IX	\$252	Right of Way Assistant	\$121
Planner X	\$294	Risk Manager	\$210
Planning Technician	\$116	Senior Manager I	\$252



Description	Rate	Description	Rate
Senior Manager II	\$273	Survey Technician VIII	\$168
Senior Manager III	\$284	Survey Technician -- Supervisor	\$165
Senior Manager IV	\$310	Systems Administrator	\$163
Senior Manager V	\$331	Technical Coordinator	\$194
Senior Manager VI	\$352	Utility Operator	\$152
Survey Technician I	\$95	Water Resource Specialist	\$205
Survey Technician II	\$100	Water Rights Specialist I	\$168
Survey Technician III	\$105	Water Rights Specialist II	\$200
Survey Technician IV	\$121	Water Rights Specialist III	\$231
Survey Technician IX	\$179	Water Rights Technician I	\$110
Survey Technician V	\$126	Water Rights Technician II	\$121
Survey Technician VI	\$137	Water Rights Technician III	\$131
Survey Technician VII	\$152		

Survey Crews

One-Person Survey Crew	=	\$168 / hour
One-Person Survey Crew GPS/Robotics	=	\$189 / hour
Two-Person Survey Crew	=	\$252 / hour
Two-Person Survey Crew (PLS + LSIT)	=	\$294 / hour
Two-Person Survey Crew GPS/Robotics	=	\$268 / hour
Three-Person Survey Crew	=	\$368 / hour

Travel, Mileage, and Miscellaneous

Lodging	=	Cost per night
Airfare	=	Cost
Vehicle Usage – Passenger Cars	=	\$1.15/mile
Vehicle Usage – Trucks & SUV's	=	\$1.35/mile
Printing/Supplies/Phone/Fax/Postage	=	Note 3
In-House Usage Charges	=	Note 4

Per Diem

Unless otherwise specified contractually, per diem will be billed when travel is more than 50 miles from the office during a meal allowance period of three or more consecutive hours or involves an overnight stay. The three meal allowance periods are breakfast (midnight to 10:00 a.m.), lunch (10:00 a.m. to 3:00 p.m.), and dinner (3:00 p.m. to midnight).

Per diem will be charged using the most recently published federal travel rate for each location.

Per diem rates by city: <https://www.gsa.gov/travel/plan-book/per-diem-rates>



Notes

1. DOWL's Professional Services Fee Schedule is subject to adjustment each year or at the end of a contract period, whichever is appropriate. Should adjustments be anticipated or required, such adjustments will not affect existing contracts without prior agreement between Client and DOWL.
2. Straight-time rates are given. Multiply by 1.5 for overtime rates. Overtime rates will be applied at the rate prescribed by applicable state law.
3. Direct reimbursable expenses such as travel, freight, subcontractors, and request beyond those requests considered reasonable by the project manager for phone/fax/postage, office supplies, reproduction and photography, and laboratory analysis will be billed at cost plus the negotiated markup.
4. In-house equipment usage charges or specialized software/equipment that are not separately stated on the fee schedule will be negotiated at rates deemed fair and reasonable.
5. Late charges will be assessed on the unpaid balance of all accounts not paid within 30 days of the billing date, at a rate of 1.0 percent per month (12% per year).