



April 14, 2022

Client: Gallatin Canyon County Water & Sewer District
ATTN: Scott Altman
PO Box 16095
Big Sky, MT 59716

RE: Letter Agreement for Professional Services – Standard Fee Rates
Project Description: Grant Writing and Public Outreach

Dear Scott:

WGM Group, Inc. (WGM) appreciates the opportunity to work with the Gallatin Canyon County Water and Sewer District (District) and continue to advance that Gallatin Canyon sewer project. The below scope and budget addresses services required to prepare complete applications and supporting documentation for the following grants programs; 1) ARPA Minimum Allocation for Gallatin County, 2) Montana Coal Endowment Program (MCEP), and 3) Renewable Resource Grant & Loan (RRGL) Program.

SCOPE OF WORK

Task 1: Gallatin County ARPA Funds **\$2000-\$4000**

The application for Gallatin County ARPA funds (approximately \$3 million available) is due on April 30, 2022. Submittal information from past ARPA applications will substantially inform the drafting of a new application. Primary grant writing effort will entail developing a project phasing and funding plan that reflects secured funds and current project timeline. Anticipated grant application tasks include:

- Project budget and funding tables update and supporting narrative
- Identification of funding request amount
- Draft Application
- Presentation of application at April Board Meeting.
- Submittal of signed Application by April 30th

Task 2: MCEP Grant Application & Public Outreach **\$6000-\$8000**

The application for \$750,000 MCEP grant funds is due on May 19th. Primary grant writing efforts will include Completing the Uniform Application and MCEP supplemental questions as well as completing the Environmental Assessment public process. Specific deliverables include:

- Project budget table update and supporting narrative
- Environmental Assessment (EA) and Public Process
- Agency outreach letters
- Draft PER addendum to reflect current phasing and other new information

- Public meeting facilitation to address EA public notice and comment requirement and Board adoption of the Preliminary Engineering Report (PER)
- Draft Application
- Presentation of application at May Board Meeting.
- Submittal of signed Application by May 19th

Task 3: RRGL Grant Application & Public Outreach **\$2000-\$4000**

The application for \$125,000 of RRGL grant funds is due on May 15th. The Uniform Application used for MCEP will also be used for RRGL. Primary grant writing efforts will include completing the RRGL supplemental questions. Specific deliverables include:

- Project budget table update and supporting narrative
- Draft Application
- Presentation of application at May Board Meeting.
- Submittal of signed Application

Task 4: Public Outreach **(TBD)**

Facilitate and attend public outreach efforts and events in parallel with planned application submittals and future outreach needs to support District boundary expansion. WGM will help facilitate meetings with the District's designated *Annexation & Public Outreach Committee* and will coordinate outreach efforts with the Gallatin River Task Force *Community Water Communications Campaign*. WGM will prepare agreed upon outreach materials (mailers, website updates, public survey, presentations, etc.) as directed by the Committee.

ADDITIONAL SERVICES

Services not specifically described in the tasks above are not included in this scope of work. Additional or excluded services can be provided upon Client request and authorization of additional fee.

FEE ESTIMATE

Our fees will be billed on a time and materials basis with a not to exceed amount of \$25,000. Work would only commence upon Client authorization of individual tasks identified above and associated budget estimates. Fees are valid through August 2022 and may need to be adjusted if the project extends beyond this date.

SERVICES AGREEMENT

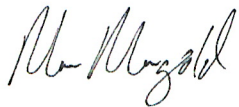
WGM agrees to provide services on a time and materials basis for the above-referenced project per the attached standard rates (Exhibit A). All work will be performed in accordance with generally accepted standards of professional care.

Invoices will be prepared monthly from actual time worked by personnel assigned to the project plus direct expenses using our standard rates, which are subject to change annually. Client agrees to pay invoices in full within 30 days of the invoice date, or contact us if our services are not satisfactory. Interest at the rate of 0.833% per month (10% per annum) will be added to unpaid invoices after 30 days and WGM may, without liability, terminate service. Payments will be credited first to interest and then to principal.

WGM and Client agree that the project scope of services may change due to unforeseen circumstances or at the Client's direction. WGM will keep Client apprised of anticipated project cost changes and prepare updated estimates for Client approval as requested. WGM reserves the right to terminate this contract after a seven-day notice if Client insists upon a course of action with which WGM has a fundamental disagreement or if performance of services is rendered unreasonably difficult due to actions of the Client. Client may terminate or suspend services after a five-day notice and WGM will be paid for all work satisfactorily performed through the date of termination or suspension.

WGM looks forward to working with you on this project. If the terms of this agreement are acceptable, please sign this letter in the space provided below and return a copy to us.

Sincerely,
WGM Group, Inc.



Mace Mangold, LEED AP, PE
Senior Project Engineer

Client: Gallatin Canyon County Water & Sewer District



(sign)

Scott A Hanna

(printed name)

4-15-22

(date)

President

(title)

Exhibit A

Standard Rates - 2022



Staff Type		Rate	
210	Senior Principal Engineer	Hr	\$ 230.00
215	Senior Consultant	Hr	\$ 185.00
220	Principal Engineer	Hr	\$ 195.00
230	Senior Project Engineer	Hr	\$ 175.00
240	Project Engineer	Hr	\$ 152.00
250	Senior Traffic Engineer	Hr	\$ 179.00
263	Senior Transportation Consultant	Hr	\$ 221.00
265	Senior Transportation Engineer 2	Hr	\$ 191.00
280	Staff Engineer/E.I.	Hr	\$ 134.00
283	Engineer Technician 3	Hr	\$ 127.00
284	Engineer Technician 2	Hr	\$ 108.00
285	Engineer Technician 1	Hr	\$ 100.00
290	Seasonal Intern	Hr	\$ 75.00
310	Principal Planner	Hr	\$ 230.00
312	Senior Land Planner	Hr	\$ 155.00
314	Land Planner 2	Hr	\$ 139.00
316	Planning Technician	Hr	\$ 105.00
320	Senior Landscape Architect/Planner	Hr	\$ 168.00
330	Senior Landscape Architect	Hr	\$ 191.00
340	Landscape Architect 2	Hr	\$ 137.00
350	Landscape Architect 1	Hr	\$ 118.00
353	Graphic Designer	Hr	\$ 121.00
354	Landscape Intern	Hr	\$ 75.00
355	Landscape Designer	Hr	\$ 94.00
446	Environmental Field Technician	Hr	\$ 106.00
447	Senior Environmental Engineer	Hr	\$ 175.00
448	Scientist 2	Hr	\$ 128.00
450	Senior Hydrologist	Hr	\$ 200.00
451	Hydrologist 1	Hr	\$ 115.00
452	Environmental Engineer	Hr	\$ 151.00
453	Senior Geologist	Hr	\$ 191.00
454	Senior Scientist	Hr	\$ 175.00
456	Geologist	Hr	\$ 137.00
460	Water Resource Specialist 3	Hr	\$ 164.00
465	Water Resource Specialist 2	Hr	\$ 156.00
466	Water Resource Specialist 1	Hr	\$ 137.00
470	Water Right Technician / GIS Analyst	Hr	\$ 128.00
471	Water Right Technician	Hr	\$ 106.00
475	GIS Specialist	Hr	\$ 110.00
507	QA/QC Representative	Hr	\$ 175.00
508	Senior Construction Project Manager	Hr	\$ 175.00
510	Construction Project Manager	Hr	\$ 164.00
512	Project Representative	Hr	\$ 156.00
514	Resident Project Representative 1	Hr	\$ 137.00
520	Senior Land Surveyor	Hr	\$ 180.00
525	Land Surveyor 3	Hr	\$ 164.00
527	Land Surveyor 2	Hr	\$ 155.00
530	Land Surveyor 1	Hr	\$ 151.00
540	Staff Surveyor/ L.S.I	Hr	\$ 137.00
550	Survey Technician	Hr	\$ 122.00
560	Survey Crew Chief	Hr	\$ 134.00
580	Two Person Crew	Hr	\$ 195.00
590	Three Person Crew	Hr	\$ 230.00
600	CADD Technician	Hr	\$ 94.00
605	CADD Drafter	Hr	\$ 108.00
610	Senior CADD Drafter	Hr	\$ 128.00
700	Project Coordinator 2	Hr	\$ 115.00
705	Project Coordinator 1	Hr	\$ 110.00



Staff Type		Rate	
710	Project Assistant 2	Hr	\$ 110.00
715	Project Assistant 1	Hr	\$ 100.00
730	Admin. Assistant	Hr	\$ 86.00
790	Accountant	Hr	\$ 150.00
791	IT Specialist	Hr	\$ 151.00

Expert Witness Rates

Staff Type		Rate	
950	Expert Witness Senior Consultant	Hour	\$ 475.00
955	Expert Witness Consultant	Hour	\$ 360.00
960	Expert Witness	Hour	\$ 260.00

Project Expenses

Consultants, Contractors	Cost +10%
Direct Expenses (Submittal fees, etc.)	Cost
Postage/Shipping	Cost

Copies & Prints

Sheet (no color)	Each	\$ 0.15
Sheet (color, letter or legal)	Each	\$ 1.00
Sheet (color, 11x17)	Each	\$ 1.50
Paper Roll Stock (black/white)	Sq. Ft.	\$ 0.32
Paper Roll Stock (color)	Sq.Ft.	\$ 0.64
Mylar Roll Stock	Sq.Ft.	\$ 3.00

Software

-	Software Tech Fee	Hr	\$ 4.00
950C	Adobe Creative Cloud		
950G	ArcGIS		
950A	AutoCAD		
950L	Lumion 3D Rendering		
950M	MicroStation		
950S	SIDRA		
950U	SketchUp		
-	Software Tech Fee	Hr	\$ 5.00
950T	AutoTURN		
950F	Land F/X		
950H	GeoHECRAS		
950I	InfoSWMM	Hr	\$ 8.00
955	VG4D Smart LiDAR	Hr	\$ 30.00
950P	Pix4D	Pjct	\$ 250.00

Travel Per Diem

Mileage - All Vehicles	Mile	\$0.585
Meals Full Day	Day	Federal Rate
Meals First & Last Day of Travel	Day	Federal Rate
Lodging		Cost

Survey

GNSS Rover	Day	\$ 140.00
GNSS Base & Rover	Day	\$ 265.00
Robotic Total Station	Day	\$ 225.00
Depth Sounder Only	Day	\$ 150.00
Depth Sounder with Boat	Day	\$ 350.00
HyDrone	Day	\$ 750.00

Other

USB Drive	Each	\$ 10.00
Garmin Handheld GPS	Day	\$ 10.00
Construction Camera	Day	\$ 100.00
Aerial Drone	Day	\$ 500.00
Trimble GPS R1	Day	\$ 75.00
Trimble GPS R1	Week	\$ 200.00
Traffic Counting Device	Day	\$ 30.00
Wildlife Camera	Month	\$ 100.00
Tubing	Ln Ft	\$ 0.60
Decontamination Kit	Kit	\$ 40.00
Water Level Meter	Day	\$ 35.00
Interface Probe	Day	\$ 70.00
Flow Meter	Day	\$ 75.00
Combo Meter	Day	\$ 80.00
Ultrasonic Flow Meter	Day	\$ 300.00
Shallow Groundwater Sampling Pump	Day	\$ 60.00
Deep Groundwater Sampling Pump	Day	\$ 100.00
Disposable Bailers	Unit	\$ 15.00
Water Level Data Logger/Cables/Accessories	Day	\$ 120.00
	Week	\$ 500.00
	Month	\$ 1,500.00