

ATTACHMENT 3: Request for Proposal / Notice to Proceed

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

MASTER AGREEMENT: _____ **CONTRACT NO. (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 Procurement
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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