



June 20, 2025

Mr. Ramon E. Chavez, P.E.

Laredo City Engineer – Asst. City Manager

Ms. Gloria P. Saavedra, P.E.

Civil Engineer, II - Project Manager

City of Laredo Engineering Department

1110 Houston Street

Laredo, Texas 78040

***Re: Architectural & Engineering
Professional Services Fee
City of Laredo – El Metro Transit Center
Building Enhancements***

Mr. Chavez,

Ms. Saavedra,

Thank you, again, for contacting Sepulveda Associates Architects, Inc. (SAA, Inc.) and requesting a proposal to provide architectural and engineering professional limited services, involving 1.) *replacement of the HVAC equipment, 2.) lighting through- out, and 3.) architectural “Safety” related items* to the City of Laredo on subject project. The SAA, Inc. team will conduct onsite detailed visual documentation to determine the final architectural, mechanical – electrical scope for the preparation of the final bid package to obtain formal competitive bids for the execution of the scope of work through a qualified bonded general contractor. From our on-site walk throughs site visit and recent meeting notes on 6-6-2025, 6-13-25 and assessment report dated 5-21-2025 we propose the following:

SERVICES - ANTICIPATED SCOPE OF WORK

The professional architectural services are described below:

SCHEMATIC DESIGN PHASE

1. ***See Preliminary HVAC and Lighting Scope of Work – NRG Engineering dated 6-13-25, attached.***
2. ***As directed by City Engineering staff, Preliminary Assessment Report dated 5-21-25 items related to facility “safety” issues include Items 1, 5, 6, 8, 9, 13, 18, 19, 24, 36, 37, 40, 45, 54, 55, 59, 62, 66, 69, and 78 per pages 57 – 62. Note: Items 36, 37, 54, 55, will be prepared as Add Alternates to the bid package.***
3. Prepare floor plan basic schematics (utilize the existing Owner provided PDF “As-Built”) with notes, details and photographs of the scope of work items.
4. Perform additional onsite site walkthroughs and review the Owner provided “As Built”

Drawings to develop as much detail as possible for the development of the creation of the construction documents,

5. Prepare preliminary budget for line items of the proposed preliminary scope for Owner's review and approval to develop technical drawings,
6. Consult and perform site walkthrough with mechanical, electrical and structural engineers to develop documentation for the replacement / modifications of requested selective power, lighting, equipment controls, HVAC system, and structural safety items as documented in the preliminary scope of work,
7. General in person and virtual meetings may be necessary for the proper review, direction, and refinement as the work progresses,
8. Reimbursements for in-house printing expenses for the development of the work as the project scope evolves,
9. As discussed with City Building Development Services Department staff, the majority of the scope of work items will be classified as Alterations Level 1 – Existing International Building Code EIBC with a building permit and respective electrical and mechanical subcontractors required to be secured. A cursory (not exhaustive) building code review will be provided and included in the bid documents for the BDS Department in issuing permit(s) to the general contractor. No permit fees are included in this proposal for these items by the A&E consultants.
10. ***See Preliminary Scope of Work – Synergy Structural Engineering dated 6-20-25, attached and the reconstruction of the Greyhound lease space mechanical mezzanine to be included as a bid alternate.***

CONSTRUCTION DOCUMENT PHASE

1. Upon approval of the preliminary scope of the work – listed items and drawings, SAA, Inc. will commence the final development of the preliminary documents to detail for the preparation of the technical documents,
2. Option 1 - Use Owner provided “As Built” documents to allow for “redline” markups and notes to describe new scope of work – SAA, Inc. assumes Owner will allow use of documents for this purpose as Owners of the documents,
3. As required, Option 2 – SAA, Inc. will redraw new floor plan layouts and other documents as necessary depending on extent of item scope,
4. Create and finalize architectural, and structural drawings, notes, details, schedules, photographs, specifications as technical documents,
5. Create final documents with assistance from team engineers for the development of items as identified in the scope of work limited to “safety” concerns – issues,
6. Finalize mechanical and electrical drawings and schedules per the final scope of work,
7. Develop project bidding manual - specifications for the final scope the scope, and coordinate bid schedule with City Engineering and Purchasing Department,
8. Reimbursements for in-house printing expenses for the development of the work as the project scope evolves and is refined for a final product,
9. Coordinate and cross reference with structural and mechanical/electrical engineers the final construction documents for the bidding package, with additive alternates as required,
10. **Note: No filing, registering, obtaining plan review(s), and inspection with RAS for TDLR TAS HC standards is anticipated as this project will only address “maintenance -safety” items. No remodeling of walls, or floor plan is projected – anticipated to be executed in this scope. Therefore, no fees have been included in this proposal.**

BIDDING AND NEGOTIATION PHASE

1. SAA, Inc. will assist the Owner with the bidding and negotiation phase to obtain competitive bids for the execution of the work from qualified contractors,
2. Conduct in person a Pre-Bid Conference to explain the construction documents and conduct a site walk through to ensure bidders are fully aware of the scope of work,
3. Issue all necessary addendums, clarifications and review of any possible product substitutions,
4. Review references of the apparent lower bidder and qualifications, with Architect to provide recommendation for awarding of the contract based on findings.

CONSTRUCTION ADMINISTRATION PHASE

1. SAA, Inc. will assist the Owner in the execution of the construction administration phase overseeing the general contractor and respective subcontractors operations including onsite observation, coordination with city and public entity representatives for permitting, code compliance, field inspections, reviewing of the product submittals, shop drawings, testing and monitoring, punch lists, close out documents, and review and process monthly applications for payments as may be required being the Owner's agent and contact.

CONSULTANTS – TEAM MEMBERS

- **SAA, INC.** will include the following professional services from team consultants:
- **NRG Engineering, Inc. – Limited Mechanical and Electrical**
Basic services (limited) for design and recommendations for replacement of selective lighting, power, HVAC system equipment with testing and balancing of the A/C units and room ductwork registers, and specification for ductwork cleaning scope. A new public address system will be specified. Services include limited onsite walkthroughs to determine final scope documents and construction observation site visits (min. 1/month average). **Refer to the attached detailed proposal for additional information.**
- **Synergy Structural Engineering, Inc.**
Basic services (limited) for structural design and recommendations for the Greyhound mechanical equipment platform, typical building exterior masonry veneer repair details, dis-similar materials expansion joint details (limited scope – most extreme visible locations), and coordination with project Architect for cross reference of documents. Services include limited onsite walkthroughs to determine final scope documents and construction observation site visits (min. 1 / month average). **Refer to the attached detailed proposal for additional information.**

Note: No TDLR – HC / TAS, plumbing, environmental, sound, acoustics, or audio-visual consultant services and fees are included in this proposal.

COMPENSATION:

SAA, Inc. proposes to be compensated for the architectural, mechanical, electrical, and structural engineering consultant services, with 1 set full size of hard copy production printing, 1 pin drive with pdf folder of documents, \$263,165.38 (includes a 7.5% contingency fee allowance to be used for unforeseen conditions or additional scope with approval from Owner reps) as herein provided (See attached breakdown – spreadsheet). Compensation is requested at the completion of every month and/or at the conclusion of each service phase whichever comes first, plus the reimbursable expenses incurred during the billing period.

SUMMARY BY DISIPLINES:

- **Architectural Services** (See Attachment) \$100,705.00
- **Mechanical / Electrical Services** (See Attachment)
\$125,000 x 1.10 Coordination Fee \$137,500.00
- **Structural Services** (See Attachment)
\$6,000 x 1.10 coordination Fee \$ 6,600.00
- **Contingency Allowance** (See Attachment)
\$244,805 x 7.5% \$ 18,360.38

Total A/E Compensation Pay and Task Schedule is proposed:

Task One	Schematic Design Phase	\$ 66,500.00	3-5 Weeks
Task Two:	Construction Document Phase	\$108,755.00	6-8 Weeks
Task Three:	Bidding and Negotiation	\$ 15,425.00	6-8 Weeks
Task Four:	Construction Administration Phase	\$ 54,125.00	150-180 Calendar Days
Total		\$244,805.00	255-270 Calendar Days
Contingency Allowance @7.5%		\$ 18,360.38	
Total Amount with Contingency Allowance		\$263,165.38	

**Note: See attached fee breakdown – spread sheet.* We request that no retainage be placed on our services during our phased billings as this is not a standard in the professional services industry.

SAA, Inc. will provide the required one set of record plans as provided by the general contractor (bond paper) of the plans and specs and one pin drive of the complete Acrobat PDF electronic files of the final set of plans and specifications for the Owner's use at the bidding phase.

SERVICES NOT INCLUDED:

- SAA, Inc. has not included any other specialized consultant. No additional fees, at this time, for *unforeseen or anticipated* services beyond the items described above.

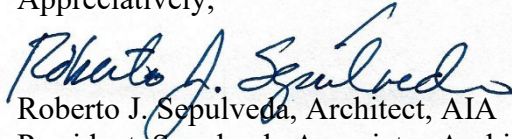
REIMBURSABLE EXPENSES:

We propose to be compensated for reimbursable expenses at 1.10 times the actual expense incurred by Sepulveda Associates Architects, Inc. Reimbursable expenses include, but may not be limited to the following items: (All items will require an amendment to our Formal Agreement)

- Travel expenses, food and lodging, and transportation outside a 30-mile radius of the Laredo area with advanced approval by Owner at cost plus 1.10
- Special mailing or shipping expenses of printed data, drawings, samples, etc. at cost plus 1.10
- Reproduction of printed data, plans and specs, other than inter-team consultant coordination printings
- Major progress REVIT or CAD plotting and/or printing at the end of each phase or review milestones are included in the cost of the basic services. *Major drawing changes after approvals* will be charged per architect's and respective consultants' hourly rates, additional plotting, or printing multiple sets of documents will be charged at the current commercial printing rates plus 1.10.

Again, we're *very grateful* for the opportunity to provide architectural / engineering team professional services. Please contact me if you require additional details or information. We look forward to working with you, your staff, and City Engineering on this important needed enhancement project for the community and the City of Laredo El Metro Transit Center Management.

Appreciatively,



Roberto J. Sepulveda, Architect, AIA
President, Sepulveda Associates Architects, Inc.

Attachments: SAA, Inc. Fee Breakdown dated 6-20-25.
NRG Engineering Proposal dated 6-13-25
Synergy Structural Engineering Proposal dated 6-20-25

Copy:

Evelyn Gomez, Engineering Associate I

City of Laredo
City Engineering Department
1110 Houston Street
Laredo, Texas 78040

**ARCHITECTURAL AND ENGINEERING PROFESSIONAL SERVICES
CITY OF LAREDO**

EL METRO TRANSIT CENTER BUILDING ENHANCEMENTS - PHASE II SERVICES

SCHEMATIC DESIGN PHASE						Approx.3-5 Weeks
Architectural						
Classification	Rate	Hours	Cost	Subtotal	Total	
Architect - PM RJS	\$ 225.00	40.00	\$ 9,000.00			
Architect I RSS	\$ 175.00	60.00	\$ 10,500.00			
Architect II RDS	\$ 160.00	8.00	\$ 1,280.00			
Architect III MAS	\$ 150.00	0.00	\$ -			
Cost Estimating - Principal RJS	\$ 140.00	8.00	\$ 1,120.00			
Clerical RCS	\$ 75.00	8.00	\$ 600.00			
Supplies, plots, printing, gas, etc.			\$ 550.00	\$ 23,050.00		
MEP Engineering Consultant	\$ 37,500.00	1.10	\$ 41,250.00	\$ 41,250.00		See NRG Proposal
Structural Engineering Consultant	\$ 2,000.00	1.10	\$ 2,200.00	\$ 2,200.00		See SSE Proposal
TOTAL SCHEMATIC DESIGN PHASE				\$ 66,500.00	\$ 66,500.00	
CONSTRUCTION DOCUMENT PHASE						Approx.6-8 Weeks
Architectural						
Classification	Rate	Hours	Cost	Subtotal		
Architect - PM RJS	\$ 225.00	80.00	\$ 18,000.00			
Architect I RSS	\$ 175.00	110.00	\$ 19,250.00			
Architect II RDS	\$ 160.00	16.00	\$ 2,560.00			
Architect III MAS	\$ 150.00	0.00	\$ -			
Cost Estimating - Principal RJS	\$ 140.00	16.00	\$ 2,240.00			
Clerical RCS	\$ 75.00	16.00	\$ 1,200.00			
Supplies, plots, printing, gas, etc.			\$ 880.00	\$ 44,130.00		
MEP Engineering Consultant	\$ 56,250.00	1.10	\$ 61,875.00	\$ 61,875.00		
Structural Engineering Consultant	\$ 2,500.00	1.10	\$ 2,750.00	\$ 2,750.00		
TOTAL CONSTRUCTION DOCUMENT PHASE				\$ 108,755.00	\$ 108,755.00	
BIDDING AND NEGOTIATION PHASE						Approx. 6-8 Weeks
Architectural						
Classification	Rate	Hours	Cost	Subtotal		
Architect - PM RJS	\$ 225.00	24.00	\$ 5,400.00			
Architect I RSS	\$ 175.00	12.00	\$ 2,100.00			
Architect II RDS	\$ 150.00	0.00	\$ -			
Architect III MAS	\$ 150.00	0.00	\$ -			
Clerical RCS	\$ 75.00	8.00	\$ 600.00			
Supplies, plots, printing, etc.			\$ 450.00	\$ 8,550.00		
MEP Engineering Consultant	\$ 6,250.00	1.10	\$ 6,875.00	\$ 6,875.00		
Structural Engineering Consultant	\$ -	1.10	\$ -	\$ -		
TOTAL BIDDING AND NEGOTIATION PHASE				\$ 15,425.00	\$ 15,425.00	
CONSTRUCTION ADMINISTRATION PHASE						Approx. 150-180 Calendar Days
Architectural						
Classification	Rate	Hours	Cost	Subtotal		
Architect - PM RJS	\$ 225.00	60.00	\$ 13,500.00			
Architect I RSS	\$ 175.00	45.00	\$ 7,875.00			
Architect II RDS	\$ 150.00	0.00	\$ -			
Architect III MAS	\$ 150.00	0.00	\$ -			
Clerical RCS	\$ 75.00	24.00	\$ 1,800.00			
Supplies, plots, printing, etc.			\$ 1,800.00	\$ 24,975.00		
MEP Engineering Consultant	\$ 25,000.00	1.10	\$ 27,500.00	\$ 27,500.00		
Structural Engineering Consultant	\$ 1,500.00	1.10	\$ 1,650.00	\$ 1,650.00		
TOTAL CONSTRUCTION DOCUMENT PHASE				\$ 54,125.00	\$ 54,125.00	
TOTAL A & E FEES					\$ 244,805.00	
						Approx. 255-270 Calendar Days
CONTINGENCY ALLOWANCE		7.5%	\$ 244,805.00		\$ 18,360.38	
(Unforeseen Or Additional Scope as approved/directed by Owner)						
TOTAL A & E FEES W/ CONTINGENCY ALLOWANCE					\$ 263,165.38	
Architectural Services					\$ 100,705.00	
Mechanical - Electrical Services					\$ 137,500.00	
Structural Services					\$ 6,600.00	
Contingency Allowance					\$ 18,360.38	
Total					\$ 263,165.38	



5656 S. Staples, Suite 312
Corpus Christi, TX 78411
Ph: 361.852.2727 Fx: 361.852-2922
Texas Registration No. F-5318

June 13, 2025

Proposal No. P_25138

Sepulveda Associates Architects, Inc.
1820 Houston Street
Laredo, Texas 78040

ATTN: Roberto J Sepulveda, AIA

RE: El Metro Centre Building Renovations – Phase 1
1301 Farragut St.
Laredo, TX

Dear Sir:

We are pleased to provide you with this proposal for Mechanical and Electrical Engineering Services for the above referenced project. Our understanding of the project is that it will consist of the following scope items:

- A. Replacement of the existing HVAC Chill Water System.
- B. Replacement of the existing Public Address System.
- C. By alternate:
 - a. Replacement of the existing interior lighting – Alternate #1
 - b. Replacement of the existing exterior lighting - Alternate #2
 - c. Upgrades to the existing electrical panels in several departments - Alternate #3
 - d. **ADDITIONAL SERVICES:** Replacement of the existing HVAC and lighting for the tenant space referred to as the Greyhound Bus terminal.
- D. MEP Specifications to be issued in book format or on the drawings.
- E. Coordination meetings with design team.
- F. Additional site surveys as required.
- G. Attendance at the Pre-Bid conference.
- H. Respond to contractor's pre-bid information requests.
- I. Assistance with the evaluation of contractor's bids.
- J. Attendance at bi-monthly OAC meetings via Teams or Zoom
- K. Review of contractor's construction submittals and shop drawings.
- L. Respond to contractor's information requests during construction.
- M. Review of contractor's test and balance reports.
- N. Monthly site observations to review contractor's progress. Site observation reports will be issued.
- O. Final walk-through of the project. Punch list will be issued.
- P. Provide as-built drawings based on the contractor's red lines in both PDF and CAD formats.
- Q. One-year warranty walk-through with the Owner.

Exclusions:

1. No LEED calculations or paperwork is included in our scope of work or proposal.
2. No Green Building Program calculations or paperwork is included in our scope of work or proposal.
3. No Acoustical analysis or studies will be performed by NRG Engineering and thus is not included in our proposal.
4. No Audio/Video design will be performed by NRG Engineering and thus is not included in our proposal.
5. No design of security cameras (CCTV) or system will be performed by NRG Engineering and thus is not included in our proposal.
6. No design of access control system will be performed by NRG Engineering and thus is not included in our proposal.
7. No design of intrusion detection (burglar alarm) system will be performed by NRG Engineering and thus is not included in our proposal.
8. No Structural Engineering will be performed by NRG Engineering and thus is not included in our scope of work or proposal.
9. No Civil Engineering or Environmental Engineering or studies will be performed by NRG Engineering and thus is not included in our scope of work or proposal.
10. No Architectural services will be performed by NRG Engineering and thus is not included in our scope of work or proposal.
11. No Fire Protection design services will be performed by NRG Engineering and thus is not included in our scope of work or proposal.
12. No Fire Alarm design services will be performed by NRG Engineering and thus is not included in our scope of work or proposal.
13. No design of a septic sewer system will be completed by NRG Engineering as a part of this contract.
14. No testing will be performed by NRG Engineering and thus is not included in our scope of work or proposal.
15. No Commissioning per IECC 2021 is included in our scope of work or proposal.
16. No hard copies of work will be provided by NRG Engineering. NRG Engineering will provide only electronic copies of all design efforts in PDF format. The client shall be responsible for all printing and reproduction costs.

Deliverables:**1. Design Phase Services:**

- a. Site visits as required.
- b. Issue 30% MEP Drawings for review and coordination.
- c. Issue 60% MEP Drawings and specifications for review and coordination.
- d. Issue 90% MEP Drawings and specifications for review and coordination.
- e. Issue final set of MEP drawings and specifications.
- f. Issue Energy Compliance Certificates only for Mechanical and Lighting systems.

2. Bid Phase Services:

- a. Attendance at pre-bid conference.
- b. Answer contractor's RFIs and issues any addendums necessary.
- c. Review of bids and make recommendations for the award.

3. Construction Phase Services:

- a. Attendance at Owner/Architect/Contractor bi-monthly meetings via Teams or Zoom.
- b. Reviews of contractor's submittals and shop drawings.
- c. Answering contractor's Request for Information requests.
- d. Monthly site visits during construction will be made to assess the contractor's progress. Site observation reports will be issued.
- e. Provide as-builts based on the contractor's red lines in both PDF and CAD formats.
- f. One-year warranty inspection.

4. Commissioning Phase Services – Not Included. Should Commissioning be required, a separate proposal can be provided:

The fee for our services based on the above scope of work is as follows and will be net payable within 30 days of invoice date, with invoicing submitted monthly based upon percentage of scope completed.

Engineering Fees for the above scope of work are listed below and will be invoiced as follows:

BASIC SERVICES:

Design Services -----	\$77,000.00
Bid Phase Services -----	\$ 3,000.00
Construction Administration Phase Services -----	\$20,000.00
Engineering Fees – Basic Services	= \$100,000.00

ADDITIONAL SERVICES:

1. Design or the replacement of the existing HVAC and lighting for the tenant space referred to as the Greyhound Bus terminal.

Engineering Fees – Additional Services	= \$25,000.00
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Any work not listed in the above scope will be billed on a time and material basis per the attached NRG Engineering rate schedule. Any liability for errors, omissions, and/or defects resulting from professional performance shall be limited as indicated herein. However,

discrepancies that are within professional standards shall be corrected per the client's direction and at the client's expense.

Project Agreement

1. If this project is delayed or abandoned for more than 90 days from the date of the proposal, it is our option to renegotiate or terminate this agreement.
2. If the contract documents must be revised due to budgetary constraints, all "MEP" document revisions will be billed as additional services on an hourly basis per the attached NRG rate schedule.
3. If the contract documents must be revised due to value engineering, all "MEP" document revisions will be billed as additional services on an hourly basis per the attached NRG rate schedule.
4. All billing shall be done in accordance with our standard office billing procedure with invoices delivered to your office on or about the first day of each month. We will invoice for percentage completed on the project, with payment due upon receipt of our invoice.
5. A 5% per month charge will be added to all unpaid invoices after 30 days.
6. Should the construction of this project be abandoned or delayed, we will invoice for the percentage of Engineering completed at that time. The invoices will be due and payable as stated above.
7. The hourly billing rates shall be as follows: See attached NRG Rate Schedule.
8. Limitation of Liability: See attached Standard terms and Conditions.

Proposal Approval

If this proposal meets your approval, please indicate your acceptance by the proper authorized signature in the space provided below and returning the signed original to our office. Once we have received a signed copy, we will proceed with the above scope of work. Signature below acknowledges and accepts the standard terms and conditions included herein.

Please call should you have any questions concerning our proposal or the terms of our agreement. Thank you for considering NRG Engineering for these consulting services and we look forward to working with you and your office.

Respectfully,

A handwritten signature in black ink, appearing to read "John Rodriguez" with a stylized flourish at the end.

John Rodriguez
Principal - Project Manager
NRG Engineering PLLC

ACCEPTED BY: Sepulveda Associates Architects, Inc.

Signature: _____

Name: _____

Title: _____

Date: _____

NRG Engineering

5656 S. Staples, Suite 312
Corpus Christi, Texas 78411
V 361.852.2727
F 361.852-2922
accounts@nrgcc.com

RATE SCHEDULE FOR ENGINEERING SERVICES

Effective January 1, 2025

The per diem and miscellaneous expense charges as well as Engineering, Commissioning, Design, and Drafting Services are based on the following rates:

<u>CATEGORY</u>	<u>HOURLY RATE</u>
Principal Engineer (PE2) -----	\$250.00
Project Engineer (PE1) -----	\$180.00
Commissioning Authority (CxA)-----	\$200.00
Commissioning Technician (CxT)-----	\$165.00
Project Manager (PM) -----	\$200.00
Graduate Engineer (GE)-----	\$165.00
Senior Design Technician (DT) -----	\$165.00
Engineering Designer (ED) -----	\$150.00
BIM/Revit/CADD Technician (RT1) -----	\$125.00
Construction Administrator (CA1) -----	\$190.00
Administrative Assistance (AA1) -----	\$105.00

EXPENSES:

Mileage -----	\$0.67/mile
Travel and Subsistence -----	Cost plus 10%
Reproduction -----	Cost plus 10%
Subcontractors, Consultants, etc. -----	Cost plus 10%
Overnight Shipping -----	Cost plus 10%
All other expenses -----	Cost plus 10%

TERMS AND CONDITIONS

Invoicing for services rendered shall be submitted on a monthly basis. Terms of payment for invoices shall be net invoice amount due and payable within 10 days of invoice date. Payments shall be made to NRG Engineering, 5656 S. Staples, Suite 312, Corpus Christi, Nueces County Texas 78411.

SYNERGY STRUCTURAL ENGINEERING, INC.

1119 Flores Ave. Ste. 300 Laredo, TX. 78040

(956) 753-5860 synergy@synergy-se.com

TBPE Registration No.: F-7661

PROPOSAL – AGREEMENT

June 16, 2025

1. CLIENT:

Sepulveda Associates Architects
Mr. Roberto J. Sepulveda, AIA
1820 Houston St.
Laredo, TX. 78040

956-725-1985

e-mail: robert@saarchitects.net

2. PROJECT NAME & NUMBER:

City of Laredo El Metro Transit Center Renovations – Laredo, TX.

Project Number: SSE-25-078

3. SCOPE OF SERVICES:

3.1. Provide structural repair details for the existing masonry veneer that is damaged.

4. PROJECT UNDERSTANDING:

4.1. We shall provide details for the repair of the masonry veneer.

5. ENGINEERING FEE:

A lump sum fee is as follows:

- 12 hours @ \$225.00 = \$2,700.00
- 4 site visits @ 375.00= \$1,500.00

\$4,200.00 (Four Thousand Two Hundred Dollars 00/100)

The fee is subject to change if the project scope of work is modified from the original scope description. Any fee increase for additional services for the project will be discussed and mutually agreed upon before commencing any work beyond the basic work scope. Additional services will be charged at our prevailing hourly rate of \$225.00 (Two Hundred and Twenty-Five Dollars 00/100). Additional site visits will be charged at \$375.00 (Three Hundred & Seventy-Five Dollars 00/100).

6. SCHEDULE OF PAYMENTS:

PHASE		PROJECT PHASE COMPLETION	AMOUNT
1	100%	Details	\$2,700.00
2	100%	Site Visits	\$1,500.00
SUB-TOTAL			\$4,200.00

7. AGREEMENT:

If the terms and conditions contained herein are acceptable to you, please sign and return a copy of this proposal. Do not hesitate to contact us if you have any questions or comments regarding this proposal - agreement.

Sincerely,

Victor De Anda

Victor M. De Anda Jr., P.E.
President

Victor M. De Anda Jr. Approval:

Client Approval:

Signature (date)

Signature (date)

Print Name

Print Name