

ATTACHMENT D

EXAMPLE WORK AUTHORIZATION

Date: January 1, 2013

The Administrative Office of the Courts (AOC) invites your proposal for conducting a Phase I Environmental Site Assessment (ESA) in compliance with current codes and standards at facilities located in Sample County. The requested services are described in Parts 1 and 2 of this Work Authorization. Please complete and sign Part 3, the Consultant's Proposal (CP) providing detailed not-to exceed-cost or a fixed firm fee in accordance with our Master Agreement. Please submit your proposal by email, no later than seven days from receipt of this Work Authorization. Please address your response to:

Pradip Desai
 Environmental Analyst
Pradip.Desai@jud.ca.gov
 (818) 558-3117

Please refer to the AOC reference number **CP 000** for all communications related to this request. Your proposal will be reviewed on the cost and scope of the work proposed.

PART 1: GENERAL INFORMATION

Request for Environmental Site Assessment		
County/City:		
Project Name/Courthouse Name:		
Building ID No. (if applicable):		
Services Requested:		
Reason For Request:		
Requested By/Date Needed*:		
Site One:		
	<u>Address(es)</u>	<u>APN(s)</u>
Property Contact/Phone:		
Special Instructions?		
Site Two:		
	<u>Address(es)</u>	<u>APN(s)</u>
Property Contact/Phone:		
Special Instructions?		

SPECIAL INSTRUCTIONS:

- 1) The point of contact at the AOC for further information is Pradip Desai (Pradip.desai@jud.ca.gov). Please copy Barbara Baerg (barbara.baerg@jud.ca.gov) on all correspondence.
- 2) Consultant to provide actual work schedule to AOC, prior to starting the project.

PART 2: REQUESTED SERVICES

1.	<input type="checkbox"/> General Consulting Support plus Estimated Hours
2.	<input type="checkbox"/> Negotiations Support – Detail to be provided
3.	<input type="checkbox"/> Due Diligence <ul style="list-style-type: none"> • Provide and/or coordinate due diligence related to specific transactions, including Phase I environmental site assessments, and other related due diligence activities. Consultant shall provide one DRAFT Phase I report (printed copy) plus one electronic copy, for AOC’s comments. Following receipt of the AOC’s comments, Consultant shall submit one printed and one electronic copy of a revised FINAL DRAFT report within thirty (30) days of receipt of AOC’s comments. • Provide compliance characterization and remedial activities for asbestos, lead based paint surveys, mold, PCBs, florescent light bulbs, underground vaults and storage tanks, radon gas and other hazardous materials. Conduct site walk through to verify the property boundaries and historic use of the property.
4.	<input type="checkbox"/> Operations and Management Support <ul style="list-style-type: none"> • Review existing permits and operations of the facility to assess actual or potential impacts to property acquisition.
5.	<input type="checkbox"/> Transactional Support – Detail to be provided

REQUESTED BY:

Pradip Desai, Environmental Analyst
 Office of Real Estate and Facilities Management
 Judicial Council of California, Administrative Office of the Courts
 2255 N. Ontario Street, Suite 200
 Burbank, CA 91504
 (818) 558-3117

Date _____

PART 3: CONSULTANT'S PROPOSAL

(To be completed by Consultant and returned to the AOC.)

1.	<input type="checkbox"/> General Consulting Support <ul style="list-style-type: none"> • Interact and strategize with the AOC Project Team for the purpose of: <ul style="list-style-type: none"> a. Providing support for and development of real property transfer strategies and procedures for implementing the strategies; b. Providing support for review/development of Memoranda of Understanding (MOUs) between the AOC and counties; and c. Developing standard templates for environmental due diligence reporting, property condition assessment reporting, etc. • Coordinate technical activities for this Work Authorization with other AOC activities at Court facilities. • Provide assistance, guidance, and review of overall policy development with help of AOC's extended transfer team members. 	Rate		
2.	<input type="checkbox"/> Negotiations Support <ul style="list-style-type: none"> • In conjunction with AOC's legal and business staff, review and provide input on draft documents, agreements and other documents, to assist in transfer process. Consultant shall provide such support. • Participate in internal AOC meetings, along with other AOC Consultants, to discuss court requirements and resulting strategy. Consultant will provide such support at facilities, with no travel, as meetings are in San Francisco or by conference call. 	Rate	Est. Hrs.	Amount
3.	<input type="checkbox"/> Due Diligence <ul style="list-style-type: none"> • Provide compliance characterization and remedial activities for asbestos, lead based paint surveys, mold, PCBs, florescent light bulbs, underground vaults and storage tanks, radon gas and other hazardous materials. As actual costs cannot be estimated at this time due to lack of site specifics, the Consultant shall provide a level-of-effort for initial site 	Rate	Est. Hrs.	Amount

	reconnaissance and inspection/sampling. <ul style="list-style-type: none"> • Conduct site surveys to determine the property boundaries and verification of historic use of the facility. • Other (please describe) Provide designated services as requested in the work authorization solicitation. 			
4.	<input type="checkbox"/> Operations and Management Support <ul style="list-style-type: none"> • Provide environmental and health safety & compliance support. As actual costs cannot be estimated at this time due to lack of site specifics, the Consultant shall provide a level-of-effort of sixteen (16) hours per facility, with no travel. Review existing permits and operations of the facility to access the actual or potential impact to the transfer. The Consultant shall provide a level-of-effort of eight (8) hours per facility, with no travel.	Rate	Est. Hrs.	Amount
Total Not to Exceed Amount or Firm Fixed Fee Amount:				

Time to complete: _____

Key Personnel List:

Consultant's Project Manager: _____

Other Key Personnel (list if applicable): _____

CONSULTANT: _____ (Consultant Name)

BY: _____
 [Signature of Authorized Agent of Consultant]

PRINTED NAME: _____

TITLE: _____

DATE: _____

Invoices Associated with this Work Authorization

If your firm is selected, please make sure you send all invoices to the following email address:

AOC_Environmental_Invoice@jud.ca.gov

In addition, please include the information listed below on a cover sheet with all invoices submitted. Invoices will not be approved without this information.

Date:

Project Name: **Proposed Main Facility – Add Site Name**

Consultant's Proposal **CP 000**

AOC PO Number: (Determined after contract award.)

Consultant's Invoice Number:

Project Manager/Contact Person:

Original Firm Fixed Fee (FFF) Amount from Consultant's Proposal: \$0.00

Approved Amendments (please itemize):

- Amendment 1 \$0.00

- Amendment 2 \$0.00

Total FFF Amount including all amendments: \$0.00

Number of Invoices Submitted to Date: 00

Total Amount Billed to Date \$0.00

Amount Included in Current Invoice \$0.00

Total Amount Remaining After Current Invoice \$0.00

Please remit payment to:

Consultant's Company Name

Attention (name of contact for account related issues)

Address

City, State Zip

Phone

Fax

END OF ATTACHMENT D