



Engineers
Planners
Surveyors
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October 6, 2020
November 3, 2020 2nd Revision
VIA E-MAIL

Mr. Stephen Repasch, Executive Director
Bethlehem Authority
10 East Church Street
Bethlehem, PA 18018

Re: Professional Services Renewal Proposal
Bethlehem Authority Annual Consulting Engineer Services
City of Bethlehem, Lehigh & Northampton Counties, Pennsylvania
MC Proposal No. BHW001P

Dear Mr. Repasch:

Thank you again for the opportunity to serve you and the Bethlehem Authority Board these past four years. Maser Consulting is pleased to submit this proposal to continue providing professional services for the Bethlehem Authority and Annual Consulting Engineer Services.

This proposal is divided into four sections as follows:

- Section I – Scope of Services
- Section II – Business Terms and Conditions
- Section III – Technical Staff Hourly Rate Schedule and Reimbursable Expenses
- Section IV – Client Contract Authorization

The following scope of services has been separated into phases so that it may be more easily reviewed. The order in which the phases are presented generally follows the sequence in which the project will be accomplished; however, depending on the project, the various authorized services contained in this proposal may be performed in a sequence as deemed appropriate by Maser Consulting to meet project schedules.

SECTION I – SCOPE OF SERVICES

Based on our conversations and information noted above, we propose to complete the following:

PHASE 1.0 ANNUAL CONSULTING ENGINEER'S REPORT

Maser Consulting will prepare the Annual Consulting Engineer's Report on the Operation of the Bethlehem Authority's Water System by the City of Bethlehem for Operational Year 2020 as required by the Bethlehem Authority Bond Trust Indenture. The annual report format and scope will be based upon the previous Operations Report prepared by Maser Consulting.



Phase 1.0 Lump Sum Fee **\$ 11,000**
PHASE 2.0 ANNUAL CERTIFICATION OF WATER SYSTEM REVENUES

Maser Consulting will prepare the Annual Certification that the water system revenues are sufficient to cover all system expenses, including debt service. This document will be based upon records provided by the Bethlehem Authority and the City of Bethlehem, and will be similar to prior certifications, as required by the Bethlehem Authority Bond Trust Indenture.

Phase 2.0 Lump Sum Fee **\$ 1,500.00**

PHASE 3.0 ANNUAL CERTIFICATION OF WATER SYSTEM INSURANCE

Maser Consulting will prepare the Annual Certification that the water system and its facilities are adequately insured. This document will be based upon records provided by the Bethlehem Authority and the City of Bethlehem, and will be similar to prior certifications, as required by the Bethlehem Authority Bond Trust Indenture.

Phase 3.0 Lump Sum Fee **\$ 500.00**

PHASE 4.0 MONTHLY REPORTS TO THE AUTHORITY BOARD

When and as requested by the Executive Director, Maser Consulting will prepare and submit a report to the Bethlehem Authority Board prior to its regular monthly meeting. This task will be billed hourly in accordance with the Schedule of Hourly Rates.

Phase 4.0 Fee **As Specified/Hourly**

PHASE 5.0 MEETING ATTENDANCE

When and as requested by the Executive Director, Maser Consulting will attend Bethlehem Authority monthly board meetings, and executive sessions as necessary. This task will be billed hourly in accordance with the Schedule of Hourly Rates.

Phase 5.0 Fee **As Specified/Hourly**

PHASE 6.0 REVIEW OF CITY MONTHLY CAPITAL SPENDING

When and as requested by the Executive Director, Maser Consulting will review the City of Bethlehem monthly capital spending invoices and certify the capital expenses that apply to Authority's Bond Redemption and Improvement Fund (BRIF). This task will be billed hourly in accordance with the Schedule of Hourly Rates.

Phase 6.0 Fee **As Specified/Hourly**



PHASE 7.0 On-Call Engineering Services

When and as requested by the Executive Director, Maser Consulting will provide various on-call engineering services for the Bethlehem Authority. This task will be billed hourly in accordance with the Schedule of Hourly Rates.

Phase 7.0 Fee

As Specified/Hourly

PHASE 8.0 Security Engineering Services

Maser Consulting will team with our Sub-consultant Partner Instrumentation, Control & Energy Engineering, LLC (IC&EE) and include them with our proposed tour of the critical Bethlehem Authority water system infrastructure with the US Department of Homeland Security (DHS) who will be performing a Security Assessment utilizing their Infrastructure Survey Tool (IST). IC&EE will focus their study on security camera, secured access, and intrusion detection options. A report memorandum will be provided which will **assess** security improvement feasibility and estimated capital cost for implementation. See attached IC&EE proposal dated October 2, 2020.

Phase 8.0 Fee

\$575.00

SCHEDULE OF FEES

Attached is the Maser Consulting proposed Bethlehem Authority 20210 Rate Schedule.

This Contract and Fee Schedule are based upon the acceptance of Maser Consulting's Business Terms and Conditions contained in Section II of this Contract. Delivery, mileage, printing and reproduction, overnight mail service and postage costs are not included in the lump sum fees and will be added to each monthly invoice.

EXCLUSIONS AND UNDERSTANDINGS

Services relating to the following items are not anticipated for the project or cannot be quantified at this time. Therefore, any service associated with the following items is specifically excluded from the scope of professional services within this agreement.

- Services not specifically outlined above in Section I

If an item listed herein, or otherwise not specifically mentioned within this agreement, is deemed necessary, Maser Consulting may prepare an addendum to this agreement for your review, outlining the scope of additional services and associated professional fees for extra services.



MASER CONSULTING

BUSINESS TERMS AND CONDITIONS

Maser Consulting agrees to provide professional services under the following terms and conditions:

The term Client referenced herein is the person, persons, corporation, partnership, or organization referenced in the proposal between Maser Consulting and said Client.

1.0 SCOPE OF SERVICES:

Services not set forth in the Scope of Services, are excluded from the Scope of Services, and Maser Consulting will assume no responsibility to perform such services under the base contract. In situations where a written contract is not executed or where additional services becomes necessary during the course of the project, Maser Consulting may provide such services using our Technical Staff Hourly Rate Schedule in effect at the time of services. The hourly rates listed in our Technical Staff Hourly Rate Schedule are adjusted semi-annually and the Client shall be billed at the rates that are in effect at the time of service.

Since there are substantial costs to stop and restart a project once it is underway, should a project's progress be halted at any time by the client, for any reason, Maser Consulting reserves the right to charge a restart fee and/or to renegotiate the remaining fees within the contract.

These Business Terms and Conditions are applicable for any additional professional services rendered for this project including, but not limited to, change orders, client service authorization forms, etc.

2.0 STANDARD OF CARE:

In performing services, we agree to exercise professional judgment, made on the basis of the information available to us, and to use the same degree of care and skill ordinarily exercised in similar circumstances and conditions by reputable consultants performing comparable services in the same locality. This standard of care shall be judged as of the time the services are rendered, and not according to later standards. Reasonable people may disagree on matters involving professional judgment and, accordingly, a difference of opinion on a question of professional judgment shall not excuse a Client from paying for services rendered. NO OTHER REPRESENTATION OR WARRANTY, EXPRESSED OR IMPLIED, IS MADE.

3.0 INVOICES:

Maser Consulting bills its Clients on a monthly basis using a standard invoice format. This format provides for a description of services performed and a summary of professional fees, expenses, and other charges. For more detailed invoicing requests, Maser Consulting reserves the right to charge for invoice preparation time by staff members. Monthly invoices will be submitted based upon percentage of services completed and reimbursable expenses. Any comments or discrepancies, relative to invoices shall be submitted in writing within fourteen (14) days or the account will be considered correct.

For professional services billed on an hourly basis, Maser Consulting reserves the right to invoice all overtime services performed by our employees using our Technical Staff Hourly Rate Schedule in effect at the time of services at ONE AND ONE-HALF TIMES our standard hourly rate for those employees.

Expenses incurred for services, equipment, and facilities not furnished by Maser Consulting are charged to the Client at cost plus an up-charge not to exceed 15 percent of the invoice for said services.

Client shall pay Maser Consulting for reimbursable expenses, including, but not limited to, application fees, printing and reproduction, mileage, courier and express delivery service, special/overnight mailings, facsimile transmissions, specialized equipment and laboratory charges, and costs of acquiring materials specifically for the Client. Reimbursable charges will be added to each monthly invoice and are part of Client's responsibility.

4.0 PAYMENT:

Maser Consulting bills are payable in full UPON RECEIPT and **payment is expected within thirty (30) days**. We reserve the right to assess a late charge of 1.5 percent per month for any amounts not paid within 45 days of the billing date. In the event payment is not made according to the terms and conditions herein, the matter may proceed to a collections agency or to an attorney for collection. Client shall be responsible for fees charged by the collections agency and/or attorney's fees incurred to collect the monies owed. Should the matter proceed to court, client shall also be responsible for court costs.

In addition, where payment is not received in accordance with the terms of this contract, Maser Consulting reserves the right to withdraw any applications to federal, state, or local regulatory agencies / boards filed on behalf of the client with the understanding that these applications are the property of Maser Consulting. Maser Consulting will provide you with written notification two (2) weeks prior to taking any action to withdraw an application submitted on behalf of the client. If payment of all outstanding invoices is not received within two (2) weeks of receipt of this letter, Maser Consulting will withdraw all pending applications for the project.

5.0 RETAINER:

~~Maser Consulting reserves the right to request a retainer from the Client prior to the commencement of services on a project. While retainers are collected prior to the start of a project, the retainer is held to the end of the project and will be applied to the final invoices. Retainers are not applied to the beginning of the project.~~

6.0 RIGHT OF ENTRY/JOBSITE:

Client will provide for right of entry for Maser Consulting personnel and equipment necessary to complete our services. While Maser Consulting will take all reasonable precautions to minimize any damage to the property, it is understood by the Client that in the normal course of our services some damage may occur, the correction of which is not part of this Agreement.

Client shall furnish or cause to be furnished to Maser Consulting all documents and information known to the Client that relate to the identity, location, quantity, nature or characteristics of any hazardous or toxic substances at, on, or under the site. In addition, the Client will furnish or cause to be furnished such other information on surface and subsurface site conditions required by Maser Consulting for proper performance of its services. Maser Consulting shall be entitled to rely on the accuracy and completeness of Client provided documents and information in performing the services required under this Agreement and Maser Consulting assumes no responsibility or liability for their accuracy or completeness.

Maser Consulting will not direct, supervise, or control the work of Client's contractors or their subcontractors. Maser Consulting shall not have authority over or responsibility for the construction means, methods, techniques, sequences, or procedures and Maser Consulting's services will not include a review or evaluation of the contractors (or subcontractor's) safety precautions, programs or measures.

Maser Consulting shall be responsible only for its activities and that of its employees on any site. Neither the professional activities nor the presence of Maser Consulting or its employees or subcontractors on a site shall imply that Maser Consulting controls the operations of others, nor shall this be construed to be an acceptance by Maser Consulting of any responsibility for jobsite safety.



7.0 UTILITIES:

In the execution of our services, Maser Consulting will take reasonable precautions in accordance with the professional standard of care to avoid damage or injury to subterranean structures or utilities. The Client agrees to hold Maser Consulting harmless and defend and indemnify Maser Consulting for any claims or damages to subterranean structures or utilities, which have not been marked-out under the One-Call system or are not shown or are incorrectly shown on the plans furnished.

8.0 TERMINATION OR SUSPENSION OF SERVICES:

Should Client fail to make payments when due or is otherwise in material breach of this Agreement, Maser Consulting at their election may suspend services at any time after PROVIDING WRITTEN NOTICE TO THE CLIENT until payments are brought current. Maser Consulting shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension and the Client agrees to indemnify and hold Maser Consulting harmless from any claim or liability resulting from such suspension.

This Agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof. Such termination shall not be effective if that substantial failure has been remedied before expiration of the period specified in the written notice. In the event of termination, Maser Consulting shall be paid for service performed to the termination notice date plus reasonable termination expenses.

In the event of termination, or suspension for more than three (3) months, prior to completion of all services contemplated by the Agreement, Maser Consulting may complete such analyses and records as are necessary to complete its files and may also complete a report on the services performed to the date of notice of termination or suspension. The expenses of termination or suspension shall include all direct costs of Maser Consulting in completing such analyses, records and reports.

9.0 SUBCONSULTANTS/SUBCONTRACTORS:

Maser Consulting prefers that its Clients directly retain others whose services are required in connection with a project (e.g., drillers, analytical laboratories, transporters, other experts, etc.), except in unusual circumstances. As a service, we will advise Clients with respect to selecting other such subconsultants/subcontractors and will assist Clients in coordinating and monitoring their performance. In no event will we assume any liability or responsibility for the work performed by other subconsultants/subcontractors, or for their failure to perform any work, regardless of whether we hire them directly as subconsultants/subcontractors, or only coordinate and monitor their work. When Maser Consulting does engage a subconsultant/subcontractor on behalf of the Client, the expenses incurred, including rental of special equipment necessary for the work, will be billed as they are incurred, at cost plus an up-charge not to exceed 20 percent of the invoice. By engaging us to perform services, you agree to defend, indemnify and hold Maser Consulting its directors, officers, employees, and other agents harmless from and against any and all claims, losses, liabilities, damages, demands, costs, or judgments arising out of or relating in any way to the performance or non-performance of work by another subconsultant/subcontractor. In addition, Client agrees to pursue recovery of and assert any claims based upon its loss, expenses and/or damages solely and directly against those subconsultants/subcontractors. In consideration of such indemnity and waiver, Maser Consulting agrees to assign its rights and/or claims against those subconsultants/subcontractors pursuant to the subconsultants/subcontractors agreements with Maser Consulting to the Client.

10.0 AGREED REMEDY:

Maser Consulting shall be liable to the Client only for direct damages to the extent caused by Maser Consulting's negligence in the performance of its services. UNDER NO CIRCUMSTANCES SHALL MASER CONSULTING BE LIABLE FOR INDIRECT, CONSEQUENTIAL, PUNITIVE, SPECIAL, OR EXEMPLARY DAMAGES, OR FOR DAMAGES CAUSED BY THE CLIENT'S FAILURE TO PERFORM ITS OBLIGATIONS. With regard to services involving hazardous substances, Maser Consulting has neither created nor contributed to the creation or existence of any actually or potentially hazardous, radioactive, toxic, or otherwise dangerous substance or condition at any site, and its compensation is in no way commensurate with the potential liability that may be associated with a substance or site.

To the fullest extent permitted by law, the total liability, in the aggregate, of Maser Consulting and Maser Consulting's officers, directors, employees, agents and consultants to Client and anyone claiming by, through or under Client, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of in any way related to Maser Consulting's services, the Project or this Agreement, from any cause or causes whatsoever, including but not limited to, negligence, strict liability, breach of contract or breach of warranty shall not exceed the total compensation received by Maser Consulting under this Agreement, not including reimbursable expenses and any subconsultant/contractor fees rendered on the project.

It is intended by the parties to this Agreement that Maser Consulting's services in connection with the project shall not subject Maser Consulting's individual employees, officers or directors to any personal legal exposure for the risks associated with this project. Therefore, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against Maser Consulting, a New Jersey corporation, and not against any of Maser Consulting's employees, officers or directors.

11.0 LIABILITY TO THIRD PARTIES:

The Client agrees to be solely responsible for, and to defend, indemnify, and hold Maser Consulting harmless from any and all liabilities, claims, damages and costs (including reasonable attorney's fees and defense costs) by third parties arising out of, or in any way related to, our performance or non-performance of services, except claims for personal injury, death, or personal property damage to the extent caused by the sole negligence, gross negligence or willful misconduct of employees of Maser Consulting.

12.0 INDEMNIFICATION:

Maser Consulting shall maintain, at its own expense, Workers Compensation Insurance, Comprehensive General Liability Insurance and Professional Liability Insurance at all times and will, upon request, furnish insurance certificates to the Client.

To the fullest extent permitted by law, Client shall indemnify, defend and hold harmless Maser Consulting and its agents, officers, directors and employees, subcontracts or consultants (herein for the remainder of this section collectively referred to as Maser Consulting) from and against all claims, damages, losses and expenses, whether direct, indirect or consequential or punitive, including but not limited to fees and charges of attorneys and court and arbitration costs, arising out of or resulting from the services of Maser Consulting or any claims against Maser Consulting arising from the acts, omissions or work of others, unless it is proven in a court of competent jurisdiction that Maser Consulting is guilty of negligence, gross negligence, or willful misconduct in connection with the services and such negligence, gross negligence, or willful misconduct was the sole cause of the damages, claims, and liabilities.

Client agrees to defend, indemnify and hold harmless Maser Consulting from and against all claims, damages, losses and expenses, direct or indirect, and consequential damages, including but not limited to fees and charges of attorneys and court, and arbitration costs, brought by any person or entity, or claims against Maser Consulting which arise out of, are related to, or are based upon, the actual or threatened dispersal, discharge, escape, release, or saturation of smoke, vapors, soot, fumes, acids, alkalis, toxic chemical, radioactive materials, liquids, gases, or any other material, upon it or into the surface or subsurface soil, water or watercourse, objects, or any tangible or intangible matter.



To the fullest extent permitted by law, such indemnification shall apply regardless of the fault, negligence breach of warranty or contract, or strict liability of Maser Consulting. This indemnification shall not apply to claims, damages, losses, or expenses which are determined by a court of competent jurisdiction to be the sole result of negligence or willful misconduct by Maser Consulting of obligations under this Agreement.

13.0 ASSIGNS:

The Client may not delegate, assign, sublet, or transfer his duties or interest in the Agreement without written consent of Maser Consulting. Maser Consulting shall not, in connection with any such assignment by the Client, be required to execute any documents that in any way might, in the sole judgment of Maser Consulting, increase Maser Consulting's contractual or legal obligations or risks, or the availability or costs of its professional or general liability insurance.

The Agreement shall not create any rights or benefits to parties other than the Client and Maser Consulting, and nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Client or Maser Consulting. Maser Consulting's services hereunder are being performed solely for the benefit of the Client, and no other entity shall have any claim against Maser Consulting because of this Agreement of Maser Consulting's performance or nonperformance of services hereunder.

14.0 OWNERSHIP AND RESTRICTION ON REUSE OF DOCUMENTS:

All drawings, calculations, reports, plans, specifications, computer files, field data, notes, and other documents and instruments ("Documents") prepared by Maser Consulting are and remain the property of Maser Consulting as instruments of service. The Documents may not be copied by the Client or others on extensions of this project or on any other project. The Client agrees not to use Maser Consulting's Documents for marketing purposes, for projects other than the project for which the Documents were prepared by Maser Consulting, or for future modifications to this project, without Maser Consulting's express written permission. Any reuse or distribution to third parties without such express written permission or project-specific adaptation by Maser Consulting will be at the Client's sole risk and without liability to Maser Consulting or its employees, subsidiaries, independent professional associates, sub consultants, and subcontractors. The Client shall, to the fullest extent permitted by law, indemnify, defend, and hold harmless Maser Consulting from and against any and all expenses, fees, demands, liabilities, suits, actions, claims, damages or losses including attorneys' fees and costs, arising out of or resulting from such unauthorized distribution or reuse of Documents.

Computer files are not considered part of deliverables unless specifically requested or required by the signed contract. If computer files are required, Maser Consulting shall provide Client files subject to the following conditions:

The Client must execute our standard Electronic Media Release form prior to any distribution of files. The Client recognizes that data, plans, specifications, reports, documents or other information recorded on or transmitted as electronic media are subject to undetectable alteration, either intentional or unintentional due to, among other causes, transmission, conversion, media degradation, software error, or human alteration. Accordingly, it is understood that electronic files provided to the Client are for informational purposes only and are not intended as an end-product. Maser Consulting makes no representation of any warranties, either expressed or implied, regarding the fitness or suitability of the electronic documents. Accordingly, the Client agrees to waive any and all claims against Maser Consulting and Maser Consulting's consultants relating in any way to the unauthorized use, reuse or alteration of the electronic documents. Any unlicensed use or reuse of the documents without our written consent will constitute a violation of our copyright. Only original plans and reports of the most recent date bearing the signature and the embossed seal of the professional will be considered documents of record.

Maser Consulting shall maintain in its storage facility, samples collected as part of their services provided for a period of three (3) months after issuance of final reports. After the three (3) month time limit, all samples will be disposed of in accordance with appropriate regulations at the time. Extended storage of samples can be arranged at an additional cost to be established on a project by project basis.

15.0 GENERAL CONDITIONS:

Maser Consulting shall not be responsible for the delays caused by factors beyond its reasonable control, including but not limited to delay due to accidents, an act of God, fire, hurricane, flood, explosions, strike, boycott or other labor dispute, failure of the Client to furnish timely information or approve or disapprove of Maser Consulting's services or work product, delays caused by faulty performance by the Client or contractors of any level, or by acts of Government, which, in the opinion of Maser Consulting, could not have been reasonably foreseen and provided for, such delay will entitle Maser Consulting to an extension of time in performing its Services. If there is any increase in the total cost of providing Services by reason of any such delay, Maser Consulting will notify Client of particulars, and Client will pay for such increase. When such delays beyond Maser Consulting's reasonable control occur, the Client agrees that Maser Consulting shall not be responsible for damages, nor shall Maser Consulting be deemed in default of this Agreement.

The fees quoted in this proposal assume that upon authorization, this project will commence through to completion without a stop work order from the Client. Should a stop work order be received from the Client before completion of the project or any task, additional fees may be required to restart the project.

16.0 ENTIRE AGREEMENT:

This Agreement comprises the final and complete Agreement between the Client and Maser Consulting. It supersedes all prior or contemporaneous communications, representations, or Agreements, whether oral or written, relating to the subject matter of this Agreement. Execution of this Agreement signifies that each party has read the document thoroughly, has had the opportunity to have questions explained by independent counsel and is satisfied with the terms and conditions contained herein. Amendments to this Agreement shall not be binding unless made in writing and signed by both the Client and Maser Consulting.

To the extent Client provides its own Agreement and that Agreement conflicts with or is silent with respect to any term or condition expressed herein, these conditions shall prevail and shall be binding upon the parties.



SECTION III – 2021 RATE SCHEDULE

**BETHLEHEM AUTHORITY, NORTHAMPTON COUNTY, PA
RATES ARE EFFECTIVE THROUGH DECEMBER 31, 2021**

TECHNICAL STAFF RATES

BILLING TITLES	HOURLY RATES
Project Manager	175.00
Senior Project Specialist	170.00
Project Specialist	160.00
Technical Professional	150.00
Technical Specialist	140.00
Specialist	120.00
Senior Data Technician	115.00
Senior Technical Assistant	105.00
Technical Assistant	95.00
Data Technician	85.00
Survey Crew – 2 Man	200.00
Survey Crew – 1 Man w/Robotic Equipment	175.00
Expert Testimony	325.00

REIMBURSABLE EXPENSES

General Expenses	Cost + 15%
Travel (Hotel, Airfare, Meals)	Cost
Sub-Consultants/Sub-Contractors	Cost + 15%
Plotting	3.95/Each
Computer Mylars / Color Plots	75.00/Each
Photocopies	0.18/Each
Color Photocopies	1.95/Each
Document Binding	3.75/Each
Portable Media	75.00/Each
Exhibit Lamination (24"x36" or larger)	Cost + 20%
Initial Digital Signature	250.00
Additional Digital Signatures	50.00/Each
Mileage Reimbursement*	0.575/Per Mile
Field Vehicle	0.70/Per Mile

RATES ARE EFFECTIVE THROUGH DECEMBER 31, 2020



SECTION IV – CLIENT CONTRACT AUTHORIZATION

I hereby declare that I am duly authorized to sign binding contractual documents. I also declare that I have read, understand, and accept this contract.

Signature

Date

Printed Name

Title

If you find this proposal acceptable, **please sign where indicated above in Section IV, and return one signed copy to this office** Invoices are due within 30 days.

We very much appreciate the opportunity of submitting this proposal and look forward to performing these services for you.

Very truly yours,

MASER CONSULTING P.A.

A handwritten signature in black ink, appearing to read 'Ronald B. Madison'.

Ronald B. Madison, P.E.
Associate, Senior Project Manager

A handwritten signature in black ink, appearing to read 'C. Richard Roseberry'.

C. Richard Roseberry, P.E., A.I.C.P.
Senior Principal, LEED Green Associate

RBM/baw

cc: Leonardo E. Ponzio, PLS, Maser Consulting (via e-mail)

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