

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: CANDACE L. BYRD

Dept.'s Legislative Liaison: Carmen Anderson

Contact Number: 404-865-8993

Originating Department: Office of Enterprise Assets Management - RA

Committee(s) of Purview: Finance/Executive

Chief of Staff Deadline: December 24, 2015

Anticipated Committee Meeting Date(s): January 12-13, 2016

Anticipated Full Council Date: January 19, 2016

Legislative Counsel's Signature: [Signature]

Commissioner's Signature: [Signature]

Chief Financial Officer: [Signature]

Chief Information Officer Signature (for IT Procurements): [Signature]

12/23

Chief Procurement Officer Signature: Adam L. Smith

[Signature] 12/23/15

A RESOLUTION  
BY FINANCE/EXECUTIVE COMMITTEE

A RESOLUTION AUTHORIZING THE MAYOR TO ISSUE A TASK ORDER # 3 TO ARCADIS/BPA, A JOINT VENTURE, UNDER CONTRACT FC-7383A-ARCHITECTURAL, ENGINEERING AND DESIGN SERVICES, FOR CONSTRUCTION DOCUMENTS AND DESIGN DEVELOPMENT STANDARDS FOR THE RENOVATION OF FIVE BUILDINGS LOCATED AT 23 CLAIRE DRIVE ON BEHALF OF THE EXECUTIVE OFFICES- OFFICE OF ENTERPRISE ASSETS MANAGEMENT, IN AN AMOUNT NOT TO EXCEED SIXTY-EIGHT THOUSAND FOUR HUNDRED AND SEVENTY-EIGHT DOLLARS AND NO CENTS (\$68,478.00) , ALL WORK TO BE CHARGED TO AND PAID FROM ACCOUNTS LISTED; AND FOR OTHER PURPOSES.

FINANCIAL IMPACT: (if any)

Mayor's Staff Only

Received by CPO: \_\_\_\_\_ (date) Received by LC from CPO: \_\_\_\_\_ (date)

Received by Mayor's Office: \_\_\_\_\_ (date) Reviewed by: \_\_\_\_\_ (date)

Submitted to Council: \_\_\_\_\_ (date)

***Legislative White Paper***

**Committee of Purview:** Finance/Executive

**Caption:** A RESOLUTION BY  
FINANCE/EXECUTIVE COMMITTEE

A RESOLUTION AUTHORIZING THE MAYOR TO ISSUE A TASK ORDER # 3 TO ARCADIS/BPA, A JOINT VENTURE, UNDER CONTRACT FC-7383A-ARCHITECTURAL, ENGINEERING AND DESIGN SERVICES, FOR CONSTRUCTION DOCUMENTS AND DESIGN DEVELOPMENT STANDARDS FOR THE RENOVATION OF FIVE BUILDINGS LOCATED AT 23 CLAIRE DRIVE ON BEHALF OF THE EXECUTIVE OFFICES- OFFICE OF ENTERPRISE ASSETS MANAGEMENT, IN AN AMOUNT NOT TO EXCEED SIXTY-EIGHT THOUSAND FOUR HUNDRED AND SEVENTY-EIGHT DOLLARS AND NO CENTS (\$68,478.00) , ALL WORK TO BE CHARGED TO AND PAID FROM ACCOUNTS LISTED; AND FOR OTHER PURPOSES.

**Council Meeting Date:** January 19, 2016

**Legislation Title:** A task order to Arcadis/BPA, A Joint Venture for FC-7383-A, Architectural, Engineering and Design Services for construction documents and design development standards for the renovation of five buildings located at 23 Claire Drive.

**Requesting Dept.:** Office of Enterprise Assets Management

**Contract Type:** Professional Service

**Source Selection:** Sealed RFP

**Bids/Proposals Due:** October 8, 2014

**Invitations Issued:** 1274

**Number of Bids/  
Proposals Received:** 11

**Bidders/Proponents:** AECOM/ DHA, Joint Venture  
Arcadis /Brindley Pieters & Associates, Inc, Joint Venture  
Atlanta Services Group III, Joint Venture  
BGR2, Joint Venture  
Brown & Caldwell/Williams-Russell & Johnson Inc., Joint Venture

JP2, Joint Venture  
CH2M Hill Engineers/Rohadfox, Joint Venture  
Parsons Brinckerhoff/BenchMark, Joint Venture  
Parsons/RL Brown & Associates Inc., Joint Venture  
Sustainable Atlanta Infrastructure, Joint Venture  
Atlanta Infrastructure Design Group, Joint Venture

**Background:** Pursuant to Resolution 15-R-4032 Adopted by the Atlanta City Council on September 8, 2015 and approved by the Mayor on September 17, 2015.

The contract for FC-7383-B; Architectural, Engineering and Design Services, was executed on November 10, 2015.

**Source of Funds:** Infrastructure Bond Fund

**Fiscal Impact:** \$68,478.00

**Term of Contract:** Three (3) years with two (2) one (1) year renewal options.

**Method of Cost Recovery:** N/A

**Approvals:**

**DOF:**

**DOL:**

**Prepared By:** Carmen Anderson

**Contact Number:** 404-865-8993

**A RESOLUTION  
BY FINANCE/EXECUTIVE COMMITTEE**

**A RESOLUTION AUTHORIZING THE MAYOR TO ISSUE A TASK ORDER # 3 TO ARCADIS/BPA, A JOINT VENTURE, UNDER CONTRACT FC-7383A-ARCHITECTURAL, ENGINEERING AND DESIGN SERVICES, FOR CONSTRUCTION DOCUMENTS AND DESIGN DEVELOPMENT STANDARDS FOR THE RENOVATION OF FIVE BUILDINGS LOCATED AT 23 CLAIRE DRIVE ON BEHALF OF THE EXECUTIVE OFFICES- OFFICE OF ENTERPRISE ASSETS MANAGEMENT, IN AN AMOUNT NOT TO EXCEED SIXTY-EIGHT THOUSAND FOUR HUNDRED AND SEVENTY-EIGHT DOLLARS AND NO CENTS (\$68,478.00) , ALL WORK TO BE CHARGED TO AND PAID FROM ACCOUNTS LISTED; AND FOR OTHER PURPOSES.**

**WHEREAS**, the City of Atlanta (“City”) entered into FC-7383A Architectural, Engineering and Design Services (“Agreement”) with Arcadis/Brindley, Pieters & Associates, Inc., a Joint Venture (“Arcadis”) on behalf of the City pursuant to Resolution 15-R-4032 adopted by the Atlanta City Council on September 8, 2015 and approved by the Mayor on September 17, 2015; and

**WHEREAS**, Agreement was executed on November 10, 2015; and

**WHEREAS**, the term of the Agreement is for three (3) years with two (2) one (1) year renewal options to be exercised at the City’s sole discretion; and

**WHEREAS**, the City is in need of construction documents and design development standards for the renovation of five buildings located at 23 Claire Drive, Atlanta, GA as follows; (a) Fleet Maintenance Lakewood Avenue Building- Building 001- Service Building and Building 002 Warehouse and Offices; (b) Motor Services- Building 001- Technical Services Building and Building 002 Service Building; (c) Traffic Installation Building- Building 001- Sign and Markings Shop; and

**WHEREAS**, the preparation of the required construction documents and design development standards may be obtained from Arcadis/ BPA Joint through issuance of a Task Order under the Agreement; and

**WHEREAS**, the Director of Facilities Management recommends issuing a Task Order # 3 for preparation of construction documents and design development standards for the renovation of five buildings located at 23 Claire Drive, Atlanta, GA in an amount not to exceed Sixty-Eight Thousand Four Hundred and Seventy- Eight Dollars and No Cents (\$68,478.00).

**THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY RESOLVES**, that the Mayor, or his authorized designee, is authorized to issue a Task Order # 3 to Arcadis/BPA, A Joint Venture for FC-7383A, Architectural, Engineering and

Design Services for construction documents and design development standards for construction documents and design development standards for the renovation of five buildings located at 23 Claire Drive, Atlanta, GA as follows; (a) Fleet Maintenance Lakewood Avenue Building-Building 001- Service Building and Building 002 Warehouse and Offices; (b) Motor Services-Building 001-Technical Services Building and Building 002 Service Building; (c) Traffic Installation Building- Building 001- Sign and Markings Shop in an amount not to exceed Sixty-Eight Thousand Four Hundred and Seventy- Eight Dollars and No Cents (\$68,478.00).

**BE IT FURTHER RESOLVED**, that all contracted work will be charged to and paid from 3148 (Infrastructure Bond-OEAM) 040416 (EXE Capital Project) 5413002 (Building Improvement) 314822281 (OEAM Infrastructure Bond) 04112217 (Municipal Facilities) 1512000 (Accounting) Task 101.2.1

**BE IT FURTHER RESOLVED**, that Chief Procurement Officer, in consultation with the City Attorney, is hereby directed to prepare the appropriate documents for execution by the Mayor.

**BE IT FINALLY RESOLVED**, that the Task Order will not become binding upon the City, and the City will not incur no obligation or liability under it until it has been approved by the City Attorney as to form, executed by the Mayor, attested to by the Municipal Clerk, and delivered to the Contractor.

**Part II: Legislative White Paper:** (This portion of the Legislative Request Form will be shared with City Council members and staff)

**A. To be completed by Legislative Counsel:**

**Committee of Purview: Finance/Executive**

**Caption:**

**A RESOLUTION  
BY FINANCE/EXECUTIVE COMMITTEE**

**A RESOLUTION AUTHORIZING THE MAYOR TO ISSUE A TASK ORDER # 3 TO ARCADIS/BPA, A JOINT VENTURE, UNDER CONTRACT FC-7383A-ARCHITECTURAL, ENGINEERING AND DESIGN SERVICES, FOR CONSTRUCTION DOCUMENTS AND DESIGN DEVELOPMENT STANDARDS FOR THE RENOVATION OF FIVE BUILDINGS LOCATED AT 23 CLAIRE DRIVE ON BEHALF OF THE EXECUTIVE OFFICES- OFFICE OF ENTERPRISE ASSETS MANAGEMENT, IN AN AMOUNT NOT TO EXCEED SIXTY-EIGHT THOUSAND FOUR HUNDRED AND SEVENTY-EIGHT DOLLARS AND NO CENTS (\$68,478.00), ALL WORK TO BE CHARGED TO AND PAID FROM ACCOUNTS LISTED; AND FOR OTHER PURPOSES.**

**Council Meeting Date: January 19, 2016**

**Requesting Dept.: Office of Enterprise Assets Management**

**B. To be completed by the department:**

**1. Please provide a summary of the purpose of this legislation?** The City is seeking a task order for professional services to assist the City of Atlanta in the development of construction documents and design development standards for the renovation of five buildings located at 23 Claire Drive.

**2. Please provide background information regarding this legislation.**

Pursuant to Resolution 15-R-4032 Adopted by the Atlanta City Council on September 8, 2015 and approved by the Mayor on September 17, 2015.

The contract for FC-7383-B; Architectural, Engineering and Design Services, was executed on November 10, 2015.

**3. If Applicable/Known:**

**(a) Contract Type: Service**

- (b) **Source Selection:** Sealed RFP
  - (c) **Bids/Proposals Due:** October 8, 2014
  - (d) **Invitations Issued:** 1274
  - (e) **Proposals Received:** 11
  - (f) **Bidders/Proponents:** AECOM/ DHA, Joint Venture  
Arcadis /Brindley Pieters & Associates, Inc, Joint Venture  
Atlanta Services Group III, Joint Venture  
BGR2, Joint Venture  
Brown & Caldwell/Williams-Russell & Johnson Inc., Joint Venture  
JP2, Joint Venture  
CH2M Hill Engineers/Rohadfox, Joint Venture  
Parsons Brinckerhoff/BenchMark, Joint Venture  
Parsons/RL Brown & Associates Inc., Joint Venture  
Sustainable Atlanta Infrastructure, Joint Venture  
Atlanta Infrastructure Design Group, Joint Venture
  - (h) **Term of Contract:** Three (3) years with two (2) one (1) year renewal options
4. **Fund Account Center:** 3148 (Infrastructure Bond-OEAM) 040416 (EXE Capital Project) 5413002 (Building Improvement) 314822281 (OEAM Infrastructure Bond) 04112217 (Municipal Facilities) 1512000 (Accounting) Task 101.2.1

5. **Source of Funds:** Infrastructure Bond Fund

6. **Fiscal Impact:** \$68,478.00

**This Legislative Request Form Was Prepared By: Carmen Anderson**

DEPARTMENT OF PROCUREMENT  
LEGISLATION SUMMARY

TO: (FINANCE/EXECUTIVE)

**CAPTION**  
**A RESOLUTION**  
**BY FINANCE/EXECUTIVE COMMITTEE**

**A RESOLUTION AUTHORIZING THE MAYOR TO ISSUE A TASK ORDER # 3 TO ARCADIS/BPA, A JOINT VENTURE, UNDER CONTRACT FC-7383A-ARCHITECTURAL, ENGINEERING AND DESIGN SERVICES, FOR CONSTRUCTION DOCUMENTS AND DESIGN DEVELOPMENT STANDARDS FOR THE RENOVATION OF FIVE BUILDINGS LOCATED AT 23 CLAIRE DRIVE ON BEHALF OF THE EXECUTIVE OFFICES- OFFICE OF ENTERPRISE ASSETS MANAGEMENT, IN AN AMOUNT NOT TO EXCEED SIXTY-EIGHT THOUSAND FOUR HUNDRED AND SEVENTY-EIGHT DOLLARS AND NO CENTS (\$68,478.00) , ALL WORK TO BE CHARGED TO AND PAID FROM ACCOUNTS LISTED; AND FOR OTHER PURPOSES.**

**Committee Meeting Date:** January 12-13, 2016

**Council Meeting Date:** January 19, 2016

**Legislation Title:** Task order for construction documents and design development standards for the renovation of five buildings located at 23 Claire Drive.

**Requesting Dept.:** Executive Offices-Office of Enterprise Assets Management

**Contract Type:** Professional Services

**Awardees:** Arcadis/BPA, Joint Venture

**Source Selection:** Sealed RFP

**Proposals Due:** October 8, 2014

**Invitations Mailed:** 1274

**Proposals Received:** 11

**Proponents:** AECOM/ DHA, Joint Venture  
Arcadis /Brindley Pieters & Associates, Inc, Joint Venture  
Atlanta Services Group III, Joint Venture  
BGR2, Joint Venture  
Brown & Caldwell/Williams-Russell & Johnson Inc., Joint Venture  
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Parsons/RL Brown & Associates Inc., Joint Venture  
Sustainable Atlanta Infrastructure, Joint Venture  
Atlanta Infrastructure Design Group, Joint Venture

**Estimated Value:** \$68,478.00



**Scope Summary:** The City is seeking a task order for professional services to assist the City of Atlanta in the development of construction documents and design development standards for the renovation of five buildings located at 23 Claire Drive.

**Background:** Pursuant to Resolution 15-R-4032 Adopted by the Atlanta City Council on September 8, 2015 and approved by the Mayor on September 17, 2015.

The contract for FC-7383-B; Architectural, Engineering and Design Services, was executed on November 10, 2015.

**Evaluation Team Composition:** N/A

**Term of Contract:** Three (3) years with two (2) one (1) year renewal options

**Fund Account Center:** 3148 (Infrastructure Bond-OEAM) 040416 (EXE Capital Project) 5413002 (Building Improvement) 314822281 (OEAM Infrastructure Bond) 04112217 (Municipal Facilities) 1512000 (Accounting) Task 101.2.1

**Prepared by:** Keith Brooks  
**Contact Number:** 404-865-8650



## Task Order Template – Traditional Design/Engineering

Agreement Number: FC-7383A Architectural Engineering and Design Services (“Agreement”)

Task Order Number: 3  
Claire Drive Renovations and ADA Compliance

Task Order Maximum Payment Amount: \$68,638  
The above referenced Task Order is made and entered into by and between the City of Atlanta (“CITY”), pursuant to the Agreement;

AND

**ARCADIS/BPA, A Joint Venture (“CONSULTANT”).**

This Task Order is made a part of the Agreement between the City and the Consultant, together with all attached exhibits made a part of this Task Order.

The period of performance/delivery date for this Task Order begins as of the Commencement Date, as defined in Attachment A.

Task Order Services to be Provided: Consultant shall perform all work related to this task order in accordance with the scope of services, specifications and the Consultant’s proposal attached and incorporated as Exhibit “A”.

Design Notice to Proceed: **TBD**

Phase I:	Design Validation and Site Documentation	1 Weeks from NTP
Phase II:	Design Development	2 Weeks from Phase II
Phase III:	Construction Document	2 Weeks from Phase III
Phase V:	Bid & Negotiation	T.B.D.
Phase VI:	Construction Administration Phase	3 Months

Key Task Order Personnel: Services Coordinator – **John Dean, P.E.**, – **Willie Smith, RA**

City Project Contact Information:  
**Glenn Cowart**  
Office of Enterprise Asset Management  
68 Mitchell Street, SW  
Suite 1225  
Atlanta, Georgia 30303  
Phone: 404.658.6056

Consultant Project Contact Information:  
**John Dean**  
ARCADIS/BPA A Joint Venture  
2410 Paces Ferry Road  
Suite 400  
Atlanta, Georgia 30339  
Phone: 770.431.8666

**Task Order Template – Traditional Design/Engineering**

Fax: 404.546.9390

Fax : 770.435.2666

E-Mail: GCowart@atlantaga.gov

E-Mail : John.Jones@arcadis-us.com

Task Order Terms for Expenses: At Cost

Task Order Billing and Payment Terms: Attached and incorporated as Exhibit “B”

City Invoicing Contact Information:

**Glen Cowart**

Office of Enterprise Asset Management

68 Mitchell St., SW, Suite 1225

Atlanta, Georgia 30303

Phone: 404.658.6056

Fax: 404.546.9390

E-Mail: GCowart@atlantaga.gov

Consultant Invoicing Contact Information:

**Debbie Barry**

ARCADIS/BPA A Joint Venture

2410 Paces Ferry Road, Suite 400

Suite 400

Atlanta, Georgia 30339

Phone: 770.384.6542

Fax: 770.435.2666

E-Mail: Debbie.Barry@arcadis-us.com

Estimated Labor Hours and Associated Fee for Task by Labor Category:

Labor Category	Home Office Rate	Estimated Home Office Hours per Category	Field Office Rate	Estimated Field Office Hours per Category	Total Estimated Fee per Category
Project Manager 4	\$205.00	10	\$168.00		\$2,050
Project Manager 3	\$186.00		\$157.00		
Project Manager 2	\$161.00		\$133.00		
Engineer 10	\$227.00		\$192.00		
Engineer 9	\$195.00		\$167.00		
Engineer 8	\$185.00		\$158.00		
Engineer 7	\$165.00		\$140.00		
Engineer 6	\$142.00		\$120.00		
Engineer 5	\$121.00	100	\$100.00		\$12,100
Engineer 4	\$109.00		\$90.00		
Engineer 3	\$94.00		\$75.00		
Designer 5	\$122.00		\$106.00		
Designer 4	\$105.00		\$88.00		
Designer 3	\$94.00	200	\$77.00		\$18,800
Scientist 8	\$193.00		\$169.00		
Scientist 7	\$158.00		\$140.00		
Scientist 6	\$135.00		\$124.00		

**Task Order Template – Traditional Design/Engineering**

Labor Category	Home Office Rate	Estimated Home Office Hours per Category	Field Office Rate	Estimated Field Office Hours per Category	Total Estimated Fee per Category
Scientist 5	\$113.00		\$104.00		
Surveyor, Land	\$141.00		\$125.00		
Survey Crew (2 person)	\$142.00		\$102.00		
CAD Technician 4	\$98.00		\$80.00		
CAD Technician 3	\$85.00		\$68.00		
Construction Manager	\$166.00		\$135.00		
Resident Engineer	\$142.00		\$115.00		
Senior Field Engineer	\$127.00		\$104.00		
Field Engineer	\$107.00		\$86.00		
Construction Inspector	\$95.00		\$74.00		
Land Acquisition Manager	\$126.00		\$102.00		
Appraiser Level V	\$143.00		\$144.00		
Appraiser Level IV	\$128.00		\$127.00		
Appraiser Level III	\$110.00		\$107.00		
Appraiser Level II	\$106.00		\$107.00		
Office Manager	\$90.00		\$76.00		
Administrative Assistant, Sr.	\$81.00	8	\$68.00		\$648
Administrative Assistant	\$63.00	8	\$50.00		\$504
Computer Aided Facility Management Systems Consultant Senior	\$163.00		\$129.00		
Landscape Architect, Principal	\$160.00		\$140.00		
Landscape Architect	\$130.00		\$113.00		
Landscape Designer	\$98.00		\$86.00		
Architect, Principal	\$167.00	8	\$140.00		\$1,336
Architect	\$141.00	160	\$125.00		\$22,560
Interior Designer	\$141.00	40	\$118.00		\$5,640
<b>Task Order Labor Totals</b>		<b>534</b>			<b>\$63,638</b>

Task Order Terms for Expenses: Expenses are estimated at \$5,000 and include: Printing (related to production, review and permitting; no bid set printing is included), and Travel. **Building Department initial design review Fees are included.** Expenses billed at cost.

Maximum Allowable Compensation \$68,638

Estimated MBE/WBE Summary:

**Task Order Template – Traditional Design/Engineering**

MBE/WBE Firms Utilized in Task Order: Harris + Smith (Architects)

Estimated MBE Percentage: 95.8%                      Amount: \$60,940

Estimated WBE Percentage: 0.0%                      Amount: \$0.0

Total Estimated MBE/WBE Percentage: 95.8%      Amount: \$60,940

Task Order Billing and Payment Terms: Monthly

City Invoicing Contact Information:

**Glen Cowart**

Office of Enterprise Asset Management

68 Mitchell Street, SW, Suite 1225

Atlanta, Georgia 30303

Phone: 404.658.6056

Fax: 404.546.9390

E-Mail: [GCowart@atlantaga.gov](mailto:GCowart@atlantaga.gov)

Consultant Invoicing Contact Information:

**Debbie Barry**

ARCADIS/BPA A Joint Venture

2410 Paces Ferry Road

Suite 400

Atlanta, Georgia 30339

Phone: 770.384.6542

Fax: 770.435.2666

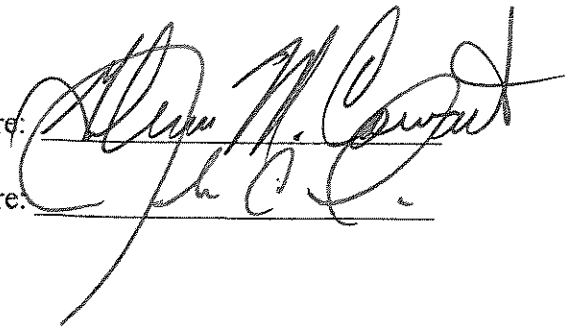
E-Mail: [Debbie.Barry@arcadis-us.com](mailto:Debbie.Barry@arcadis-us.com)

Attachments: Exhibit A – Scope of Work  
Exhibit B – Payment  
Attachment A (OEAM's S.O.W.)

Authorized Representatives and Signatures:

City of Atlanta Representative: **Glenn Cowart**

Signature:



Consultant Representative: **John Dean**

Signature:



Task	Task Name	Cmt Bgt (Y)	Budget	Commitments	Expenses	This Period's Costs	Total Costs (C+E)	Available Balance	% Completed	Original Budget
101	Municipal Facilities		12,412,582.74	2,898,714.75	174,082.97	17,312.97	3,172,797.72	9,240,185.02	1	0.00
+ 101.1	City Hall Tower		2,856,727.62	2,856,527.62	50,200.00	0.00	2,856,727.62	0.00	2	0.00
101.2	DPW Public Fac.		3,400,000.00	0.00	0.00	0.00	0.00	3,400,000.00		0.00
101.2.1	Claire Drive Sanita.		600,000.00	0.00	0.00	0.00	0.00	600,000.00		0.00
101.2.2	North Ave. Complex 1		500,000.00	0.00	0.00	0.00	0.00	500,000.00		0.00
101.2.3	North Ave. Complex 2		500,000.00	0.00	0.00	0.00	0.00	500,000.00		0.00
101.2.4	Claire Dr. Trans.		800,000.00	0.00	0.00	0.00	0.00	800,000.00		0.00
101.2.5	Clair Dr. Fleet		1,000,000.00	0.00	0.00	0.00	0.00	1,000,000.00		0.00
101.3	Municipal Ct Bridge		1,300,000.00	0.00	0.00	0.00	0.00	1,300,000.00		0.00
101.4	AWDA Repairs/Upgrade		1,300,000.00	116,482.13	123,882.97	17,312.97	249,365.10	1,059,634.90	10	0.00

**FINAL COUNCIL ACTION**  
 2<sup>nd</sup>  1<sup>st</sup> & 2<sup>nd</sup>  3<sup>rd</sup>  
 Readings  
 Consent  V Vote  RC Vote

Committee \_\_\_\_\_  
 Date \_\_\_\_\_  
 Chair \_\_\_\_\_  
 Referred To \_\_\_\_\_

(Do Not Write Above This Line)

A RESOLUTION  
 BY FINANCE/EXECUTIVE COMMITTEE

A RESOLUTION AUTHORIZING THE MAYOR TO  
 ISSUE A TASK ORDER # 3 TO ARCADIS/BPA, A  
 JOINT VENTURE, UNDER CONTRACT FC-7383A-  
 ARCHITECTURAL, ENGINEERING AND DESIGN  
 SERVICES, FOR CONSTRUCTION DOCUMENTS  
 AND DESIGN DEVELOPMENT STANDARDS FOR  
 THE RENOVATION OF FIVE BUILDINGS  
 LOCATED AT 23 CLAIRE DRIVE ON BEHALF OF  
 THE EXECUTIVE OFFICES- OFFICE OF  
 ENTERPRISE ASSETS MANAGEMENT, IN AN  
 AMOUNT NOT TO EXCEED SIXTY-EIGHT  
 THOUSAND FOUR HUNDRED AND SEVENTY-  
 EIGHT DOLLARS AND NO CENTS (\$68,478.00) ,  
 ALL WORK TO BE CHARGED TO AND PAID  
 FROM ACCOUNTS LISTED; AND FOR OTHER  
 PURPOSES.

Committee \_\_\_\_\_  
 Date \_\_\_\_\_  
 Chair \_\_\_\_\_  
 Action \_\_\_\_\_  
 Fav, Adv, Hold (see rev. side) \_\_\_\_\_  
 Other \_\_\_\_\_  
 Members \_\_\_\_\_  
 Refer To \_\_\_\_\_

Committee \_\_\_\_\_  
 Date \_\_\_\_\_  
 Chair \_\_\_\_\_  
 Action \_\_\_\_\_  
 Fav, Adv, Hold (see rev. side) \_\_\_\_\_  
 Other \_\_\_\_\_  
 Members \_\_\_\_\_  
 Refer To \_\_\_\_\_

CERTIFIED

- CONSENT REFER
- REGULAR REPORT REFER
- ADVERTISE & REFER
- 1<sup>ST</sup> ADOPT 2<sup>ND</sup> READ & REFER
- PERSONAL PAPER REFER

Committee \_\_\_\_\_  
 Date \_\_\_\_\_  
 Chair \_\_\_\_\_  
 Action \_\_\_\_\_  
 Fav, Adv, Hold (see rev. side) \_\_\_\_\_  
 Other \_\_\_\_\_  
 Members \_\_\_\_\_  
 Refer To \_\_\_\_\_

Committee \_\_\_\_\_  
 Date \_\_\_\_\_  
 Chair \_\_\_\_\_  
 Action \_\_\_\_\_  
 Fav, Adv, Hold (see rev. side) \_\_\_\_\_  
 Other \_\_\_\_\_  
 Members \_\_\_\_\_  
 Refer To \_\_\_\_\_

MAYOR'S ACTION

Date Referred \_\_\_\_\_  
 Referred To: \_\_\_\_\_  
 Date Referred \_\_\_\_\_  
 Referred To: \_\_\_\_\_

Date Referred: \_\_\_\_\_  
 Referred To: \_\_\_\_\_

Date Referred: \_\_\_\_\_  
 Referred To: \_\_\_\_\_