



Sonoma County Public Infrastructure On-Call Contract Task Order

Contract Name

Contract # (or NA)

Task Order Number

Task Order Name

Date Issued

Proposals
Due

Task Order Manager

Phone #

E-mail

Funding Source

Specify "Other"

Disadvantaged
Business Participation

DBE Goal %
(NA if Federal)

Terms of Payment

Proposal Format:

1. Proposals should be submitted in the form of a letter and be no more than 4 pages long
2. Proposals must contain the following information:
 - Proposed Staff (in addition to Key Staff)
 - Proposed subconsultants (selected from those identified in your On-Call Proposal)
 - Narrative explanation of approach, to complete the Scope of Work and Deliverables
3. Attach timeline for work (does not count towards page limit)

NOTES:

1. Order of Precedence: A signed Task Order will have precedence over all Proposal Documents
2. Task Order not a valid work order until signed by Director of SPI or Designee and Notice to Proceed Issued
3. All contract/invoice questions directed to Contract Administrator, identified in Article 12 of Agreement

SIGNATURE PAGE

Signatures are only required once a Consultant proposal has been selected and a cost estimate agreed to by the Sonoma County Public Infrastructure.

Once signed, this Task Order document, combined with the selected consultant's proposal, and a Notice to Proceed, will act as the final documents for this Task Order and an agreement to perform the work detailed above, for the specified not-to-exceed price.

The amount payable under this task order shall not exceed:

Director of Sonoma County Public Infrastructure or Designee

Date:

Signed on Behalf of Consultant

Company Name

Date: