

ATTACHMENT 3: Request for Proposal / Notice to Proceed

DATE: **ASSIGNMENT NO.:** **PROPOSAL REQUEST NO.:**

MASTER AGREEMENT: **CONTRACT NUMBER (DO):** _____

Fund: _____ Dept: _____ Unit: _____ Object Code: _____ Activity: _____ Rept: _____ Percentage: _____

Fund: _____ Dept: _____ Unit: _____ Object Code: _____ Activity: _____ Rept: _____ Percentage: _____

Fund: _____ Dept: _____ Unit: _____ Object Code: _____ Activity: _____ Rept: _____ Percentage: _____

Federal Funds: Yes No

TO: CONSULTANT:

FROM: OWNER: Rotation List Manager:
Project Manager / Department: /
Professional Services Division
Capital Contracting Office
City of Austin
P.O. Box 1088
Austin, Texas 78767

The CONSULTANT PROPOSAL is for the following PROJECT assignment:

SUBPROJECT NAME:

SUBPROJECT DESCRIPTION:

Reference Attachments: _____

SUBPROJECT FIXED CONSTRUCTION BUDGET (RE: Section III): Dollars (\$))

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PHASES OF SERVICE AND RESOURCE ALLOCATION PLAN REQUIRED FOR BASIC SERVICES (RE: Sections I & IV):

Preliminary Phase

Required **Not Required**

The CONSULTANT shall commence the provision of services upon receipt of written authorization from the OWNER to proceed with this phase of the services as described in Subsection I.E.1.a of this AGREEMENT and agrees to complete all services required in () calendar days.

Design Phase

Required **Not Required**

The CONSULTANT shall commence the provision of services upon receipt of written authorization from the OWNER to proceed with this phase of the services as described in Subsection I.E.2.a of this AGREEMENT and agrees to complete all services required in () calendar days.

Bid-Award-Execution Phase

Required **Not Required**

Construction Phase

Required **Not Required**

Construction Time Extensions (subsection I.E.4.b): Number of Days
Resident PROJECT Representative Required Not Required

Post Construction Phase

Required **Not Required**

Warranty Services Allowance: Number of Hours

OTHER BASIC SERVICES: Reference Attachments:

PAYMENTS FOR BASIC COMPENSATION

Lump Sum

Loaded Hourly Rate with a Not To

Exceed Maximum

Lump Sum: Payments for Basic Services shall be made such that Basic Compensation for each Phase shall equal the following percentages of the total Basic Compensation payable:

Preliminary Phase:	percent (%)
Design Phase:	percent (%)
Bid-Award-Execution Phase:	percent (%)
Construction Phase:	percent (%)
Post Construction Phase*:	percent (%)

[* normally 6% percent of the Construction Phase compensation]

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CONSULTANT PROPOSAL

The proposed budget for this PROJECT assignment and the services described above is:

Basic Services \$
Allowance for Reimbursable Expenses \$
TOTAL \$

Required Resource Allocation Plan (Sec. IV) is included as Attachment 5

Reference Other Attachments:

Signature: _____
CONSULTANT DATE

NOTICE TO PROCEED

When executed by the OWNER in the space provided below, and delivered to the CONSULTANT, the CONSULTANT is authorized to proceed with work as described in the PROPOSAL REQUEST, for the amount indicated above, in accordance with the contract referenced above and hereby incorporated herein.

NOTE: No work can begin in the field until the Quality Control Plan (QCP) is submitted to the Project Manager and Quality Management Division no later than 14 calendar days from the date below.

OWNER : _____
By: Capital Contracting Office DATE

By: Project Manager DATE