

WORK ORDER FORM
2023 CITY OF CHARLESTOWN WASTEWATER ON-CALL SERVICES

WORK ORDER NO. WW2023-01

Date: _____

In accordance with the General Services Agreement between the **City of Charlestown, Indiana**, acting thru its duly appointed **City of Charlestown Sewer Board (OWNER)**, and **Jacobi, Toombs and Lanz, Inc. (CONSULTANT)**, dated _____, this **WORK ORDER** is the written authorization to the **CONSULTANT** to provide the work described herein, in accordance with the attached schedule, and not-to-exceed fee.

Work: The Work shall be as described in Section A of this **WORK ORDER**. **CONSULTANT** shall furnish all labor, materials, supplies, equipment, supervision, and services necessary for and incident to the performance of the Work. **CONSULTANT** represents that it has thoroughly reviewed the Work and the General Services Agreement and that it accepts the Work and the conditions under which the Work is to be performed.

Schedule: The Schedule shall be set forth in Section B of this **WORK ORDER**. **CONSULTANT** represents that the Schedule is reasonable and achievable.

Payment Terms: Payments to the **CONSULTANT** shall be as described in Section C of this **WORK ORDER**.

Terms and Conditions: The terms and conditions of the General Services Agreement referenced above shall apply to this **WORK ORDER**. This **WORK ORDER** also incorporates all of the terms and conditions required to be included in it by the General Services Agreement.

OWNER:

City of Charlestown, Indiana
Charlestown, Indiana
304 Main Cross Street
Charlestown, Indiana 47111

By _____

Witness _____

Or

By _____
Authorized Representative

CONSULTANT:

Jacobi, Toombs, and Lanz, Inc.
1829 East Spring Street, Suite 201
New Albany, IN 47150
(812) 945-9585

By _____
Michael C. Harris, PE, President

Witness _____
Lori L. Wyatt, Water Resources Team Lead

Printed Name _____

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SECTION A – DESCRIPTION OF THE WORK

Jacobi, Toombs and Lanz, Inc. (**CONSULTANT**) shall provide the Professional services for the project as described as follows:

This Work Order is intended to allow Wastewater Staff to contact JTL to provide services for minor wastewater projects throughout the year on an as needed basis. Projects may include surveying, engineering, construction observation/inspection or other tasks that may be necessary to support the Wastewater Staff.

SECTION B – SCHEDULE

As needed and discussed with Wastewater Staff.

SECTION C – PAYMENT TERMS

Payment to the **CONSULTANT** for these services shall be on a time and material basis with an initial not-to-exceed budget of Fifty Thousand Dollars 00/100 (\$50,000.00).

The **CONSULTANT** may submit monthly invoices for payment for work completed to date.

JACOBI, TOOMBS AND LANZ, INC.

2023

HOURLY BILLING RATES

CODE	CLASSIFICATION	STANDARD HOURLY BILLING RATE*
PR2	PRINCIPAL - PRESIDENT	\$210
PR1	PRINCIPAL - VICE PRESIDENT	\$200
PM3	PROJECT MANAGER III	\$170
PM2	PROJECT MANAGER II	\$155
PM1	PROJECT MANAGER I	\$145
DL	DISCIPLINE LEADER	\$225
E6	ENGINEER VI	\$190
E5	ENGINEER V (PE)	\$175
E4	ENGINEER IV (PE)	\$160
E3	ENGINEER III (PE)	\$145
E2	ENGINEER II (PE)	\$130
E1	ENGINEER I (PE)	\$115
ET4	ENGINEERING TECH IV (EIT)	\$100
ET3	ENGINEERING TECH III (EIT)	\$90
ET2	ENGINEERING TECH II	\$80
ET1	ENGINEERING TECH I	\$70
CT3	CAD TECH III	\$100
CT2	CAD TECH II	\$85
CT1	CAD TECH I	\$75
LS2	LAND SURVEYOR II (LS)	\$120
LS1	LAND SURVEYOR I (LS)	\$110
SC	SURVEY CHIEF	\$90
ST2	SURVEY TECHNICIAN II	\$80
ST1	SURVEY TECHNICIAN I	\$70
RCM	RESIDENT CONSTRUCTION MANAGER	\$130
RP	RESIDENT CONSTRUCTION REPRESENTATIVE	\$110
RI	RESIDENT INSPECTOR	\$100
CL	CLERICAL	\$75
PL3	PLAN REVIEWER III	\$120
PL2	PLAN REVIEWER II	\$105
PL1	PLAN REVIEW I	\$90
GPS	GPS	\$50
RTS	ROBOTIC TOTAL STATION EQUIPMENT	\$50
EXP	MILEAGE: PER MILE	Current federal mileage rate

* Overtime will be charged at 1.25 times the standard billing rate.

** Serving as an expert witness in legal proceedings will be charged at 2 times the standard billing rate.

These rates may be adjusted on an annual basis as required by economic factors at the discretion of Jacobi, Toombs and Lanz, Inc.