

Project Package #4
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 Twelve Million Five Hundred Fifteen Thousand Dollars (\$12,515,000.00). 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 Eleven Million Seven Hundred Forty-Three Thousand Three Hundred and Ninety-Three Dollars (\$11,743,393.00). 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 Eleven Million Five Hundred Ninety-Three Thousand Three Hundred Ninety-Three Dollars (\$11,593,393.00).
- ii. 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.
- iii. Reimbursement of travel expenses will be in accordance with Owner’s Guideline in Exhibit C.
- b. The Private Entity’s Fee in the amount of Seven Hundred Seventy-One Thousand Six Hundred Seven Dollars (\$771,607.00) 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 One Hundred Fifty Thousand Dollars (\$150,000.00) 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 485 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 60 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:

Northshore Localities: Gloucester County, VA; City of Hampton, VA; James City County, VA; City of Newport News, VA; City of Poquoson, VA; City of Williamsburg, VA; and York County, VA

Southshore Localities: City of Chesapeake, VA; Isle of Wright County, VA; City of Suffolk, VA; City of Norfolk, VA; City of Portsmouth, VA; Town of Smithfield, VA; and City of Virginia Beach, VA;

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

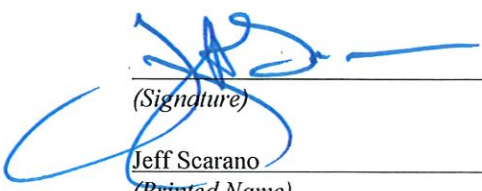
- A. Exhibit "A" – Scope of Work
- B. Exhibit "B" – Engineering Fee Summary and Billing Rate Schedules
- C. Exhibit "C" – HRSD Guideline for Reimbursable Charges Related to Professional and Non-Professional Services dated January 2026



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: 7/2/2026

PRIVATE ENTITY:

Burns & McDonnell Engineering Company, Inc.


(Signature)

Jerry Fan
(Printed Name)

Executive Vice President
(Title)

Date: June 30, 2026

EXHIBIT A

PROJECT PACKAGE NO. 4

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) - Systemwide Flow Monitoring

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).

The Owner's 2025 Regional Hydraulic Model (RHM) is not calibrated, thus resulting in uncertainties in predicted system performance. The Owner desires Private Entity's assistance with developing and implementing a phased, multi-year flow monitoring plan to collect flow monitoring data across the regional system to be used to recalibrate the Owner's RHM. Private Entity has preliminarily identified 1,022 flow monitoring locations that could be monitored over a phased, 3-year period to collect enough flow monitoring data to recalibrate and validate the Owner's existing RHM. The collected flow data and recalibrated RHM will be used to identify additional alternate high priority project basins where cost-effective I/I reduction can be evaluated to determine its effectiveness in targeted SSO reduction. Owner and Private Entity agree that meter installation will be prioritized using the following three primary location categories:

- Priority 1 monitoring locations are near historical and/or model predicted SSOs.
- Priority 2 monitoring locations are in the Locality collection systems upstream of historical SSOs and will be used to better characterize Locality sewer mains with SSOs.
- Priority 3 monitoring locations are to characterize terminal Locality lift stations and terminal gravity sewer mains with and without previous flow data and no reported or model-predicted SSOs.

Background data utilized by Private Entity to identify and prioritize flow monitoring locations included Locality and Owner GIS data provided by Owner, historical owner gravity flowmeter locations, model-predicted SSOs from Owner's 2019 RHM, GIS data from 2009-2024 Locality and Owner sanitary sewer overflow reports (SSORs), and flow monitoring locations previously monitored under this Program.

- B. The professional services to be performed by Private Entity at the request of Owner under this Project Package No. 4 include the installation and maintenance of flow monitors, level monitors and rain gauges to collect data to characterize the flows and hydraulics in the Regional Sanitary Sewer System (Regional System). Services will also include the review and analysis of the collected data as well as the collection and analysis of flow, rainfall, pressure, and level data collected by Owner and are stored in its Aveva Pi Historian.

Private Entity will subcontract with two Flow Monitoring Subconsultants, RJN Group and ADS Environmental Services, to collect data throughout the Owner's regional wastewater system. Private Entity's subcontractor, Hazen and Sawyer, will evaluate the quality and completeness of flow monitoring data and develop rainfall-derived inflow and infiltration (RDII) parameters in the form of RTK unit hydrograph parameters for Private Entity's use in recalibrating the Owner's Regional Hydraulic Model (RHM). The resulting RTK parameters and disaggregated dry weather flow representations will characterize RDII response and sanitary sewer flow patterns at monitored locations and be used by Private Entity to support Owner with recalibrating its RHM. RTK results will be organized by Owner's treatment plant service area and Locality to facilitate incorporation into the Owner's RHM.

- C. Future amendments to this Project Package No. 4 or future Project Packages are anticipated to authorize additional services requested by Owner and may include but not limited to preparing a Terminal Pump Station Evaluation Protocol with inventory of terminal lift stations; performance of terminal pump station drawdown tests; installation of portable flow meters and pressure gauges on force mains at select Owner and Locality terminal pump stations and pressure reducing stations; flow data analysis to determine the final hydrological parameters to be used for RHM recalibration, transformation of Owner's SCADA data to evaluate collection system performance and use in RHM recalibration; and the installation, maintenance, and data collection and analyses of flow monitors for future Phases 2 and 3 of the Private Entity's proposed multi-year flow monitoring plan.

- D. The Owner's fully recalibrated RHM will be suitable for purposes of:

1. Accurately simulating I&I responses system-wide to rainfall events under extended period simulations under any antecedent and seasonal condition
2. Identifying additional alternate project basins to evaluate cost-effective I/I reduction.
3. Conducting detailed capacity assessments
4. Assessing levels of service
5. Master Planning and remedial measures planning
6. Capacity assurance program
7. Evaluating operational scenarios using "flight simulator" mode

BASIC SCOPE OF SERVICES

The Basic Scope of Services to be provided by the Private Entity under this Project Package No. 4 for Phase 1 of the flow monitoring services 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 project 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 and execute subcontracts with Private Entity's subconsultants to perform flow monitoring and RTK development services as described herein.
- d. Prepare an amendment to this Project Package for Owner to authorize any changes to the scope of the work described herein or additional services requested by Owner. Any adjustments in the Cost of the Work and/or schedule milestones will be mutually agreed upon by Private Entity and Owner.

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 Localities about the planned flow monitoring services to be performed in each Locality, 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 Flow Data Collection and Review

- a. The installation of flow monitors in the first phase of a 3-year flow monitoring program will be at locations near historical and/or model predicted SSOs, and at locations to better characterize Locality sewer mains with historical SSOs. The following flow monitors will be installed for Phase 1:
 - Up to 404 Flow Monitors
 - Up to 25 Level Monitors
 - Up to 40 Rain Gauges

The preliminary number of meters proposed in each Owner treatment plant service area (TPSA) for Phase 1, based on three primary location categories discussed above, are shown below.

TPSA	Priority 1	Priority 2	Total
Atlantic	76	19	95
Nansemond	64	22	86
VIP	61	13	74
Williamsburg	34	14	48
James River	36	8	44
York	15	6	21
Army Base	16	2	18
Boat Harbor	15	3	18
Total	317	87	404

The monitoring equipment will be installed to collect synoptic data, per each Owner TPSA, for a period of twelve (12) months.

- b. Private Entity and its subconsultants will refine the initial proposed flow monitoring site locations to collect data that can be used to recalibrate the Owner's regional hydraulic model. The Private Entity's Flow Monitoring Subconsultants will provide a qualitative assessment of site specific hydraulic and/or physical conditions that have the potential to decrease flow quantification accuracy. Each monitoring site will be scored or graded with consideration given to the following flow and/or physical conditions:

- Depth of flow
- Velocity of flow
- Uneven or Turbulent Flow
- Gradually varied flow where depth varies along the measurement path
- Accelerating or surging flow (pump station)
- Transitional Flow or Hydraulic Jump
- Silt, Debris, Downstream Obstructions
- Site access – Traffic/Pedestrian
- Pipe Dimension Uncertainty
- Straight Pipe Diameters upstream/and downstream

Private Entity will submit to Owner for its information the score or grade of each flow monitoring site that has been established by Private Entity's Flow Monitoring Subconsultant and accepted by Private Entity and its subconsultant, Hazen and Sawyer. The performance criteria specified in Task 2.2 below shall apply to all metering sites, unless otherwise approved by Private Entity based on site-specific constraints.

- c. Each of the Private Entity's Flow Monitoring Subconsultants will be required to meet the requirements described herein for conformance with the standards adopted by Private Entity and will ascertain the practices of the Private Entity and its Subconsultant, Hazen and Sawyer, prior to beginning any of the work on this project. All work will be performed in accordance with these standard practices and any special requirements herein set forth.
- d. The goal of Owner and Private Entity is to collect accurate flow, level, velocity, temperature, and rainfall data. Services will be provided to comply with the following, including but not limited to:
 - i. Provide temporary monitoring services, including equipment installation, operation, maintenance, data collection, and removal
 - ii. Produce 5-minute FLOW data as specified herein
 - iii. Produce 5-minute LEVEL data as specified herein
 - iv. Produce 5-minute VELOCITY data as specified herein
 - v. Collect 5-minute RAINFALL data as specified herein
 - vi. Produce 5-minute TEMPERATURE data as specified herein
 - vii. Produce and submit FINALIZED data as specified herein
- e. Defined Terms. Wherever used in this Basic Scope of Services, the following terms have the meanings indicated.
 - i. Significant Rainfall Event: A rainfall event that records more than 0.25 inches of the total rainfall depth at an active rain gauge near the examined location, assuming up to 6 hours of intra-event dry time between recorded rainfall periods.
 - ii. Wet Weather Period: The period between the start of a significant rainfall event and the time when the observed flow in the monitored pipe returns to dry weather flow conditions or 24 hours after the significant rainfall event ends, whichever is shorter.
 - iii. Flow Monitor Uptime: The percentage of readings during a 1-month reporting period for which a flow monitor provides a valid flow rate value for use in finalized data reporting.
 - iv. Level Monitor Uptime: The percentage of readings during a 1-month reporting period for which a level-only monitor provides a valid depth value for use in finalized data reporting.
 - v. Valid Q (Valid Flow Rate): A flow rate value acceptable for finalized reporting and uptime evaluation. A valid Q may be derived from direct depth and velocity measurements that pass QA/QC review or from an approved data reconstitution method accepted by both the Private Entity and its Flow Monitoring Subconsultant.
 - vi. Valid Depth: A depth value acceptable for finalized reporting and uptime evaluation for a level-only monitoring location, also referred to as Manhole Level Monitoring. A valid depth shall be based on direct measurement by the available depth sensor and verified with manual confirmation.
 - vii. Raw Data: Data recorded directly by the monitoring equipment before adjustment, correction, editing, or reconstitution.
 - viii. Raw Data Uptime: The percentage of readings during a 1-month reporting period for which unedited, non-reconstituted raw measurements are available for the parameter being evaluated. Raw data outside minimum manufacturer specifications shall not count towards uptime unless mutually agreed upon by the Private Entity and its Flow Monitoring Subconsultant.

- ix. Data Reconstitution: The documented process of estimating, replacing, or reconstructing missing, invalid, or erroneous data using industry accepted methods accepted by both Private Entity and its Flow Monitoring Subconsultant. No wet-weather data can be reconstituted unless mutually agreed upon by Private Entity and its Flow Monitoring Subconsultant.
- x. Reconstituted Data: Data that has been adjusted or generated through an approved data reconstitution process.
- xi. Finalized Data: Data that has completed the Flow Monitoring Subconsultant's review and QA/QC process and is submitted as the official project record.

Task 2.1 Flow, Level, Velocity, Temperature, and Rainfall Monitoring Services

The Private Entity's Flow Monitoring Subconsultants will provide the following services:

- a. The Flow Monitoring Subconsultant will perform all work in accordance with standards and practices adopted by Private Entity and its team members.
- b. Work will begin on the date of the Notice to Proceed and continue for a minimum study period of approximately sixteen (16) months (2 months meter installation + 12 months synoptic data collection + 2 months meter removal) unless terminated earlier by Private Entity.
- c. The Private Entity's Flow Monitoring Subconsultant will provide all labor and supply all gravity area velocity flow meters, level only meters, and rain gauge equipment and other materials to be used for this project for the unit prices listed on the Pricing Form in Attachment No. 1 for Year 1 flow monitoring services.
- d. The Flow Monitoring Subconsultant will be responsible for the communication fees needed for the Flow Monitors, Manhole Level Monitors, and Rain Gauges to collect, store and display data within Flow Monitoring Subconsultant's GIS-based data management platform for viewing by Private Entity's Team members, Owner and Localities. Private Entity will provide proposed rain gauge areas for Flow Monitoring Subconsultants to investigate sites for rain gauges within 10-days of CONSULTANT starting site investigations for the installation of flow monitors within each treatment plant service area (TPSA). Flow Monitoring Subconsultant shall make a good faith effort to install all rain gauges prior to the start of the 12-month synoptic period within a given TPSA.
- e. All equipment provided by Flow Monitoring Subconsultants will be suitable for the installed monitoring site location.
- f. All flow monitors will include a redundant level measurement system utilizing a pressure transducer that remains operational under all hydraulic conditions. The primary level measurement will be provided by either a submerged sensor or a non-contact ultrasonic sensor, as appropriate for site-specific conditions. The system will be configured to maintain continuous and valid flow calculations under both dry-weather open channel in-pipe flow and wet-weather surcharged flow conditions through seamless use of the primary and redundant measurements.
- g. Sensor selection will be appropriate for installed conditions including deep (> 36 in), shallow (< 2 in), and/or high velocity applications. Non-Contact Velocity sensors should be provided as appropriate.

- h. Minimum accuracy of the devices shall be as follows:
 - i. Level:
 - i. Submerged AV Sensor: ± 0.01 ft up to 10 ft vertical by differential pressure transducer, or $\pm 2.1\%$ of reading. However, monitoring manhole depths may range up to 25-feet.
 - ii. Non-Contact Sensor: $\pm 1\%$, or ± 0.1 in
 - ii. Velocity:
 - i. Submerged AV Sensor: ± 0.1 ft/s from -5 to 5 ft/s, and $\pm 2\%$ of reading from 5 to 20 ft/s
 - ii. Non-Contact Sensor: $\pm 0.5\%$, or ± 0.1 ft/s
 - iii. Rainfall:
 - i. Rain Gauges shall be of the 8" diameter tipping bucket Variety with increments of 0.01-inch per tip.
 - iv. Temperature:
 - i. Accuracy:
 - ± 0.25 (typical) from -40°C to $+125^{\circ}\text{C}$
 - $\pm 0.5^{\circ}\text{C}$ (maximum) from -20°C to 100°C
 - $\pm 1^{\circ}\text{C}$ (maximum) from -40°C to $+125^{\circ}\text{C}$
- i. Provide labor, expertise and knowledge, and parts necessary to operate and maintain the NETWORK of flow monitors, level monitors, and rain gauges installed by Flow Monitoring Subconsultant to perform with a monitor data uptime level of at least 90% for each site per month for remotely gathered data. Flow monitor uptime and level monitor uptime will be determined in accordance with the Definitions section herein. In addition to finalized data uptime requirements, each Flow Monitoring Subconsultant shall maintain the following minimum monthly uptime level for non-reconstituted raw measurements:
 - i. Raw Depth Data: $\geq 90\%$ uptime
 - ii. Raw Velocity Data: $\geq 85\%$ uptime (unless otherwise approved by Private Entity based on site-specific constraints)

Raw data uptime shall be evaluated based on the availability of unedited, non-reconstituted measurements for the parameter being evaluated. The Flow Monitoring Subconsultants shall prioritize the collection of complete, accurate, and continuous raw data.
- j. No monthly charges will be made for data when finalized data is not submitted by Flow Monitoring Subconsultant to Private Entity within 60 days or prorated for unmet uptime requirements. Unless otherwise approved by Private Entity, proration will be based on the percentage of required monthly uptime achieved for the applicable site and service during the billing period. Wet-weather performance is a priority, and each Flow Monitoring Subconsultant will proactively maintain and service monitoring equipment, including performing maintenance in advance of forecasted rainfall events, to maximize the likelihood of capturing complete and continuous velocity, level, and rainfall data during such events. Monitoring equipment will be maintained in an operational condition, defined as the ability to reliably collect and transmit valid data throughout the duration of wet weather events without interruption due to equipment condition, fouling, or preventable malfunction. If flow, level, or rainfall data becomes consistently impaired, due to factors or conditions within the Flow Monitoring Consultant's control, during two or more consecutive significant rainfall events exceeding 0.5 inches of rainfall depth,

compensation for monitoring services for that month will be reduced on a prorated basis, as determined by Private Entity, based on the severity and duration of the performance deficiency.

- k. If a Flow Monitoring Subconsultant includes data reconstitution in its finalization process, it will provide documentation to Private Entity detailing the procedure for review and approval.
- l. To minimize data gaps, the Flow Monitoring Subconsultant will repair or replace Site equipment within 72 hours from the time of reported failure or loss of data, whichever occurs first, when significant rainfall events are forecasted, unless otherwise approved by Private Entity.
- m. Designate a project manager to serve as primary contact with Private Entity.
- n. Designate a technical advisor to review and approve the data quality of the monthly submittals and respond to Private Entity's requests for data quality inquiries.
- o. Keep confidential all records.
- p. Collect monitoring NETWORK data at least daily, with on-demand retrieval as needed.
- q. Provide additional flow monitoring locations and rain gauges as requested and budgeted by Private Entity.
- r. Relocate monitors when requested by Private Entity.
- s. Remove and reinstall flow monitors at the direction of Private Entity, with as much advance notice as possible, and not less than 48-hour notice.
- t. Facilitate monthly teleconference progress meetings scheduled by Private Entity, which will be attended by, at a minimum, the project manager and technical advisor to discuss the financial status of the project, to review status of the work, collected data, technical data observations, meter uptime, finished data quality, and address inquiries submitted by the Private Entity, and to discuss potential adjustments needed to address challenging site conditions.
- u. Maintain separate raw data and final data, and monthly maintenance records, including meter uptime reports in accordance with Private Entity's request. BMcD Team and Owner shall be able to download raw and finished data from Flow Monitoring Subconsultant's GIS-based Clarity data management platform in txt, xlsx, or csv file format.
- v. At the discretion of Private Entity, field personnel may be made available to shadow equipment installations and service by Flow Monitoring Subconsultant.

Task 2.2 Flow Monitoring Deliverables

The Flow Monitoring Subconsultant will provide the following deliverables to Private Entity as part of its monitoring effort:

- a. Within one (1) week on installation, provide finalized site reports with schematic drawing representing the general location of each site including (at a minimum) the following information at the time of installation:
 - Site coordinates;
 - manhole depth;

- pipe sizes;
 - photographs of site conditions (including overall site layout);
 - plan view;
 - upstream flow conditions and downstream flow conditions within the target manhole ;
 - measured flow properties (i.e. velocity and depth recordings); and
 - sensor offset (please ensure that offset is incorporated into any flow calculations).
- b. Provide additional photographs of site conditions and field measurements of each other connecting pipe within the monitoring manhole.
 - c. For each flow monitor, level monitor, and rain gauge provide daily access to raw data sets as telemetry (wireless communications) permit.
 - d. For each flow monitor, level monitor, and rain gauge provide monthly finalized data that is submitted by the end of the following month.
 - e. For each flow monitor, level monitor, and rain gauge provide finalized data within 30 days of the final full day of monitoring. Finalized data will be clearly identified in all data sets and not populated until data is finalized. Finalized data will be submitted monthly.
 - f. For each flow monitor, level monitor, and rain gauge provide monthly and cumulative project uptime metrics for raw and finalized flow, depth, and velocity data. Additionally, sites exceeding the following thresholds will be identified and listed in the monthly report:
 - Greater than 10% reconstitution of depth data
 - Greater than 15% reconstitution of velocity data
 - g. Monthly maintenance record submittals including calibration checks and unusual conditions observed for the report period. Maintenance record PDF submittals will be organized alphabetically by site name and provided in a text searchable format. As an alternative, maintenance records may be submitted in an Excel database format to facilitate updates throughout the duration of the project.
 - Provide additional photographs of site conditions and field measurements, as needed, to document unusual conditions. Where appropriate, these conditions will also be summarized in an email, including supporting field measurements and photographs, and submitted to Private Entity.

Task 2.3 Calibration and Maintenance

All flow, level, and rain gauge monitors will have no less than three (3) onsite manual checks for depth and velocity during the synoptic monitoring period. All flow monitors will have two (2) onsite manual checks during the first month of installation/reinstallation. The first onsite manual calibration checks is to occur during flow monitor, level monitor, or rain gauge installation. After the first month of monitoring, manual calibrations will be performed as needed for significant shifts in hydraulic pattern, as mutually agreed upon by Private Entity and its Flow Monitoring Subconsultant, or upon site removal. This information will be recorded and submitted to Private Entity. The Flow Monitoring Subconsultant may utilize the wireless data transfer results and real-time access to monitor the locations remotely and perform as needed service to maintain the minimum uptime requirements (90%). For problematic sites as determined by Private Entity, the Flow Monitoring Subconsultant will check and maintain each site as often as necessary to

maintain proper operation of monitoring equipment as mutually agreed upon by Flow Monitoring Subconsultant and Private Entity for the duration of the synoptic monitoring period.

Private Entity will provide its Flow Monitoring Subconsultant with preferred monitoring locations along with an alternate site for each location. Flow Monitoring Subconsultant will score or grade the preferred site as described in Task 2.0 above and provide findings to Private Entity and its Subconsultant, Hazen and Sawyer, for review and submittal to Owner. If the preferred location is unsuitable due to hydraulic conditions, Flow Monitoring Subconsultant will evaluate the suitability of the designated alternate site. If neither location is viable, Flow Monitoring Subconsultant will not install monitoring equipment and contact Private Entity for direction. Monitoring is to occur under the most uniform hydraulic conditions possible; avoid sites with standing waves, drop connections, conditions outside sensor specifications, etc. Flow Monitoring Subconsultant shall notify Private Entity if excessive (0.5 inches) of silt is observed so cleaning options can be evaluated. If no cleaning occurs, record any sensor offsets and over time evaluate the need for adjustments to be applied in flow calculations. Where persistent velocity data quality issues are observed, the Flow Monitoring Subconsultant will evaluate and implement corrective measures within 72-hours, including sensor repositioning, alternative sensor technologies, or site relocation, subject to Private Entity's approval.

Monthly maintenance record PDF submittals prepared by Flow Monitoring Subconsultant will be organized alphabetically by site name and provided in a text searchable format. As an alternative, maintenance records may be submitted in an Excel database format to facilitate updates throughout the duration of the monitoring period. Provide additional photographs of site conditions and field measurements, at each maintenance visit to document existing and unusual conditions. Where appropriate, these conditions will also be summarized in an email, including supporting field measurements and photographs, and submitted to Private Entity. Manual checks will be fully documented on field records and will include the following at a minimum:

- a. Time and Date of Service
- b. Reason for Service Visit
- c. Service Resolution
- d. Equipment Used

Private Entity will utilize monthly data exports provided by the Flow Monitoring Subconsultant from its GIS-based data management platform to access flow data and maintenance records associated with each monitoring location.

Task 2.3.1 Calibration Checks for Flow Monitors and Manhole Level Monitoring

Calibration checks using manual depth and real-time meter readings will be performed by Flow Monitoring Subconsultant. Maintenance forms will include both readings. Calibration measurements will be taken as close to the sensor as practicable without interference from the sensor itself and not in the manhole channel area. Flow Monitoring Subconsultant will take immediate corrective action to address differences in metered and observed depths and document what actions are taken. Depending on the magnitude of the differences in depth, one of the following corrective actions will be taken:

- a. If the manually measured depth and monitored depth differ by less than or equal to 1 inch, Flow Monitoring Subconsultant will document calibration differences and will report this to Private Entity. Flow Monitoring Subconsultant will continue to monitor depth differences closely to determine if sensor drifting is occurring and will document

this as part of the periodic calibration checks. If the difference in measured flow is persistent during following site visits, adjustment should be made and flow re-calculated.

- b. If the manually measured depth and monitored depth differ by more than 1 inch and this cannot be corrected with sensor scrubbing or desiccant replacement, the Flow Monitoring Subconsultant will re-calibrate or replace the depth sensor unless otherwise mutually agreed upon by the Private Entity and its Flow Monitoring Subconsultant..
- c. Once corrective actions are taken, the depth calibration will be repeated and documented to confirm accuracy. Flow Monitoring Subconsultant will document all observed measurements, corrective action measures taken, and post-corrective action calibration results.

Calibration checks using a portable velocity meter and appropriate profiling technique to manually measure the average velocity and compare to a real-time meter reading will be performed by Flow Monitoring Subconsultant. The Flow Monitoring Subconsultant will document the details and results of profile-based measurements, the manually measured average velocity and the corresponding real-time flow monitor velocity. The Flow Monitoring Subconsultant will take immediate corrective action to address differences in monitored and field measured data and document what actions are taken.

Task 2.3.2 Calibration Checks for Rain Gauges

The Flow Monitoring Subconsultant will perform rain gauge calibration checks to confirm accurate rainfall measurement. Calibration will include verification of operation and alignment to manufacturer specifications, including:

- a. Inspection and cleaning of tipping bucket and protective screens. Any observed debris will be noted and photographed prior to removal.
- b. Notations of any tips that occur while maintenance is being performed.
- c. Re-leveling of rain gauge if required and notation that this was done.
- d. Battery voltage check and replacement as necessary.
- e. Notation of date, time of day and weather conditions (including temperature) when maintenance is conducted.

Task 2.4 Data Collection, Analysis and Delivery by Flow Monitoring Subconsultant

The Flow Monitoring Subconsultant will provide flow, level, and rainfall monitoring equipment that includes wireless data transfer capabilities. Raw and final data, when completed, will be posted for all monitor and rain gauge sites to the dedicated project server or Flow Monitoring Subconsultant's web-hosting GIS-based data management platform. Data will include date/time, depth, velocity, flow, temperature and corresponding rain. The server or Flow Monitoring Subconsultant's web-hosted GIS-based data management platform will be capable of exporting in CSV or access database format each site file labeled by the unique site ID. Finalized data and corresponding raw data will be provided to Private Entity no later than the end of the following month. All adjustments to the raw data will be documented and submitted by Flow Monitoring Subconsultant to Private Entity upon request.

No wet-weather data will be reconstituted unless mutually agreed upon by the Flow Monitoring Subconsultant and Private Entity.

Final depth, velocity, temperature and flow data will be assigned to dedicated channels, which will contain only data that has undergone the Flow Monitoring Subconsultant's finalization process.

In addition to the Monitor Calibration and Maintenance requirements above, no less than once per day, the Flow Monitoring Subconsultant will interrogate each flow monitor, level monitor, and rain gauge (either remotely or onsite) and run checks no less than two (2) times per week to confirm the equipment is functioning properly.

Task 2.4.1 Manhole Level Monitoring

Some manhole locations will require equipment to measure and record the water level in the manhole. The equipment shall be capable of setting custom thresholds that when breached can send notifications via email or text message. The equipment should be capable of capturing all surcharge activity as well as notify of overflow activity during the study period. The equipment shall be suitable for the environment and shall withstand submergence during surcharge conditions. The equipment provided shall send real-time alarms via email and/or text message during all alarm conditions for up to twenty (20) email addresses. Where inadequate cell coverage or Wi-Fi signal prevent level alarming or data collection, the Flow Monitoring Subconsultant will coordinate with Private Entity to mutually agree on an alternate approach or location.

Task 3.0 Drainage Area Delineation and Refinement

- a. **Drainage Area Identification.** Private Entity will review available information to identify the drainage areas tributary to each gravity flow monitoring location. This effort will include review of GIS mapping, sewer network configuration, available basin delineations from the RHM, and monitoring metadata provided by Owner.
- b. **Delineations Refinement.** Drainage area delineations will be refined as necessary to achieve consistency with monitored locations and suitability for RTKs development. Private Entity's Subconsultant, Hazen and Sawyer, will process and review monitoring datasets using its in-house developed time-series analysis software, HazenQ. HazenQ will be configured to process monitoring data, perform quality control screening, and prepare datasets for RTK analysis. Data processing will include importing monitoring data, evaluation of data quality, and selection of representative rainfall events for analysis.

Task 3.1 Data Review and Evaluation

- a. Data to be collected by Flow Monitoring Subconsultants will include time series measurements of flow, level, temperature, and velocity, along with associated rainfall data for the monitoring periods. Private Entity will review and evaluate the collected datasets for data quality and completeness, to identify data gaps or anomalies, and to determine suitability for RTK unit hydrographs development. Private Entity's Subcontractor, Hazen and Sawyer, will process and review monitoring datasets using its in-house developed time-series analysis software, HazenQ. HazenQ will be configured to process monitoring data, perform quality control screening, and prepare datasets for RTK analysis. Data processing will include importing monitoring data, evaluation of data quality, and selection of representative rainfall events for analysis.

Task 3.2 Data Analyses

- a. Private Entity will develop disaggregated dry weather flow patterns and up to four sets RTK unit hydrograph parameters for each monitoring location using the processed

datasets. Analysis will be performed using HazenQ to separate flow into base sanitary flow, groundwater infiltration (GWI), and RDII components.

- b. The flow data analysis will not include the final hydrological parameters that will be used for the RHM recalibration. However, the base sanitary flows, GWI, and RDII components will support regional model calibration and selected RTK sets can be utilized in the existing RHM as a temporary refinement consistent with the approach utilized for the RTKs selected for use in the mini-models as part of the cost-effective analyses performed by Private Entity and its subconsultants as part of the High Priority I/I Reduction Program.
- c. Additional Services or future amendments to this scope of services may include calibration to final proposed hydrology for the RHM recalibration.

Task 3.3 Documentation, Submittal and Quality Control

- a. Documentation and Deliverables. Following completion of Task 3.2, Private Entity will finalize the RTK sets and dry weather flow representations and prepare model-ready deliverables. RTK parameters and flow patterns will be provided in a format consistent with existing RHM inputs to facilitate incorporation into the RHM.
- b. Private Entity will assist Owner with selection of the recommended RTK sets to be incorporated into the RHM to support ongoing model simulations using the current design storm. Deliverables will include the recommended RTK parameter sets for each monitoring location and associated disaggregated dry weather flow patterns suitable for RHM calibration.
- c. Quality Control. Quality control procedures will be applied throughout the analysis to achieve accuracy and consistency of results. An independent technical review will be performed prior to delivery of the final RTK parameters and documentation to Owner.

Task 4.0 Owner SCADA Data Collection

- a. Private Entity will coordinate with Owner to collect and transfer SCADA data pertinent to the Regional Collection System.
- b. Private Entity will provide a list of proposed data tags to Owner and will collaborate with Owner on the development of an automated workflow and process to transfer data to Private Entity on a periodic basis to be determined by consensus between Private Entity and Owner.
- c. Private Entity will review data monthly to identify potential data quality issues and will notify Owner if there are any data concerns or issues.
- d. Additional Services or future amendments to this scope of services may include more data analysis and transformation for use in RHM recalibration.

PROJECT SCHEDULE

Target installation completion dates for Year 1 flow monitors in each treatment plant service area are shown below. These target installation dates are assuming no delays by Others or due to inclement weather, and issuance of Notice to Proceed by Owner by June 26, 2026.

TPSA	Install Order	Monitors Installed by ADS	Monitors Installed by RJN Group	Target Installation completed by
Atlantic	3rd	95		August 15, 2026
Nansemond	5th		86	July 24, 2026
VIP	1st	74		July 17, 2026
Williamsburg	1st		48	July, 13, 2026
James River	2nd		44	July 17, 2026
York County	3rd		21	July 21, 2026
Army Base	2nd	18		July 29, 2026
Boat Harbor	4th		18	July 22, 2026
Total		187	217	

UNITS COSTS FOR COLLECTION SYSTEM FLOW MONITORING SERVICES

The unit prices shown in Attachment No. 1 - Pricing Form will be charged by each Flow Monitoring Subconsultant to Private Entity for their services. Private Entity will apply a 7 percent markup on all Flow Monitoring Subconsultant services.

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 \$150,000 for Additional Services not yet authorized by Owner that may be required throughout the course of the work. 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:

- Installation of additional flow monitors beyond the quantities indicated in the Basic Scope of Services.
- Support to acquire temporary and permanent easements
- Additional flow data analysis beyond the RTKs described in the Basic Scope of Services,

including the final hydrological parameters that will be used for the Owner's RHM recalibration.

- d. Additional data analysis and transformation of Owner's SCADA Data beyond that which is described in the Basic Scope of Services for use in RHM recalibration.

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. The most recent available HRSD and Locality collection system flow/level/velocity data, and Terminal Pump Station Operational Data 2019 to present.
- B. 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.
 - Locality stakeholder engagement and Public outreach and engagement of locality utility customers with support from Private Entity.
 - 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.
 - Removal of manhole covers that are seized shut and replacement of covers by Locality as needed to provide ready access to Private Entity's Flow Monitoring Subconsultant to install and maintain flow monitoring equipment inside manhole.
- 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's monitoring location submittals throughout the planning and implementation of this multi-year flow monitoring program.

(End of Scope of Services)

ATTACHMENT NO. 1
PRICING FORM – RJN

Description	Units	QTY.	Unit Price	Ext. Price
<u>Flow Monitor Site Review Only</u> Mobilization and Site Review (per Location)	Per Unit	252	\$550	\$138,600.00
<u>Flow Monitor Commissioning</u> Mobilization, Site Review and Installation	Per Unit	217	\$1,400	\$303,800.00
<u>Temporary Flow Monitor Removal and Reinstallation</u> Removal and Reinstallation for cleaning or inspection activities	Per Unit	35	\$1,500	\$52,500.00
<u>Flow Monitor Decommissioning</u> Removal (per location)	Per Unit	217	\$950	\$206,150.00
<u>Level Monitor Commissioning</u> Mobilization, Site Review and Installation	Per Unit	25	\$800	\$20,000.00
<u>Level Monitor Decommissioning</u> Removal (per location)	Per Unit	25	\$500	\$12,500.00
<u>Rain Gauge Site Review Only</u> Mobilization and Site Review (per Location)	Per Unit	50	\$350	\$17,500.00
<u>Rain Gauge Commissioning</u> Mobilization and Installation	Per Unit	40	\$600	\$24,000.00
<u>Rain Gauge Decommissioning</u> Removal (per location)	Per Unit	40	\$900	\$36,000.00
<u>Flow Monitoring Calibration and Maintenance</u> Equipment Rental, Operation & Maintenance, Calibration Checks, Wireless Connectivity, Data Review, QA/QC Procedure	Unit Month	2,604	\$1,400	\$3,645,600.00
<u>Level Monitoring Calibration and Maintenance</u> Equipment Rental, Operation & Maintenance, Calibration Checks, Wireless Connectivity, Data Review and Analysis, QA/QC Procedure	Unit Month	300	\$600	\$180,000.00
<u>Rain Monitoring Calibration and Maintenance</u> Equipment Rental, Operation & Maintenance, Calibration Checks, Wireless Connectivity, Data Review and Analysis, QA/QC Procedure	Unit Month	480	\$650	\$312,000.00
<u>Data Finalization and Reporting</u> Data Finalization and Delivery Procedure, Monthly Meetings	Per Month	16	\$4,500	\$72,000.00
<u>Web-hosting GIS-based data management platform</u> Online data access	Per Month	16	\$5,000	\$80,000.00
<u>Private Entity-Controlled Cash Allowance for Supplemental Traffic Control and Clearing and Grubbing</u>	Lump Sum		\$25,000	\$25,000.00
<u>TOTAL</u>				\$5,125,650.00

**ATTACHMENT NO. 1
PRICING FORM – ADS**

Description	Units	QTY.	Unit Price	Ext. Price
<u>Flow Monitor Site Review Only</u> Mobilization and Site Review (per Location)	Per Unit	217	\$500.00	\$108,500.00
<u>Flow Monitor Commissioning</u> Mobilization, and Installation	Per Unit	187	\$1,150.00	\$215,050.00
<u>Temporary Flow Monitor Removal and Reinstallation</u> Removal and Reinstallation for cleaning or inspection activities	Per Unit	30	\$1,350.00	\$40,500.00
<u>Flow Monitor Decommissioning</u> Removal (per location)	Per Unit	187	\$200.00	\$37,400.00
<u>Level Monitor Commissioning</u> Mobilization, Site Review and Installation	Per Unit	25	\$700.00	\$17,500.00
<u>Level Monitor Decommissioning</u> Removal (per location)	Per Unit	25	\$150.00	\$3,750.00
<u>Rain Gauge Site Review Only</u> Mobilization and Site Review (per Location)	Per Unit	50	\$150.00	\$7,500.00
<u>Rain Gauge Commissioning</u> Mobilization and Installation	Per Unit	40	\$500.00	\$20,000.00
<u>Rain Gauge Decommissioning</u> Removal (per location)	Per Unit	40	\$100.00	\$4,000.00
<u>Flow Monitoring Calibration and Maintenance</u> Equipment Rental, Operation & Maintenance, Calibration Checks, Wireless Connectivity, Data Review, QA/QC Procedure	Unit Month	2244	\$1,056.00	\$2,369,664.00
<u>Level Monitoring Calibration and Maintenance</u> Equipment Rental, Operation & Maintenance, Calibration Checks, Wireless Connectivity, Data Review and Analysis, QA/QC Procedure	Unit Month	300	\$849.00	\$254,700.00
<u>Rain Monitoring Calibration and Maintenance</u> Equipment Rental, Operation & Maintenance, Calibration Checks, Wireless Connectivity, Data Review and Analysis, QA/QC Procedure	Unit Month	480	\$721.00	\$346,080.00
<u>Data Finalization and Reporting</u> Data Finalization and Delivery Procedure, Monthly Meetings	Unit Month	3024	\$121.00	\$365,904.00
<u>Web-hosting GIS-based data management platform</u> Online data access and push of data via API to ENGINEER's Subconsultant	Per Month	12	\$5,040	\$60,480.00
<u>Allowance for Supplemental Traffic Control and Clearing and Grubbing (As Authorized by ENGINEER)</u>	Lump Sum	1	\$25,000	\$25,000.00
Total:				\$3,876,028.00

EXHIBIT B

HRSD High Priority I/I Reduction Program

Burns & McDonnell Engineering Fee Summary for Project Package #4
Systemwide Flow Monitoring - Phase 1 Services

6/19/2026

[illegible]

Burns & McDonnell

Schedule of Hourly Rates and Expenses

<u>Position Classification</u>	<u>Hourly Billing Rate</u>
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.

EXHIBIT B

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

HRSD GUIDELINE
***Reimbursable Charges Related to
Professional and Non-Professional
Services 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.

5.0 Unauthorized Expenditures

The following items will not normally be reimbursed; this list is not all-inclusive. It is recognized that there are some circumstances in which it may not be appropriate to apply the restrictions indicated below. These cases are the exception and will be examined on an individual basis by the Department Director, or his/her designee.

- A. Personal expenses such as haircuts and beauty parlor expenses.
- B. Entertainment activities such as paid TV, movies, night clubs, bowling, etc.
- C. Travel insurance premiums.
- D. Loss of funds or personal belongings while traveling.
- E. No traveler shall be allowed either mileage or transportation expenses when transported by another traveler.
- F. Traffic or parking violations incurred by the traveler.
- G. Gifts and/or tokens of appreciation.
- H. Unreasonable or excessive travel costs.
- I. Alcoholic beverages.

6.0 Responsibility and Authority

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

HRSD GUIDELINE
Reimbursable Charges Related to
Professional and Non-Professional
Services Guideline



Adopted: January 2013

Revised: January 2026

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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	- 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	- Long Term or Economy Lots	Norfolk \$12 Newport News \$12
Car Rental	Per Day	\$80	- Standard Class Vehicle - Compared same trip information using multiple rental agencies - Sunday-Friday Airport pickup/drop-off.	Hertz \$52 Enterprise \$70 Budget \$63
Hotel	Per night	\$200	- Standard room - Based on the season	Fairfield Inn \$119-\$176 Comfort Inn \$98-\$134 Courtyard \$88-\$166 GSA \$110-276
Mileage Rate	Per mile	\$0.725	- IRS Guidance	IRS Rate currently \$0.725 per mile
Meals	Per Day First and Last Day of Travel	\$74 \$55.5	- Meals & Incidentals will be reimbursed at the per diem rate published by the federal government based on the traveler's destination location	GSA : Breakfast \$18 Lunch \$20 Dinner \$31 Incident \$ 5 Total: \$74
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.