



**INCORPORATED COUNTY OF LOS ALAMOS
SERVICES AGREEMENT**

This **SERVICES AGREEMENT** ("Agreement") is entered into by and between the **Incorporated County of Los Alamos**, an incorporated county of the State of New Mexico ("County"), and **Transmission & Distribution Services, LLC**, New Mexico Limited Liability Company ("Contractor"), collectively (the "Parties"), to be effective for all purposes June 27, 2024 ("Effective Date").

WHEREAS, the County Purchasing Officer determined in writing that the use of competitive sealed bidding was either not practical or not advantageous to County for procurement of the Services and County issued Request for Proposals No. 24-63 ("RFP") on April 4, 2024, requesting proposals for EA4 Feeder Replacement Design, as described in the RFP; and

WHEREAS, Contractor timely responded to the RFP by submitting a response dated April 30, 2024, ("Contractor's Response"); and

WHEREAS, based on the evaluation factors set out in the RFP, Contractor was the successful Offeror for the services listed in the RFP; and

WHEREAS, the Board of Public Utilities approved this Agreement at a public meeting held on June 26, 2024; and

WHEREAS, Contractor shall provide the Services, as described below, to County.

NOW, THEREFORE, in consideration of the premises and the covenants contained herein, County and Contractor agree as follows:

SECTION A. SERVICES:

Contractor shall provide design services for a new electric distribution line, a replacement of the existing EA4 Feeder line as follows:

1. Generally. Contractor shall provide professional engineering design services for the replacement of the Los Alamos County Department of Public Utilities ("LACDPU") EA4 Feeder (hereafter "Services"). Contractor shall provide all experienced, properly licensed, and registered staff to carry out the Services as required by the State of New Mexico or local governing body.
2. Project Kick-Off. Contractor shall attend up to ten (10) meetings, with County's designated Department of Public Utilities ("DPU") Project Team, either in person or virtually as mutually agreed upon by County and Contractor ("Parties"), the first of which shall be a Project kickoff meeting.
 - a. Contractor shall, within ten (10) business days from the Effective Date of this Agreement, schedule a kick-off meeting with designated County staff ("Project Team") at a date, time,

and in a format to be agreed upon by both Parties. During the kick-off meeting, the Project Team shall:

- i. Establish a mutually agreed upon Project Schedule to accomplish key tasks defined herein and durations by which each task is completed, with all tasks to be completed no later than twenty-five (25) weeks from the Effective Date of the Agreement to include the following:
 1. A schedule of completion for each phase of design. The schedule shall be mutually agreed upon by both Parties and firm unless approved by the Project Manager;
 2. Roles and responsibilities of Contractor and County;
 3. Contractors design approach
 4. Process by which County will provide feedback on designs;
 5. Communication protocols, meeting frequency, and meeting format, with meetings occurring either in-person or online in a virtual format as mutually agreed upon by the Parties. Meetings shall be guided by an agenda.
 6. Format and data transfer methods between Contractor and Project Team as identified by County.

3. Design Services. Contractor shall, pursuant to the Project Schedule, design a replacement electric transmission line for the EA4 Feeder as follows:

- a. Contractor shall provide work tasks and sub-tasks with estimated hours, cross referenced with proposed team members' hourly rates for the engineering design services.
 - i. Services shall include drawings to be submitted to County for review and approval at 30%, 90%, and 100% levels.
 - ii. Contractor shall incorporate County comments at the 30% and 90% design levels.
 - iii. Contractor shall include a two to three (2–3)-day in-person field meeting at the County at the 90% design level.
 - iv. During the 90% design level meeting, Contractor shall field stake and global positioning system ("GPS") tag the proposed power line route (after incorporating the 90% County comments).
- b. Contractor shall provide new construction staking and retirement (old electric distribution line being replaced) staking sheets with plan and profile.
- c. Contractor shall provide in summary form, tabulation of all new construction and retirement units.
- d. Contractor shall provide design drawings for all new construction units required.
- e. Contractor shall provide pole loading calculations for all dead-end structures or self-supporting structures to include a twenty (20) pair fiber optic cable.
- f. Contractor shall provide the project specifications employed, to County.
- g. Contractor shall provide an engineer's probable estimate for the new construction and the retirement of the old electric distribution line being replaced; provide estimate on a unit type (labor & material), and total project basis.
- h. Contractor shall provide a detailed assessment of existing structure's condition and recommendation of replacement timeline.
- i. Contractor shall provide a complete staking design package so that the project can be bid at a later time.
- j. Placement of all new poles shall be field staked with rebar with at least 1-foot protruding above ground level, with flagging, and a GPS data point of its location;

- k. Contractor shall provide a Preliminary design and approval of such by Los Alamos County shall not be construed as a waiver of any County design requirements contained in this Agreement.

4. Design Criteria for EA4 Feeder Replacement System

The new EA4 Feeder replacement design shall be rated at 25KV (but only initially energized at 15KV), three phase, 4 wire wye, with 477 aluminum conductor steel reinforced (ACSR) phase conductor & 4/0 ACSR neutral and utilize RUS type 115KV construction (Rural Utilities Service (RUS) of the United States Department of Agriculture (USDA)). The design shall assume the future installation of a 20 pair fiber optic cable. The Feeder poles shall be primarily wood type Douglas Fir, class type as designed; however, the design may include self-supporting steel poles, provided they can be readily constructed and installed. The new design shall incorporate transmission type design features to meet or exceed the following design objectives:

- a. Minimize the number of pole structures to address the existing terrain and mitigate lack of accessibility.
- b. Minimize the number of double dead-end structures as much as practically possible.
- c. Span top to bottom in canyons by utilizing taller poles.
- d. Long spans shall be dampened & controlled to mitigate wind caused conductor galloping and avoid slapping of phase conductors.
- e. Strategically place new pole structures to mitigate lack of accessibility or the need to construct temporary roads.
- f. Utilize the existing right-of-way as much as feasible and possible and stay within Los Alamos County owned property.
- g. The pole structures shall accommodate a 20 pair fiber optic cable: either below the neutral conductor or on the static wire.
- h. The design shall conform to the 2023 National Electrical Safety Code ("NESC") and the most recent RUS 115KV & 24.9KV (as applicable) construction design requirements.

5. Deliverables. Contractor shall, pursuant to the Project Schedule provide to the County's Project Manager the following:

- a. Contractor shall provide a written field review of the entire Feeder, to include condition assessments and field notes.
- b. Project Design-30% Completion. Contractor, pursuant to the Project Schedule, shall submit, for County's review and approval, project drawings, a design analysis report, technical specifications, and preliminary opinion of cost, for the project work at the 30% complete stage. Contractor shall provide 3 design alternatives for County's consideration at this stage.
- c. Project Design-90% Completion. Contractor, pursuant to the Project Schedule, shall submit for County's review and approval, the complete design drawings, field and GPS stacking schematics, and opinion of cost for the Consultant's 90% submittal.
- d. Project Design-100% Completion. Contractor, pursuant to the Project Schedule, shall submit for County's review and approval, the complete design drawings, and final opinion of cost for the Consultant's 100% design submittal.
- e. Contract and Design Services. Contractor shall provide within the design, staking sheets, plan and profile, design drawings, design analysis and pole loading calculations, project specifications, new construction & retirement electric line unit tabulations, and engineer's estimate. The documents shall be in complete and substantial form so the Feeder EA4 Replacement Project can be bid for construction at a later time. The design documents shall show in graphic and quantitative form the design, extent, new and

retirement line relationships, construction units to be installed, etc., and shall include the field design install locations for new pole additions.

f. Final Staking Sheet Design Construction package.

Contractor shall provide the following required minimum documentation as part of the final staking sheet design construction package. Responsibility for a complete design for future bidding purposes rests with the Contractor.

- (1) A complete staking sheet design construction package in hard copy (5 copies) and in digital PDF form;
- (2) Condition assessment sheets digitally in Excel and PDF format
- (3) Staking sheets digitally in Excel and PDF forms.
- (4) Plan and profile digitally in AutoCAD and PDF forms.
- (5) Construction units digitally in AutoCAD and PDF forms.
- (6) Pole loading calculations digitally in Word and PDF forms
- (7) The new Feeder field staking design in GPS form (a shape file so the County can upload to its ARC-GIS mapping system).
- (8) The project specifications digitally in Word and PDF forms.
- (9) The probable engineer's estimate digitally in Excel and PDF forms.
- (10) Contractor shall provide the entire package digitally on a USB flash drive to the County.

SECTION B. TERM: The term of this Agreement shall commence June 27, 2024 and shall continue through June 26, 2027, unless sooner terminated, as provided herein.

SECTION C. COMPENSATION:

1. **Amount of Compensation.** County shall pay compensation for performance of the Services in an amount not to exceed ONE HUNDRED FOUR THOUSAND NINE HUNDRED EIGHTY-FIVE AND NO/100 DOLLARS (\$104,985.00), which amount does not include applicable New Mexico gross receipts taxes ("NMGRT"). Compensation shall be paid in accordance with the rate schedule set out in Exhibit A, attached hereto and made a part hereof for all purposes.
2. **Monthly Invoices.** Contractor shall submit itemized monthly invoices to County's Project Manager showing amount of compensation due, amount of any NMGRT, and total amount payable. Payment of undisputed amounts shall be due and payable thirty (30) days after County's receipt of the invoice.

SECTION D. TAXES: Contractor shall be solely responsible for timely and correctly billing, collecting and remitting all NMGRT levied on the amounts payable under this Agreement.

SECTION E. STATUS OF CONTRACTOR, STAFF, AND PERSONNEL: This Agreement calls for the performance of services by Contractor as an independent contractor. Contractor is not an agent or employee of County and shall not be considered an employee of County for any purpose. Contractor, its agents, or employees shall make no representation that they are County employees, nor shall they create the appearance of being employees by using a job or position title on a name plate, business cards, or in any other manner, bearing County's name or logo. Neither Contractor nor any employee of Contractor shall be entitled to any benefits or compensation other than the compensation specified herein. Contractor shall have no authority to bind County to any agreement, contract, duty, or obligation. Contractor shall make no representations that are intended to, or create the appearance of, binding County to any agreement, contract, duty, or obligation. Contractor shall have full power to continue any outside employment or business, to employ and discharge its employees or associates as it deems appropriate without interference from County; provided, however, that Contractor shall at all times

during the term of this Agreement maintain the ability to perform the obligations in a professional, timely, and reliable manner.

SECTION F. STANDARD OF PERFORMANCE: Contractor agrees and represents that it has and shall maintain the personnel, experience, and knowledge necessary to qualify it for the particular duties to be performed under this Agreement. Contractor shall perform the Services described herein in accordance with a standard that meets the industry standard of care for performance of the Services.

SECTION G. DELIVERABLES AND USE OF DOCUMENTS: All deliverables required under this Agreement, including material, products, reports, policies, procedures, software improvements, databases, and any other products and processes, whether in written or electronic form, shall remain the exclusive property of and shall inure to the benefit of County as works for hire; Contractor shall not use, sell, disclose, or obtain any other compensation for such works for hire. In addition, Contractor may not, with regard to all work, work product, deliverables, or works for hire required by this Agreement, apply for, in its name or otherwise, any copyright, patent, or other property right, and acknowledges that any such property right created or developed remains the exclusive right of County. Contractor shall not use deliverables in any manner for any other purpose without the express written consent of County.

SECTION H. EMPLOYEES AND SUB-CONTRACTORS: Contractor shall be solely responsible for payment of wages, salary, or benefits to any and all employees or contractors retained by Contractor in the performance of the Services. Contractor agrees to indemnify, defend, and hold harmless County for any and all claims that may arise from Contractor's relationship to its employees and subcontractors.

SECTION I. INSURANCE: Contractor shall obtain and maintain insurance of the types and in the amounts set out below throughout the term of this Agreement with an insurer acceptable to County. Contractor shall assure that all subcontractors maintain like insurance. Compliance with the terms and conditions of this Section is a condition precedent to County's obligation to pay compensation for the Services, and Contractor shall not provide any Services under this Agreement unless and until Contractor has met the requirements of this Section. County requires Certificates of Insurance, or other evidence acceptable to County, stating that Contractor has met its obligation to obtain and maintain insurance and to assure that subcontractors maintain like insurance. Should any of the policies described below be cancelled before the expiration date thereof, notice shall be delivered in accordance with the policy provisions. General Liability Insurance, Automobile Liability Insurance, and Professional Liability Insurance shall name County as an additional insured on all coverages, except Worker's Compensation.

1. **General Liability Insurance:** ONE MILLION DOLLARS (\$1,000,000.00) per occurrence; ONE MILLION DOLLARS (\$1,000,000.00) aggregate.
2. **Workers' Compensation:** In an amount as may be required by law. County may immediately terminate this Agreement if Contractor fails to comply with the Worker's Compensation Act and applicable rules when required to do so.
3. **Automobile Liability Insurance for Contractor and its Employees:** ONE MILLION DOLLARS (\$1,000,000.00) combined single limit per occurrence; ONE MILLION DOLLARS (\$1,000,000.00) aggregate on any owned, and/or non-owned motor vehicles used in performing Services under this Agreement.

4. Professional Liability Insurance: ONE MILLION DOLLARS (\$1,000,000.00). Professional Liability Insurance shall provide coverage for Services provided hereunder during the term of this Agreement and for a period of at least five (5) years thereafter.

SECTION J. RECORDS: Contractor shall maintain, throughout the term of this Agreement and for a period of six (6) years thereafter, records that indicate the date, time, and nature of the services rendered. Contractor shall make available, for inspection by County, all records, books of account, memoranda, and other documents pertaining to County at any reasonable time upon request.

SECTION K. DUTY TO ABIDE: Contractor shall abide by all applicable federal, state, and local laws, regulations, and policies and shall perform the Services in accordance with all applicable laws, regulations, and policies during the term of this Agreement.

SECTION L. NON-DISCRIMINATION: During the term of this Agreement, Contractor shall not discriminate against any employee or applicant for an employment position to be used in the performance of the obligations of Contractor under this Agreement, with regard to race, color, religion, sex, age, ethnicity, national origin, sexual orientation or gender identity, disability, or veteran status.

SECTION M. CHOICE OF LAW: The interpretation and enforcement of this Agreement shall be governed by and construed in accordance with the laws of the State of New Mexico.

SECTION N. VENUE, FORUM NON-CONVENIENS, EXCLUSIVE STATE JURISDICTION: County and Contractor knowingly, voluntarily, intentionally, and irrevocably agree that any and all legal proceedings related to this Agreement, or to any rights or any relationship between the parties arising therefrom, shall be solely and exclusively initiated, filed, tried, and maintained in the First Judicial District Court of the State of New Mexico. County and Contractor each expressly and irrevocably waive any right otherwise provided by any applicable law to remove the matter to any other state or federal venue, consents to the jurisdiction of the First Judicial District Court of the State of New Mexico in any such legal proceeding, waives any objection it may have to the laying of the jurisdiction of any such legal proceeding. County and Contractor also agree that this term is a material inducement for each to enter this Agreement, and that both County and Contractor warrant and represent that each have had the opportunity to review this term with legal counsel.

SECTION O. WAIVER OF JURY TRIAL: In the event of any action or proceeding, (including without limitation, any claim, counterclaim, cross-claim or third party claim) arising out of or relating to this Agreement, or the transaction contemplated by this Agreement, County and Contractor KNOWINGLY, VOLUNTARILY, INTENTIONALLY, AND IRREVOCABLY WAIVE ANY RIGHT TO A JURY TRIAL, and agree that a court shall determine and adjudicate all issues of law and fact with a jury trial being expressly waived. County and Contractor also agree that this waiver of a jury trial was a material inducement for each to enter this Agreement, and that both County and Contractor warrant and represent that each have had the opportunity to review this jury waiver with legal counsel.

SECTION P. INDEMNITY: Contractor shall indemnify, defend, and hold harmless County, its Council members, employees, agents, and representatives, from and against all liability, claims, demands, actions (legal or equitable), damages, losses, costs, or expenses, including attorney fees, of any kind or nature, to the extent that the liability, claims, demands, actions, damages,

losses, costs, and expenses are caused by, or arise out of, the acts or omissions of the Contractor or Contractor's officers, employees, agents representatives, and subcontractors in the performance or breach of the Services under this Agreement.

SECTION Q. FORCE MAJEURE: Neither County nor Contractor shall be liable for any delay in the performance of this Agreement, nor for any other breach, nor for any loss or damage arising from uncontrollable forces such as fire, theft, storm, war, or any other force majeure that could not have been reasonably avoided by exercise of due diligence; provided, however, that the Party failing to perform shall (i) as soon as possible, inform the other Party of the occurrence of the circumstances preventing or delaying the performance of its obligations, and describe at a reasonable level of detail the circumstances causing such delay, and (ii) exert reasonable efforts to eliminate, cure, or overcome any of such causes and to resume performance of its Services with all possible speed. In such event, the non-performing Party may be excused from any further performance or observance of the obligation(s) so affected for as long as such circumstances prevail and such Party continues to use its best efforts to recommence performance or observance whenever and to whatever extent possible without delay.

SECTION R. NON-ASSIGNMENT: Contractor shall not assign this Agreement or any privileges or obligations herein and shall not novate this Agreement to another without the prior written consent of the County Utilities Manager.

SECTION S. LICENSES: Contractor shall maintain all required licenses including, without limitation, all necessary professional and business licenses, throughout the term of this Agreement. Contractor shall require and shall assure that all of Contractor's employees and subcontractors maintain all required licenses including, without limitation, all necessary professional and business licenses.

SECTION T. PROHIBITED INTERESTS: Contractor agrees that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. Contractor further agrees that it shall not employ any person having such an interest to perform services under this Agreement. No County Council member or other elected official of County, or manager or employee of County shall solicit, demand, accept, or agree to accept, a gratuity or offer of employment contrary to Section 31-282 of the Los Alamos County Code.

SECTION U. TERMINATION:

- 1. Generally.** The County Utilities Manager may terminate this Agreement with or without cause upon ten (10) days prior written notice to Contractor. Upon such termination, Contractor shall be paid for Services actually completed to the satisfaction of County at the rate set out in Section C. Contractor shall render a final report of the Services performed to the date of termination, and shall turn over to County originals of all materials prepared pursuant to this Agreement.
- 2. Funding.** This Agreement shall terminate without further action by County on the first day of any County fiscal year for which funds to pay compensation hereunder are not appropriated by County Council. County shall make reasonable efforts to give Contractor at least ninety (90) days advance notice that funds have not been and are not expected to be appropriated for that purpose.

SECTION V. NOTICE: Unless otherwise provided in this Agreement, any notices required under this Agreement shall be made in writing. Notices shall be sent via 1) hand-delivery; 2) registered

or certified mail; 3) a nationally recognized overnight courier service; or 4) electronic mail (with copy by mail or courier). All notices shall be sent to each party at the addresses set out in this section or any address later provided by such party in writing, with postage prepaid by the sender, and shall be deemed delivered upon hand delivery, verified proof of delivery by courier, or three (3) days after deposit in the United States Mail.

County:

Deputy Utilities Manager, Electric
Distribution
Incorporated County of Los Alamos
1000 Central Avenue, Suite 130
Los Alamos, New Mexico 87544

Contractor:

Harry Barnes, Jr., Managing Partner
Transmission & Distribution Services, LLC
9550 San Mateo Boulevard, NE, Suite G
Albuquerque, New Mexico 87113

With a copy to:

County Attorney's Office
1000 Central Avenue, Suite 340
Los Alamos, New Mexico 87544

SECTION W. INVALIDITY OF PRIOR AGREEMENTS: This Agreement supersedes all prior contracts or agreements, either oral or written, that may exist between the parties with reference to the services described herein, and expresses the entire agreement and understanding between the parties with reference to said services. It cannot be modified or changed by any oral promise made by any person, officer, or employee, nor shall any written modification of it be binding on County until approved in writing by both authorized representatives of County and Contractor. In the event of any conflict between the terms, conditions, and provisions of this Agreement, and the terms, conditions and provisions of any exhibits or attachments, the terms, conditions and provisions of this Agreement shall control and take precedence.

SECTION X. NO IMPLIED WAIVERS: The failure of County to enforce any provision of this Agreement is not a waiver by County of the provisions, or of the right thereafter, to enforce any provision(s).

SECTION Y. SEVERABILITY: If any provision of this Agreement is held to be unenforceable for any reason: (i) such provision shall be reformed only to the extent necessary to make the intent of the language and purpose of the Agreement enforceable; and (ii) all other provisions of this Agreement shall remain in effect so long as the substantive purpose of the Agreement is possible.

SECTION Z. CAMPAIGN CONTRIBUTION DISCLOSURE FORM: A Campaign Contribution Disclosure Form was submitted as part of the Contractor's Response and is incorporated herein by reference for all purposes.

SECTION AA. LEGAL RECOGNITION OF ELECTRONIC SIGNATURES: Pursuant to NMSA 1978 § 14-16-7, this Agreement may be signed by electronic signature.

SECTION AB. DUPLICATE ORIGINAL DOCUMENTS: This document may be executed in two (2) counterparts, each of which shall be deemed an original.

SECTION AC. NEGOTIATED TERMS: This Agreement reflects negotiated terms between the parties, and each party has participated in the preparation of this Agreement with the opportunity to be represented by counsel, such that neither party shall be considered to be the drafter of this

**Exhibit A
Compensation Rate Schedule
AGR24-63**

	Year 1 Hourly Rate	Year 2 Hourly Rate	Year 3 Hourly Rate
Billing Classification			
Engineer V/Principal	\$ 240.00	\$ 252.00	\$ 265.00
Engineer IV	\$ 225.00	\$ 236.00	\$ 248.00
Engineer III	\$ 205.00	\$ 215.00	\$ 226.00
Engineer II	\$ 155.00	\$ 163.00	\$ 171.00
Engineer I	\$ 125.00	\$ 131.00	\$ 138.00
Senior Project Manager	\$ 250.00	\$ 263.00	\$ 276.00
Project Manager	\$ 185.00	\$ 194.00	\$ 204.00
Sr. Project Support	\$ 140.00	\$ 147.00	\$ 154.00
Project Support	\$ 125.00	\$ 131.00	\$ 138.00
Senior Designer	\$ 140.00	\$ 147.00	\$ 154.00
WO Review Technician	\$ 130.00	\$ 137.00	\$ 143.00
Project Representative	\$ 120.00	\$ 126.00	\$ 132.00
Designer III	\$ 120.00	\$ 126.00	\$ 132.00
Designer II	\$ 110.00	\$ 116.00	\$ 121.00
Designer I	\$ 100.00	\$ 105.00	\$ 110.00
CADD III	\$ 105.00	\$ 110.00	\$ 116.00
CADD II	\$ 95.00	\$ 100.00	\$ 105.00
CADD I	\$ 80.00	\$ 84.00	\$ 88.00
Professional Surveyor II	\$ 180.00	\$ 189.00	\$ 198.00
Professional Surveyor I	\$ 150.00	\$ 158.00	\$ 165.00
GIS Analyst	\$ 140.00	\$ 147.00	\$ 154.00
UAV Pilot	\$ 110.00	\$ 116.00	\$ 121.00
Right-of-Way Technician II	\$ 105.00	\$ 110.00	\$ 116.00
Right of Way Technician I	\$ 100.00	\$ 105.00	\$ 110.00
Survey Party Chief II	\$ 100.00	\$ 105.00	\$ 110.00
Survey Party Chief I	\$ 90.00	\$ 95.00	\$ 99.00
Survey Technician III	\$ 85.00	\$ 89.00	\$ 94.00
Survey Technician II	\$ 75.00	\$ 79.00	\$ 83.00
Survey Technician I	\$ 70.00	\$ 74.00	\$ 77.00
Office/Clerical Admin III	\$ 95.00	\$ 100.00	\$ 105.00
Office/Clerical/Admin II	\$ 80.00	\$ 84.00	\$ 88.00
Office/Clerical/Admin I	\$ 65.00	\$ 68.00	\$ 72.00

The above table includes an Annual Multiplier of 5%.

Reimbursable Expenses. The following are the only reimbursable expenses under this Agreement, and which does not include annual increases
 Categories not listed will be determined on a case by case basis mutually agreed upon with the Contractor

Equipment	
Vehicles	IRS Mileage Rate
GPS Equipment	\$450/day; \$250/1/2 day
UAS	\$900/day; \$500/1/2 day
Testing Equipment	\$300/day; \$170/1/2 day
UTV	\$300/day; \$170/1/2 day
ATV	\$160/day; 135/1/2 day
Expenses	
Per Diem	\$60/day
Lodging	cost
Meals	cost
FedEx, UPS, USPS	cost
Other Costs	cost

***Travel Guidelines:**

Contractor should note that they will be expected to adhere to the Travel Guidelines described below, which shall be included in the Agreement with the Offeror.

Unless otherwise Proposed in Offeror RFP response and agreed to by County, Contractor’s travel expenses shall be charged at actual cost, copies of all travel expenses must accompany invoices submitted to County, and shall only include the following:

1. The most economical means of transportation shall be used, commercial airlines coach fare rates;
2. Business-related tolls and parking fees;
3. Rental car, taxi service or shuttle services;
4. Mileage shall be reimbursed at the standard mileage rate for business miles driven as established from time to time by the Internal Revenue Service;
5. Hotel or motel lodging;
6. Meals, per Los Alamos County Travel Policy, currently \$60.00 per diem daily;
7. Internet connectivity charges;
8. Any other reasonable costs directly associated with conducting business with County.
9. If reimbursement for lodging or airfare is sought and no receipt is furnished by Offeror showing the actual cost, the travel expense shall be deemed unreasonable and unreimbursable.

Travel Expenses not allowed are as follows:

1. Entertainment; in-room movies, games, etc. and
2. Alcoholic beverages, mini bar refreshments or tobacco products.

TOTAL COST SUMMARY SHEET & COUNTY TRAVEL GUIDELINES			
BILLING CLASSIFICATION	Year 1	Year 2	Year 3
Direct Labor (Hourly Rate by Classification)*			
Engineer IV (225)	\$ 20,925.00		
Project Support (125)	\$ 10,875.00		
Engineer II (155)	\$ 19,375.00		
Engineer I (125)	\$ 23,250.00		
Sr. GIS Analyst (155)	\$ 4,185.00		
CADD II (95)	\$ 3,800.00		
Professional Surveyor II (180)	\$ 720.00		
Survey Party Chief II (100)	\$ 5,000.00		
Survey Technician II (75)	\$ 4,050.00		
UAV Pilot (120)	\$ 2,220.00		
Survey Technician I (80)	\$ 1,160.00		
WO Review Tech (140)	\$ 1,680.00		
Total Labor	\$ 97,240.00		
Subcontractor Costs (if applicable)*			
n/a			
Total Subcontractor Costs	n/a		
Reimbursable Expenses*			
Travel, Lodging	\$ 1,320.00		
Travel, Food			
Travel, Mileage	\$ 754.80		
Reproduction/Printing/Binding			
Supplies			
Equipment	\$ 4,950.00		
Per Diem Days	\$ 720.00		
Total Reimbursable Expenses	\$ 7,744.80		
Other Costs as applicable (include costs for any optional services listed as individual separate line items)			
Optional Services Listed			
Attendance at additional meetings			
Total Cost	\$ 104,984.80		