

additional services, should additional public meetings beyond those outlined in this phase be required.

Corridor Public Meetings	2 meetings
Businesses, Associations	2 meetings
Intergovernmental	2 meetings
LFUCG Council, Committees	2 meetings
Combined utilities	1 meetings

One-on-one or informal meetings with other corridor stakeholders such as LexTran, FCPS, utility providers and various local government service providers will also be expected as part of the general work effort, outside the “public meeting” format.

8. Schedule and Completion

Contract time for this project is 180 calendar days from the date of the Notice to Proceed. Within the proposal, the Consultant shall provide a schedule showing milestones, deliverables and the number of calendar days into the contract period that each milestone occurs.

9. Method of Invoice and Payment:

The Consultant may submit monthly invoices for basic services or rendered work, based upon the Consultant’s estimate of the portion of the total services actually completed during the billing period. Each invoice shall be accompanied by a breakdown of hours attributed to each company comprising the design team, for both the billing period and the cumulative project period. A monthly report (in digital format) and an invoice summary are to be submitted with each invoice. Specific project time sheets and other payroll information may be subject to reviews and audits by the LFUCG.

Regardless of the invoices submitted by the Consultant, the Division of Engineering shall not approve a greater percentage of payment than outlined in the following schedule, as based upon the completion schedule of the previous section:

Submission of preliminary concept drawings and plans	40%
Submission of draft final report and drawings	85%
Submission of final report and drawings	95%
Final public presentation	100%

10. Deliverables

- Five bound copies of the final report
- CD or flash drive with:
 - Any PowerPoint presentations created
 - Final report in Word format