PROJECT INITIATION DIRECTIVE (PID) - EXHIBIT C-PID

- FPD Lead sends Tayler Ewald a PID request via Project Budget worksheet.
- Tayler saves CSA Workbook as *"CSA AE15-xxINVEST/CONST.xlsm"* in project folder "6-Contracts".
- Tayler completes PID and routes hard copy to FPD Director for signature.
- Tayler scans and saves signed PID as *"PID AE15-xxINVEST/CONST.pdf"* in project folder "6-Contracts".
- Tayler provides signed PID to FPD Lead.
- FPD Lead emails signed PID to A/E Consultant.

CONTINUING SERVICES AGREEMENT (CSA) - EXHIBIT D1

- FPD Lead completes CSA worksheet, prints and signs Exhibit D1.pdf.
- FPD Lead provides electronic or hard copy to Tayler for signature by FPD Director.
- Tayler saves Exhibit D1 as *"CSA AE15D1 Worksheet.pdf"* in project folder "6-Contracts".
- Tayler provides signed Exhibit D1 to FPD Lead.
- FPD Lead emails signed Exhibit D1 and CSA Workbook to Primary A/E Consultant.

CONTINUING SERVICES AGREEMENT (CSA) - EXHIBITS D2, D3, D-CSA

A/E CONSULTANT

- Primary A/E completes Exhibits D2, D3 & D-CSA.
- If there are sub-consultants, primary A/E exchanges CSA workbook with sub-consultant for completion. CSA Workbook allows up to 3 sub-consultants in SUB tabs of workbook.
- Primary A/E authorized signer prints, signs, and scans CSA contract.
- Primary A/E emails signed CSA contract pdf to FPD Lead.
- FPD Lead saves CSA contract in project folder, then reviews, prints, and signs.
- FPD Lead routes signed contract to Tayler for FPD Director and Budget Manager signatures.
- Tayler saves authorized contract *"CSA AE15-xxINVEST/CONST.pdf"* in project folder.
- Tayler emails A/E the CSA contract pdf and copies the FPD Lead.

ADDITIONAL SERVICES AGREEMENT (ASA) - EXHIBITS D2, D3, D-CSA

A/E CONSULTANT

- If additional services are required, the FPD Lead sends Tayler Ewald an ASA request via Project Budget worksheet.
- Tayler will create an ASA Workbook and name it *"ASA AE15-xxINVEST/CONST-xx.xlsx"*.
- The process is the same as the CSA process above. PID and CSA D1 worksheets are not required.

MONTHLY INVOICE COVER SHEET - EXHIBIT B1

A/E CONSULTANT

- Primary A/E will fill out Exhibit B1 and attach to each invoice emailed to Tayler.
- Exhibit B1 spreadsheet contains formulas. On first invoice, enter *"Current Invoice Amount(s)"*. On second invoice, enter *"Total Invoiced to Date"* in *"Previously Invoiced"*, then enter *"Current Invoice Amount"*.