

AMENDMENT NO. 13

AGREEMENT FOR PROFESSIONAL SERVICES
FOR
PHASE 4 FEATHER RIVER LEVEE REPAIRS
BETWEEN
THREE RIVERS LEVEE IMPROVEMENT AUTHORITY AND
BOOKMAN-EDMONSTON/GEI CONSULTANTS

THIS AMENDMENT TO AGREEMENT is made effective May 17, 2011, by and between Three Rivers Levee Improvement Authority ("TRLIA") and Bookman-Edmonston/GEI Consultants, a division of GEI Consultants, Inc. ("Contractor"), who agree as follows:

1. **Recitals.** This Amendment is made with reference to the following background recitals:
 - 1.1. Effective December 13, 2005, the parties entered into the Agreement for Professional Services relating to TRLIA's Phase 4 Feather River Levee project with a contract value of \$1,439,400.
 - 1.2. Effective April 25, 2006, the parties entered into Amendment No. 1 to the Agreement for Professional Services relating to TRLIA's Phase 4 Feather River Levee Repair design in the amount of \$3,082,240 for a total contract value of \$4,521,640.
 - 1.3. Effective June 27, 2006, the parties entered into Amendment No. 2 to the Agreement for Professional Services relating to TRLIA's Phase 4 Feather River Levee Repair design in the amount of \$32,700 for a total contract value of \$4,554,340.
 - 1.4. Effective October 30, 2006, the parties entered into Amendment No. 3 to the Agreement for Professional Services relating to TRLIA's Phase 4 Feather River Levee Repair design in the amount of \$262,500 for a total contract value of \$4,816,840.
 - 1.5. Effective January 16, 2007, the parties entered into Amendment No. 4 to the Agreement for Professional Services relating to TRLIA's Phase 4 Feather River Levee Repair design in the amount of \$115,000 for a total contract value of \$4,931,840.
 - 1.6. Effective April 3, 2007, the parties entered into Amendment No. 5 to the Agreement for Professional Services relating to TRLIA's Phase 4 Feather River Setback Levee design in the amount of \$5,860,244 for a total contract value of \$10,792,084.
 - 1.7. Effective September 18, 2007, the parties entered into Amendment No. 6 to the Agreement for Professional Services relating to TRLIA's Phase 4 Feather

- River Setback Levee design in the amount of \$1,963,660 for a total contract value of \$12,755,744.
- 1.8. Effective April 15, 2008, the parties entered into Amendment No. 7 to the Agreement for Professional Services relating to TRLIA's Phase 4 Feather River Setback Levee design in the amount of \$636,300 for a total contract value of \$13,392,044.
 - 1.9. Effective June 17, 2008, the parties entered into Amendment No. 8 to the Agreement for Professional Services relating to TRLIA's Phase 4 Feather River Setback Levee design in the amount of \$5,671,000 for a total contract value of \$19,063,044.
 - 1.10. Effective September 8, 2008, the parties entered into Amendment No. 9 to the Agreement for Professional Services relating to TRLIA's Phase 4 Feather River Setback Levee design in the amount of \$358,200 for a total contract value of \$19,421,244.
 - 1.11. Effective November 18, 2008, the parties entered into Amendment No. 10 to the Agreement for Professional Services relating to TRLIA's Phase 4 Feather River Setback Levee design in the amount of \$536,764 for a total contract value of \$19,958,008.
 - 1.12. Effective July 9, 2009, the parties entered into Amendment No. 11 to the Agreement for Professional Services relating to TRLIA's Phase 4 Feather River Setback Levee design in the amount of \$829,986 for a total contract value of \$20,787,994.
 - 1.13. Effective May 18, 2010, the parties entered into Amendment No. 12 to the Agreement for Professional Services relating to TRLIA's Phase 4 Feather River Setback Levee design in the amount of \$860,948 for a total contract value of \$21,648,942.
 - 1.14. The parties now desire to amend the Professional Services Agreement to expand scope of services and base contract fee.
2. **Thirteenth Amendment to Agreement.** The Professional Services Agreement is hereby amended as follows:
- 2.1. The scope of services (Attachment A to the Agreement for Professional Services between TRLIA and B-E/GEI, dated December 13, 2005) is amended to expand the scope of work as described by letter dated April 22, 2011 (Exhibit A) to address additional requirements for 200-year criteria determination, as well as other potential additional/out of scope work items for the Feather River Levee Repair Project.
 - 2.2. The payment, budget, and not-to-exceed amounts (Professional Services Agreement Attachment B) are amended by the attached Exhibit A to include the additional amount of \$668,980 for a total contract of \$22,317,922.
 - 2.3. The Contract termination date is revised to December 31, 2013.

3. **No Effect on Other Provisions.** Except for the amendments in Section 2, the remaining provisions of the Professional Services Agreement shall be unaffected and remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on
May 17, 2011.

THREE RIVERS LEVEE IMPROVEMENT
AUTHORITY



Paul G. Brunner
Executive Director

BOOKMAN-EDMONSTON, A
DIVISION OF GEI
CONSULTANTS, INC.



Raymond D. Hart
Senior Vice President

ATTEST:
DONNA STOTTEMEYER
SECRETARY, THREE RIVERS



APPROVED AS TO FORM:
SCOTT L. SHAPIRO
GENERAL COUNSEL, TRRIA



EXHIBIT A



180 Grand Ave., Suite 1410
Oakland, California 94612
510-350-2900
FAX 510-350-2901

April 22, 2011
050115

Mr. Paul Brunner, Executive Director
Three Rivers Levee Improvement Authority
1114 Yuba Street, Suite 218
Marysville, CA 95901

Re: Agreement for Professional Services on Three Rivers Levee Improvement Authority's Phase 4 Feather River Levee Repair Project – Request for Amendment No. 13

Dear Mr. Brunner:

In follow up to recent conversations with Mr. Larry Dacus, TRLIA Design Manager, the purpose of this letter is to present scope of work and cost estimates for addressing out-of-scope and additional work items for continued support for TRLIA's levee repair program.

The work items and the basis for the requested adjustment in scope and budget are described below. The cost estimates for these additional work items are included in Attachment 1. In summary, we estimate that a net budget increase of \$668,980 is needed to address the out-of-scope and additional work items described below. This budget adjustment addresses the following work items:

- **Support for TRLIA's Compliance with State of California's Newly Released 200-year Interim Levee Design Criteria** – As described in the memo prepared by MBK and included in Attachment 2, TRLIA intends to determine and demonstrate compliance with the 200-year flood protection criteria contained in the newly released State Department of Water Resources Interim Levee Design Criteria (ILDC) for Urban and Urbanizing Areas in the Sacramento-San Joaquin Valley, Version 4, December 15, 2010. The compliance determination for the RD 784 area will be made to Yuba County for its use in reviewing future development plans in compliance with California Senate Bill 5. TRLIA's approach to the 200-year flood protection determination is described in Attachment 2. TRLIA has requested that GEI conduct certain evaluations and documentation for the levee reaches for which GEI prepared designs, i.e. Bear River Setback Levee and Feather River Levee Segments 1, 2 and 3 (Feather River levee from the Bear River Setback Levee north to the Union Pacific railroad bridge adjacent to Highway 70). Specifically, TRLIA has requested that GEI perform the required geotechnical evaluations (seepage, slope stability, seismic vulnerability, and

geometric criteria), and an evaluation of penetrations and closure structures for the subject reaches of levee. The following is a summary of the scope of work to be conducted by GEI:

- ***Geotechnical Evaluations*** – Evaluations will include seepage and stability analyses for hydraulic top of levee, seismic stability and deformation analyses, and comparison to the 10-yr water surface. It should be noted that most of these analyses have already been completed for the Feather River setback levee (Segment 2), since the State's ILDC began to emerge and take shape while we were preparing the detailed design of the setback levee. In addition, an evaluation of impacts of the recently initiated LCWD WTP improvements along the landside toe of the Segment 3 levee will be conducted. Table 2 in Attachment 1 summarizes the assumptions made for each reach of levee in developing the cost estimate.
- ***Levee Penetrations*** – An evaluation of penetrations along the subject reaches of levee will be performed. This evaluation will use the data and evaluations performed for TRLIA's FEMA certification as a basis. In addition, the IDLC requires that a geophysical survey be conducted to identify potential unknown pipe penetrations. The proposed scope of work limits the geophysical surveys to the reaches of levee where cutoff walls have not previously been installed (by TRLIA or the Corps of Engineers), since cutoff wall installation would have likely identified the location of unknown penetrations. In addition, geophysical surveys are assumed not to be required for setback levees because setback levee construction included a 6-foot-deep (or deeper) inspection trench along all portions of the levee where cutoff walls were not provided.
- ***Levee Closures*** – An evaluation of levee closures in the subject reaches of levee will be performed, using the data and evaluations performed for TRLIA's Segment 3 design as a basis.
- ***Support TRLIA in Preparing 200-yr Compliance Determination Report*** TRLIA will prepare a compliance determination document similar in format to the TRLIA FEMA Accreditation summary report prepared in May 2010. GEI will support TRLIA in preparing the report by providing specific text inserts for the evaluations performed by GEI. GEI will also assist TRLIA in developing the overall report structure, and provide reviews of draft reports.

As shown on Table 1 and detailed in Table 2 in Attachment 1, the estimated cost of GEI's scope to support TRLIA's 200-year flood protection determination is \$314,710. As described in Attachment 2, GEI's scope will not include evaluations for water surface elevation criteria, erosion potential, right-of-way criteria, levee vegetation, independent expert panel, or security. These items will be covered by others in the TRLIA team.

- **Continued Project Support** – TRLIA has requested GEI's continued project support in addressing the following items:

- Toe access corridor definition and acquisition support, including defining and acquiring where needed a 20-ft clear zone along the levee toes and other future needs areas.
- Design support for setback area land issues, including: security road modifications and asbestos irrigation pipe removal in accordance with CVFPB and DWR requirements.
- Field oversight support for 2011 construction activities, including modifications to the security road, other setback area roads, and removal of asbestos irrigation pipe.
- Review of monitoring data obtained by RD 784 for the reach of Segment 1 levee where a crack was repaired. Data provided by RD 784 will be reviewed and a brief email summarizing the review will be provided on a monthly basis.
- Assessment of the Corps PL84-99 Relief Wells at the Site 7 Extension reach of the Segment 1 levee.
- Assist TRLIA in preparation of a comprehensive O&M manual addendum for the levee system protected by TRLIA-repaired levees.
- Support to TRLIA for Feather River Setback Area land use issues, monitoring and reporting requirements, and land ownership transition.
- Support to TRLIA for Bear River Setback Area land use issues, monitoring and reporting requirements, and land ownership transition.
- Support to TRLIA in complying with EIP funding requirements, including project reporting and closeout.
- Support to TRLIA in coordination with CVFPB, DWR, and Corps of Engineers.
- Support to TRLIA for project turnover to RD 784.
- Project management support.

As shown on Table 1 in Attachment 1, the estimated cost to provide continued project support is \$301,170.

- **Update Phase 1 Environmental Site Assessments** – GEI prepared Phase 1 Environmental Site Assessments (ESA's) in support of TRLIA's CEQA compliance, detailed design, and land acquisition. The Phase 1 ESA's prepared by GEI included:
 - Bear River Setback Levee, August 2005
 - Feather River Levee Repair Project Segments 1 and 3, January 2007
 - Feather River Setback Levee, August 2007

We understand that, to support land ownership transfers to the State of California, Phase 1 ESA's require updating if they are over 6 months old. Since all of the Phase 1 ESA's are over three years old, they will require updating prior to transferring property to the State of California, or any other entity.

As shown on Table 1 in Attachment 1, the estimated cost to update the three Phase 1 ESA's is \$53,100.

Mr. Paul Brunner

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April 22, 2011

As agreed to in previous discussions between Ray Hart and Paul Brunner and summarized in our letter dated July 9, 2009, GEI agreed to revert to using its 2008 billing rates and reduce the mark-up on subcontracts to 10% going forward to help TRLIA manage its costs in this challenging economic climate. For the work included in this amendment, GEI proposes to continue to hold the same 2008 fee schedule, included as Attachment 3, which represents a decrease of approximately 8% from our current standard rates.

The scope and budget adjustments contained herein represent our best estimate at this time to perform the activities discussed above. The actual duration of many of the activities is outside of GEI's control. In addition, additional activities may come up that TRLIA will require GEI's input. These additional activities could include, but are not limited to, design of additional relief wells along the Site 7 Extension levee reach, land acquisition potentially requiring a Phase 2 ESA, and design of repairs to the Site 7 Extension relief well ditch. If additional work items are identified, or if work items described above extend beyond the assumed durations, GEI will work with TRLIA to develop a scope and budget to support a budget adjustment. With this said, we strive to conduct our work as efficiently as possible. We will manage our efforts and strive to keep actual costs under the approved budget.

We are pleased with the opportunity to work with you and your staff during the final phases of this vitally important project. Please call me or Dan Wanket if you have any questions.

Sincerely,
GEI Consultants,



Alberto Pujol, P.E., G.E.
Project Manager

Attachments 1, 2 and 3

C: Larry Dacus and Ric Reinhardt (TRLIA/MBK Engineers)
Ray Hart and Dan Wanket (GEI Consultants)

Attachment 1

Cost Estimate Tables

Table 1
Three Rivers Levee Improvement Project
Cost Estimate - Amendment No. 13
4/20/2011

Work Item	Estimated Cost for Out-of-Scope Items				Comments/Assumptions	
	GEI Costs (2008 rate Schedule)			Total		
	Hours	Rate	Cost			
Support for TRLJA's compliance with State's 200-year Interim Levee Design Criteria	1831	152	278,470	22,700	314,710 - See Table 2 for details	
Continued Project Support: - Toe access corridor/reel estate support: 20-ft clear zone and future needs area - Design support for setback area issues: security road modifications, other setback area roads, asbestos irrigation pipe removal - Field oversight support for 2011 construction activities (patrol road, security road, setback area road repairs; removal of asbestos irrigation pipe) - Continued support on Segment 1 crack monitoring/evaluation - Preliminary assessment of Corps PL84-99 Relief Wells at Site 7 Extension - Assist TRLJA in preparation of comprehensive O&M manual addendum for levee system protected by TRLJA-repaired levees - Feather River Setback Area land use, reporting, and transition support - Bear River Setback Area land use, reporting, and transition support - EIP funding support - project reporting and closeout - Support with CVFPB coordination - Support to TRLJA for project turnover to RD 784 - Project management support					301,170 - Allowance developed based on estimated level of effort for support items	
Update Phase 1 ESA's: Bear River Setback Levee Feather River Levee Segments 1 and 3 Feather River Setback Levee	86 108 140	150 150 150	12,900 16,200 21,000	1,000 1,000 1,000	13,900 17,200 22,000	- estimated level of effort - estimated level of effort - estimated level of effort
Other Possible Items Not Included at this time:						
Upgrades to V-Ditch at Site 7 Extension - Design and CM						
Possible Phase 2 ESA's (e.g. Shoel maintenance shop)						
Preparation of design and construction support for replacement of Corps PL84-99 relief wells at Site 7 Extension if needed						
Costs not included at this time. If TRLJA determines that these or other issues need to be addressed, GEI will prepare a scope and budget for subsequent contract amendment						
Total Estimated Cost					\$668,960	

Table 2
Three Rivers Levee Improvement Project
Cost Estimate Detail - Support for TRLIA's Compliance with State's 200-year Interim Levee Design Criteria
4/20/11

Item	G/EI Estimated Level of Effort	Estimated Cost		Total Estimate Cost	Comments / Assumptions
		Labor Cost (2008 rates)	Subcontract		
Geotechnical Evaluations					
Bear River Seaback Levee	451	\$64,068	\$1,000	\$65,068	- seepage analysis for hydraulic top of levee at 2 sections - evaluate seepage gradient at relief well ditch - stability analyses for hydraulic top of levee at 5 sections - evaluate seismic deformation at 5 sections & compare to 10-yr water surface
Feather River Levee - Segments 1 and 3	556	\$77,880	\$1,000	\$78,880	- seepage analysis for hydraulic top of levee at 4 sections - evaluate seepage gradient at relief well ditch - stability analyses for hydraulic top of levee at 4 sections - evaluate seepage gradients at seepage berms at Site 7 extension and Segment 3 - evaluate impacts of LCWD WTP improvements - evaluate seismic deformation at 7 sections & compare to 10-yr water surface
Feather River Seaback Levee	185	\$28,104	\$500	\$28,604	- update seismic vulnerability performed during original design -
Design Report Addendums	270	\$34,278	\$4,640	\$38,918	- evaluate seismic deformation and compare to 10-yr water surface
Sub-Total, Geotechnical Evaluations	1462	\$204,330	\$6	\$211,476	- estimated level of effort
Levee Penetrations					
Evaluation of Penetrations	24	\$3,492	\$280	\$3,692	- estimated level of effort
Geophysical Investigation for unknown penetrations					
Allowance for investigation of anomalies	40	\$5,472	\$36,500	\$42,372	- geophysical investigation along portions of Segments 1 and 3 that do not have cutoff walls - geophysics subcontract based on quotation from contractor - assume investigations not required for seaback levees - allowance for investigation of anomalies identified by geophysical survey
Prepare Memorandum	80	\$11,420	\$5,000	\$16,820	- assume 3 days with backhoe
Sub-Total, Penetrations	184	\$26,434	\$41,800	\$68,124	- estimated level of effort
Levee Closures					
Evaluation of Closures	24	\$3,492	\$200	\$3,692	- estimated level of effort
Prepare Memorandum	16	\$2,548	\$200	\$2,748	- estimated level of effort
Sub-Total, Closures	40	\$6,040	\$60	\$6,440	
Meetings	32	\$6,416	\$500	\$6,916	- assume 4 1/2 day meetings in Sacramento or Marysville
Support TRLIA in Preparing 200-yr Certification Report					
	120	\$20,760		\$20,760	- estimated level of effort assuming GEI will be providing text inserts to and reviews of TRLIA prepared report
Total	1836	\$263,879	\$9,240	\$314,710	

Attachment 2

**MBK Memorandum - RD 784 Levee System
Approach to Provide a Compliance Determination for
200-Year Flood Protection for RD 784 for Senate Bill 5**

RD 784 Levee System Approach to Provide a Compliance Determination for 200-Year Flood Protection for RD 784 for Senate Bill 5

TRLIA has certified the RD 784 Levee System to FEMA for the 100-year flood. However, TRLIA has designed and constructed all repairs with the goal of providing 200-year protection to RD 784. At the time of design, the State of California had not developed criteria to define what would be required to meet the 200-year standard. As construction on the system nears completion it is now time for TRLIA to evaluate the completed project against the newly released State Interim Levee Design Criteria (ILDC) and determine if the levee system complies with the issued criteria for providing 200-year protection. This compliance determination will be made to Yuba County for its use in reviewing future development plans. The 200-year compliance determination will be accomplished by engineering assessments of each reach of the system against criteria contained in the CA Department of Water Resources ILDC for Urban and Urbanizing Areas in the Sacramento-San Joaquin Valley, Version 4, December 15, 2010. The ILDC document can be found on the DWR website at <http://www.water.ca.gov/cvfmnp/>. Attached to this approach is Table 2 from the ILDC which presents a summary of the criteria that must be met to provide 200-year protection. Below is the approach that TRLIA will use in providing the evidence for the record to be used for the 200-year flood protection determination.

Design Water Surface Elevation Criteria

MBK will provide water surface and hydraulic top of levee information for all reaches in the system. The modified version of the FEMA approach (Option 1) listed in the ILDC will be used to evaluate if the constructed top of levee is adequate for 200-year protection. This evaluation will include wind set and wave run up. MBK will develop the Design Water Surface Elevation (DWSE), the Hydraulic Top of Levee (HTOL), and the 10-year flood profile to be used by other consultants in the geotechnical evaluations. The 10-year flood profile is necessary for seismic evaluation and planning for levee restoration after a seismic event. MBK will evaluate whether adjustments to the DWSE to account for climate change are necessary. MBK will prepare a report documenting all hydrologic and hydraulic information used to develop the DWSE. This documentation will include the agency or consultant that prepared the information, date of information, and purpose for which information was prepared.

Seepage, Slope Stability, Seismic Vulnerability, and Geometric Criteria

The design consultant (Either GEI, HDR or Kleinfelder) that performed the original geotechnical evaluations for levee repairs will evaluate the repair reaches for geotechnical criteria. The criteria for Intermittently-Loaded Levees will be used. See attached Table 2 for criteria.

Evaluations will be made for:

- Seepage
- Steady State Slope Stability
- Seismic Vulnerability (The Consultant will estimate levee slumping during a seismic event, compare that to the 10-year profile, and describe a plan for immediate restoration of any damaged reaches to protect against a 10-year flood)
- Geometric Criteria (It is expected that a general description of levee geometry will be given as a part of the Slope Stability evaluation. The consultant should describe if the

reach of levee generally meets the criteria in the ILDC and ramifications of any locations where it does not). For purposes of this evaluation, the consultant will assume repairs that have been accomplished or permitted after review and approval of the Corps, CVFPB and DWR are existing conditions

Erosion Potential

MBK will evaluate the potential for erosion from both river flows and wind-wave shear stress for the entire RD 784 levee system. MBK will consider the recent repairs to the levee system and wind-wave analyses performed in the initial designs. These design wind-wave analyses will be compared to the approach suggested in Section 7.5 of the ILDC.

Right-of-Way Criteria

MBK will describe and evaluate existing right of way along the RD 784 levee system. The existing right of way will be evaluated against the objectives found in the ILDC and explanations of right of way adequacy provided for reaches where the objectives are not completely met. Future actions of TRLIA with respect to right of way acquisition will be described.

Encroachments, Penetrations and Closure Structures

The design consultant (Either GEI or HDR) that performed the original designs for levee repairs will assess the repair reaches for encroachments, penetrations and closure structures. The assessment will identify all encroachments, penetrations, and closure structures in the levee reach and a determination made as to whether the identified feature poses a hazard. Penetrations will be categorized as low, medium or high hazard. Assessments will follow the guidance in Sections 7.1, 7.2 and 7.3 of the ILDC.

Levee Vegetation

MBK will provide a vegetation assessment of the RD 784 levee system. This assessment will consider the proposed Corps criteria and the DWR interim criteria. Any conditions which do not meet criteria will be noted and future actions at these locations discussed.

Independent Expert Panel

TRLIA will use the current TRLIA Board of Senior consultants to provide an independent expert review of the compliance determination report.

Security

To be determined

Attachment 3

2008 GEI Fee Schedule

FEE SCHEDULE AND PAYMENT TERMS



FEE SCHEDULE

<u>Personnel Category</u>	<u>Hourly Billing Rate \$ per hour</u>
Staff Professional – Grade 1	\$ 86
Staff Professional – Grade 2	\$ 96
Project Professional – Grade 3	\$ 106
Project Professional – Grade 4	\$ 118
Senior Professional – Grade 5	\$ 140
Senior Professional – Grade 6	\$ 160
Senior Professional – Grade 7	\$ 189
Senior Consultant – Grade 8	\$ 212
Senior Consultant – Grade 9	\$ 261
Senior Principal	\$ 315

Senior CADD Drafter and Designer	\$ 106
CADD Drafter / Designer and Senior Technician	\$ 96
Technician, Word Processor, Administrative Staff	\$ 78
Office Aide	\$ 62

These rates are billed for both regular and overtime hours in all categories. Rates will increase up to 5% annually, at GEI's option, for all contracts that extend beyond twelve (12) months after the date of the contract.

OTHER PROJECT COSTS

Subconsultants, Subcontractors and Other Project Expenses - All costs for subconsultants, subcontractors and other project expenses will be billed at cost plus a ^{10%} ~~15%~~ service charge. Examples of such expenses ordinarily charged to projects are subcontractors; subconsultants; chemical laboratory charges; rented or leased field and laboratory equipment; outside printing and reproduction; communications and mailing charges; reproduction expenses; shipping costs for samples and equipment; disposal of samples; rental vehicles; fares for travel on public carriers; special fees for insurance certificates, permits, licenses, etc.; fees for restoration of paving or land due to field exploration, etc.; state sales and use taxes and state taxes on GEI fees. AP 7/19/09

Billing Rates for CADD and Specialized Technical Computer Programs – Computer usage for CADD and specialized technical programs will be billed at a flat rate of \$10.00 per hour in addition to the labor required to operate the computer.

Field and Laboratory Equipment Billing Rates – GEI-owned field and laboratory equipment such as pumps, sampling equipment, monitoring instrumentation, field density equipment, portable gas chromatographs, etc. will be billed at a daily, weekly, or monthly rate, as needed for the project. Expendable supplies are billed at a unit rate.

Transportation and Subsistence - Automobile expenses for GEI or employee owned cars will be charged at the rate per mile set by the Internal Revenue Service for tax purposes plus tolls and parking charges. When required for a project, four-wheel drive vehicles owned by GEI or the employees will be billed at a daily rate appropriate for those vehicles. Per diem living costs for personnel on assignment away from their home office will be negotiated for each project.

PAYMENT TERMS

Invoices will be submitted monthly or upon completion of a specified scope of service, as described in the accompanying contract (proposal, project, or agreement document that is signed and dated by GEI and CLIENT).

Payment is due upon receipt of the invoice. Interest will accrue at the rate of 1% of the invoice amount per month, for amounts that remain unpaid more than 30 days after the invoice date. All payments will be made by either check or electronic transfer to the address specified by GEI and will include reference to GEI's invoice number.