



Request for Proposal

GLWA-CS-108

**Professional Engineering Services for Automation
 Needs Assessment of Water Treatment Plants**

The Great Lakes Water Authority (GLWA) is issuing this Request for Proposal (RFP) for qualified Contractors to provide services for the Work of GLWA-CS-108.

Anticipated Project Schedule:

Contract Term: Seven (7) Months	Start Work Date: March 6, 2017
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Minimum Requirement: Proposals will only be accepted by GLWA from firms or project teams that have a minimum of five (5) projects within the last ten (10) years showing demonstrable detailed experience comparable to the scope of services specifically described for this project.

Additional Documents:

Attachment 1	Contract Terms and Conditions with Insurance Requirements
Attachment 2	Standard Form 330
Attachment 3	Lake Huron Ovation PLC Inventory List and Reference Drawings
Attachment 4	Northeast Ovation PLC Inventory List and Reference Drawings
Attachment 5	Springwells PLC Inventory List and Reference Drawings
Attachment 6	Southwest Data Inventory List and Reference Drawings

Advertisement Date:	November 1, 2016
Pre-Proposal Meeting Mandatory	Date: November 8, 2016 Time: 9:00 a.m. (Eastern Time Zone) Location: Water Board Building 735 Randolph Street, 15th Floor Detroit, Michigan 48226
Site Tour Mandatory	Date: November 8, 2016 Time: 10:30 a.m. (Eastern Time Zone) Location: Springwells Water Treatment Plant Date: November 8, 2016 Time: 2:00 p.m. (Eastern Time Zone) Location: Southwest Water Treatment Plant Date: November 9, 2016 Time: 10:00 a.m. (Eastern Time Zone) Location: Water Works Park Water Treatment Plant Date: November 9, 2016 Time: 2:00 p.m. (Eastern Time Zone) Location: Northeast Water Treatment Plant Date: November 10, 2016 Time: 10:00 a.m. (Eastern Time Zone) Location: Lake Huron Water Treatment Plant



FINANCIAL SERVICES GROUP-PROCUREMENT
735 RANDOLPH, SUITE 1508
DETROIT, MICHIGAN 48226
313.964.9157
GLWATER.ORG

Questions and Inquiries	All questions and inquires must be directed by email to Gladys Cannon at Gladys.Cannon@glwater.org . Due Date: November 14, 2016 Time: 4:00 p.m. (Eastern Time Zone)
Proposal Due	Date: November 29, 2016 Time: 12:00 p.m. (Eastern Time Zone)

Late Proposals Will Not Be Accepted

Instructions to Proposers

Section I Advertisement

- A. Proposers interested in submitting a response to this RFP are required to be registered with the Michigan Intergovernmental Trade Network (MITN) at <http://www.mitn.info/> (found under the Great Lakes Water Authority name). Only registered contractors can obtain proposal documents and submit a response. Registration is FREE. This RFP will also be made available on the GLWA website, www.glwater.org, however, GLWA only accepts proposals submitted through the MITN.
- B. By responding to this RFP, proposers are confirming that they have read and will comply with GLWA's Procurement Policy made available on the GLWA website, www.glwater.org.

Section II Bulletins, Questions and Inquiries

- A. It is the responsibility of the proposer to check for any bulletins and/or notices posted on MITN and the GLWA website and to make inquiry as to the changes or notices issued. Only written notices or bulletins duly issued by GLWA shall be binding revisions to this RFP. Proposers are advised that no oral interpretation, information or instruction by any officer or employee of the GLWA shall be binding upon GLWA.
- B. Each interpretation or correction, as well as any additional RFP provision that GLWA may decide to include, will be made only as a bulletin, which will be available on the MITN.
- C. Should proposers be in doubt as to the true meaning of any portion of this RFP, find any ambiguity, inconsistency, omission herein, or intend to take exception to any requirement of the RFP, the proposer must make a written request for an official interpretation or correction by the questions and inquiries date set in the advertisement.
- D. Any bulletin issued by GLWA shall become part of this RFP and shall be taken into account by each proposer in preparation of its proposal. Proposers shall submit the latest revision of any form(s) or attachment(s) issued by a bulletin.

Section III Preparation and Submission of Proposal

- A. GLWA does not assume any responsibility and will not reimburse any proposer for any costs incurred, however caused, in preparing and submitting its proposal, withdrawing its proposal, or in objecting to the award or to being disqualified for the award.
- B. Proposers are cautioned that the scope of Work is conceptual and is intended to define the minimum standard of quality. The scope of Work represent a sample of GLWA's desires and vision for the project, and is furnished to proposers as a guideline for developing the scope of their proposals. Although the completed Work must function as intended by the scope, and must meet the standards and capacity specified, design innovation and creativity are encouraged.
- C. The proposer is also willing to accept responsibility for the work, and that except for assumptions and exceptions explicitly stated in the proposal, the proposer considers the proposing documents accurate and sufficient to complete the work. The proposer will meet all of GLWA's needs and objectives stated in the RFP and commits that the work will be consistent with best modern practices.

1. Available Documents

Available documents are provided for the prospective proposer's information and convenience and do not relieve the successful proposer who is awarded this contract from its responsibility and obligation to develop its own comprehensive project-specific information, obtain any additional examinations, explorations and conducting all other necessary services that are industry standard in the preparation of correct and complete contract deliverables specified in this RFP.

Instructions to Proposers

Proposers requiring any additional information beyond what is contained in this RFP and/or communicated in pre-proposal/oral interview meetings may be required, at GLWA's sole discretion, to provide evidence of a security clearance from the U.S. Department of Homeland Security for each person that would have access to the information. Providing evidence of the security clearance does not guarantee any firm or person access to any or all of requested information. Following receipt of evidence of security clearance, additional and confidential information may be made available to proposers. Reference GLWA's website: www.glwater.org/procurement/policy-procedures/.

2. Subcontractors

If GLWA objects to any nominated designer, consultant or subcontractor before issuing an award, GLWA may request their removal or replacement. In that event, the proposer under consideration for award shall nominate a substitute, or self-perform the discipline or trade involved, if qualified. If that proposer declines, GLWA may in its sole discretion, not recommend that proposer for the award.

The proposer shall not remove, replace or add a nominated designer, consultant or subcontractor, at any time, unless the proposer gives written notice to GLWA with all required data in time to allow evaluation. This provision is not to be construed to create or impose any duty or liability on GLWA to exercise this authority for the benefit of any proposer, any nominated or newly nominated designer, consultant or subcontractor or any other party.

- D. Costing Proposals must be uploaded to MITN in a separate file on the above Proposal date and time. Technical proposals that contain cost/fee information are subject to immediate rejection.
- E. Proposal submissions must remain valid for six (6) months after the advertisement opening date and time.

Section IV Proposal Withdrawal and Modification

After the time for receiving proposals has expired, no modification, alteration or revision to any proposer's proposal form or proposal form attachment(s) will be accepted, nor will a proposer be allowed to withdraw its proposal and submit another proposal for the Work. All proposals become the property of GLWA upon their submission and are subject to public record laws.

Section V Proposal Evaluation

GLWA uses a structured qualifications based selection process to evaluate proposals. Each proposal will be evaluated on its responsiveness to the technical and administrative criteria identified in evaluation criteria. Following the technical proposal evaluations and cost proposal reviews, GLWA will enter into negotiations with a qualified proposer with the objective of reaching an agreement to enter into contract.

- A. In reviewing technical proposals, GLWA reserves the right to request written proposal clarifications from any proposer; request additional information, reject any or all proposals and to waive any non-conformance, defect or informality in any proposal; and/or determine which proposal best serves its needs. In consideration of GLWA's acceptance and review of its proposal, proposers agree to accept the decision of GLWA as final.
- B. Negotiations will be memorialized in a written Work statement which will define the contract scope of Work and will be included in the contract document.
- C. Should GLWA determine, in its sole judgment, that contract negotiations are unproductive, GLWA reserves the right to cease negotiations with any proposer and initiate negotiations with another proposer.

Section VI Contract Award

- A. Upon successful completion of negotiations, GLWA will contact the proposer recommended for the award with a contract for review. Fifteen (15) days after receipt, the proposer awarded the contract shall sign and return the contract, and provide any other documents required for the completion of an executed contract.

Instructions to Proposers

- B. The proposer awarded the contract shall comply with, all applicable laws (e.g. local, state, and federal), including, but not limited to laws affecting cost, schedule, progress, performance, design, or furnishing of the Work.
- C. All costs of the proposer awarded the contract that are incurred in responding to requests from GLWA whether or not sufficient, shall neither justify any increase in contract price or contract time nor provide any basis for subsequent consideration by GLWA of a proposal or claim for any increase in contract price or contract time.

Section V Post Award

GLWA's contractor performance evaluation program will be implemented under this contract, whereby performance of the contractor will be evaluated periodically at any time during this contract as determined by GLWA. The evaluation will be conducted during a meeting with the contractor, where the evaluation elements will be discussed and the contractor will be afforded the opportunity to review the scores and provide input to GLWA. The contractor performance evaluation information may be used by GLWA to help evaluate the contractor's capabilities to perform other work for GLWA in the future.

End of Instructions to Proposer

Proposal Format and Proposal Evaluation Criteria

Section I Proposal Format

Proposers shall use complete sets of RFP documents in preparing proposals; GLWA shall not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of RFP Documents and proposed contract documents.

Accuracy and completeness are essential. Omissions and ambiguous or equivocal statements will be viewed unfavorably, and can be considered in the evaluation of the proposal. Since all or a portion of the successful proposal may be incorporated into any ensuing contract, all prospective proposers are further cautioned not to make any claims or statements that cannot be subsequently included in a legally binding agreement.

Proposals shall consist of two (2) parts: a technical proposal and a cost proposal.

Section II Mandatory Items

The following mandatory items will not be scored. The proposer's failure to meet any of the mandatory requirements described for this RFP, may, at **GLWA**'s sole discretion, result in elimination of the proposal from further consideration:

- A. **Letter of Transmittal** – Provide a letter, two (2) pages maximum, signed by an authorized agent of the proposer who has the authority to bind the proposer to the proposal price, terms, conditions, and the requirements of the sample contract. The letter shall include defining the proposing team, acknowledging the receipt of any bulletins, state the required bid hold period, and state when the proposer can start work.
- B. **Minimum Qualifications** - Provide information to substantiate that the Proposer's team meets the Minimum Qualifications stated in the Advertisement.
- C. **Statement of Financial Capability** – Provide a signed letter of financial capability. GLWA uses Dun & Bradstreet information to provide proof of financial capability.
- D. **Covenant of Equal Opportunity** – Submit Signed and Notarized (Appendix "A").
- E. **Non-Collusion Affidavit** – Submit Signed and Notarized (Appendix "B").
- F. **Terms and Condition/Exceptions Checklist** – Submit Signed (Appendix "C").
- G. **References** - Provide the names, email address and telephone numbers of at least three (3) persons representing clients and a minimum of three (3) unique client references for the proposed project manager, for whom the proposer has performed work similar to that proposed. Preferably, these references should include municipal agencies similar to GLWA, and should include the recent projects of similar scope, size, and complexity as requested in this RFP.
- H. **Disclosures** - State whether any past contracts have been terminated for default or convenience, the circumstances surrounding the termination, and the name and telephone number of your client's representatives of any such contracts. Describe any legal proceedings, lawsuits, or claims that have been filed by or against any firm within the proposing team or any of the firm's past or present employees for any contracts within the past five (5) years, state the nature and reasons for the legal action, including binding arbitration or ADR, and describe each circumstance where the proposer or principal sub-contractor paid a part or all of a claim or change order brought by a client or third party.
- I. **Statement of No Conflict of Interest** - Provide a statement of avoidance of conflicts of interest on the firm's letterhead.
- J. **Statement of Bonding Capacity** - Provide evidence that the Proposer's available performance and payment bonding capacity exceeds the proposed Contract Price.

Proposal Format and Proposal Evaluation Criteria

Section III Evaluation Criteria

Each proposal will be evaluated on its responsiveness to the technical and administrative criteria identified below:

A. Technical Requirements

1. *Evaluation of proposer's analysis, preparation, understanding of the scope of Work, complexity, and requirements of this project.*
 - a. Understanding of Project - Provide a concept narrative clearly explaining the scope of the offering and describing the proposed systems, equipment and facilities.
 - b. Proposed Work Plan – Provide a work plan that addresses how the scope of work, as defined in the context of the proposer's understanding of the work, will be completed. The work plan shall address the proposer's approach to all tasks in the Scope of Work and shall be written as if it is a differentiator between other proposals without simply repeating the scope items of the RFP. Include critical evaluations and decisions that must be made to efficiently complete all elements of the project. The work plan shall explain how the work will be carried out, by whom, and with what participation required by GLWA.
 - c. Drawings and Sketches (minimum 1/16" scale) - Submit conceptual drawings and sketches as deemed necessary, to best define the scope and quality of the offering to the evaluation committee.
 - d. Design Criteria - Outline the design criteria for (1) structural elements, (2) electrical system, (3) mechanical systems, (4) architectural elements, (5) instrumentation, and all other systems required for a complete design.
 - e. Field Investigation – Indicate the proposed plan for investigation of actual as-found field conditions.
 - f. Assumptions - Identify all significant assumptions made in developing the proposal. Indicate the basis of proposed item quantities and project calendar durations.

B. Experience and Capabilities

1. *Evaluation of proposer's technical capabilities and related experience on similar projects and ability to perform work efficiently. Evaluation on reliability, quality of work, and responsiveness.*
 - a. Company Overview - Provide a brief company history for all firms performing key roles on the project. The history must identify when the organization was established, its type of business, relationships with parent, subsidiary and associated companies, major office locations, and customer base. Provide partnership or joint venture agreements, or corporation documents identifying the owners of the firms and fully describing the firms' relationships.
 - b. Minimum Qualifications – Using **Appendix "D"**, list projects as referenced in the minimum requirements as stated in the advertisement.
 - c. Organization - Describe and furnish an organization chart for the proposed project team indicating the proposed contractual relationships, showing the names of each key individual proposed for this project. Indicate on the chart which firm employs each key individual. Identify all work which is planned to be subcontracted, list the designer, consultant or subcontractor firms proposed to be used, if known. Indicate whether or not each designer, consultant, or subcontractor is currently approved by GLWA to perform work. Identify everyone on the team (by discipline), and the nominated designer of record. **Provide Standard Form 330 for the firm for this project.**
 - d. Organization Size - State the size of each organization's staff by location. List staff numbers by discipline/category and qualifications (P.E., A.I.A., designer, drafter, etc.) assigned.

Proposal Format and Proposal Evaluation Criteria

C. Project Team and Key Individuals

1. *Evaluation of qualifications and professional skills of the individual team members designated for this project. Roles and responsibility clearly defined and consistent with qualifications. Expertise demonstrated in all required disciplines.*
 - a. Project Team - Using **Appendix “E”**, summarize the roles and pertinent experience of each key individual, and indicate the percentage of time planned to be dedicated to this project.
 - b. Staff experience - Using **Appendix “F”**, identify by name and title, the individuals the proposer considers to be key to the successful completion of a project of this nature.
 - c. Key Individuals - **Provide Standard Form 330 for each individual assigned to this project.**

D. Management Plan and Schedule

1. *Evaluation of proposers overall management plan and schedule for this project.*
 - a. Schedule and Phase-over - Provide your schedule for completing the contract in accordance with the contract times. The schedule must clearly indicate your plan for completing the Work in the minimum time practicable, with the minimum possible outage durations and other disruptions to GLWA’s continuing operations. Link all activities as appropriate. The same software must be used throughout the project.
 - b. Address your approach to such issues as schedule control; cost control; communication protocol; document control and records management; plans for reporting status, design and management information to GLWA; plan to minimize adverse effects (cost, schedule, etc.) of necessary changes; plan for cooperative resolution of change issues with GLWA and with subcontractors; and methodology through which GLWA and proposer awarded the contract will be able to jointly ascertain whether variations between the work statement and the final work represent changes to the contract work.
 - c. GLWA’s Role – Clearly identify the proposed role of GLWA in the process and to what extent will GLWA be encouraged to participate early in the process.
 - d. Quality Control - Provide a written quality assurance/quality control plan that describes procedures for verifying accuracy, quality and completeness of design and management deliverables and technical work products; ensuring the quality of design and management deliverables, materials, equipment, systems, and construction; identifying and correcting non-complying work and adverse quality trends; and preventing deficiencies from recurring.

END OF PROPOSAL FORMAT AND EVALUATION CRITERIA

Cost Proposal Submittal Requirements

Section I Cost Proposal

A. Level of Effort

A. *Evaluation of availability of the designated team member(s).*

1. Summary Table - Provide a summary table estimating the number of hours by staff and task needed to complete the design. Include all staff nominated in the organization chart and all staff needed to complete the design. Use the tasks included in the scope of Work, modified as required to meet the work plan proposed. Include estimated hours only. Cost must not be included.

B. Each proposer is required to submit its proposed cost structure as part of its response. The cost component will not be scored, however, cost may be considered in the final recommendation for award.

1. *Complete form(s) **Appendix G** for the cost proposal and for any voluntary alternates. Provide separate forms for each proposed voluntary alternate.*

a. Clearly identify those forms which apply to any alternates. All blank spaces shall be properly and legibly printed in ink or typed as required in the RFP and in each of the forms.

b. Proposal Cost Breakdown By Contractor/Subcontractor- Identify the share of the contract price estimated for each subcontractor known at the time the proposal is submitted, or reserved for future agreements.

END OF COST PROPOSAL SUBMITTAL FORMAT

Scope of Work

I. General Information

Project Overview

The Great Lakes Water Authority (GLWA) requests written proposals from consulting engineering firms (“Consultant(s)”) to conduct an automation needs assessment at five (5) water treatment plant high lift pumping stations within GLWA’s water supply system. The pumping stations and their locations are described in Table 1.

Changing water supply system demands has prompted GLWA to reconsider recommendations of the 2004 Comprehensive Water Master Plan (CWMP). This effort resulted in completion of the 2015 Water Master Plan Update (WMPU), which recommends various improvements to the water supply system, including automation of critical process areas within the water supply pumping stations. A critical step in implementing the improvements identified in the 2015 WMPU is completing a needs assessment at each station prior to making any improvements.

The primary goal of each station needs assessment is to serve as a CIP planning tool and preliminary basis of design for GLWA to make future water supply system investments that improve, or as a minimum maintain, the level of service provided by the water supply system while simultaneously optimizing the operation of the existing stations by reducing operating and maintenance costs over the next 20 years proposed in 5-year increments. In addition, this assessment will layout the most effective means for integrating process areas into the overall SCADA network.

The needs assessment will identify existing station process data conditions, identify station needs & GLWA mission critical assets, evaluate alternative improvement options to address identified needs, recommend improvements to address the needs, prioritize projects based on the GLWA CIP scoring tool, and identify a schedule for making the improvements along with associated capital improvement budgets associated with each project.

Table 1 – Station Location and Reference Summary				
Station	Abbrev.	Location	Section Map	Gate Book Maps
Springwells WTP	SPWP	8300 W. Warren Avenue, Detroit, MI 48126		
Northeast WTP	NEP	11000 E. 8 Mile Road Detroit, MI 48205		
Southwest WTP	SWP	14700 Moran Road Allen Park, MI 48101		
Lake Huron WTP	LHP	3993 Metcalf Road Fort Gratiot, MI 48509		
Water Works Park WTP	WWP	10100 E. Jefferson Ave. Detroit, MI 48214		

In meeting these goals, each needs assessment will answer questions typical of the following:

1. What is the current condition of each existing data process system at each station, and what components and/or equipment at these stations need to be replaced and/or rehabilitated over the next 20 years? Evaluation of the condition of each asset data process system may include, but is not limited to, visual inspection and non-destructive testing of critical equipment), input from maintenance staff, and age of asset.

2. What non-automated process areas at the stations are critical to meeting demand/pressures and GLWA Service Level Agreements (SLA) with customer communities, and process area regulatory requirements? In these critical areas, what assets/systems are considered critical to integrate into the data process network?
3. What automated process systems should be maintained or changed to support monitoring and control, or process monitoring and PLC control?
4. What non-automated process systems should be integrated as process monitoring and control, or process monitoring and PLC control.
5. If a change is recommended, what are the benefits of this recommendation over other alternatives?
6. What protocols should be established to protect the integrity and security of the data process network?
7. What type of resources, materials and skill based training will be necessary to maintain the data process network?
8. What type of data system hierarchy will be necessary at each station to integrate all identified systems into the data process network?
9. What type of system would be necessary to monitor the health and reliability of all integrated process systems?
10. Can some process systems be converted to wireless technologies over hardwire, and what are the benefits or drawbacks?
11. What process systems will require redundant control to maintain regulatory requirements?
12. Can the recommended technologies leave room for future support, upgrade and expansion?
13. Can the recommended technologies be durable in various process environments?

In answering these types of questions and addressing the scope noted above, the needs assessment will lay the groundwork for future design improvements to the existing infrastructure geared towards:

1. Maintaining or improving the level of service of the existing water supply system.
2. Extending the service life of existing data infrastructure.
3. Reducing operating (including power) and maintenance costs.
4. Improving operating efficiency.

II. Background

The GLWA Water Operations division is comprised of five water treatment plants. Each plant has process areas ranging from intake, sedimentation, chlorination, filtration and distribution systems. One of the directives from the organizational objectives is to provide the treatment plants with automation. This automation would be one of the main drivers for increased efficiency in data monitoring and regulatory reporting and reduced workload and maintenance cost. The recommendations from this assessment will be the catalyst for automation projects at the pumping stations over the next 20-year planning period. In addition, the recommendations from this assessment are required to be prioritized in 5-year increments with estimated costs.

The purpose of this project is to look at each pumping station in greater detail to more clearly define automation improvement projects, and meet the criteria identified in the Project Overview described above.

III. Scope of Work

The scope of this proposal is to solely represent the interests of the Great Lakes Water Authority.

The scope of work for this project is to plan, schedule, coordinate, and conduct (1) comprehensive, condition assessments of each station; (2) meetings and interviews with operating personnel to gain an understanding of existing station operating conditions and scenarios; (3) meetings and interviews with maintenance personnel to understand routine maintenance activities and problem areas; (4) equipment replacement and rehabilitation improvement alternative evaluations for each station; (5) preparation of cost opinions and life-cycle cost estimates for the replacement and rehabilitation alternatives; (6) needs assessments at each station, including alternatives and recommended improvement options; and (7) preparation of draft and final reports documenting existing conditions and the recommended improvements. The Consultant's delivery of professional engineering services shall be executed according to the following tasks.

The Consultant shall be responsible for the delivery of professional engineering services including the following tasks:

Task 1 – Project Kickoff Meeting

Conduct a kickoff meeting with GLWA to discuss the objectives of the project, the Consultant's work plan and approach, project schedule, roles and responsibilities of Consultant and GLWA staff, points of contact, communications, etc.

Task 2 – Project Management

The Consultant shall manage the project and provide, as a minimum, a project work plan, work breakdown structure (WBS) and schedule that shows how the Consultant will complete the work of this project and meet schedule milestones. The schedule shall show subtasks to be executed by the Consultant and shall identify the critical path for completing the entire scope of the project. The WBS and schedule shall also identify planned temporary shutdowns required for conducting the condition assessment inspections and pump characteristic curve verifications. The Consultant shall coordinate with GLWA extensively in the development of the work plan, WBS and schedule so that the shutdowns are well planned. Likewise, the Consultant shall update the work plan, WBS and schedule throughout the course of the project to account for changes that will occur because of variations in water demand, weather and other circumstances that will arise during the project. As a minimum, the work plan shall identify each individual shutdown and details of each shutdown (e.g., location, duration, entry methods, contingencies, forces involved, equipment affected, etc.).

The Consultant shall provide its own document control plan, and quality assurance/quality control plan. The document control plan shall describe the Consultant's plan for organizing, filing, naming, storing, and distributing all project documents to GLWA. The quality assurance/quality control plan shall describe the measures that will be used to prevent deficiencies and controls that will be used to detect deficiencies that the Consultant will use to assure accuracy and completeness of contract deliverables, and incorporate all costs indicative of the level of effort required to meet the quality objectives.

Where work requires the Consultant to perform work in the public right-of-way, the Consultant shall acquire the necessary approval and permits required to complete the work, including generating and providing appropriate traffic control necessary to complete the work. Where dewatering of vaults is required, Consultants are responsible for all means, methods and costs associated with the dewatering, including all required permits.

The Consultant shall conduct all work in strict accordance with all applicable laws, rules, regulations, and ordinances, including but not limited to the Michigan Occupational Safety and Health Administration (MIOSHA) standards, authorities having jurisdiction, and the State of Michigan.

The scope of this RFP involves many major GLWA facilities that are critical to supplying water to GLWA customers. These facilities are constantly being modified by GLWA operations and maintenance personnel to meet system demands. Additionally, on-going construction and design projects, as well as projects in the planning phase, may impact the direction of the Consultant's efforts. The Consultant will be responsible for adjusting schedules and coordinating with these GLWA activities, including prioritizing assessments of certain pumping stations, to meet GLWA's demands.

Starting, stopping and operating equipment is the sole responsibility of GLWA. All proposed work plans must include coordination with GLWA operations to facilitate completion of the project scope. Consultants shall clearly identify what they need from GLWA operations so that GLWA may coordinate appropriately (ie. minimally, what equipment needs to be operated, how long, and under what conditions?). Additionally, unless otherwise noted in this RFP, proposals are to include the assumed role and level of effort assumed from GLWA personnel required to complete the scope of the RFP.

At the onset of the project, the Consultant shall be responsible for preparing an information needs list that identifies data and information deemed necessary to perform the work, excluding the information specifically identified herein as being the responsibility of the Consultant. GLWA will work with the Consultant to provide available information requested in the list, however GLWA does not guarantee that all requested information will be available. The Consultant shall be responsible for adjusting its work plan to complete the work as described herein with or without the requested data and/or information. In the absence of any requested information, the Consultant shall document their assumptions in the final deliverables. These assumptions should also be vetted with GLWA operations/management prior to Consultant moving forward in the project to ensure they are not unfounded.

Task 3 – Condition Assessment Report

The Consultant's documentation of existing conditions at each station shall be provided in a Condition Assessment Report supported by technical memoranda by station and engineering discipline (e.g., civil/site, architectural, structural, process, mechanical, electrical, and instrumentation including Ovation). As a minimum, the Consultant shall perform the following at each station when preparing the Condition Assessment Report:

1. Review all available record documents, including reports, record contract documents (i.e., drawings and specifications, etc.), flow and pressure data, power use data, system operation and maintenance manuals, etc.
2. Summarize applicable industry and building codes, as dictated by the authorities having jurisdiction, and review of each station for conformance to said codes. Code review to include the safety requirements of operating and maintenance personnel responsible for station operations.
3. Conduct extensive field verification of all existing conditions, including the following as a minimum:
 - a. Process – pumping units, including line, reservoir and reservoir freeze protection units; piping; valves; pump and motor nameplate data; reduced pressure zone and pressure control valves; service and high pressure water systems; hydropneumatic tanks; piping systems, including suction headers, discharge headers, backflow discharge and reservoir fill lines; etc.
 - b. Instrumentation and Control – field indication devices, primary elements, raceways and wiring, PLCs, control panels, Ovation, etc.

4. On the asset level, include in the condition assessment a summary of information that it can be readily used in GLWA's Work and Asset Management (WAM) program. Applicable information includes, but is not limited to, the following as related to the facilities, equipment and components described in the scope of this RFP:
 - a. Installation Date (if known).
 - b. Age.
 - c. Remaining useful life.
 - d. Replacement cost.
 - e. Recommended spare parts kept in stock (BOM).
 - f. Required/recommended preventive/predictive maintenance procedures and intervals thereof.
 - g. Critical Asset (Y/N), & Why?
 - h. Condition Rating
 - i. Performance Rating.

Provide this information in MS Excel table format.

5. On the station level, include in the condition assessment a summary of information that can be readily used in GLWA's CIP Scoring Tool. The tool essentially serves to evaluate and prioritize projects on the CIP. Items typically included in the evaluation are scores ranging from 0(best) to 5(worst) of the following categories:
 - a. Condition (similar to # 10 above, except whole station)
 - b. Performance (similar to # 10 above, except whole station)
 - c. Regulatory
 - d. O&M
 - e. Safety
 - f. Public Benefit
 - g. Financial
 - h. Efficiency

The CIP scoring categories are to be assessed by the consultant for each station as a whole. This assessment will take the various components of the station and include them in the overall evaluation and scoring. Scoring for each category will be substantiated by justifying reasons for each score within each category.

The Scoring tool will be provided to the Consultant at the Consultant's request, after award of the project. The tool is essentially a guideline in MS Word format for scoring each category (from 0 to 5) with descriptions for each score that are typically associated with the severity, impact, etc. as it relates to one of the above categories.

6. The Consultant shall use digital video/photography to supplement the description of the existing conditions when performing the condition assessments. Photographs are to be dated, titled, logged and included in the Condition Assessment Study Report. Videos shall be dated, titled and included in the electronic delivery at project milestones. Videos shall be referenced in the project (if necessary) and be appropriately labeled/organized in digital format so that they can easily be found when reading through the assessment report.
7. As part of the proposal to demonstrate the proposer's experience with conducting condition assessments similar to those described herein, proposers are to include in their proposals examples of typical forms used by field personnel to document existing facility conditions for all discipline areas as specified above.

Consultant shall conduct progress meetings and workshops with GLWA as necessary to keep GLWA informed on the progress of work and to collaborate with GLWA to make sure that GLWA's input relative to engineering, operations and maintenance are captured in the condition assessments. The Consultant shall be responsible for preparing and finalizing all meeting minutes.

8. Consultant to document the findings of the condition assessments in draft and final versions of the Condition Assessment Report. Both versions of the report are to be supported by technical memoranda and appendices, as applicable. The reports shall include site plans, scaled plans, and process and piping schematics to adequately show the existing conditions.

Task 4 – Existing Site Plan Documentation

In addition to the condition assessment scope defined under Task 3, existing site conditions at each pumping station, excluding the water treatment plants, are to be documented by the Consultant by preparing updated as-built site plans. As-built site plans are to show current up-to-date conditions based on available record drawings provided by GLWA, private utility providers, topographical survey work performed by the Consultant, and all other field work required by the Consultant deemed necessary to confirm/verify the accuracy of the record information provided such that accurate and scalable drawings are produced by the Consultant, excluding legal boundary surveys.

Additionally, as-built site plans are to show the existing and future, if applicable, development setback requirements and rights-of-way as determined by authorities having jurisdiction at each respective station location.

Existing site plan documentation is to be included in a separate submittal from that provided in the Condition Assessment Report. The site plan as-built documentation shall be turned over to GLWA in Autocad Civil 3d 2015 or later format.

Task 5 – Needs Assessment Report

Following completion of the condition assessment portion of the contract, the Consultant shall conduct needs assessments at each station. The needs assessments shall be documented in a Needs Assessment Report supported by technical memoranda and appendices. As a minimum, the Consultant shall perform the following when preparing the Needs Assessment Report:

1. Incorporate, by either confirmation or contradiction, the recommendations made in the 2015 Water Master Plan Update in terms of the need and capacity of each existing and proposed pumping station. Where the 2015 Water Master Plan Update recommends decommissioning of certain booster stations, Consultant's schedule shall reflect confirming the decommissioning early on in the contract, if applicable.

2. Provide a preliminary basis of design for all recommended improvements at each station, including the following as a minimum:
 - a. Incorporation of needs identified in the 2015 Water Master Plan Update, as applicable.
 - b. Incorporation of needs identified in the Condition Assessment Report and those identified through Consultant interaction with GLWA described herein.
3. Incorporate needs identified by meetings held with GLWA operations and maintenance.
4. Identify and evaluate feasible alternatives considering all important aspects such as capital and O&M costs, construction sequencing impacts, ease/difficulty of operation and maintenance, constructability, construction schedules, and other advantages and disadvantages. Compare and rank the alternatives, and recommend preferred alternatives for GLWA consideration.
5. Provide financial basis and justification for all alternatives and recommendations based on life-cycle cost analyses given 5-year project increments. All life-cycle cost analyses shall be performed using an analysis period that spans the alternative with the longest service life.
6. Incorporate recommended improvements geared towards qualifying GLWA for energy program incentives that provide GLWA with the most cost-effective rate schedule offered by the utility provider(s). This effort will involve coordination with GLWA's Energy Manager and utility provider(s).
7. Provide clear identification of quantifiable energy impact (e.g., KHW, KW, MCF, etc.) at each station, with actions to be taken to harness the impact.
8. Incorporate equipment and products that have a minimum "Energy Star" rating. Recommended equipment and products are subject to review and approval by GLWA's Energy Manager. Consultant shall supply all documentation demonstrating that the recommended alternatives included in the needs assessment report meet the requirements of applicable energy efficiency programs offered by utility providers, and that the recommended alternatives qualify GLWA for energy program incentives. The needs assessment report shall identify the incentives and quantify the value of the incentives.

The Consultant will be relied upon to recommend the approach to the alternatives evaluation and to develop and recommend numerous non-cost factors that GLWA should consider in the evaluation of alternatives so that the most cost-effective solution that best meets the non-cost factor criteria is ultimately selected for each facility. Furthermore, the Consultant will be relied upon to develop a decision-matrix to list all of the evaluation criteria, weight and score these criteria, and rank the alternatives in order to facilitate the selection of the preferred alternative in a logical, reasonable, and well-documented manner.

Consultant to document the needs assessments, along with alternatives, recommendations, schedules, and opinions of probable construction cost, in draft and final needs assessment reports supported by technical memoranda and appendices, as applicable. The reports must include, as a minimum, schematics (process, piping, P&ID, electrical one-line, etc.), scaled plans, and conceptual design criteria.

Consultant shall conduct progress meetings and workshops with GLWA as necessary to keep GLWA informed on the progress of work, and to collaborate with GLWA to make sure that GLWA's input relative to engineering, operations and maintenance are captured in the needs assessment and alternatives evaluation processes.

Task 6 – Project Meetings

In addition to the project kickoff meeting, the Consultant shall conduct monthly progress meetings with GLWA to update GLWA on the progress of the work. The Consultant shall also include in its scope of services other meetings that will be necessary to plan and coordinate the work of this project. Additionally, the Consultant shall include the following 8-hour (minimum unless otherwise noted) workshops in the scope of services for this project:

- Condition Assessment Preparatory Workshop
- Condition Assessment Findings Workshop
- Preliminary Alternatives Evaluation Workshop
- Preliminary Needs Assessment Findings Workshop
- Final Needs Assessment Findings Workshop

The purpose of the workshops is to provide substantial dedicated time and effort for GLWA and the Consultant to thoroughly discuss and focus on the issues surrounding each workshop topic.

IV. Contract Deliverables

The engineering consultant shall prepare and submit the following Contract deliverables:

- 1) Project Kickoff Meeting agenda and summary.
- 2) Meeting agenda, summaries and sign-in sheets.
- 3) Project Work Plan, Work Breakdown Structure and Schedule.
- 4) Shutdown Plans customized for each individual temporary shutdown, as required.
- 5) Condition assessment report(s) (draft and final) with executive summary, including supporting technical memoranda, appendices, and MS Excel spreadsheet data (WAM & CIP Scoring) for each station.
- 6) Needs assessment report(s) (draft and final) with executive summary, including supporting technical memoranda for each station.
- 7) Completed permit applications and permits, as applicable.
- 8) As-built conditions of each of the five (5) water treatment station sites. Provided to GLWA in Autocad Civil 3D v 2015 or newer format.
- 9) Comment resolution letters that provide the Consultant's responses to GLWA's comments on all draft deliverables.

All engineering consultant prepared deliverables shall be submitted in draft and final forms. The engineering consultant shall address and incorporate GLWA's comments into the final deliverables. The engineering consultant shall prepare and submit a comment resolution letter with each final deliverable that clearly shows GLWA how each of its comments have been addressed in the final deliverable.

All engineering prepared deliverables (draft and final versions) shall meet the following requirements:

- a) Deliverables shall be submitted in hard copy and electronic formats.
- b) Five (5) hard and electronic copies of draft documents shall be submitted.
- c) Ten (10) hard and electronic copies of each final submittal shall be submitted.

- d) Draft electronic copies shall be submitted via email (up to 20 MB), secured file transfer site (up to 1 GB), solid state USB stick (up to 256 GB) or hard drives (for data transfers greater than 256 GB).
- e) Where practical, each final submittal hard copy shall have a USB 3.0 stick drive affixed to the final copies of the document (up to 256 GB of data). Otherwise, provide a solid state external hard drive for up to 1 TB of data or provide a standard USB 3.0 external hard drive for data transfers greater than 1 TB. No more than two (2) drives of 256 GB or greater capacity need be provided as part of this work. Consultant shall have the option of retrieving draft hard drives submitted as part of the work above the two drive limit at their own expense.
- f) Electronic copies shall consist of an Adobe Acrobat portable document file (PDF) file (the entire deliverable in one PDF), and shall also include the native files (e.g., Microsoft Word, Microsoft Excel, AutoCAD, project scheduling files, etc.).
- g) All relevant electronic document deliverables shall be in the Microsoft Office platform (Word, Excel, PowerPoint, Project, Access).
- h) All computer-aided-design (CAD) work shall be performed using AutoCAD® by Autodesk, Inc. Work in other drafting systems with export to AutoCAD will NOT be accepted.
- i) All horizontal data (x,y coordinates) shall be delivered using the Michigan State Plane, international feet, coordinate system with a cross reference to the Detroit City Datum coordinate system.
- j) All vertical data (z coordinates) shall be delivered using the NGVD 1988 vertical datum with a cross reference to Detroit City Datum system.
- k) Calculations shall be submitted in hard copy and electronic formats. All files necessary to run any model or other calculations shall be provided in their electronic, native file format. All input and output files shall be provided. The model or other software used shall be provided in a runtime version where available. Public domain software used shall be provided electronically. Commercial software used with no runtime versions available will be identified along with cost, version and vendor contact information. All software input and output data will be summarized and provided in hardcopy, PDF and native file formats.
- l) All hard copy deliverables, except final contract documents, shall be 3-ring bound. Hard copy final contract documents shall be tape bound.

V. Project Schedule

GLWA’s targeted milestones and desired durations for the various phases of this project are shown in the table below. It is important to note that these targeted milestones and durations are simply desired by GLWA. The Consultant is fully responsible for preparing its project approach, work plan, schedule and cost proposal based on its experience in executing this type of project and shall not use GLWA’s desired durations and targeted milestones in the table below to limit its responsibility under this contract. The only exceptions being a task or tasks where GLWA has specified the number of hours to be provided by the consultant or where GLWA has included a specified allowance.

Project Phase/Milestone	Milestone Date or Task Duration
Select Consultant and Start Negotiations	February 21, 2017
Issue Notice to Start Work Letter	March 6, 2017
Condition and Needs Assessment Report	4 Months
Submit Final Documents and Project Closeout	3 Months

Proposer Resources

The successful proposer will have access as needed to the facilities and GLWA staff to gather documents, files, and perform interviews to gain an understanding of the services to be provided. The daily contact will be the designated GLWA project manager.

APPENDIX "A"
COVENANT OF EQUAL OPPORTUNITY

(Application for Clearance – Terms Enforced after Contract is awarded)

I, being a duly authorized representative of the _____, (hereinafter "Contractor"), do hereby enter into a Covenant of Equal Opportunity (hereinafter "Covenant") with the Great Lakes Water Authority, ("hereinafter" GLWA); obligating the Contractor and all sub-contractors not to discriminate against any employee or applicant for employment, training, education, or apprenticeship connected directly or indirectly with the performance of the contract, with respect to his or her hire, promotion, job assignment, tenure, terms, conditions or privileges of employment because of race, color, religious beliefs, public benefit status, national origin, age, marital status, disability, sex, sexual orientation, or gender identity or expression.

I understand that it is my responsibility to ensure that all potential sub-contractors are reported to the GLWA Procurement Department and have a current *Contract Specific* Clearance on file prior to working on any GLWA contract.

Furthermore, I understand that this covenant is valid for the life of the contract and that a breach of this covenant shall be deemed a material breach of the contract and subject to damages.

RFQ/PO/Contract No. _____

Printed Name of Contractor: _____
(Type or Print Legibly)

Contractor Address: _____, _____, _____
(City) (State) (Zip)

Contractor Phone/E-mail: _____ / _____
(Phone) (E-mail)

Printed Name & Title of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

***** This document MUST be notarized *****

Signature of Notary: _____ Printed Name of Seal of Notary:

My Commission Expires: _____/_____/_____

APPENDIX "B"
NONCOLLUSION AFFIDAVIT

Affiant, _____, being first duly sworn, deposes and says that:

- (1) Affiant is (enter title) _____ of _____, "the Proposer." Affiant has personal knowledge of the matters set forth in this Affidavit and is competent to testify about them.
- (2) The Proposer has submitted to the **Great Lakes Water Authority** ("the **Owner**"), a "Proposal" to enter into the above referenced Contract, also referred to in this Affidavit as "the Work."
- (3) This Noncollusion Affidavit is executed by Affiant for inclusion with the submission to the **Owner** of the Proposal and may be relied upon by the **Owner** in considering the Proposal.
- (4) Affiant is fully informed about the preparation and contents of the Proposal and of all pertinent circumstances surrounding the Proposal, has not entered into any contract, combination, conspiracy or other act prohibited by federal, State or any other local Law. The Proposal is genuine and is not a collusive or sham Proposal.
- (5) Neither the Proposer nor any of the Proposer's owners, officers, partners, directors, agents, representatives, employees or parties in interest, including this Affiant, have in any way entered or proposed to enter into any combination to prevent the making of any Proposal, or to fix any prices (including overhead, profit or other costs) for the Proposal; or have made any agreement, or given or promised any consideration to induce any other person not to Propose for the Work, or to Propose at a specified price; or have secured, proposed or intended to secure through any agreement an unlawful advantage against the **Owner** or any other person interested in the Work.
- (6) No officer or employee of the **Great Lakes Water Authority** is personally or financially interested, directly or indirectly, in the Proposal, or any Contract which may be under it, or in the purchase or sale of any materials or supplies for the Work to which it relates, or any portion of any expected profits thereto.
- (7) The Proposal is not intended to secure an unfair advantage or benefit from the **Owner** or in favor of any person interested in the proposed Contract.
- (8) The prices proposed are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any other of the Proposer's owners, officers, partners, directors, agents, representatives, employees or parties in interest, including this Affiant; and neither the Proposer nor any of its owners, officers, partners, directors, agents, representatives, employees or parties in interest, including this Affiant, have divulged any information regarding the Proposal or any data about the Proposal to any other person.

By _____ Title: _____

VERIFICATION

STATE OF MICHIGAN)
)
COUNTY OF _____)

Before me, a Notary Public commissioned, qualified and acting, personally appeared (enter name of the person signing this Affidavit) _____ to me well known to be the person described in and who signed this Affidavit, who being by me first duly sworn upon oath, says that he/she is the attorney-in-fact for (enter Proposer's name) _____, that he/she has been authorized by (enter name of individual, partnership name, or the authorized governing body of the Proposer) _____ to execute this Affidavit on behalf of the named Proposer in favor of the **GREAT LAKES WATER AUTHORITY**, for the uses and purposes mentioned.

Subscribed and sworn to before me this ____ day of _____, 20__.

Notary Public
My Commission expires: _____, 20 ____

APPENDIX “D” EXPERIENCE AND QUALIFICATIONS

Minimum Requirement: Five (5) projects within the past ten (10) years involving condition and needs assessments similar in scope to the services described in this RFP on water systems of comparable size and complexity to that described herein.

PROJECT NAME:			
CLIENT NAME (PROJECT OWNER):			
CONTACT PERSON:		TELEPHONE NUMBER:	
FAX NO.		EMAIL:	
DESCRIPTION:			
FOR THE PROJECT CITED, INDICATE WHETHER YOUR FIRM WAS THE PRIME CONSULTANT OR A SUBCONSULTANT:			
START WORK DATE:			
ORIGINAL PROJECT BUDJET:		(%) PERCENTAGE OF ORIGINAL PROJECT BUDGET:	
FINAL PROJECT BUDJET:		(%) PERCENTAGE OF FINAL PROJECT BUDGET:	
ORIGINAL COMPLETION DATE:		FINAL COMPLETION DATE:	
IF PROJECT BUDGET OR TIME WAS INCREASED, PLEASE EXPLAIN:			

APPENDIX "G"

COST INFORMATION SHEET

The Proposer's Cost Proposal shall include, and payment for completed Work shall be compensation in full for, all services, obligations, responsibilities, labor, materials, devices, equipment, royalties and license fees, supervision, temporary facilities, construction equipment, bonds, insurance, taxes, mobilization and close-out, overhead and profit and all connections, appurtenances and any other incidental items of any kind or nature, as are necessary to complete the Work, in a neat, first quality, workmanlike and satisfactory manner in accordance with the Proposing Documents and as otherwise required to fulfill the objectives of the Project. The cost should be developed for a fixed price contract.

Task 1 – Project Kickoff Meeting			
Direct Labor	Hrly Rate	Hrs	Cost
1	\$		\$
2	\$		\$
3	\$		\$
4	\$		\$
5	\$		\$
6	\$		\$
7	\$		\$
8	\$		\$
9	\$		\$
10	\$		\$
11	\$		\$
12	\$		\$
13	\$		\$
14	\$		\$
Subtotal for Direct Labor			\$
Indirect Cost - Overhead		%	\$
Other Direct Cost			
Equipment			\$
Travel			\$
Other (List as needed)			\$
			\$
			\$
Subtotal			\$
Subconsultant/Subcontractors			
1			\$
2			\$
3			\$
4			\$
Subtotal			\$
Contract Mark-up for Services			
Direct Labor		%	\$
Indirect Labor		%	\$
Subconsultant/Subcontractor Services		%	\$
Subtotal for Contract Mark-Up for Services			\$
Total Cost For Task 1			\$

**APPENDIX “G”
COST INFORMATION SHEET**

Task 2 – Project Management				
Direct Labor		Hrly Rate	Hrs	Cost
1		\$		\$
2		\$		\$
3		\$		\$
4		\$		\$
5		\$		\$
6		\$		\$
7		\$		\$
8		\$		\$
9		\$		\$
10		\$		\$
11		\$		\$
12		\$		\$
13		\$		\$
14		\$		\$
Subtotal for Direct Labor				\$
Indirect Cost - Overhead			%	\$
Other Direct Cost				
Equipment				\$
Travel				\$
Other (List as needed)				\$
				\$
				\$
				\$
Subtotal				\$
Subconsultant/Subcontractors				
1				\$
2				\$
3				\$
4				\$
Subtotal				\$
Contract Mark-up for Services				
Direct Labor			%	\$
Indirect Labor			%	\$
Subconsultant/Subcontractor Services			%	\$
Subtotal for Contract Mark-Up for Services				\$
Total Cost For Task 2				\$

**APPENDIX “G”
COST INFORMATION SHEET**

Task 3 – Condition Assessment Report				
Direct Labor		Hrly Rate	Hrs	Cost
1		\$		\$
2		\$		\$
3		\$		\$
4		\$		\$
5		\$		\$
6		\$		\$
7		\$		\$
8		\$		\$
9		\$		\$
10		\$		\$
11		\$		\$
12		\$		\$
13		\$		\$
14		\$		\$
Subtotal for Direct Labor				\$
Indirect Cost - Overhead			%	\$
Other Direct Cost				
Equipment				\$
Travel				\$
Other (List as needed)				\$
				\$
				\$
				\$
Subtotal				\$
Subconsultant/Subcontractors				
1				\$
2				\$
3				\$
4				\$
Subtotal				\$
Contract Mark-up for Services				
Direct Labor			%	\$
Indirect Labor			%	\$
Subconsultant/Subcontractor Services			%	\$
Subtotal for Contract Mark-Up for Services				\$
Total Cost For Task 3				\$

APPENDIX "G"
COST INFORMATION SHEET

Task 4 – Existing Site Plan Documentation				
Direct Labor		Hrly Rate	Hrs	Cost
1		\$		\$
2		\$		\$
3		\$		\$
4		\$		\$
5		\$		\$
6		\$		\$
7		\$		\$
8		\$		\$
9		\$		\$
10		\$		\$
11		\$		\$
12		\$		\$
13		\$		\$
14		\$		\$
Subtotal for Direct Labor				\$
Indirect Cost - Overhead			%	\$
Other Direct Cost				
Equipment				\$
Travel				\$
Other (List as needed)				\$
				\$
				\$
				\$
Subtotal				\$
Subconsultant/Subcontractors				
1				\$
2				\$
3				\$
4				\$
Subtotal				\$
Contract Mark-up for Services				
Direct Labor			%	\$
Indirect Labor			%	\$
Subconsultant/Subcontractor Services			%	\$
Subtotal for Contract Mark-Up for Services				\$
Total Cost For Task 4				\$

APPENDIX "G"
COST INFORMATION SHEET

Task 5 – Needs Assessment Report				
Direct Labor		Hrly Rate	Hrs	Cost
1		\$		\$
2		\$		\$
3		\$		\$
4		\$		\$
5		\$		\$
6		\$		\$
7		\$		\$
8		\$		\$
9		\$		\$
10		\$		\$
11		\$		\$
12		\$		\$
13		\$		\$
14		\$		\$
Subtotal for Direct Labor				\$
Indirect Cost - Overhead			%	\$
Other Direct Cost				
Equipment				\$
Travel				\$
Other (List as needed)				\$
				\$
				\$
				\$
Subtotal				\$
Subconsultant/Subcontractors				
1				\$
2				\$
3				\$
4				\$
Subtotal				\$
Contract Mark-up for Services				
Direct Labor			%	\$
Indirect Labor			%	\$
Subconsultant/Subcontractor Services			%	\$
Subtotal for Contract Mark-Up for Services				\$
Total Cost For Task 5				\$

APPENDIX "G"
COST INFORMATION SHEET

Task 6 – Project Meetings				
Direct Labor		Hrly Rate	Hrs	Cost
1		\$		\$
2		\$		\$
3		\$		\$
4		\$		\$
5		\$		\$
6		\$		\$
7		\$		\$
8		\$		\$
9		\$		\$
10		\$		\$
11		\$		\$
12		\$		\$
13		\$		\$
14		\$		\$
Subtotal for Direct Labor				\$
Indirect Cost - Overhead			%	\$
Other Direct Cost				
Equipment				\$
Travel				\$
Other (List as needed)				\$
				\$
				\$
				\$
Subtotal				\$
Subconsultant/Subcontractors				
1				\$
2				\$
3				\$
4				\$
Subtotal				\$
Contract Mark-up for Services				
Direct Labor			%	\$
Indirect Labor			%	\$
Subconsultant/Subcontractor Services			%	\$
Subtotal for Contract Mark-Up for Services				\$
Total Cost For Task 6				\$

APPENDIX "G"
COST INFORMATION SHEET

Summary Page		
Task		Task Cost
1	Project Kickoff Meeting	\$
2	Project Management	\$
3	Condition Assessment Report	\$
4	Existing Site Plan Documentation	\$
5	Needs Assessment Report	\$
6	Project Meetings	\$
Total Cost		\$

If more space is required, attach additional sheets as necessary but use the format established above. Services with a minimum charge also need to be noted as such.

COMPANY NAME: _____