



CONTRACT CHANGE AUTHORIZATION FORM
Amend #1

Client: City of Norman 1311 DaVinci P.O. Box 370 Norman, OK 73069 Attn: Tony Mensah, P.E. Streets Superintendent	FNI Project No.: <hr/> Client Contract Ref.: K-1314-127 <hr/> Date: February 26, 2019						
Project Description: Rock Creek Road – Amendment 1 – Addition of Interstate Drive							
Description of Services Added/Deleted: See Attachment A.							
Deliverables: See Attachment A.							
Compensation shall be adjusted as follows: Basic Services (lump sum): See Attachment C Special Services: See Attachment C							
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Original Contract</td> <td style="width:50%; text-align: right;">\$203,400</td> </tr> <tr> <td>Amended Amount</td> <td style="text-align: right;">\$160,000</td> </tr> <tr> <td>Revised Total Contract</td> <td style="text-align: right;">\$363,400</td> </tr> </table>	Original Contract	\$203,400	Amended Amount	\$160,000	Revised Total Contract	\$363,400
Original Contract	\$203,400						
Amended Amount	\$160,000						
Revised Total Contract	\$363,400						
Schedule shall be adjusted as follows: See Attachment B							

The above described services shall proceed upon return of this Contract Change Authorization. Services will be billed as they are done. All other provisions, terms, and conditions of the agreement for services which are not expressly amended shall remain in full force and effect.

- ☐ A contract modification will be submitted.
- ☒ This Contract Change Authorization will serve as contract modification.

FREESE AND NICHOLS, INC.:

BY:

Tricia H. Hatley, P.E.
 Print or Type Name

TITLE: Vice-President

DATE: February 26, 2019

CITY OF NORMAN, OKLAHOMA:

BY: _____

 Print or Type Name

TITLE: _____

DATE: _____

**Attachment A, Scope of Services
Interstate Drive Reconstruction – Main St to Robinson St**

The scope set forth herein defines the work to be performed by the CONSULTANT in completing the project. Both the OWNER and CONSULTANT have attempted to clearly define the work to be performed and address the needs of the Project.

OBJECTIVE

The project objective is the design of N Interstate Drive from Main St to Robinson St. The project will include reconstruction in-kind of a two-lane asphalt roadway with grading/drainage improvements to improve drainage flow along the existing roadside ditches. Environmental permitting and documentation are assumed to not be needed for this project. Geotechnical investigations will be performed along with a determination of recommended pavement section using City provided traffic data and the collected geotechnical testing. It is assumed the OWNER will provide construction inspection services. Storm drain infrastructure modifications are anticipated only to fix grade issues. Inlet capture calculations and area delineations will be performed. This contract does not include hydrologic/hydraulic modeling of the downstream system. R/W and boundary survey will be performed but easement and document generation are not included as part of this contract as it appears that improvements will be within City R/W. Coordination with ODOT is not anticipated per OWNER direction with any needed coordination being performed by the OWNER.

WORK TO BE PERFORMED

Basic Services

- Task 1. Conceptual Design (30%)
- Task 2. Preliminary Design Working Submittal (60%)
- Task 3. Final Design (90% & Final)
- Task 4. Bid Phase
- Task 5. Record Drawings

Special Services

- Task 6. Construction Phase
- Task 7. Public Involvement
- Task 8. Survey
- Task 9. Geotechnical
- Task 10. Additional Services

BASIC SERVICES

TASK 1. CONCEPTUAL DESIGN (30%).

The Conceptual Design shall be submitted to OWNER per the approved Project Schedule.

The purpose of the conceptual design is for the CONSULTANT to identify, develop, communicate through the defined deliverables, and recommend the design concept that successfully addresses the design problem, and to obtain the OWNER's endorsement of this concept.

CONSULTANT will develop the conceptual design for the trail as follows.

1.1. Data Collection & Assessment

- In addition to data obtained from the OWNER, CONSULTANT will research and make efforts to obtain pertinent information to aid in coordination of the proposed improvements with any planned future improvements that may influence the project. CONSULTANT will also identify and seek to obtain data for existing conditions that may impact the project including; utilities, City Master Plans, and property ownership information.
- Site Visit – CONSULTANT will perform a site visit to verify survey data collected for the location of above ground appurtenances, drainage patterns and infrastructure, current issues, and other site-specific existing conditions.

1.2. The Conceptual Design package shall include the following:

- Proposed typical sections which outline the proposed improvements. Typical sections shall include existing and proposed R/W, existing and proposed lane widths and direction arrows, existing and proposed curbs, sidewalks, and retaining walls/concrete barrier walls.
- Develop a project horizontal and vertical layout of the proposed roadway. Determination will be made on the northern and southern project termini based on field conditions and visible inspection of existing pavement.
- Evaluate needed modifications to existing drainage infrastructure to convey positive drainage adjacent to the proposed roadway. Hydrology and Hydraulic storm calculations will not be performed with this contract and infrastructure adjustments will be adjusted and replaced in-kind.
- Conceptual determination of driveway replacement limits.
- Develop conceptual cross-sections to determine construction tie-back limits.
- Conceptual construction sequencing will be developed to minimize impacts to existing businesses. Possible detour routes will be evaluated but detour plans will be developed at Final plan development (90%).
- Preliminary Engineering Report (PER) discussing sections to include but not limited to: existing conditions, proposed roadway, proposed drainage, construction sequencing and detour routes, and probable construction cost.

- 30% Conceptual plans to include:
 - Title Sheet
 - Sheet Index
 - General Notes
 - Pay Quantity Summary and notes
 - Horizontal Control
 - Typical Sections
 - Construction Sequencing
 - Roadway Plan and Profile sheets
 - Conceptual Cross Sections
 - Estimate of probable construction cost
- 1.3. Submit the PER (digital and hard copy), half-size (11x17) plan set, and Construction Cost Estimate to OWNER.
- 1.4. Attend meeting with OWNER to review the Conceptual Plan comments (1 meeting)

ASSUMPTIONS

- Attend Meeting with OWNER to review Conceptual Plan comments for Plan-in-hand meeting (1 meeting)
- Plans will be developed per ODOT Standards and Specifications.
- Utility Coordination will be handled by the OWNER using the Conceptual plan submittal showing the relative location of below ground utilities.
- Environmental Services are assumed to not be needed as part of this project. CONSULTANT performance of environmental services can be added through supplemental.

DELIVERABLES

- A. Conceptual Plans and Preliminary Engineering Report (digital PDF and hard copy)
- B. Opinion of Probable Construction Cost (OPCC)

TASK 2. PRELIMINARY DESIGN WORKING SUBMITTAL (60%)

Mid-point plan and OPCC check-in with the OWNER will be facilitated per the approved Project Schedule. Following approval of the Conceptual Design, CONSULTANT will advance the design of the infrastructure as follows:

- 2.1. Development of Preliminary Design will be performed to evaluate several elements of the project to facilitate discussions with the OWNER prior to advancing to final plan production. These items shall include the following:
- Update roadway typical sections
 - Update horizontal and vertical project geometry
 - Updated roadway plan and profile sheets displaying station and coordinate data for the horizontal alignment and vertical profile.
 - Develop proposed roadway drainage improvements including grading limits and existing drainage infrastructure replacements. Improvements will be noted on roadway plan and profile sheets as needed to facilitate discussions with a detailed grading plan being developed at Final Design (90%).
 - Refine driveway replacement limits.
 - Evaluate needed updates to the construction sequencing plan in accordance with OWNER requirements and comments received at the conceptual design phase.
 - Develop Preliminary Detour sheets denoting detour routes. Full detour signage will be added at Final Plan development.
 - Miscellaneous details
 - Preliminary Plans (60%) will be developed but not in a final/finished state. The plan sheets developed as needed for working meeting with OWNER only. Sheets estimated to include:
 - Title Sheet
 - Sheet Index
 - General Notes
 - Pay Quantity Summary and notes
 - Horizontal Control
 - Typical Sections
 - Removal Sheets
 - Construction Sequencing Plan
 - Detour Plan (denoting detour routes only – signage added at later phase)
 - Roadway Plan and Profile sheets
 - Preliminary Cross-sections
 - Miscellaneous Details
- 2.2. Prepare updated Opinion of Probable Construction Cost Estimate (OPCC).
- 2.3. Attend working project meeting with OWNER to review the state of the design and discuss any comments prior to developing Final plans (1 meeting).

ASSUMPTIONS

- A formal plan submittal will not be provided. The CONSULTANT will progress the design to a state in which design elements will be refined for discussion and update purposes.
- 1 meeting between the OWNER and CONSULTANT to discuss project specifics.

DELIVERABLES

- A. No deliverables. Design development will be handled through a working meeting with the OWNER to discuss the status of the design and its respective elements. The CONSULTANT will bring incomplete sheets of the plans as needed to convey concept and discuss implications to the scheduled working meeting.

TASK 3. FINAL DESIGN (90% & FINAL)

Final plans shall be submitted to OWNER per the approved Project Schedule. Following discussion and approval of the Preliminary Design through the 60% working submittal, CONSULTANT will develop the Final design of the infrastructure as follows:

3.1. Development of 90% Design Drawings shall include the following:

- Updated Roadway Typical Sections to include dimensions and slope annotations
- Updated horizontal and vertical project geometry based on OWNER desired adjustments
- Advance roadway plan and profile sheets to include proposed storm drain improvements, driveway replacement extents, and other pertinent plan information.
- Develop detailed project grading plan denoting limits of construction with major and minor contour labels.
- Develop detailed roadway signage and striping plan.
- Develop detailed Traffic Control plan in accordance with OWNER requirements and feedback received from the 60% Working Submittal.
- Produce detailed detour plans coordinated with planned traffic control closures to minimize impacts to local traffic and businesses.
- Miscellaneous details
- 90% Plans to include:
 - Title Sheet
 - Sheet Index
 - General Notes
 - Pay Quantity Summary and notes
 - Horizontal Control

- Typical Sections
 - Removal Sheets
 - Traffic Control Plan
 - Detour Plan
 - Roadway Plan and Profile sheets
 - Cross-sections
 - Grading Plan
 - Striping Plan
 - Miscellaneous Details
- 3.2. Prepare Opinion of Probable Construction Cost Estimate (OPCC).
- 3.3. Prepare updated Project Manual (Spec Book) based on comments received from OWNER.
- 3.4. Submit digital PDF half-size (11x17) plan set, updated project manual and Construction Cost Estimate to the OWNER for review.
- 3.5. Upon approval of the 90% Plan submittal, CONSULTANT shall revise and submit Final Plans (100%) to the OWNER per the approved Project Schedule in digital PDF format. If required, additional hard copies of the plan set can be generated as an additional service.
- 3.6. The CONSULTANT shall submit a Final design estimate of probable construction cost with the Final plan submittal.
- 3.7. Upon completion of the design package, the CONSULTANT will prepare the Microstation (.DGN) files for delivery to the OWNER. Including design files and sheet files.

ASSUMPTIONS

- Plan submittals (90% and Final) will be handled through digital PDF files with hard copies supplied as needed (up to 2 copies).
- OWNER will handle any needed ODOT coordination efforts.

DELIVERABLES

- A. 90% Plan Submittal and Project Manual (digital PDF and hard copies)
- B. Final (100%) Plan Submittal and Project Manual (digital PDF and hard copies)
- C. Opinion of Probable Construction Cost (OPCC)
- D. Final CAD files in .DGN format

TASK 4. BID PHASE

- 4.1. CONSULTANT will provide two (2) half-size (11x17) copies of the plan set along with a digital PDF for OWNER use during the bidding process. Additional copies will be provided as requested at additional cost.
- 4.2. At OWNER request, CONSULTANT will assist OWNER in responding to Requests for Information. Pre-qualification of all prospective bidders, tabulating and analyzing bids, reviewing qualifications, recommending award of contracts, and issuing a list of eligible bidders prior to the bid opening would be additional services.
- 4.3. CONSULTANT will generate a digital PDF of the conformed Issued for Construction Drawings to be distributed by the OWNER to the contractor as needed. CONSULTANT printed sets of documents can be provided as an additional service.

TASK 5. RECORD DRAWINGS

- 5.1. The CONSULTANT shall prepare record drawings at the conclusion of construction from information submitted by the inspector and/or Contractor. The drawings shall be submitted as two (2) half-size (11x17) sets of plans and one CD of As-Built Plans in digital PDF format.

ASSUMPTIONS

- Construction Phase services other than preparation of Record Drawings or as defined in Task 8 are not included in this scope but can be provided as an additional service at the request of the OWNER.

DELIVERABLES

- A. Record Drawings – two (2) half-size (11x17) set of plans and one CD (digital PDF)

SPECIAL SERVICES

TASK 6. CONSTRUCTION PHASE

Upon completion of the bid or negotiation phase services, CONSULTANT will proceed with the performance of construction phase services as described below. The CONSULTANT will endeavor to protect OWNER in providing these services however, it is understood that the CONSULTANT does not guarantee the Contractor's performance, nor is the CONSULTANT responsible for supervision of the Contractor's operation and employees. The CONSULTANT shall not be responsible for the means, methods, techniques, sequences or procedures of construction selected by the Contractor, or any safety precautions and programs relating in any way to the condition of the premises, the work of the Contractor or any Subcontractor. CONSULTANT shall not be responsible for the acts or omissions of any person (except its own employees or agents) at the Project site or otherwise performing any of the work of the Project.

- 6.1. Attend pre-construction conference with the Contractor(s) and OWNER to answer plan questions during the meeting. All meeting prep work, organization and agenda's, and leading of the meeting to be performed by the OWNER.
- 6.2. Interpret the drawings and specifications for OWNER and Contractor(s). Assist OWNER in minor constructability questions and give recommendation(s) to OWNER concerning changes. Investigations, analyses, and studies requested by the Contractor(s) and approved by the OWNER, for substitutions of equipment and/or materials or deviations from the drawings and specifications is an additional service.
- 6.3 Perform up to 2 site visits to evaluate the status of construction. Formal reports will not be generated but any observations will be reported back to the OWNER designated project manager. Site Visits in excess of the above number can be added at the OWNER's request through supplemental.

TASK 7. PUBLIC/STAKEHOLDER INVOLVEMENT

CONSULTANT will support and perform activities related to Public/Stakeholder involvement as outlined-below, per scoping direction from the OWNER's Project Manager.

7.1. Exhibit Preparation

- The CONSULTANT shall prepare exhibits for use in stakeholder coordination. Exhibits prepared will consist of notations made on aerial showing site access for the property/properties in question based on the phase of construction impacting the referenced site. Assumed four (4) exhibits will be prepared.

7.2. Stakeholder Meetings

- The CONSULTANT shall attend and assist the OWNER in performing a stakeholder meeting. Assumed one (1) meeting with stakeholders.

ASSUMPTIONS

- CONSULTANT shall prepare up to four (4) exhibits denoting site access based on phase of construction.
- CONSULTANT shall attend/assist the OWNER in holding one (1) meeting with stakeholders.

DELIVERABLES

- A. Exhibits for use in stakeholder coordination as defined above.

TASK 8. SURVEY

The CONSULTANT will provide survey services in accordance with the below:

- 8.1. Limits of Survey – per attached exhibit from 250 feet north of the intersection of N. Interstate Drive and W. Main Street and will extend northerly along N. Interstate Drive approximately 5,850 feet.
- 8.2. Scope of Work
 1. Alignment:
 - a. The centerline of survey will be along N. Interstate Drive
 2. Topography:
 - a. The coverage bandwidths for Topographic and Surface Feature data will be from the Right-of-way line on the right to the top of ditch/parapet wall on the left from the Beginning of Survey to the End of Survey.
 3. Horizontal/Vertical Control:
 - a. The survey will be placed on the NGS Oklahoma State Plane Coordinate System, NAD83(2011), Lambert Project, South Zone. Centerline control monuments will be set and referenced at the beginning and at the end of this survey.
 - b. Level datum for this survey will be NGS, NAVD 88. Benchmarks will be established using direct differential leveling and will be set at the beginning and at the end of this survey.
 4. Utilities:
 - a. All utility companies servicing the project area will be contacted thru “CALL OKIE” and all locations will be obtained.
 5. Right of Way:
 - a. Right-of-way and easements will be researched at the Cleveland County Clerk’s office and shown on the survey.

8.3. Deliverables

1. A micro-station drawing and .dtm file will be provided. Survey Data Sheets will be generated for this survey.

8.4. Items NOT included in the Scope of Work

1. Right-of-way Acquisition
2. Right-of-way or easement documents
3. Plat of Survey
4. ALTA/NSPS Survey
5. FEMA Flood Plain Determination
6. Flood Plain Management
7. Elevation Certificate(s)
8. Construction Staking
9. Coordination of locating private utility lines
10. Underground/subsurface utility engineering (SUE) services
11. Utility Potholing or 4-way sweep locating

TASK 9. GEOTECHNICAL

The CONSULTANT will provide geotechnical services in accordance with the below:

- 9.1. Eight (8) bores will be collected along the roadway, roughly one bore per 750 linear feet. Borings will be located off the shoulder except for 3 borings for pavement thickness. Borings will be field adjusted to meet the requirements.
- 9.2. The geotechnical report will include general discussion on the existing roadway and the likely causes for the observed failures.
- 9.3. The geotechnical report will include a pavement section recommendation based on the City provided traffic data. The proposed section will include accommodations for truck traffic and stabilization.
- 9.4. Traffic control is assumed for collection of geotechnical field work and is included.
- 9.5. Project limits are from just north of Main Street to just south of Robinson Street.

TASK 10. ADDITIONAL SERVICES.

ADDITIONAL SERVICES NOT INCLUDED IN THE EXISTING SCOPE OF SERVICES

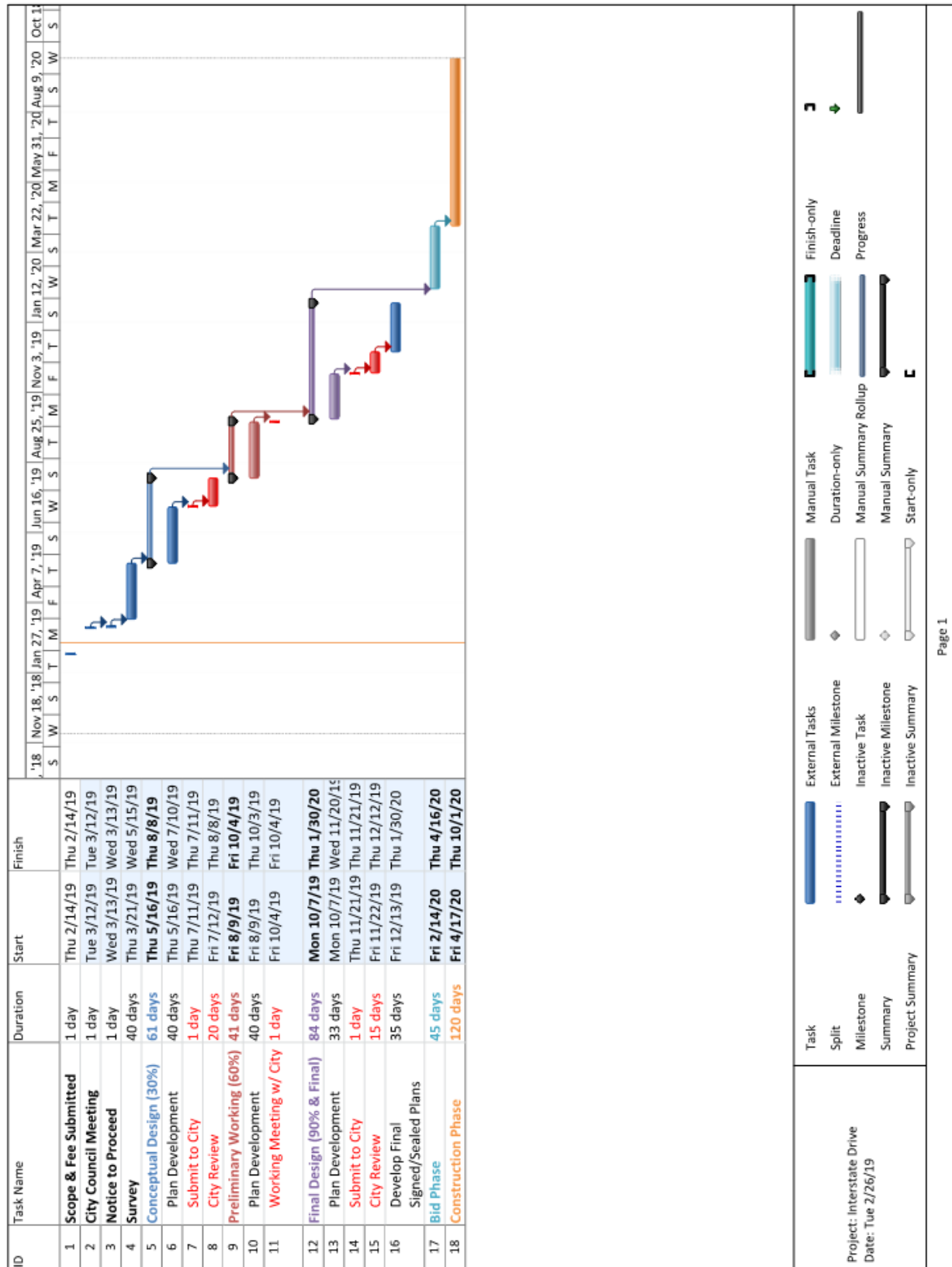
Additional Services not included in the existing Scope of Services – OWNER and CONSULTANT agree that the following services are beyond the Scope of Services described in the tasks above. However, CONSULTANT can provide these services, if needed, upon the OWNER's written request. Any additional amounts paid to the CONSULTANT as a result of any material change to the Scope of the Project shall be

agreed upon in writing by both parties before the services are performed. These additional services include the following:

- Services related to development of the OWNER's project financing and/or budget.
- Performance of miscellaneous and supplemental services related to the project as requested by the OWNER.
- Obtaining additional survey.
- Hydraulic modeling and/or detailed hydraulic calculations.
- GIS mapping services or assistance with these services.
- Providing services to investigate existing conditions or facilities, or to make measured drawings thereof, or to verify the accuracy of drawings or other information furnished by OWNER.
- Providing renderings, model and mock-ups requested by the OWNER.
- Providing consultation concerning the replacement of any Work damaged by fire or other cause during the construction and providing services as may be required in connection with the replacement of such Work.
- Investigations involving consideration of operation, maintenance and overhead expenses, and the preparation of rate schedules, earnings and expense statements, feasibility studies, appraisals, evaluations, assessment schedules, and material audits or inventories required for certification of force account construction performed by OWNER.
- Preparing applications and supporting documents for government grants, loans, or planning advances and providing data for detailed applications.
- Providing shop, mill, field or laboratory inspection of materials and equipment. Observe factory tests of equipment at any site remote to the project or observing tests required as a result of equipment failing the initial test.
- Preparing Operation and Maintenance Manuals or conducting operator training.
- Preparing data and reports for assistance to OWNER in preparation for hearings before regulatory agencies, courts, arbitration panels or any mediator, giving testimony, personally or by deposition, and preparations therefore before any regulatory agency, court, arbitration panel or mediator.
- Assisting OWNER in preparing for, or appearing at litigation, mediation, arbitration, dispute review boards, or other legal and/or administrative proceedings in the defense or prosecution of claims disputes with Contractor(s).
- Assisting OWNER in the defense or prosecution of litigation in connection with or in addition to those services contemplated by this Agreement. Such services, if any, shall be furnished by CONSULTANT on a fee basis negotiated by the respective parties outside of and in addition to this Agreement.
- Providing environmental support services including the design and implementation of ecological baseline studies, environmental monitoring, impact assessment and analyses, permitting assistance, and other assistance required to address environmental issues.
- Performing investigations, studies, and analysis of work proposed by construction contractors to correct defective work.
- Design, contract modifications, studies or analysis required to comply with local, State, Federal or other regulatory agencies that become effective after the date of this Agreement.

- Services required to resolve bid protests or to rebid the projects for any reason.
- Visits to the site in excess of the number of trips included in the above scope for periodic site visits, coordination meetings, or contract completion activities.
- Any services required as a result of default of the contractor(s) or the failure, for any reason, of the contractor(s) to complete the work within the contract time.
- Providing services after the completion of the construction phase not specifically listed in the above scope.
- Providing services made necessary because of unforeseen, concealed, or differing site conditions or due to the presence of hazardous substances in any form.
- Providing value engineering studies or reviews of cost savings proposed by construction contractors after bids have been submitted.
- Preparing statements for invoicing or other documentation for billing other than for the standard invoice for services attached to this professional services Agreement.
- Provide follow-up professional services during Contractor's warranty period.
- Preparing environmental investigations or studies. Preparing environmental permit applications or documents that may be needed in support of environmental permits.

Attachment B, Schedule Interstate Drive Reconstruction



**Attachment C, Fee Schedule
Interstate Drive Reconstruction**

**FEE SCHEDULE SUMMARY
INTERSTATE DRIVE RECONSTRUCTION**

BASIC SERVICES (LS)

Task 1: Conceptual Design	\$ 39,570
Task 2: Preliminary Design Working Submittal (60%)	\$ 16,350
Task 3: Final Design (90% & Final)	\$ 56,000
Task 4: Bid Phase	\$ 6,380
Task 5: Record Drawings	\$ 6,000

BASIC SERVICES (LUMP SUM) \$ 124,300

SPECIAL SERVICES (CPM)

Task 6: Construction Phase	\$ 6,650
Task 7: Public/Stakeholder Involvement	\$ 3,850
Task 8: Survey	\$ 18,200
Task 9: Geotechnical	\$ 7,000

SPECIAL SERVICES (CPM) \$ 35,700

PROJECT TOTAL \$ 160,000

Attachment C, Compensation Interstate Drive Reconstruction

Compensation to CONSULTANT for the Basic Services described in attachment A scope of services shall be a lump sum of one hundred twenty-four thousand three hundred Dollars (\$124,300). Compensation to CONSULTANT for tasks 6, 7, 8, 9 and expenses in attachment A scope of services shall be computed on the basis of the Schedule of Charges but shall not exceed thirty-five thousand seven hundred dollars (\$35,700), for a total fee of one hundred sixty thousand dollars (\$160,000). If FNI sees the Scope of Services changing so that additional services are needed, including but not limited to those services described as Additional Services in Attachment A, FNI will notify the OWNER for OWNER's approval before proceeding. Additional Services shall be computed based on the Schedule of Charges.

<u>Position</u>	<u>Min</u>	<u>Max</u>
Professional 1	72	114
Professional 2	94	138
Professional 3	119	191
Professional 4	129	225
Professional 5	180	279
Professional 6	189	342
Construction Manager 1	76	150
Construction Manager 2	103	155
Construction Manager 3	147	175
Construction Manager 4	157	237
CAD Technician/Designer 1	57	110
CAD Technician/Designer 2	89	130
CAD Technician/Designer 3	105	172
Corporate Project Support 1	42	100
Corporate Project Support 2	61	141
Corporate Project Support 3	82	222
Intern / Coop	39	67

Rates for In-House Services

Technology Charge

\$8.50 per hour

Bulk Printing and Reproduction

	<u>B&W</u>	<u>Color</u>
Small Format (per copy)	\$0.10	\$0.25
Large Format (per sq. ft.)		
Bond	\$0.25	\$0.75
Glossy / Mylar	\$0.75	\$1.25
Vinyl / Adhesive	\$1.50	\$2.00
Mounting (per sq. ft.)	\$2.00	
Binding (per binding)	\$0.25	

Travel

Standard IRS Rates

OTHER DIRECT EXPENSES:

Other direct expenses are reimbursed at actual cost times a multiplier of 1.10. They include outside printing and reproduction expense, communication expense, travel, transportation and subsistence away from the FNI office and other miscellaneous expenses directly related to the work, including costs of laboratory analysis, test, and other work required to be done by independent persons other than staff members. For Resident Representative services performed by non-FNI employees and CAD services performed In-house by non-FNI employees where FNI provides workspace and equipment to perform such services, these services will be billed at cost times a multiplier of 2.0. This markup approximates the cost to FNI if an FNI employee was performing the same or similar services.

These ranges and rates will be adjusted annually in February. Last updated February 2018.

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**Attachment D, Owners Responsibilities
Interstate Drive Reconstruction**

As the OWNER will serve as a conduit for information, the OWNER shall provide information pertaining to applicable studies, data, city policies and ordinances, other relevant planning studies by Norman area agencies. If data is required from other public agencies, the OWNER will assist in making requests for such data.

The OWNER shall perform the following tasks:

- A. Coordinate and securing of meeting locations, times and necessary materials.
- B. Review and comment on Consultant materials and recommendations.
- C. Publish all public meeting notices, including all notices required in the newspaper.
- D. Make all requests to other public agencies such as ACOG (if necessary) for data and/or assistance, as may be appropriate and relevant to travel forecasts, modeling files, or other data.
- E. Provide CONSULTANT with current base mapping of City and extra-territorial jurisdictions in GIS (ESRI shapefile) or electronic format (DWG, DGN, DXF).
- F. Designate in writing a person to act as OWNER's representative with respect to the services to be rendered under this AGREEMENT. Such person shall have contract authority to transmit instructions, receive information, interpret and define OWNER's policies and decisions with respect to CONSULTANT's services for the Project.
- G. Assist CONSULTANT by placing at CONSULTANT's disposal all available information pertinent to the Project including previous reports and any other data relative to execution of the Project.
- H. Arrange for access to and make all provisions for CONSULTANT to enter upon public and private property as required for CONSULTANT to perform services under this AGREEMENT.
- I. Examine all studies, reports, sketches, drawings, specifications, proposals and other documents presented by CONSULTANT, obtain advice of an attorney, insurance counselor and other consultants as OWNER deems appropriate for such examination and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of CONSULTANT.
- J. Furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
- K. Bear all costs incident to compliance with the requirements of this Attachment D.
- L. Notify CONSULTANT in writing of the request to perform additional and/or "optional" services at the added cost to the overall contract.