

**Continuing Services Contract Design Task Work Order**  
**Administration and Management**

1. The District will issue a Notice to Proceed to the Consultant.
2. For each phase submittal:
  - a) The Consultant will develop and submit to the Local Agency for review.
  - b) The Local Agency will review the submittal and provide comments back to the Consultant, which the Consultant will address. (Local Agency review time - 2 weeks)
  - c) Once the submittal is accepted by the Local Agency, the Local Agency will provide the submittal to the District for review.
  - d) The District will review the submittal. (Review time = 4 weeks for Class A, B, or C projects; Class D projects = 2 weeks.) If there are any review comments:
    - i. The District will provide comments to the Local Agency.
    - ii. The Local Agency will review and provide comments to the Consultant, as applicable. The Consultant will provide comment responses to the Local Agency, which the Local Agency will review for concurrence and then provide to the District. (Comment-response coordination - 2 weeks)
    - iii. The District will review comment responses. (Review time - 2 weeks)
    - iv. Once all District comments are satisfactorily addressed, the submittal will be considered as accepted by the Local Agency/District and the Consultant will continue with design on the next phase submittal.
3. The review process described in Step 2 will continue until the Final Construction Package Submittal is accepted by the District.
4. If clarifications are needed between submittals, the Consultant will coordinate with Local Agency and District until all concerns are clarified.