



Integrity | Accountability | Professionalism

19 September 2025

Mr. Noel Hodge
COO Water Systems
Virgin Islands Water & Power Authority
Via email: noel.hodge@viwapa.vi

SUBJECT: WAPA Relocation to the former Ashley Furniture Store - Layout Design Proposal

Dear Mr. Hodge,

CMTS, LLC proposes to develop the conceptual layout the in support of the relocation of WAPA's offices for the not to exceed sum of Two Hundred Fifty Thousand and 00/100 dollars (\$250,000).

The Scope of Work will include information gathering (i.e. interviews, site visits, existing office visits), development of conceptual floor plans, and development of construction drawings. Services will be billed on a Time & Materials (T&M) basis for the following positions:

Position	Hourly Rate
Program Manager/Lead Architect	\$225/hr
Project Manager/	\$175/hr
Design Project Manager/Architect	\$175/hr
Document Control/Admin	\$ 75/hr

Reimbursables including, but not limited to, travel, lodging, and reproduction costs will also be billed as presented with receipts plus a 3% surcharge.

Thank you for your attention and consideration. CMTS looks forward to working with the VIWAPA on this endeavor.

Sincerely,

Laurence J. Richards, PE, MSc, MBA | *President*