

PAVILION CENTRAL SCHOOL DISTRICT

REQUEST FOR PROPOSALS

FOR

ARCHITECTURAL/ENGINEERING SERVICES

PAVILION CENTRAL SCHOOL DISTRICT
7014 BIG TREE ROAD
PAVILION, NY 14525
(585)584-1013

NOTICE TO PROPOSERS

1. The Board of Education of the Pavilion Central School District invites the submission of proposals on the following:

Title:

ARCHITECTURAL/ENGINEERING SERVICES

RFP Submission Deadline:

Wednesday, January 10, 2024 at 3:00 PM

2. Specifications and all other proposal documents may be obtained at the Business Office, 7014 Big Tree Road, Pavilion, NY 14525.
3. All sealed proposals must be clearly marked "Proposal for Architectural/Engineering Services" and must be delivered to the Business Office prior to the Submission Deadline, as stated above, at which time they will be collected & internally evaluated. The proposer assumes the risk of any delay in the mail. RFP's received after the RFP Submission Deadline will be returned unopened.
4. All proposals shall be prepared in accordance with the instructions in the attached RFP to receive consideration.
5. The Board of Education reserves the right to reject any or all RFP's, or to waive any irregularities or defects in any proposal, should it deem it to be in the best interest of the School District to do so. Any RFP submitted will be binding for 60 days beyond the RFP Submission Deadline.
6. The selected proposer will be required to agree to and sign a formal written contract between the District and the Proposer. Provisions of this RFP and the contents of the successful response will be used to establish final contractual obligations. It is understood that this RFP and the Respondent's proposal shall be attached and included by reference in the contract signed by the District and the successful Proposer. The District retains the option of canceling the award if the successful Proposer fails to timely accept such award.
7. The Board reserves the right to negotiate with all Proposers and to enter into a contract for services with the Proposer on terms and conditions that are in the District's best interests.
8. In the event negotiated changes occur after the awarding of the contract, the same pricing policies called for in the original contract will remain in effect.

Standard Contract Clauses:

The successful Proposer will be required to enter into a written agreement for services that incorporates the terms and conditions of this RFP, including the following minimum terms and conditions. The submission of a response to this RFP indicates the Proposer agrees to the following terms and conditions for professional services. The District reserves the right to include additional provisions in the final agreement with the successful Proposer and to make changes to the following clauses and/or any proposed Contract.

A. Compliance with Law and Standard Practices:

The Proposer shall perform its obligations hereunder in compliance with any and all applicable federal, state and local laws, rules, and regulations, including applicable licensing requirements.

B. Statutory Compliance:

The Proposer covenants and agrees to comply in all respects with all federal, state and local laws, rules and regulations regarding services for municipal corporations including but not limited to Workers' Compensation and Employers' Liability Insurance, hours of employment, wages and human rights.

C. Assignment or Subletting of Contract:

The Proposer may not assign, transfer, convey, subcontract or otherwise dispose of this Agreement or its responsibility to perform under this Agreement or its right, title or interest in and/or to the same, nor any monies which are or will become due on and payable to it thereunder, nor the power to execute such Agreement to any other person or corporation without the prior express written consent of the District, which may be withheld.

D. Indemnification:

To the fullest extent permitted by law, Contractor agrees to indemnify, defend and hold harmless Owner, its officers, employees and agents ("Owner"), from and against any and all suits, actions, liabilities, damages, professional fees, including attorneys' fees, costs, court costs, expenses, disbursements or claims of any kind or nature for injury to or death of any person or damage to any property (including loss of use thereof) arising out of or in connection with the performance of the Work of the Contractor, its agents, servants, subcontractors or employees, or the use by Contractor, its agents, servants, subcontractors or employees, of any premises or facilities, or part thereof, of the Owner. This agreement to indemnify applies in the event of liability imposed against the Owner without any negligence or fault on the part of the Owner and solely by reason of statute, operation of law or otherwise. In the event any negligence or fault is assigned or apportioned to the Owner, this agreement specifically includes partial indemnity of Owner, but limited to any liability imposed over and above that percentage attributed to the Owner.

E. Contract Modifications:

This Agreement represents the entire and integrated agreement between the District and the Proposer and supersedes all prior negotiations, representations or agreements, either written or oral. This agreement may be amended only by written instrument signed by both the District and the Proposer. All verbal clarifications, changes, or modifications of the scope or details in the work are to be followed up with written verification and agreement by both parties. The District reserves the right of final interpretation of any clarifications or

modifications relative to the Agreement.

F. Severability:

If any term or provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby, and every term and provision of this Agreement not held to be invalid or unenforceable shall be valid and enforced to the fullest extent permitted by law.

G. Conflict of Interest:

The Proposer hereby covenants and agrees that no member of the Board of Education or other District officer or employee prohibited by law to be interested in this Agreement will directly or indirectly benefit therefrom.

H. Independent Contractors:

The Contractor shall be an independent contractor and shall have no other relationship to the District. Neither party shall have or hold itself out as having the right or authority to bind or create liability for the other by its intentional or negligent act or omission, or to make any contract or otherwise assume any obligation or responsibility in the name of or on behalf of the other party.

I. Governing Law:

This Agreement shall be construed and interpreted at all times in accordance with and governed by the laws of the State of New York without reference to conflict of laws rules. Any claims or causes of action arising out of or in connection with this Agreement shall be commenced in Genesee County Supreme Court of the State of New York, and both parties agree to the jurisdiction of this court.

J. Compliance with District Regulations:

The Contractor shall cause all persons performing work pursuant to this Agreement to comply with all, District policies, rules and instructions by District staff pertaining to conduct and building regulations issued by the District. All such persons shall wear readily visible identification that is satisfactory to the District. The District may promulgate and modify from time to time rules and regulations relating to conduct as the District, in its sole discretion, may determine, and the Proposer shall cause all persons performing work for the District to comply with them.

K. Confidential Information.

The Contractor shall itself, and shall also cause all such persons providing services under this Agreement to preserve and protect all confidential information of the District to which they may have access during the performance of work under this Agreement.

PAVILION CENTRAL SCHOOL DISTRICT REQUEST FOR PROPOSALS

A. General Information

The Pavilion Central School District (the District) is requesting proposals from qualified agencies for Architectural/Engineering Services.

There is no expressed or implied obligation for the Pavilion Central School District to reimburse responding agencies for any expenses incurred in preparing proposals in response to this request.

An appointment and on-site inspection may be scheduled by any agency interested in submitting a proposal to answer questions about the services to be rendered. Any inquiries concerning the request for proposals should be addressed to Donald Childs, Business Official.

B. Description of the School District

The Pavilion Central School District is located in the Genesee Valley region of New York State. The District encompasses 77 square miles and provides quality educational services to over 650 students in grades Pre-Kindergarten through Grade 12, in buildings on two separate campuses. The District operates and maintains its own transportation, food service, and maintenance programs. The District's fiscal year begins on July 1 and ends on June 30.

The District has a seven (7) member Board of Education.

C. Project Background & Information

The Pavilion Central School District has two main education facilities, D.B. Bunce Elementary School & Pavilion Junior-Senior High School, totaling 275,880 square feet of education space.

In December 1998, a successful referendum provided funding for the renovation and expansion of the Intermediate/Secondary and the Primary School. Since then three projects, in 2009, 2013, and 2018 have been authorized and improvements performed based on the District's building condition surveys & five-year plans.

The project size is expected to be in the 20-24 million-dollar range. The execution plan will be implemented through multiple independent & concurrent projects including Capital Improvement, Energy Performance, and Capital Outlay Exception funding streams.

The project will include, but is not limited to:

- Replacement of boiler plants (in both buildings), main condensate pumps, rooftop units, and steam traps.

- Renovation of media centers in both buildings, roofs, main office area at elementary school, and repair existing cupola on MHS and renovations throughout buildings as budget allows (cafeterias, gymnasium).

- Expansion and renovation of the CTE wing at the middle-high school.

- Upgrade fire alarm, clock/security system and PA system at MHS, upgrade theatrical lighting, sound and projection systems in the auditorium.

- Replacement of playgrounds.

D. Scope of Work

- 1 The Firm will perform professional design and construction related services at the direction of the District. The selected firm will be required to provide the following services including, but not limited to, architectural, engineering – civil, structural, mechanical, plumbing, hazardous materials and various design either through in-house staff or subcontractors. The services shall be provided in accordance with the Manual of Planning Standards by the New York State Education Department and the following:.
- 2 Provide complete and accurate architectural and engineering services as required for this Project.
- 3 Provide evaluations, analysis, recommendations, cost and time estimates, reports, feasibility studies for work as directed by the District.
- 4 Report weekly, both orally and in writing, to the District on progress, budgets, and schedule. Provide written minutes within a week after all meetings held with administrators, contractors and/or board of education members.
- 5 Establish contact and maintain liaisons as necessary with the New York State Education Department authorities as necessary.
- 6 Administer the construction bid and award process with the District.
- 7 Assist the District in establishing cost breakdowns and other controls with which to evaluate the responsiveness and completeness of construction bids received.
- 8 Establish a system of controls requiring specific performance of Contractors and Vendors which will anticipate by way of adequate reporting and documentation, the means to expeditiously resolve disputes, delays and change orders.
- 9 Study local labor market conditions and construction materials as they affect design choices and construction costs; establish a liaison with area Contractors and encourage their participation in bidding.
- 10 Review and make recommendations to award contract to successful bidders.

E. Anticipated Project Schedule and & Key Milestone Dates

January 2024:	Hire Architect & Engineering Firm
Fall 2024:	Board of Education Resolutions to proceed to Vote.
Summer 2025:	Preparation of Construction Documents for submission to SED for review.
Winter 2024-25:	Procure SED approval & proceed to Bid.
Spring 2025:	Solicit Bids & Award Contracts.
Summer 2025:	Construction Commencement Phase 1
Summer 2026:	Construction Commencement Phase
2 Fall 2026:	Substantial Completion.
Winter 2026:	Final Completion.

F. Criteria for Evaluating Proposals:

The District's School Business Official will receive all proposals. District administration will review the proposals received and will evaluate them, using the criteria listed below.

The District reserves its right to examine any other criteria and take the same under consideration and to reject any firm or proposals despite its compliance with these criteria if it determines that to do so would be in its best interests.

- Qualifications and experience of the Firm and other key personnel to be involved in the Project.
- Knowledge of and experience with N.Y.S. Education Department procedures regarding construction projects and other state and federal laws affecting the operations of public school districts.
- Recommendations from other school districts.
- Extent of services offered, and depth and extent of overall resources that can be put to use by the District.
- Location/Proximity to the District will be considered.
- District's evaluation of the proposal and of the best interests of the District
- District's evaluation of the Firm's record of performance on similar projects
- Fee Structure for demolition Project, as well as for other architectural/engineering services that may be requested by the District.

The District reserves the right to reject any and all proposals submitted, to request additional information from all proposers, and to negotiate with one or more of the finalists regarding the terms of the engagement. The District intends to select the firm(s) that, in its opinion, best meets the District's needs.

G. Submission of Proposals

Proposal Format:

Proposal Format

- a. Title Page showing that the proposal is for architectural/engineering services; the Firm's name, and the name, title, address and telephone number of a contact person, and the date of the proposal.
 - b. Table of Contents
 - c. Information described in the Technical Proposal Section as outlined below
 - d. Compliance with Insurance requirements
1. Inquiries concerning the Request for Proposals and the subject of the Requests for Proposals should be only sent by email.
 2. Each proposal must be submitted in a sealed envelope, plainly marked on the outside as "RFP for Architectural/Engineering Services - 2024." Please submit three (3) copies of your proposal.

3. Responses must be received on or before **3:00 PM on January 10, 2024**. The Firm may either mail (via USPS, UPS or Fed Ex), or deliver in person the proposal to:

Pavilion Central School District
c/o Donald Childs, School Business Official
7014 Big Tree Road
Pavilion, New York 14525

4. Proposals received after the specified time and date may not be considered at the discretion of the District. The District reserves the right to reject any or all proposals and to waive any or all informalities or irregularities as it deems in the best interest of the District.

Technical Proposal:

Section I: Company Profile/Financials

This section should state the size of your firm, the type of firm (i.e. General Contractor/Construction Manager, Architect/Engineer, Construction Manager only), firm background, the location of the office that will perform the work on this project. Please provide detailed information regarding the financial background of the Firm and any subcontractors included in the proposal, including, but not limited to financial statements, annual reports and the like covering the most recent two fiscal years.

Section II: Experience

Submit a letter of interest, a general introduction, background description of your firm, and type of services provided including contact name, address, phone number, email address of contact person. Also, include the same information for the Principal and Architect of Record if different than above. List experience of each in regard to school construction projects of similar nature and scope.

Provide a general list of K-12 projects completed in the past ten years – minimum of 10 projects.

List of school district clients to whom services were provided in the 2021-2022 school year and the 2022-2023 school year.

Provide a detailed list of your Firm's experience with K-12 school projects Include Owner's name, contact's name, title and phone number, e-mail address, a brief description, contract amount, and completion date. Please limit experience to last five years.

Provide a list of all New York State educational organizations that the company belongs to or supports.

If there are subcontractors, please provide similar information as requested above.

Please provide a list of current clients.

Please provide a description of your approach to this type of Project.

Section III: Staff Capability

Please provide a detailed list of your Firm's in-house disciplines versus hired consultants and/or subcontractors. Please submit an organizational chart reflecting key staff to perform this Project, including resumes. Please indicate whether engineering work will be handled in-house or independently. If an independent firm is to be used, please identify the firm and individuals involved along with their experience. Please provide a list of those individuals in the Firm with expertise in New York State public school construction that will be directly involved

with the District and whose participation will be contractually committed to the District. Include a resume that includes information without limitation such as (1) years of experience in New York State public school construction; (2) educational background; (3) the date the person began working for the Firm; and (4) their experience in designing NYS public school construction projects.

Section IV: References

Provide references who may be contacted about the projects requested above/Section II. Provide individual references for Project Manager and Project Superintendents listed on Organizational Chart (optional).

Section V: Proposed Company Services

Provide detailed Summary of Services your company proposing to the District.

Section VI: Insurance

Include an Insurance Certificate to verify your firm's ability to provide the following limits of liability during the project:

A. Worker's Compensation

- 1. State: New York**
- 2. Applicable Federal**
- 3. Employer's Liability: \$100,000**

B. Comprehensive General Liability (including Premises-Operation, Contractor's Protection, Products and Completed Operations, Broad Form Property Damage):

1. Bodily Injury:

\$1,000,000 – Each Occurrence.
\$1,000,000 – Annual Aggregate, Products and Completed Operations.

2. Property Damage:

\$1,000,000 – Each Occurrence.
\$1,000,000 – Annual Aggregate.

3. Personal Injury:

\$1,000,000 – Annual Aggregate.

C. Professional Liability Policy with coverage of \$5,000,000 as a minimum

D. Comprehensive Automobile Liability:

1. Bodily Injury:

\$1,000,000 – Each Person.
\$1,000,000 – Each Accident.

2. Property Damage:

\$1,000,000 – Each Occurrence.

E. Umbrella Policy with limit of liability of \$5,000,000 as a minimum.

The firm selected shall provide the Owner with certificates verifying the existence of the above referenced policies and limits. Said certificate shall specifically state that the Owner, its officers, employees and assigns shall be named as additional insured parties.

Section VII: executed copies of Appendix A (Non Collusive Bidding/Proposal Certification), B (Iran Divestment Act Certification), C (Sexual Harassment Policy/Training Certification), and D (Hourly Rate Schedule) as well as a completed W-9 Form.

Section VIII: Compensation: Please provide in a separate sealed envelope the following:

- a) Labeled "ARCHITECTURAL/ENGINEERING COMPENSATION"
- b) This section should include information on the compensation structure to be charged for services performed. The District reserves the right to award the contract as a whole to one architectural firm or to more than one firm as it best suits the needs of the Project.
 - i. Total Fee for architectural services
 - ii. Include additional information, if applicable, to start-up, close out and reimbursable costs (if not part of base fee).

TWO copies of a proposal must be received by the School Business Official, Donald Childs at 7014 Big Tree Road, Pavilion, New York 14525 by 3:00 PM on Wednesday, January 10, 2024.

Your firm may provide any additional information that will assist the District in the comparison of fees. Firms shall also note that **any and all** associated costs, including multipliers, are to be included in the above two fee components, so that the fee represents the complete total to be charged to the District.

The District reserves the right to reject any or all proposals submitted.

During the evaluation process, the District reserves the right, where it may serve the District's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the District, agencies submitting proposals may be requested to make oral presentations as part of the evaluation process. Interviews with selected agencies will be conducted on two evenings of **Wednesday, January 17** and **Thursday, January 18, 2024.**

The District reserves the right to retain all proposals. Submission of a proposal indicates acceptance of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Pavilion Central School District and the agency selected.

It is anticipated the selection of an agency will be completed by **January 22, 2024.** Following notification of the selected firm it is expected a contract will be executed between both parties effective **February 12, 2024 or sooner.**

APPENDIX A

NON-COLLUSIVE BIDDING/PROPOSAL CERTIFICATION

Section 103-d, General Municipal Law. Statement of non-collusion in bids and proposals to political subdivisions of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency, or official thereof where competitive bidding is required by statute, rule, regulation or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidders and affirmed by such bidder as true under the penalties of perjury,

- a. By submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer certifies, and in the case of any joint bid/proposal each party thereto certified as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
- 1 The prices in this bid/proposal have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with another bidder or with any competitor,
 - 2 Unless otherwise required by law, the prices which have been quoted in this bid/proposal have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder/proposer or to any competitor; and
 - 3 No attempt has been made or will be made by the bidder/proposer to induce any other person, partnership or corporation to submit or not to submit a bid/proposal for the purpose of restricting competition.
- b. Any bid/proposal shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided however, that if in any case the bidder/proposer shall so state and furnish with the bid/proposal a signed statement which sets forth in detail the reason therefor. Where (a) (1) (2) and (3) above have not been complied with, the bid/proposal shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid/proposal is made, or their designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that the bidder/proposer (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid/proposed, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

Any bid/proposal hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder/proposer for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation or local law, and where such bid contains the certification referred to in subdivision one of the section, shall be deemed to include the signing and submission of the bid and the inclusion as the act and deed of the corporation.

Signed _____ Title _____

APPENDIX B

IRAN DIVESTMENT ACT COMPLIANCE RIDER

The Iran Divestment Act of 2012, effective as of April 12, 2012, is codified at State Finance Law ("SFL") §165-a and General Municipal Law ("GML") §103-g. The Iran Divestment Act, with certain exceptions, prohibits municipalities, including the District, from entering into contracts with persons engaged in investment activities in the energy sector of Iran. Pursuant to the terms set forth in SFL §165-a and GML

§103-g, a person engages in investment activities in the energy sector of Iran if:

- a. The person provides goods or services of twenty million dollars or more in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; or
- b. The person is a financial institution that extends twenty million dollars or more in credit to another person, for forty-five days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list created pursuant to paragraph (b) of subdivision three of Section 165-a of the SFL and maintained by the Commissioner of the Office of General Services.

Each bidder or proposer must certify that it is not on the list of entities engaged in investment activities in Iran created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the SFL. In any case where the bidder or proposer cannot certify that it is not on such list, the bidder or proposer shall so state and shall furnish with the bid or proposal a signed statement which sets forth in detail the reasons why such statement cannot be made. The District may award a bid to a bidder who cannot make the certificate on a case by case basis if:

1. The investment activities in Iran were made before the effective date of this section (i.e., April 12, 2012), the investment activities in Iran have not been expanded or renewed after the effective date of this section and the person has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
2. The District makes a determination that the goods or services are necessary for the District to perform its functions and that, absent an exemption, the District would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.
- 3.

A bid or proposal shall not be considered for award nor shall any award be made where the bidder or proposer fails to submit a signed and verified bidder's certification.

CERTIFICATION - IRAN DIVESTMENT ACT OF 2012

(This form must be signed and notarized, and submitted with bid)

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, added new provisions to the State Finance Law (SFL), §165-a and General Municipal Law (GML) §103-g effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law). Pursuant to SFL § 165 -a(3)(b) and GML §103-g, the initial list is expected to be issued no later than 120 days after the Act's effective date, at which time it will be posted on the OGS website.

By submitting a response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Proposer (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list. Additionally, Proposer is advised that once the list is posted on the OGS website, any Proposer seeking to enter into, renew or extend a Contract or assume the responsibility of a Contract awarded in response to the solicitation, must certify at the time the Contract is bid upon or a proposal submitted, or the contract is renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should District receive information that a person is in violation of the above-referenced certification, District will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

District reserves the right to reject any bid, proposal or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

Signature: _____ Date: _____

Affirmed to me this _____ day of _____, 202_____

APPENDIX D

Sexual Harassment Certification

In accordance with State Finance Law §138-l, which generally prohibits the School District from entering into contracts pursuant to the bid/RFP process with persons who fail to submit a certification affirming compliance with New York State Labor Law §201-g, the Proposer submits the following certification under the penalty of perjury:

By submission of this proposal, each proposer and each person signing on behalf of any proposer, certifies, and in the case of a joint bid/proposal each party thereto certifies as to its own organization, under penalty of perjury, that the proposer has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment training to all of its employees. Such policy shall, at a minimum, meet the requirements of Section 201-g of the NYS Labor Law.

Dated: _____, New York
_____, 202_____

Firm's Name

(Print Name)

(Signature)

Sworn to before me this _____

day of _____, 202_____

Notary Public

APPENDIX E

HOURLY RATE SCHEDULE

1	Principals	_____	\$_____	per hour
2	Partners	_____	\$_____	per hour
3	Senior Associates	_____	\$_____	per hour
4	Associates	_____	\$_____	per hour
5	Project Architect	_____	\$_____	per hour
6	Project Managers	_____	\$_____	per hour
7	Contract Administrators	_____	\$_____	per hour

List Anticipated Reimbursable Expenses:
