



January 19, 2024

Gina Jenkins, Town Administrator
Town of East Montpelier
40 Kelton Road, PO Box 157
East Montpelier, VT 05651

Reference: **Town of East Montpelier Engineering and Design Services RFB
Sodom Pond Road Culvert**

Dear Gina,

Per the Request for Bids, dated January 9, 2024, DeWolfe Engineering Associates, P.C. is pleased to present our bid for design of a replacement for the culvert crossing Sodom Pond Road, which was overtopped with damage to the roadway in the July 2023 flood event. DeWolfe regularly designs bridge and culvert projects for both municipal and private clients. We also designed a number of replacement structures for Towns around Vermont during the recovery from Tropical Storm Irene in 2011.

Attached is a document outlining our project approach, a proposed project schedule, examples of successfully completed bridge and culvert projects, resumes of key personnel, and our current billing rates.

Thank you for the opportunity to provide a bid on this project and please feel free to reach out with any questions.

Sincerely,

Christopher J. Temple, P.E.
President

Enclosures

Surveying
Permitting
Site Design
Subdivisions
Timber Design
Expert Testimony
Site Development
Act 250 Permitting
Forensic Engineering
Environmental Permitting
Transportation Engineering
Structural Inspection Services
Commercial Building Design
Construction Oversight
Building Assessment
Pedestrian Bridges
Stream Alterations
Sewer Design
Water Supply
Storm Water
Hydrology
Grading

317 River Street
P.O. Box 1576
Montpelier, VT
05601-1576
phone: 802.223.4727
fax: 802.223.4740
www.dirtsteel.com

DeWolfe Engineering Associates, PC (DeWolfe) has worked directly with municipalities across Vermont to successfully design a wide range of projects since 1989. We assist municipalities with not only bridge and culvert projects but also a wide range of utility, building, transportation, and other infrastructure projects. This experience has given us a comprehensive understanding of the specific needs of municipalities in terms of project management, design and construction cost management, and public participation and buy-in.

We are set apart from other engineering firms by our commitment to quality work products and ability to respond quickly to client needs and construction questions. The corporate culture at DeWolfe is one of pride in the quality of our work, whether it is the clarity and completeness of our plans, innovative approaches to solving problems, or the direct and easy to understand style of our communications with clients and the public. Several of our staff have experience in construction or engineering oversight of construction, and this leads us to understand that, particularly during the construction phase of a project, time is money. We have developed a reputation for responsiveness that is unique in the industry.

DeWolfe has extensive experience with land use and environmental permitting in Vermont and the northeast United States. We are known for our ability to guide projects smoothly through an increasingly complex regulatory environment. Because of our thorough project approach, we have built strong relationships with many regulatory staff. These relationships allow us to identify and resolve relevant regulatory concerns early in the process which in turn leads to minimized delays and expedited permit reviews.

Anticipated Project Scope

DeWolfe will provide topographic survey of the culvert area sufficient to define the bankfull width of the stream, stream horizontal and vertical alignment, and for the design of the replacement culvert, headwalls, and streambank armoring. We will show the Sodom Pond Road right of way (ROW) based on the ROW width provided by the Town and the centerline of the roadway. If project disturbance outside the ROW is required, DeWolfe will subcontract with licensed land surveyor to establish the ROW limits and adjacent property boundaries. We will provide a plan showing required temporary or permanent easements necessary to construct or maintain the culvert and a table of individual easement areas and property owners. The Town will be responsible for negotiating and drafting easement agreements with adjacent landowners if necessary.

The Vermont Significant Wetland Inventory mapping shows protected Class II wetlands near project site. We will work with U.S. Army Corps of Engineers (USACE) and the Vermont Wetlands Program to determine if the project qualifies for permit exemptions (which is typically the case with culvert and bridge projects). However, exemptions are based on whether the project has additional impacts to wetlands and may require delineation of the wetland boundaries. We will subcontract with a wetlands biologist to delineate any wetlands in the project area if necessary. We will incorporate the delineated wetland boundary on the topographic survey for the project. Wetlands can only be delineated during the growing season, typically May–October.

DeWolfe will coordinate and attend site visits with the Vermont River Management Engineer and District Wetlands Ecologist and USACE staff. The purpose of these meetings will be to review initial design concepts, confirm permit jurisdiction and potential impacts, and confirm the bankfull width and depth of Sodom Pond Brook at the project location. The requirements of the Vermont Stream Alteration General Permit typically drive culvert and bridge sizing; therefore, it is critical to conduct this meeting prior to design of the structure.

Based on the “Hydrologic and Hydraulic (H&H) Study Guidance 2019” document published by FEMA Region 1, we anticipate a study of the impact of the proposed culvert replacement on 100-year flood elevations and velocity (Complete H&H Study) may be required. A Complete H&H Study is triggered by the presence of a mapped Special Flood Hazard Area and project cost exceeding \$100,000 or an increase in culvert size. We believe that both of these are likely to occur with this culvert replacement. DeWolfe will provide an analysis of whether the

project meets the FEMA requirements for a Complete H&H Study. If needed, DeWolfe will subcontract with a Hydrologist to perform the Complete H&H Study.

DeWolfe will prepare applications for and obtain all required local, State, and Federal permits. We currently expect this will include coverage under the Vermont Stream Alteration General Permit and Conditional Use Approval form the East Montpelier Development Review Board under Article 9 of the East Montpelier Land Use & Development Regulations (Flood Hazard Area Regulations). We will review the proposed project against the U.S. Army Corps of Engineers (USACE) Vermont General Permits to determine whether a permit from USACE will be required. Typically culvert replacement projects qualify for Self-Verification and do not require a formal permit application. The Vermont Wetland Rules consider culvert replacements without significant new wetland impacts to be an allowed use within protected wetlands.

Note that both the USACE Self-Verification process and Vermont Stream Alteration General Permit require in-stream construction to be limited to the period between July 1 and October 1 each year. We are aware that the Town wishes to complete construction of the replacement culvert as soon as possible. DeWolfe will work with the Vermont River Management Engineer and USACE to request permission to construct the culvert outside of this timeline at the request of the Town. This may increase permitting requirements and timelines.

DeWolfe will prepare plans and specifications necessary to permit and construct the replacement culvert. We will evaluate different culvert options (e.g., precast concrete box culvert, round or arched metal plate culvert, open-bottom arch, etc.) based on the required width, hydraulic capacity, and identified site constraints and recommend the type of culvert that best meets the Town's needs. Most culvert systems are designed by the manufacturer to meet structural requirements and submitted for approval during construction. DeWolfe will only design structural elements of the culvert which are constructed on site if needed (cast-in-place wing and head walls, etc.).

We will provide book form specifications for this project, including general project requirements (often referred to as front-end documents) if the Town does not have standard documents. DeWolfe can prepare bid documents and manage the bid process if the Town wishes or provide the drawings and specifications for the Town to bid the construction of the project.

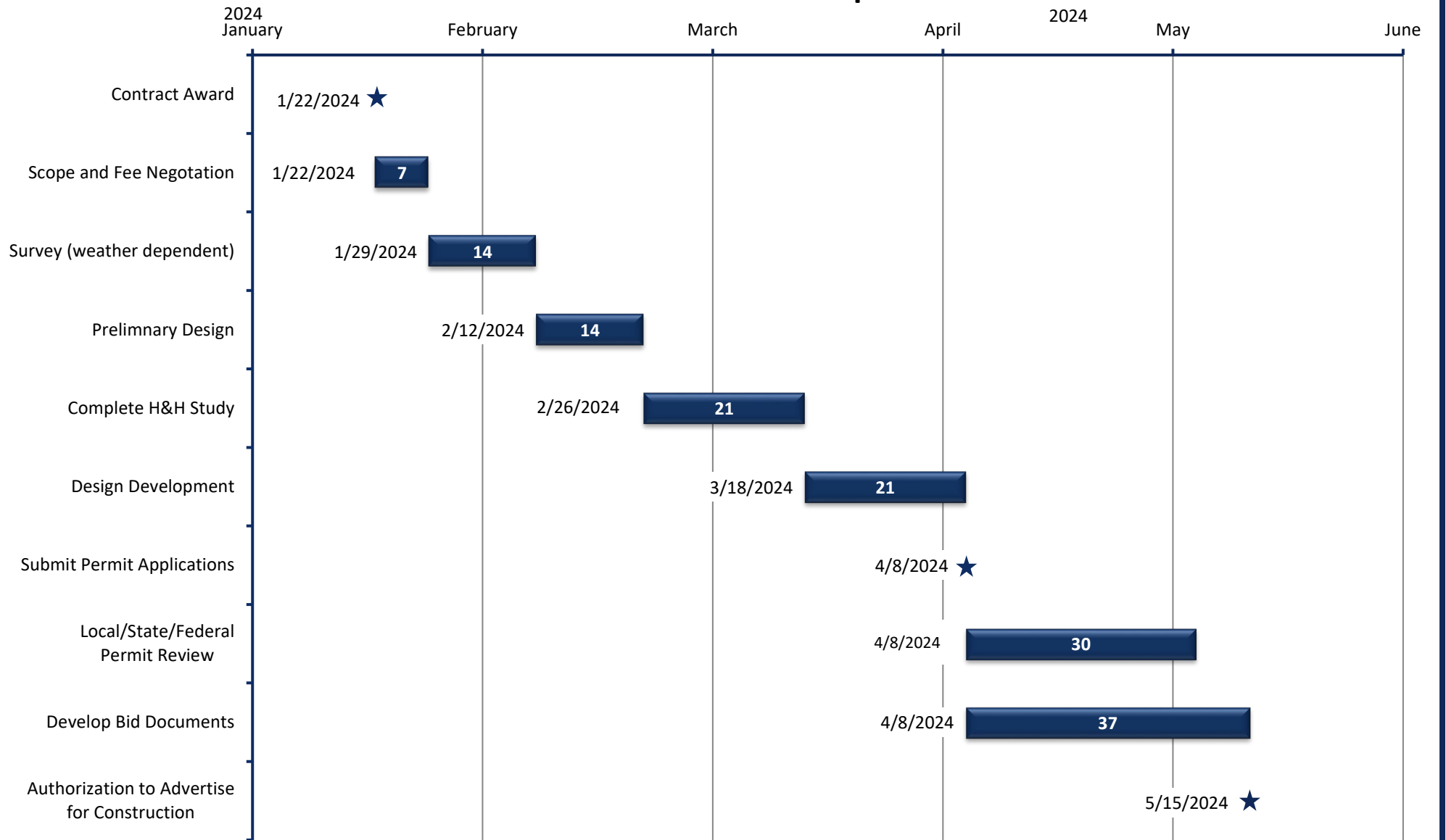
DeWolfe will provide limited construction services to ensure that critical elements of the project construction (e.g., stream diversion and water management, culvert backfill below the spring line, head/tail wall backfill) are installed in accordance with project plans and specifications and to conduct punch list inspections at project completion.

We have provided an optimistic schedule, attached, for project design and permitting, up to releasing the project for construction bids. There are several potential scenarios that could delay this timeline:

1. If negotiations for temporary or permanent easements are needed, property negotiation could delay the project for an unknown amount of time, depending on the willingness of impacted property owners to come to resolution with the Town.
2. If wetland delineation is required, it must be conducted between May and October. This will delay permit applications until mid-May 2024.
3. If the Town wishes to construct the culvert outside of the July 1 to October 1 period, the permit application preparation and review time may be delayed by approximately one month.

DeWolfe Engineering Proposed Project Schedule

Sodom Pond Road Culvert Replacement



PRIOR EXPERIENCE

Buck Lake Brook Culvert, Town of Woodbury, Vermont



DeWolfe provided civil design and construction services for a new box culvert under Cabot Road as a replacement for a culvert structure that failed during tropical storm Irene. The box culvert replaced a corrugated metal pipe arch that flowed into a hand-laid stone box culvert, which passed under a single-family residence. A temporary stream bypass was included with concrete block retaining walls, a 4' diameter bypass culvert, and a coffer dam. Permanent erosion control measures were installed to prevent undercut of the new structure. Materials along the bottom of the culvert simulated a natural stream bottom with rock weirs to allow aquatic organism passage through the box culvert.

Contact: Harry Dailey, Former Road Commissioner

Strafford Bridges, Town of Strafford, Vermont



After tropical storm Irene, DeWolfe was retained by the Town of Strafford to evaluate a total of thirteen bridges and culverts damaged or destroyed by the storm. We worked with the Town to obtain FEMA funding for the replacement of four of these structures. We provided civil and structural design and permitting services to the Town for three bridges, a precast box culvert, and wing walls. All of the structures were designed to meet Vermont Agency of Transportation hydraulic requirements and Vermont Department of Environmental Conservation fish passage requirements.

Contact: Lisa Bragg, Town Clerk
Phone: 802-765-4411

Beanville Road Culvert, Town of Randolph, Vermont



DeWolfe performed civil design for an 85 foot long pre-cast concrete box culvert replacing an existing 8' diameter corrugated metal pipe under Beanville Road. The culvert is approximately 20' below the road surface. The design included slope stabilization and a 48" bypass culvert. A Vermont Stream Alteration General Permit was obtained for the project. DeWolfe provided construction administration in challenging soil conditions, including addressing liquefying soils at the culvert foundations.

Contact: Trevor Lashua, Town Manager, Randolph, Vermont
Phone: 802-728-5433

RESUME

Christopher J. Temple, P.E.
Principal Engineer, President

SUMMARY

Mr. Temple has more than thirty-two years of design experience in civil and structural engineering, including permitting, site and utility engineering, wood, timber, steel, concrete and plastics structural engineering, failure investigation, and foundation engineering. Mr. Temple's design experience is complimented by three years of high-rise construction and two years of house construction.

EDUCATION

1991 **BACHELOR OF SCIENCE IN CIVIL ENGINEERING**
Northeastern University, Summa Cum Laude

AWARDS

Construction Specifications Institute Award for Excellence in Construction Technology
Northeastern University Sears B. Condit Honor Award for Outstanding Scholarship
2002 SEAVT Young Engineer of the Year

REGISTRATION and AFFILIATIONS

Professional Engineer (Structural) in Vermont, New Hampshire, and Maine
Member of the Order of the Engineer
Member Structural Engineering Association of Vermont

ENGINEERING BACKGROUND

Listed below are some of the projects for which Christopher J. Temple was project engineer, project manager, or design engineer.

Bridge/Soil Retaining

Nelson Road Bridge Analysis, Berlin, Vermont – Complete a structural analysis of the existing bridge to determine if it has sufficient capacity to support a one-time load from a transformer.

Bluffside Trail Boardwalk, Newport, Vermont – Structural design of a 540' wooden boardwalk installed across the mouth of Scott's Cove using environmentally sensitive construction techniques.

New York Power Authority Blenheim-Gilboa Trail Bridge, Gilboa, New York – Design and construction oversight of a new 35' steel trail bridge with concrete abutments.

Irving Bridge Inspections, New Hampshire and Vermont – Inspection and analysis of numerous bridges throughout New Hampshire and Vermont to determine load capacity.

Nichols Hill Island Trails, Louisville, NY - Design of several boardwalks, trail bridges, observation platforms, a fishing pier, and a covered hunting blind for a recreational trail system in poor soils that required the use of helical anchors.

Keene Middle School Trails, Keene, NH - Design of a boardwalk and observation platforms for a recreational trail system in poor soils that required the use of helical anchors.

Montpelier Pedestrian Bridge, Montpelier, VT - Design of a new bridge deck to replace the failed original deck of a 175 foot steel truss pedestrian bridge.

Locust Creek Bridge, Barnard, Vermont – Design and construction oversight for a 66' span precast concrete box beam and concrete abutments.

Strafford Bridges, Strafford, Vermont - Inspection of a total of thirteen bridges and culverts damaged or destroyed by a storm. Provided design and construction oversight of replacements of four of these structures, including three bridges, a precast box culvert, and wing walls.

Buck Lake Brook Culvert, Woodbury, Vermont - Design of concrete head walls and outlet walls for a precast concrete culvert.

Happy Valley Bridge, Town Highway 75, Woodstock, VT - Design of replacement abutment for a precast bridge with failing dry laid stone abutments.

Johnson Long Trail Suspension Bridge, Johnson, VT - Design of a 176 foot pedestrian suspension bridge over the Lamoille River.

RESUME

Christopher J. Temple, P.E.
Principal Engineer, President

Osgood Bridge, Reading, Vermont, Ludlow, VT - Design of a steel and concrete bridge with a timber frame cover to mimic a conventional covered bridge.

Okemo Mountain Resort, Jackson Gore Bridges, Ludlow, VT - Design of removable ski and logging bridges.

Middlebury Pedestrian Bridge, Middlebury, VT - Design of a 172 foot pedestrian suspension bridge.

Town Highway 8&9, Craftsbury, VT - Three precast concrete box culverts.

Town Highway 1, Bridge 5, Guilford Bridge - Precast concrete box culvert.

C&S Wholesale Grocers, Inc., Westfield, MA - Concrete retaining walls and arch bridges to protect wetlands and other environmental resources.

Depot I & II, Bethel, VT - Provide handicapped access utilizing concrete retaining walls.

East Montpelier Trails, Inc., East Montpelier, VT - 192 foot pedestrian suspension bridge on existing granite railroad bridge abutments.

Middlebury Suspension Bridges, Middlebury, VT - 90 foot and 70 foot pedestrian suspension bridges to replace existing bridges.

Public Safety

The Gary Residence Memory Care Addition, Montpelier, VT – Design and construction oversight of a new one-story wood framed with masonry cladding, 11,300 square foot memory care residential facility with a three story stair tower connector to the existing residential facility. Unique challenges include the site being located in the flood-way and locating large mechanical equipment on the roof.

Killington Public Safety Facility, Killington, VT – Design and construction oversight of a new 13,900 square foot public safety facility with steel and wood framing, as well as CMU and light-gauge.

Brattleboro Central Fire Station, Brattleboro, VT - Design and construction oversight of an 11,700 square foot masonry clad steel framed addition to the existing fire station as well as over 12,000 square feet of renovations and upgrades to the existing fire station.

Brattleboro West Fire Station, Brattleboro, VT – Design and construction oversight of a new 4,600 square foot wood framed fire station.

Brattleboro Police Station, Brattleboro, VT - Design and construction oversight of over 22,300 square feet of renovations and upgrades to an existing masonry building to convert it into a police station.

Lamoille County Sheriff's Department, Hyde Park, VT - Designed repairs and renovations to the existing structure to allow installations of a new dispatch area.

Antrim Police Department, Antrim, NH - Design and construction oversight of a new 5,300 square foot masonry and wood framed police department facility.

Cheshire County Court House, Keene, NH - Design and construction oversight of a new 35,000 square foot steel, masonry, concrete, and wood framed court house and parking garage. A streamlined design build process allowed for a very fast-track schedule. Unique challenges included a tight site and poor soils conditions.

Keene Central Fire Station, Keene, NH - Design and construction oversight of a new 28,000 square foot steel and concrete emergency services, training, and housing facility. Unique challenges included a tight site and poor soils conditions.

East Montpelier Emergency Services Facility, East Montpelier, VT - Design and construction oversight of a new two story wood framed fire department and training facility.

Stowe Emergency Services Facility, Stowe, VT - Design of a new two story composite steel and concrete fire and police facility.

Northern State Correctional Facility, Newport, VT - Design of a light gauge steel and CMU block framed maintenance facility inside the existing secured perimeter of a prison facility.

East Haven Fire Department, East Haven, VT - Design of foundations for a new pre-engineered fire department.

RESUME

Brian M. Lane-Karnas, P.E.

Senior Civil Engineer, Vice President

SUMMARY

Mr. Lane-Karnas has seventeen years of experience in civil and environmental engineering including site development; hydrology and hydraulics; contaminated site remediation; stormwater engineering; utility engineering; environmental, municipal and land use permitting; GIS mapping; and surveying.

EDUCATION

2010 Bachelor of Science in Civil and Environmental Engineering

Norwich University, Summa Cum Laude

2002 Bachelor of Music in Sound Recording Technology

Ithaca College

REGISTRATION and AFFILIATIONS

Registered Professional Engineer in the State of Vermont, license #018.0084047

Member, Chi Epsilon Civil Engineering Honor Society

Member, Tau Beta Pi Engineering Honor Society

ENGINEERING BACKGROUND

Listed below are some of the projects for which Brian Lane-Karnas was a senior or project engineer:

Bluffside Trail, Newport, VT - Site design and permitting of an approximately one-mile long, ADA accessible, multi-use trail, including a 540' wooden boardwalk installed across the mouth of Scott's Cove using environmentally sensitive construction techniques. Permitting includes zoning, shoreland protection, lake encroachment, wetlands, and construction erosion control.

Beanville Road Culvert, Randolph, VT – Engineering design, permitting, bidding documents, and construction administration for an 85-foot long pre-cast concrete box culvert replacing an existing 8' diameter corrugated metal pipe under Beanville Road. The culvert is approximately 20' below the road surface. The design included slope stabilization and a 48" bypass culvert. Provided construction administration in challenging soil conditions, including addressing liquefying soils at the culvert foundations.

Buck Lake Brook Culvert, Woodbury, VT – Engineering design and bidding documents for a concrete box culvert to replace a failed metal pipe arch and laid stone culvert, partially located under an existing residence. The box culvert was designed for DEC fish passage requirements.

North Calais Culvert Replacement, Calais, VT - Design, construction documents, and construction administration for the replacement of an existing culvert with a concrete box culvert. The project also included an application for a Stream Alteration Permit and approval from the Army Corp of Engineers.

Happy Valley Bridge Retaining Wall, Woodstock, VT - Preparation of site plans for a new concrete retaining wall to replace a failed block retaining wall. The project also included an application for a Stream Alteration Permit and approval from the Army Corp Engineers.

Brook Road Bridge Replacement, Ludlow, VT – Engineering design and permitting of a new stream crossing with a concrete box culvert which maintained AOT water level requirements and DEC fish passage requirements.

RESUME

Nicole D. Crum, P.E.

Senior Project Engineer

SUMMARY

Ms. Crum has more than fifteen years of design experience in structural engineering, including wood, timber, structural steel, cold-formed steel, and concrete structural engineering, failure investigation, and foundation engineering.

EDUCATION

2008 Bachelor of Science in Civil and Environmental Engineering

Norwich University, Summa Cum Laude

REGISTRATION and AFFILIATIONS

Professional Engineer (Structural) in Vermont, Connecticut, New York, and Massachusetts

Member, Structural Engineering Association of Vermont

Member, Chi Epsilon Civil Engineering Honor Society

ENGINEERING BACKGROUND

Listed below are some of the projects for which Nicole D. Crum was a project engineer, project manager, or design engineer:

Bridge/Soil Retaining

Nelson Road Bridge Analysis, Berlin, Vermont – Complete a structural analysis of the existing bridge to determine if it has sufficient capacity to support a one-time load from a transformer.

Bluffsides Trail Boardwalk, Newport, Vermont – Structural design of a 540' wooden boardwalk installed across the mouth of Scott's Cove using environmentally sensitive construction techniques.

New York Power Authority Blenheim-Gilboa Trail Bridge, Gilboa, New York – Design and construction oversight of a new 35' steel trail bridge with concrete abutments.

Irving Bridge Inspections, New Hampshire and Vermont – Inspection and analysis of numerous bridges throughout New Hampshire and Vermont to determine load capacity.

Locust Creek Bridge, Barnard, Vermont – Design and construction oversight for a 66' span precast concrete box beam and concrete abutments.

Strafford Bridges, Strafford, Vermont - Provided design and construction oversight of replacements of four bridges damaged during a storm, including three bridges, a precast box culvert, and wing walls.

North Calais & Upper Roads Drainage Improvements, Calais, Vermont - Design of concrete head walls and outlet walls for a precast concrete culvert.

Buck Lake Brook Culvert, Woodbury, Vermont - Design of concrete head walls and outlet walls for a precast concrete culvert.

Sugarbush Phase 1B Site Work, Warren, VT - Design of concrete retaining walls and stairs.

Public Safety/Health Services

Temporary Public Safety Facility, Cabot, VT - Structural design and construction coordination services for a 4,920 square foot wood-framed public safety facility with an expedited design and construction schedule.

The Gary Residence Memory Care Addition, Montpelier, VT – Design and construction oversight of a new one-story wood framed with masonry cladding, 11,300 square foot memory care residential facility with a three story stair tower connector to the existing residential facility. Unique challenges include the site being located in the flood-way and locating large mechanical equipment on the roof.

Temporary Testing Facility, Barre, VT - Structural design and construction coordination services for a temporary wood-framed partially enclosed drive-thru medical testing facility.

Killington Public Safety Facility, Killington, VT – Design and construction oversight of a new 13,900 square foot public safety facility with steel and wood framing, as well as CMU and light-gauge.

RESUME

Nicole D. Crum, P.E.

Senior Project Engineer

Brattleboro Central Fire Station, Brattleboro, VT - Design and construction oversight of an 11,700 square foot masonry clad steel framed addition to the existing fire station as well as over 12,000 square feet of renovations and upgrades to the existing fire station.

Brattleboro West Fire Station, Brattleboro, VT – Design and construction oversight of a new 4,600 square foot wood framed fire station.

East Montpelier Emergency Services Facility, East Montpelier, VT - Design of a new two story wood framed fire department and training facility.

Brattleboro Police Station, Brattleboro, VT - Design and construction oversight of over 22,300 square feet of renovations and upgrades to an existing masonry building to convert it into a police station.

Industrial/Warehouse

Casella Transfer Station, East Montpelier, VT – Design and construction oversight of a new cast-in-place concrete foundation for a new pre-engineered steel structure. Foundation design also included design of 14' tall concrete push walls and a concrete unloader wall.

Hardwick Town Garage, Hardwick, VT – Design and construction oversight of a new cast-in-place concrete foundation for a new pre-engineered steel garage structure.

VELCO Essex Warehouse, Essex, VT - Design and construction oversight of new concrete and steel framed electric substation warehouse building.

Booth Brothers Facility, Barre, VT – Design and construction oversight of a new concrete substructure and steel framed superstructure for a milk processing facility.

VELCO Substation Assessments, VT – Structural assessments of numerous electrical substations, include concrete foundations and steel framed structures.

Angio Dynamics, Glens Falls, NY – Design and construction oversight of a new steel framed mechanical mezzanine and clean room ceiling inside an existing warehouse building.

Vermont Food Bank Cooler, Rutland, VT – Design of wood and light-gauge steel framing options for a new cooler in an existing warehouse.

Tunnel Waterproofing, 133 State Street, Montpelier, VT - Design and construction oversight of reinforcing and repairs for an existing concrete underground mechanical area, as well as design of new concrete ramp and stair entry and steel framed canopy.

VELCO Control Building, Bennington, VT - Design and construction oversight of new concrete and steel framed electric control building.

VELCO/GMP Relay Building, Bennington, VT - Design and construction oversight of new concrete and steel framed electric relay building.

Grafton County Complex Biomass Heating System, North Haverhill, NH - Design and construction oversight of concrete substructure and wood framed superstructure for a woodchip heating facility servicing multiple municipal buildings.

Oakland Schools, Woodchip Heating Plant, Oakland, ME - Design and construction oversight of concrete substructure and steel and wood framed superstructure for a woodchip heating facility servicing multiple school buildings.

Winnisquam Schools, Woodchip Heating Plant, Tilton, NH - Design and construction oversight of concrete substructure and steel framed superstructure for a woodchip heating facility servicing multiple school buildings.

Norwich University Biomass Facility, Northfield, VT - Design of a new steel framed biomass facility including truck bridges, mezzanines, and connections to the existing boiler plant.

C&S Wholesale Grocers - Guard House, Windsor Locks, CT - Design of a new masonry and light-gauge steel framed guard house.

44 Hull Street, Randolph, VT - Design of concrete foundations and access slabs for industrial dust collectors.

FEMA Flood Mitigation, Montpelier, VT - Design of concrete pump station and wood framed pump housing building

Rate Schedule
(Updated January 1, 2024)

Expert Testimony	\$340.00 per hour
Principal Engineer	\$170.00 per hour
Senior Engineer.....	\$145.00 per hour
Project Engineer	\$125.00 per hour
Staff Engineer	\$110.00 per hour
Junior Staff Engineer.....	\$90.00 per hour
Senior Technician	\$120.00 per hour
Technician	\$80.00 per hour
Administration.....	\$70.00 per hour
2-person Survey Crew.....	\$ 200.00 per hour

Trial time including mediation, arbitration, and deposition time is charged at the Expert Testimony rate. Travel to and from trial is charged at the standard rates.

Subcontracting services will be billed as their fee plus 10%
plus hourly rates spent on coordination efforts.

Expenses such as shipping, copying and printing will be billed at our costs plus 10%

Mileage is billed at the current Federal Mileage Rate