**[\_\_\_Company Name\_\_\_]**

**Task Order No. #**

1. **Task Order Description**

[\_\_\_General Description of Services and Project\_\_\_]

[\_\_\_Reason for the Work/Task Order\_\_\_]

The Alameda CTC Project Manager shall ensure that this Task Order and any attachments are in compliance with the provisions of the Agreement and within the scope of the project and are necessary for the successful completion of the project, as well as that sufficient funding has been encumbered to pay for this work.

1. **Scope of Work**

Consultant shall provide [\_\_\_Task/Services\_\_\_] and shall provide all necessary equipment to perform this task.

Said services shall be completed in accordance with… or as directed by the Alameda CTC Project Manager.

The Alameda CTC will provide…

The Consultant shall comply with the State of California’s General Prevailing Wage Rate requirements in accordance with California Labor Code Section 1770 *et seq.*, and all Federal, State, and local laws and ordinances applicable to the work.

1. **Deliverables**

[\_\_\_Deliverables\_\_\_]

1. **Reports and/or Meetings**
   1. Consultant shall submit progress reports in accordance with Article II, Section B of the Agreement.
   2. The Consultant Project Manager shall meet with the Alameda CTC Project Manager as needed to discuss progress on the project(s).
2. **Period of Performance**

Work under this Task Order may begin upon execution of this task order and shall terminate on [\_\_\_Month Date, Year\_\_\_].

1. **Task Schedule**

Kick-off Meeting [\_\_\_Month Date, Year\_\_\_]

[\_\_\_Milestone/Activity\_\_\_] [\_\_\_Month Date, Year\_\_\_]

[\_\_\_Milestone/Activity\_\_\_] [\_\_\_Month Date, Year\_\_\_]

1. **Cost**
   1. Consultant will be paid for actual hours and direct expenses in accordance with Article I, Section A, Paragraph 3 and Appendix B (Project Cost Basis) of the Agreement and with the Task Order cost estimate which is attached and incorporated by reference. In no event shall Consultant incur any costs in excess of any budget amounts described in the Agreement.
   2. The total amount payable by Alameda CTC under this Task Order shall not exceed [\_\_\_Task Order $ Amount\_\_\_].
2. **Signatures**

IN WITNESS WHEREOF, this Task Order has been executed under the provisions of the Agreement between Alameda CTC and Consultant. By signature below, the parties hereto agree that all terms and conditions of this Task Order and the Agreement shall be in full force and effect. This Task Order may be executed by scanned and emailed signature, and a scanned and emailed signature shall constitute an original for all purposes.

|  |  |
| --- | --- |
| **Consultant:**  [\_\_\_Company Name\_\_\_]  By:  [\_\_\_Name\_\_\_] Date  [\_\_\_Title\_\_\_] | **Alameda Ctc:**  Alameda County Transportation Commission  By:  [\_\_\_Name\_\_\_] Date  Project Manager |
|  | Contract Compliance Review:  By:  Alameda CTC Contracting Officer Date |
|  |  |

File: Document Controls

Project Controls

# **Attachment A TASK ORDER COST BASIS**

Table A-1: Task Order Budget

|  |  |  |
| --- | --- | --- |
| **Task No.** | **Task Description** | **Task Budget** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| **Total** | |  |
| N**ote:** In no event shall Consultant incur any costs in excess of the task amounts or the total shown above, except as otherwise provided in a Task Order Amendment signed by both parties hereto. | | |

Table A-2: Consultant and Subconsultant Budget

|  |  |  |  |
| --- | --- | --- | --- |
| **Vendor** | **Tier** | **Certification** | **Vendor Budget** |
|  | Prime, Tier 1 or Tier 2 under [Subconsultant] | DBE LBE, SLBE and/or VSLBE |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | **TOTAL** | **$#,###,###** |
| **Note:** All vendors, regardless of tier, must be listed above and listed in Appendix B of the Agreement in order to be authorized to perform work and/or incur costs. In no event shall Consultant incur any costs in excess of the vendor amounts or the total shown above, except as otherwise provided in a Task Order Amendment signed by both parties hereto. | | | |

Table A-3: Consultant and Subconsultant Fixed Hourly Rate Schedule and Key Personnel

|  |  |  |
| --- | --- | --- |
| **Vendor Name** | **Personnel Name** | **Title and/or Role** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Note:** All personnel information must be listed above and listed in Appendix B of the Agreement in order to be authorized to perform work and/or incur costs. | | |

Table A-4: Consultant and Subconsultant Unit Costs Schedule

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Task No.** | **Vendor Name** | **Description** | **Quantity** | **Unit** | **Unit Price** | **Total** |
| 1 | Movement Counts, Inc. | 72-hour continuous midweek video average daily traffic (ADT) counts; 4 midweek locations (2 EB/2WB) @ $1,238 per location | 4 | Per Location | $1,238.00 | $4,952.00 |
| 2 | 123, LLC | Travel | -- | -- | Actual Costs | $1,000.00 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Notes:**   1. In no event shall Consultant incur any costs in excess of the total amounts shown above, except as otherwise provided in a Task Order Amendment signed by both parties hereto. 2. Actual costs shall be competitively priced and supported with documentation (e.g., invoice) and pre-approved by the Alameda CTC Project Manager. 3. List other direct cost items with estimated costs. Costs must be competitive in their respective industries and supported with appropriate documentation. 4. Items when incurred for the same purpose, in like circumstance, should not be included in any indirect cost pool or in the overhead rate. 5. Items such as special tooling will be reimbursed at actual cost with supporting documentation (invoice). 6. Items would be considered “tools of the trade” are not reimbursable as other direct cost. 7. Travel-related costs should be pre-approved by the Alameda CTC Project Manager. 8. If mileage is claimed, the rate should be properly supported by the Consultant’s calculation of its actual costs for company vehicles. In addition, the miles claimed should be supported by mileage logs and must not exceed the IRS-approved rate for the period. 9. If Consultant proposes rental costs for a vehicle, it must demonstrate that this is its standard procedure for all of its contracts and that it does not own any vehicles that could be used for the same purpose. | | | | | | |