

## SUBCONSULTANT INVOICING GUIDELINES

### Remit Electronically to:

[AccountsPayable@freese.com](mailto:AccountsPayable@freese.com)

The following items **MUST** be shown on all invoices. Failure to provide this information will result in the invoice not being processed.

1. FNI Project code information
2. Project name and description of services
3. Total amount authorized
4. Percent of work completed
5. Total amount invoiced to date
6. Prior billings
7. Total fee earned to date
8. Current amount due
9. Services from and through dates
10. Subconsultant's address and contact information
11. Unique invoice number
12. Invoice date
13. Sales tax, if applicable
14. \*\*Labor and expense detail must include: Employee names, rates, hour or quantity and total cost for each line of detail
15. Reimbursable expenses must be itemized and supporting documentation provided

*\*\*Not required for lump sum/fixed fee*

### SALES TAX IMPLICATONS

Though Freese and Nichols' client may be a tax-exempt entity, FNI is not and therefore, all applicable sales and/or use taxes must be paid to the appropriate taxing jurisdiction.

Taxable and non-taxable services should be reflected separately.



1504 Chisholm Trail Road  
Suite 103  
Round Rock, TX 78681  
512-238-1200  
512-238-1251 fax  
TBPLS Firm Reg. No. 10059100

9 Aug 2019

Coby C. Gee, PE, ENV SP  
Water/Wastewater Treatment, Transmission, and Utilities  
Freese and Nichols, Inc.  
10431 Morado Circle, Ste. 300  
Austin, TX 78759

RE: Additional Services - Surveying  
Project: Pflugerville WWTP Improvement Project

Mr. Gee:

Inland Geodetics, LLC (Inland) is pleased to submit our proposal for professional land surveying services related to the above referenced project. Our proposal is to obtain additional design topographic data and prepare one easement parcel package at the Pflugerville WWTP. This proposal was prepared from an email exhibits received in 8 Aug 2019. Below is a specific list of our proposed Scope of Services and estimated costs.

**Right of Entry** - it is assumed that the City of Pflugerville will grant rights of entry for the area of this project that will be affected. Inland Geodetics will require copies of returned ROE forms (if any) granting such access and any special instructions to that access before starting any work on private properties.

#### SCOPE OF SERVICES

##### A. Boundary Survey

1. Inland will utilize control monuments from the work performed for work performed at the WWTP previously.
2. Inland will perform sufficient research of deed records to update and verify current boundary line conditions at the project site and adjoining property to the north thereof. Inland will prepare one easement parcel plat with accompanying metes and bounds descriptions from CAD drawings provided by the client.
3. Inland will perform topographic design surveying for a 100X1400 ft strip as depicted in exhibit sent 8 Aug 2019.

#### COMPENSATION

The ESTIMATED TOTAL LUMP SUM fee for the above services: **\$ 5,420.00**

Inland will deliver on or before 3 weeks from NTP.

The estimated fee proposed above are based on personnel time required to perform the described Scope of Services. Additional time requirements resulting from project scope changes, weather delays, access issues, plan revisions, field recovery of or discrepancies of control provided will be considered reasonable cause for us to seek additional compensation for services not included in these amounts. This proposal is good for 90 days from submittal.

Sincerely,

M. Stephen Truesdale  
Principal  
Registered Professional Land Surveyor  
Licensed State Land Surveyor  
Inland Geodetics, LLC