# 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:       /

Contract Procurement 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 ($     )

*(continued on next page)*

**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]

*(continued on next page)*

**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 Department no later than 14

calendar days from the date below.

OWNER :

By: , Rotation List Manager DATE

Contract Procurement Division

cc:      , Project Manager