



## Standard Fee Estimating Procedures

1. A request for services is typically made to AEC by a client that includes some level of detail including location, project goal, associated tasks, scheduling and/or any other factors that might influence the fee.
2. AEC prepares a draft scope of work that addresses what we believe the project requires based on what we know to that point. The scope of work is based on specific assumptions and is in outline format with tasks numbered and generally laid out in the order of work. The draft scope of work is delivered to the client for review and confirmation that the scope of work is correct.
3. Upon confirmation of the scope of work, AEC will prepare a spreadsheet that allocates the estimated time to be spent by each staff person on the individual tasks. The spreadsheet includes costs associated with any subconsultants or other direct expenses.
4. For a project that is to be contracted as Time and Materials, the fee estimate is provided to the client in the spreadsheet form as it was prepared. Typically, these fee estimates are called "Time and Expense with Budget". The total fee estimated is a budget figure that is used to allocate resources and monitor progress, but is not considered a cap.
5. For a project that is to be contracted as fixed fee, the total fee to be charged is calculated using the time and expense spreadsheet as a guide, and only the total fee is provided to the client.
6. Once the client has approved the scope and fee, a contract is prepared and executed.

Note: Often, services are requested that by mutual agreement do not require a separate fee estimate or new contract. This may occur when a client is requesting assistance from AEC as an extension of the clients' staff to perform relatively minor services or services not associated with a separately contracted project. In these instances, the work can be covered by a master agreement, and is typically billed on a Time and Materials Basis.



## Standard Billing Procedures

1. Each employee is responsible for entering time entries daily into our billing and accounting platform (Core). Each entry requires:
  - a. project number
  - b. phase
  - c. time
  - d. date
  - e. duration
  - f. brief description of the work performed.
2. Weekly, all time and expense entries are evaluated, reviewed, and given preliminary approval.
3. Billing is processed through the end of the month, regardless of what day of the week it falls on.
4. Draft invoices are run the first few days of the month. They include:
  - a. detail of all unbilled time
  - b. detail of all unbilled expenses
  - c. grouped by phase and compiled by master project
5. Project managers proof all time and expense entries for accuracy.
6. Fixed fee projects are assessed a percentage complete to be billed.
7. Time and Expense projects are billed according to the accrued time and expenses.
8. Invoices are then edited; any adjustments and corrections are completed and a brief memo is added for each phase.
9. Upon completion, invoices are finalized and emailed directly to the client. This typically occurs within 10 days of the end of the month.



2023

## Standard Hourly Rate Schedule

STAFF TYPE	HOURLY RATE RANGE*
Principal Engineer/Surveyor (PE/PLS)	237
Associate Engineer/Surveyor (PE/PLS)	168-188
Project Manager (PM)	169-180
Project Engineer/Surveyor (PE/PLS)	138-168
Staff Engineer/Surveyor (SE/SES)	122-141
Engineering/Survey Technician (EST)	120-138
Environmental Planner (EP)	116-127
Project/Administration Support (ADMIN)	64-90
Construction Inspector	141
Survey Crews	174-296
Two-Person Crew (Prevailing Wage)	296
Two-Person Crew	219
One-Person Crew (Prevailing Wage)	211
One-Person Crew	174
Expert Witness Fees (PE/PLS Only)	
Travel	1.3 x hourly rate
Preparation, file reviews	2.5 x hourly rate
Trial time, depositions	3.0 x hourly rate
Reimbursables	
Outside technical and professional services, sub-consultants	Cost + 10%
Prints, copies, B&W/color plots, photographic reproduction, and other direct expenses.	Cost + 15%
Mileage for inspections and job site visits will be billed at the current IRS Standard Mileage	

\*Rates for specific staff within each range type are identified in project proposals.



EMPLOYEE 2023 BILL RATES

EMPLOYEE ID	EMPLOYEE NAME	EMPLOYEE TITLE	2023 RATE
<i>All Employees</i>			
031 CA	Anderson, Chris	Project Manager III	\$180.00
001 WA	Auerbach, Walter	Principal	\$237.00
004 SC	Carbonari, Sara	Staff Surveyor III	\$122.00
035 JF	Fadden, John	Project Engineer III	\$156.00
039 SG	Garcia, Steve	Staff Engineer I	\$122.00
029 CH	Havener, Christina	Project Engineer II	\$144.00
037 MJ	Johnson, Machel	Business Manager	\$77.00
003 KM	Masuda, Keith	Project Surveyor IV	\$168.00
028 CN	Negley, Christina	Project Engineer I	\$138.00
040 LT	Terlckyj, Laryssa	Environmental Planner I	\$116.00
034 AV	Vick, Ali	Staff Engineer I	\$122.00