Exhibit C

Work Order Assignment Process

Project and Construction Budget (if applicable) identified

PM issues Work Order Request and instructs Consultant to schedule Scoping Meeting

7 DAYS

Consultant conducts Scoping Meeting to develop a Scoping Meeting Report

7 DAYS

15 DAYS

7 DAYS

(IF REQUIRED) Consultant firm submits additional information request and PM responds.

Consultant submits Scoping Meeting Report for review by PM utilizing template provided in Exhibit D

5 DAYS

AGREE

DISAGREE

If cost estimate exceeds budget

PM submits a budget request to Admin

DENIED

APPROVED

If cost estimate meets or is below budget

Proposal is < $100K(*)

Proposal is > $100K (*)

Approved WOA

Prepare commission agenda item for WOA approval

Commission Approved

Commission Denied

Attachments:
• Scoping Meeting Report
• Approvals
• Start Date

Work Order issued by City

A.
Direct consultant to resubmit.

OR

B.
Request reassignment to next consultant.

OR

C.
If proposal is > CCNA threshold for Continuing Contracts, advertise for services.
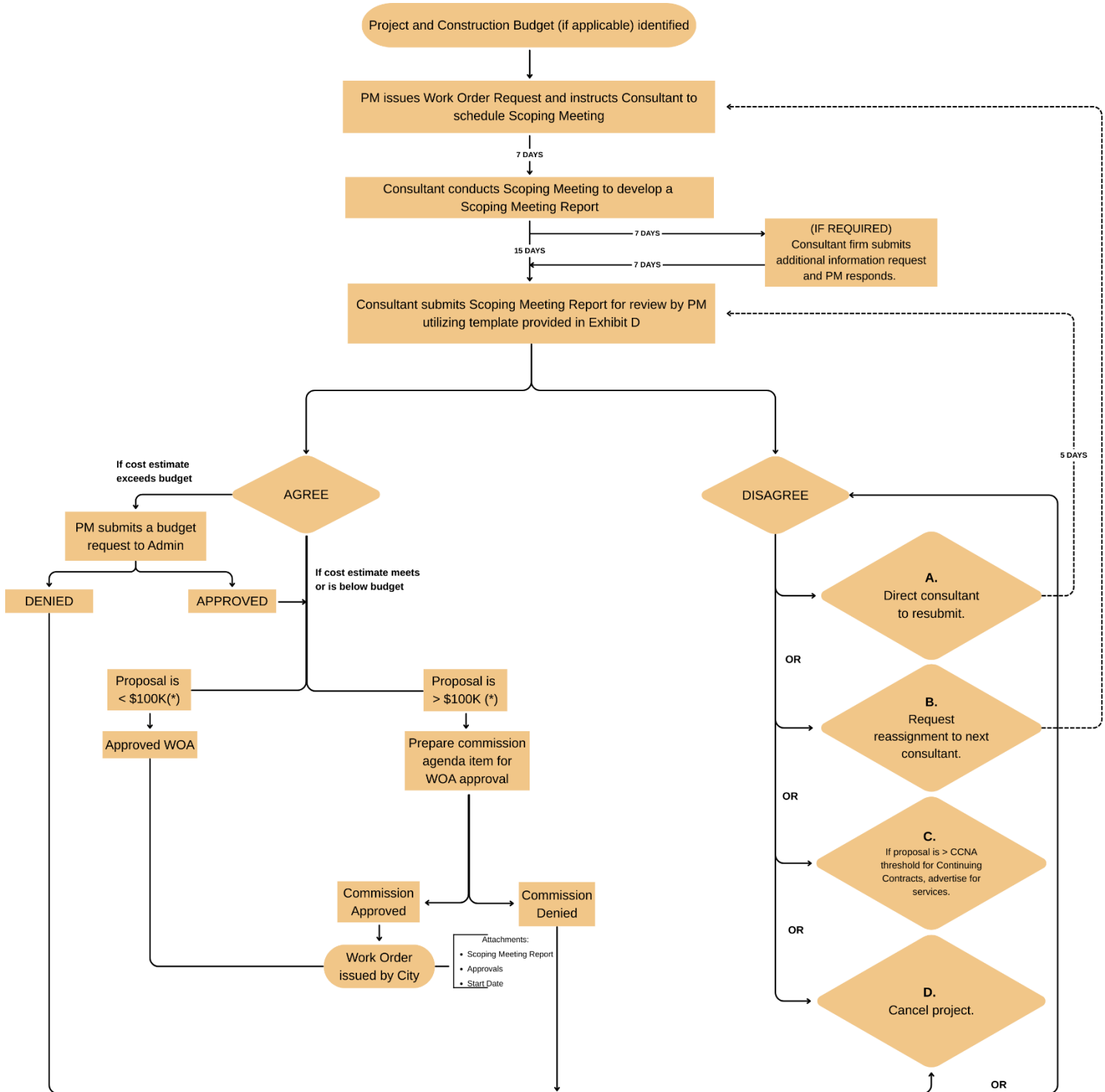
OR

D.
Cancel project.

OR

OR

*Note: The thresholds for Commission Approval are referenced from Chapter 35 of the City's Procurement Code of ordinances and are subject to change