**Enter Name of Firm**

Enter Address

Enter City/State/Zip Code

**Consultant Project Proposal**

Enter Date.

Dear Choose an item. Enter Name:

Enter Firm’s Name proposesto provide the services identified below for the project entitled Enter Project Name pursuant to the Professional Service Agreement provided by Town of Miami Lakes for Choose an item. services, dated Click here to enter a date.

1. **General**

Provide a narrative description of project and the identification of specific tasks (i.e., design services, post design services, etc. that Consultant will perform.

1. **Scope of Work**

Provide a detailed description in outline and narrative form of each activity to be undertaken to accomplish each task, activity, or deliverable. Example:

1. Task 1 – Pre-Design Services and Testing
	1. Survey (detailed description of each activity)
	2. Geotechnical Testing (detailed description of each activity)
2. Task 2 – Design Services (identify submittals, i.e. 30%, 60%, etc.)
	1. Design Development (detailed description of each activity)
	2. Construction Documents (detailed description of each activity)
	3. Permitting (detailed description of each activity)
	4. Construction Administration (detailed description of each activity)
3. Add tasks as necessary

Note: Use Shift+Enter to go to the next line.

1. **Subconsultants**

The following Subconsultants will assist in the performance of the Services under the Agreement.

 (add additional pages as needed)

|  |  |
| --- | --- |
| **Subconsultant’s Name** | **Specialty of Expertise** |
| Enter Name | Enter Specialty |
| Enter Name | Enter Specialty |
| Enter Name | Enter Specialty |
| Enter Name | Enter Specialty |
| Enter Name | Enter Specialty |

1. **Schedule of Work – Time for Performance**

Consultant will submit the deliverable and perform the Services as stated in the table below:

 (add additional pages as needed)

|  |
| --- |
| **Schedule of Deliverables** |
| **Task, Sub-Task or Activity ID #** | **Major Task, Sub-Task Activity, or Deliverable** | **Duration** (specify weeks or calendar days) | **Delivery** (cumulative weeks or calendar days) |
| Enter Text. | Enter Text. | Enter Text. | NTP+Enter Text. |
| Enter Text. | Enter Text. | Enter Text. | NTP+Enter Text. |
| Enter Text. | Enter Text. | Enter Text. | NTP+Enter Text. |
| Enter Text. | Enter Text. | Enter Text. | NTP+Enter Text. |
| Enter Text. | Enter Text. | Enter Text. | NTP+Enter Text. |
| Enter Text. | Enter Text. | Enter Text. | NTP+Enter Text. |

1. **Compensation**

Consultant shall perform the Work detailed in this Proposal for a total not to exceed Enter Total value both in word and numerically. The Consultant will be paid based on Choose an item.. The Town shall not be liable for any fee, cost, expense or reimbursable expense or other compensation beyond this amount unless approved in a supplemental Work Order. The fee may include an allowance for Reimbursable Expenses required in connection with the Work, in an amount not to exceed that stated in the table below. Reimbursable Expenses will be used and compensated for in accordance with the Agreement and must conform to the limitations of Florida Statutes § 112.061.

The following is a summary of the method and amount of compensation to be paid for each Task or Activity as identified in Section IV above.

|  |
| --- |
| **Schedule of Deliverables** |
| **Task, Sub-Task or Activity ID #** | **Major Task, Sub-Task Activity, or Deliverable** | **Fee Amount**  | **Fee Basis** |
| Enter Text. | Enter Text. | $Enter Fee | Choose an item. |
| Enter Text. | Enter Text. | $Enter Fee | Choose an item. |
| Enter Text. | Enter Text. | $Enter Fee | Choose an item. |
| Enter Text. | Enter Text. | $Enter Fee | Choose an item. |
| Enter Text. | Enter Text. | $Enter Fee | Choose an item. |
| Enter Text. | Enter Text. | $Enter Fee | Choose an item. |
|  | *Subtotal – Professional Fees* | $Enter Subtotal |  |
|  | *Allowance for Reimbursable Expenses* | $Enter Allowance |  |
|  | *TOTAL* |  | $Enter Total Fee |

1. **Exclusions from Basic Services**

The following services are not included in the Basic Services to be performed under this Work Order:

Identify Basic Services not provided under this Work Order by the Consultant.

1. **Town Furnished Documents & Data**

Identify and documents or data to be provided by the Town. If none, state “Not Applicable”.

1. **Additional Services**

The Town may include an allowance account under the approved Work Order for Additional Services that may be requested by the Town, which will be used at the sole discretion of the Town.

**Name of Consultant**

Signature

 Name/Title

Click here to enter a date.

 Date

**Town of Miami Lakes\***

Dept. Approval:

 Signature Name/Title

Procurement:

 Signature Procurement Manager

Town Manager:

 Signature Town Manager

Work Order No.:

(Assigned by the Town upon approval, if applicable)

\*The Town may at its sole discretion approve this Work Order Proposal by signing below of the Town may issue a separate Work Order for the Services.