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| **PRE-QUALIFIED ON-CALL CONSULTANT LIST (PQOC LIST) FOR**  **WASTEWATER AND ENVIRONMENTAL ENGINEERING CONSULTANT SERVICES**  **TASK ORDER NO. \_\_\_ – [INSERT DESCRIPTION OF TOS HERE]**  **[INSERT CONSULTANT FIRM NAME HERE]**  **[INSERT CONTRACT # HERE]**  **SUB-TASK ORDER AUTHORIZATION FORM**  **(To Be Filled Out By PM**) |

|  |  |
| --- | --- |
| SUB-TASK ORDER NO. | DATE: |
| SUB-TASK ORDER TITLE: |  |
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| SCOPE OF WORK: | |
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| (Attach Supplemental Sheet(s), If More Space Is Needed) | |
| ESTIMATED DATE OF SUBTASK COMPLETION: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SUB-TASK ORDER TYPE AND COST CEILING:  (Check and Fill In $ Amount) |  | Lump Sum | $ | (See Note #1) |
|  |  | Cost Reimbursement | $ | (See Note #2) |

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| --- | --- | --- | --- |
| Prepared By: |  | Date: |  |

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| --- | --- | --- | --- |
| PM Approval: |  | Date: |  |

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| --- | --- | --- | --- |
| Contract Manager Approval: |  | Date: |  |

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| Deputy City Engineer Approval: |  | Date: |  |

Note #1: If the lump sum proposal is with a payment schedule, please attach with this request.

Note #2: If the cost proposal is on a cost reimbursement basis, billing rates must be approved and copies of time sheets must be submitted with the invoice.

cc :Project Manager, Contract Manager, Master File