

**CITY OF MARATHON, FLORIDA  
RESOLUTION 2009-17**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARATHON, FLORIDA, APPROVING AN AGREEMENT WITH PUBLIC RESOURCES MANAGEMENT GROUP, INC. (PRMG) FOR A WASTEWATER/STORMWATER UTILITY RATE STUDY IN AN AMOUNT NOT TO EXCEED \$31,400 PLUS REIMBURSABLES; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, this Agreement represents a continuation of consulting services related to the implementation of a City wastewater and stormwater utility system (the "System"); and

**WHEREAS**, the services to be provided by PRMG include i) a detailed five-year financial forecast of the City's wastewater system including a capital funding analysis and revenue requirement forecast; ii) in concert with the City's assessment consultant and wastewater team, PRMG will provide sensitivity analysis regarding the effects of various system development charge levels on monthly rate levels; iii) proposed system development charges and initial monthly rates for wastewater and stormwater service; and iv) attendance at City Council workshops and public hearings in support of the analysis; and

**WHEREAS**, the most significant additional data is detailed historical water customer statistics by anticipated wastewater connection dates. The end result is the rate structure for monthly operation and maintenance fees for the wastewater utility and annual fees for the stormwater utility non ad-valorem assessment.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARATHON, FLORIDA, that:**

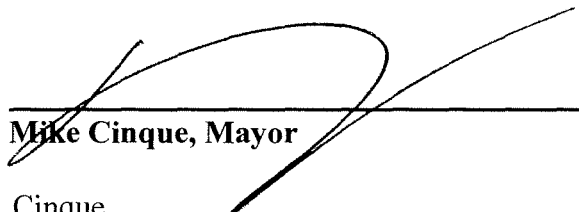
**Section 1.** The above recitals are true and correct and incorporated herein.

**Section 2.** Council approves the agreement with Public Resources Management Group, Inc. (PRMG), attached as exhibit A in an amount not to exceed \$31, 400 plus reimbursables

**Section 3.** This resolution shall take effect immediately upon its adoption.

**PASSED AND APPROVED** by the City Council of the City of Marathon, Florida, this 10<sup>th</sup> day of February, 2009.

**THE CITY OF MARATHON, FLORIDA**

  
\_\_\_\_\_  
**Mike Cinque, Mayor**

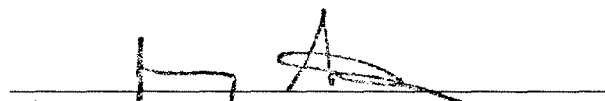
AYES: Ramsay, Snead, Vasil, Worthington, Cinque  
NOES: None  
ABSENT: None  
ABSTAIN: None

**ATTEST:**

  
\_\_\_\_\_  
Diane Clavier, City Clerk

(City Seal)

**APPROVED AS TO FORM AND LEGALITY FOR THE USE AND RELIANCE OF THE CITY OF MARATHON, FLORIDA ONLY:**

  
\_\_\_\_\_  
City Attorney



**Public Resources Management Group, Inc.**

*Utility, Rate, Financial and Management Consultants*

February 2, 2009

Mr. Clyde Burnett  
City Manager  
City of Marathon  
9805 Overseas Highway  
Marathon, Florida 33050

Subject: **Agreement to Provide Wastewater and Stormwater Rate Study**

Dear Mr. Burnett:

Public Resources Management Group, Inc. (PRMG) is pleased to submit this agreement (the "Agreement") to the City of Marathon (the "City" or "Client") for a wastewater and stormwater rate study. Based on discussions with City staff, the services to be provided by PRMG include: i) an update to the previously completed five-year financial forecast of the City's wastewater system and stormwater system including an updated capital funding analysis for each system; ii) recommendation of monthly wastewater rates for the wastewater service areas coming online in 2009 and 2010; and iii) recommendation on adjustments to the existing stormwater assessments to reflect the cost of providing service.

**PROJECT TEAM AND BILLING RATES**

With respect to the performance of this engagement, Tony Hairston will be the project manager and primary contact with the City. Other analysts and administrative personnel will be utilized during the course of the engagement as needed. Attachment A, which is made a part of this Agreement, summarizes the direct labor hourly billing rates by project team title that may be used relative to this engagement.

**SCOPE OF SERVICES**

A scope of services to be performed by PRMG relative to this Agreement is included herein as Attachment B, which is made a part of this Agreement.

**COMPENSATION AND BILLING**

Based on the Scope of Services as summarized herein in Attachment B and the direct hourly labor billing rates as shown on Attachment A herein, we propose a not-to-exceed budget of \$31,400 for the project, excluding direct travel costs. The billings for the services provided pursuant to this Agreement and in accordance with the project budget will include the direct cost of personnel anticipated to be assigned to the project as well as any other direct costs such as telephone, copying, printing, shipping charges and subconsulting expenses, but exclude direct travel costs. The costs incurred by PRMG for such other direct costs, if any, will be billed to the

K:\DM\1199\PRMG Marathon Agmt Rates 2009

341 NORTH MAITLAND AVENUE – SUITE 300 – MAITLAND, FL 32751  
TELEPHONE: (407) 628-2600 • FAX: (407) 628-2610 • EMAIL: PRMG@PRMGinc.com

Mr. Clyde Burnett  
City of Marathon  
February 2, 2009  
Page 2

City based on the reimbursement schedule as reflected in Attachment A. Direct travel costs will be reimbursable based on actual cost.

It is proposed that PRMG will bill monthly for services relative to this Agreement based on the hourly amount of time spent by the project team members, the other direct costs incurred and the pass-through of any sub-consulting costs that may be required for the engagement. PRMG does not anticipate the need for sub-consultant services during the course of the engagement. To the extent that PRMG determines a need for sub-consultant services, PRMG will notify the City of such need and will not employ or use any sub-consultant without the approval of authorized City personnel. No additional services above the cost estimate will be performed without the prior written authorization of the City.

### TERMS AND CONDITIONS

Standard terms and conditions, that are made part of this Agreement, are set forth in Attachment C.

We are providing two copies of this Agreement for your approval. If this Agreement is acceptable to you, please execute both copies and return one to us. The other copy is for your records. We appreciate the opportunity to continue providing utility rate consulting services to the City.

Very truly yours,

**Public Resources Management Group, Inc.**

  
Henry E. Thomas  
Vice President

ACCEPTED BY:

**City of Marathon, Florida**

  
Name

CITY MANAGER  
Title

2/11/09  
Date

HLT/dlm  
Attachments

**ATTACHMENT A**

**CITY OF MARATHON, FLORIDA  
WASTEWATER AND STORMWATER UTILITY RATE STUDY**

**SCHEDULE OF DIRECT LABOR HOURLY RATES AND STANDARD COSTS**

**DIRECT HOURLY RATES**

Project Team Title	Direct Labor Hourly Rates [*]
Principal	\$170.00
Associate	\$125.00
Managing Consultant	\$115.00
Supervising Consultant	\$110.00
Senior Consultant	\$105.00
Rate Consultant	\$ 95.00
Consultant	\$ 85.00
Senior Rate Analyst	\$ 75.00
Rate Analyst	\$ 65.00
Analyst	\$ 55.00
Assistant Analyst	\$ 45.00
Administrative	\$ 48.00

[\*] Direct labor hourly rates effective twelve months after the date of execution of the Agreement; rates will be adjusted by not more than the net percentage change in the Consumer Price Index – Urban Consumers per annum (rounded to the nearest dollar) or as mutually agreed between parties for invoices rendered after each anniversary date of each year thereafter until project completion or termination of the Agreement between the parties

**STANDARD COST RATES**

Expense Description	Standard Rates [*]
Mileage Allowance – Personal Car Use Only	\$0.485 per mile
Reproduction (black and white) (in house)	\$0.05 per page
Reproduction (color) (in house)	\$0.25 per page
Reproduction (contracted)	Actual Cost
Computer Time	\$0.00 per hour
Telephone Charges	Actual Cost
Delivery Charges	Actual Cost
Lodging/Other Travel Costs	Actual Cost
Meals	Not to exceed per PRMG Employee: \$8.00 – Breakfast \$12.00 – Lunch \$25.00 – Dinner
Subconsultant Services	Actual Cost plus 5.0%
Other Costs for Services Rendered	Actual Cost

[\*] Standard cost rates effective twelve months after the date of execution of the Agreement; where applicable, rates will be adjusted by not more than the net percentage change in the Consumer Price Index – Urban Consumers per annum (rounded to the nearest dollar) or as mutually agreed between parties for invoices rendered after each anniversary date of each year thereafter until project completion or termination of the Agreement between the parties. Any Standard Rate adopted by policy by Client will supersede rates shown above.

## ATTACHMENT B

### CITY OF MARATHON, FLORIDA WASTEWATER AND STORMWATER UTILITY RATE STUDY

#### SCOPE OF SERVICES

The scope of services to be performed by Public Resources Management Group, Inc. (PRMG) as it relates to the completion of a wastewater and stormwater rate study is summarized below by major task:

Task 1 – Data Acquisition and Review: Prior to this engagement, PRMG has obtained a significant amount of data in support of this project. PRMG will continue to coordinate with the City and its consultants to obtain updated information, statistical and demographic data, reports, and other information relative to the expansion of the stormwater and wastewater utility systems. The most significant additional data needed is detailed historical water customer statistics by anticipated wastewater connection date. PRMG will coordinate with the City's consulting engineers to obtain this data and sort by wastewater service area and anticipated wastewater service availability. PRMG will also request the stormwater assessment role and related customer and property data.

Task 2 – Detailed Customer Forecast: This task includes a five year detailed projection of wastewater customers by service area based on the most current construction schedule provided by the City's consulting engineers and utilizing the water history data obtained from FKAA. The projection period will be Fiscal Year 2009 through Fiscal Year 2013. This detailed customer projection will serve as the basis for the rate design as set forth as a separate task. An updated stormwater customer forecast will be developed using the detailed customer data collected from the City.

Task 3 – Capital Funding Analysis: Based PRMG will develop a revised capital funding analysis for the wastewater system and separately for the stormwater system through Fiscal Year 2013. PRMG has previously provided to the City several capital funding scenarios based on periodic updated information. This task anticipates an additional update to this analysis during the course of the rate study.

Task 4 – Financial Forecast: PRMG will update the five-year financial forecast of the anticipated wastewater utility system revenue requirements for consideration by the City for financial planning and initial monthly rate level purposes.

Task 5 – Design of Proposed Wastewater Rates: Utilizing the detailed water customer statistics, PRMG will design uniform City-wide wastewater rates reflecting: Initial service to Service Areas 4 and 6 which are anticipated to connect in 2009 and the remaining areas anticipated to connect in 2010. PRMG will review and make a recommendation of whether to implement a monthly base charge by meter size or by Equivalent Dwelling Unit (EDU). Typical bill impacts will be prepared for residential customers with various usage levels and for non-residential properties with various usage characteristics. Bill impacts to existing Little Venice customers will also be provided along with a comparison of the proposed rates to other wastewater providers in the Keys.

**Task 6 – Meetings:** It is anticipated that during the course of this engagement, that PRMG will need to attend an on-site meeting with staff and the City consulting engineers in order to determine the wastewater customer base. Additionally it is anticipated that PRMG will need to participate in various conference calls with City staff and consultants to review the rate analysis and the overall financial forecast. For the purposes of this scope of services and the not-to-exceed budget included herein in the Agreement, PRMG has assumed the attendance of up to three (3) teleconference meetings with its staff. Finally, two public meetings or workshops to brief the City Council on the proposed wastewater rates and projected stormwater rate levels are included in this scope of services. A summary of meetings, including presentation of results, is included below:

Description	Number of Meetings
Review Water Customer Statistics/Review of Results	1
Allowance for Conference Calls With Wastewater Team	3
Public Hearings/Workshops	<u>2</u>
Total Meetings	<u>6</u>

### **ADDITIONAL SERVICES**

During the course of the engagement, the City may request additional services from PRMG. PRMG will perform such services only as mutually agreed between the City and PRMG in writing. Examples of utility rate consulting services, which would be considered as an additional service, include, but are not limited to, the following activities:

1. Attendance of meetings/conference calls in addition to what is contemplated in the scope of services referenced above.
2. Preparation of a feasibility report for the purpose of utility revenue bonds or similar offering that requires a public offering document, rating agency review, or similar additional documentation above the simplified documentation required through the Florida Rural Water Association or a bank placement.
3. Development of non-ad valorem assessment rolls, assessment notification, and other tasks associated with implantation of tasks.
4. The preparation of additional capital and financial scenarios beyond what is generally contemplated in this scope of services; including the preparation of additional financial scenarios after substantial completion of the rate study and its delivery to the City for consideration in public meetings or workshops.

### **DELIVERY SCHEDULE**

The draft rate study report will be prepared by June 30, 2009. This schedule is dependent on data availability and the information provided by the City's consultants and others and the overall financial needs of the City. It should be noted that the completion of the rate study within this timeframe will require the assistance of staff and the City's engineering consultants in providing relevant data and responding to certain inquiries regarding the wastewater and

stormwater initiative. The final rate study will be prepared by July 31, 2009 contingent on data availability.



**I. SCOPE**

Public Resources Management Group, Inc. (PRMG) agrees to perform the utility consulting services described in the agreement that incorporates these standard terms and conditions. Unless modified in writing by the parties hereto, the duties of PRMG shall not be construed to exceed those services specifically set forth in the agreement.

**II. COMPENSATION**

The Client, as defined in the agreement, agrees to pay for the services as billed within thirty (30) days of receiving the invoice. Amounts paid after thirty (30) days may be subject to interest charges.

Time-related charges will be made in accordance with the billing rate referenced in the agreement. Other indirect expenses and subcontractor services, if any, will be billed in accordance with the standard unit cost rates as referenced in the agreement or if no reference is provided, at cost.

**III. RESPONSIBILITY**

PRMG is employed to render a professional service only, and any payments made by Client are compensation solely for such services rendered and recommendations made in carrying out the work. PRMG shall perform analyses, provide opinions, make factual presentations, and provide professional advice and recommendations.

**IV. INDEMNIFICATION**

PRMG agrees to indemnify, defend, and hold Client harmless from and against any liability arising out of the negligent errors or negligent omissions of PRMG, its agents, employees, or representatives, in the performance of duties set forth in Article I.

Client agrees to indemnify, defend, and hold PRMG harmless from and against any liability arising out of the negligent errors or negligent omissions of Client, its agents, employees, or representatives, in the performance of duties set forth in Article I.

**V. INSURANCE**

PRMG shall maintain during the life of the agreement the following minimum insurance:

1. Comprehensive general liability insurance, including personal injury liability, blanket contractual liability, and broad form property damage liability. The combined single limit for bodily injury and property damage shall be not less than \$1,000,000.
2. Automobile bodily injury and property damage liability insurance covering owned, non-owned, rented, and hired cars. The combined single limit for bodily injury and property damage shall be not less than \$1,000,000.
3. Statutory worker's compensation and employers' liability insurance as required by state law.
4. Professional liability insurance.

**VI. ASSIGNMENT**

These terms and conditions and the agreement to which they are attached are binding on the heirs, successors, and assigns of the parties hereto. This agreement may not be assigned by Client or PRMG without prior, written consent of the other.

**VII. INTEGRATION**

These terms and conditions and the agreement to which they are attached represent the entire understanding of Client and PRMG as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered herein. The agreement may not be modified or altered except in writing signed by both parties.

**VIII. JURISDICTION**

This agreement shall be administered and interpreted under the laws of the State of Florida. Jurisdiction of litigation arising from the agreement shall be in that state. If any part of the agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of the agreement shall be in full force and effect.

**IX. SUSPENSION OF WORK**

Client may suspend, in writing, all or a portion of the work under the agreement in the event unforeseen circumstances beyond Client's control make normal progress of the work impossible. PRMG may request that the work be suspended by notifying Client, in writing, of circumstances that are interfering with the normal progress of work. PRMG may suspend work on the project in the event Client does not pay invoices when due. The time for completion of the work shall be extended by the number of days work is suspended. In the event that the period of suspension exceeds 90 days, the terms of the agreement are subject to renegotiation and both parties are granted the option to terminate work on the suspended portion of the project.

**X. TERMINATION OF WORK**

Client may terminate all or a portion of the work covered by the agreement for its convenience. Either party may terminate work if the other party fails to perform in accordance with the provisions of the agreement. Termination of the agreement is accomplished by 15 days prior written notice from the party initiating termination to the other. Notice of termination shall be delivered by certified mail with receipt for delivery returned to the sender.

In the event of termination, PRMG shall perform such additional work as is necessary for the orderly filing of documents and closing of the project. The time spent on such additional work shall not exceed 5 percent of the time expended on the terminated portion of the project prior to the effective date of termination. PRMG shall be compensated for work actually performed prior to the effective date of termination plus the work required for filing and closing as described in this Article.

**XI. ARBITRATION**

All claims, disputes and other matters in question between the parties to this agreement arising out of or relating to this agreement or the breach thereof, which are not disposed by mutual agreement of the parties, shall be decided by arbitration in accordance with the Florida Arbitration Code. No arbitration arising out of or relating to this agreement shall include any person not a party to this agreement except by written consent containing a specific reference to this agreement and signed by the parties hereto and persons to be joined. This agreement to

arbitrate shall be specifically enforceable under prevailing arbitration law.

Notice of demand for arbitration shall be filed in writing with the other parties to this agreement. The demand shall be made within a reasonable time after the claim, dispute, or other matter in question has arisen, but in no event after the date when the institution of legal or equitable proceedings would be barred by the applicable statute of limitations. The award rendered by the arbitrators shall be final and judgment may be entered in accordance with applicable law in any court having jurisdiction.

**XII. POLICY OF NON-DISCRIMINATION**

(a) PRMG shall comply with all federal, state, and local laws and ordinances applicable to the work or payment for work and shall not discriminate on the grounds of race, color, religion, sex, age, marital status, national origin, physical or mental disability in the performance of work under this Agreement.

(b) PRMG shall comply with the wage provisions of Section 287.055, Florida Statutes. If the project is subject to federal or state grant funding that requires specific wage and non-discrimination provisions, PRMG shall be required to comply with the same.

**XIII. NO CONTINGENT FEE**

PRMG warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for PRMG, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for PRMG, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. In the event PRMG violates this provision, the City shall have the right to terminate this Agreement, without liability, and at its sole discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

**INDEPENDENT CONTRACTOR**

PRMG is an independent contractor under this Agreement. Services provided by PRMG shall be by employees of the PRMG, and not as officers, employees, or agents of the City. Personnel policies,

tax responsibilities, social security, health insurance, employee benefits, purchasing policies, and other similar administrative procedures applicable to services rendered under this Agreement shall be those of PRMG.

**XV. TRUTH-IN-NEGOTIATION  
CERTIFICATE**

Signature of this Agreement by PRMG shall act as the execution of a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation of this Agreement are accurate, complete, and current at the time of contracting.

**XVI. PUBLIC ENTITY CRIMES ACT**

PRMG represents that the execution of this Agreement will not violate the Public Entity Crimes Act (Section 287.133, Florida Statutes), which essentially provides that a person or affiliate who is a consultant or other provider and who has been placed on the convicted vendor list following a conviction for a Public Entity Crime may not submit a bid on a contract to provide any goods or services to the City, may not submit a bid on a contract with the City for the construction or repair of a public building or public work, may not submit bids on agreements of real property to the City, may not be awarded or perform work as a consultant under a contract with the City, and may not transact any business with the City in excess of the threshold amount provided in Section 287.017, Florida Statutes, for category two purchases for a period of 36 months from the date of being placed on the convicted vendor list. Violation of this section shall be a material breach of the Agreement and result in termination of this Agreement and recovery of any monies paid by the City, and may result in debarment from the City's competitive procurement activities. In addition to the foregoing, PRMG further represents that there has been no determination, based on an audit, that it committed an act defined by Section 287.133, Florida Statutes, as a "public entity crime" and that it has not been formally charged with committing an act defined as a "public entity crime" regardless of the amount of money involved or whether PRMG has been placed on the convicted vendor list.

**RIDERS TO THE AGREEMENT BETWEEN  
CITY OF MARATHON  
AND  
PRMG**

**Insurance.** (to be added to the Insurance section in Attachment C)

5. The underwriter of all such insurance shall be qualified to do business in the State of Florida and have agents upon whom service of process may be made in the State of Florida. Client shall be added to all policies as an additional insured or loss payee, as applicable.
6. Certificates of Insurance shall be provided to Client at the time of execution of this Agreement and certified copies provided if requested. Each policy certificate shall be endorsed with a provision that not less than thirty (30) calendar days' written notice shall be provided to Client before any policy or coverage is cancelled or restricted.

**Ownership and Access to Records and Audits.**

All records, books, documents, maps, data, deliverables, papers and financial information (the "Records") that result from PRMG providing services to Client under this Agreement shall be the property of Client. Client shall, during the term of this Agreement and for a period of three (3) years from the date of termination of this Agreement, have access to and the right to examine and audit any Records of PRMG involving transactions related to this Agreement. Client may cancel this Agreement for refusal by PRMG to allow access by Client to any Records pertaining to work performed under this Agreement that are subject to the provisions of Chapter 119, Florida Statutes.

**Compliance with Laws.**

PRMG shall comply with all applicable laws, ordinances, rules, regulations, and lawful orders of public authorities relating to services provided hereunder.

USE THIS FORM OF SIGNATURE PAGE:

**IN WITNESS WHEREOF**, the parties hereto hereby execute this Agreement on the respective dates under each signature: Client, signing by and through its City Manager, attested to by its City Clerk, duly authorized to execute same, and by PRMG, signing by and through its Vice President, who has been duly authorized to execute same.

Attest:

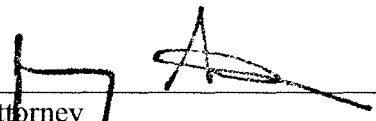
  
\_\_\_\_\_  
Diane Clavier, City Clerk

**CITY OF MARATHON**

By:   
\_\_\_\_\_  
Clyde Burnett, City Manager

Date: 2/11/09

Approved by City Attorney  
for legal sufficiency for City  
use only:

  
\_\_\_\_\_  
City Attorney

**PUBLIC RESOURCES MANAGEMENT  
GROUP, INC.**

By:   
\_\_\_\_\_

Date: 2/17/09

**Exhibit A  
City of Marathon, FL**

January 29, 2009

**Project Cost Estimate for Wastewater and Stormwater Rate Study**

Line No.	Activity	Principal	Managing Consultant	Supervising Consultant	Senior Rate Analyst	Rate Analyst	Analyst	Admin.	Totals
	<b><i>Project Billing Rates (\$/Hr.)</i></b>	<b><i>\$170.00</i></b>	<b><i>\$115.00</i></b>	<b><i>\$110.00</i></b>	<b><i>\$75.00</i></b>	<b><i>\$65.00</i></b>	<b><i>\$55.00</i></b>	<b><i>\$48.00</i></b>	
1	Data Acquisition and Compilation	1	4	0	0	2	0	2	9
2	Analysis of Historical Water Customer Statistics by Phase	0	16	0	8	48	0	0	72
3	Update Annual Stormwater Assessment Revenue Projection	0	1	0	0	2	0	0	3
4	Update Annual Wastewater Assessment Revenue Projection	0	1	0	0	2	0	0	3
5	Detailed Wastewater Customer Forecast by Phase/Connection	0	12	0	4	18	0	0	34
6	Update of Five-Year Projection of Wastewater Revenue	0	1	0	0	4	0	0	5
7	Projection of Wastewater Debt Service by Debt Issue	0	1	0	0	2	0	0	3
8	Projection of Stormwater Debt Service by Debt Issue	0	1	0	0	2	0	0	3
9	Update Wastewater Capital Funding Analysis	0	2	0	0	8	0	0	10
10	Update Stormwater Capital Funding Analysis	0	2	0	0	8	0	0	10
11	Five-Year Wastewater Operating Expense Projections	0	1	0	0	2	0	0	3
12	Five-Year Stormwater Operating Expense Projections	0	1	0	0	2	0	0	3
13	Projection of Utility Cash Balances by Fund	0	1	0	0	4	0	0	5
14	Update Wastewater Revenue Sufficiency Analysis	0	4	0	0	8	0	0	12
15	Update Stormwater Revenue Sufficiency Analysis	0	4	0	0	8	0	0	12
16	Bond Resolution Compliance Analysis	1	1	0	0	2	0	0	4
17	Customer Bill Impact Analysis	1	2	0	0	8	0	0	11
18	Rate Comparisons with Other Utilities	0	1	0	0	2	0	0	3
19	Draft Report Preparation	4	20	0	0	12	0	24	60
20	Final Report Preparation	2	8	0	0	8	0	8	26
21	Preparation of Presentation Materials	2	8	0	0	12	0	16	38
22	Allowance for Meetings and Presentations (3 Meetings)	0	24	0	0	8	0	2	34
23	Allowance for Teleconference (Allowance for 3 Teleconf.)	1	6	0	0	6	0	2	15
24	Total Hours	12	122	0	12	178	0	54	378
25	Direct Labor Cost	<u>\$2,040</u>	<u>\$14,030</u>	<u>\$0</u>	<u>\$900</u>	<u>\$11,570</u>	<u>\$0</u>	<u>\$2,592</u>	<u>\$31,132</u>
26	Average Hourly Billing Rate								\$82.36
	Allowance for Indirect Costs								
27	Miscellaneous (Phone\Postage\Copies\Etc.)								\$250
28	Travel Expenses (1)								0
29	Other Expenses								18
30	Total Allowance for Indirect Costs								<u>268</u>
31	Total								<u><u>\$31,400</u></u>

Notes:

(1) Direct travel costs are not included in the project budget. Direct travel is reimburseable at cost.