

March 25, 2019

Peri Manns, ASLA, LEED GA  
Deputy Director of Engineering and Environmental Services  
Durham County  
120 E. Parrish Street, Law Building  
Durham, NC 27701

Reference:      Structured Parking for the 300 and 500 blocks of East Main Street  
                    Part I - Design Services Proposal

Dear Peri:

Little Diversified Architectural Consultants (LITTLE) is pleased to provide this proposal for the above referenced project. You will find a "Scope of Services" attachment to this letter describing the work to be completed and associated fees. With your concurrence, this letter will serve as an attachment to a forthcoming Agreement for Professional Services between Durham County and LITTLE.

We look forward to continuing our involvement on these two downtown sites and working with Durham County to confirm data and gain consensus on program needs for the development of the structured parking. If there are any questions or clarifications please do not hesitate to call me.

Thank you,



Julie McLaurin, AIA  
Community Studio Principal  
Little Diversified Architectural Consulting  
919-474-2542  
julie.mclaurin@littleonline.com

## **Structured Parking for the 300 and 500 blocks of East Main Street**

### **SCOPE OF SERVICES**

This project includes design services for structured parking decks for two County-owned sites on East Main Street in Downtown Durham. The scope of work ultimately includes providing plans and specifications for both decks as well as bidding and construction administration services. The initial phase of work will include program and space needs verification and participation in master site planning of the structured parking component in conjunction with DFI and the selected development team. Providing a parking solution that addresses Durham County employee and Health & Human Services facility customer needs as well as meeting future demands created by the development project was one of the central guiding public interests of the County. Recognizing the proximity of the future light rail station, technology and providing options for all modes of transportation is also central to the work associated with Part One Services.

#### **Part 1 - Scope of Work     Confirming County Needs**

1. Meet with Durham County Stakeholders to discuss and confirm the County's needs for the two structured parking decks. Meetings are estimated to be as follows:
  - a. Conduct one (1) kick off/visioning session (half day) with staff and key stakeholders to discuss overall Part I objectives, parking considerations, constructability, sequencing issues, scheduling impacts, coordination of developer interests and general brainstorming associated with the structured parking decks.
  - b. Conduct frequent and collaborative team meetings and check-ins with Durham County Engineering. Up to four (4) individual meetings in addition to others noted are expected.
  - c. Conduct one (1) meeting with Durham (City &) County Sustainability Office (Tobin Freid) to discuss results of Commuter Transportation Management Load Demand Survey and related multimodal issues.
  - d. Conduct one (1) meeting with Durham County Human Resources Department to discuss employee data and needs.
  - e. Conduct one (1) meeting with Durham County Department of Social Services to discuss H&HS building needs, visitor demands, occupancy rates, flexibility, work hours, policy changes, etc....
  - f. Conduct one (1) meeting with Durham County Finance Department to discuss parking holdings, ticketing, software and employee parking.
  - g. Conduct one (1) meeting with Durham County Maintenance Department to discuss trash and service needs.
  - h. Conduct one (1) meeting with Durham County Security (Ed Miller) to discuss security issues, cameras, coordination with City, Knighthawk provider, security operations center, etc...
  - i. Conduct one (1) meeting with Durham IT and City of Durham Transportation Department (Thomas and Andre) to discuss electronics, data coordination between County & City decks, TIBA software, license plate readers, etc....
  - j. Conduct one (1) meeting with Durham County Library Administration to discuss renovated library parking needs and concerns.
  - k. Conduct up to (2) meetings with Public Art Committee to develop the public art process associated with the project and development.

- l. Meet and coordinate with DFI and Development Partners to discuss logistics and factors associated with the development as it relates to the planning for the structured parking decks. Compare developer concepts to RFP recommended concepts. Up to three (3) meetings are estimated.
  - m. Preparation and participation in no more than one (1) community or interest group workshop or meeting where parking or developer massing plans are shared.
  - n. Preparation for and presentation at up to three (3) Board of County Commissioners Public Work Sessions, Regular Meetings or meetings with the County Manager where status, discovery or recommendations for parking at each site are shared or discussed.
2. Parking Requirements – The objective is to perform additional analysis and review of the parking demand developed during the 300/500 East Main Street Study to better validate the required demand on both sites for the proposed uses. Kimley-Horn will perform the following:
  - a. Review Nelson Nygard report and other files provided from the City's recent parking Study. Compare those results to previous parking studies performed for the County.
  - b. Review program objectives and documents prepared during the previous 300/500 East Main Street project.
  - c. Perform analysis of shared parking calculations and code parking calculations, with a focus on urban context.
  - d. Coordination with the County on current and long-term parking needs in order to better determine their parking demands.
  - e. Prepare one (1) memo describing the shared parking analysis and recommendations for parking on the two sites.
  - f. Review available, applicable codes and ordinances to understand site constraints such as: buffers/yards/setback, building heights, parking requirements, and general site design requirements for the parcel in questions. This information will be reviewed in conjunction with the site/Civil engineer and Architect.
  - g. Provide limited hand sketches to generally depict the following about the parking decks: general structure dimensions and orientations, entry/exit locations, and traffic circulation.
  - h. Attend and participate in three (3) meetings with County and or/design team.
3. Land Planning – Pre-development services including coordination with design team, County and Developer representatives to verify the feasibility of the parking and development approach. Refer also to Stewart's Proposals dated March 21, 2019. Work will include:
  - a. Due Diligence
  - b. Attending Project Meetings
  - c. Constraints Analysis & Mapping
4. Traffic Impact Analysis – Analysis for both structured parking decks. See Bree & Associates, Inc. proposal dated March 22, 2019.
5. Cost Estimating – An allowance has been provided for Bree & Associates, Inc. to provide minimal consulting services in this phase should it be need.
6. Signage Technology - An allowance has been provided for Apple Designs, Inc. to provide minimal consulting services in this phase should it be needed.
7. PM&E – An allowance has been provided for Engineered Designs Inc. (Edi) to provide minimal consulting services in this phase should it be needed.

### **Part II Scope of Work**

Schematic design, design development and construction documentation phase design and bidding services associated with both structures. Our scope and fee proposal will be provided at a later date.

### **Part III Scope of Work**

Construction administration services associated with both structures. Our scope and fee proposal will be provided at a later date.

### **Schedule and Milestones**

Our design team can begin work upon approval of this agreement. The first step will be to develop an overall project schedule and work plan that coordinates with all stakeholders meetings, milestones and presentations. Little and the design team will work closely with Peri Manns to provide a framework for all Part I scope to be carried out in a timely manner. See also early schedule draft that was including in project proposal.

### **Design Team**

The following key team members have been assigned to the project:

#### **Little**

Julie McLaurin, AIA – Principal in Charge  
Michael Coates, AIA – Principal Designer *Support*  
Joel Dabrowski, AIA – Project Designer  
Eric Schoenagel, AIA - Project Management  
Geoff Acker, AIA – Project Architect  
David Blankfard – Senior Structural Engineer *Support*  
Sarah Musser – Structural Engineer

#### **Kimley-Horn**

Adam Cochran, PE – Parking Consultant  
Matt Sumpter, PE – Parking Consultant

#### **Engineered Designs Inc (Edi)**

Ginger Scoggins, PE – Engineering Principal  
Glenn Key, PE – Mechanical Engineer  
Tom Velez, PE – Electrical Engineer

#### **Stewart**

Joe Puckett, PE – Civil Engineer Practice Leader  
Timothy Summerville, PE – Civil Engineer  
Michael Batts, ASLA – Landscape Architect

#### **Apple Designs, Inc**

Joe Erhart, Technology, Wayfinding & Signage  
Jeff Huffman, Branded Graphics/graphic Designer

#### **Bree Associates**

Eric Phoenix – Consulting Cost Estimator

**Compensation for Services**

Our team will complete the above scope of services for a lump sum fee of \$225,760. An allowance for misc. expenses and travel is included in our fee as noted below. Expenses for renderings and outside printing is not included in our fee and will be billed separately if required.

<u>Service</u>	<u>Block</u>	<u>Proposed Fee</u>	<u>WMBE</u>
<b>Architectural Related</b>			
Little	both	\$77,960	no
<b>Land Planning</b>			
Stewart	300	\$14,000 (includes \$4,000 allowance for mtgs.)	yes
	500	\$16,000 (includes \$4,000 allowance for mtgs.)	yes
<b>Parking Related</b>			
Kimley-Horn	both	\$18,000 (includes \$2,500 allowance for mtgs.)	no
<b>Traffic Impact Analysis</b>			
Bree & Associates, Inc.	300	\$40,400	yes
	500	\$40,400	yes
<b>Cost Estimating</b>			
Bree & Associates, Inc.	both	\$2,500 (allowance only)	yes
<b>PM&amp;E Engineering Consulting</b>			
Engineered Designs, Inc. (Edi)	both	\$2,500 (allowance only)	yes
<b>Signage Consulting</b>			
Apple Designs Inc.	both	\$4,000 (allowance only)	yes
Expenses	both	\$10,000	NA

End of Scope of Services Exhibit

If you are in agreement with the above Scope of Services Exhibit, please indicate below. This document will be incorporated as an exhibit to the County of Durham Agreement for Design Consultant Services.

Approved by Owner:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Printed Name and Title:

LITTLE:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Printed Name and Title:





March 22, 2019

Mr. Eric Schoenagel, AIA  
Director of Operational Excellence  
Little  
410 Blackwell Street, Suite 10  
Durham, NC 27701

**RE: Durham County Parking Decks 300 and 500 Block East Main Street  
Phase 1 Traffic Impact Analysis**

Dear Eric:

Per our conversation, please find attached our proposal for providing Traffic Impact Analysis for two separate parking deck locations along East Main Street. Our Traffic Engineering team will perform a detailed analysis of both proposed locations for Durham County.

We are pleased that you have chosen to work with the BREE & Associates team again. As we discussed, phase one will consist of the TIA studies and in phase two, will involve our cost estimating team. As the construction of the city of Durham Mixed Use Parking Garage is coming to an end, we are ready to assist in the planning and costing of another local parking structure.

Direct any questions or comments regarding this fee proposal to Lynette Royster at (919) 806-2255. If there are any other comments or contract related items, email [bree@breeassociates.com](mailto:bree@breeassociates.com) or leave a message with my office at (919) 469-3330.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read "RL", is written over a light blue horizontal line.

Robert Lancaster, P.E., LEED AP  
President



**RE: DURHAM COUNTY PARKING DECKS 300 AND 500 BLOCK EAST MAIN STREET (PHASE 1 TRAFFIC IMPACT ANALYSIS)**

**SCOPE OF SERVICES**

**A. Traffic Engineering**

For the traffic engineering analysis, a review of the existing field conditions will be performed, including field measurements and photos. Turning movement counts will be conducted at the study intersections during the AM (7:00 – 9:00 am) and PM (4:00 – 6:00 pm) peak hours. Trip generation, distribution and assignment for the proposed development will be performed along with Level of Service analysis for Existing, Future No Build, Future Build and Future Build with Improvements Conditions. A final report will be provided that outlines the study results, including all tables, figures, and any recommended mitigation improvements associated with the proposed project.

<b>A) Compensation for 300 Block Parking Deck</b> (Lump Sum, Not to exceed the hours listed)	<b>Hours</b>	<b>Hourly Rate</b>	<b>Total</b>
TIA Analysis (Lump Sum)			\$29,000.00
Meetings (Lump Sum)			\$ 6,000.00
Quality Assurance, Coordination and Reporting	40	\$135.00	\$ 5,400.00
<b>TOTAL Compensation</b>			<b>\$40,400.00</b>

<b>B) Compensation for 500 Block Parking Deck</b> (Lump Sum, Not to exceed the hours listed)	<b>Hours</b>	<b>Hourly Rate</b>	<b>Total</b>
TIA Analysis (Lump Sum)			\$29,000.00
Meetings (Lump Sum)			\$ 6,000.00
Quality Assurance, Coordination and Reporting	40	\$135.00	\$ 5,400.00
<b>TOTAL Compensation</b>			<b>\$40,400.00</b>

**COMPENSATION SCHEDULE**

A. 300 Block Parking Deck .....	\$ 40,400.00
B. 500 Block Parking Deck .....	\$ 40,400.00
<b>TOTAL COMPENSATION FOR SERVICES .....</b>	<b>\$ 80,400.00</b>





March 21, 2019

Eric Schoenagel, AIA, LEED® AP  
Little  
410 Blackwell St. #10  
Durham, NC 27701

**Re: Professional Services Proposal**  
**Scope: Pre-Development Services**  
**Project: 500 E. Main Street**  
**Location: Durham, NC**

Dear Eric:

**STEWART** is pleased to provide you with this proposal for Pre-Development Services associated with 500 E. Main St. in Durham, NC. We look forward to working with you in this regard and are confident that our capabilities and related experience qualifies us to provide you with consulting services.

Please find below our project understanding, scope of work and proposed compensation. If, upon review, you have any questions, we would be happy to discuss them with you and make any appropriate revisions to the scope or fees.

**PROJECT UNDERSTANDING:**

Little wishes to contract with Stewart to provide Pre-Development Services for a potential Mixed-Use project. As illustrated in Attachment 1, Stewart understands the project area is comprised of 1 parcel(s) containing PINs 0831-09-05-9723 and is generally located at the southeast corner of E. Main St. and N. Dillard Street. The parcel totals approximately 4.019 acres and is currently zoned Downtown Design-Core (DD-C). Durham County is proposing to construct a parking deck on the parcel that will serve the Multi-Use Development.

**SCOPE OF SERVICES:**

Based on our understanding of the project, we will coordinate with the architect and developer to determine the highest and best use of the subject property and to verify the development feasibility for a proposed Mixed-Use Development. To support this analysis, Stewart will provide the following services:

**Task 1 – Due Diligence:**

Under this task, Stewart will complete a full inventory and analysis of the site using available regulatory ordinances and GIS data. This research will include:

- Entitlement process/requirements;
- Municipal review/approval timeframe;
- Zoning and site development standards;
- Regulatory design guidelines;



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- Topographic constraints;
- Allowable site impervious area and stormwater requirements;
- Required build-to-lines
- Street Frontage Requirements
- Block Standards
- Site Access and Circulation
- Height Requirements
- Potential ROW and off-site roadway improvements;
- Access to/availability of utility services.

## **Task 2 – Project Meetings:**

Due to the unknown quantity and duration of project coordination meetings, we have developed this separate task to cover attendance at meetings. This task will be billed at an hourly rate according to the attached Hourly Rate Schedule. Assumed meeting would include but is not limited to:

- Coordination with architect and developers
- Durham City/County Planning Department
- City of Durham Water Management
- City of Durham Public Works
- Durham County

## **Task 3 – Constraints Analysis & Mapping:**

Using available GIS data and the information obtained under Task 1 above, Stewart will prepare a Site Analysis Map and Development Summary Report. These exhibits will include:

- Site Layout
- Build-to-zones
- Street Frontages
- Site Access
- Elevation Analysis
- Topography
- Utilities
- Stormwater Strategy

We will also use this task to develop (2) Conceptual Site Plans. The Conceptual Site plans will be based on readily available GIS data and are intended to be used for planning purposes only. This scope of work excludes any rezoning, site plan or construction documentation; however, Stewart would be pleased to provide these services under a separate agreement.



#### DELIVERABLES:

Deliverables to Client shall include:

- Development Summary Report including jurisdictional standards, site analysis, inventory, constraints and opportunities;
- Development constraints map;
- Conceptual Site Plan

#### COMPENSATION:

Stewart agrees to provide the professional services outlined above in the Scope of Services according to the following Lump Sum fee schedule.

Description: Scope of Services		Base Fee
Task 1	Due Diligence	\$ 3,500
Task 2	Project Meetings*	\$ 4,000
Task 3	Constraints Analysis & Mapping	\$ 8,500
<b>TOTAL BASIC SERVICES</b>		<b>\$ 16,000</b>

\* Timecard fee not to exceed allowance without prior approval from client

In addition, per our attached General Terms and Conditions, we will bill all normal out of pocket expenses at cost plus a 10% administrative fee. Such costs include project related travel, postage, parcel service, printing, and reproduction costs.

#### ADDITIONAL SERVICES:

Any item not contained in the scope of services or items outlined as exclusions will be deemed as an Additional Services. Additional Services will be provided if requested by the Client for a negotiated lump sum fee or at our Standard Hourly Billing Rates.

#### CLIENT RESPONSIBILITIES:

It shall be the responsibility of the Client to provide the following items:

- Provide access to the site (if applicable);
- Provide notice of scheduled meetings (with reasonable advanced notice);
- Provide decisions on critical issues as necessary in a timely manner;
- Payment of all invoices per Conditions of the Agreement.



# STEWART

## CONCLUSION:

This document may serve as a Client-Consultant Agreement. Included in the agreement are the standard Hourly Rate Schedule and Conditions of the Agreement. If this proposal is acceptable, please execute and return a copy of the Agreement and the Project Information Form to this office.

Do not hesitate to contact us if you have any questions regarding our proposal. Please give us the opportunity to clarify any details of this proposal or to revise it if it appears that we have misunderstood some portion of the scope of services.

Respectfully submitted:

Timothy Summerville, PE  
Studio Leader

## **Attachments:**

- Project area map
- Standard Hourly Rates
- Terms and Conditions
- Project Information Form (to be returned with signed agreement)

## APPROVAL:

**STEWART**

**Little**

George Stanziale Jr., FASLA

**Print Name**

**Print Name**

President

**Title**

**Title**

**Signature**

**Signature**

03.21.2019

**Date**

**Date**





**Civil Engineering & Landscape  
Architecture  
STANDARD HOURLY RATES**

www.stewartinc.com

**2019**

<b>CLASSIFICATION</b>	<b>HOURLY RATE</b>
Student Intern	\$ 50.00
Administrative Specialist II	\$ 65.00
CAD Technician	\$ 85.00
Project CAD Technician	\$ 90.00
CAD Leader	\$ 90.00
Designer, Civil Engineering	\$ 95.00
Designer, Landscape Architecture	\$ 90.00
Civil Engineering Intern	\$ 95.00
Project Designer, Civil Engineering	\$100.00
Project Designer, Landscape Architecture	\$100.00
Civil Engineering Specialist	\$115.00
Landscape Specialist	\$115.00
Project Civil Engineer	\$115.00
Project Landscape Architect	\$110.00
Civil Engineering Specialist Lead	\$140.00
Landscape Specialist Lead	\$140.00
Project Manager	\$140.00
Studio Leader	\$160.00
Associate Director, Land Development	\$160.00
Managing Studio Leader	\$180.00
Practice Area Leader	\$180.00

*Note: This schedule of rates are subject to adjustment in accordance with annual wage and cost of living increases.*



March 21, 2019

Eric Schoenagel, AIA, LEED® AP  
Little  
410 Blackwell St. #10  
Durham, NC 27701

**Re: Professional Services Proposal**  
**Scope: Pre-Development Services**  
**Project: 300 E. Main Street**  
**Location: Durham, NC**

Dear Eric:

**STEWART** is pleased to provide you with this proposal for Pre-Development Services associated with 300 E. Main St. in Durham, NC. We look forward to working with you in this regard and are confident that our capabilities and related experience qualifies us to provide you with consulting services.

Please find below our project understanding, scope of work and proposed compensation. If, upon review, you have any questions, we would be happy to discuss them with you and make any appropriate revisions to the scope or fees.

#### **PROJECT UNDERSTANDING:**

Little wishes to contract with Stewart to provide Pre-Development Services for a potential Mixed-Use project. As illustrated in Attachment 1, Stewart understands the project area is comprised of 1 parcel(s) containing PINs 0831-09-06-5538 and is generally located at the northwest corner of E. Main St. and N. Queen Street. The parcel totals approximately 2.187 acres and is currently zoned Downtown Design-Core (DD-C). Durham County is proposing to construct a parking deck on the parcel that will serve the Multi-Use Development.

#### **SCOPE OF SERVICES:**

Based on our understanding of the project, we will coordinate with the architect and developer to determine the highest and best use of the subject property and to verify the development feasibility for a proposed Mixed-Use Development. To support this analysis, Stewart will provide the following services:

##### **Task 1 – Due Diligence:**

Under this task, Stewart will complete a full inventory and analysis of the site using available regulatory ordinances and GIS data. This research will include:

- Entitlement process/requirements;
- Municipal review/approval timeframe;
- Zoning and site development standards;
- Regulatory design guidelines;



# STEWART

- Topographic constraints;
- Allowable site impervious area and stormwater requirements;
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Due to the unknown quantity and duration of project coordination meetings, we have developed this separate task to cover attendance at meetings. This task will be billed at an hourly rate according to the attached Hourly Rate Schedule. Assumed meeting would include but are not limited to:

- Coordination workshop with architect and developers
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- Durham County

## **Task 3 – Constraints Analysis & Mapping:**

Using available GIS data and the information obtained under Task 1 above, Stewart will prepare a Site Analysis Map and Development Summary Report. These exhibits will include:

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#### DELIVERABLES:

Deliverables to Client shall include:

- Development Summary Report including jurisdictional standards, site analysis, inventory, constraints and opportunities;
- Development constraints map;
- Conceptual Site Plan

#### COMPENSATION:

Stewart agrees to provide the professional services outlined above in the Scope of Services according to the following Lump Sum fee schedule.

Description: Scope of Services		Base Fee
Task 1	Due Diligence	\$ 2,500
Task 2	Project Meetings*	\$ 4,000
Task 3	Constraints Analysis & Mapping	\$ 7,500
<b>TOTAL BASIC SERVICES</b>		<b>\$ 14,000</b>

*\* Timecard fee not to exceed allowance without prior approval from client*

In addition, per our attached General Terms and Conditions, we will bill all normal out of pocket expenses at cost plus a 10% administrative fee. Such costs include project related travel, postage, parcel service, printing, and reproduction costs.

#### ADDITIONAL SERVICES:

Any item not contained in the scope of services or items outlined as exclusions will be deemed as an Additional Services. Additional Services will be provided if requested by the Client for a negotiated lump sum fee or at our Standard Hourly Billing Rates.

#### CLIENT RESPONSIBILITIES:

It shall be the responsibility of the Client to provide the following items:

- Provide access to the site (if applicable);
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- Provide decisions on critical issues as necessary in a timely manner;
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# STEWART

## CONCLUSION:

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Do not hesitate to contact us if you have any questions regarding our proposal. Please give us the opportunity to clarify any details of this proposal or to revise it if it appears that we have misunderstood some portion of the scope of services.

Respectfully submitted:

Timothy Summerville, PE  
Studio Leader

## **Attachments:**

- Project area map
- Standard Hourly Rates
- Terms and Conditions
- Project Information Form (to be returned with signed agreement)

## APPROVAL:

### **STEWART**

### **Little**

George Stanziale Jr., FASLA

**Print Name**

\_\_\_\_\_

**Print Name**

President

**Title**

\_\_\_\_\_

**Title**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Signature**

03.21.2019

**Date**

\_\_\_\_\_

**Date**



PROJECT AREA

First Presbyterian Church

The Law Office  
of Julian M. Hall

Productions

Durham County  
Criminal Justice

Durham Housing  
Authority

St Philips  
Episcopal Church

Urban Ministries  
of Durham

ATTACHMENT 1



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**2019**

<b>CLASSIFICATION</b>	<b>HOURLY RATE</b>
Student Intern	\$ 50.00
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CAD Technician	\$ 85.00
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CAD Leader	\$ 90.00
Designer, Civil Engineering	\$ 95.00
Designer, Landscape Architecture	\$ 90.00
Civil Engineering Intern	\$ 95.00
Project Designer, Civil Engineering	\$100.00
Project Designer, Landscape Architecture	\$100.00
Civil Engineering Specialist	\$115.00
Landscape Specialist	\$115.00
Project Civil Engineer	\$115.00
Project Landscape Architect	\$110.00
Civil Engineering Specialist Lead	\$140.00
Landscape Specialist Lead	\$140.00
Project Manager	\$140.00
Studio Leader	\$160.00
Associate Director, Land Development	\$160.00
Managing Studio Leader	\$180.00
Practice Area Leader	\$180.00

*Note: This schedule of rates are subject to adjustment in accordance with annual wage and cost of living increases.*