



Aug 10, 2022

Craig Mell
District Administrator
38814 Third Ave
North Branch, MN 55056

Re: Scope of Services – Tree Canopy Assessment Training Workshop

Via email: craig.mell@mn.nacdnet.net

Dear Mr. Mell:

Per your request, we have prepared the following scope of service for a training workshop. In July 2022, EOR developed a Tree Canopy Assessment Protocol (EOR technical memo dated 7/15/22) for the Lower St. Croix Partnership (LSCWP) Enhanced Street Sweeping Municipal Cost Share Program. The purpose of the proposed workshop is to demonstrate the workflows described in the assessment protocol and to provide guidance for application of those methods in LSCW municipalities.

Proposed Scope of Services

EOR will develop a short training module showing how the methods described in the LSCWP Tree Canopy Assessment Protocol can be applied using real data from municipalities within the Lower St. Croix Watershed.

- Workshop presentation including the following items:
 - Overview of workflows for geospatial and manual assessment of tree canopy cover.
 - Examples of input and output data for key steps in the assessment taken from street sweeping planning work previously completed by EOR.
 - Simple, brief interactive exercises that illustrate key concepts and decision points in the assessment protocol.
 - Support materials as needed for workshop participants.
- Question and answer session following the workshop presentation.

The LSCP has requested that the workshop be delivered online to allow recording. EOR has agreed to allow recording but asks that the LSCWP take responsibility to hosting and recording the workshop for later use.

ASSUMPTIONS: #

- Illustration and examples included in the workshop presentation will be based on work and analysis previously completed by EOR.
- The workshop will be delivered via an online format hosted by the LSCWP.
- The estimate for this task includes one (1) live workshop session.
- The LSCWP will be responsible for recording the workshop.
- Workshop recordings will be used for LSCWP internal trainings only

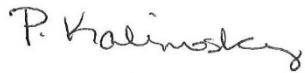
DELIVERABLES:

- One (1) Online Workshop (up to 2 hours with Q & A)
- Workshop Recording (LSCWP responsible for recording)
- PDF copy of Workshop Presentations and any participant materials.

The estimated cost of services for the items described above is \$3,400 and total fees will not exceed this amount without written approval from the client. Additional services, if requested, will be billed hourly according to the attached preferred rate fee schedule.

Please let me know if you have any questions about the proposed scope of services.

Sincerely,



Paula Kalinosky, PE
Water Resources Engineer
651-203-6015
pkalinosky@eorinc.com

EOR 2022 HOURLY FEE SCHEDULE

<u>Classification</u>	<u>Hourly Rate (*)</u>
Professional 1	\$109.00
Professional 2	\$137.00
Professional 3	\$162.00
Professional 4	\$186.00
Technician 1	\$78.00
Technician 2	\$95.00
Technician 3	\$116.00
Principal Partner	\$225.00
Support Staff	\$75.00

Professionals:

Includes licensed and nonlicensed engineers, landscape architects, geologists, scientists, surveyors, field professionals, and geospatial professionals with bachelor's or advanced degrees.

Technicians:

Work requires a combination of basic scientific knowledge and manual skills which can be obtained through two years of post high school education, such as is offered in technical schools, community colleges, or through equivalent on-the-job training.

Principal Partners:

Officers and departmental managers at the highest level of EOR staff classification performing technical and quality control supervision.

Support Staff:

Non-manual clerical work performed by office administrators, administrative assistants, bookkeepers, messengers, office helpers, and clerks.

Additional Notes:

- *Reimbursable expenses (Reproduction, Printing, Duplicating, Mileage at current government rates, DGPS equipment, field supplies, use/rental of special equipment, etc.) will be billed at cost.*
- *Subcontracted services will be billed at cost plus 15% to cover overhead expenses.*
- *Expert witness trial and deposition testimony will be billed at the above hourly rates times 1.5.*
- *Payment is due upon receipt of invoice. If the invoice is not paid within thirty (30) days after invoice date, Client will also pay a finance charge thereon of 1.5 percent or the maximum rate allowed by law, whichever is less, for each month thereafter or portion thereof that an invoice remains unpaid.*

(*) Rates reviewed and adjusted on an annual basis.