



**TOWN OF BERLIN, CONNECTICUT**

**REQUEST FOR PROPOSALS FOR:  
DESIGN-BUILD ADVISORY SERVICES**

**POTENTIAL SENIOR AND COMMUNITY CENTER PROJECT**

**RFP NUMBER: 2020-02**

**RFP OPENING DATE: October 3, 2019**

**RFP OPENING TIME: 2:00 PM**

**RFP OPENING PLACE: Berlin Town Hall, Room 8**

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The Town of Berlin is seeking written proposals from qualified consulting teams to provide schematic planning and design services for the construction of a new Senior/Community Center.

For a firm to be considered for this engagement, one (1) original and ten (10) copies (with one (1) electronic (pdf) copy on a flash drive) of sealed proposals must be received in Room 8 of the Berlin Town Hall, 240 Kensington Rd, Berlin, CT 06037 by the date and time noted above. The Town will not accept submissions by e-mail or fax. The Town will reject proposals received after 2:00 PM on October 3, 2019.

The documents comprising the Request for Proposals may be obtained on the Town's website, [www.town.berlin.ct.us](http://www.town.berlin.ct.us), under "Departments, Purchasing, & Current Bids & RFPs" or from Maryssa Tsolis, Purchasing Agent, Berlin Town Hall, Room 20, 240 Kensington Rd, Berlin, CT 06037 during normal business hours. **Each proposer is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

The Town reserves the right to amend or terminate this Request for Proposals, accept all or any part of a proposal, reject all proposals, waive any informalities or non-material deficiencies in a proposal, and award the proposal to the proposer that, in the Town's judgment, will be in the Town's best interests.

## 1. INTRODUCTION

The Town of Berlin is seeking qualifications and proposals from qualified consulting teams to provide Schematic Design services including but not limited to site engineering and survey, structural, mechanical, electrical, plumbing, landscape architecture, interior design, traffic engineering, F.F & E. (furniture, fixtures & equipment) services, security and access control, data, IT, telecommunications, architectural, environmental, public survey and participation, appraisal, title search, and analysis of alternative funding structures and partnership opportunities to provide project planning and design services with respect to the Town's desire to construct a new Senior/Community Center.

The project will involve evaluation of existing programs and space utilization, review of the statements of need (see Attachments C & D), scoping of alternatives, development of a program based on the statements of need, site due diligence, analysis of construction and operating costs, evaluation of possible funding sources and partnerships and potential phasing plans, and facility design and cost estimating to the schematic design level (20%). Evaluation will include an analysis of existing roads and utilities serving the selected site and the on-site and off-site costs of improving the roads and utilities to serve the proposed building.

Funding for this study is being provided through a grant to the Town from the Connecticut Department of Mental Health and Addiction Services. All terms and conditions of the State grant agreement will apply including but not limited to non-discrimination and set-aside requirements.

All work performed under this contract shall be performed by persons licensed in the State of Connecticut to perform such services and the overall project manager of the consulting team shall be a registered Architect and/or Engineer licensed by the State of Connecticut.

**The Town will separately bid out and select a Design-Build team for final design and construction based on the results of this initial design work.**

## 2. QUALIFICATIONS

Eligible Vendors will be those individuals, businesses and firms that meet the following qualifications:

- Proposer must have demonstrated experience and expertise in regard to providing the types of or similar services as those outlined in the Scope of Services.
- Proposer must have a proven track record in providing these types of services for similarly sized municipal governments, preferably in Connecticut.
- Proposer must be familiar with, qualified, and properly licensed in the State of Connecticut to perform its obligation under this proposal in compliance with all applicable Federal and State of Connecticut laws and regulations, statutes and policies.
- The Town will not award the proposal to any business that, or person who, is in arrears or in default to the Town with regard to any tax, debt, contract, security or any other obligation.
- Documented/audited internal control environment.
- Proposer must have a business continuity plan.

### 3. SCOPE OF WORK

#### 3.1 PHASE 1

##### a. Stage 1 - Public Participation Process

- Conduct listening sessions with the general public and stakeholder groups. [Six (6) sessions/meetings estimated, each with a 2-hour duration.]
- Evaluate and document existing senior and community center programs and space utilization.
- Canvas other communities to refine the attached statements of need.
- Develop public participation plan including drafting citizen survey(s). Public participation methodology should be multi-faceted to reach residents that may not want to complete surveys or attend public meetings
- Survey topics – Program, priorities for different program elements, funding options (capital and operating), phasing options, collaboration, public-private partnership options, location factors and preferences, willingness to pay (including consideration of importance in relation to other future capital projects or expected budget increases), timing.

- b.** Stage 2 - Public Participation Process
- Present background report and planned public participation process including draft citizen survey(s) to the PBC. [One (1) meeting estimated, 2-hour duration.]
  - Get additional public feedback
  - Finalize survey and public participation process plan
- c.** Stage 3 - Public Participation Process
- Implement survey and meetings with stakeholders and other initial public participation process tasks
  - Prepare a report with the results of Stage 3
  - Include alternatives analysis identifying and describing options based on expressed preferences. This analysis should include preliminary cost estimates, potential funding sources/partnerships, and phasing plans.
  - Present alternatives to stakeholder groups; Parks and Recreation Commission, Commission on Aging, Board of Finance, Public Building Commission (PBC) and Town Council. [Two (2) presentations estimated, each with a 2-hour duration.]
- d.** Schematic Design
- Refine the program and capital and operating cost estimates. Define site requirements.
  - Preliminary assessment of the preferred site identified by the PBC (Patterson Way - see Attachment E) in its ability to meet the defined site requirements. If the Patterson Way site does not meet stated requirements, discuss with the PBC, evaluate alternative Town-owned sites<sup>1</sup> and/or associated land acquisition(s), and select the most viable site.
  - Due diligence of the selected site and associated land acquisition (if any):
    - Survey
    - Title search
    - Appraisals
    - Environmental

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<sup>1</sup> The PBC identified four (4) Town-owned sites that appear appropriate for a senior/community center, and selected the Patterson Way site for a variety of reasons. The selected consultant will evaluate the Patterson Way site and its ability to accommodate the proposed program. If the PBC and the consultant determine that this site is not viable for the program, the best alternative site will then be evaluated and selected. See Attachment F for alternate site information.

- Wetlands/Floodplain
- Traffic
- Utilities
- Borings/Geotechnical
- Permitting requirements
- Cultural Resource
- Assist the PBC in the preparation of the Specifications and Scope of Work (Project Criteria) based upon the preliminary program and any new data developed by your team during this process. It is the intent of the Town that the new facility be a high-performance building utilizing cost effective and energy efficient materials and systems. LEED or other such certifications are not proposed at this time, however, energy efficient and sustainable design concepts are encouraged and desired.
- Prepare preliminary documents to a **schematic design level (20%)** sufficient to convey the expectations of the Senior and Community Center Project in terms of estimated Project Budget and Project Schedule consistent with the quantity and quality described in the designed Scope of Work – the preliminary documents must INCLUDE ALL COSTS ASSOCIATED WITH THIS PROCESS. These work products will become the property of the Town of Berlin and the basis of the bid documents for the eventual Project, and should include but not be limited to;
  - Civil Site Plan(s)
  - Conceptual Building Floor Plans
  - Roof Plan
  - Conceptual Building Sections
  - Conceptual Building Elevations
  - Conceptual Details
  - Structural
  - MEP
  - Code Analysis
  - Outline Specifications
  - Cost Estimates
  - Project Schedule (Final Design, Permitting and Construction)
  - Energy Report
- Support the Town and PBC at public meetings in the presentation of the project concepts as needed.

**The funding for the Project's construction will be secured through a municipal referendum vote.**

### **3.2 PHASE 2**

This phase is dependent on the outcome of the referendum and at the Town's discretion.

#### **a. Design-Build Package**

The Consultant shall utilize the approved schematic design documents to prepare finished drawings, project manual, and specifications in sufficient detail to permit design-build firms to bid in open competition for the project. Your firm should assume that drawings and specifications will be made available to bidders directly by a reprographics firm. Provide final bid documents in electronic format to the owner (in AutoCAD version 2009 or later, Microsoft Word and PDF and/or other format acceptable to the Town).

#### **b. Other Services Required**

- Consultant to be available for public meetings and PBC meetings as requested by the PBC.
- Assist the PBC and the Town in Project briefings before Town governing authorities as needed.
- Provide estimate of operational costs, including utilities and maintenance.

### **4. AGREEMENT PERIOD**

The Town anticipates entering into an agreement with the selected Proposer after approval by the Town Council. The Town will contractually reserve the right to cancel the contract at any time. The agreement period for any contract or purchase order resulting from this RFP shall ultimately be as negotiated to the mutual agreement of the parties.

### **5. ADDITIONAL CONDITIONS**

In order to qualify for consideration, the following minimum qualifications must be met:

- Proposer must have demonstrated experience and expertise in regard to providing the types of services outlined in the Request for Proposals.
- Proposer should have a proven track record in providing these types of or similar services for municipal governments. The Town would prefer a

firm who has worked with other Connecticut municipalities similar in size to Berlin.

- Proposer must be qualified and properly licensed in the State of Connecticut to perform its obligation under this proposal in compliance with any/all applicable Federal and State of Connecticut laws and regulations, statutes and policies.

All those submitting proposals must be willing to adhere to the following additional conditions and must positively state this in the proposal.

- a. The proposer must certify that the personnel identified in its response to this RFP will be the persons actually assigned to the project. At its discretion, the Town may require the removal and replacement of any of the proposer's personnel who do not perform adequately, regardless of whether they were previously approved by the Town.
- b. All subcontractors hired by the proposer awarded a contract or purchase order as a result of this RFP must have prior approval of the Town prior to and during the agreement period.
- c. Any contract or purchase order resulting from this RFP process will represent the entire agreement between the proposer and the Town and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The Town shall assume no liability for payment of services under the terms of the contract or purchase order until the successful proposer is notified that the contract or purchase order has been accepted and approved by the Town. *Any contract resulting from this RFP may be amended only by means of a written instrument signed by the proposer and signed by the Town Manager.*

## **6. RIGHT TO AMEND OR TERMINATE THE RFP OR CONTRACT**

The Town may, in its sole discretion, clarify, modify, amend or terminate this RFP if the Town determines it is in the Town's best interest. The Town has the right to extend the RFP Open Date no later than four (4) business days prior to the scheduled RFP Open Date, via Amendment, if determined it is in the Town's best interest. In the event that an insufficient number of qualified bids are received by the RFP Open Date, the Town may terminate and re-post the RFP if determined it is in the Town's best interest. All such actions shall be affected by a posting on the Town's website, [www.town.berlin.ct.us](http://www.town.berlin.ct.us). **Each proposer is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

If this RFP provides for a multi-year agreement, the Town also reserves the right to terminate the Contract at the end of the last fiscal year for which funds

have been appropriated, and the Town shall have no obligation or liability to the successful proposer for any unfunded year or years.

7. **KEY DATES**

RFP Advertised	August 30, 2019
Questions due from Vendors	September 27, 2019
RFP Open Date	October 3, 2019
Interview of Top Vendors	October 10, 2019
Contract Execution Date	TBD (after Town Council Approval)

8. **PROPOSAL SUBMISSION INSTRUCTIONS**

**Proposal Requirements and Format**

Proposals must be time stamped and received by the Town of Berlin, Public Building Commission c/o Public Works Department, Berlin Town Hall, Room 8, 240 Kensington Rd, Berlin CT, 06037) no later than 2:00 p.m. on October 3, 2019. All firms responding to this solicitation are required to submit a signed original and ten (10) copies of their proposal including an electronic copy (pdf) on a flash drive, in a sealed envelope marked “**BID #2020-02 RFP for Design-Build Advisory Services-Senior and Community Center.**” The candidates name and address must appear on the envelope.

Submissions should put forth full, accurate, and complete but concise information as required by this request. Consultants will be evaluated and awarded based upon the following information, with the possibility of personal interviews in October, 2019:

**8.1 Letter of Interest and Project Understanding** – This should include your company name, address, telephone and proposed project representative. Indicate your commitment to the Project, brief explanation of the intent and scope of the Project, and how you will meet the Town’s expectations.

**8.2 Executive Summary** – Identify key services provided that distinguishes your team’s proposal from other firms experienced in Design-Build and in preparing RFQ/RFP documents.

**8.3 Organization and Staffing** – Provide a brief history of your team members along with your proposed project team organization.

- Provide an organizational chart for the staff for this project, including any consultants. Provide a brief description of projects similar to this assignment in which the key personnel have worked together as a team.
- Include professional resumes for each individual proposed. Resumes should include roles and responsibilities and similar project experience.



**8.4 Project Approach** - Provide a detailed itemized plan of proposed services, and how the Consultant's management system will function to provide timely delivery of the requested services.

**8.5 Relevant Experience** – Include reference contact information for relevant projects for which you have provided similar services. It is preferred that the projects consist of senior and/or community centers, or similar facilities, within the State of Connecticut. Please include a brief description of the scope of work/key characteristics of each of the three project references included.

Please describe your experience in supporting municipalities within Connecticut with their pre-bidding efforts. What services can you provide and how are you able to assist the Town of Berlin?

**8.6 Milestone Schedule** – Include a major milestone schedule on a Gantt-type chart.

**8.7 Professional Fees** – Provide a fee proposal which includes the following:

- Services by phase as per the attached Proposal Form. **Proposal prices must be submitted on the Proposal Form included** in this RFP. All blank spaces for proposal prices must be completed in ink or be typewritten.
- Hourly rates
- Not to exceed amount for reimbursables

**8.8 Claims, Disputes, and/or Conflicts of Interest**– Provide your litigation history for the past 5 years and describe e any current outstanding claims, disputes, arbitrations, or legal proceedings that involve your firm. Highlight all disputes of any kind, past or present, with the Town of Berlin. Disclose any conflicts of interest with the Town of Berlin.

**8.9 Exceptions and Alternatives** - Proposers wishing to take exceptions to any requirement in the RFP shall state and explain such exceptions. The Town may accept proposals which take exception to any requirements in this RFP, or which offer any alternative to a requirement herein, as well as consider such exceptions and alternatives in evaluating proposals. Any exception or alternative must be clearly delineated in a separate attachment and cannot materially affect the substance of this Request for Proposals.

Please direct any and all questions concerning this Request for Proposals (RFP) to Maryssa Tsolis, in writing via email at [mtsolis@town.berlin.ct.us](mailto:mtsolis@town.berlin.ct.us) or via fax at 860-828-8628. All questions must be received seven business days prior to the submission deadline.

The Town of Berlin reserves the right to reject any and all proposals, and waive any informalities or defects, if deemed in the best interests of the Town. The Town is an Affirmative Action/Equal Opportunity Employer. Minority/Women's Business Enterprises are encouraged to apply.

Proposals may be withdrawn personally or in writing provided that the Town receives the withdrawal prior to the time and date the proposals are scheduled to be opened. Proposals are considered valid, and may not be withdrawn, cancelled or modified, for sixty (60) days after the opening date, to give the Town sufficient time to review the proposals, investigate the proposers' qualifications, secure any required municipal approvals, and execute a binding contract with the successful proposer.

An authorized person representing the legal entity of the proposer must sign the Proposal Form and all other forms included in this RFP.

## **9. QUESTIONS AND AMENDMENTS**

Questions concerning the process and procedures applicable to this RFP are to be submitted **in writing** (including by e-mail or fax) and directed **only to:**

Name: Maryssa Tsois

Position: Purchasing Agent

Email: [mtsolis@town.berlin.ct.us](mailto:mtsolis@town.berlin.ct.us)

Fax: (860)828-8628

**Proposers are prohibited from contacting any other Town employee, officer or official concerning this RFP. A proposer's failure to comply with this requirement may result in disqualification.**

The appropriate Town representative listed above must receive any questions from proposers no later than seven (7) days before the proposal opening date. That representative will confirm receipt of a proposer's questions by e-mail. The Town will answer all written questions by issuing one or more addenda, which shall be a part of this RFP and the resulting Contract, containing all questions received as provided for above and decisions regarding same.

At least four (4) calendar days prior to proposal opening, the Town will post any addenda on the Town's website, [www.town.berlin.ct.us](http://www.town.berlin.ct.us). **Each proposer is responsible for checking the website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

No oral statement of the Town, including oral statements by the Town representatives listed above, shall be effective to waive, change or otherwise

modify any of the provisions of this RFP, and no proposer shall rely on any alleged oral statement.

**10. ADDITIONAL INFORMATION**

The Town reserves the right, either before or after the opening of proposals, to ask any proposer to clarify its proposal or to submit additional information that the Town in its sole discretion deems desirable.

**11. COSTS FOR PREPARING PROPOSAL**

Each proposer's costs incurred in developing its proposal are its sole responsibility, and the Town shall have no liability for such costs.

**12. OWNERSHIP OF PROPOSALS**

All proposals submitted become the Town's property and will not be returned to proposers.

**13. FREEDOM OF INFORMATION ACT**

All information submitted in a proposal or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information. Proposers are encouraged **not** to include in their proposals any information which is proprietary, a trade secret, or otherwise confidential. All materials associated with this procurement process are subject to the terms of state laws defining freedom of information and privacy, and all rules, regulations and interpretations resulting from those laws.

**14. REFERENCES**

Each proposer must complete and submit the Proposer's Statement of References form included in this RFP.

**15. LEGAL STATUS**

If a proposer is a corporation, limited liability company, or other business entity this is required to register with the Connecticut Secretary of State's Office, it must have a current registration on file with that office. The Town may, in its sole discretion, request acceptable evidence of any proposer's legal status.

**16. PRESUMPTION OF PROPOSER'S FULL KNOWLEDGE**

Each proposer is responsible for having read and understood each document in this RFP and any addenda issued by the Town. A proposer's failure to have reviewed all information that is part of or applicable to this RFP, including but not only any addenda posted on the Town's website, shall in no way relieve it from any aspect of its proposal or the obligations related thereto.

Each proposer is deemed to be familiar with and is required to comply with all federal, state and local laws, regulations, ordinances, codes and orders that in any manner relate to this RFP or the performance of the work described herein.

By submitting a proposal, each proposer represents that it has thoroughly examined and become familiar with the scope of work outlined in this RFP, and it is capable of performing the work to achieve the Town's objectives. If applicable, each proposer shall visit the site, examine the areas and thoroughly familiarize itself with all conditions of the property before preparing its proposal.

**17. TAX EXEMPTIONS**

The Town is exempt from the payment of federal excise taxes and Connecticut sales tax and use taxes. Such taxes must not be included in prices.

**18. AWARD CRITERIA & SELECTION**

All proposals will be publicly opened and read aloud as received on the date, at the time, and at the place identified in this RFP. Proposers may be present at the opening.

The Town reserves the right to correct, after proposer verification, any mistake in a proposal that is a clerical error, such as a price extension, decimal point error or FOB terms. If any error exists in an extension of prices, the unit price shall prevail.

The Town reserves the right to accept all or any part of a proposal, reject all proposals, and waive any informalities or non-material deficiencies in a proposal. The Town also reserves the right, if applicable, to award the purchase of individual items under this RFP to any combination of separate proposals or proposers.

The Town will accept the proposal that, all things considered, the Town determines is in its best interests. Although price will be an important factor, it will not be the only basis for award. Due consideration may also be given to a proposer's experience, references, service, ability to respond promptly to requests, past performance, and other criteria relevant to the Town's interests, including compliance with the procedural requirements stated in this RFP.

### **Evaluation Criteria**

The following specific criteria are expected to be among those utilized in the selection process. They are presented as a guide for the proposer in understanding the Town's requirements and expectation for this project and are not necessarily all inclusive or presented in order of importance.

- The background experience, and strength of the Proposer in providing similar services elsewhere, including the level of experience in working with other Connecticut municipalities of similar size, and the quality of services performed, either for other school systems or other municipalities, or both.
- The Proposer's responsiveness and compliance with the RFP requirements and conditions to provide the services requested.
- A review of references provided with the Proposal, and administration of prior contracts.
- Competitiveness of proposed fee. The Town reserves the right to negotiate fees with the selected Proposer.

The Town may elect to have the proposals evaluated by a committee as part of making a selection. If deemed necessary, the Town reserves the right to arrange for interviews/oral presentations as part of the selection process, which invitations for interviews may involve a short-listing of the proposals received.

If the proposer does not execute the Contract within ten (10) business days of the date of notification, unless extended by the Town, the Town may call any proposal security provided by the proposer and may enter into discussions with another proposer. **The Town will post the Preliminary Notice of Award and related information on its website, [www.town.berlin.ct.us](http://www.town.berlin.ct.us), under "Bid and RFP Information."**

The Interview and Contract Execution dates in Key Dates are anticipated, not certain, dates.

**19. ATTACHMENTS**

The following attachments are included below and Attachments A and B must be completed, as detailed within the RFP.

- A. References**
- B. Proposal Form**
- C. Statement of Need – Commission for Aging**
- D. Statement of Need – Parks and Recreation**
- E. Patterson Way Site - Parcel Information**
- F. Alternate Sites - Parcel Information**

**20. INDEMNIFICATION**

The Vendor at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the Town of Berlin, its employees, and agents, from any liability of any nature or kind in regard to the delivery of these services. The Vendor shall secure and maintain General Liability Insurance as will protect him from claims under the Worker's Compensation Acts and from claims for bodily injury, death, or property damage which may arise from the performance of his services under this contract.

**21. INSURANCE REQUIREMENTS**

The selected vendor must maintain insurance that meets the Town's insurance requirements (listed below), to protect the Town from claims for loss or injury which might arise out of or result from the operations under this contract. Additionally, the selected vendor must file Certificates of Insurance with the Town, naming the Town as an additional insured.

Worker's Compensation, employer liability (or statutory limits - greater of two), \$1,000,000.

Comprehensive General Liability Each Occurrence \$1,000,000.00.

General Aggregate \$2,000,000.00.

Products/Completed Operations Aggregate \$2,000,000.00

Professional Liability with limits not less than \$1,000,000 for Each Occurrence.

Umbrella/Excess Liability Each Occurrence \$3,000,000.

Comprehensive Automobile Liability (owned, non-owned, hired) of \$1,000,000.00 each accident.

**TOWN OF BERLIN, CONNECTICUT  
ATTACHMENT A: CONSULTANT'S STATEMENT OF REFERENCES**

**DESIGN-BUILD ADVISORY SERVICES  
POTENTIAL SENIOR AND COMMUNITY CENTER PROJECT #2020-02**

Provide at least three (3) references:

1. BUSINESS NAME

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ADDRESS

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CITY, STATE

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TELEPHONE:

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INDIVIDUAL CONTACT NAME AND POSITION

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2. BUSINESS NAME

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ADDRESS

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CITY, STATE

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TELEPHONE:

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INDIVIDUAL CONTACT NAME AND POSITION

---

3. BUSINESS NAME

---

ADDRESS

---

CITY, STATE

---

TELEPHONE:

---

INDIVIDUAL CONTACT NAME AND POSITION

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TOWN OF BERLIN, CONNECTICUT

ATTACHMENT B: PROPOSAL FORM

DESIGN-BUILD ADVISORY SERVICES
POTENTIAL SENIOR AND COMMUNITY CENTER PROJECT #2020-02

Pursuant to and in full compliance with the RFP, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed this will form a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

Please Provide a Description & Breakdown of Pricing (If Applicable):

PHASE I

- Public Participation - Stage 1
Meetings - Stage 1: Six (6) @ \$ /meeting =
Public Participation - Stage 2
Meetings - Stage 2: One (1) @ \$ /meeting =
Public Participation - Stage 3
Meetings - Stage 3: Two (2) @ \$ /meeting =
Prelim Assessment of Patterson Way Site
Prelim Assessment of Alternate Sites, Site Selection (if required)
Site Due Diligence
Schematic Design (20%) & Cost Estimates
Public Meetings/Presentations (Schematic Design)
Meetings - Two (2) @ \$ /meeting =

PHASE II

- Design-Build Bid Package

List annual incremental increases for the next 5 years:

Blank lines for listing annual incremental increases for the next 5 years.

Please attach any additional/related services or prices, including hourly rates by job classification for all direct and subconsultants and not to exceed amount for reimbursables.

Date

Signature

Printed Name, Title

Company Name

Address

Telephone

E-mail address