



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT BOARD REPORT



SUBJECT: DOWL On-Call Services PSA

EXHIBIT: F-2, 7 Pages

AUTHOR: Dave Hunt, District Engineer

MEETING DATE: August 26, 2025

RECOMMENDED ACTION: Authorize the General Manager to execute a Professional Services Agreement with DOWL for On-Call technical support for a not-to-exceed amount of \$20,000.

DISCUSSION: The District relies on outside professional services to provide technical support in areas that exceed available staff capacity or require specialized expertise. Each year, the District enters into a general services agreement with DOWL, LLC (DOWL) to provide on-call support. While individual projects of significant scope are brought to the Board for separate approval under project-specific contracts or purchase orders, the District also requires smaller-scale, miscellaneous assistance throughout the year.

This on-call agreement allows District management to request DOWL's support on an as-needed basis, ensuring flexibility and responsiveness to operational needs. The scope of work is intentionally broad to give the District the ability to access professional services efficiently and without delay, while maintaining accountability through formal requests and approvals by District personnel. Typical services include, but are not limited to:

- GIS system maintenance and support
- Design and planning-level assistance
- Construction management assistance
- Developer project design plan review and comment

FISCAL/RESOURCE IMPACTS: Funding for this agreement, in an amount not-to-exceed \$20,000, is included in the approved FY2025/26 Operations Budget. The on-call structure ensures that costs are incurred only when services are requested and authorized by District management, providing flexibility while maintaining budgetary control.

ATTACHMENTS:

- DOWL Scope of Work FY 25-26

DATE PREPARED: August 18, 2025



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EXHIBIT A SCOPE OF WORK

Olympic Valley PSD FY26 On-Call General Services

INTRODUCTION

The Olympic Valley Public Service District (District) engages in an annual fiscal year general services contract with DOWL, LLC (DOWL) to provide on-call supporting services to the District. For specific projects, a single contract / purchase order will be prepared and presented to the District and its Board of Directors for approval. However, the District requires miscellaneous support on smaller matters throughout the year that additional support is requested from DOWL. The intent of this scope of work is to give the District the ability to utilize DOWL to support general services through formal request and approvals by the District's managing personnel.

The phase and task breakdown for the project is designated as follows:

SERVICES

Task 1 – General Services

Objective

To perform miscellaneous support tasks, as directed, to support the District with engineering matters.

Approach

Provide on-call assistance to the District, as directed. It is anticipated that the services requested will vary significantly but will mostly fall into, but not limited to, the following areas:

- GIS system maintenance and support.
- Design or Planning level assistance.
- Construction management assistance.
- Developer project design plan review and comment.

Deliverables

Deliverables will be based on the requested support effort and required materials to be prepared and provided.

Assumptions

The following assumptions apply:

- The District has identified a \$20,000 budget for this fiscal year.
- DOWL will only perform work in response to the District's request and direction via email correspondence.
- Specific requests that will consist of a small scope and fee, but not warrant a task order, will be identified as a subtask to track effort spent.
- All tasks and subtasks will work against the overall budget. If budget is exhausted, DOWL will work and explore other routes with the District through an amendment or new task order.
- Project-related issues will be identified, communicated, and resolved.
- Submittals will be made from DOWL to the District electronically.
- Each fiscal year will prepare a new approved budget and general services task order.

COMPENSATION

The District shall pay DOWL on a time and material basis, including travel, not to exceed **\$20,000**. Hourly rates and other expenses shall be in accordance with current year billing rates. A breakdown of the individual task budgets is as follows:

Task 1	General Services	\$20,000
TOTAL:		\$20,000

SCHEDULE

The 2026 fiscal year is July 1, 2025, through June 30, 2026.



NEVADA FEE SCHEDULE

Personnel Billing Rates

Personnel are identified on our invoices by name and/or labor category.

Description	Rate	Description	Rate
Accounting Manager	\$194	Engineer VI	\$215
Accounting Technician	\$126	Engineer VII	\$226
Administrative Assistant	\$100	Engineer VIII	\$236
Administrative Manager	\$131	Engineer IX	\$263
Biologist I	\$137	Engineer X	\$278
Biologist II	\$147	Engineering Technician I	\$105
Biologist III	\$158	Engineering Technician II	\$121
Biologist IV	\$168	Engineering Technician III	\$131
Biologist V	\$215	Engineering Technician IV	\$147
CAD Drafter I	\$110	Engineering Technician V	\$163
CAD Drafter II	\$126	Engineering Technician VI	\$187
CAD Drafter III	\$137	Environmental Specialist I	\$126
CAD Drafter IV	\$147	Environmental Specialist II	\$142
CAD Drafter V	\$158	Environmental Specialist III	\$147
Senior CAD Drafter	\$179	Environmental Specialist IV	\$158
Civil and Transportation Designer	\$142	Environmental Specialist V	\$163
Senior Civil and Transportation Designer	\$179	Environmental Specialist VI	\$200
Contract Administrator I	\$168	Environmental Specialist VII	\$221
Contract Administrator II	\$194	Environmental Specialist VIII	\$236
Corporate Development Manager	\$242	Environmental Specialist IX	\$257
Cultural Resources Specialist I	\$126	Environmental Specialist X	\$278
Cultural Resources Specialist II	\$147	Field Project Representative I	\$137
Cultural Resources Specialist III	\$152	Field Project Representative II	\$152
Cultural Resources Specialist IV	\$189	Field Project Representative III	\$163
Cultural Resources Specialist V	\$205	Field Project Representative IV	\$179
Cultural Resources Specialist VI	\$225	Field Project Representative V	\$221
Cultural Resources Specialist VII	\$236	Geologist I	\$142
Cultural Resources Specialist VIII	\$252	Geologist II	\$152
Document Production Supervisor	\$158	Geologist III	\$163
Engineer I	\$137	Geologist IV	\$184
Engineer II	\$147	Geologist V	\$215
Engineer III	\$163	GIS Coordinator	\$184
Engineer IV	\$184	GIS Manager	\$194
Engineer V	\$205	GIS Specialist	\$152



Description	Rate	Description	Rate
GIS Technician	\$116	Professional Land Surveyor I	\$126
Graphic Designer	\$158	Professional Land Surveyor II	\$137
Senior Graphic Designer	\$185	Professional Land Surveyor III	\$147
Hydrogeologist I	\$147	Professional Land Surveyor IV	\$158
Hydrogeologist II	\$173	Professional Land Surveyor V	\$168
Hydrogeologist III	\$205	Professional Land Surveyor VI	\$178
Sr. Hydrogeologist	\$240	Professional Land Surveyor VII	\$189
Intern I	\$89	Professional Land Surveyor VIII	\$205
Intern II	\$110	Professional Land Surveyor IX	\$221
Laboratory Manager	\$131	Professional Land Surveyor X	\$240
Laboratory Supervisor	\$110	Professional Land Surveyor XI	\$268
Landscape Architect I	\$137	Project Administrator	\$142
Landscape Architect II	\$152	Project Assistant I	\$121
Landscape Architect III	\$168	Project Assistant II	\$137
Landscape Architect IV	\$184	Project Controller	\$173
Landscape Architect V	\$200	Senior Project Controller	\$194
Landscape Architect VI	\$210	Project Manager I	\$168
Landscape Architect VII	\$221	Project Manager II	\$184
Landscape Designer I	\$100	Project Manager III	\$200
Landscape Designer II	\$121	Project Manager IV	\$215
Marketing Assistant	\$110	Project Manager V	\$231
Marketing Coordinator	\$147	Project Manager VI	\$247
Marketing & Administrative Manager	\$236	Project Manager VII	\$263
Materials Technician I	\$100	Proposal Manager	\$185
Materials Technician II	\$110	Senior Proposal Manager	\$225
Lead Materials Technician	\$121	Public Involvement Assistant	\$121
Senior Materials Technician	\$131	Public Involvement Coordinator	\$165
Materials Manager	\$137	Public Involvement Planner	\$142
Planner I	\$126	Public Involvement Program Manager	\$210
Planner II	\$152	Real Estate Services Manager	\$189
Planner III	\$168	Right of Way Agent I	\$131
Planner IV	\$184	Right of Way Agent II	\$147
Planner V	\$200	Right of Way Agent III	\$163
Planner VI	\$210	Right of Way Agent IV	\$179
Planner VII	\$221	Right of Way Agent V	\$194
Planner VIII	\$236	Right of Way Agent VI	\$235
Planner IX	\$252	Right of Way Assistant	\$121
Planner X	\$294	Risk Manager	\$210
Planning Technician	\$116	Senior Manager I	\$252



Description	Rate	Description	Rate
Senior Manager II	\$273	Survey Technician VIII	\$168
Senior Manager III	\$284	Survey Technician -- Supervisor	\$165
Senior Manager IV	\$310	Systems Administrator	\$163
Senior Manager V	\$331	Technical Coordinator	\$194
Senior Manager VI	\$352	Utility Operator	\$152
Survey Technician I	\$95	Water Resource Specialist	\$205
Survey Technician II	\$100	Water Rights Specialist I	\$168
Survey Technician III	\$105	Water Rights Specialist II	\$200
Survey Technician IV	\$121	Water Rights Specialist III	\$231
Survey Technician IX	\$179	Water Rights Technician I	\$110
Survey Technician V	\$126	Water Rights Technician II	\$121
Survey Technician VI	\$137	Water Rights Technician III	\$131
Survey Technician VII	\$152		

Survey Crews

One-Person Survey Crew	=	\$168 / hour
One-Person Survey Crew GPS/Robotics	=	\$189 / hour
Two-Person Survey Crew	=	\$252 / hour
Two-Person Survey Crew (PLS + LSIT)	=	\$294 / hour
Two-Person Survey Crew GPS/Robotics	=	\$268 / hour
Three-Person Survey Crew	=	\$368 / hour

Travel, Mileage, and Miscellaneous

Lodging	=	Cost per night
Airfare	=	Cost
Vehicle Usage – Passenger Cars	=	\$1.15/mile
Vehicle Usage – Trucks & SUV's	=	\$1.35/mile
Printing/Supplies/Phone/Fax/Postage	=	Note 3
In-House Usage Charges	=	Note 4

Per Diem

Unless otherwise specified contractually, per diem will be billed when travel is more than 50 miles from the office during a meal allowance period of three or more consecutive hours or involves an overnight stay. The three meal allowance periods are breakfast (midnight to 10:00 a.m.), lunch (10:00 a.m. to 3:00 p.m.), and dinner (3:00 p.m. to midnight).

Per diem will be charged using the most recently published federal travel rate for each location.

Per diem rates by city: <https://www.gsa.gov/travel/plan-book/per-diem-rates>



Notes

1. DOWL's Professional Services Fee Schedule is subject to adjustment each year or at the end of a contract period, whichever is appropriate. Should adjustments be anticipated or required, such adjustments will not affect existing contracts without prior agreement between Client and DOWL.
2. Straight-time rates are given. Multiply by 1.5 for overtime rates. Overtime rates will be applied at the rate prescribed by applicable state law.
3. Direct reimbursable expenses such as travel, freight, subcontractors, and request beyond those requests considered reasonable by the project manager for phone/fax/postage, office supplies, reproduction and photography, and laboratory analysis will be billed at cost plus the negotiated markup.
4. In-house equipment usage charges or specialized software/equipment that are not separately stated on the fee schedule will be negotiated at rates deemed fair and reasonable.
5. Late charges will be assessed on the unpaid balance of all accounts not paid within 30 days of the billing date, at a rate of 1.0 percent per month (12% per year).