RECREATION AND PARK COMMISSION
FOR THE PARISH OF EAST BATON ROUGE

Addendum No. 1
Issued November 29, 2021
RFP NO. 208
PROJECT MANAGEMENT, GRANT MANGEMENT AND ADMINISTRATIVE SERVICES
which is scheduled to open at 11:00 A.M. CT, December 8, 2021
BREC – Recreation and Park Commission for the Parish of East Baton Rouge

The following are questions received during the inquiry period for RFP No. 208 – Project Management, Grant Management and Administrative Services:

Question 1: Is there a list of projects, along with budgeted amounts for construction cost, that will be implemented under this contract during the February 2022 to February 2023 timeframe, on which to base the fee estimate?

Response 1: Additional information on the primary project has been included in Attachment A. Scope of Services:

The Consultant shall provide management and administrative services required in the implementation of the Louisiana Watershed Initiative's Watershed Projects Grant Program for which BREC has been conditionally awarded $4,689,805 through the State office of Community Development for the Cypress Bayou Green Infrastructure Project. BREC proposes to use Greenwood Park, and smaller areas of Hooper Road Park and Comite River Park's approximately one thousand (1,000) acres near Cypress Bayou in the center of East Baton Rouge Parish to create or expand water bodies, lay back slopes, and create landscapes that are intentionally floodable. This will allow for the re-routing of stormwater from surrounding waterways and drainage systems and create larger storage areas for the diverted stormwater, while providing open land to allow for the infiltration of rerouted stormwater. To accomplish this, the depths of several ponds in the area will be increased by four feet, resulting in the excavation of approximately 217,000 cubic yards of earthen material. Additionally, plans call for the construction of enhanced recreational activities such as nature and bike trails, canoe launches, splash pads, and community gardens. The proposed project area is located within three parks that are already owned and operated by BREC. No

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additional land will be acquired. The project's scope of work, excluding the services be solicited in this RFP, includes: property survey, engineering and landscape architectural design, obtaining permits, and construction. The approximate timeline of the project is:

- Design Consultant Procurement - 2 months
- Design – 10 months
- Construction Contractor Procurement - 2 months
- Construction - 12 months
- Project Closeout - 2 months

The following scope of services presents the minimum that will be required. Additional specific administrative or other support services and/or grant management or application duties may be assessed during the contract period as identified by BREC and/or other federal regulatory requirements.

Question 2: Given that the scope of work contains more open-ended tasks, will BREC consider only requiring hourly rate sheet?

Response 2: Based upon the additional information provided in the Scope of Services in Attachment A and the minimum that will be required for the Cypress Bayou Green Infrastructure Project, proposers shall provide a Maximum Proposal Total (not-to-exceed) Price. Once Selected, an additional agreed-upon, not-to-exceed allowance may be included in the Contract during contract negotiations for any additional services, project management, grant management, and administrative services for any additional grant programs or grant applications.

Question 3: For Attachment B-1 Hourly Rate, should the hourly rate be based off a specific range of allowable hours?

Response 3: See response to Question 2.

Question 4: Can BREC elaborate on the expected projects, or issue a sample project to allow for more detailed responses in Project Strategy?

Response 4: See response to Question 1 & 2.

Question 5: Is there an estimate for project budgets?

Response 5: BREC has been conditionally awarded $4.7 million for the Cypress Bayou Green Infrastructure Project through the Louisiana Watershed Initiative Program as described in the Question 1 response.

Question 6: What is the maximum allocation of grant funding expected by BREC to be received?

Response 6: $4.7 Million

Question 7: On Page 15 of the RFP, Section 2.6.2 Technical, the first four bullets (snipped here) read like scope for equipment procurement. Do these bullets apply to the BREC Grants Management & PMC project scope?

2.6.2 Technical

Each Proposer should address how the firm will meet all the requirements of this RFP, with particular attention to:

- Plans and/or schedule for implementation, or orientation, or installation, etc. (whichever is relevant to the RFP requirements)
- Plans for training.
- Provision for customer service, including personnel assigned, toll-free number, and account inquiry, etc.
- Resumes for account manager, designated customer service representative(s) and any other key personnel to be assigned to this project, including those of subcontractors, if any.

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Response 7: The original Technical Requirements have been revised to include only the following:

- *Proposer's capacity to address the Scope of Work for BREC in this RFP.*
- *Demonstration of the Proposer's prior experience in providing consulting services and its familiarity with FEMA, HUD, and other Federal programs.*
- *Capability and qualification of the proposed personnel.*
- *Proposed Strategy of the proposer in representing BREC in project management, grant management, and administrative services.*

Question 8: ...would like to submit a formal request for extension on bidding opportunity RFP No. 208. Our organization, and our teaming partner, are very interested in submitting a proposal but due the upcoming Holiday, and our current available staffing resources for proposal management, we are requesting an extension of one week.

Response 8: through this addendum, the timeline has been extended. The revised Proposal Opening Date shall be January 5, 2022; 11:00 AM CT. Deadline to receive Written Inquiries is now November 30, 2021 and BREC's deadline to answer written inquiries has been extended to December 8, 2021.

Question 9: On page 5 of the RFP, what specific information are you looking for to Demonstrate volume of 'merchants'? Do you need volume of 'clients' instead? If so, then do you need volume in terms of the number of clients that we service? Or are you looking for client volume in terms of fee?

C. Proposer Qualifications and Experience: History and background of Proposer, financial strength and stability, with related services to government entities existing customer satisfaction, demonstrated volume of merchants, etc.

Response 9: Item C has been revised to state:
History and background of Proposer, financial strength and stability, with related services to government entities and existing customer satisfaction.

Question 10: Please confirm that the selected vendor will not be expected to maintain a full-time presence at BREC's location, other than when requested by BREC (such as for meetings, monitoring visits, and the like) or when tasking necessitates such.

Response 10: The selected proposer will not be required to maintain a full-time presence at BREC's location, other than when requested by BREC, such as for regular meetings, monitoring project site(s), or other tasks that may necessitate such visits to BREC's location or project site(s).

Question 11: Can BREC provide any examples of project types that may be applied for or implemented during this contract period?

Response 11: Louisiana Watershed Initiative Projects, FHWA, upcoming programs related to the Infrastructure Bill, FEMA, HUD, and others that may provide funding for infrastructure projects related to parks and recreation.

Question 12: Does BREC have a contractor currently providing the services described in the RFP? If so, who?

Response 12: No

Question 13: Section 2.2 of the RFP mentions a 12-month contract. Given the scope included in the RFP, will BREC consider adding option years to the contract term?

Response 13: Section 2.2 has been revised to state a 29-month contract.

Question 14: Page 25 of the RFP mentions a 25-page limit, are the required forms and resumes excluded from this page limitation?

Response 14: the page limit will be extended from 25-pages to 30-pages. This page limit excludes all required forms, but includes resumes. The reference should have been to Page 5.

Question 15: Did BREC have insurance on the impacted sites? If so, were statements of loss developed?

Response 15: BREC is self-insured. The LWI project site(s) did not experience significant financial impacts. Information on any FEMA PW's related to these site(s) can be provided to the selected Proposer.

Page 3: 1.1. Background as written.

REVISE Page 3: 1.1. Background to read:

> The Recreation and Park Commission for the Parish of East Baton Rouge, in the State of Louisiana (hereinafter referred to as BREC) is soliciting competitive sealed proposals in the form of written statements of qualifications which currently provide or are qualified to provide management and administrative services required in the implementation of a Louisiana Watershed Initiative (LWI) project for which BREC has been conditionally awarded $4,689,805 through the State Office of Community Development's Louisiana Disaster Recovery Community Development Block Grant (CDBG) Program as outlined in the Scope of Services, and potentially those services to accommodate other similar programs yet to be defined, including other federally and/or State funded initiatives. The Proposer(s) awarded the contract resulting from this RFP will be paid the actual billable rates proposed or lower negotiated rates for all "Programs" served.

BREC invites interested parties to submit proposals to provide Project Management, Grant Management and Administrative Services for the above referenced Project and other similar federal and State funded projects. Projects will be located in incorporated and unincorporated areas of East Baton Rouge Parish and specifically determined through applications submitted and awarded under each program.

In order to effectively administer and manage the program, BREC is soliciting proposals from qualified andexperienced firms to provide project management, grant management and administrative services.

Bid Opening Date throughout RFP as December 8, 2021, 11:00 A.M. CT.

REVISE Bid Opening Date throughout RFP to January 5, 2022; 11:00 A.M. CT.

Page 3 as written.

REMOVE Page 3 in its entirety and replace with the attachment.

Page 4, Section 1.3 Schedule of Events as written.

REMOVE Page 4 in its entirety and replace with the attachment.

Revisions are:

Deadline to receive written inquiries	November 30, 2021; 11:00 AM CT
Deadline to answer written inquiries	December 8, 2021; 11:00 AM CT
Proposal Opening Date (deadline for Submitting proposals)	January 5, 2022; 11:00 AM CT
Committee Review and Selection Period	January 6, 2022-January 14, 2022
Contract Negotiation	January 15, 2022-January 26, 2022
Selection of Professionals	
Recommendations to Commission	January 27, 2022
Commission approval	January 27, 2022

Page 5, Section 1.5 Proposal Response Format as written.

REMOVE Page 5 in its entirety and replace with the attachment.

Page 15, Section 2.5 Location; Section 2.6.2 Technical Qualifications as written.

REMOVE Page 15 in its entirety and replace with the attachment.

Pages 19 and 20 Scope of Services as written.

REMOVE Pages 19 and 20 Scope of Services in its entirety and replace with the attachments.

Page 21, Attachment B Proposal Form as written.

REMOVE Page 21 - Attachment B Proposal Form in its entirety and replace with the attachment.

Page 23 Attachment B-1 Pricing Schedule as written.

REMOVE Page 23 Attachment B-1 Pricing Schedule and replace with the attachment.

This addendum is hereby officially made part of the referenced solicitation and should be attached to the bidder's proposal or otherwise acknowledged therein.

If you have already submitted your proposal and this addendum causes you to revise your original bid, please indicate changes herein and return to Purchasing prior to bid opening in an envelope marked with the file number, bid opening date and time. If this addendum does not cause you to revise your bid, please
acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

_____

(Name and Signature) Date

_____

(Company Name)

REQUEST FOR PROPOSAL FOR

Project Management, Grant Management and Administrative Services

PART I. ADMINISTRATIVE AND GENERAL INFORMATION

1.1 Background

The Recreation and Park Commission for the Parish of East Baton Rouge, in the State of Louisiana (hereinafter referred to as BREC) is soliciting competitive sealed proposals in the form of written statements of qualifications which currently provide or are qualified to provide management and administrative services required in the implementation of a Louisiana Watershed Initiative (LWI) project for which BREC has been conditionally awarded $4,689,805 through the State Office of Community Development's Louisiana Disaster Recovery Community Development Block Grant (CDBG) Program as outlined in the Scope of Services, and potentially those services to accommodate other similar programs yet to be defined, including other federally and/or State funded initiatives. The Proposer(s) awarded the contract resulting from this RFP will be paid the actual billable rates proposed or lower negotiated rates for all "Programs" served.

BREC invites interested parties to submit proposals to provide Project Management, Grant Management and Administrative Services for the above referenced Project and other similar federal and State funded projects. Projects will be located in incorporated and unincorporated areas of East Baton Rouge Parish and specifically determined through applications submitted and awarded under each program.

In order to effectively administer and manage the program, BREC is soliciting proposals from qualified andexperienced firms to provide project management, grant management and administrative services.

1.1.1 Purpose

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals as allowed by BREC governing statutes, ordinances, resolutions and policies from bona fide, qualified Proposers who are interested and able to provide knowledgeable personnel that are experienced in project management, grant management and administrative services.

1.1.2 Goals and Objectives

BREC, desires to engage with a grants management and administration consultant for professionalservices to provide management and administration support of grant activities and associated project management activities as needed for federal and state programs.

1.2 Definitions

A. BREC – Recreation and Park Commission for the Parish of East Baton Rouge.
B. Consultant – Awarded Proposer on this RFP
C. Contract – Refers to the binding document signed and agreed upon by BREC and the successful Proposer concerning this RFP.
D. Contractor – means successful offeror who enters into a binding, written agreement.
E. Department – Department for whom the solicitation is issued.
F. Discussions – For the purposes of this RFP presentation, a formal, structured means of conducting written or oral communications/presentations with responsible Proposers who submit proposals in response to this

RFP.

G. May – The term "may" denotes an advisory or permissible action.
H. Must – The terms "must" denotes mandatory requirements.
I. Project Manager – Planning & Engineering Department staff member assigned to oversee the Project.
J. RFP – Request for Proposal
K. Selection Committee – Individuals assigned to review the proposals and recommend award
L. Shall – The term "shall" denotes mandatory requirements.
M. Should – The term "should" denote desirable.
N. State – the State of Louisiana
O. Team – Project Management Team assigned to work with the selected Consultant throughout the project.

1.3 Schedule of Events

Item	***Anticipated Schedule***
RFP Advertisement	*November 8, 2021*
Deadline to receive written inquiries	*November 30, 2021; 11:00 AM CT*
Deadline to answer written inquiries	*December 8, 2021; 11:00 AM CT*
Proposal Opening Date (deadline for submitting proposals)	***January 5, 2022; 11:00 AM CT***
Committee Review and Selection Period	*January 6, 2022 – January 14, 2022*
Contract Negotiation	*January 15, 2022 – January 26, 2022*
Selection of Professionals Recommendations to Commission	*January 27, 2022*
Commission approval	*January 27, 2022*

NOTE: BREC reserves the right to revise this schedule. Revisions, if an, before the Proposal Submission Deadline will be formalized by the issuance of an addendum to the RFP.

1.4 Proposal Submittal

This RFP is available in PDF format or in printed form by submitting a written request to the RFP Contact. (See Section 1.7.2 for this RFP contact)

Submittals are to be either mailed or hand-delivered and marked:
REQUEST FOR PROPOSALS No. 208
Project Management, Grant Management and Administrative Services
PROPOSAL OPENING DATE/TIME: January 5, 2022; 11 AM CT **to:**
BREC Purchasing Department
6201 Florida Blvd.
Baton Rouge, LA 70806

All submittals shall be received no later than 11AM CT, Wednesday, January 5, 2022.

BREC assumes no responsibility for delays caused by delivery service. Postmarking by the due date will not substitute for actual receipt.

Faxed or emailed submittals will not be accepted.

1.5 Proposal Response Format (Not to Exceed 30 Pages)

Proposals submitted for consideration should follow the format and order of presentation described below:

A. **Cover Letter:** Containing summary of Proposer's ability to perform the services described in the RFP andconfirms that Proposer is willing to perform those services and enter into a contract with BREC. By signing the letter and/or the proposal, the Proposer certifies compliance with the signature authority required in accordance with Louisiana law. The person signing the proposal must be:

   1. A current corporate officer, partnership member, or other individual specifically authorized to submita proposal as reflected in the appropriate records on file with the secretary of state; or

   2. An individual authorized to bind the company as reflected by a corporate resolution, certificate oraffidavit; or

   3. Able to provide other documents indicating authority which are acceptable to the public entity.

   Proposers should exhibit their understanding and approach to the project and address how each element willbe accomplished.

   The cover letter should also:

   - Identify the submitting Proposer;
   - Identify the name, title, address, telephone number, fax number, and email address of each person authorized by the Proposer to contractually obligate the Proposer;
   - Identify the name, address, telephone number, fax number, and email address of the contact personfor technical and contractual clarifications throughout the evaluation period.

B. **Table of Contents:** Organized in the order cited in the format contained herein.

C. **Proposer Qualifications and Experience:** History and background of Proposer, financial strength and stability, with related services to government entities and existing customer satisfaction.

D. **RFP Compliance:** Illustrating and describing compliance with the RFP requirements.

E. **Innovative Concepts:** Present innovative concepts, if any, not discussed above for consideration.

F. **Project Strategy:** Detailed strategy and implementation plan for project management, grant management and administrative services. This strategy is to include implementation actions, timelines, responsible parties, etc.

G. **Project Schedule:** Detailed schedule of implementation plan for pilot (if applicable) and full project implementation. This schedule is to include implementation actions, timelines, responsible parties, etc.

H. **Financial Proposal:** Proposer's fees and other costs, if any, shall be submitted. This financial proposal shall include any and all costs the Contractor wishes to have considered in the contractual arrangement with BREC.

A list of parties who have been suspended or debarred can be viewed via the internet at www.sam.gov

PART II SCOPE OF WORK/SERVICES

2.1 Scope of Work/Services

The scope of services is as outlined in Attachment A.

2.2 Period of Agreement

The term of any contract resulting from this solicitation shall begin on or about February 2022 and is anticipated to conclude within 29 months.

2.3 Price Schedule

Prices proposed by the Proposers should be submitted on the Proposal form furnished herein as Attachment B-1. Prices submitted shall be firm for the term of the contract and inclusive of all charges Proposer wishes BREC to consider for proposed services (items, etc.). Prices shall include delivery of all items F.O.B. destination. FOB

2.4 Deliverables

The deliverables listed in Attachment A are the minimum desired from the successful Proposer. Every Proposer should describe what deliverables will be provided per their proposal, and how the proposed deliverables will be provided.

2.5 Location

The location(s) the work/delivery service is to be performed, completed and managed is/are at location(s)

- The Consultants Place of Business
- Meetings/Delivery may be performed, completed or managed at BREC's Administrative Offices – 6201 Florida Boulevard, Baton Rouge, LA, 70806.

  Note: The selected proposer will not be required to maintain a full-time presence at BREC's location, other than when requested by BREC, such as for regular meetings, monitoring project site(s), or other tasks that may necessitate such visits to BREC's location or project site(s).

2.6 Proposal Elements

2.6.1 Financial

Describe any potential charges for proposed services associated with the RFP program implementation andadministration that you wish BREC to consider.

2.6.2 Technical

Each Proposer should address how the firm will meet all the requirements of this RFP, with particular attention to:

- Proposer's capacity to address the Scope of Work for BREC in this RFP.

- Demonstration of the Proposer's prior experience in providing consulting services and its familiarity with FEMA, HUD, and other Federal programs.

Attachment A Scope of Services

The Consultant shall provide management and administrative services required in the implementation of the Louisiana Watershed Initiative's Watershed Projects Grant Program for which BREC has been conditionally awarded $4,689,805 through the State office of Community Development for the Cypress Bayou Green Infrastructure Project. BREC proposes to use Greenwood Park, and smaller areas of Hooper Road Park and Comite River Park's approximately one thousand (1,000) acres near Cypress Bayou in the center of East Baton Rouge Parish to create or expand water bodies, lay back slopes, and create landscapes that are intentionally floodable. This will allow for the re-routing of stormwater from surrounding waterways and drainage systems and create larger storage areas for the diverted stormwater, while providing open land to allow for the infiltration of rerouted stormwater. To accomplish this, the depths of several ponds in the area will be increased by four feet, resulting in the excavation of approximately 217,000 cubic yards of earthen material. Additionally, plans call for the construction of enhanced recreational activities such as nature and bike trails, canoe launches, splash pads, and community gardens. The proposed project area is located within three parks that are already owned and operated by BREC. No additional land will be acquired. The project's scope of work, excluding the services be solicited in this RFP, includes: property survey, engineering and landscape architectural design, obtaining permits, and construction. The approximate timeline of the project is:

- Design Consultant Procurement - 2 months
- Design – 10 months
- Construction Contractor Procurement - 2 months
- Construction - 12 months
- Project Closeout - 2 months

The following scope of services presents the minimum that will be required. Additional specific administrative or other support services and/or grant management or application duties may be assessed during the contract period as identified by BREC and/or other federal regulatory requirements.

The consultant shall work closely and collaborate with various funding agencies and internal BREC departments to ensure the proper use and application of federal and state funds. Consultant shall focus on maximizing eligible, allocable federal dollars. Consultant shall conduct efficient processes that reduce the timeline for eligibility determinations that support project cash flow sources and uses. Consultant will provide technical knowledge and experience, proven business processes, and policy strategies. In order to develop and implement the framework of grant activities, the consultant shall perform services and work necessary to complete the following objectives and tasks:

- Prepare and submit project applications, BCAs, budgets, reporting and project over site through closeout.
- Prepare the Requests for Payment to ensure consistency with guidelines and procedures established for eachProgram.
- Assist BREC in the selection process for a design consultant(s) team and an environmental clearance consultant including the drafting of Requests for Proposals.
- Work with BREC to ensure that BREC has an acceptable financial management system as it pertains to the program guidelines and conforms to generally accepted principles of municipal accounting.
- Establish project files for BREC These files mush demonstrate compliance with all applicable Local, State and Federal regulations. The project files must be updatedthroughout the program to ensure that they are complete and that all necessary documentation is beingretained in the BREC files.

- With the assistance of BREC, help conduct public meetings when necessary. This includes, but is notlimited to, such things as assisting with public notices, conducting the meeting, providing handouts if needed, et cetera.
- Ensure compliance with regulations governing land acquisition, easements, rights of ways, donations ofproperty, transfer of property title, et cetera.
- Assist the Design Consultant in the preparation of all bid documents and supervision of the bidding process as itpertains to state and federal regulations.
- Secure the proper wage decision to be included in the bid documents, if required.
- Review construction contracts to ensure compliance with applicable State and federal regulations. Examplesare Conflict of Interest Access to Records, Copeland Anti-Kickback Act, Safety Standards, Architectural Barriers, Flood Insurance, Clean Air and Water Act (for Contracts over $100,000), HUD Handbook (6500.3), 0MB Circular A-102,
- (Attachment 0), Section 3, Section 109, Title VI, Civil Rights Act, EO 11246 (for contracts over $10,000),Section 503, et cetera.
- Obtain contractor and subcontractor clearances from the State if necessary.
- If CDBG funding is awarded as matching funds, check weekly payrolls to ensure compliance with wagedecisions. Conduct on-site interviews and compare the results with the appropriate payrolls to ensure compliance with Davis Bacon requirements.
- Monitor construction to ensure compliance with equal opportunity and labor standards provisions ifrequired.
- Make progress inspections and certify partial payment requests.
- Attend and assist the BREC during the State's monitoring visit(s). Prepare BREC's response to any monitoring findings.
- Assist in a final inspection of the project and assist BREC in the issuance of a final acceptance of work.
- Assist BREC in meeting the State's audit requirements.
- Prepare close-out documents.
- Assist BREC in meeting all of the Program requirements.
- Assist BREC with the preparation of a request for qualifications and the procurement of an engineering or landscape architecture firm(s) for the awarded projects under this allocation.
- Assist BREC in getting reimbursed on approved projects through HMA and CDBG funding agencies for all payments made by BREC.

- Keep track and monitor consultant's own time and activities by project, or as allowable under the provisions of Federal guidance for direct administrative, indirect, and project management costs (reference Federal regulations and policy guidance for these topics).

- Provide written performance and status reports to BREC on the status of the various grant programs as requested. The performance and status report should include, but is not limited to, the following:

    - Hours billed and amount invoiced by personnel
    - Grant application development and revisions
    - Grant application submissions and approvals
    - Obligated amounts versus eligible estimates
    - Issues with grant application submissions and resolutions
    - Issues requiring assistance
    - Amounts awarded to BREC per grant application
    - Requests for Reimbursement submitted
    - Estimated and actual costs
    - Reimbursements received by BREC
    - Insurance deductions
    - Grant application closeouts.

- Assist with other grant management and/or grant application related activities as directed by BREC.

ATTACHMENT B
PROPOSAL FORM

Sealed proposals will be received until **11:00 AM CT, Wednesday, January 5, 2022** by the BREC Purchasing Division, 6201 Florida Blvd, Baton Rouge, Louisiana.

PROPOSAL OF _____

ADDRESS_____

DATE_____

BREC
Finance Director
6201 Florida Blvd
Baton Rouge, LA 70806

The undersigned hereby agrees to furnish all materials, tools, equipment, insurance and labor to perform all services required for the following project:

RFP No. 208 - Project Management, Grant Management and Administrative Services

As set forth in the following Contract Documents:

1. Notice to Proposers
2. The Specifications (Administrative and General Information, Scope of Work/Services, Evaluation, Performance Standards, Attachments and Appendix.)
3. Proposal Forms with Attachments
4. Agreement
5. The following enumerated addenda:_____receipt of which is hereby acknowledged.

The undersigned declares that the only persons or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion of any kind with any other person, firm, association or corporation; that the undersigned has carefully examined the site of the proposed work, and proposes, and agrees, if this proposal is accepted, to do all the work and furnish all the services specified in accordance with the requirements of the Contract Documents and to accept as full compensation therefore the total amount of the prices herein proposed, subject to any mutually agreed upon amendments. The undersigned agrees that the proposal is firm until time of award.

The undersigned agrees to execute the Agreement and Affidavit and furnish to BREC all insurance certificates and performance bond (if applicable) required for the project within fifteen (15) calendar days after receiving notice of award from BREC .

The undersigned further agrees that the work will begin on the date specified in the Notice to Proceed, projected to be on or about_____and shall be diligently prosecuted at such rate and in such manner as, in the opinion of BREC's Representative is necessary for the prosecution of the work within the times specified inthe Agreement, it being understood that time is of the essence.

The price for performance of all services in accordance with the Contract Documents is based on the unit (or other costs) proposed and accepted after contract negotiations.

ATTACHMENT
B-1 PRICING
SCHEDULE

***This form must be sealed in a separate envelope marked "Proposed Consulting Fee."**

List all pricing details here or in a format similar to this schedule. Proposer should provide any additional listings of staff classification for positions identified as necessary to perform the task(s) identified in the Scope of Services.

Labor Category/Title	Qualification (Yrs. of Experience)	Hourly Rate
Project Executive/Principal		$
Project Manager		$
Assistant Project Manager		$
Grant Manager		$
Engineer/Scientist		$
Accounting Specialist		$
Closeout Specialist		$
Cost Estimator		$
Administrative		$
Maximum Proposal (Not to Exceed) Price		$