Section 7 – Fee Structure

Fee Schedule

Service Provided	*Hourly Fees*	*Hourly Estimate*	*Estimated Annual Fees*
GIS Services	Sr. GIS Specialist ($80/hr) GIS Technician ($52/hr)	65 hrs/month *25 hrs/month Sr. GIS *40 hrs/month GIS Technician	$4,080/Month $48,960/year $1,500 Expenses (estimated)
Planning Services	Planner ($90/hr)	Total Estimated Hours per Month = 64 hours	$5,760.00/Month $69,120.00/Year $3,500 Expenses (estimated)
Economic Development Services	Planner ($90/hr)	Total Estimated Hours per Year = 100 hours	$9,000.00 $1,500 Expenses
Ordinance Review	Planner ($90/hr)	Total Estimated Hours per Year = 100 hours	$9,000.00 $1,500 Expenses

The provided hourly rates will be fixed for the duration of the 3 year contract with a 3% annual increase occurring at the beginning of each calendar year. We have provided an estimated number of hours and a corresponding monthly and yearly budget for each area of service for planning purposes. Projected man-hours for the GIS services are based upon the number of historic hours provided in the Q&A responses. Upon award of the contract, we will meet with Town staff to review the number of hours required based upon specific Town projects and needs. The man-hours required for Planning Services, Economic Development Services and Ordinance

review is difficult to predict as this will be dependent on specific Town needs, potential projects and extent of ordinance review and changes.

- For Planning Services we have assumed 8 hours per week of office time and up to an additional 32 hours of services and Town support during any given month (4 weeks). We assume these services will include attendance at committee meetings, coordination with Town staff for planning policies, reviewing and assisting with revisions to Town Comprehensive Plans, assisting Town Committees with planning evaluations, developing submittal forms and general non-applicant type activities.

- Economic Development covers a large spectrum of potential activities for planning for future growth areas, developing incentive based programs and zoning to grant applications. We have provided an allowance for a given number of hours and will work with the Town to refine the level of effort commensurate with a particular need and opportunity.

- We have allotted an initial allowance of man-hours to review Town Ordinances and provide recommendations for potential modifications based upon concerns or input from Town staff and the Planning Board or other Town Committees.

We anticipate the majority of the work will be completed by our assigned planner (James Seymour, P.E.) with a municipal billing rate of $90/hr. Rates for Supporting Technical Assistance (if necessary) will be billed at the following hourly rates:

Principal:	$100.00/hr
Clerical:	$ 56.00/hr
CAD:	$ 70.00/hr
Transportation Engineer:	$ 90.00/hr
Landscape Architect:	$ 90.00/hr