

Each consultant has individual contract number.

Date TO/STO template is filled out

Either Overhead or Project-specific #'s

Contract #: 44808	Initiation Date: April 30, 2020	Charge Code #: 0000111111 Activity #: 602	TASK ORDER / STO #: CDM-110 <i>Be sure to use the Prime Consultant Initials with the Task #</i>
Purchase Order #: 000123456	Task Order Project Manager John Q. Public	AS-58 form approved? Yes	

A Purchase Order # is created for TO's/STO's. The # may change between TO and STO's.

VDOT Project Manager completes all header information.

Office of Public-Private Partnerships

Staff Augmentation Services 2016-2021 VDOT Contract period

Consultant Teams:

<u>Financial:</u>	Alvarez & Marsal:	<u>Business Management:</u>	CDM:	X	 VDOT Project Manager selects Consultant, checks box.
	Ernst & Young:		Ernst & Young:		
	PFM:		Lochner:		
	PFAL:		PFAL:		
	KPMG:		RSH:		
	Grant Thornton:				

Agency: VDOT: X Additional User: VA Department of Rail & Public Transportation and Office of Intermodal Planning & Investment may also utilize P3 contracts.

1. Project Background:

- a. VDOT is looking at alternatives to reducing travel and operating costs in the Magic Road corridor outside Hometown USA and has requested an analysis of the total system toll revenue for the Project under different alternative pricing schemes.

2. Objectives:

- a. This Task Order (TO) covers the time and costs associated with developing annual traffic and toll revenue estimates for the Project.

3. Description of Task Work, Deliverables and Schedule:

- a. Refinement of Magic Road Baseline Scenario - Update Magic Road scenario to reflect the increase requested by Hometown USA MPO.
- b. Refinement of the Apple Expressway Scenario (adjacent roadway) – Update Apple Expressway to reflect the changes approved by Hometown USA MPO Board in December 2019.
- c. Distance based tolling on Magic Road
 - i. \$1.00 per mile at peak with same differential between peak and off-peak;
 - ii. Both peak and off-peak rates capped at current maximum toll rates;
 - iii. Peak Pricing on Apple Expressway – Peak prices are 50% higher than updated Baseline, off-peak prices stay the same.

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iv. Magic Road and Apple Expressway – Combine scenarios 1 and 2.

- b. Proposed Schedule – Scenarios 1 and 2 are to completed and submitted to Project Manager by February 21, 2020.
- c. There will be bi-weekly conference calls established between CDM and the Project Manager until the deliverable has been submitted, as well as to accommodate any necessary review/comments/revisions to create the final deliverable. This TO will close on March 25, 2020.

Provide individual names & identify as Prime consultant (e.g. CDM) or Sub-consultant (e.g. C&M)

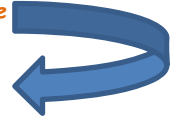
4. Task Order Budget:

Consultant completes this Table

<u>Position / Function</u>	<u>Hours</u>	<u>Fully Loaded Hourly Rates</u>	<u>Total Amount</u>
Expert Business Consultant(s) Names: Joe Jones, CDM	20	\$225.00	\$4,500.00
Expert Financial Consultant(s) Names: Allen McGregor, CDM	50	\$135.00	\$6,750.00
Task Manager(s) Names: Jenny Quaker, CDM; Thomas Baker, CDM	100	\$187.00	\$18,700.00
Task Specialist(s) Names: Amy Ford, Bob Parker, Sidney Black, C&M	1400	\$175.00	\$245,000.00
Technical Writer(s) Names: Angela Mayberry, CDM	12	\$125.00	\$1,500.00
Estimator(s) Names:	10	\$0.00	\$0.00
Scheduler(s) Names:	0	\$0.00	\$0.00
Administrative Assistant(s) Names: John Doe, CDM	150	\$95.00	\$18,000.00
Direct Non-Salary Expenses (e.g. travel, lodging, meals, etc.). <i>Describe briefly.</i> Notes: includes air fare for 3 for four meetings; lodging and meals as per VDOT Travel Policy			\$5,000
TOTAL HOURS and "NOT TO EXCEED" AMOUNT	1732		\$299,450.00



Consultant must provide brief description of exactly what Direct Non-Salary Expenses are going to be.



5. **Notes/Clarification on Table:** N/A



Room for additional explanation of the Table above. Can be bumped to next page if necessary.

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6. Supplemental Task Orders (only):

For STO's, complete this table to reflect the TO/STO numbers, the date of execution and the total amount.

For use when completing a Supplemental Task Order.



Task Order No.	Date Executed	Total Amount
N/A		
Cumulative Total		

Also for a series of STO's.

7. Additional Information:



This language is boiler plate and should not be altered. Any additional caveats that are project specific may be included, pending P3 CA and ASD agreement.

- a. If Consultants perform work prior to receiving the executed TO/STO, the Department may not reimburse the Consultants for that work.
- b. The Department will not issue any "early Notice to Proceed" direction to the Consultant prior to execution of the Task Order (or STO).
- c. If this is for a Supplemental Task Order (STO), please include a copy of the original TO and any subsequent STO's as an appendix. Also provide in the appendix a table that clearly indicates the difference in hours and dollar values.
- d. The "Not to Exceed" total dollar amount cannot be increased, or any change/increase in scope, dollar value, or deliverables without being documented in an executed STO.

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SIGNATORY APPROVALS:

1. **Prime Consultant** signatory approval:

Date:

After entering date, the Prime Consultant Point of Contact saves the final Word version of the document as a PDF.

***See next page for instructions to Complete Signatory Approvals.*

2. **Project Manager** signatory approval:

Date:

3. **P3 Contract Administrator** signatory approval:

Jacqueline H. Cromwell

Date:

4. **ASD Contract Office** signatory approval (if applicable):

Date:

5. **P3 Deputy Director signatory approval:**

Thomas Sherman

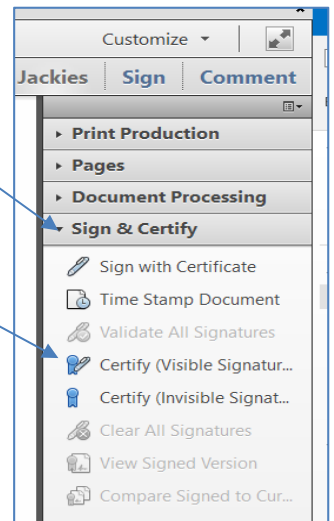
Date:

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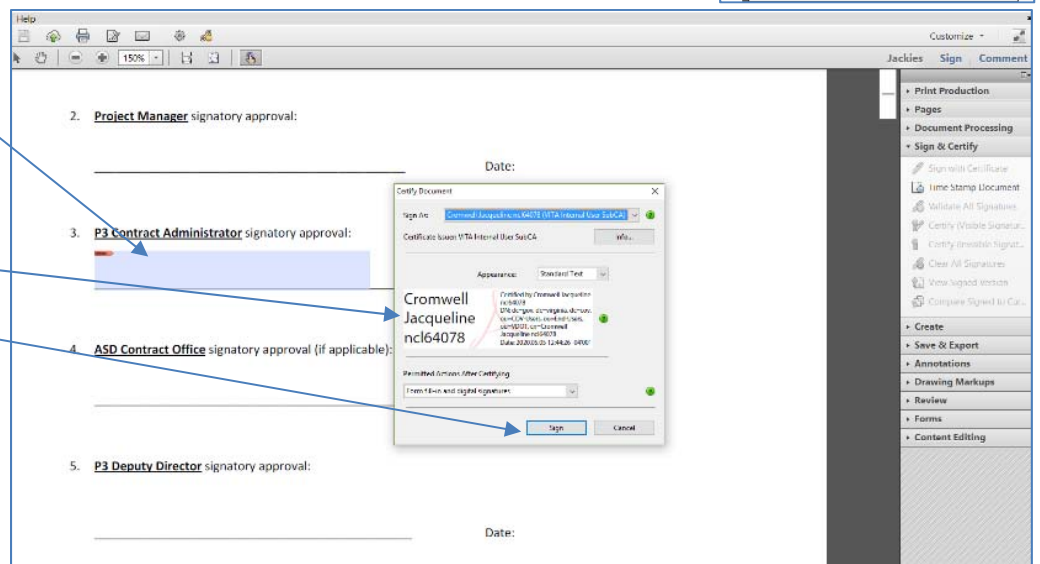
Instructions for Completing Signatory Approvals:

When the Prime Consultant, Project Manager, and P3 Contract Administrator have completed edits resulting in the final Task Order (or final Supplemental Task Order) the following steps occur to execute the document:

1. The Prime Consultant Point of Contact saves the document as a PDF.
2. Prime Consultant uses Adobe "Certified Visible Signature" (within Adobe tool "Sign & Certify").
3. Click on "Drag New Signature Rectangle" and place the box over appropriate signature line:



4. After creating the Signature Box, another box will pop up with your signature and validation criteria.
5. Click on "Sign" to insert your digital signature. (You may also elect to add the image of your signature through the same "Certify Document Box.")



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6. *The Prime Consultant saves the PDF and entitles it using the following protocol (i.e. CDM_Task-Order-110_05052020). Note: If a Supplemental Task Order (STO), the original TO must be attached along with the table showing the dollar value differences.*
7. *The Prime Consultant emails the PDF with Signature to the Project Manager.*
8. *The Project Manager repeats steps #1 - #6 above; emailing the saved PDF to the P3 Contract Administrator.*
9. *The P3 CA reviews and repeats steps #1-#6 above; P3 CA emails the saved PDF to the VDOT ASD Contract Officer (if necessary). Note: if reviews require edits, Prime Consultant will need to make them to the original Word version and repeat the steps above.*
10. *The VDOT ASD Contract Officer reviews and repeats steps #1 - #6 above; ASD CO emails the saved PDF to the P3 CA. Note: if reviews require edits, Prime Consultant will need to make them to the original Word version and repeat the steps above.*
11. *The P3 CA receives VDOT ASD CO approval and emails signed PDF to the P3 Deputy Director.*
12. *The P3 Deputy Director reviews and approves, repeating steps #1-#6 above. Deputy Director emails the saved executed PDF to the P3 CA.*
13. *The P3 CA emails saved executed PDF, with any attachments, to the P3 Business Analyst for filing and distribution to all parties.*