

**Office of the City Manager**

City of Richland Hills, Texas

# Memorandum

To: Honorable Mayor Bill Agan and members of the Richland Hills City Council  
From: Eric Strong, City Manager  
Date: January 5, 2016  
Subject: City Engineer

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## **Council Action Requested:**

Consider appointment of a firm to act as City Engineer

## **Background Information:**

In November Mr. Michael Barnes retired from the City of Richland Hills. Mr. Barnes served as the City Engineer for the City for over 10 years. However, since his retirement, I have determined that the best course of action is not to hire a full time Engineer to be on staff at this time. Rather, based on the volume of work required and the current structure of our organization, it is my recommendation that we consider appointing a firm to act as our official City Engineer.

The firm that is selected will be responsible for various plan reviews, attending development meetings, acting as our floodplain administrator and other similar type tasks. There are numerous qualified firms that are capable of handling these duties. However, we have worked extensively with Halff Engineering on several projects and they have a solid understanding of the things we have accomplished. They have done good work for the City in the past and have the most comprehensive understanding of our needs. As such, it is staff's recommendation that we consider them as the firm that we utilize as our City Engineer.

**Board/Citizen Input:** N/A

**Financial Impact:** N/A

**Staff Contacts:**

Eric Strong  
City Manager  
[estrong@richlandhills.com](mailto:estrong@richlandhills.com)

**Attachments:** Proposed Agreement with Halff

## AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES ON A TASK ORDER BASIS

This Agreement for Professional Engineering Services, hereinafter called "Agreement," is entered into by the **City of Richland Hills, Texas**, a municipal corporation, duly authorized to act by the City Council of said Client, hereinafter called "Client," and **Halff Associates, Inc.**, a Texas corporation, acting through a duly authorized officer, herein called "Engineer," relative to Engineer providing professional engineering services to the Client. Client and Engineer when mentioned collectively shall be referred to as the "Parties".

### WITNESSETH:

For the mutual promises and benefits herein described, the Client and Engineer agree as follows:

- 1. Term of Agreement.** This Agreement shall become effective on the date of its execution by both Parties, and shall continue in effect thereafter until terminated as provided herein.
- 2. Services to be Performed by Engineer.** Engineer shall provide to the Client basic engineering services on an "as needed" or "task order" basis as determined by the Client which services may include, but will not be limited to, those services normally rendered by an engineer to a municipal corporation. It is anticipated that such services may include surveying, project design, project development, consultation regarding general engineering issues, review of documentation, construction phase services to assist the Client, as determined by the Client, acting through its Client Manager. Engineer, upon specific written request by the Client, will prepare a detailed fee schedule for the Client's review and approval. Should the Client request, Engineer may agree to assist the Client in developing and preparing a scope(s) of services responsive to a particular task order. Such task orders shall be bound and interpreted by the terms of this Agreement and execution of such task orders, which shall be numbered sequentially and distinctly. These task orders, when executed by both Parties shall effectively amend this Agreement as if specifically included herein. A sample task order authorization form is attached, **Exhibit A**, to this agreement. Engineer shall perform its obligations under this agreement as an independent contractor and not as an agent or fiduciary of any other party.
- 3. Compensation of Engineer.** The Client agrees that Engineer shall be paid for any services requested by the Client, at the range of hourly rates reflected on **Exhibit B**, attached hereto, plus reasonable and necessary reimbursable expenses (Direct Costs) incurred by Engineer in the performance of the requested services. Direct costs shall include, but are not limited to, long distance telephone, postage, equipment, expendables, mileage, subcontractors or special consultants, freight, testing fees, copies and blueprints. See **Exhibit C** for the current Unit Pricing Schedule for direct costs. Direct Costs shall be billed at 1.1 times actual costs. If additional services, trips or expenses are requested, Engineer will not provide such additional services until authorized by the Client in writing to proceed.

Engineer agrees to submit monthly statements to the Client for basic professional engineering services. These statements will be based upon Engineer's actual services performed and reimbursable expenses incurred, if any, and the Client shall endeavor to make prompt payments. Each monthly invoice submitted by Engineer to the Client shall be reasonably itemized to show the amount of work performed during that month broken down by the identity of the person(s) performing such work, the amount of time expended by such person(s) in performing that work, the billing rate for each such person, and a brief summary of the work performed by each such person. If the Client fails to pay Engineer within thirty (30) calendar days of the receipt of Engineer's invoice, Engineer may, after giving ten (10) days written notice to the Client, suspend professional engineering services until payment is received.

Client agrees that Engineer shall be entitled to interest on accounts that are greater than 45 days and such interest shall be reimbursed to Engineer at a rate of one percent (1%) per month. The assessment of interest on accounts receivable shall not preclude Engineer from suspending services as described above.

Nothing contained in this Agreement shall require the Client to pay for any work that is unsatisfactory as reasonably determined by the Client or which is not submitted in compliance with the terms of this Agreement.

- 4. Client's Obligations.** The Client agrees that it will (i) designate a specific person as the Client's representative, (ii) provide Engineer with any previous studies, reports, data, budget constraints, special Client requirements, or other pertinent information known to the Client, when necessitated by a project, (iii) assist Engineer in obtaining access to property necessary for performance of Engineer's work for the Client, (iv) make prompt payments in response to Engineer's statements and (v) respond in a timely fashion to requests from Engineer. Engineer is entitled to rely upon and use, without independent verification and without liability, all information and services provided by the Client or the Client's representatives.

5. **Termination.** The obligation to provide further services under this Agreement may be terminated by either party in writing upon thirty (30) calendar days notice. In the event of termination by the Client, Engineer shall be entitled to payment for services rendered through receipt of the termination notice.
6. **Ownership and Reuse of Documents.** Upon completion of Engineer's services and receipt of payment in full therefore, Engineer agrees to provide the Client with an irrevocable license to use the materials and documents prepared or assembled by Engineer under this Agreement. Engineer may retain in its files copies of all drawings, specifications and all other pertinent information related to the work it performs for the Client. Client's reuse of documents and/or materials provided by or through Engineer on a subsequent or unrelated project or projects shall result in the Client automatically indemnifying, defending and holding harmless Engineer from any and all claims, causes of action, suits, disputes or circumstances that in any way result from such reuse by Client, its agents, or others possessing such information by or through Client.
7. **Notices.** Any notices to be given hereunder by either party to the other may be affected either by personal delivery, in writing, or by registered or certified mail.
8. **Sole Parties and Entire Agreement.** This Agreement shall not create any rights or benefits to anyone except the Client and Engineer, and contains the entire agreement between the parties. Oral modifications to this Agreement shall have no force or effect.
9. **Indemnification.** Engineer does hereby covenant and agree to release, indemnify and hold harmless the Client and its officials, officers, agents, representatives, employees and invitees from and against liability, claims, suits, demands and/or causes of action, (including, but not limited to, reasonable attorney's fees and costs of litigation), which arise directly and proximately by reason of death or injury to property or persons but only to the extent occasioned by the negligent act, error or omission of Engineer, its officials, officers, agents, employees, invitees or other persons for whom Engineer is legally liable with regard to the performance of services under this Agreement.
- In the event that the Client and Engineer are alleged or found to be concurrently negligent, the Parties agree that all liability shall be calculated on a comparative basis of fault and responsibility and that neither Party shall be required to defend or indemnify the other Party for that Party's negligent or intentional acts, errors or omissions.
10. **Insurance.** Engineer shall, at its own expense, purchase, maintain and keep in force throughout the duration of this Agreement and for a period of three years thereafter, professional liability insurance. The limits of liability shall be \$1,000,000.00 per claim and in the aggregate. For coverage provided on a claims-made basis, Engineer agrees to use its best efforts to maintain this policy for a period of four (4) years after the cessation of any work for the Client or shall purchase the extended reporting period or "tail" coverage insurance providing equivalent coverage for the same period of time. Engineer shall submit to the Client a certificate of insurance prior to commencing any work for the Client.
11. **Prompt Performance by Engineer.** All services provided by Engineer hereunder shall be performed in accordance with the degree of care and skill ordinarily exercised under similar circumstances by competent members of the engineering profession in the State of Texas applicable to such engineering services contemplated by this Agreement. Engineer shall perform all duties and services and make all decisions called for hereunder promptly and without unreasonable delay as is necessary to cause Engineer's services hereunder to be timely and properly performed. Notwithstanding the foregoing, Engineer agrees to use diligent efforts to perform the services described herein and further defined in the specific task orders or project scope(s) of work, in a manner consistent with therewith. However, the Client understands and agrees that Engineer is retained to perform a professional service and such services must be bound, first and foremost, by the principles of sound engineering judgment and reasonable diligence.
12. **Client Objection to Personnel.** If at any time after entering into this Agreement, the Client has any reasonable objection to any of Engineer's personnel, or any personnel, professionals and/or consultants retained by Engineer, Engineer shall promptly propose substitutes to whom the Client has no reasonable objection, and Engineer's compensation shall be equitably adjusted to reflect any difference in Engineer's costs occasioned by such substitution.
13. **Assignment and Delegation.** Neither the Client nor Engineer may assign their rights or delegate their duties without the written consent of the other party. This Agreement is binding on the Client and Engineer to the fullest extent permitted by law. Nothing herein is to be construed as creating any personal liability on the part of any Client officer, employee or agent.
14. **Texas Law to Apply; Successors; Construction.** This Agreement shall be construed under and in accordance with the laws of the State of Texas. It shall be binding upon, and inure to the benefit of, the parties hereto and their representatives, successors and assigns. Should any provisions in this Agreement be held invalid,

illegal or unenforceable, they shall be deemed void, and this Agreement shall be construed as if such provision had never been contained herein.

**15. Conflict of Interest.** Engineer covenants that during the Agreement period that Engineer shall have no interest and shall not acquire any interest, direct or indirect, which will conflict in any manner or degree with the performance of the services to be performed under this Agreement. All activities and other efforts made by Engineer pursuant to this Agreement shall be conducted only by Engineer and professionals and/or consultants retained by Engineer. Any actual violation of this Paragraph, with knowledge, express or implied, by Engineer shall render this Agreement voidable by the Client.

**16. Venue.** The parties herein agree that this Agreement shall be enforceable in Richland Hills, Texas, and if legal action is necessary to enforce it, exclusive venue shall lie in Tarrant County, Texas.

**17. Dispute Resolution.** In the event of any disagreement or conflict concerning the interpretation of this Agreement, and such disagreement cannot be resolved by the signatories hereto, the signatories agree to schedule a series of no less than two meetings of senior personnel of Client and Engineer in which the disagreement or conflict will be discussed. The first of such meetings will be scheduled as soon as possible following identification of such disagreement or conflict and the second meeting must occur within thirty (30) days following the initial meeting. Subsequent meetings, if any may be scheduled upon mutual agreement of the parties. The parties agree that these two meetings are conditions precedent to the institution of legal proceedings unless such meetings will adversely affect the rights of one or more of the parties as such rights relate to statutes of limitation or repose.

**18. Prevailing Party.** In the event a Party initiates or defends any legal action or proceeding to enforce or interpret any of the terms of this Agreement, the prevailing party in any such action or proceeding shall be entitled to recover its reasonable costs and attorney's fees (including its reasonable costs and attorney's fees on any appeal).

**19. Signatories.** The Client and Engineer mutually warrant and represent that the representation of each who is executing this Agreement on behalf of the Client or Engineer, respectively, has full authority to execute this Agreement and bind the entity so represented.

**Further, it is the intent of the parties to this Agreement that Engineer's services under this Agreement shall not subject Engineer's individual employees, officers or directors to any personal legal exposure for claims and risks associated with the services performed or performable under this Agreement.**

**IN WITNESS WHEREOF**, the parties, having read and understood this Agreement, have executed such in duplicate copies, each of which shall have full dignity and force as an original, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**HALFF ASSOCIATES, INC.**

**CITY OF RICHLAND HILLS, TEXAS**

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**City of Richland Hills**  
**Work Order Authorization Agreement**  
**For**  
**Professional Engineering Services with Halff Associates, Inc.**

**EXHIBIT A**

**Project Description**  
**FY 20XX Work Order Authorization No. X**  
**Month Date, Year**

<b>Scope of Work:</b>	<p>Xxxx:</p> <p>1. Xxxx</p> <p>Items of work will include:</p> <p><u>Task # 1 – Xxxx</u></p> <p>1. Xxxxx</p> <p><u>Scope Exclusions:</u></p> <p>1. N/A</p>
<b>Deliverables:</b>	<p>1. Xxxx</p> <p>2. Xxxx</p>
<b>Items Furnished by City:</b>	<p>1. Xxxx</p>
<b>Schedule:</b>	<p>Complete within Xxx (xx) working days of receiving Notice to Proceed and Items Furnished by Town.</p>
<b>Fees:</b>	<p>Task #1: <u>\$X,XXX.XX</u></p> <p>Total Fee: <u>\$X,XXX.XX</u></p> <p>This is a (<u>Lump Sum, Cost Plus, Cost Plus Maximum</u>) Fee and will be billed monthly based on percent complete. Direct costs (mileage, copies, etc) are included in this fee.</p>

**City of Richland Hills**  
**Work Order Authorization Agreement**  
**For**  
**Professional Engineering Services with Halff Associates, Inc.**

**EXHIBIT A**

Halff Associates is performing the services above under the terms and conditions described in the **Agreement for Professional Engineering Services on a Work Order Basis**, dated Month Date, Year, between Halff Associates and the City of Richland Hills. Halff Associates will bill the above described services under project number AVO XXXXX, WOXX.

Submitted:

Approved:

**HALFF ASSOCIATES, INC.**

**CITY OF RICHLAND HILLS, TEXAS**

By: \_\_\_\_\_

By: \_\_\_\_\_

Signature

Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**EXHIBIT B**

**Half Associates  
Rate Schedule  
June 2015**  
(valid through December 2016)

<b>Class</b>	<b>Class Description</b>	<b>Min</b>	<b>Max</b>
080	Contracts Administrator	58.37	140.38
111	Civil Gen ASCE Grade 1	82.63	104.77
112	Civil Gen ASCE Grade 2	85.75	112.96
113	Civil Gen ASCE Grade 3	98.23	121.14
114	Civil Gen ASCE Grade 4	106.02	163.71
115	Civil Gen ASCE Grade 5	134.87	211.18
116	Civil Gen ASCE Grade 6	196.45	275.03
117	Civil Gen ASCE Grade 7	224.52	270.12
125	Civil Env ASCE Grade 5	168.39	176.81
131	Civil Struct ASCE Grade 1	93.55	100.68
132	Civil Struct ASCE Grade 2	98.23	103.14
133	Civil Struct ASCE Grade 3	121.03	127.08
134	Civil Struct ASCE Grade 4	123.17	132.60
136	Civil Struct ASCE Grade 6	224.52	235.74
143	Chemical Engr Grade 3	132.53	139.15
148	Chemical Engr Grade 8	286.88	311.05
151	Mechanical Engr Grade 1	94.33	123.76
152	Mechanical Engr Grade 2	93.55	98.23
153	Mechanical Engr Grade 3	100.56	111.32
155	Mechanical Engr Grade 5	140.32	180.49
156	Mechanical Engr Grade 6	169.95	278.22
157	Mechanical Engr Grade 7	245.72	258.01
161	Electrical Engr Grade 1	90.43	94.95
162	Electrical Engr Grade 2	83.41	87.58
164	Electrical Engr Grade 4	101.34	144.06
165	Electrical Engr Grade 5	144.22	152.25
166	Electrical Engr Grade 6	199.57	209.55
167	Electrical Engr Grade 7	209.55	220.02
181	Landscape Arch Grade 1	65.48	68.76
182	Landscape Arch Grade 2	70.16	76.94
183	Landscape Arch Grade 3	77.96	139.15
184	Landscape Arch Grade 4	101.34	116.23
185	Landscape Arch Grade 5	138.76	184.17
186	Landscape Arch Grade 6	241.67	253.75
191	Architect Grade 1	72.97	78.99
192	Architect Grade 2	77.72	87.58
193	Architect Grade 3	87.31	134.24
194	Architect Grade 4	137.52	144.39
195	Architect Grade 5	177.74	186.63
196	Architect Grade 6	183.20	202.18
211	Environmental Scientist Level 1	70.16	76.94
212	Environmental Scientist Level 2	86.53	90.86
213	Environmental Scientist Level 3	95.89	112.96

214	Environmental Scientist Level 4	107.58	-	172.71
215	Environmental Scientist Level 5	173.84	-	182.54
221	GIS Entry Level	63.92	-	71.21
222	GIS Grade 2	69.38	-	72.85
223	GIS Grade 3	81.54	-	91.68
224	GIS Grade 4	86.53	-	105.59
225	GIS Grade 5	102.90	-	129.33
226	GIS Task Manager	150.00	-	210.00
231	Geologist Grade 1	78.74	-	82.67
232	Geologist Grade 2	83.41	-	90.86
233	Geologist Grade 3	99.01	-	103.96
234	Geologist Grade 4	143.44	-	150.61
235	Geologist Grade 5	127.85	-	153.07
240	Hydrologist	104.77	-	110.01
275	Process Safety Mgmt Coord	162.15	-	170.26
280	Land Planner	90.80	-	168.62
311	Draftsman Civil Level 1	48.65	-	61.29
312	Draftsman Civil Level 2	55.13	-	57.89
313	Draftsman Civil Level 3	61.29	-	76.62
314	Draftsman Civil Level 4	71.35	-	92.79
315	Draftsman Civil Level 5	88.37	-	113.22
317	Technician Civil Level 2	111.88	-	117.48
318	Designer Civil	94.86	-	158.80
325	Draftsman Environ Level 5	94.05	-	98.75
326	Tech Environmental Level 1	109.45	-	114.92
331	Draftsman Struct Level 1	57.56	-	68.10
334	Draftsman Struct Level 4	93.56	-	98.24
343	Draftsman Chem Grade 3	81.08	-	98.75
344	Draftsman Chem Grade 4	111.88	-	117.48
352	Draftsman Mech Level 2	55.13	-	62.14
353	Draftsman Mech Level 3	64.05	-	78.32
355	Draftsman Mech Level 5	96.82	-	101.66
357	Mechanical Designer	85.13	-	161.25
367	Electrical Designer	52.70	-	81.72
377	Plumbing Designer	87.56	-	91.94
394	Computer Anim Level 4	83.51	-	87.68
395	Computer Anim Level 5	111.88	-	120.88
410	Rodman	52.70	-	80.02
420	Instrument Man	48.65	-	85.13
430	Party Chief	55.13	-	86.83
435	Survey Technician	58.37	-	100.45
440	Surveyor-In-Training SIT	68.10	-	86.83
445	Registered Prof Land Svyr	110.70	-	166.98
450	Survey Dept Head	157.47	-	165.35
460	Site Inspector	80.26	-	84.28
470	Utility Locator	58.37	-	61.29
472	SUE Tech 2/2-4 Yrs Exp	60.00	-	63.00
474	SUE Tech 3/4+ Yrs Exp	63.24	-	74.91
475	SUE Lead Tech 3	104.46	-	127.69
476	SUE Field Spvsr 1	85.94	-	90.24
478	SUE Field Spvsr 3	157.47	-	165.35
480	Utility Coordinator	92.77	-	97.41

530	Office Clerk	25.94	-	47.67
540	Facilities Manager	94.33	-	99.04
570	Receptionist	55.13	-	68.10
580	Secretary	48.65	-	92.79
620	Programmer	101.34	-	151.43
630	Systems Analyst	56.13	-	156.34
660	Systems Manager	171.50	-	180.08
700	Summer/Co-op/Temp	30.81	-	32.35
710	Engineer	45.40	-	68.10
810	Right-Of-Way Specialists	70.16	-	195.63

## UNIT PRICING SCHEDULE

Unit Code	Unit Description	Unit of Measure	\$ per Unit
<b>REPRODUCTION</b>			
BINDBK	Binding Booklets	Per Set	\$5.00
BINDPL	Binding Plans	Per Set	\$5.00
BLUEPR	Blacklines	Per Each	\$1.00
COPY1	Copies and Scans – Legal and Letter / B&W	Per Sheet	\$0.10
COPY2	Copies and Scans – Oversize (11x17) / B&W	Per Sheet	\$0.20
COPY3	Copies and Scans – Legal and Letter / Color	Per Sheet	\$0.75
COPY4	Copies and Scans – Oversize (11x17) / Color	Per Sheet	\$1.50
FCMNT	Foam Core Mount	Per Sq Ft	\$4.00
PLOT1	Plots – Full Size / B&W	Per Plot	\$1.00
PLOT2	Plots – Full Size / Color	Per Plot	\$15.00
PLTCSF	Plots – Color – Sq Ft	Per Sq Ft	\$2.50
PLTBSF	Plots – B&W – Sq Ft	Per Sq Ft	\$0.15
<b>ENVIRONMENTAL</b>			
ATV	All Terrain Vehicle	Per Day	\$35.00
AUGER	Hand Auger	Per Day	\$15.00
BOAT	Boat Rental	Per Day	\$50.00
CLWSMP	Colliwasa Samplers	Per Each	\$10.00
DB	Disposable Bailers (0.75" and 2")	Per Each	\$8.00
DIP	Dual Interphase Probe (for free product measuring)	Per Day	\$25.00
DPB	Disposable Pressure Bailers (2")	Per Each	\$15.00
ENVSUY	Environmental Survey Equipment (for Gradient/Elevation)	Per Day	\$100.00
MICRON	10 Micron Filters (for Low Flow Sampling – Metal)	Per Each	\$20.00
OVN	Organic Vapor Meter (OVM)	Per Day	\$75.00
PROXRS	PROXRS Receiver	Per Hour	\$20.00
SED	Sediment / Sludge Sampler	Per Day	\$45.00
SILICN	Silicon Tubing (for Low Flow Sampling)	Per Foot	\$2.00
TEFLON	Teflon Tubing (for Low Flow Sampling)	Per Foot	\$1.00
WLI	Water Level Indicator	Per Day	\$15.00
<b>SURVEY</b>			
ATV	All Terrain Vehicle	Per Day	\$35.00
BOAT	Boat Rental	Per Day	\$50.00
GATOR	John Deere Gator – Laser Scanner	Per Day	\$100.00
GPS	GPS Survey Equipment	Per Hour	\$36.00
GPSHH	GPS Survey Equipment Hand Held	Per Day	\$20.00
MON1	Small Brass Markers; Type I Survey Monuments	Per Each	\$55.00
MON2	Survey Monumentation; Type II R-O-W Markers	Per Each	\$220.00
MON3	Survey Monumentation; Type III GPS Markers	Per Each	\$220.00
PROXRS	PROXRS Receiver	Per Hour	\$20.00
SECCHI	Secchi Disk	Per Day	\$10.00
<b>SUE</b>			
ATV	All Terrain Vehicle	Per Day	\$35.00
GPS	GPS Survey Equipment	Per Hour	\$36.00
GPSHH	GPS Survey Equipment Hand Held	Per Day	\$20.00
M*DV	Mileage Rate for Mobilization / Demobilization of the Designating Vehicle	Per Mile	\$2.68
MI*SVY	Mileage Rate for Mobilization / Demobilization of a Survey Truck	Per Mile	\$2.68
MI*TCV	Mileage Rate for Mobilization / Demobilization of a Traffic Control Vehicle	Per Mile	\$2.68
MI*VE	Mileage Rate for Mobilization / Demobilization of the Vacuum Excavating Vehicle	Per Mile	\$5.68
VAC*HD	Heavy Duty Vacuum Excavation Truck	Per Hour	\$100.00
VACTRK	Vacuum Truck Charge	Per Hour	\$75.00
<b>OTHER</b>			
CD	Burn CD / DVD	Per Each	\$10.00
DELIV1	Delivery / Courier in Area	Per Delivery	\$15.00
DELIV2	Delivery / Courier Out of Area	Per Delivery	\$40.00
EMILES	Unit Based Miles for eExpense	Per Mile	\$0.575 *
DIS1	Digital Imaging Server	Per Day	\$75.00
DIS2	Digital Imaging Server	Per Day	\$150.00
DIS3	Digital Imaging Server	Per Day	\$300.00
GISPEN	GIS Digital Map Pen	Per Day	\$30.00
MISC	Miscellaneous	Per Unit	\$1.00
RF4	RF4 Realflow Software	Per Day	\$100.00
POSTGE	Postage	Per Ounce	\$0.49 **
* or current IRS rate			
** or current USPS rate			