



City of Rancho Palos Verdes

Request for Proposals

Ladera Linda Community Park Architectural & Engineering Design Services

Department of Recreation and Parks

Attention: Cory Linder, Director

30940 Hawthorne Blvd, Rancho Palos Verdes, CA 90275

Phone: (310) 544-5260 | Email: CoryL@rpvca.gov

RFP Release Date: July 31, 2018

Pre-submittal Conference: August 14, 2018

RFP Submittal Deadline: August 28, 2018

**CITY OF RANCHO PALOS VERDES REQUEST FOR PROPOSALS
LADERA LINDA COMMUNITY PARK MASTER PLAN**

PHASE 1

The City of Rancho Palos Verdes is requesting qualifications and proposals from qualified professionals to provide design services related to the Ladera Linda Park Project. The RFP process will be bifurcated. In Phase One, the City seeks to determine which firms best meet the City's criteria, and will select one or more qualified proposers.

PHASE 2

In Phase Two, the City will request pricing proposals from the qualified proposers and will award the contract to the firm whose strategic approach and pricing package best fit the City's needs.

All correspondence and questions regarding this RFP should be directed to:

Cory Linder, Director of Recreation and Parks
Rancho Palos Verdes Recreation and Parks
30940 Hawthorne Boulevard
Rancho Palos Verdes, CA 90275
Coryl@rpvca.gov

To be considered for this project, submit five hard (5) copies and one thumb drive of the proposal to:

**City of Rancho Palos Verdes
Department of Recreation and Parks,
30940 Hawthorne Blvd.,
Rancho Palos Verdes, CA 90275,
(310) 544-5260
By 5:00PM, on August 28, 2018**

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I. INTRODUCTION

The City of Rancho Palos Verdes is a scenic, upscale, residential coastal community, with a population of approximately 42,000, located on the Palos Verdes Peninsula of southwestern Los Angeles County.

The City of Rancho Palos Verdes is a contract city, meaning that some services are provided by contract with agencies (both public and private) and some services are delivered by the City's own employees.

City Government: Rancho Palos Verdes is a General Law City and has operated under the Council-Manager form of government since its incorporation in 1973. Policy-making and legislative authority are vested in the governing City Council, which consists of five Council Members, including the Mayor and Mayor Pro-Tem. The City is fiscally sound and functions on an annual budget cycle.

II. PROJECT OBJECTIVE

Ladera Linda Park is an 11 acre park located in Rancho Palos Verdes, California with a physical address of 32201 Forrestal Drive, Rancho Palos Verdes, CA 90275. Details and history of the project may be viewed at <http://www.rpvca.gov/982/Ladera-Linda-Park-Master-Plan>, summarized below.

The Project is divided into two distinct phases.

PHASE 1: The first phase consists of refining and developing the existing approved conceptual Master Plan to a final schematic design.. This phase will be presented to the City Council for review and approval.

PHASE 2: The second phase consists of the development of Plans, Specifications, and Estimates (PS&E) that incorporate revisions made by the City council.

The City is seeking proposals that incorporate both Phase 1 and Phase 2 into one consolidated proposal. The successful firm will provide Architectural and Engineering Design Services for the City's Ladera Linda Park Project. The City is particularly looking for proposals with innovative and cost saving project approaches, and that clearly delineate the tasks in Phase 1 and Phase 2.

III BACKGROUND: LADERA LINDA MASTER PLAN

The City of Rancho Palos Verdes Department of Recreation and Parks provides park programs and special events which are funded by the General Fund and revenue from fees and rentals.

This former elementary school site's amenities include a parking lot, restrooms, paddle tennis courts, tot lot, playground and basketball court. Ladera Linda is also the home of the Discovery Room, which features static exhibits of local flora, fauna, and historic information. Staff and volunteers provide educational programs on-site for a large variety of school, youth, and other groups as well as conduct docent-led hikes in the surrounding hills and Forrestral Property. This location also has a multipurpose room and classroom available for rental for meetings and private parties, providing excellent views of the cliff face, hillsides, coastline, and ocean.

The City completed an overall Parks Master Plan in 2015 for the entire park system and the recommendation for Ladera Linda was to demolish the current buildings and structures and design and build a community park/center with a similar square footage footprint to the existing facilities.

The City hired Richard Fisher Associates (RFA) to conduct public outreach and generate a conceptual plan for the park and building. Following extensive public outreach, the City Council approved a conceptual plan for Ladera Linda on March 20, 2018. The approved conceptual design includes the following components:

- Community Center (approximately 8,900 Square Feet)
- Outdoor basketball courts (1 full court/1 half court)
- Children playground areas (Ages 2-5 and 5-12)
- Parking and associated safety lighting
- Outdoor butterfly garden
- Turf areas
- Extensive Landscaping
- Walking trails
- Paddle Tennis Courts (existing)
- Separate storage building
- Drinking fountains, benches, picnic tables and other park amenities
- Trees for shade
- Perimeter fencing
- Two parking areas (59 total parking spaces)
- Walkways
- Park signs

The proposed community building includes the following components and approximate size. Below that is the conceptual building diagram showing the location of each corresponding component,

LADERA LINDA PARK COMMUNITY BUILDING		
ROOM NO.	ROOM DESCRIPTION	SQ. FT.
1	Classroom #2	881
2	Classroom #1	792
3	Utility Rm	138
4	Storage #1	120
5	IT Rm	105
6	Discovery Rm	1,020
7	Work Rm	270
8	Office #1	170
9	Lobby / Gallery	1558
10	Staff	212
11	Office #2	138
12	Storage #2	73
13	Internally-accessed Restrooms	495
14	Multipurpose Rm #1	837
15	Staging Area	261
16	Janitorial	46
17	Storage #3	240
18	Storage #4	295
19	Multipurpose Rm #2	929
20	Externally-accessed Restrooms	320
	Total Community Bldg SF:	8,900

The above SF amounts do NOT include any walls



City Council provided the following direction to Staff when the conceptual plan was approved on March 20, 2018:

1. Consider reducing the size of the Discovery Room.
2. Consider increasing the size of the Multi-Purpose Room by a like amount.
3. Remove the dry stream bed element.

The proposed building should be within 3% of 8,900 square, plus or minus.

The approved conceptual plan called for the removal of the existing 5 buildings, and the removal of almost all current landscaping with the exception of certain designated trees. Improvements include replacing all existing utilities with new laterals to the new facilities, including gas and water supply lines, sized appropriately to accommodate the needs of the new building(s); underground electrical service; and replacing the sewer lateral to the mainline as needed. The intent is to have a balanced site grading operation to include installation of onsite drains to convey site runoff to the existing drain system.

Security considerations, noise, parking and view impacts were focal issues during the Master Plan process. These considerations included the following:

- Landscape design that enhances surveillance
- Appropriate lighting to eliminate blind spots

- Use of motion sensor lights, building shutters and security cameras where appropriate
- Use of clearly identifiable entry points
- Alignment of building structure and outside features to naturally direct people to established reception areas
- Use of appropriate low landscaping and ground cover to discourage undesired access and direct park users to appropriate access points
- Use of appropriate, open fencing to both control access and enhance sightlines
- Well designed and defined pedestrian circulation
- Locate park elements such as courts, picnic tables, and children play areas in prominent locations to attract appropriate users and make inappropriate users more visible
- Sufficient and well-designed lighted parking areas

IV. STATEMENT OF WORK

The project’s scope is divided into two phases as mentioned in the Project Description.

PHASE 1: The first phase consists of refining and developing the existing approved conceptual Master Plan to a final schematic design. This phase will be presented to the City Council for review and approval.

PHASE 2: The second phase consists of the development of fully-completed Project Plans, Specifications, and Estimates (PS&E) that incorporates revisions made by the City council..

The successful bidder will clearly delineate which tasks are to be completed during Phase 1 and which tasks are to be completed in Phase 2.

The successful proposer (hereafter, “Design Consultant”) shall be required to perform the following work:

Field Inventory

The Design Consultant will conduct a field inventory to create the preliminary analysis Community meeting minutes, staff reports, site studies, a Phase One Environmental Site Assessment, conceptual plans, and other materials are available for review at <http://www.rpvca.gov/982/Ladera-Linda-Park-Master-Plan>.

Design Services

A. Project kick-off meeting.

- Design Consultant will attend a kick-off meeting at the City. The agenda will be prepared by City staff and will include, but not be limited to the following:

- Lines of communication between the City, Design Consultant, utility agencies and other agencies involved in the project.
- Discuss the project requirements, scope of work, and schedule.
- Design Consultant shall prepare and distribute meeting minutes highlighting any action items.

B. Review existing records:

Proposal shall include time to review existing records, including but not limited to, the Ladera Linda Master Plan, street base maps, community meeting notes, conceptual plan notes, and tax assessor maps. These documents are on file with the Public Works Department.

C. Public Outreach/City Council Meetings:

Design Consultant must attend two public outreach meetings to discuss plans and receive feedback from surrounding community. Meetings shall be a minimum of 2 hours in length, and pricing must include travel to and from city hall, preparation time, and presentation materials.

Design Consultant must attend three City Council meetings. Meeting 1) A final schematic design will be presented to the City Council for their review and approval. Meeting 2) If needed, bring revised pre-construction design incorporating Council/Staff direction for further review. Meeting 3) Present 100% construction ready design to Council. Proposal pricing must include travel to and from city hall, preparation time, and presentation materials.

D. Utility Coordination:

Design Consultant will coordinate with the utility agencies throughout the design phase. If the proposed improvements interfere with existing utilities, consultant will arrange for potholing by the utility to accurately represent its location on the construction document. If required, Design Consultant will obtain any permit(s) that may be required for creation of construction documents for the Project, from any agency or utility company.

E. Prepare construction plans as follows:

Design Consultant will prepare Base Sheets utilizing the utility research data and existing park, irrigation, storm drain, sewer, and water main improvement plans. The base plans will be prepared at a 1"=20' scale.

Design Consultant shall prepare plans using the latest version of AutoCAD. Linestyles will be conventional. Text annotation will be stored in layers separate from the graphic elements. An AutoCAD file, layering, linestyle, and color specification will be provided to the City, if requested. Locations of any property lines, centerlines or rights of ways shown on the topography shall be shown graphically from specified data.

All sheets are to be prepared at 1" = 20' scale, with details as listed below, and as necessary to construct.

Plans for construction shall include the following details:

- Title Sheet
- Landscape/planting plan and details
- Hardscape plan and details
- Drainage plan and details
- Irrigation Plan and details
- Topographic Survey Sheet
- Grading Plan
- Electrical/Lighting plan with power source, wiring and trench details (if needed)
- Erosion Control Plan with details for BMP
- Locations where potential damage to tree roots as a result of performing repairs creates the need for tree to be assessed by an arborist
- Utilities manholes, water & gas valves, and other utility access facilities within the improvement limits.
- Playground equipment and layout
- Fencing/gates
- Park signage
- Park furniture, e.g. benches, picnic tables

Proposals shall include a per-sheet additive cost to accommodate any additional elements not included above as a project contingency.

All plans shall be delivered to the City in both printed and electronic formats. Electronic submittals shall include *.pdf and *.dwg files and shall be compatible with the City's GIS system.

F. Prepare Engineer's Estimate.

Consultant shall submit preliminary quantities and construction cost estimate at the 30%, 60%, 90% and final design submittals. Unit prices will be based upon the most current cost information for a recent, similar project. The final quantity/cost estimate will be based on the final construction plans and submitted with the 100% submittal. Cost estimates shall include a 5% contingency.

Note: The engineering design budget for this project is \$500,000. The consultant shall compare its estimated construction costs for the 30%, 60% and 90% submittal to the available budget. If the consultant's estimated costs exceed the available budget, the consultant shall inform the City and provide recommendations for costs reduction or adjustment.

G. Prepare technical specifications and applicable special provisions:

Specifications shall be delivered to the City both in printed format and electronically. All documents shall be prepared in Microsoft Word format. Any other computer generated documents, including plans and calculations, shall be submitted electronically in a format acceptable to the City of Rancho Palos Verdes (i.e. spreadsheets - Microsoft Excel and CAD drawings - AutoCAD).

Specifications for this project shall contain requirements of the contractor consistent with the provisions of the National Pollutant Discharge Elimination System (NPDES), the Clean Water Act, and the APWA Green Book.

H. Prepare Bid Document Package

City will provide consultant with the front end specification including the format for the Notice to bidders, table of contents, General Provisions, Special Provisions (consultant's project specific additional special provisions will be added to City's Special Provisions to make up the project Special Provisions), format for Bid section and Contract sections. Project Plan Sheets shall be referenced in the Bid Documents as an attachment. City will provide a hard copy of Bid Document Package as an example for Consultants use.

The complete Bid Document Package shall be provided to the City electronically as a pdf. Sections developed by the consultant shall be provided in MS Word and AutoCAD as appropriate.

I. Attend meetings and answer questions RFI:

Design Consultant will be required to attend meetings with City staff every four weeks during the design phase, as well as the pre-bid and pre-construction meetings. Consultant will be responsible to answer questions prospective bidders may have and respond to Requests For Information (RFI) during the bidding and construction phases of the project as appropriate.

J. Final Deliverables & As-Builts:

Prepare one set of reproducible plans for construction. At the end of the construction, prepare "As-Built" mylars and submit final drawings electronically in CAD & PDF formats at the close of the project

K. Estimated Construction Project Schedule:

Design Consultant shall create a general construction working day schedule.

L. Project Surveying:

Using a State of California licensed land surveyor (or CA registered civil engineer licensed prior to 1982), perform all surveying services needed for compliance with the Professional Land Surveyor's Act, including identification

of all survey monuments within the project area, restoring any survey monuments damaged or covered after project construction, and submitting all required documents with Los Angeles County for recordation.

M. Project Updates:

Throughout the entire project the City will require regular updates that the City can add to the Rancho Palos Verdes Recreation and Parks Department webpage. This will include but is not limited to project schedule, meeting minutes/notes, and chronology of events. Text shall be provided to City in a format that is easily uploaded to the City's website and shall include images along with the text. In your proposal, describe the frequency with which your firm will provide progress reports, communications, and updates; the City will require a minimum of monthly updates as well as updates after every public meeting/outreach event.

Travel time and expenses, clerical services, and materials to perform the scope of work shall be incorporated into the costs of the appropriate items.

V. **PROJECT SCHEDULE**

A. RFP Schedule

The following is the anticipated schedule for the RFP process:

Request for Proposal Available	July 31, 2018
Pre-Submittal Meeting	August 14, 2018 10am
Proposals Due	August 28, 2018, 5:00 p.m.
Shortlisting of Firms	September 4, 2018
Firm Interviews (if necessary)	September 11-12, 2018
Anticipated Notice of Award	September 17, 2018

Note: Firms are advised to plan accordingly for key team members to be available for interviews on September 11-12, 2018, if necessary.

B. Pre-Submittal Meeting:

The Rancho Palos Verdes Recreation and Parks Department will meet with interested firms at Ladera Linda Community Center located at 32201 Forrestal Drive, Rancho Palos Verdes, CA 90275 on **August 14, 2018 at 10am**. Attendance is highly encouraged but not mandatory. Questions in relation to this RFP may be submitted in writing by either email to coryl@rpvca.gov, fax to 310-544-5294, or mail to Cory Linder, Director of Recreation and Parks, 30940 Hawthorne

Boulevard, Rancho Palos Verdes, CA 90275. Questions must be received no later than five (5) business days prior to the proposal due date. All attendance sign-in sheets, proposal questions and answers and proposal addenda, if issued, shall be posted on the RPV website.

C. Anticipated Project Schedule

Phase 1 (Final Schematic Design) Completed by Dec. 20, 2018

Phase 2 (Construction Design 100%) Completed by May 8, 2019

Construction is anticipated to begin by summer 2019.

Staff will review the proposed final design and conduct a constructability review on the plans submitted. Consultant is required to revise drawings and plans and specifications if the submitted draft does not conform with the City's needs and specifications.

Consultant is required to revise plans, specs and drawings in accordance with City Council direction following City Council meetings.

VI. **STATEMENT OF QUALIFICATIONS**

Project Team Qualifications:

The proposal should establish the proposed Project Team's education, experience, professional credentials, awards, and licensing status qualifications. It should include detailed information of each team member's responsibilities for the Project and indicate the number of years the individual has had this responsibility on similar projects. The statement of qualifications should include, at a minimum:

- Firm name and profile, contact person, address, telephone/fax numbers, and email addresses.
- Type of organization (individual, partnership, corporation), including names and contact information for all officers, and proof that the organization is currently in good standing.
- Present staff (size, classification, credentials).
- Project Team: Provide an organizational chart of the project team that clearly delineates communication and reporting relationships among the project staff and among the major sub consultants involved in the Project. Identify key personnel to perform work in the various tasks, and include major areas of subcontracted work. Indicate the expected contributions of each staff member in time as a percentage of the total effort.

- **Project Team Qualifications:** Establish the qualifications of the proposed Project Team in terms of education, experience, professional credentials, awards, and licensing status. Describe in detail each team member's responsibilities for the Project and indicate the number of years the individual has had this responsibility on similar projects.
- **Experience:** Demonstrate successful experience by showing technical competence and specialization in projects similar in scope and complexity to the proposed project indicated. All projects listed must be either in progress or have been completed within the last five years by the firm listed. Include completion (or anticipated completion) date. Include any previous experience with the City.
- **References:** List no less than three reference clients for who similar or comparable services have been performed. Include the name, mailing address and telephone number of their principal representative.
- **Qualifications and experience of subcontractors.**
- Describe familiarity with the City and state design and/or construction management/oversight procedures, using specific verifiable examples.
- Describe any agreement/contract disputes you've had in the last 5 years, and how they were resolved.

VII. SUBMISSION FORMAT

A. Executive Summary

On the firm's letterhead, clearly articulate how services identified in the statement of work will be provided, including qualifications, experience, and references.

B. Statement of Qualifications

Include a statement to the effect that the proposed Project Team will be available to work on the Project in the roles specified within the proposed timeline and will not be reassigned, removed or replaced without the consent of the City.

C. Work Plan

Utilizing the program elements and project objectives shown in the Statement of Work, provide a well-conceived work plan showing the methodology and approach to be used to successfully accomplish the Project. Indicate as part of the Work Plan the firm's capability to accomplish other current projects and this Project with its current work force.

D. Quality Control

Provide an explanation of your quality and cost control philosophy, procedures and goals.

E. Relationship with the City

It is expected that the firm selected will meet with City staff on an as-needed basis and attend several meetings in Rancho Palos Verdes. Describe how you would meet this criterion.

F. Submission Format

Proposals shall be submitted in an original electronic version on a thumb drive (Word, Excel) and a paper original with FIVE hard copies. The original and each copy shall include a tabbed index and page numbers. The original must be clearly marked and contain an original signature. Failure to clearly mark the original and provide an original signature may result in a proposal being found non-responsive and given no consideration.

G. Submission of Questions

All questions are to be submitted in writing to City of Rancho Palos Verdes Department of Recreation and Parks, 30940 Hawthorne Boulevard., Rancho Palos Verdes, CA 90275. Questions may also be submitted via fax to (310) 544-5292 or by Cory Linder, coryl@rpvca.gov. All questions must be received by August 23, 2018.

H. Submittal Deadline

Proposals must be received by the Department of Recreation and Parks, 30940 Hawthorne Blvd., Rancho Palos Verdes, CA 90275, phone number (310) 544-5260, by the deadline indicated in this RFP.

I. 60 Day Hold

The City reserves the right to hold all proposals for a period of 60 days after the opening date and the right to accept a proposal not withdrawn before the scheduled proposal opening date.

J. Changes, Interpretations and Corrections

Any interpretation, correction or change of the RFP will be made by formal Addendum. Interpretations, corrections and changes of the RFP made in any other manner will not be binding, and a Respondent shall not rely upon such interpretations, corrections and changes.

K. Progress Payments

The City will make progress payments following an award of a Professional Services Contract by the City of Rancho Palos Verdes City Council and execution of the contract in accordance to material delivered and work completed as required in the contract.

L. Acceptance of Terms

Submission of a proposal shall constitute acknowledgment and acceptance of all terms and conditions hereinafter set forth in the RFP unless otherwise expressly stated in the proposal.

M. Financial Responsibility

The proposer understands and agrees that the City shall have no financial responsibility for any costs incurred by the proposer in responding to this RFP.

N. Proprietary Data

Proprietary data or trade secrets should be clearly identified as such in your proposal and provided in a separate, sealed envelope and clearly marked envelope.

O. Insurance Requirements

Proposers must provide evidence of the following insurance.

- Standard Worker's Compensation & Employers' Liability including Occupations Disease Coverage
 - Statutory in conformance with the compensation laws of the State of California

- Comprehensive General Liability Insurance
 - \$1,000,000 each occurrence
 - \$2,000,000 aggregate

- Comprehensive Automobile
 - \$1,000,000 each occurrence
 - \$1,000,000 aggregate

- Professional Liability
 - \$1,000,000 each occurrence
 - \$2,000,000 aggregate

The successful proposer shall affect the insurance policies in a company or companies and in a form satisfactory to the City as a condition precedent of the execution of the contract. Before commencing any performance relating to this project, the successful proposer shall deliver, to the City Certificates of Insurance issued by the insurance company, and/or its duly authorized agents, demonstrating the required insurance coverage, and certifying that the policies stipulated above are in full force and effect. All policies and/or Certificates of Insurance shall include the City's officers, volunteers, and employees as

additional named insured. Nothing herein shall be construed as a waiver of any of the protections to which the City may be entitled.

VIII. EVALUATION AND SELECTION PROCESS

A. Technical proposals received will be evaluated based on the following criteria:

1. Experience of firm in performing this type of service.
2. Relevant experience of individual team members assigned to the project.
3. Understanding of project as demonstrated by the thoroughness of the proposal, the introduction of innovative or cost-saving ideas, and the approach to the study or design.
4. References from clients for whom similar work was performed.
5. Depth of staff available to perform services.
6. Previous work in RPV performed by the firm.
7. Previous work in RPV performed by members of the team.
8. Project Schedule.
9. Interview (if applicable)

B. Selection Process

An evaluation panel will review all proposals submitted and select the top proposals. These top firms may then be invited to make a presentation to the evaluation panel, at no costs to the City. The panel will select the proposal, if any, which best fulfills the City's requirements. The City will negotiate with that firm to determine final contract qualifications, knowledge, and experience, knowledge of local conditions, and references.

C. Award Notification

The City of Rancho Palos Verdes Recreation and Parks Department will notify all proposers in writing within two weeks of the bid deadline. This RFP does not commit the City of Rancho Palos Verdes to award a contract, nor pay any costs incurred in the preparation and submission of the proposal in anticipation of a contract. The Recreation and Parks Department reserves the right to reject any or all proposals, or any part thereof, to waive any formalities or informalities, and to award the contract to the proposer deemed to be in the best interest of the City and the Department.

D. Award of Contract

The selected firm shall be required to enter into a written contract with the City of Rancho Palos Verdes, in a form approved by the City Attorney, to perform the prescribed work. This RFP and the proposal, or any part thereof, may be incorporated into and made a part of the final contract; however, the City reserves the right to further negotiate the terms and conditions of the contract with the selected consultant. The contract will, in any event, include a maximum "fixed cost" to the City of Rancho Palos Verdes.

E. Conferences during the Proposal Preparation Period

As of the issuance date of this RFP and continuing until the time for submitting proposals has expired, the City will provide relevant information and access to City facilities and documents as necessary for all proposers to familiarize themselves with the requirements set forth in the RFP. Access to City facilities shall be during normal business hours and will require at least twenty-four (24) hours advance notice.

IX. PRICE QUOTE: ONLY TO BE COMPLETED UPON SELECTION

At this time, proposers need not submit a price quote. The following will be the format for the price quote that will be required in Phase Two of the RFP process, but at this time is included for the proposers' information only.

Note: The following table should only be completed by Design Consultant(s) selected in Round One of the RFP process. If an item is not relevant to either Phase 1 or Phase 2, please indicate by marking n/a in the appropriate column.

Item	PHASE 1 \$ Amount	PHASE 2 \$ Amount	Comments
Field Inventory	\$ _____	\$ _____	Time and Materials not to exceed amount
Item 1- Civil Design Services (a) Project Kick-off meeting (b) Review Existing Records (c) Public Outreach (2) & CC Meetings (3).	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____	Time and Materials not to exceed amount

(d) Utility Coordination	\$ _____	\$ _____	
(e) Prepare Construction Plans	\$ _____	\$ _____	
(f) Prepare Engineer's Estimates	\$ _____	\$ _____	
(g) Prepare Technical Specifications and Special Provisions	\$ _____	\$ _____	
(h) Attend Pre-Bid & Pre-Construction Meeting(s)	\$ _____	\$ _____	
(i) Final Deliverables & As-Builts	\$ _____	\$ _____	
(j) Project Schedule	\$ _____	\$ _____	
(k) Project Surveying	\$ _____	\$ _____	
(l) Project Updates	\$ _____	\$ _____	
GRAND TOTAL	Phase 1 Total \$ _____	Phase 2 Total \$ _____	Grand Total \$ _____