

**ADDENDUM No. 1**  
**Request for Proposals**  
**Preliminary Engineering and Right-of-Way Services**  
**for the**  
**Covelo SR 162 Corridor Multipurpose Trail**  
**In Mendocino County**

The following changes will be made to the RFP as Addendum No. 1.

Replace Section III Scope of Work (pages 6 – 19) in the original RFP with the attached revised Section III Scope of Work.

James Sookne, Project Manager  
Mendocino Council of Governments  
sooknej@dow-associates.com  
Dated 2-22-16

### III. SCOPE OF WORK

#### Work Objectives

The consultant shall demonstrate knowledge and experience in obtaining regulatory permits, developing CEQA and NEPA documents, designing and engineering a Class I trail as defined by the California Department of Transportation (Caltrans) in Chapter 1000 of the Highway Design Manual, and right-of-way acquisition. This includes, but is not limited to, work necessary to:

- Prepare documents to support the approval of CEQA and NEPA documents
- Address regulatory and permit requirements, including mitigation and monitoring
- Develop PS&E of a Class I trail as defined by Caltrans
- Address constructability and cost effectiveness of the proposed design
- Determine right of way requirements
- Finalize design features and prepare a bid set
- Right-of-way acquisitions

#### General Scope

The Scope of Work is divided into ten tasks, with Tasks 1 through 5 applying strictly to Phase I of the project and Tasks 6 through 10 applying strictly to Phase II of the project.

Consultant will perform the basic services in the following areas:

- Provide technical support to MCOG's Project Manager and coordination with the necessary agencies
- Help facilitate consultation with Round Valley as required under AB 52
- Conduct surveys to support design
- Prepare preliminary and final design plans
- Include conform areas, pavement spot elevations, construction staging and access areas, and existing utilities
- Provide for the design of erosion control planting
- Identify special status plant species requiring permits for removal within disturbed areas of the project, and prepare a mitigation plan if necessary
- Complete appropriate level CEQA documents and file Notice of Determination upon Board certification
- Complete appropriate level NEPA documents and determine a Class of Action
- Secure all regulatory and construction permits
- Acquire necessary right-of-way

#### Assumptions

1. Approval from permitting agencies may include, but is not limited to, the following:
  - a. U.S. Army Corps of Engineers
  - b. California Department of Fish and Wildlife
  - c. Regional Water Quality Control Board
  - d. U.S. Fish and Wildlife Service

- e. National Marine Fisheries Service
- f. County/State encroachment permits
2. MCOG will provide the consultant with hard copies of previous studies, available electronic data as well as access to any available related design drawings and plans
3. MCOG will make timely decisions on questions or issues brought forward by the consultant throughout this process
4. MCOG will execute the appropriate agreements with agencies

### Detailed Scope of Services

#### **Phase I**

##### Task 1: Management/Coordination

###### A. Project Development Team Meetings

Consultant shall participate in Project Development Team (PDT) meetings with MCOG and other agencies/organizations as may be necessary. In doing so, Consultant will represent the interest of MCOG with others. Monthly PDT meetings will be held as necessary throughout the term of the project. The purpose of these meetings will be to discuss work objectives, design issues, the work schedule and progress, terms of agreement, and other related issues, in order to resolve project related issues and maintain the progress of the project. As part of this task, the Consultant shall assist in preparation of the agenda, meeting summary, and action items.

Deliverable: Meeting Summary

##### Task 2: Preliminary Coordination

###### A. Data Collection and Review

Consultant shall obtain and review available data and identify any additional information necessary to complete the engineering, design, and environmental efforts from MCOG, agencies, utilities, or organizations. Such information shall include, at minimum, the following:

- Aerial mapping and base maps
- Utility information
- Right of way information, including mapping
- Pertinent historical correspondence

###### B. Surveying and Base Mapping

The Consultant shall perform additional topographical survey information as needed and identify any additional data required for final design.

Deliverables: Survey maps

### C. Geotechnical Field Investigation

The Consultant shall perform engineering analysis in order to provide adequate definition of potentially adverse geologic/geotechnical conditions accompanied by discussions regarding available mitigation options, as needed.

Deliverables: Geotechnical Report

### D. Right of Way and Utility Identification

Consultant is responsible for identifying any and all utilities within the project limits. Included in this task is the determination of location and depth of any high risk utilities. Any needed temporary construction easements shall be identified and mapped. If needed, Consultant shall arrange for title reports.

Deliverables: Utility Map

### Task 3: CEQA, NEPA, and Permitting

The scope is to include completion and preparation of environmental documentation in compliance with CEQA, NEPA, and technical studies. This work is to be initiated prior to the completion of the 35% plans and specs.

#### A. Environmental Document

Consultant shall determine the appropriate level of CEQA and NEPA needed for the development of a Class I trail within the existing right of way, or within the right of way recommended by Consultant in coordination with MCOG.

#### B. Conduct Site Visits

As necessary, the wildlife biologist shall conduct a reconnaissance field study to document suitable habitat conditions for special-status species that have the potential to occur within the project area. The wildlife biologist will assess existing conditions and determine if the habitats within the adjacent to the project area have the potential to be occupied by these species. The results of the reconnaissance will be used to determine any appropriate measures for avoiding or minimizing impacts on special-status wildlife species.

Deliverable: California Natural Diversity Database List, USFWS & NMFS species lists

#### C. Prepare Resource Mapping

All sensitive biological resources will be mapped and indicated on a GIS-compatible topographic map or aerial photograph of the site at a minimum scale of 1"=200' of the project site. Additional mapping may include but is not limited to:

- Prepare Area of Potential Effects Map: Prepare an Area of Potential Effects (APE) map for cultural resources that includes staging areas, right-of-way acquisition, and temporary construction easements. The map should be plotted on an aerial photograph or other base

at a scale of approximately 1"=200' or greater. A maximum size of 11" x 17" is preferred, using multiple sheets as necessary for inclusion in required reports

Deliverable: Wetland delineation map (if needed), Biological Assessment, APE map, additional resource mapping if necessary.

#### D. Prepare Technical Studies

Consultant shall prepare technical studies relating to the alignment that may include, but is not limited to:

- Noise Study: Consultant shall prepare a technical memorandum addressing the impacts of construction traffic and construction noise. The evaluation should discuss the level and significance of potential impacts and explain the basis for conclusions. If necessary, the consultant should recommend measures that can be incorporated into the project so negative or adverse impacts are avoided
- Water Quality Technical Memorandum: Consultant shall prepare a technical memorandum describing existing water resources and project features that will protect such resources. This report should also discuss whether there will be a net increase of impervious surfaces from the project and to what extent this will affect water resources
- Conduct Cultural Resources Technical Studies: Consultant shall identify any and all cultural resources. If cultural resources are identified, consultant is responsible for determining mitigation measures. Coordinating consultation with Round Valley will be required and ongoing throughout the process as required under AB 52
- Location Hydraulic Study: Consultant shall prepare a hydraulic study, a Floodplain Evaluation Report may be necessary
- Initial Hazardous Waste Assessment: Consultant shall prepare a Phase I assessment for potential hazardous waste involvement
- Complete Biological Assessment: If federally listed species are determined to be present at the project site or have the potential to be impacted by the project, a Biological Assessment will be prepared. Essential Fish Habitat Assessment (as part of BA -if the trail crosses fish bearing channel) may be required
- Natural Environment Study (NES): Consultant shall prepare a NES that includes all impacts to various listed (federal and state) species, habitats and impacts to Migratory nesting birds, and a full wetland delineation

Deliverable: Technical Memorandums

#### E. CEQA and NEPA Documents

##### 1. Certify CEQA Document

Using the data, comments, and research document pursuant to the California Environmental Quality Act, a Notice of Determination (NOD) will be prepared for filing with the state clearinghouse. This task includes filing the NOD after MCOG reviews, comments, and approves the final draft, and the MCOG Board certifies the document. The fee for filing is a reimbursable expense.

Deliverable: Draft and Final CEQA document, filed Notice of Determination

## 2. Determine NEPA Class of Action

Using the data, comments, and research document pursuant to the National Environmental Policy Act, an appropriate Class of Action will be determined.

Deliverable: Appropriate NEPA document

## F. Environmental Permitting

The Consultant will be responsible for obtaining all necessary permits from the Army Corps of Engineers (ACOE), the Regional Water Quality Control Board (RWQCB), and the California Department of Fish and Wildlife (CA DFW). The consultant will also be responsible for consulting and gathering concurrence from the U.S. Fish and Wildlife Service (USFWS) and/or the National Marine Fisheries Service (NMFS) if necessary. Permit fees are considered a reimbursable expense to the Consultant.

Deliverable: Draft and Final Environmental Permit applications, Environmental permits from resource and regulatory agencies

## Task 4: Design and Engineering

### A. 35% Design Package

Consultant shall prepare 35% PS&E, as appropriate, to demonstrate the design concept and prepare complete construction quantities and cost estimate. Upon completion of this task, the Consultant will recommend any further right of way acquisition if the design within the existing easement is infeasible, cost prohibitive, and/or has significant impacts on the environment.

Deliverables:

- 35% Plans
- 35% Specs
- 35% Construction Cost Estimate
- Recommendation for any further right of way acquisition

### B. 65% Design Package

Consultant shall prepare 65% PS&E, as appropriate, to demonstrate the design concept and prepare a complete construction quantities and cost estimate.

Deliverables:

- 65% Plans
- 65% Specs

- 65% Construction Cost Estimate

### C. Final Design Package (Plans, Specifications, and Estimate)

Consultant shall prepare a bid set including draft special provisions, a preliminary estimate of construction cost, existing utility plans, and any other plans deemed necessary to complete the bid set. Consultant shall prepare a Design report addressing, but not limited to, design standards, drainage, storm water quality/pollution control (including a SWPPP), access, and constructability.

- Submit 95% plans to the Department of the State Architect (DSA) for ADA concurrence
- If applicable, review and incorporate DSA's comments
- Submit 95% design package to MCOG for review
- Review MCOG comments in design review meetings with MCOG after each submittal.
- Provide formal written responses to MCOG review comments.
- Prepare a Construction Work Schedule

Bid Set will include, but is not limited to, the following requirements:

- Title Sheet: The Title Sheet and Location Map identify the project and show the location of the project within Mendocino County
- Typical Cross-Sections: This sheet shows Typical Cross-Sections for the trail based on the approved standard sections. Cross-sections shall include the designed pavement structural sections
- Horizontal Alignment (Layout Plans): These plans show the horizontal layout of the trail improvements on a topographical base
- Profiles: These plans will show the path along the control line based on existing field conditions
- Construction Details: These sheets will be used to illustrate in greater detail items which cannot adequately be show on the layouts
- Drainage Plans: Drainage Plan sheets will be prepared on duplicate skeletons of the layout plan sheets. Existing facilities will appear as dropouts in the background. Subsurface drainage and surface drainage will be shown on the same drainage plan sheets
- Existing Utility Plans: These plans show existing utility lines such as sanitary sewer, water, electrical (underground and overhead), gas, and telephone. They do not include existing drainage lines which are shown in the backgrounds for the drainage plans

Deliverables:

- 100% Plans – 2 full size sets and CAD files on CD
- 100% Specifications
- 100% Construction Cost Estimate
- Survey and Alignment Data Files

### D. Boundary Survey

MCOG may request surveys to determine the accurate locations of rights of way and boundary lines for property acquisition. This may include:

- Right of way and property research
- Property and right of way mapping
- Preparation of right of way plats
- Completion of legal descriptions for property acquisition
- Completion of record of surveys

The section containing the project shall be surveyed to include the section corners, quarter corners, and any other monumented points that may affect the alignment of section lines.

#### E. Utility Coordination

Thorough utility research and communication are required. To this extent, initial notification of the project should be made early in project development.

All work under this task shall be compliant with the *Local Assistance Procedures Manual*, Chapter 14 and relevant portions of the *Right of Way Manual*.

The consultant will provide a list of the various utility companies with names of contacts and mailing addresses. If necessary, MCOG will send Utility Letters A, B, C, and D to the various utilities with appropriate 35%, 50%, 65%, and 100% complete plans, respectively. Requested information will include as-built plans of existing facilities in the area of the project and completion of the Caltrans Utility Information Sheet.

The consultant will prepare the Utility Conflict Map and the Caltrans Reports of Investigations.

The consultant will prepare the Caltrans Notices to Owners on MCOG letterhead and will send them to MCOG for printing, signature, and mailing.

If necessary, the consultant will also coordinate work with utilities and review facility relocation designs provided by the utility companies, including relocations schedules, to ensure they are consistent with the project design and proposed right of way.

Deliverable:

- Mailing list
- Utility Conflict Map in DWG and 11"x17" PDF formats
- Completed Caltrans Reports of Investigation
- Completed Caltrans Notices to Owners

#### F. Prepare Preliminary Right of Way

For preliminary right of way activities, certain data are needed to prepare on description for permanent right of way acquisition and on description for temporary right of away acquisition. The consultant will acquire all necessary title reports.



The consultant will make one trip to stake the corners of the existing and proposed right of way and flag at intervals between 50 and 100 feet. Each flag set will be visible from each adjacent flag.

Deliverables:

- Prepare legal descriptions
- Prepare Right-of-Way plats
- Right-of-Way certification
- Stake Right-of-Way limits, easements, and lines
- Identify and coordinate any right-of-entry permits
- Set temporary stakes for easement areas and Right-of-Way lines
- Record of Survey (following project construction)

#### Task 5: Right of Way

##### A. Right of Way

Consultant will be responsible for all real property appraisals, appraisal review, acquisitions, relocation services, and possible utility coordination.

Appraisal components include land value, severance values, and costs to cure. Expertise in the appraisal of agricultural, residential, and commercial properties will be required.

The consultant is expected to fully comply with all federal and state laws with regard to acquisitions for the project. The consultant shall provide MCOG with all written documentation as is required for federal and state funded projects.

Deliverables:

- One original of each deed recorded
- One copy of the file for each property
- One PDF of the file for each property

### **Phase II**

#### Task 6: Management/Coordination

##### A. Project Development Team Meetings

Consultant shall participate in Project Development Team (PDT) meetings with MCOG and other agencies/organizations as may be necessary. In doing so, Consultant will represent the interest of MCOG with others. Monthly PDT meetings will be held as necessary throughout the term of the project. The purpose of these meetings will be to discuss work objectives, design issues, the work schedule and progress, terms of agreement, and other related issues, in order to resolve project related issues and maintain the progress of the project. As part of this task, the Consultant shall assist in preparation of the agenda, meeting summary, and action items.

## Deliverable: Meeting Summary

### Task 7: Preliminary Coordination

#### A. Data Collection and Review

Consultant shall obtain and review available data and identify any additional information necessary to complete the engineering, design, and environmental efforts from MCOG, agencies, utilities, or organizations. Such information shall include, at minimum, the following:

- Aerial mapping and base maps
- Utility information
- Right of way information, including mapping
- Pertinent historical correspondence

#### B. Surveying and Base Mapping

The Consultant shall perform additional topographical survey information as needed and identify any additional data required for final design.

Deliverables: Survey maps

#### C. Geotechnical Field Investigation

The Consultant shall perform engineering analysis in order to provide adequate definition of potentially adverse geologic/geotechnical conditions accompanied by discussions regarding available mitigation options, as needed.

Deliverables: Geotechnical Report

#### D. Right of Way and Utility Identification

Consultant is responsible for identifying any and all utilities within the project limits. Included in this task is the determination of location and depth of any high risk utilities. Any needed temporary construction easements shall be identified and mapped. If needed, Consultant shall arrange for title reports.

Deliverables: Utility Map

### Task 8: CEQA, NEPA, and Permitting

The scope is to include completion and preparation of environmental documentation in compliance with CEQA, NEPA, and technical studies. This work is to be initiated prior to the completion of the 35% plans and specs.

#### A. Environmental Document

Consultant shall determine the appropriate level of CEQA and NEPA needed for the development of a Class I trail within the existing right of way, or within the right of way recommended by Consultant in coordination with MCOG.

#### B. Conduct Site Visits

As necessary, the wildlife biologist shall conduct a reconnaissance field study to document suitable habitat conditions for special-status species that have the potential to occur within the project area. The wildlife biologist will assess existing conditions and determine if the habitats within the adjacent to the project area have the potential to be occupied by these species. The results of the reconnaissance will be used to determine any appropriate measures for avoiding or minimizing impacts on special-status wildlife species.

Deliverable: California Natural Diversity Database List, USFWS & NMFS species lists

#### C. Prepare Resource Mapping

All sensitive biological resources will be mapped and indicated on a GIS-compatible topographic map or aerial photograph of the site at a minimum scale of 1"=200' of the project site. Additional mapping may include but is not limited to:

- Prepare Area of Potential Effects Map: Prepare an Area of Potential Effects (APE) map for cultural resources that includes staging areas, right-of-way acquisition, and temporary construction easements. The map should be plotted on an aerial photograph or other base at a scale of approximately 1"=200' or greater. A maximum size of 11" x 17" is preferred, using multiple sheets as necessary for inclusion in required reports

Deliverable: Wetland delineation map (if needed), Biological Assessment, APE map, additional resource mapping if necessary.

#### D. Prepare Technical Studies

Consultant shall prepare technical studies relating to the alignment that may include, but is not limited to:

- Noise Study: Consultant shall prepare a technical memorandum addressing the impacts of construction traffic and construction noise. The evaluation should discuss the level and significance of potential impacts and explain the basis for conclusions. If necessary, the consultant should recommend measures that can be incorporated into the project so negative or adverse impacts are avoided
- Water Quality Technical Memorandum: Consultant shall prepare a technical memorandum describing existing water resources and project features that will protect such resources. This report should also discuss whether there will be a net increase of impervious surfaces from the project and to what extent this will affect water resources
- Conduct Cultural Resources Technical Studies: Consultant shall identify any and all cultural resources. If cultural resources are identified, consultant is responsible for determining mitigation measures. Coordinating consultation with Round Valley will be required and ongoing throughout the process as required under AB 52

- Location Hydraulic Study: Consultant shall prepare a hydraulic study, a Floodplain Evaluation Report may be necessary
- Initial Hazardous Waste Assessment: Consultant shall prepare a Phase I assessment for potential hazardous waste involvement
- Complete Biological Assessment: If federally listed species are determined to be present at the project site or have the potential to be impacted by the project, a Biological Assessment will be prepared. Essential Fish Habitat Assessment (as part of BA -if the trail crosses fish bearing channel) may be required
- Natural Environment Study (NES): Consultant shall prepare a NES that includes all impacts to various listed (federal and state) species, habitats and impacts to Migratory nesting birds, and a full wetland delineation

Deliverable: Technical Memorandums

#### E. CEQA and NEPA Documents

##### 1. Certify CEQA Document

Using the data, comments, and research document pursuant to the California Environmental Quality Act, a Notice of Determination (NOD) will be prepared for filing with the state clearinghouse. This task includes filing the NOD after MCOG reviews, comments, and approves the final draft, and the MCOG Board certifies the document. The fee for filing is a reimbursable expense.

Deliverable: Draft and Final CEQA document, filed Notice of Determination

##### 2. Determine NEPA Class of Action

Using the data, comments, and research document pursuant to the National Environmental Policy Act, an appropriate Class of Action will be determined.

Deliverable: Appropriate NEPA document

#### F. Environmental Permitting

The Consultant will be responsible for obtaining all necessary permits from the Army Corps of Engineers (ACOE), the Regional Water Quality Control Board (RWQCB), and the California Department of Fish and Wildlife (CA DFW). The consultant will also be responsible for consulting and gathering concurrence from the U.S. Fish and Wildlife Service (USFWS) and/or the National Marine Fisheries Service (NMFS) if necessary. Permit fees are considered a reimbursable expense to the Consultant.

Deliverable: Draft and Final Environmental Permit applications, Environmental permits from resource and regulatory agencies

### Task 9: Design and Engineering

#### A. 35% Design Package

Consultant shall prepare 35% PS&E, as appropriate, to demonstrate the design concept and prepare complete construction quantities and cost estimate. Upon completion of this task, the Consultant will recommend any further right of way acquisition if the design within the existing easement is infeasible, cost prohibitive, and/or has significant impacts on the environment.

Deliverables:

- 35% Plans
- 35% Specs
- 35% Construction Cost Estimate
- Recommendation for any further right of way acquisition

#### B. 65% Design Package

Consultant shall prepare 65% PS&E, as appropriate, to demonstrate the design concept and prepare a complete construction quantities and cost estimate.

Deliverables:

- 65% Plans
- 65% Specs
- 65% Construction Cost Estimate

#### C. Final Design Package (Plans, Specifications, and Estimate)

Consultant shall prepare a bid set including draft special provisions, a preliminary estimate of construction cost, existing utility plans, and any other plans deemed necessary to complete the bid set. Consultant shall prepare a Design report addressing, but not limited to, design standards, drainage, storm water quality/pollution control (including a SWPPP), access, and constructability.

- Submit 95% plans to the Department of the State Architect (DSA) for ADA concurrence
- If applicable, review and incorporate DSA's comments
- Submit 95% design package to MCOG for review
- Review MCOG comments in design review meetings with MCOG after each submittal.
- Provide formal written responses to MCOG review comments.
- Prepare a Construction Work Schedule

Bid Set will include, but is not limited to, the following requirements:

- Title Sheet: The Title Sheet and Location Map identify the project and show the location of the project within Mendocino County
- Typical Cross-Sections: This sheet shows Typical Cross-Sections for the trail based on the approved standard sections. Cross-sections shall include the designed pavement structural sections
- Horizontal Alignment (Layout Plans): These plans show the horizontal layout of the trail improvements on a topographical base

- Profiles: These plans will show the path along the control line based on existing field conditions
- Construction Details: These sheets will be used to illustrate in greater detail items which cannot adequately be show on the layouts
- Drainage Plans: Drainage Plan sheets will be prepared on duplicate skeletons of the layout plan sheets. Existing facilities will appear as dropouts in the background. Subsurface drainage and surface drainage will be shown on the same drainage plan sheets
- Existing Utility Plans: These plans show existing utility lines such as sanitary sewer, water, electrical (underground and overhead), gas, and telephone. They do not include existing drainage lines which are shown in the backgrounds for the drainage plans

Deliverables:

- 100% Plans – 2 full size sets and CAD files on CD
- 100% Specifications
- 100% Construction Cost Estimate
- Survey and Alignment Data Files

D. Boundary Survey

MCOG may request surveys to determine the accurate locations of rights of way and boundary lines for property acquisition. This may include:

- Right of way and property research
- Property and right of way mapping
- Preparation of right of way plats
- Completion of legal descriptions for property acquisition
- Completion of record of surveys

The section containing the project shall be surveyed to include the section corners, quarter corners, and any other monumented points that may affect the alignment of section lines.

E. Utility Coordination

Thorough utility research and communication are required. To this extent, initial notification of the project should be made early in project development.

All work under this task shall be compliant with the *Local Assistance Procedures Manual*, Chapter 14 and relevant portions of the *Right of Way Manual*.

The consultant will provide a list of the various utility companies with names of contacts and mailing addresses. If necessary, MCOG will send Utility Letters A, B, C, and D to the various utilities with appropriate 35%, 50%, 65%, and 100% complete plans, respectively. Requested information will include as-built plans of existing facilities in the area of the project and completion of the Caltrans Utility Information Sheet.

The consultant will prepare the Utility Conflict Map and the Caltrans Reports of Investigations.

The consultant will prepare the Caltrans Notices to Owners on MCOG letterhead and will send them to MCOG for printing, signature, and mailing.

If necessary, the consultant will also coordinate work with utilities and review facility relocation designs provided by the utility companies, including relocations schedules, to ensure they are consistent with the project design and proposed right of way.

Deliverable:

- Mailing list
- Utility Conflict Map as a separate DWG file
- Utility Conflict Map as 11"x17" PDF files
- Completed Caltrans Reports of Investigation
- Completed Caltrans Notices to Owners

#### F. Prepare Preliminary Right of Way

For preliminary right of way activities, certain data are needed to prepare on description for permanent right of way acquisition and on description for temporary right of way acquisition. The consultant will acquire all necessary title reports.

The consultant will make one trip to stake the corners of the existing and proposed right of way and flag at intervals between 50 and 100 feet. Each flag set will be visible from each adjacent flag.

Deliverables

- Prepare legal descriptions
- Prepare Right-of-Way plats
- Right-of-Way certification
- Stake Right-of-Way limits, easements, and lines
- Identify and coordinate any right-of-entry permits
- Set temporary stakes for easement areas and Right-of-Way lines
- Record of Survey (following project construction)

### Task 10: Right of Way

#### A. Right of Way

Consultant will be responsible for all real property appraisals, appraisal review, acquisitions, relocation services, and possible utility coordination.

Appraisal components include land value, severance values, and costs to cure. Expertise in the appraisal of agricultural, residential, and commercial properties will be required.

The consultant is expected to fully comply with all federal and state laws with regard to acquisitions for the project. The consultant shall provide MCOG with all written documentation as is required for federal and state funded projects.

Deliverables:

- One original of each deed recorded
- One copy of the file for each property
- One PDF of the file for each property