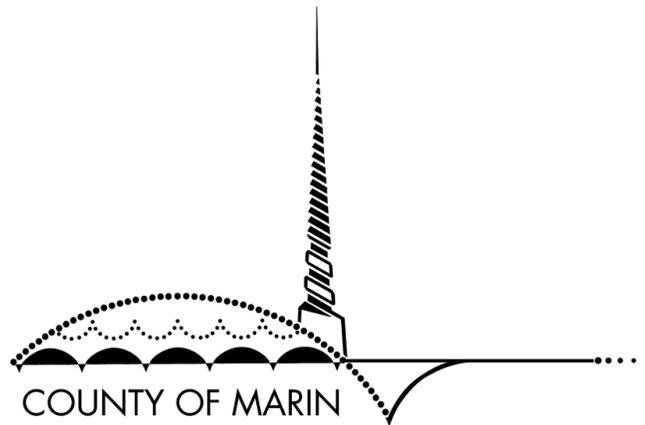


REQUEST FOR QUALIFICATIONS

FOR
ON CALL CONSTRUCTION MANAGEMENT SERVICES



SEALED PROPOSALS DUE
Tuesday, April 16, 2019 by 4:00pm

Submit proposal to:
Eric Miller, Principal Civil Engineer
Marin County Public Works Department
3501 Civic Center Drive, Room 304
San Rafael, CA 94903

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INTRODUCTION

The County of Marin is inviting qualified consulting teams to submit a statement of qualifications to provide on-call construction management services to support the Engineering Division within the Department of Public Works. The Department will select one or more construction management teams ('Consultant') that will contract with and work under the supervision of a project manager in the Engineering Division ('County').

The County is intending to augment its internal construction inspection staff by obtaining a Consultant for several public works projects planned for the 2019 and 2020 construction seasons. Construction estimates for the anticipated work totals approximately \$11 million. The road resurfacing projects range from traditional grind and overlay to cold-in-place recycling methods. The projects will also include ancillary work necessary to complete the projects including dig-outs, minor curb and gutter work, asphalt dike placement, accessibility improvements and minor drainage repairs which may include full culvert replacement.

A task request form will be issued separately on a project-by-project basis, each including a separate scope and fee as appropriate. The County is anticipating using the Consultant's on-call services for the following list of projects, with construction activities generally occurring between June and October each year, depending on weather:

2019 Project Name	Construction Estimate
Belvedere Blvd – Phase II	\$1,500,000
Sir Francis Drake at White's Hill *	\$1,000,000
2019 Southern Region – Homestead Valley	\$2,500,000

* *This project is funded by a federal roadway safety improvement grant. Construction documentation must comply with Caltrans LAPM guidelines. The on-call CM services will not be included in the federal grant reimbursement request; therefore, the contract resulting from this RFQ is not subject to federal guidelines.*

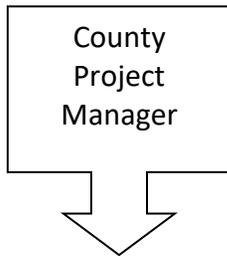
2020 Project Name	Construction Estimate
Dillon Beach Road, CIR	\$3,000,000
2020 Northern Region – Upper Lucas Valley	\$1,500,000
2020 Central Region – Murray Park	\$1,500,000

Plans, specifications and estimates (PS&E) are being prepared by in-house engineering staff. Advertising, bidding and project award will also be completed by County staff; however, the Consultant should be capable of providing pre-bidding constructability reviews of the contract documents.

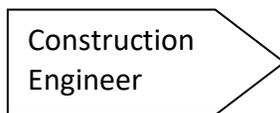
The County has smaller scale construction projects not listed above that may utilize the Consultant's on-call services under the same professional services contract.

SCOPE OF CONSULTANT WORK

The County groups and bids road projects by rehabilitation method and in distinct geographical areas. It is the intent of the County to request a scope and fee proposal on a per-project basis from one or more of the successful on-call Consultants. The basic structure listed below is intended to provide a starting point for Consultants in the preparation of the scope proposal.



- Oversee bidding and contracting process
- Establish and maintain contract records & agreements
- Routinely monitor construction budget
- Single point of contact for Consultant



- Interface directly with County project manager
- Provide field-based support to inspectors
- Prepare and finalizes project documentation, CCO/RFI/etc.
- Process monthly progress billings
- Process project closeout, purges project files
- Upon request, represent the County in negotiations



- Perform field inspection to verify conformance with plans and specifications
- Field liaison with other agencies and material testing firm
- Prepare daily reports and track quantities of work performed
- Verify material certifications and tags delivered on site
- Keep records of plan modifications and changes for as-builts
- Single point of contact for Contractor's field staff

We encourage creativity and flexibility in the proposed structure, but all proposals should consider that the Consultant will be responsible for management and inspection of the construction process as detailed in the bid documents and as required by all applicable local, state and federal guidelines. Additional services that will be asked of the Consultant may include but not be limited to;

- Assist the County in preparation of the bid package, including a cursory constructability review of both the design plans and project specifications.
- Preparation of all documentation per Marin County project requirements
- Attend stakeholder coordination meetings as required
- Construction contract administration support
- Provide weekly summary reports to County project manager

- Oversight of compliance with the project's Water Pollution Control Program
- Insure traffic control is maintained in accordance with approved Traffic Control Plans
- Review and advise on requests for Contract Change Orders
- At the County's request, represent the County in negotiations with the contractor
- Provide and/or monitor testing and inspection activities
- Monitor general contractor's submittals, requests for information (RFIs) and other contractor and Designer correspondence
- Perform on-site monitoring of construction work with respect to quality, schedule, and design intent
- Attend regularly scheduled construction site meetings and other meetings as required by the County. Monitor action items and advise the County on items requiring action or response by the County. Ensure that contractor maintains complete and accurate written notes of said meetings and makes these available to the County upon request.
- Assist the County in reporting and documentation requirements including, but not necessarily limited to the following;
 - Contractor's monthly application for payment
 - Updated construction schedules
 - Contract documents
 - Change orders
- Record any work that in the Construction Manager's opinion:
 - Is not in conformance with the Contract Documents
 - Might result in a claim for a change in Contract Sum or Contract Time
- Review all Change Order requests by the general contractors, advise the County on the validity of proposed changes and their impact on schedule and/or cost, and at the County's request, represent the County in negotiations with the general contractor regarding Change Orders. Maintain a monthly log of pending and approved Change Orders including cost and time impact.
- Assist in coordination of punch list and inspection and completion.
- Review and advise on items to be completed or corrected with the issuance of a Certificate of Substantial Completion (punch lists).
- Assist, review and advise on completion and issuance of As-Builts and Warranties.

The Consultant shall place an emphasis on leadership to ensure project success.

CONTENTS OF STATEMENT OF QUALIFICATIONS (SOQ)

To maintain uniformity in the evaluation process, your SOQ shall be limited to a maximum of 10 pages on single-sided, standard size paper. The cover letter, table of contents, front and back covers, and section dividers are excluded from the page count.

Cover Letter (excluded from page count)

Include the primary consultant's name and business address, as well as the Project Manager's name, telephone number and email address. Summarize your understanding of the County's need and briefly introduce your team. Address any exceptions to the Insurance requirements and/or the Professional Services Agreement, both of which are included in this RFQ in attachment 1. The cover letter shall be signed by the person authorized to negotiate a contract for proposed services with the County of Marin on behalf of submitting firm/team.

Team Organization and Experience

Clearly identify the project team; including the main point of contact, field staff and any subconsultants. Excluding circumstances beyond the Consultant's control, it is expected that the project team indicated in this proposal remain unchanged throughout the duration of the contract. Include a summary of each team members role in a standard project. It is anticipated that a Construction Engineer and Field Inspector will be the key personnel providing construction management services for the duration of the contract.

Describe your team's experience with work of a similar nature to this request. Include similar type/size projects that your team has completed for a public agency with similar estimated construction values. Provide a project description, services provided, consulting fees and the project's construction cost. Discuss whether construction was completed on time and within budget. Also describe your team's familiarity with traditional construction methods, cold-in-place recycling and completing construction paperwork consistent with Caltrans' LAPM.

Understanding and Approach

Describe your team's understanding of the services being requested as part of this document. Identify the approach for key services and/or issues anticipated for this type of request. Describe the Team's approach to managing multiple on-call projects for the County and how you plan to ensure proper tracking, reporting and project completion on schedule and within established budgets.

Scope of Services

Provide a detailed description of the proposed scope of services, include bidding support through completion of construction and project closeout. The scope of services submitted with the proposal should include a numbered list of services organized more-or-less chronologically by project phase.

Fee Proposal

Include your proposed rates and fees for each proposed staff member, including any unique circumstances that would result in a change in rate. Also include any shift differential or limitations to shift times.

Consultant's rates and fee proposal must remain active for a period of no less than twenty-four (24) months. Any annual or standard rate increase that may occur within this period must be clearly defined in the original fee proposal. The fee proposal shall reflect all anticipated fee increased during the contract duration.

RFQ DISTRIBUTION, SUBMISSION, AND SELECTION PROCESS

The County will notify select firms as well as advertise publicly on the County of Marin website.

Responses to all questions will be posted on the County's project website by 5pm on Tuesday, April 9, 2019.

Three (3) hard copies of the proposal package and one (1) electronic version on a flash drive are due by **4pm on Tuesday, April 16, 2019**. The package shall be labeled "**On-Call Construction Management Services**" and submitted to the following address:

Eric Miller – Principal Civil Engineer
Marin County Department of Public Works
3501 Civic Center Drive, Room 304
San Rafael, CA 94903

A Consultant Selection Committee will evaluate each proposal and rank the consultant teams based on the technical information, qualifications and check of references provided in the proposal. Interviews for short-listed firms are anticipated for this project and will be tentatively set as listed in the timeline below.

The issuance of this RFQ constitutes only an invitation to present responses. The County reserves the right, at its sole discretion, to determine whether or not any aspect of the response satisfactorily meets the criteria established in the RFP. The County reserves the right to seek additional information and/or clarification from the respondent, the right to confer with any respondent submitting a response and the right to reject any or all responses with or without cause. In the event that the RFP is withdrawn by the County for any reason, the County shall have no liability to any respondent for any costs or expense incurred with the preparation of this RFP or related work. The County reserves the right, at its sole discretion, to waive any irregularities or informality. The County may conduct interviews with any respondent it deems necessary.

In order to minimize the potential for a conflict of interest or unfair competitive advantage, respondents must be aware that if they enter into a contract with the County of Marin to provide services sought by this RFQ, the County reserves the right, in its sole discretion, to disqualify them from later serving as a consultant, advisor or sub-consultant to others for the project for which the consultant, advisor or sub-consultant provided services to the County of Marin.

The County of Marin reserves the right to reject any and/or all responses for failure to meet the requirements contained herein, to waive any technicalities and to select the responses which, in the County's sole judgment, best meets the requirements of the project.

A copy of the County's Professional Services Contract is attached for your reference and review. The necessary insurance coverages and limits are contained in this contract. Please indicate acceptance of these terms. By submitting a proposal without exception, the Consultant accepts all terms and conditions contained in attached agreement. The County reserves the right to reject any proposal that provides changes to the agreement not acceptable to the County.

CONSULTANT SELECTION TIMELINE

Deadline for Final Submission of Questions	Friday, April 5, 2019
Sealed Proposals Due	Tuesday, April 16, 2019 – 4pm
Notification of Short-Listed Firms	Friday, April 19, 2019
Interviews with Short-Listed Firms	Tuesday, April 30, 2019
Notification of Selected Firm(s)	Thursday, May 2, 2019
Contract Preparation	4 Weeks
Board of Supervisors Execution of Contract	Tuesday, June 4, 2019

Timeline is tentative and for informational purposes only

EVALUATION CRITERIA

Criteria	Weight
<p>Team Organization and Experience</p> <p>This includes the team’s qualifications and relevant individual experience, unique qualifications of key personnel, time commitment of key members. Includes record of producing quality product on similar projects on time and within budget.</p>	<p>30%</p>
<p>Understanding and Approach</p> <p>This includes demonstrated knowledge of the work required, explanation of the firm’s approach to successful partnering with County staff, key components, local and best practice processes, innovative ideas and internal measures for timely completion of projects.</p>	<p>30%</p>
<p>Scope of Services</p> <p>This includes the relevance, completeness and logic of the scope of services to be provided. Preference will be given to firms that demonstrate the ability to provide turn-key project delivery with the ability to troubleshoot issues as they arise.</p>	<p>30%</p>
<p>Fee Proposal</p> <p>The County understands the value in qualification-based selection for professional services but also acknowledges that there are circumstances where all things being equal, costs will factor into decisions.</p>	<p>10%</p>
<p>Total</p>	<p>100%</p>

Attachment 1
Professional Services Contract Template

**COUNTY OF MARIN
PROFESSIONAL SERVICES CONTRACT
2015 - Edition 1**

THIS CONTRACT is made and entered into this _____ day of _____, 20_____, by and between the COUNTY OF MARIN, hereinafter referred to as "County" and _____, hereinafter referred to as "Contractor."

RECITALS:

WHEREAS, County desires to retain a person or firm to provide the following service: _____ ; and

WHEREAS, Contractor warrants that it is qualified and competent to render the aforesaid services;

NOW, THEREFORE, for and in consideration of the Contract made, and the payments to be made by County, the parties agree to the following:

1. SCOPE OF SERVICES:

Contractor agrees to provide all of the services described in **Exhibit A** attached hereto and by this reference made a part hereof.

2. FURNISHED SERVICES:

The County agrees to:

- A. Guarantee access to and make provisions for the Contractor to enter upon public and private lands as required to perform their work.
- B. Make available all pertinent data and records for review.
- C. Provide general bid and Contract forms and special provisions format when needed.

3. FEES AND PAYMENT SCHEDULE:

The fees and payment schedule for furnishing services under this Contract shall be based on the rate schedule which is attached hereto as **Exhibit B** and by this reference incorporated herein. Said fees shall remain in effect for the entire term of the Contract. Contractor shall provide County with his/her/its Federal Tax I.D. number prior to submitting the first invoice.

4. MAXIMUM COST TO COUNTY:

In no event will the cost to County for the services to be provided herein exceed the maximum sum of \$ _____ including direct non-salary expenses. As set forth in section 14 of this Contract, should the funding source for this Contract be reduced, Contractor agrees that this maximum cost to County may be amended by written notice from County to reflect that reduction.

5. TIME OF CONTRACT:

This Contract shall commence on _____, and shall terminate on _____. Certificate(s) of Insurance must be current on day Contract commences and if scheduled to lapse prior to termination date, must be automatically updated before final payment may be made to Contractor. The final invoice must be submitted within 30 days of completion of the stated scope of services.

6. INSURANCE:

Commercial General Liability:

The Contractor shall maintain a commercial general liability insurance policy in the amount of \$1,000,000 (\$2,000,000 aggregate). The County shall be named as an additional insured on the commercial general liability policy.

Commercial Automobile Liability:

Where the services to be provided under this Contract involve or require the use of any type of vehicle by Contractor, Contractor shall provide comprehensive business or commercial automobile liability coverage, including non-owned and hired automobile liability, in the amount of \$1,000,000.00.

Workers' Compensation:

The Contractor acknowledges the State of California requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code. If Contractor has employees, a copy of the certificate evidencing such insurance, a letter of self-insurance, or a copy of the Certificate of Consent to Self-Insure shall be provided to County prior to commencement of work.

Errors and Omissions, Professional Liability or Malpractice Insurance.

Contractor may be required to carry errors and omissions, professional liability or malpractice insurance.

All policies shall remain in force through the life of this Contract and shall be payable on a "per occurrence" basis unless County specifically consents to a "claims made" basis. The insurer shall supply County adequate proof of insurance and/or a certificate of insurance evidencing coverages and limits prior to commencement of work. Should any of the required insurance policies in this Contract be cancelled or non-renewed, it is the Contractor's duty to notify the County immediately upon receipt of the notice of cancellation or non-renewal.

If Contractor does not carry a required insurance coverage and/or does not meet the required limits, the coverage limits and deductibles shall be set forth on a waiver, **Exhibit C**, attached hereto.

Failure to provide and maintain the insurance required by this Contract will constitute a material breach of this Contract. In addition to any other available remedies, County may suspend payment to the Contractor for any services provided during any time that insurance was not in effect and until such time as the Contractor provides adequate evidence that Contractor has obtained the required coverage.

7. ANTI DISCRIMINATION AND ANTI HARASSMENT:

Contractor and/or any subcontractor shall not unlawfully discriminate against or harass any individual including, but not limited to, any employee or volunteer of the County of Marin based on race, color, religion, nationality, sex, sexual orientation, age or condition of disability. Contractor and/or any subcontractor understands and agrees that Contractor and/or any subcontractor is bound by and will comply with the anti discrimination and anti harassment mandates of all Federal, State and local statutes, regulations and ordinances including, but not limited to, County of Marin Personnel Management Regulation (PMR) 21.

8. SUBCONTRACTING:

The Contractor shall not subcontract nor assign any portion of the work required by this Contract without prior written approval of the County except for any subcontract work identified herein. If Contractor hires a subcontractor under this Contract, Contractor shall require subcontractor to provide and maintain insurance coverage(s) identical to what is required of Contractor under this Contract and shall require subcontractor to name Contractor and County of Marin as an additional insured under this Contract for general liability. It shall be Contractor's responsibility to collect and maintain current evidence of insurance provided by its subcontractors and shall forward to the County evidence of same.

9. ASSIGNMENT:

The rights, responsibilities and duties under this Contract are personal to the Contractor and may not be transferred or assigned without the express prior written consent of the County.

10. LICENSING AND PERMITS:

The Contractor shall maintain the appropriate licenses throughout the life of this Contract. Contractor shall also obtain any and all permits which might be required by the work to be performed herein.

11. BOOKS OF RECORD AND AUDIT PROVISION:

Contractor shall maintain on a current basis complete books and records relating to this Contract. Such records shall include, but not be limited to, documents supporting all bids, all income and all expenditures. The books and records shall be original entry books with a general ledger itemizing all debits and credits for the work on this Contract. In addition, Contractor shall maintain detailed payroll records including all subsistence, travel and field expenses, and canceled checks, receipts and invoices for all items. These documents and records shall be retained for at least five years from the completion of this Contract. Contractor will permit County to audit all books, accounts or records relating to this Contract or all books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. Any audit may be conducted on Contractor's premises or, at County's option, Contractor shall provide all books and records within a maximum of fifteen (15) days upon receipt of written notice from County. Contractor shall refund any monies erroneously charged.

12. WORK PRODUCT/PRE-EXISTING WORK PRODUCT OF CONTRACTOR:

Any and all work product resulting from this Contract is commissioned by the County of Marin as a work for hire. The County of Marin shall be considered, for all purposes, the author of the work product and shall have all rights of authorship to the work, including, but not limited to, the exclusive right to use, publish, reproduce, copy and make derivative use of, the work product or otherwise grant others limited rights to use the work product.

To the extent Contractor incorporates into the work product any pre-existing work product owned by Contractor, Contractor hereby acknowledges and agrees that ownership of such work product shall be transferred to the County of Marin.

13. TERMINATION:

- A. If the Contractor fails to provide in any manner the services required under this Contract or otherwise fails to comply with the terms of this Contract or violates any ordinance, regulation or other law which applies to its performance herein, the County may terminate this Contract by giving five (5) calendar days written notice to the party involved.
- B. The Contractor shall be excused for failure to perform services herein if such services are prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.
- C. Either party hereto may terminate this Contract for any reason by giving thirty (30) calendar days written notice to the other parties. Notice of termination shall be by written notice to the other parties and be sent by registered mail.
- D. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract so long as proof of required insurance is provided for the periods covered in the Contract or Amendment(s).

14. APPROPRIATIONS:

The County's performance and obligation to pay under this Contract is contingent upon an annual appropriation by the Marin County Board of Supervisors, the State of California or other third party. Should the funds not be appropriated County may terminate this Contract with respect to those payments for which such funds are not appropriated. County will give Contractor thirty (30) days' written notice of such termination. All obligations of County to make payments after the termination date will cease.

Where the funding source for this Contract is contingent upon an annual appropriation or grant from the Marin County Board of Supervisors, the State of California or other third party, County's performance and obligation to pay under this Contract is limited by the availability of those funds. Should the funding source for this Contract be eliminated or reduced, upon written notice to Contractor, County may reduce the Maximum Cost to County identified in section 4 to reflect that elimination or reduction.

15. **RELATIONSHIP BETWEEN THE PARTIES:**

It is expressly understood that in the performance of the services herein, the Contractor, and the agents and employees thereof, shall act in an independent capacity and as an independent Contractor and not as officers, employees or agents of the County. Contractor shall be solely responsible to pay all required taxes, including but not limited to, all withholding social security, and workers' compensation.

16. **AMENDMENT:**

This Contract may be amended or modified only by written Contract of all parties.

17. **ASSIGNMENT OF PERSONNEL:**

The Contractor shall not substitute any personnel for those specifically named in its proposal unless personnel with substantially equal or better qualifications and experience are provided, acceptable to County, as is evidenced in writing.

18. **JURISDICTION AND VENUE:**

This Contract shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Marin County, California.

19. **INDEMNIFICATION:**

Contractor agrees to indemnify, defend, and hold County, its employees, officers, and agents, harmless from any and all liabilities including, but not limited to, litigation costs and attorney's fees arising from any and all claims and losses to anyone who may be injured or damaged by reason of Contractor's negligence, recklessness or willful misconduct in the performance of this Contract.

20. **COMPLIANCE WITH APPLICABLE LAWS:**

The Contractor shall comply with any and all Federal, State and local laws and resolutions: including, but not limited to the County of Marin Nuclear Free Zone, Living Wage Ordinance, and Board of Supervisors Resolution #2005-97 prohibiting the off-shoring of professional services involving employee/retiree medical and financial data affecting services covered by this Contract. Copies of any of the above-referenced local laws and resolutions may be secured from the Contract Manager referenced in section 21. In addition, the following NOTICES may apply:

1. **Pursuant to California Franchise Tax Board regulations, County will automatically withhold 7% from all payments made to vendors who are non-residents of California.**
2. **Contractor agrees to meet all applicable program access and physical accessibility requirements under State and Federal laws as may apply to services, programs or activities for the benefit of the public.**
3. **For Contracts involving any State or Federal grant funds, Exhibit D must be attached. Exhibit D shall consist of the printout results obtained by search of the System for Award Management at www.sam.gov.**

Exhibit D - Debarment Certification

By signing and submitting this Contract, the Contractor is agreeing to abide by the debarment requirements as set out below.

- The certification in this clause is a material representation of fact relied upon by County.
- The Contractor shall provide immediate written notice to County if at any time the Contractor learns that its certification was erroneous or has become erroneous by reason of changed circumstances.
- Contractor certifies that none of its principals, affiliates, agents, representatives or contractors are excluded, disqualified or ineligible for the award of contracts by any Federal agency and Contractor further certifies to the best of its knowledge and belief, that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal Department or Agency;
 - Have not been convicted within the preceding three-years of any of the offenses listed in 2 CFR 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
 - Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses listed in 2 CFR 180.800(a);
 - Have not had one or more public transactions (Federal, State, or Local) terminated within the preceding three-years for cause or default.
- The Contractor agrees by signing this Contract that it will not knowingly enter into any subcontract or covered transaction with a person who is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
 - Any subcontractor will provide a debarment certification that includes the debarment clause as noted in preceding bullets above, without modification.

21. NOTICES:

This Contract shall be managed and administered on County's behalf by the Department Contract Manager named below. All invoices shall be submitted and approved by this Department and all notices shall be given to County at the following location:

Contract Manager: _____

Dept./Location: _____

Telephone No.: _____

Notices shall be given to Contractor at the following address:

Contractor: _____

Address: _____

Telephone No.: _____

22. ACKNOWLEDGEMENT OF EXHIBITS

Check applicable Exhibits

CONTRACTOR'S INITIALS

<u>EXHIBIT A.</u>	<input type="checkbox"/> Scope of Services	
<u>EXHIBIT B.</u>	<input type="checkbox"/> Fees and Payment	
<u>EXHIBIT C.</u>	<input type="checkbox"/> Insurance Reduction/Waiver	
<u>EXHIBIT D.</u>	<input type="checkbox"/> Contractor's Debarment Certification	
<u>EXHIBIT E.</u>	<input type="checkbox"/> Subcontractor's Debarment Certification	

IN WITNESS WHEREOF, the parties have executed this Contract on the date first above written.

CONTRACTOR:

By: _____

Name: _____

Title: _____

**APPROVED BY
COUNTY OF MARIN:**

By: _____

COUNTY COUNSEL REVIEW AND APPROVAL (required if template content has been modified)

County Counsel: _____ Date: _____

EXHIBIT "A"
SCOPE OF SERVICES (required)

EXHIBIT "B"
FEES AND PAYMENT SCHEDULE (required)

COUNTY shall pay CONTRACTOR as follows:

- (1) **BASE CONTRACT FEE.** COUNTY shall pay CONTRACTOR a contract fee of _____ per month not to exceed _____ during the term of the contract. CONTRACTOR shall submit requests for payment via invoice net 30 following provision of services.
- (2) **MILEAGE.** COUNTY shall not pay CONTRACTOR for travel by private, leased or hired vehicle as required by this Contract.
- (3) **TRAVEL COSTS.** COUNTY shall not pay CONTRACTOR for meals, lodging or other travel costs not included in this Contract. All costs above base contract fee (the not to exceed limit) are capped at _____.
- (4) **AUTHORIZATION REQUIRED.** Services performed by CONTRACTOR and not authorized in this Contract shall not be paid for by COUNTY. Payment for additional services shall be made to CONTRACTOR by COUNTY if, and only if, this Contract is amended by both parties in advance of performing additional services.
- (5) **MAXIMUM CONTRACT AMOUNT.** The maximum term of this Contract is _____. The maximum amount payable to Contractor under this Contract for this period shall not exceed _____.