

**CITY OF WASHINGTON
PUBLIC WORKS COMMITTEE
MONDAY, APRIL 4, 2016
5:00 P.M.**

**CITY HALL CONFERENCE ROOM
301 WALNUT STREET**

AGENDA

- 1. ALDERMAN WISHING TO BE HEARD ON NON-AGENDA ITEM**
- 2. CITIZENS WISHING TO BE HEARD ON NON-AGENDA ITEM**
- 3. APPROVAL OF MINUTES** – February 8 and March 7, 2016 regular meetings
- 4. BUSINESS ITEMS**
 - A. Draft Ordinance: Lincoln Street
 - B. 1200 Coventry: Basin Follow-up
 - C. IL Transportation Enhancement Program (ITEP)
 - D. Design Engineering Support: Strand Associates, Inc., STP No. 2 - Interceptor
 - E. 'Mr. Manhole' Skid Steer Attachment
 - F. Water Meter Policy
 - G. Change Order Consideration: Dallas Road/Bishops Court
- 5. STAFF UPDATE**
- 6. OTHER BUSINESS**
- 7. ADJOURNMENT**

DRAFT

City of Washington
Public Work Committee
Monday, February 8, 2016 – **Minutes**

CITY HALL CONFERENCE ROOM
301 WALNUT STREET

Present: Aldermen Mike Brownfield, Jim Gee, and Carol Moss

Also Present: Ed Andrews, Public Works Director; Jim Culotta, City Administrator; Jon Oliphant, Planning & Development Director; Kevin Schone, Public Works Manager.

Alderman Mike Brownfield called the meeting to order at 5:00 p.m.

1. Alderman Wishing to be Heard on Non-Agenda Item: None.
2. Citizens Wishing to be Heard on Non-Agenda Item: None.
3. Approval of Minutes – The committee unanimously voted to approve the January 19, 2016 meeting minutes.
4. Business Items:
 - A. Tentative 2016 MFT Street Maintenance – Staff is considering an MFT program of a combination of Centennial, Lexington, and N. Main, which would include attempting to upgrade the TP&W Railroad crossing. Additionally, staff was asked to contact Washington Township about making improvements to the Diebel Road crossing.
 - B. Winter/Summer Maintenance Operations – Staff has 112 acres for mowing and is looking at replacing a mower with a 60" 0-turn radius mower. The mowers can be outfit with snowplow equipment if there was a desire to plow sidewalks or recreation trails. The Committee recommended keeping the status quo for snow removal.
5. Other Business:
 - A. The consideration of an air curtain burner (ACB) was discussed with committee. Currently Streets has a chipper that is scheduled for replacement, however discussion of if that unit might be replaced with an ACB given the limitations imposed by the IEPA on open air burning.
 - B. An update on the AMR also lead into a discussion of the consideration of grounding field options if there are future lightning strikes due to the lack of grounding array.
 - C. There currently is not a set date set for a pre-construction meeting on STP #2. Paper work is being reviewed with IEPA and Strand.
 - D. A brief discussion on the Diebel Road detention basin and the railroad crossing nearby was had. The Committee asked about what the City pays for railroad crossing agreements. Staff was not aware that the roadway crossing themselves were subject to annual fee, but that there certainly were annual fees for water and sewer crossings underneath the tracks.

- E. An overview of the proposed budget regarding equipment purchases was presented to the committee.
- F. A discussion regarding planned / budgeted request for repairs to the block masonry and roof at Water Plant #2.
- G. A question was raised about the location of the hotel/motel taxes in the City's budget. It is located within the General Fund.
- H. Chairman Brownfield asked about the status of the storm water basin off of 1200 Coventry.
- I. The City inspects sidewalks after a request by a resident or contractor. If they are deemed suitable for repairs, the City will replace the deteriorated sections and split the cost with the resident.
- J. Staff will ask Oak Grove Landscaping to finish work on a retaining wall in Washington Estates as soon as possible. The work had been discussed with them to have been started before Christmas, but weather had set in before then preventing any progress.

Motion to adjourn at approximately 6:35 p.m.

City of Washington
Public Work Committee
Monday, March 7, 2016 – **Minutes**

CITY HALL CONFERENCE ROOM
301 WALNUT STREET

Present: Aldermen Mike Brownfield, Jim Gee, and Carol Moss

Also Present: Ed Andrews, Public Works Director; Jim Culotta, City Administrator; Jon Oliphant, Planning & Development Director.

Alderman Mike Brownfield called the meeting to order at 5:00 p.m.

1. Alderman Wishing to be Heard on Non-Agenda Item: None.
2. Citizens Wishing to be Heard on Non-Agenda Item: Steve Hullcraz asked about the signage at Nofsinger and US Route 24. He felt that Cross Traffic Does Not Stop warning placards were warranted. Staff indicated that they have been in discussion with IDOT, but that the roadway and signage was under their jurisdiction.
3. Approval of Minutes – The minutes from February 8, 2016 meeting will be presented at the April meeting.
4. Business Items:
 - A. Bicycle Friendly Community Update – An advisory committee has been working on the background work necessary to nominate Washington as a Bike Friendly Community through the League of American Bicyclists. The 2016 application cycle opens on April 1 and must be submitted by August 9. There is no cost to apply nor funding for BFC communities, but it can help having the BFC status when applying for grants. Additionally, the advisory committee has discussed ways to connect other parts of the city where off-road multi-use trails are not feasible. This would primarily be handled through painting bike lanes and/or sharrows. The advisory committee recommended starting with sharrows on N. Main from south of Devonshire to W. Jefferson; W. Jefferson from N. Main to Wilmor; Wood from W. Jefferson to Holland; Holland from Wood to S. Main; and S. Main from Holland to Guth. Staff anticipates a cost of \$15,000 for this painting, which would last for up to two years. The PWC committee recommended including \$15,000 in the FY 16-17 budget for this item and taking it to the Committee of the Whole.
 - B. FY 16-17 Proposed Equipment Budget Review – Staff has looked at several major equipment purchases for the FY 16-17 budget. These include three mowers, an asphalt roller, an air curtain burner, two dump trucks, a pickup truck, and a tractor. The committee recommended to take the requested budgeted items to the Committee of the Whole.
 - C. FY 16-17 Road Salt Discussion – The City is approaching the end of a one-year contractor for roadway salt utilizing the Tazewell County Highway Department's countywide bid. Staff presented the two options: CMS or Tazewell County. The CMS FY 14-15 contract had varying bids ranging from no bids to \$70-\$140 per ton,

though these were reduced for FY 15-16. Tazewell County has confirmed that the City would be able to participate in their program. The Committee recommended that the contract roll over for one year with Tazewell County.

5. Other Business:

- A. Staff will reach out to Washington Township about working with the TP&W Railroad about repairing the Diebel Road crossing. There are safety concerns about higher speed traffic in that area.
- B. Staff will follow-up with IDOT about repairs to the sidewalks along Route 8.
- C. Work on seal coating can begin again on May 1 under the IDOT reconstruction contract. Possible repairs may be done to areas around Bishop's Court and Dallas Road, will further investigate and follow up with committee.
- D. The committee and staff briefly discussed drainage problems near 1201 Coventry. A possible solution could be to install a drain pipe to allow water to move away from the current stagnant spot near the detention basin. More info is needed to determine a solution and the construction plans will be reviewed at the April meeting.

Motion to adjourn at approximately 6:11 p.m.

CITY OF WASHINGTON

PLANNING & DEVELOPMENT DEPARTMENT

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MEMORANDUM

TO: Public Works Committee
FROM: Jon R. Oliphant, AICP, Planning & Development Director
SUBJECT: ITEP Call for Projects
DATE: March 30, 2016

IDOT recently announced a call for projects for its Illinois Transportation Enhancement Program (ITEP). Applications are accepted starting on May 2 and ending on June 17. IDOT expected that selected projects will be announced this fall. As has been the case previously, this is an 80/20 program with \$29 million in federal funds available this year (compared with \$51 million during the last cycle in 2013).

As you will recall, the city has received funding previously for engineering/construction of recreation trails along N. Cummings and Business Route 24. The latter of these will be constructed later this summer. ITEP is intended to "promote and develop alternative transportation options, including bike and pedestrian travel, along with streetscape beautification." While general streetscape projects are likely no longer allowed, the Square would likely qualify if it is designated as a historic district.

With the application cycle rapidly approaching, staff is looking for feedback on whether to submit an application for any project(s). General discussion is planned for the Public Works Committee meeting on April 4.

ORDINANCE NO. _____

Synopsis: Adoption of this ordinance would change the original recorded street suffix of Lincoln Avenue to match that of the long standing posted suffix of Lincoln Street.

**AN ORDINANCE CHANGING THE RECORDED STREET SUFFIX OF
LINCOLN AVENUE TO LINCOLN STREET**

WHEREAS, the street named Lincoln was platted as an avenue in approximately 1837;
and

WHEREAS, the posted suffix has been Lincoln Street; and

WHEREAS, the City has the authority under the Municipal Code, at 65 ILCS 5/11-80-19, to change the name of any street.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE
CITY OF WASHINGTON; TAZEWELL COUNTY, ILLINOIS**, as follows:

Section 1. That Lincoln have its street suffix changed from Lincoln Avenue to Lincoln Street.

Section 2. The effective date of the name change shall be thirty (30) days after the passage of this ordinance and the Post Office branch serving that area having been notified by the City by certified or registered mail of the name change.

Section 3. That all ordinances or parts thereof in conflict herewith are hereby expressly repealed.

PASSED AND APPROVED this _____ day of _____, 2016.

AYES _____

NAYS _____

Mayor

ATTEST:

City Clerk



Memo

TO: Mayor Manier and City Council
FROM: Ed Andrews, Public Works Director
SUBJECT: Phase 2B Interceptor Sewer Upgrade
DATE: April 1, 2016

In follow up to discussions held with the Public Works Committee and follow up presentation to the Committee of the Whole meeting on March 11 2016, a revised scope of services was requested from Strand and Associates for the completion of the Phase 2B Interceptor Sewer. This revised scope included services that were not originally included with the original design proposal, specially flow monitoring and influent pumping station (a/k/a the wet well) preliminary engineering.

Phase 2A bids were opened on January 26th and presented to Council at the Council Meeting of February 1st, 2016. With an approved intent of award to River City Construction for \$3,562,000 pending final approval the IEPA. This amount was below the Engineer's estimate of \$4M, however the estimate for the Phase 2B trunk sewer could increase from \$3.5M to \$5M depending on additional considerations not part of the original estimate, specifically a more detailed capacity analysis and forecasting of future growth to support upsizing.

Phase 2B will replace 2.3 miles of early 1970s interceptor sewer which not only connects the two sewer treatment plants, but also collects all but the far west-end of the City. Preliminary work done has found that the hydraulic profile of the alignment is constrained by creek crossing and the wet well of sewer plant #2. It is felt that this would be the opportunity to enhance both the capacity of the interceptor sewer and wet well (original to the 1970s build of STP#2).

Staff's recommendation would be to engage Strand and Associates for a total contracted amount of \$541,700 (\$367,800 Final Engineering plus the additional Preliminary Engineer Services), however page 5 under **Compensation** would be revised from a lump-sum-fee-basis to a Time and Material, Not to Exceed basis.

This matter has been placed on the agenda for the Council Meeting of April 3, 2016 for review and approval consideration.

cc: File



Strand Associates, Inc.®

1170 South Houbolt Road

Joliet, IL 60431

(P) 815-744-4200

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March 31, 2016

Mr. Ed Andrews, P.E.
City of Washington
301 Walnut Street
Washington, IL 61571

Re: Farm Creek Trunk Sewer Replacement Project
Scope of Design Services

Dear Ed,

We are pleased to submit the following proposal to the City of Washington. Our proposal includes the proposed Scope of Services and associated fee for Strand Associates, Inc.® (Strand) to provide preliminary engineering, final engineering, and bidding-related service to the City of Washington (City) for the proposed Farm Creek Trunk Sewer Replacement Project (Project).

Background

The City has an existing trunk intercepting sewer that generally conveys flow from the existing sewage treatment plant (STP) No. 1 located at the south end of Woodland Trail to the existing STP No. 2 located at the end of Ernest Street. This trunk sewer is in poor condition and undersized for anticipated flow conditions. Furthermore, neither STP No. 1 nor the existing Farm Creek interceptor are capable of receiving nor treating flows in excess 0.6 mgd. Additionally, the City intends to decommission STP No. 1, thus, requiring the trunk sewer from STP No. 1 to STP No. 2 to meet the City's current and future needs.

The City has begun identification of existing easements and the existing interceptor sewer route. The City will be including the new trunk sewer in its facility plan for funding of the Project under the Illinois Environmental Protection Agency (IEPA) Water Pollution Control Loan Program (WPCLP).

Scope of Services

Phase 1 Preliminary Engineering

1. Attend one project kickoff meeting with the City to discuss project goals and schedule, gather supporting information, and discuss particular features, perspectives, and concepts for the Project. The City will provide our team copies of the existing easement documents. Intentions for land acquisition and construction access for the Project will also be discussed.
2. Gather existing plans and plat information and anticipated development data provided by the City. Perform a theoretical service area flow study of the area tributary to the Farm Creek Trunk Sewer.
3. Gather current topographic and contour data from the City in electronic format compatible with MicroStation CAD software to develop base drawings for project design.
4. Gather existing flow metering and treatment plant flow data for the Farm Creek Trunk Sewer service area, as provided by the City.

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5. Perform a flow metering program to include installation, maintenance, interrogation, and removal of up to eight flow meters and two rain gauges for a period of 90 days. Collect and compile flow meter data to identify dry weather minimum, average, and maximum flow rates; identify peak flow rates measured in the system during monitored rain fall events; document dry and wet weather characteristics at each of the monitoring locations.
6. Compare theoretical flow calculations to the existing flow data provided by the City and the flow metering program data to determine, in concert with the City, the required flow capacity for the various segments of the new trunk sewer.
7. Develop conceptual drawings for up to three trunk sewer alternatives based on existing topographic mapping, aerial mapping, plat mapping, and easement documentation provided by the City. Route evaluation will include consideration of options for a combination of conveyance and storage of peak flows at STP No. 1 or STP No. 2. If the City desires to retain the existing sewer, we have assumed that the City will provide sewer cleaning and televising services. Engineering services related to reusing the existing interceptor will be provided under a separate agreement.
8. Complete preliminary engineering of a modified or new influent pumping station at STP No. 2 to accommodate a lower interceptor profile. It is anticipated that this effort will reuse/modify the existing wet well or create a new structure without a building. This effort will include replacing the existing excess flow pumps and reuse/replace the existing influent pumps.
9. Perform a hydraulic analysis of the trunk sewer to verify pipe size, slope, and pipe materials.
10. Develop concept level opinions of probable construction cost (OPCC).
11. Identify potential easement acquisition needs for each conceptual trunk sewer route.
12. Create a draft design memorandum presenting study findings and concept alternative plans. Provide draft design memorandum to City for review.
13. Meet with City to discuss draft design memorandum and finalize Project scope and parameters of the trunk sewer design project.
14. Finalize design memorandum and provide three final copies to City.
15. Submit a facilities plan to IEPA on the City's behalf for the purposes of project approval and funding. The City will provide section(s) pertaining to the description of the existing residential rate structure, average water consumption or the basis for billing, current average monthly residential bill, any proposed rate changes and the proposed average monthly residential bill as a result of the project(s).
16. Attend up to two additional meetings with the City during preliminary engineering. It is anticipated that these two meetings may also include meeting with property owners or other stakeholders to discuss the project.

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Phase 2 Final Engineering

For the purposes of defining the level of effort for final engineering, we assumed a single, 48-inch interceptor installed along the existing route since flows and capacities still need to be established through a preliminary engineering effort.

17. Prepare and submit the IEPA Loan Pre-application.
18. Assist the City in preparing and submitting a financial aid application for the Illinois Water Pollution Control Revolving Loan Fund and communicate with IEPA funding staff.
19. Perform a topographic survey over the final trunk sewer corridor. This survey includes up to 13,500 feet of linear survey from STP No. 1 to STP No. 2 for a width of 20 feet either side of the proposed trunk sewer centerline. We have assumed that the City will provide clearing and grubbing services for the entire route of the proposed interceptor corridor.
20. Assist the City in soliciting proposals and contracting for geotechnical sampling, testing, and reporting. The extent of sampling shall be as determined by the City and our firm. We will develop a Request for Proposal for the City's use in soliciting proposals.
21. Perform a wetland identification and delineation study along the Project corridor and provide the City with a final report.
22. Develop 50 percent complete engineering drawings and OPCC for the trunk sewer and provide to the City for review. Engineering design and drawings are based on up to 13,500 feet of trunk sewer. Design and drawings for storage of peak flows at STP No. 1 or STP No. 2 are not included in the Project, but shall be handled under a separate agreement with the City.
23. Develop engineering drawings and OPCC for the proposed influent pumping station at STP No. 2 determined during preliminary engineering. This effort will include the submittal and meetings identified under the Final Engineering Phase 2 interceptor scope of work and will be performed concurrently. The influent pumping station will ultimately be bid as a separate contract. Again, it is anticipated that this effort will require an underground structure without an at-grade structure, with the exception of hoist equipment for pump removal.
24. Develop and provide to the City legal descriptions and exhibits of recommended land or easement acquisition for the City's use in negotiating acquisition with property owners. The City will be responsible for acquiring the necessary land or easements for the project and if legal land surveys are required, will contract separately with a Registered Land Surveyor for those surveys and plats.
25. Meet with the City to review 50 percent complete engineering and land acquisition documents.
26. Develop 75 percent complete engineering drawings, technical specification, and OPCC for the trunk sewer and provide to the City for review. Technical specifications shall be based on our firm's standard specifications and will incorporate City specifications.
27. Develop bidding and contracting documents using Engineers Joint Contract Documents Committee C-700 Standard General Conditions of the Construction Contract, 2007 edition and incorporating Illinois Revolving Loan Fund updates.

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28. Meet with the City to review 75 percent complete engineering documents.
29. Following 75 percent complete review with City, update engineering documents and submit to permitting agencies, along with permit applications. The following permits are anticipated:
 - a. IEPA Construction and Operation
 - b. US Army Corps of Engineer Joint Permit Application
 - c. IDNR–Office of Water Resources for Flood Plain Construction
 - d. IDNR Threatened and Endangered Species Consultation
 - e. US Fish and Wildlife Threatened and Endangered Species Consultation
 - f. Illinois Historic Preservation Agency (see below for Service Elements Not Included)
 - g. IEPA NPDES Permit for Construction Operations
30. Submit engineering drawings, technical specifications, bidding and contracting documents, along with a Certification of Plans/Specifications Compliance with Loan Rules to the IEPA for approval of the project for bidding.
31. Following receipt of all permit agency comments, revise engineering drawings and technical specifications and bring documents to final completion.
32. Attend up to two additional meetings with the City during final engineering. It is anticipated that these meetings may also include property owners or other stakeholders to discuss the project.

Phase 3 Bidding-Related Services

33. Distribute bidding documents electronically through QuestCDN, available at www.strand.com and www.questcdn.com.
34. Attend one pre-bid meeting with the City and prospective bidders.
35. Respond to bidder questions during bidding period and issue addenda, as necessary.
36. Attend one bid opening and provide the City with a tabulation of bids.
37. Assist the City in award of a construction contract.
38. Submit bids along with a WPCLP Bid Certifications Form executed by City.

Service Elements Not Included

The following services are not included in this proposal. If such services are required, they will be provided as noted.

1. Additional and Extended Services during construction made necessary by:
 - a. Work damaged by fire or other cause during construction.
 - b. A significant amount of defective or neglected work of any contractor.
 - c. Prolongation of the time of the construction contract.
 - d. Default by contractor under the construction contract.

Any services of this type will be provided through an amendment to the agreement.

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2. Archaeological or Botanical Investigations: If field investigations necessary for agency approval require the services of an archeologist or botanist, we will assist the City in engaging the services of said professionals through a separate agreement.
3. Construction-Related Services: Construction-related services for the project will require a separate agreement with the City.
4. IEPA SRF Loan Application and Financial Information Checklist: The City shall be responsible for executing and submitting the WPCLP Loan Application Form and the WPCLP Financial Information Checklist to IEPA for Project funding.
5. Land and Easement Surveys/Procurement: Any services of this type, including, but not limited to, field work, preparation of legal descriptions, or assistance to City for securing land rights necessary for siting sanitary force mains, sewer, and appurtenances will be provided through a separate agreement with the City.
6. Permit and Plan Review Fees: All permit and plan review fees payable to regulatory agencies shall be paid for by City.
7. Preparation for and/or Appearance in Litigation on Behalf of City: This type of service by our firm will be provided through a separate agreement with the City.
8. Revising Designs, Drawings, Specifications, and Documents: Any services required after these items have been previously approved by state or federal regulatory agencies, because of a change in project scope or where such revisions are necessary to comply with changed state and federal regulations that are put in force after services have been partially completed, will be provided through an amendment to the agreement.
9. Services Furnished During Readvertisement for Bids, if Ordered by City: If a contract is not awarded pursuant to the original bids, any services of this type will be provided through an amendment to the agreement.
10. Services Related to Buried Wastes and Contamination: Should buried solid, liquid, or potentially hazardous wastes or subsurface or soil contamination be uncovered at the site, follow-up investigations may be required to identify the nature and extent of such wastes or subsurface soil or groundwater contamination and to determine appropriate methods for managing of such wastes or contamination and for follow-up monitoring. Investigation, design, or construction-related services related to buried solid, liquid, or potentially hazardous wastes or soil or groundwater contamination will be provided through a separate agreement with the City.
11. Design Services related to Peak Flow Storage Facility, STP #1 Demolition/Decommissioning, or STP #2 Modifications related to Phase 2B Improvements: This type of service by our firm will be provided through a separate agreement with the City.

Compensation

Preliminary Engineering – Phase 1, Final Engineering – Phase 2, and Bidding-Related Services are proposed on a lump sum fee basis, to be billed monthly in proportion to the engineering services completed.

Mr. Ed Andrews, P.E.
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Task	Compensation
Preliminary Engineering – Phase 1	
Flow Metering	\$43,500
Flow Capacity Analysis	\$12,500
Influent Pumping Station Preliminary Engineering	\$15,000
Route Study and Preliminary Engineering	\$60,900
Administration, Meetings, and Final Report	\$28,000
Final Engineering – Phase 2	\$367,800
Bidding-Related Services	\$14,000
Total	\$541,700

Schedule

With each of these points in mind, we have developed the preliminary schedule for the major work items, as follows:

Task	Date
Project Kickoff	April 2016
Flow Metering	April 2016 through June 2016
Facilities Plan Submittal	August 2016
Topographic Survey	November 2016
Final Design Submittal	June 2017
Tentative IEPA Facilities Plan Approval Date	August 2017
Open Bids	September 2017
Construction	January through November 2018

The timelines for each task are dependent on the final scope identified in the preliminary engineering as well as agency review times. However, this schedule provides an overview of how the whole project fits together over time.

Please let us know if this proposal is acceptable. If so, we will forward an agreement for execution. If there are any questions or if additional information is required concerning this proposal, please call us at 815-744-4200.

Sincerely,

STRAND ASSOCIATES, INC.®



Michael R. Waldron, P.E.



Brian T. Molenaar, P.E.

9901.973/MRW:bsg

Farm Creek Interceptor Fee - Washington, IL					
Municipality	Dia. (in)	Bid Year	Construction Cost (Million \$)	Design Fee	Percent Construction Cost
Channahon, IL	27	2005	\$ 0.53	\$55,300	10.5%
Joliet, IL	54	2005	\$ 1.82	\$163,000	9.0%
Bardstown, KY	36	2008	\$ 3.87	\$252,000	6.5%
Louisville/Jefferson Co. MSD	72	2012	\$ 12.80	\$1,070,000	8.4%
Sandwich, IL	24	2006	\$ 1.78	\$160,000	9.0%
Columbus City Utilities, IN	108	2008	\$ 1.83	\$119,670	6.6%
Columbus City Utilities, IN	66	2008	\$ 4.06	\$283,462	7.0%
Dubuque, IA	42	2012	\$ 5.00	\$450,000	9.0%
Washington, IL	48	2017	\$ 7.75	\$367,800	7.4%

Proposed Design Engineering Compensation
Compared with EPA Reasonableness

