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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**) |

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| 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:  |       |

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| --- | --- | --- | --- | --- |
| 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