

ENGINEERING SERVICES AGREEMENTS

MINOR AGREEMENTS – UNDER \$20,000

<i>Project</i>		
<i>Work Location</i>		
<i>Consultant</i>		
DATE	ITEM	ACTION
	Consultant invitation	Agrmnt Admin
	Consultant selection report	Agrmnt Admin
	Letter to unsuccessful firms	Agrmnt Admin
	Letter to firm for negotiation meeting	Agrmnt Admin
	Technical review	Agrmnt Admin
	Pre-award cost review	Agrmnt Admin
	Agreement transmitted to consultant	Agrmnt Admin
	Agreement approval	Director/Manager/Supervisor
	Notice to Proceed	Agrmnt Admin
<i>Date work to be started:</i>		
<i>Agreement completion date:</i>		