

Project Package #2
Hampton Roads Sanitation District
High Priority Inflow and Infiltration Reduction Program

This Project Package is approved and executed between Hampton Roads Sanitation District (“HRSD” or “Owner”) and Burns & McDonnell Engineering Co., Inc., a Missouri corporation (“Private Entity” or “Design-Builder”), and is governed by the Comprehensive Agreement dated October 31, 2025 (“Agreement”) and the General Conditions attached thereto, which is incorporated herein by reference. Owner and Private Entity are referred to individually as a “Party” and collectively as the “Parties.” Unless otherwise defined in this Project Package, all capitalized terms shall have the meanings as defined by the General Conditions.

I. Work to be performed:

A. The Work to be performed for this Project Package is described in Exhibit A – Scope of Work.

II. Contract Price for the Project Package Price:

A. The Contract Price for the Work to be performed within this Project Package is Four Hundred Eighty-Five Thousand Dollars (\$485,000.00). This value is established as a Cost Reimbursement Plus Fee Not-to-Exceed Amount and is subject to adjustments made in accordance with the Agreement.

1. The Cost Reimbursement Plus Fee Not-to-Exceed Amount for the Project Package is comprised of the Cost of the Work plus the Private Entity’s Fee plus an Owner-controlled contingency as further described below:

a. The Cost of the Work for this Project Package is Four Hundred Twenty-Three Thousand One Hundred Dollars (\$423,100.00). The Cost of the Work includes the costs outlined in Paragraph 12.01.B of the General Conditions, as well as an Owner-controlled contingency as further described below:

i. For the items defined under Paragraph 12.01.B of the General Conditions, the sum is Four Hundred Twenty-Three Thousand One Hundred Dollars (\$423,100.00).

ii. Reimbursement of travel expenses will be in accordance with Owner’s Guideline in Exhibit C.

iii. For purposes of Paragraph 12.01.B.1, the Cost of the Work for professional services provided by Private Entity will be based on hourly billing rates for direct employees of Private Entity as shown in Exhibit B.

b. The Private Entity’s Fee in the amount of Eleven Thousand Nine Hundred Dollars (\$11,900.00) based on:



- i. A seven (7) percent markup on all professional engineering services performed by Design Professional Subcontractors.
- c. An Owner-controlled contingency in the amount of Fifty Thousand Dollars (\$50,000.00) is included for Additional Services, if authorized by Owner.

III. Contract Times for the Project Package:

- A. Substantial Completion of the entire Work to be provided under this Project Package shall be achieved no later than 200 calendar days after the Effective Date of the Contract.
- B. Final Completion of the entire Work to be completed under this Project Package shall be achieved no later than 400 calendar days after Substantial Completion.

IV. Additional Insureds: The following persons shall be included as additional insureds on Private Entity's applicable policies of insurance:

- A. Operators: James City Service Authority.

V. Exhibits: The following Exhibits are incorporated herein by reference, as applicable:

- A. Exhibit "A" – Scope of Work
- B. Exhibit "B" – Engineering Fee Summary and Billing Rate Schedules
- C. Exhibit "C" – HRSD Guideline for Reimbursable Charges Related to Professional and Non-Professional Services dated January 2026

IN WITNESS WHEREOF, the Parties have executed this Project Package as of the Effective Date of the Contract. The Project Package and all subsequent changes to the Project Package will be approved and executed using Owner's Enterprise Project Management (Unifier) system. Physical signatures (on the Project Package and future Change Orders) will not be required if accepted by Private Entity through the online system.

OWNER:

Hampton Roads Sanitation District

(Signature)

Jeff Scarano

(Printed Name)

Chief Engineer

(Title)

Date:

1/24/2026

PRIVATE ENTITY:

Burns & McDonnell Engineering Company, Inc.

John Pruss

(Signature)

John Pruss

(Printed Name)

Director Program Management

(Title)

Date: 1/14/26

EXHIBIT A

PROJECT PACKAGE NO. 2

SCOPE OF SERVICES

Private Entity: Burns & McDonnell Engineering Company, Inc.

Owner: Hampton Roads Sanitation District

Project: High-Priority Inflow and Infiltration Reduction Program Implementation (CIP NO. GN 020310)

I. GENERAL

The Hampton Roads Sanitation District (HRSD) is implementing a High Priority Inflow and Infiltration Reduction Program (Program) in accordance with a Federal Consent Decree and has selected Private Entity to design and construct high-priority inflow and infiltration reduction projects under the Public-Private Education Facilities and Infrastructure Act of 2002 (PPEA). The Scope of Services defined herein will be performed under a Comprehensive Agreement dated October 31, 2025 pursuant to Virginia Code § 56-575.9:1.

- A.** The goal of this Program is to support the reduction of sanitary sewer overflows (SSOs) within Locality catchments. This Program is part of Owner's Consent Decree with the United States Environmental Protection Agency (EPA) and Virginia Department of Environmental Quality (DEQ) for Sanitary Sewer Overflows (SSOs) and associated Regional Wet Weather Management Plan (RWWMP).
- B.** The professional services to be performed under this Project Package No. 2 include design of sewer rehabilitation improvements and the development of construction documents for sewer rehabilitation improvements in high-priority project basins JCSA 3-8 and JCSA-3-6 as defined in the Draft Preliminary Engineering Report provided by Private Entity to Owner on November 26, 2025. The planned sewer rehabilitation work consists of rehabilitating approximately 10,500 lineal feet of sewer main, 234 manholes, and 144 sewer lateral inspections. The sewer repairs will target inflow sources (Inflow Focused) – identified through smoke testing, distributed temperature sensing (DTS), and assessments of vulnerability to surface drainage or inundation – as well as infiltration sources identified through condition assessment efforts including sewer main and manhole inspections (Data-Driven). The assets identified for repairs and the types of repairs to be completed are in the interest of achieving I/I reduction within the project area that is expected to result in a decrease in the occurrence and severity of SSOs. The 144 sewer laterals identified for inspection – followed by actions to repair defects

contributing I&I – were identified based on two drivers: 1) laterals were identified through smoke testing or DTS activities (Inflow Focused laterals) or 2) laterals were identified based on the repair action being proposed for the connected sewer main or manhole while also considering the apparent condition of the lateral connection as viewed from the connected sewer main or manhole inspection (Data-Driven laterals).

- C. A future amendment to Project Package No. 2 is anticipated to authorize construction of the work defined in the construction documents.

II. BASIC SCOPE OF SERVICES

The Basic Scope of Services to be provided by the Private Entity under this Project Package No. 2 is described below.

Task 1.0 Project Management and Administration

- a. Private Entity will provide a Program Manager responsible for monitoring and oversight of all services performed by its team under this Project Package and be the primary liaison with Owner's management staff to monitor Private Entity's program management services to achieve timely completion of activities and deliverables.
- b. Utilize Owner's project and document management system, Unifier, to deposit meeting notes, final work products and deliverables throughout the lifecycle of this Project Package.
- c. Prepare an amendment to this Project Package for Owner to authorize any changes to the scope of the work defined in the Draft Preliminary Engineering Report to account for changes requested by Locality and agreed to by Owner. Any adjustments in the Cost of the Work and/or schedule milestones will be mutually agreed upon by Private Entity and Owner.
- d. Prepare an amendment for construction of the sewer rehabilitation work defined in the construction documents developed by Private Entity.

Task 1.1 Project Controls

- a. Provide project controls to monitor and manage the scope of the work, costs, and schedule for the work performed under this Project Package. Report on status of the work utilizing the program dashboard.
- b. Compile project package costs for inclusion in a monthly program invoice and report on progress of the work performed under this Project Package in each program monthly progress report.

Task 1.2 Public Outreach

- a. Utilizing the Owner-approved Public Outreach Plan, support HRSD with engagement and notification of the Locality and the public about the planned work in project basins JCSA

3-8 and JCSA 3-6. Participate in stakeholder meetings, and support Owner's overall coordination of public outreach activities as requested. The timing of these meetings and support services will be mutually agreed upon.

Task 2.0 Detailed Design and Development of Construction Contract Documents

- a. Provide detailed design services and develop construction documents for sewer rehabilitation improvements in high-priority project basins JCSA 3-8 and JCSA-3-6 as defined in the Draft Preliminary Engineering Report provided by Private Entity to Owner on November 26, 2025. Design submittals will be prepared by or under the supervision of licensed design professionals, including construction drawings, construction specifications, and revisions to such documents.
 - i. Final construction documents will be signed and sealed by the licensed design professional responsible for their preparation in accordance with reference standards. Construction specifications will be prepared in conformance with the latest version of the Locality's standards, HRPDC standards, or Owner standards, in that order of priority. Prior to deviating from any applicable reference standard, the Private Entity's design engineer will submit a written request to Private Entity for it to obtain written approval of Owner.
 - ii. Construction drawings will consist of GIS Maps of the project basins and sewer asset repair tables detailing the rehabilitation work to be performed on sewer mains, manholes and service laterals. Typical plan and profile drawing sheets are not budgeted in this scope of services. Private Entity will confirm with VDOT the information required to be provided by Private Entity with its Right-of-Way permit application.
 - iii. Construction technical specifications, including Locality, HRPDC and Owner design and construction standards, and associated special provisions or modifications that are applicable to the planned sewer rehabilitation improvements, will be referenced in a project manual.
- b. Private Entity will review the size of existing Locality sewer utility permanent easements for those sewer system assets located on private property that are planned to be rehabilitated. Inform Owner if any temporary construction easements must be obtained by Owner or Locality to enable construction of the planned sewer rehabilitation improvements.
- c. Private Entity will perform constructability reviews and enlist assistance from experienced construction contractors interested in performing the work as described below under Task 3.01.a.ii - Collaborative Procurement for Incidental/Variable Work.

Task 3.0 Preconstruction Activities

- a. Private Entity will perform preconstruction activities to support execution readiness for phased construction of multiple work packages and development of Contract Prices for construction of the sewer rehabilitation improvements planned under Phase 1 and Phase 2 in project basins JCSA 3-8 and JCSA 3-6. Each Contract Price will be established as a Cost

Reimbursement plus Fee Not-to-Exceed Amount. These preconstruction activities will enable each work package to be fully scoped, competitively priced, and logically coordinated to support execution of the work.

Task 3.01 Work Package Development and Validation

- i. Define package-level scopes using the construction specifications and construction drawings prepared by Private Entities design engineer, including delineation of public, private, and third-party utility interfaces.
- ii. Confirm jurisdictional responsibilities, access requirements, easement constraints, permitting needs and right-of-entry conditions.
- iii. Prioritize the sequencing and release of work packages based on Phase 1 and Phase 2 sewer rehabilitation improvements described in the draft Preliminary Engineering Report, schedule efficiency, and locality coordination.
- iv. Organize work packages around typical unit-priced rehabilitation elements (e.g., sewer CIPP, sewer main point repairs or replacement, manhole rehabilitation or replacement, and service lateral repairs) with packaging strategies to support bundled or trade-specific delivery methods.
- v. Packages should be planned to support scalability, logical phasing, and subcontractor market engagement.
- vi. Determine the appropriate level of preconstruction survey/assessment and active construction impacts monitoring to be performed based on the planned sewer rehabilitation work to minimize risk and the potential impacts of construction-related noise, vibration, ground settlement, building damage, water ponding, and restoration to adjacent infrastructure. Owner and Private Entity will discuss and agree upon the extent to which Section 12 – Preconstruction Assessment and Damage Mitigation Procedures of Owner’s Design and Construction Standards will apply and establish expectations for varying levels of preconstruction surveys and active impact monitoring during construction based on the planned sewer rehabilitation of Locality collection system assets. Private Entity will submit to Owner a modified workflow with applicable stages that apply to its design/build delivery approach and aligns with the Private Entity’s deliverables to Owner. Private Entity and Owner will determine the appropriate mitigation efforts for the project through collaborative workshop(s)/meeting(s). Private Entity will prepare a Stage 1 report and submit it to Owner in accordance with the modified workflow. If warranted, Stage 2 and Stage 3 efforts will be authorized by Owner as Additional Services.

Task 3.02 Work Package Cost Estimates

- i. Estimate work packages for the various types and quantities of sewer rehabilitation elements described in the detailed design documents prepared by design professional on a unit price basis to inform a unit price competitive bid process utilized by Private Entity. These estimates will serve as internal

benchmarks used to validate construction subcontractor pricing during development of the Contract Price for the Work to be performed within this Project Package. The sewer rehabilitation improvement work elements will include:

- Sewer CIPP lining (categorized by diameter, depth, and surface restoration conditions)
- Sewer point repairs and replacements
- Manhole rehabilitation (frames, chimney seals, coatings)
- Service lateral repairs and cleanout installations (with CCTV-assisted scoping)
- Incidental/Variable Work such as traffic control beyond cones, surface restoration beyond standard hardscape, bypass sewage pumping above typical flows, dewatering, clearing and grubbing, utility conflicts, access and unique scenarios

- ii. Pricing will be developed using subcontractor engagement, internal and local cost history, and project basin field data.
- iii. All pricing will be fully loaded, inclusive of labor, materials, production rates, overheads, incidentals/variable work allowances with defined assumptions, and contractor's fee.
- iv. This effort will run concurrently with unit price procurement from potential construction subcontractors.

Task 3.1 Subcontractor Procurement and Scope Development

- a. The Private Entity will conduct procurement planning and execution, including development of scopes of work, engagement of subcontractors, pricing evaluations, and preparation of selection recommendations in support of establishing the Contract Price for the sewer rehabilitation improvements in JCSA 3-8 and JCSA 3-6. All procurement activities shall be conducted in a transparent and collaborative manner with Owner.

i. Unit Price Work for Sewer Rehabilitation Elements

The Private Entity shall develop subcontractor Request For Proposals and conduct a competitive unit bid process for specific sewer rehabilitation work elements. To streamline procurement, this task shall proceed concurrently with estimating and design progression of Incidental/Variable work.

- Develop detailed scopes and tabular bid forms by work type (e.g., sewer mains, manholes, laterals)
- Solicit and evaluate proposals based on price of the work and best value, considering unit pricing, available contractor capacity, technical qualifications and experience of key contractor personnel, safety record, and responsiveness.
- Bundle or separate work scopes by trade and geography as appropriate to support scalability, logical phasing, and subcontractor market engagement.
- Confirm that all pricing assumptions are clearly understood and consistent across all bidders to ensure bids are properly leveled and allow for an

accurate commensurable comparison.

ii. Collaborative Procurement for Incidental/Variable Work

After the construction subcontractor(s) is selected for the unit price work, the Private Entity will engage a targeted group of subcontractors to collaboratively define, scope, and price incidental/variable work items.

- Identify a limited pool of subcontractors (typically 2–3 per scope) with the experience and flexibility to support collaborative scoping, cost development, and early constructability input.
- Conduct working sessions to review and refine design details, clarify execution methods, validate quantity assumptions, confirm access conditions, and collaboratively discuss constructability refinements needed to finalize scope.
- Use internal cost estimates developed as a benchmark for evaluating subcontractor input.
- Final pricing will take the form of unit price commitments or allowances with defined parameters

iii. A draft subcontracting plan will be developed and maintained throughout preconstruction to track the status of subcontractor selection and scope alignment. The final version will be incorporated into Contract Price for the work, including subcontractor names, scope assignments, and anticipated execution schedule windows. The outcome of this collaborative process will be incorporated into the Contract Price for the Work and submitted with full documentation of assumptions and pricing logic.

Task 3.2 Negotiated Contract Price

a. Private Entity will compile all validated scope elements, pricing inputs, and risk assumptions to develop and recommend a Contract Price for construction of sewer rehabilitation improvements under this Project Package. The Contract Price for all the work will be submitted to Owner for review and approval and shall serve as the basis for a formal amendment to this Project Package to authorize construction.

i. Contract Price Formation and Content

- The Contract Price will be structured using a combination of:
 - Committed unit price work competitively procured through hard bid,
 - Unit pricing or an allowance for incidental work negotiated through collaborative engagement with subcontractors, including defined quantities, access constraints, and surface restoration requirements.
 - Allowances as needed to account for scope variability and undefined work scope items such as service lateral repairs.
- Internal estimates developed under Task 702 will serve as a benchmark to support price validation and risk assessment.

ii. Negotiation and Documentation

- Private Entity will conduct structured de-scope sessions with selected subcontractors to confirm final scopes of work, responsibilities, unit pricing, and clarifications.
- Private Entity will confirm that all pricing assumptions are clearly understood and consistent across all bidders to ensure that unit price bids are properly leveled and allow for accurate, equal scope comparisons.

iii. Submittal and Execution of Project Package Amendment For Construction Authorization

- The Contract Price package submitted to Owner will include:
 - Scope matrices and bid tabulations
 - Pricing breakdown by component
 - Basis of Estimate (BoE) documentation consistent with AACE Class 3 standards
 - Risk register updates and allowance justification
 - Subcontractor engagement records and evaluation summaries
- As part of the Contract Price proposal, the Private Entity will submit a subcontracting plan that identifies selected subcontractors for each scope of work, associated pricing, estimated work schedule timelines, and planned sequencing. This plan will demonstrate alignment between procurement strategy, scope development, and Contract Price composition.
- Contract Price will not be binding until formally authorized by Owner through an executed amendment to this Project Package. No construction will proceed without this written authorization.

Task 3.3 Project Scheduling, Document Control, and Project Coordination

- a. To support the orderly development, execution, and closeout of each construction work package under this Project Package, the Private Entity will perform project schedule integration, document management, and coordination with the Owner, Locality, and selected construction subcontractors. These activities are essential for maintaining alignment, tracking progress, and supporting timely execution of the work.
 - i. Maintain and update the master project schedule, incorporating work package-specific procurement, construction, and closeout milestones. Subcontractor-provided schedules will be reviewed, validated, and integrated into the overall project schedule. Updates will reflect permitting, design completion, subcontractor onboarding, and Notice to Proceed timing for the planned sewer rehabilitation improvements. The Private Entity will maintain logic ties and critical path visibility to inform phasing and sequencing decisions.
 - ii. Coordinate work package schedules with stakeholders, incorporating subcontractor inputs, procurement milestones, design completion, site access constraints, and Owner or Locality-imposed restrictions. Maintain schedule float, near-critical paths, and forecasted completions in an accessible format to facilitate real-time decision-making.
 - iii. Use existing platforms, including Private Entity's Microsoft Teams and Procore, and Owner's Unifier to manage centralized document control and version tracking. Submittals to Owner will include, but are not limited to, subcontractor proposals,

construction documents, bid packages, scope matrices, Contract Price, risk registers, meeting minutes, and correspondence.

- iv. Conduct key coordination meetings and workshops, including but not limited to:
 - Weekly internal preconstruction coordination meetings (Private Entity team)
 - Work package Contract Price coordination meeting with Owner prior to submitting the Contract Price
 - Subcontractor coordination meetings to support sequencing, execution planning, and schedule validation
- v. Track submittals and Owner approvals using live registers to confirm action items, decisions, and interdependencies (e.g., design clarifications, permits, site access, Contract Price documentation) are resolved in a timely manner.
- vi. Maintain and share a live Work Package Tracker to monitor the status of each work package, including scope definition, design status, pricing method (RFP vs. negotiated), procurement status, schedule readiness, Contract Price submission, and target NTP dates.
- vii. Develop and implement a live GIS-based tracking system using Private Entity's design professional's Project Delivery System platform to display work crew locations, active work zones, upcoming scheduled work, and level of completion for each work package. The tracking system will be configured to provide near real-time progress visibility to Owner and Locality and serve as a field coordination tool to support schedule management, inspection readiness, and Locality responsiveness to complaints from the public impacted by the work. This platform will not be available to the public.

Task 3.4 Project Safety and Quality Assurance Integration

- a. Develop and implement a comprehensive Safety Plan for construction of this Project Package, consistent with applicable Owner and Locality standards, and require that all subcontractors adopt and implement plan elements. Coordinate this project safety plan with Private Entity's program-wide safety plan.
- b. Embed safety expectations, including reporting and compliance protocols, within Request For Proposal documents and confirm during construction, subcontractor procurement and work scope development.
- c. Establish project-specific QA/QC protocols and hold points for key unit-priced work elements (e.g., service lateral CCTV review, CIPP liner installations, manhole rehab) in accordance with the construction specifications. Coordinate with Private Entity's program-wide QA/QC protocols.
- d. Develop standard project procedures for field audits, safety reviews, and post-installation inspections to be conducted jointly with Owner and Locality representatives.
- e. Leverage internal systems to create a custom project protocol for tracking and reporting safety and quality performance trends and support continuous improvement through regular reporting and collaborative review. Coordinate with Private Entity's program-wide protocol.

III. DELIVERABLES

Deliverables to be submitted by Private Entity to Owner include the following:

- a. Draft-final construction documents consisting of a design project manual and construction drawings for Owner and Locality review and comment.
- b. Final construction documents signed and sealed by design professional.
- c. Contract Price Proposal, including subcontracting plan, work quantities , unit pricing, and allowances to account for scope variability and undefined work scope items and for incidental work negotiated through collaborative engagement with subcontractors.
- d. Project Package #2 Amendment to authorize construction for the agreed upon Contract Price.

IV. PROJECT SCHEDULE

Current planned schedule milestones for completion of the design and preconstruction services defined in the Scope of Services above are as follows:

- a. Draft-final construction documents submitted to Owner and Locality for review by 2/16/26.
- b. Contract Price proposal submitted to Owner for review and comment by 3/16/26.

V. ADDITIONAL SERVICES

Owner may request the Private Entity to provide a wide range of staff resources to supplement and support Owner Staff with implementation of its High Priority I/I Reduction Program. Any work requested by Owner that is not stated in the Basic Scope of Services described above will be classified as Additional Services. Private Entity's contract maximum upper limit for compensation includes a total allowance amount of \$50,000 for Additional Services not yet authorized by Owner that may be required throughout the course of the work. This allowance amount shall not be utilized by Private Entity unless specifically authorized in writing by Owner to perform Additional Services. Additional Services will not be performed, nor is the Private Entity approved to utilize any of the allowance amount, unless Owner provides written authorization to Private Entity that includes the scope of work and for each Additional Service to be performed and a maximum billing limit for compensation that has been mutually agreed upon. Additional Services may include, but are not limited to:

- a. Detailed design and preconstruction pricing of additional sewer rehabilitation work or other work within the project basins, beyond the scope of the sewer rehabilitation improvements described in the draft Preliminary Engineering Report submitted to Owner on November 26, 2025, including any “betterments” mutually agreed upon by Owner and the Locality.
- b. Support to acquire temporary and permanent easements
- c. Performance of Environmental Impact Assessments

VI. OWNER RESPONSIBILITIES

Owner will furnish, or request from the Localities, the following items as required by the Basic Scope of Services, and not at the expense of the Private Entity:

- A. Coordination of Private Entity's work with each Locality, may include but not limited to:**
 - The commitments described in the Memorandum of Agreement between each Locality and Owner.
 - Identification of additional work requested by Locality and paid for by Owner to be added to sewer rehabilitation work to be designed by Private Entity.
 - Owner approval of Locality-funded infrastructure improvements as part of each project and Owner compensation directly to Private Entity for locality funded work, as agreed to by Owner and Locality in cost-share agreement, or similar.
 - Communication of work planned within each proposed project basin to Locality representatives and confirmation of Locality-specific preferences, policies or guidelines for design and construction requirements and construction permitting requirements for work on public and private system sewers.
 - Locality consideration of substitute or “or equal” products used to rehabilitate sewers.
 - Coordination of Locality involvement, including identification of all notifications of Locality that are required, during design and construction phase activities performed by Private Entity in each project basin.
 - Public outreach and engagement of locality utility customers with support from Private Entity.
 - Private Entity's work with other third-party contractors contracted directly with Locality and performing work within or immediately adjacent to HPIIRP project basins.
 - Public infrastructure improvements recently completed or to be completed by Locality that could impact the sequencing, schedule, or cost of work performed by Private Entity.
 - Obtain temporary construction easements, access agreements, or similar, from Locality to enable Private Entity to perform sewer rehabilitation work within locality utility easements.
 - Negotiate Right of Entry Agreement and temporary construction easements, as necessary, to perform work on NSF private property within each project basin.
 - Resolution of pre-existing unforeseen subsurface conditions
 - Locality operation and maintenance of all existing collection system assets including sewers, equipment, valves, lift stations and other locality system assets necessary to maintain reliable sanitary sewer service and for functional or performance testing required by Private Entity.
 - Locality performance of CCTV condition assessments of rehabilitated sewers during the correction period of each HPIIRP to identify defects to be corrected by Contractor.

- Transmittal of documents and information prepared by Private Entity, including Preliminary I/I Reduction Program Plan, updated GIS files, SSES data files, flow monitoring data, hydraulic mini-model of the project basin(s), construction documents, construction shop drawings and data, record drawings, etc.
- B.** Execution of cost-share agreement between each Locality and Owner regarding the sewer rehabilitation work to be performed by Private Entity.
- C.** The services of an HRSD Project Manager who obtains permission to enter and has knowledge of existing locality facilities.
- D.** Maintenance and administration Owner project management system (Unifier) and workflow planning, development and implementation of any new Unifier functionality, and training system users on the use of new functionality to meet program needs.
- E.** Review and approval of Private Entity submittals at Owner decision points established throughout design and construction phases of each project basin.
- F.** Acceptance and disposal of sanitary sewer debris at Owner's wastewater treatment facilities that is removed by Private Entity from underground facilities as part of the Work. All such sanitary sewer debris must be of a type and nature treatable at Owner's facility in the normal course of the facility's operation.

(End of Scope of Services)

EXHIBIT B

HRSD High Priority I/I Reduction Program
Burns & McDonnell Engineering Fee Summary Project Package #2 - JCSA 3-8 & JCSA 3-6
Design Development Phases 1 & 2

12/19/2025

Task Number	Task Description	Staffing Level Hours Breakdown										bconsultant Budg	7%	Subconsultant Markup (7%)	Total Subconsultants	Total Direct Expenses	Total
		17	16	15	14	13	12	10	9	1	Total Hours						
100 -Project Management and Administration																	
1.0	Project Management and Administration	42	-	24	16	-	8	-	24	-	114	\$33,592	\$20,000	\$1,400	\$21,400	\$4,970	\$59,962
1.1	Project Controls	12	5	-	-	-	-	50	-	-	67	\$16,782	\$0	\$0	\$0	\$0	\$16,782
1.2	Public Outreach	8	-	-	-	-	-	-	-	40	48	\$10,488	\$0	\$0	\$0	\$0	\$10,488
	100 Subtotal	62	5	24	16	-	8	50	24	40	229	\$60,862	\$20,000	\$1,400	\$21,400	\$4,970	\$87,232
200 -Detailed Design and Development of Construction Contract Documents																	
2.0	Detailed Design and Development of Construction Contract Documents	24	-	-	18	23	32	23	-	-	120	\$34,140	\$150,000	\$10,500	\$160,500	\$0	\$194,640
	200 Subtotal	24	-	-	18	23	32	23	-	-	120	\$34,140	\$150,000	\$10,500	\$160,500	\$0	\$194,640
300 -Preconstruction Activities																	
3.01	Work Package Development and Validation	16	-	16	8	-	-	-	-	-	40	\$12,944	\$0	\$0	\$0	\$0	\$12,944
3.02	Work Package Cost Estimates	8	-	43	7	13	53	7	-	-	131	\$38,464	\$0	\$0	\$0	\$0	\$38,464
3.1	Subcontractor Procurement and Scope Development	14	-	24	52	8	-	4	-	-	102	\$31,456	\$0	\$0	\$0	\$0	\$31,456
3.2	Negotiated Contract Price	8	-	20	34	34	8	13	-	-	117	\$34,510	\$0	\$0	\$0	\$0	\$34,510
3.3	Project Scheduling, Document Control, and Project Coordination	4	8	4	4	-	-	21	-	-	41	\$11,146	\$0	\$0	\$0	\$0	\$11,146
3.4	Project Safety and Quality Assurance Integration	8	-	16	32	24	-	-	-	-	80	\$24,608	\$0	\$0	\$0	\$0	\$24,608
	300 Subtotal	58	8	123	137	79	61	45	-	-	511	\$153,128	\$0	\$0	\$0	\$0	\$153,128
	Subtotal Task Series 100 - 300	144	13	147	171	102	101	118	24	40	860	\$248,130	\$170,000	\$11,900	\$181,900	\$4,970	\$435,000
	Additional Services - Owner's Contingency																\$50,000
	Program Total																\$485,000

Burns & McDonnell
Schedule of Hourly Rates and Expenses

Position Classification	Hourly Billing Rate
Technician 6*	\$103.00
Assistant 7*	\$124.00
Project Specialist*	\$126.00
Project Controls Support*	\$151.00
Assistant 8*	\$166.00
Project Administrator*	\$168.00
Senior Project Specialist*	\$173.00
Public Outreach Specialist*	\$195.00
Assistant 9*	\$197.00
Staff 10*	\$222.00
Staff 11*	\$243.00
Project Finance	\$267.00
Senior 12	\$273.00
Senior 13	\$294.00
Associate 14	\$304.00
Associate 15	\$321.00
Associate 16	\$330.00
Associate 17	\$336.00

NOTES:

1. Position classifications listed above refer to the firm's internal classification system for employee compensation. For example, "Associate", "Senior", etc., refer to such positions as "Associate Engineer", "Senior Architect", etc.
2. For any nonexempt personnel in positions marked with an asterisk (*), overtime will be billed at 1.5 times the hourly labor billing rates shown.
3. Monthly invoices will be submitted for payment covering services and expenses during the preceding month. Invoices are due upon receipt. A late payment charge of 1.5% per month will be added to all amounts not paid within 30 days after receipt of the invoice.
4. The services of contract/agency and/or any personnel of a Burns & McDonnell subsidiary, such as Burns & McDonnell India (BMI), or affiliate shall be billed to Owner according to the rate sheet as if such personnel is a direct employee of Burns & McDonnell.
5. The rates shown above are effective for services through October 1, 2026, and are subject to revision thereafter.
6. Reimbursement of direct expenses associated with the performance of Professional and Non-Professional Services will be based on the actual costs incurred for airfare, rental car, lodging, meals, reproduction of deliverables, taxi service, special equipment and supplies, partnering facilitator services, mobilization of staff to the project area, and daily Per Diem established for construction field staff assigned full-time to the project. Consideration will be given to the maximum allowable amount for each type of direct expense as indicated in the latest version of the Owner's annual published guideline for reimbursable expenses.

HRSD High Priority Inflow & Infiltration Reduction Program

Hazen and Sawyer Categorical Rates (through September 7, 2026)

Job Title	Level	Hourly Rate
Vice President	17	\$347
Associate Vice President	16	\$336
Senior Associate	15	\$305
Associate	14	\$284
Sr. Principal Engineer	13	\$242
Principal Engineer	12	\$179
Principal GIS Analyst/Scientist	11	\$179
Assistant Engineer II	10	\$168
Sr. Principal Designer	9	\$168
Assistant Engineer I	8	\$147
Principal Designer	7	\$126
Office Support	6	\$91

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Guideline



Adopted: January 2013

Revised: January 2026

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1.0 Purpose and Need

These guidelines are established to provide staff with benchmarks for certain reimbursable costs that are typically negotiated as part of Professional and Non-Professional Services. HRSD typically negotiates Lump Sum Contracts for services associated with Capital Improvement Program projects and other similar work requiring assistance from consulting firms. These projects typically include some level of reimbursable costs that once negotiated are billed by the consultants as deliverables are completed for the project. For other less quantifiable projects a not-to-exceed budget is established. Using this contract format, the consultant provides monthly billing based on actual costs for both labor and other direct expenses. It is important that HRSD has a benchmark or internal guidance document for certain direct expenses that limits allowable reimbursable charges to HRSD and also fairly compensates consultants for their costs as part of their work.

2.0 Definitions

None specified.

3.0 Guiding Principles

Table 1 establishes guidelines for allowable direct expenses associated with Professional and Non-Professional Services. The limits shown in Table 1 are for general guidance only. The actual costs for the items listed will vary and could be significantly different.

4.0 Procedures

Consultants should invoice for the actual cost incurred but, if an actual cost exceeds the amount listed in Table 1, the consultant should provide documentation with the invoice on why the actual cost exceeded the recommended limit. Good judgment must always be used by HRSD staff and the consultants working for our organization when considering project-related costs. Table 1 includes only those items that are typically negotiated for Professional and Non-Professional Services. Other items not included in Table 1 should be negotiated as needed on a case-by-case basis. The costs listed are based on typical costs in the Hampton Roads Area. Reimbursable costs that occur outside this region will likely be different.

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5.0 Responsibility and Authority

The Engineering Department will review this document annually for necessary changes to the guidelines or the limits shown in Table 1.

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Table 1
Limits for Certain Reimbursable Items - Related to Professional and Non-Professional Services

Item	Unit	Max. Allowable Cost*	Comments	Metric used to set cost
Airfare	Roundtrip	\$700	<ul style="list-style-type: none"> - Coach seating - Compared same flight itineraries using multiple airlines 	Sunday – Friday travel to Chicago O'Hare Delta \$366-\$693 United \$370-\$646 American Airlines \$346-\$679 Southwest* \$365-\$666 Sunday-Friday travel to Charlotte, NC (non-stop) \$633-\$871 *Includes 2 checked bags
Airport Parking	Per Day	\$12	<ul style="list-style-type: none"> - Long Term or Economy Lots 	Norfolk \$12 Newport News \$12
Car Rental	Per Day	\$80	<ul style="list-style-type: none"> - Standard Class Vehicle - Compared same trip information using multiple rental agencies - Sunday-Friday Airport pickup and drop-off. 	Hertz \$52 Enterprise \$70 Budget \$63
Hotel	Per night	\$200	<ul style="list-style-type: none"> - Standard room - Based on the season 	Fairfield Inn \$119-\$176 Comfort Inn \$98-\$134 Courtyard by Marriott \$88-\$166 GSA \$110-276
Mileage Rate	Per mile	\$0.725	<ul style="list-style-type: none"> - IRS Guidance 	IRS Rate currently \$0.725 per mile
Meals	Per Day Per Meal	\$68 \$28	<ul style="list-style-type: none"> - Meals & Incidentals will be reimbursed at the per diem rate published by the federal government based on the traveler's destination location 	GSA: Breakfast \$16 Lunch \$19 Dinner \$28 Incidentals \$ 5 Total: \$68
Taxi Service	\$6.00 initial cost + \$2.10 per mile + \$0.30 per minute (waiting fee)	\$51	21.2 miles from Norfolk International Airport to the Atlantic Plant	Taxigator Rates in Virginia Beach

*Note: If actual costs exceed limit, the consultant and/or HRSD Project Manager must document reason for overage.