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July 22, 2025

Thomas Harrigan
Village Manager
Village of Elm Grove
13600 Juneau Boulevard
Elm Grove, WI 53122

RE: Village of Elm Grove – Engineering and Design Services for 2026 & 2028 Village Pathways (REVISED)

Dear Mr. Harrigan:

KL Engineering, Inc. is pleased to present this proposal to continue our collaboration with the Village of Elm Grove by providing design and construction services for the 2026 Pathways Project.

Per the discussion at the July 14, 2025 Public Works and Utilities Commission meeting, it was requested that KL Engineering provide a revised proposal to include design and construction administration services for the planned 2028 pathways segment along Highland Drive from Juneau Blvd to Watertown Plank Rd.

The following attachments are included with this letter, and should be considered part of our contract for engineering services:

- **Attachment A** – Assumptions and Scope of Services
- **Attachment B** – Fee Proposal
- **Attachment C** – Billing Schedule
- **Attachment D** – General Terms and Conditions

Project Fee Schedule

In an effort to expedite schedule, KL has included “if authorized” prices for items such as easement exhibit development, retaining wall design, and geotechnical services. The following table is a summary of costs for services to complete the proposed project:

Location	Amount
2026 Pathways Base	\$150,610.00
2026 Pathways (If Authorized)	\$79,360.00
2028 Pathways (If Authorized)	\$105,110
TOTAL COST OF SERVICES:	\$335,080.00

2026 Pathways Base – This includes design and construction administration for the originally proposed 2026 pathway segment along Highland Drive from Juneau Blvd – Gebhardt Rd (Per original proposal submittal).

2026 Pathways (If Authorized) – This includes potential additional design tasks for the 2026 Pathways Base portion that may be encountered such as easement exhibit creation, retaining wall design (for areas outlined

within Figure 2 of Attachment A), and geotechnical for the retaining wall locations. These items would only be utilized if authorized by the Village based on design need.

2028 Pathways (If Authorized) – This price includes design and construction administration for the 2028 pathway segment along Highland Drive from Juneau Blvd to Watertown Plank, assuming this segment is let and constructed under the same contract as the 2026 pathways segments.

Attachment B contains the detailed fee proposal for three areas outlined above.

The Village of Elm Grove retains the right to modify the scope of trail portions to be let and constructed in 2026 as described within **Attachment A**.

If circumstances arise that require services beyond those outlined in Attachment A, any additional hours will be billed according to the attached rate schedule as extra services, but only with prior approval from the Village.

Basis of Payment and General Conditions

This work shall be completed in accordance with the attached General Terms and Conditions, which shall be considered a part of this contract upon the written approval indicated below. KL Engineering will submit monthly invoices for work completed under this proposal. Village of Elm Grove will reimburse KL Engineering within 45 days from the date of the invoice.

Our professional services will be performed, our findings obtained, and our recommendations prepared in accordance with generally accepted engineering principles and practices in the state of Wisconsin. No other warranty, either expressed or implied is made.

We look forward to working with you on this project. Please let us know if you have any questions regarding this proposal. To accept this proposal, please sign and return (digital is acceptable). Upon receipt of an executed copy, KL Engineering will commence work on the project.

Sincerely,
KL Engineering, Inc.



Travis Brush, P.E.
Project Leader

KL Engineering, Inc.

Approved By: _____

Mike Scarmon, PE, PTOE

Title: Director – Infrastructure Services

Date: July 22, 2025

Village of Elm Grove

Approved By: _____

Thomas Harrigan, Village Manager

Title: Village Manager – Village of Elm Grove

Date: _____

9/4/2025

Portions of Contract Authorized by Village:

- 2026 Pathways Base
- 2026 Pathways (If Authorized)
- 2028 Pathways (If Authorized)
- 2026/2028 Pathways Survey (Phase 3000 in Fee Proposal)

Attachment A – Assumptions and Scope of Services

2026 & 2028 Pathways Projects Village of Elm Grove, WI

July 22, 2025

General Project Understanding

This document describes contract assumptions and provides a scope of services to complete the design for the 2026 Pathways project in the Village of Elm Grove, WI. The project consists of approximately 2,700 feet of path along the west side of Highland Drive from Juneau Blvd to Victoria Circle N and Victoria Circle N to Gebhardt Drive. The Village has also requested to include the original 2028 pathway segment along Highland from Juneau Blvd to Watertown Plank Rd which would add another 2,200 feet of path. All three path segments are shown in **Figure 1**. The Village has divided this project into Segments A and B (with the option to add the 2028 segment) and may ultimately decide to construct only one of them. However, this scope of services is based on the assumption that all segments will be fully designed, bid, and constructed as a single project. Should any segment not be designed or constructed as part of this project, proposed design and construction administration fees would not be valid for a separate stand-alone project segment.

If the Village authorizes all portions of the proposed pathway segments, scope items outlined below pertain to all pathway segments unless otherwise noted in either **blue (2026 if authorized items)** or **red (2028 if authorized segment)**.

Services under this contract assume that project design and construction will be locally funded and let.

Services Provided by Municipality

Village of Elm Grove will provide the following:

1. Any as-built plans for roadways and public utilities.
2. Public Involvement Meeting:
 - a. Secure a meeting venue.
 - b. Promote the meeting through Village social media.
3. Certified Survey Maps, Plats of Survey, and any other parcel documents available for the path corridor.
4. Advertise the project for bidding through the Village's publication of record.

Scope of Services

The following sections provide a detailed scope of services included.

Project Management/Administration

This contract is based on the following assumptions for project management/administration requirements:

1. Invoice project monthly.
2. Provide monthly updates for Village staff use at Public Works Committee meetings.

Meetings

This contract is based on the following assumptions for meeting requirements:

1. Attend Project Kickoff meeting with Village staff including site walkthrough.
2. Attend up to (2) Public Works Committee Meetings (Preliminary & 90% Submittals).
3. Attend up to (6) property owner coordination meetings.

Public Engagement

This contract is based on the following assumptions for public engagement requirements:

1. Prepare and distribute public involvement meeting mailing.
2. Prepare public involvement meeting notice for Village use for social media release.
3. Conduct one (1) public involvement meeting and explain to the public concepts and probable impacts of the project.
 - a. Assumes the meeting will be held at the preliminary plan development stage of the project.

- b. Assumes the meeting will be in-person and consist of a brief presentation followed by open house format meeting.
- c. Includes frequently asked questions handout and up to three (3) exhibits.
- 4. Discuss the comments received and recommend the possible disposition after the public involvement meeting.
- 5. Provide copies of all public involvement correspondence and file notes.

Survey and Platting

This contract is based on the following assumptions for field survey and platting requirements:

- 1. Survey datum is assumed to be referenced to the Waukesha County Coordinate System, Horizontal Datum: NAD 83(2011), Vertical Datum: NAVD 88 (Geoid 12A).
- 2. Prepare and distribute survey notification letters to residents along the corridor.
- 3. Conduct utility survey limited to the following:
 - a. Call in planning locates for Highland Dr from the intersections of Juneau Blvd to Gebhardt Rd.
 - b. Survey to extend from west right of way to east edge of roadway
 - c. Includes two site visits to ensure markings have been completed. Once all markings have been completed, survey of the markings shall be conducted.
 - d. One additional trip for survey crew is included to capture utilities not known or present at initial utility survey time.
- 4. Survey limits will be from the west right of way to the east edge of roadway. Topographic survey is not included on the east side of the roadway and would be considered EXTRA SERVICES if required.
- 5. Locate property irons throughout the corridor that are readily available.
- 6. Set control and benchmarks for the project area.
- 7. Existing Right of Way Establishment will be based off review of available CSMs, plats, deeds, and field located property irons along the trail corridor.
 - a. Includes plat research for properties at 1245 and 1255 Highland drive to examine if roadway easements are present (GIS currently shows property line to centerline of road).
 - b. Assumes no plat work.
 - c. If easements are required, KL will complete easement exhibits as EXTRA SERVICES if authorized by the Village per parcel for the fee outlined within the 2026 Pathways – If Authorized fee schedule.
 - i. This assumes the Village will coordinate with the landowner and provide final conveyance document to accompany the exhibit.
- 8. **Note: If authorized to complete 2028 pathways segment, include survey and platting scope as outlined above for segment of Highland Drive from Juneau Blvd to Watertown Plank Rd.**

Note: Field survey services will be subcontracted to TNT Professional Land Surveyors Inc.

Environmental Coordination

This contract is based on the following assumptions for environmental coordination requirements:

- 1. No history, archaeological, or sensitive natural resources are anticipated. History, archeological, and environmental studies are not included and would be considered EXTRA SERVICES if required.
- 2. No wetlands impacts are anticipated based on WI DNR Surface Water Data Viewer. Wetland delineation is not included and would be considered EXTRA SERVICES.
- 3. No stormwater treatment is anticipated based on the WI DNR Bureau of Watershed Management Program Guidance Design Considerations for Post-Construction Standards for Public Trails near Waterways or Wetlands May 2017.

Utility Coordination

This contract is based on the following assumptions for utility coordination requirements:

- 1. Obtain and review utility system maps.
- 2. Coordinate adjustments and relocations of private facilities in conflict with the project.
- 3. Coordinate adjustments to sanitary sewer. No sanitary sewer replacement nor water installation is anticipated. If water or sanitary sewer plans are required, they would be considered EXTRA SERVICES.

Preliminary Engineering

This contract is based on the following assumptions for preliminary engineering requirements:

1. The existing topography in the corridor features rolling topography with some steep and wooded slopes. The existing right-of-way width is a variable distance from the road and has areas of shallow ditches and wooded sections.
2. Design a 6-ft wide path.
3. Complete an initial review of stormwater and drainage needs.
 - a. Culverts will be replaced in kind.
 - b. No ditch sizing is anticipated to be required. The ditch will not be sized based on any specific design storm frequency. If ditch sizing is required, it would be considered EXTRA SERVICES.
4. Design up to eight (8) curb ramps at roadway intersections.
 - a. Design up to thirteen (13) curb ramps at roadway intersections if authorized to complete design for 2028 pathways segment.
5. Prepare preliminary plans for the following:
 - a. Title Sheet
 - b. Overview
 - c. General drainage plans
 - d. Plan and Profile Sheets at 1" = 50' scale (8 sheets)
 - e. Cross Sections at 50' spacing and at roadway intersections and driveways
6. Prepare the preliminary construction estimate.
7. Provide crosswalk markings at Juneau Blvd, Victoria Circle South, Victoria Circle North, and Westover Road.
 - a. Assumes crosswalk enhancements such as Rectangular Rapid Flashing Beacons (RRFBs) or pedestrian refuge islands are not included.
 - b. Include crosswalk marking at Lata Vista Drive, Walters Ct, and Watertown Plank Rd if authorized to complete the 2028 pathways segment.
8. Assumes construction will be completed with Road Closure due to safety concerns with vertical profile of roadway and site distance concerns.
9. Based in review of existing topography, there is the assumption that retaining walls will need to be considered to construct the pathway within the existing Right of Way. As part of preliminary design, KL will establish height and limits of potential retaining walls, along with alternatives. If retaining walls are required, KL will complete full retaining wall design as EXTRA SERVICES if authorized by the Village for the fee outlined within the 2026 Pathways – If Authorized fee schedule.
 - a. Geotechnical services would also be needed for retaining walls and would be completed if authorized by the Village for the fee outlined within the 2026 Pathways – If Authorized fee schedule. Geotechnical services would include the following:
 - i. Contact Diggers Hotline to identify public utility locations prior to drilling.
 - ii. Set up traffic control per the Manual on Uniform Traffic Control Devices. Traffic control will include two flaggers with alternating lane closures. It is assumed in this proposal that work from 9am to 3pm, Monday through Friday, will be authorized.
 - iii. Perform five SPT borings to a depth of 15-20 feet each. Borings performed in pavement will be surfaced patched with cold patch asphalt. Perform hand augers as needed where borings cannot be completed near the planned wall face.
 - iv. Perform laboratory soil tests to assign classification and engineering properties to the soils encountered.
 - v. Prepare a geotechnical engineering report presenting the field exploration and laboratory test results, providing the following recommendations for each of the three walls:
 - a. Recommended soil parameters for the retained and foundation soils for use by the contractor in the internal wall design.
 - b. External stability analysis, including bearing capacity and global stability.
 - c. Recommendations for wall foundation subgrade preparation.
 - b. It is assumed no retaining walls will be required to complete the design for the 2028 pathways segment.
10. Assumes decorative landscaping and plantings are not included.

Note: Geotechnical services will be subcontracted to Gestra, if authorized.

Final Design / PS&E

This contract includes preparing final plans, specifications, construction estimates, and project manual for a local let project. All design files will be completed using AutoCAD and Civil 3D 2024.

1. Complete final storm sewer analysis and design.
 - a. Assumes storm sewer will be required for the segment of path between Victoria Circle South to 300' north of Victoria Circle North (Approx. 700ft of pathway). No other storm sewer is anticipated. If additional storm sewer design is required (outside of culvert pipes), this would be considered EXTRA SERVICES.
2. Prepare and submit the following permits:
 - a. DNR Notice of Intent (NOI) / Construction Site Erosion Control and Stormwater Management Permit. Contract cost includes the permit fee of up to \$250.
3. Prepare final design and plans for the following items:
 - a. Title Sheet
 - b. General Notes and List of Utility Contacts
 - c. Proposed Typical Sections
 - d. Construction Details
 - e. Removals and Erosion Control
 - f. Curb Ramp Details
 - g. Alignment & Control Point Details
 - h. Earthwork Data Sheet
 - i. Plan and Profile Sheets at 1" = 50' scale
 - j. Cross Sections at 50' spacing
4. Prepare the Project Manual consisting of invitation to bid, front end documents, and special provisions.
 - a. Assumes the special provisions will follow WisDOT format.
5. Prepare the construction estimate.
 - a. Assumes the bid items will follow WisDOT format.

Bidding Administration

This contract is based on the following assumptions for bidding administration requirements:

1. Advertise the project on QuestCDN.
2. Attend and conduct the bid opening.
3. Provide a review and analysis of bid results with memo for Village staff use at Public Works Committee and Board meetings.
4. Prepare Notice of Award, Agreement, and Notice to Proceed and coordinate Village and contractor signatures.
5. **The fee proposal submitted is assumed that all portions of the 2026 pathway and 2028 pathway (if authorized) will be completed as one letting. If portions of pathway are broken out, proposed fee schedule is not valid for segments outside of the initial letting.**

Construction Administration

This contract is based on the following assumptions for construction administration requirements:

1. Coordinate and attend pre-construction meeting.
2. Review all contractor submittals for spec conformance.
3. Review and verify contractor submitted quantities and pay applications.
4. Review and coordinate Requests for Information and Contract Change Orders.
5. Provide on-site construction inspection (Assumed 8 weeks at 40 hrs/ week).
 - a. **Provide an additional 6 weeks of on-site construction inspection if authorized to complete 2028 pathways segment.**
6. Complete project review and compile punch lists.
7. Complete project closeout including as-builts and final project documentation.
8. Assumes construction staking will be completed by the contractor.
9. **Note: Construction administration for 2028 pathways is assumed to be part of the 2026 pathway project letting. If broken out into it's own project, construction administration fee is no longer valid.**

Project Schedule

This contract is based on the following project schedule assuming a Notice to Proceed is issued no later than August 1, 2025:

Item	Date
Kick-Off Meeting	Week of August 4, 2025
30% Plans and Estimate	October 31, 2025
Public Involvement Meeting	November 2025
90% Plans and Estimate	February 20, 2026
Bid Advertisement	March 13, 2026
Bid Opening	March 31, 2026
Construction	May - August 2026



Figure 1: PROJECT LOCATION

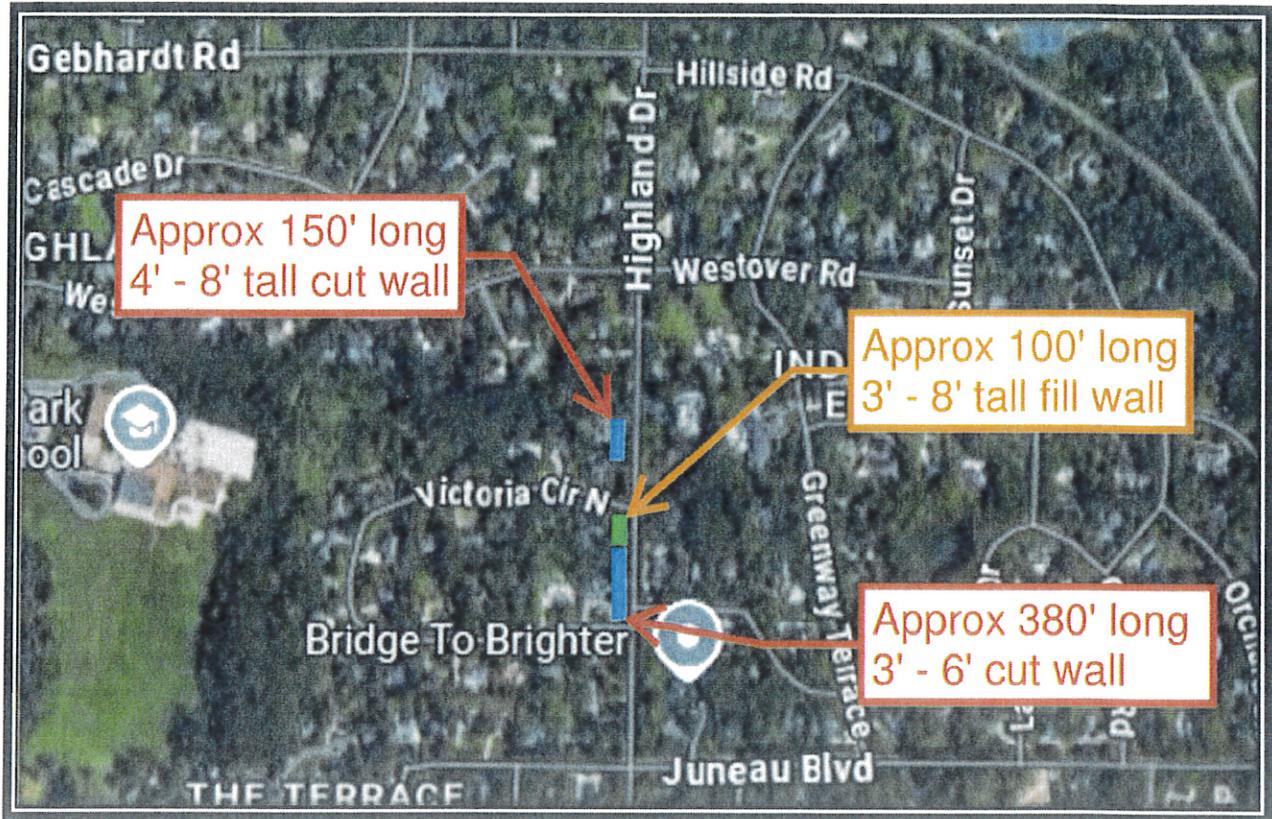


Figure 2: Potential Retaining Wall Locations

Attachment B - Fee Proposal



SERVICES	Project Leader	Project Leader 2	Design Engineer II	Design Engineer I	Senior Structural Engineer	Structural Engineer IV	Structural Engineer III	Structural Engineer II	Structural Engineer I	Construction Est.	Survey Technical Leader II	Senior Surveyor III	Surveyor IV	Admin	EXPENSES				
															Miles	Meals	Other	DRN Permits	
Hourly Rates:	\$190.00	\$163.00	\$124.00	\$115.00	\$185.00	\$179.00	\$113.00	\$149.00	\$124.00	\$170.00	\$155.00	\$115.00	\$90.00		\$0.70	\$15.00			
VILLAGE OF ELM GROVE 2026 PATHWAYS PROJECT																			
Phase / Task														# of Site Visits	Miles	Meals	TNF Surveying		
Phase 1000 - Project Management/Administration																			
Task 01 - Project Administration (providing 15 months & subcontractors)															15				
Subtotal:	\$0.00	\$2,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				Expense Total: \$0.00	
Staff Total:														\$4,080.00					
Phase 1500 - Quality Control																			
Task 01 - Quality Control (Overall project review)															8				
Subtotal:	\$1,520.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				Expense Total: \$0.00	
Staff Total:														\$1,520.00					
Phase 2000 - Meetings																			
Task 01 - Project Kick-off and Initial Site Review w/ Village	0	0													1	200			
Task 02 - Public Works Committee Meeting (2 times)	3														2	48			
Task 03 - Property Owner Coordination Meetings (6 total - 2hrs each + travel)	18														6	180			
Subtotal:	\$0.00	\$5,280.00	\$592.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$294.00	Expense Total: \$300.00	
Staff Total:														\$6,280.00					
Phase 2500 - Public Engagement																			
Task 01 - Public Involvement Meeting (1.5 hrs)	6	12	15												1	120			
Subtotal:	\$0.00	\$1,320.00	\$1,468.00	\$1,408.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	Expense Total: \$90.00	
Staff Total:														\$4,620.00					
Phase 3000 Survey/Platting																			
Task 01 - Field Work	6														120			\$9,715.00	
Task 02 - Office Plan Processing	4	8													4	24			
Task 03 - Platting/Essements (with engineering on 7/20/26 and 8/10/26)																			
Task 04 - Coordinate Utility Locates																			
Subtotal:	\$0.00	\$1,450.00	\$392.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,200.00	\$3,240.00	\$0.00	\$0.00			\$24.00	\$0.00	\$9,715.00
Staff Total:														\$4,400.00	\$3,240.00	\$9,200.00	Expense Total: \$9,800.00		

Attachment B – Fee Proposal

Phase 4400 - Utility Coordination																				
Task 01 - Utility Coordination			4			20														
Subtotal:	\$0.00	\$00.00	\$0.00	\$2,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
																		Expense Total:	\$0.00	
																		Staff Total:	\$2,250.00	
Phase 5000 - Preliminary Engineering																				
Task 01 - Preliminary Engineering (Phase 4 Estimate)			16			80														
Task 02 - Site Visit			4			8												1	80	
Task 03 - Stormwater / Storm Sewer																				
Subtotal:	\$0.00	\$3,300.00	\$13,144.00	\$8,768.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
																		Expense Total:	\$0.00	
																		Staff Total:	\$23,232.00	
Phase 6000 - Final Design / PS&E																				
Task 01 - Final Design (Plans and Estimate)			12			44														
Task 02 - Stormwater / Storm Sewer			1			24														
Task 04 - Quantity / Estimating			3			4														
Task 05 - Specifications			12			44														
Task 06 - Permitting / Fees			2			8													\$250.00	
Task 07 - Traffic Control / Staging			2			8														
Task 08 - Erosion Control			1			4														
Subtotal:	\$0.00	\$6,276.00	\$17,112.00	\$4,284.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	
																		Expense Total:	\$250.00	
																		Staff Total:	\$27,618.00	
Phase 7000 Bidding / Administration																				
Task 01 - Bidding Administration			12			4												1	40	
Subtotal:	\$0.00	\$1,908.00	\$496.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28.00	\$0.00	
																		Expense Total:	\$28.00	
																		Staff Total:	\$2,410.00	
Phase 8000 Construction Administration																				
Task 01 - Office Support / Document Review			20															1	80	
Task 02 - Field Support			40															50	2000	
Task 03 - As-Built Drawings			4																	
Task 04 - Change Orders			12																	
Subtotal:	\$0.00	\$13,068.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,656.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,456.00	\$0.00	
																		Expense Total:	\$1,456.00	
																		Staff Total:	\$56,528.00	
TOTAL 2026 PROJECT COSTS:															STAFF TOTAL: \$136,828.00		EXPENSE TOTAL: \$11,990.00		TOTAL COST: \$150,610.00	
IF AUTHORIZED																				
Phase 2000																				
Task 01 - Easement Prep (Per Parcel Exhibit)			1			1													6	6
Phase 5000																				
Task 02 - Final Retaining Wall Design																			\$3	\$30
Phase 9000																				
Task 01 - Geotech			2			2														\$1,618.00
Subtotal:	\$150.00	\$495.00	\$748.00	\$0.00	\$10,730.00	\$19,350.00	\$15,268.00	\$17,809.00	\$0.00	\$0.00	\$675.00	\$0.00	\$108.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,618.00	
																		Expense Total:	\$14,618.00	
																		Staff Total:	\$64,740.00	
TOTAL 2026 PROJECT COSTS WITH IF AUTHORIZED:															STAFF TOTAL: \$203,568.00		EXPENSE TOTAL: \$26,610.00		TOTAL COST: \$229,970.00	

Attachment B - Fee Proposal



Senior Project Leader (QA/QC)	Project Leader 2 (Project Mgr)	Design Engineer III	Design Engineer I	Construction Engineer III	Survey Technical Leader II	Senior Surveyor III	Surveyor V	Admin	EXPENSES				
									Miles	Meals	Other	DNR Permits	
Sam Heihelm	Travis Brush	Adelle Lawien	Gabriel Jones	Arman Khan	Chelle Denu	Tim Held	M. Lee/ Stuart	Katia Lee					
\$190.00	\$195.00	\$124.00	\$113.00	\$124.00	\$170.00	\$135.00	\$115.00	\$90.00				\$0.70	\$15.00
VILLAGE OF ELM GROVE 2026 PATHWAYS PROJECT DESIGNED WITH 2026 PROJECT													
Phase / Task									# of Site Visits	Miles	Meals	TNT Surveying	
Phase 1000 - Project Management/Administration	accounted for in 2026 effort												
Subtotal:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			Expense Total: \$0.00	
Phase 1500 - Quality Control													
Task 01 - Quality Control (Overall project review)													
Subtotal:	\$1,520.00	\$0.00	\$3.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			Expense Total: \$0.00	
Phase 2000 - Meetings	accounted for in 2026 effort												
Task 01 - Property Owner Coordination Meetings (6 total - 2hrs each + travel)		16							6	180			
Subtotal:	\$0.00	\$2,970.00	\$9.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$123.00	Expense Total: \$130.00	
Phase 2500 - Public Engagement	accounted for in 2026 effort												
Task 01 - Public Involvement Meeting (combined with 2026 pathway)		4	4	6					Mileage and meeting attendance accounted for in 2026 effort. This includes exhibit prep effort.				
Subtotal:	\$0.00	\$560.00	\$456.00	\$904.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Expense Total: \$0.00	
Phase 3000 Survey/Platting	accounted for in 2026 effort												
Task 01 - Field Work		4							mileage accounted for in 2026 effort. Hours reduced since combined with 2026 effort.				
Task 02 - Office Prep/Processing		2	6			2	24		hours reduced since combined with 2026 effort.				
Task 03 - Platting/Easements (will complete on T&P basis if needed)								16					
Task 04 - Coordinate Utility Locates													
Subtotal:	\$0.00	\$990.00	\$724.00	\$0.00	\$0.00	\$1,060.00	\$1,240.00	\$0.00	\$0.00	\$0.00	\$0.00	Expense Total: \$8,270.00	
GRAND TOTAL	\$1,520.00	\$10,650.00	\$3,472.00	\$1,808.00	\$3,400.00	\$3,240.00	\$0.00	\$0.00	\$8,040.00			Expense Total: \$8,270.00	



STANDARD BILLING RATE SCHEDULE
EFFECTIVE NOVEMBER 1, 2024

Limited Term Employee	\$77.00
Administration	\$90.00
Senior Administration	\$110.00
Technician I	\$85.00
Technician II	\$90.00
Technician III	\$95.00
Technician IV	\$105.00
Technician V	\$110.00
Senior Technician I	\$120.00
Senior Technician II	\$130.00
Senior Technician III	\$140.00
Senior Technician IV	\$150.00
Senior Technician V	\$160.00
Surveyor I	\$90.00
Surveyor II	\$95.00
Surveyor III	\$100.00
Surveyor IV	\$110.00
Surveyor V	\$115.00
Senior Surveyor I	\$120.00
Senior Surveyor II	\$125.00
Senior Surveyor III	\$135.00
Senior Surveyor IV	\$140.00
Senior Surveyor V	\$145.00
Engineer I	\$113.00
Engineer II	\$117.00
Engineer III	\$124.00
Engineer IV	\$129.00
Engineer V	\$132.00
Senior Engineer I	\$135.00
Senior Engineer II	\$140.00
Senior Engineer III	\$150.00
Senior Engineer IV	\$160.00
Senior Engineer V	\$165.00
Senior Specialist I	\$125.00
Senior Specialist II	\$135.00
Senior Specialist III	\$145.00
Senior Specialist IV	\$155.00
Senior Specialist V	\$180.00
Technical Leader I	\$165.00
Technical Leader II	\$170.00
Technical Leader III	\$180.00
Project Leader I	\$165.00
Project Leader II	\$170.00
Project Leader III	\$180.00
Senior Technical Leader	\$185.00
Senior Project Leader	\$185.00
Discipline Leader	\$190.00
Director	\$205.00
Executive	\$220.00

Expenses

Out-of-pocket direct job expenses (reproductions, sub-consultants, equipment rental, etc.) at cost

Travel Expenses

Company or Personal Car Mileage IRS rate
Lodging and Subsistence at cost

Billing and Payment

Travel time is charged for work required to be performed out-of-office.

Invoicing is on a monthly basis for work performed. Payment for services is due within 30 days from the date of the invoice.

An interest charge of 1.5% per month is made on the unpaid balance starting 30 days after the date of the invoice.

This schedule of billing rates is effective November 1, 2024 and will remain in effect until October 31, 2025 unless unforeseen increases in operational costs are encountered. We reserve the right to change rates to reflect such increases.

General Terms and Conditions of the Engineering Services

1. KL Engineering, Inc. will begin engineering services upon written authorization to proceed. Receipt of a signed contract will be considered written authorization.
2. KL Engineering, Inc. will bill the Owner monthly with net payment due in forty-five (45) days. Past due balances shall be subject to an interest charge at a rate of 1 1/2% per month and Owner shall be responsible for the cost of collection including reasonable attorney's fees. In addition, KL Engineering, Inc., may after, giving seven (7) days' written notice, suspend service under any agreement until the Owner has paid in full all amounts due for services rendered and expenses incurred, including the interest charge on past due invoices.
3. The quoted fees and scope of engineering services constitute the NOT TO EXCEED BID of the fees and tasks required to perform the services as defined. This agreement, upon execution by both parties hereto, can be amended only by written instrument signed by both parties. For those projects involving conceptual or process development service, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction which may alter the scope. KL Engineering, Inc., will promptly inform the Owner in writing of such situations so that changes in this Agreement can be made as required.
4. Schedule commitments shall be subject to change for delays caused by the Owner's failure to provide specified facilities or information or for delays caused by unpredictable occurrences including, without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdowns, acts of God or the public enemy, or acts or regulations of any governmental agency. Temporary delays of services caused by any of the above which result in additional costs beyond those outlined may require renegotiation of this agreement.
5. KL Engineering, Inc., will maintain insurance coverage for: Worker's Compensation, General Liability, Auto Liability, and Professional Liability. KL Engineering, Inc., will provide information as to specific limits and will cause Owner to be named as an additional insured on a non-contribution or recourse basis on all coverage except Worker's Compensation by means of Declarations and Endorsements because an Acor 25 is not acceptable due to the Disclaimer Language contained therein. If the Owner requires coverages or limits in addition to those in effect as of the date of the agreement, premiums for additional insurance shall be paid by the Owner.
6. Owner and KL Engineering respectively shall indemnify each other from and answer for any losses, damages or expenses caused by any negligent act, error, or omission of each's own employees or third party contractors. Upon completion of all Services, obligations, and duties provided for in this Agreement, or in the event of termination of this Agreement for any reason, the terms and conditions of this Article shall survive.
7. In the event of a dispute between KL Engineering, Inc. and Owner arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. If the parties cannot thereafter resolve the dispute, each party shall nominate mediation unless the parties mutually agree otherwise. During the pendency of any dispute, the parties shall continue diligently to fulfill their respective obligations hereunder.
8. Reuse of any documents arising out of the engineering services pertaining to this project by the Owner or KL Engineering, Inc shall be allowed because such documents shall be the work-for-hire property of the Owner wherein by virtue of this agreement KL Engineering, Inc is granted a no cost perpetual license to use same anywhere in the world at its sole risk.
9. KL Engineering, Inc., will provide engineering services in accordance with generally accepted professional practices in the State of Wisconsin. KL Engineering, Inc., does not make any warranty or guarantee, expressed or implied except as stated in this paragraph 9.
10. KL Engineering, Inc., intends to serve as the Owner's professional representative for those services as defined in this agreement, and to provide advice and consultation to the Owner as a professional. Any opinions of probable project costs, reviews and observations, and other decisions made by KL Engineering, Inc., for the Owner are rendered on the basis of experience and qualifications and represent the professional judgment of KL Engineering, Inc. However, KL Engineering, Inc., cannot and does not guarantee that proposals, bids or actual project or construction costs will not vary from the opinion of probable cost prepared by it.
11. This Agreement shall not be construed as giving KL Engineering, Inc., the responsibility or authority to direct or supervise construction means, methods, techniques, sequence, or procedures of construction selected by the contractors or subcontractors or the safety precautions and programs incident to the work of the contractors or subcontractors.
12. This Agreement shall be construed and interpreted in accordance with the laws of the State of Wisconsin.
13. This Agreement cannot be changed or terminated orally. No waiver of compliance with any provision or condition hereof should be effective unless agreed in writing duly executed by the parties hereto.
14. This Agreement contains the entire understanding between the parties on the subject matter hereof and no representations except KL Engineering, Inc's submitted proposal inducements, promises or agreements not embodied herein (unless agreed in writing duly executed) shall be of any force or effect.