



Request for Qualifications

The City of Sultan is a full-service City with a population of roughly 6,100. Its public works department oversees multiple divisions, including wastewater, stormwater, water, streets, utilities management, parks, and cemetery. City staff is experienced in running these different divisions, yet occasionally needs the ability to access an engineering firm that can provide technical information relevant to short and long-term programs and projects.

Therefore, the City of Sultan, Washington, solicits interest from consulting firms with expertise in providing on-call professional engineering services up to and possibly including: roadway, water, stormwater, wastewater, electrical, and structure design; surveying; geotechnical investigation, studies and services; permitting; right-of-way acquisition; as well as the creation of plans, specifications and estimates; construction management, and construction engineering services.

The scope of these services shall include assessments, evaluations and recommendations on technical issues as they arise, to include development civil plan review, on a variety of plats, along with guidance in long-range facilities planning, including future upgrades, infrastructure improvements and equipment replacements.

On-call services shall include written and oral communication between Sultan staff and engineers.

It is the city's intention thru this process to develop an on-call engineering roster. This roster will consist of multiple firms that can provide the services listed above on an as needed basis.

Engineering firms with interest in providing this service should submit qualification statements outlining applicable experience. Interested parties are responsible for monitoring the City of Sultan website (www.ci.sultan.wa.us) for information concerning this RFQ and any addenda issued.

Questions regarding this Request for Qualifications should be directed to Nate Morgan, Public Works Director, at 360-793-2262 or via email at nate.morgan@ci.sultan.wa.us.

The City of Sultan reserves the sole right to terminate this process, to not award a contract, and to cancel or modify this solicitation process at any time. In no event will the City or any of its respective agents, representatives, consultants, directors, officers, or employees be liable for, or otherwise obligated to reimburse the costs incurred in preparation of this RFQ, or any related costs. The prospective consultant teams shall wholly absorb all costs incurred in the preparation

and presentation of the submittals. The RFQ submittals will become the property of the City of Sultan.

Interested firms shall submit a Statement of Qualifications that contains the following:

1. Cover letter
2. Qualifications: Outline the qualifications of the firm to perform this work including:
 - a. Project management experience demonstrating the ability to meet review deadlines.
 - b. An organizational chart of the proposed consulting team and a short resume of all key people listed on the chart, including their availability to perform this work.
3. References. Please provide a list of relevant experience and reference contacts including:
 - a. Past performance and mechanisms used to ensure timely responses to City requests.
 - b. Details outlining a demonstrated ability to perform high-quality work and to control costs.

The Statement of Qualifications (SOQ) submittal shall be a maximum of 10 pages (not including the cover page).

RFQ SUBMITTAL DEADLINE AND DELIVERY LOCATION

All responses should be emailed in. (responses by FAX or mail will not be accepted). Emailed responses will be received by Nate Morgan Public Works Director, City of Sultan, Washington, up to the hour of 3:30 p.m., Thursday, December 22, 2022. Responses delivered later will not be accepted. The City of Sultan is not responsible for delays in delivery. The email shall be titled "Sultan Professional Engineering Services RFQ."

The City of Sultan will evaluate and select the consultants based on the submitted Statement of Qualifications. The City reserves the right to utilize any additional evaluation criteria it chooses in order to make a final decision on the selection of the consultant. The City may conduct interviews of the top ranking firms in order to make a final decision.

The City of Sultan will execute a master agreement with the selected consultant and, when engineering services are needed, tasks will be executed as guided by the master agreement. The term of this master agreement will be for two (2) years from the date of execution with an option to extend the agreement for an additional two (2) years. The City reserves the right to terminate the master agreement at any time during this period.

The selected consultant will be required to execute the City's standard contract form. Any consultant submitting an SOQ in response to this notice verifies that they have reviewed the contract language, insurance requirements and indemnification requirements and agree to execute a contract in this form. No modifications to these documents will be considered.

For those projects which are federally funded, the selected firm will be required to comply with the applicable federal requirements including those relating to Equal Opportunity in Employment.

Scope of work for the RFQ:

A. Project Description

This contract (or these contracts) will provide on-call professional engineering services to support the capital projects management program, as well as provide general engineering services throughout public works, as requested. These services include, but are not limited to: hydraulic and hydrologic studies, feasibility analyses and full project design for stormwater, wastewater, street, water, electrical and facilities; utility coordination, relocation and permitting; surveying; traffic engineering; geotechnical investigations; and other civil engineering design services.

B. Summary of Required Services The following is a list of anticipated general engineering services to be provided through this on-call contract:

Design Services

1. Roadway and pavement design
2. Utility design (including permitting) and utility coordination
3. Land surveying (including topographical surveys, improvement surveys, R.O.W. – preliminary, final legal descriptions, exhibits and documentation)
4. Electrical and lighting engineering
5. Plan review, including reviews of transportation, storm, wastewater and water systems
6. Landscape architecture, irrigation design and urban/streetscape design
7. Traffic signal and signal system design
8. Cost estimating
9. Project management services
10. Utility capacity evaluations and forecasting
11. Water and wastewater modeling

Construction/Preconstruction Services

1. Surveys/construction staking
2. Geotechnical engineering, materials testing and environmental and hazardous materials analysis
3. Construction engineering/project management assistance
4. Environmental studies, evaluations, hazmat assessments and reports and project permitting
5. Inspection: all civil and structural, transportation and geotechnical

Planning Services

1. Utility comprehensive planning
2. Traffic signal system communications including expansion of the signal system, fiber optic interconnect which may include cabinet changes and plan preparation and splicing diagrams
3. Performance measurement
4. Multi-mode transportation planning and multi-mode traffic and operation simulation
5. Traffic forecasting
6. Development-related traffic impact analysis
7. Water, wastewater and stormwater plan updates

Miscellaneous Services

1. Database program development and GIS interface and mapping.
2. Project scheduling
3. Clerical and contract administration
4. Parking studies
5. Special district creation/management
6. Public involvement/agency coordination
7. Data collection, including infrastructure assets or other information as needed
8. Traffic and safety analysis
9. CAD and drafting
10. Traffic safety analyses, and other traffic studies.

Attachments:

- Standard professional services agreement

Statement of Qualifications Evaluation Criteria

All of the statements of qualifications will be reviewed for seven components:

- Key personnel
- Firm experience
- Ability to meet schedule
- Past performance
- In-house expertise
- Familiarity with CITY/SNOHOMISH COUNTY/DEPARTMENT OF ECOLOGY/WSDOT/FHWA standards
- Experience working with The City of Sultan

The City of Sultan , in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252,42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Publication Date 11/28/2022 and 12/12/2022

AGREEMENT FOR SERVICES	
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Insurance Required	YES or NO	If Yes – See Attached Insurance Addendum, incorporated here by this reference
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This Agreement (hereinafter “Agreement” or “Contract”) is made and entered, by and between the City of Sultan, a Washington municipal corporation, hereinafter referred to as the “City,” and [insert consultant name], hereinafter referred to as the “Consultant”.

Project Description: On-Call Engineering Services

Commencing: (date) _____

Terminating: (date) _____

WHEREAS, the City desires to have certain services performed for its citizens; and

WHEREAS, the Consultant is in the business of performing such services; and

WHEREAS, the City has selected the Consultant to perform such services pursuant to certain terms and conditions;

NOW, THEREFORE, in consideration of the mutual benefits and conditions set forth below, the parties hereto agree as follows:

1. **Scope of Services to be Performed by Consultant.** The Consultant shall perform those services described in Exhibit “A” of this Agreement and may hereinafter be referred to as the “Work”. In performing such services, the Consultant shall comply with all federal, state, and local laws and regulations applicable to the performance of such services. The Consultant shall perform services diligently and completely and in accordance with professional standards of conduct and performance.
2. **Contract Documents.** The Agreement consists of the following documents, which are all incorporated by reference:
 - a. This Agreement and all exhibits attached thereto;
 - b. The Request for Proposal, Request for Qualifications, Invitation to Bid, or other City-issued request for project submittals;
 - c. The submitted project quote, bid, or proposal;
 - d. All documents required under this Agreement, including but not limited to documentation evidencing insurance, if applicable;
 - e. W-9 Request for Taxpayer Identification Number; and
 - f. Scope of Work.

The intent of these documents is to include all labor, materials, and services of every kind necessary for the proper execution of the Work, and the terms and conditions of payment therefore. The documents are to be considered as one, and whatever is called for by any one of the documents shall be as binding as if called for by all.

3. **Payment.** The City shall pay the Consultant for the Work rendered according to the following procedures and subject to the following requirements.

<u>The City shall pay the Consultant:</u>	Fill in applicable method of payment
According to the rates set forth in “Exhibit A”	YES or NO
A sum not to exceed: (incl W.S.S.T., if applicable)	\$ _____
Other (ex. Hourly):	\$ _____

3.1 The Consultant shall submit invoices for work performed using the form set forth in “Exhibit B – Request for Consultant Payment.”

3.2 The Consultant shall submit properly certified invoices to the **City of Sultan Finance Department**, for the Work performed. The City agrees to pay the Consultant for the actual work completed to the satisfaction of the City and in conformance with this Contract. The City shall pay the Consultant for services satisfactorily rendered within ten days after City Council approval of each such payment or as authorized by the City.

3.3 The Consultant shall complete and return the attached Form W-9, “Request for Taxpayer Identification Number” prior to or along with the first invoice submittal. In order for you to receive payment from the City of Sultan, the City must have either a Tax Identification Number or a Social Security Number. The Internal Revenue Service Code requires a Form 1099 for payments to every person or organization other than a corporation for services performed in the course of trade or business. Further, the law requires the City to withhold 20% on reportable amounts paid to unincorporated persons who have not supplied us with their correct Tax Identification Number or Social Security Number.

3.4 If, during the course of the Contract, the Work rendered does not meet the requirements set forth in the Contract, the Consultant shall correct or modify the required Work to comply with the requirements of the Contract. The City shall have the right to withhold payment for such Work until it meets the requirements of the Contract. No payment shall be made for any Work performed by the Consultant except for the Work identified and set forth in this Contract.

4. **Duration of Agreement**

This agreement shall be in full force and effect for a period commencing _____ and ending _____ unless terminated under the provisions hereinafter specified. Upon expiration of the initial term of this agreement, this agreement shall automatically renew for an additional two (2) year term; provided, the city may terminate the contract at anytime with or without cause.

5. **Termination.**

5.1 This City reserves the right to terminate or suspend this Agreement at any time, with or without cause, upon seven days prior written notice. In the event of termination or suspension, all finished or unfinished documents, data, studies, worksheets, models, reports or other materials prepared by the Consultant pursuant to this Agreement shall promptly be submitted to the City.

5.2 In the event this Agreement is terminated or suspended, the Consultant shall be entitled to payment for all services performed and reimbursable expenses incurred to the date of termination.

5.3 This Agreement may be canceled immediately if the Consultant's insurance coverage is canceled for any reason, or if the Consultant is unable to perform the services called for by this Agreement.

5.4 The Consultant reserves the right to terminate this Agreement with not less than fourteen days written notice, or in the event that outstanding invoices are not paid within sixty days.

5.5 This provision shall not prevent the City from seeking any legal remedies it may otherwise have for the violation or nonperformance of any provisions of this Agreement.

6. **Indemnification/Hold Harmless.** Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

6.1 Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

6.2 It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

7. **Independent Contractor.** The Consultant and the City agree that the Consultant is an independent contractor with respect to the services provided pursuant to this Agreement. The Consultant will solely be responsible for its acts and for the acts of its agents, employees, sub-consultants, or representatives during the performance of this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto.

8. **Non-Discrimination.** The Consultant shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Consultant under this Agreement, on the basis of race, color, religion, creed, sex, age, national origin, marital status, or presence of any sensory, mental, or physical handicap.

9. **Non-Endorsement.** As a result of the selection of a consultant to supply services to the City, the Consultant agrees to make no reference to the City in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the City.

10. **Non-Collusion.** By signature below, the Consultant acknowledges that the person, firm, association, co-partnership or corporation herein named, has not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation or submission of a proposal to the City for consideration in the award of a contract on the specifications contained in this Agreement.

11. **Wages and Other Costs.** The City assumes no responsibility for the payment of any compensation, wages, benefits or taxes owed by the Consultant by reason of this Agreement. The Consultant shall

indemnify and hold the City, its officers, agents, and employees harmless against all liability and costs resulting from the Consultant's failure to pay any compensation, wages, benefits, or taxes.

12. **Waiver**. Waiver by the City of any breach of any term or condition of this Agreement shall not be construed as a waiver of any other breach.
13. **Assignment and Subcontract**. The Consultant shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City.
14. **Suspension and Debarment**. The Consultant certifies that neither the Consultant nor its Principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for the award of contracts by any Federal governmental agency or department. "Principals", for the purposes of this certification, mean officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of subsidiary, division, or business segment; and similar positions). Further, the Consultant shall provide the City immediate written notice if, at any time during the term of this Agreement it learns that its certification was erroneous when made or has become erroneous by reason of changed circumstances.
15. **Conflict of Interest**. The City insists on the highest level of professional ethics from its consultants. Consultant warrants that it has performed a due diligence conflicts check, and that there are no professional conflicts with the City. Consultant warrants that none of its officers, agents or employees is now working on a project for any entity engaged in litigation with the City. Consultant will not disclose any information obtained through the course of their work for the City to any third party, without written consent of the City. It is the Consultant's duty and obligation to constantly update its due diligence with respect to conflicts, and not the City's obligation to inquire as to potential conflicts. This provision shall survive termination of this Agreement.
16. **Licenses**. Consultant shall procure and maintain a City business license in accordance with Chapter 5.04 SMC, *Business Licenses*, prior to beginning work under this Agreement. Consultant assumes responsibility for and ensures that all contractors, subcontractors and suppliers shall also obtain a City business license.
17. **Non-appropriation of Funds**. If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will so notify the Consultant and shall not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. This Agreement will terminate upon the completion of all remaining services for which funds are allocated. No penalty or expense shall accrue to the City in the event that the terms of the provision are effectuated.
18. **Entire Agreement**. This Agreement contains the entire agreement between the parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either of the parties. Either party may request changes to the Agreement. Changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.
19. **Record Keeping and Reporting**. The Consultant at such times and in such forms as the City may require, shall furnish to the City such statements, records, reports, data, and information as the City may request pertaining to matters covered by this Agreement. All of the reports, information, data, and other related materials, prepared or assembled by the Consultant under this Agreement and any information relating to personal, medical, and financial data will be treated as confidential only as allowed by Washington State laws regarding disclosure of public information, Chapter 42.56 RCW.

19.1 The Consultant shall at any time during normal business hours and as often as the City may deem necessary, make available for examination all of its records and data with respect to all matters covered, directly or indirectly, by this Agreement and shall permit the City or its designated authorized representative to audit and inspect other data relating to all matters covered by this Agreement. The City shall receive a copy of all audit reports made by the agency or firm as to the Consultant's activities. The City may, at its discretion, conduct an audit, at its expense, using its own or outside auditors, of the Consultant's activities which relate, directly or indirectly, to the Agreement.

19.2 Consultant will provide all original operation and maintenance manuals, along with all warranties, from the manufacturer for any equipment or items installed or supplied to the City has part of this contracted project.

19.3 The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.

19.4 The foregoing records shall be maintained for a period of seven years after termination of this Agreement unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14 and by the City.

20. Ownership of Documents. On payment to the Consultant by the City of all compensation due under this Contract, all finished or unfinished documents and material prepared by the Consultant with funds paid by the City under this Contract shall become the property of the City and shall be forwarded to the City. Any records, reports, information, data or other documents or materials given to or prepared or assembled by the Consultant under this Contract shall not be made available to any individual or organization by the Consultant without prior written approval of the City or by court order.

21. Security. Consultant will protect confidential information provided by the City pursuant to this Agreement by adhering to policies governing physical, electronic, and managerial safeguards against unauthorized access to an unauthorized disclosure of confidential information. Security standards shall meet or exceed Washington State Office of the Chief Information Officer Standard No. 141.10. Only authorized employees of the Consultant shall have access to the City's confidential information, and only for the purposes specified in this Agreement. Consultant shall, within 24 hours of discovery, report to the City any use, access to or disclosure of the City's confidential information not previously authorized by the City.

22. Notices. Notices to the City of Sultan shall be sent to the following address:

City of Sultan
Physical Address: 319 Main Street #200
Mailing Address: PO Box 1199
Sultan, WA 98294
Telephone Number: (360) 793-2231

Notices to the Consultant shall be sent to the following address:

Company Name: _____

Contact Name: _____

Street Address: _____

Telephone _____

Number: _____

Email: _____

23. Applicable Law; Venue; Attorneys' Fees. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in Snohomish County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees and costs of suit, which shall be fixed by the judge hearing the case and such fee, shall be included in the judgment.

24. Severability. If any provision of this Agreement is held invalid, the remainder shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law, and shall continue in force and effect.

By signing below, you agree to all the terms and conditions herein.

CITY OF SULTAN, WASHINGTON:

By:

Date:

Print Name:

Title:

CONSULTANT:

By:

Date:

Print Name:

Title:

ATTEST/AUTHENTICATED:

By:

Date:

Print Name:

City Clerk

APPROVED TO AS FORM:

By:

Date:

Print Name:

City Attorney

EXHIBIT B
Rate Schedule

ADDENDUM FOR REQUIRED INSURANCE

1. **Insurance.** The Consultant shall procure and maintain insurance as required in this section, without interruption from commencement of the Consultant's work through the term of the Contract and for thirty (30) days after the physical completion date, unless otherwise indicated herein. Any payment of deductible or self-insured retention shall be the sole responsibility of the Consultant.
2. **No Limitation.** Consultant's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.
3. **Minimum Scope of Insurance.** Consultant required insurance shall be of the types and coverage as stated below:
 - a) Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
 - b) Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-complete operations, stop gap liability, personal injury and advertising injury, liability assumed under an insured contract, blanket contractual, products/completed operations; broad form property damage, explosion, collapse and underground (XCU) if applicable, and employer's liability. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using [ISO form CG 25 03 05 09](#) or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using ISO [Additional Insured endorsement CG 20 10 10 01](#) and Additional Insured-Completed Operations endorsement [CG 20 37 10 01](#) or substitute endorsements providing at least as broad coverage.
 - c) Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
 - d) Professional Liability insurance appropriate to the Consultant's profession (if applicable).
4. **Minimum Amounts of Insurance.** Consultant shall maintain the following insurance limits:
 - a) Automobile Liability insurance with limits no less than \$1,000,000.00 combined single limit per accident for bodily injury and property damage;
 - b) Commercial General Liability insurance written on an occurrence basis with limits no less than \$1,000,000.00 combined single limit per occurrence and \$1,000,000.00 aggregate for personal injury, bodily injury, and property damage.
 - c) Worker's Compensation insurance at the limits established by the State of Washington.
 - d) Professional Liability insurance (if any) shall be written with limits no less than \$1,000,000.00 per claim and \$1,000,000.00 policy aggregate limit.

- 5. City Full Availability of Consultant Limits.** If the Consultant maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Consultant.
- 6. Other Insurance Provision.** The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain or be endorsed to contain that they shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.
- 7. Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.
- 8. Verification of Coverage.** Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the insurance requirements of the Consultant before commencement of the work. Upon request by the City, the Consultant shall furnish certified copies of all required insurance policies, including endorsements, required in the contract and evidence of all subcontractors' coverage.
- 9. Subcontractors' Insurance.** The Consultant shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Consultant-provided insurance as set forth herein, except the Consultant shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Consultant shall ensure that the City is an additional insured on each and every Subcontractors' Commercial General liability insurance policy using an endorsement at least as broad as ISO Additional Insured endorsement CG 20 38 04 13.
- 10. Notice of Cancellation.** The Consultant shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation within two business days of their receipt of such notice.
- 11. Failure to Maintain Insurance.** Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

**EXHIBIT B
REQUEST FOR CONSULTANT PAYMENT**

INVOICE #	DATE OF INVOICE:
CONSULTANT:	CONTRACT #:
MAILING ADDRESS:	
TELEPHONE:	EMAIL:

CONTRACT PERIOD:	REPORTING PERIOD: to
REQUESTED AMOUNT IN THIS INVOICE: \$	
SPECIFIC PROGRAM:	

 AUTHORIZED SIGNATURE
 PROJECT MANAGER/STAFF CONTACT

Attach Itemized Description of Services Provided

For Department Use Only

Total Contract Amount:		Authorization to Consultant \$
Previous Payments:		BARS Code:
Current Request:		Date:
Balance Remaining:		

APPROVED FOR PAYMENT BY:

DATE: _____