

Contract between City or County and Professional Design Consultant for *Trails for Life* Project

Professional Design Consultant (Consultant), licensed and registered in the State of Arkansas, will develop budget, site plan, construction details and specifications to include:

- Proposed Standard Fitness Trail or Custom Fitness Project as identified on state contract.
- Parking lot with at least one barrier-free parking space.
- Connecting walk from barrier-free parking space to facility.
- Drainage improvements as necessary (ex. grading, culverts, etc.).
- Existing facilities and elements within the project site shall be shown on site plan.

Minimum requirements for *Trails for Life* Grant Projects, including accessibility guidelines, are referenced in current year *Trails for Life* Application and Management Guides. Grant funds shall only be used for project elements authorized by Arkansas State Parks Outdoor Recreation Grants Program.

Consultant shall be responsible for the following:

- Preparing bid documents and soliciting bids for all specified facilities and elements.
- Adhering to all required bidding requirements found in current year *Trails for Life* Application and Management Guides.
- Preparing bid tabulation listing bidders' names, addresses, phone numbers and bid amounts.
- Overseeing award of construction contract to lowest qualified bidder. Notice to proceed with construction shall begin within 30 consecutive calendar days.
- Scheduling and conducting pre-construction conference with contractor, consultant, Mayor or County Judge. The ORGP Project Officer shall be notified of time and date of pre-construction conference.
- Observing construction to assure conformance with plans and specifications.
- Preparing 'punch list' for contractor prior to completion of project identifying project elements that must be corrected.
- Scheduling and conducting final inspection with attendance of contractor, consultant, Mayor or County Judge and ORGP Project Officer.
- Providing documentation to Mayor or County Judge and ORGP Project Officer certifying that all contractor-installed elements have been satisfactorily completed in accordance with design drawings and specifications and recommending final payment. Consultant shall also verify that all owner-installed elements have been satisfactorily completed in accordance with design drawings and specifications.

Consultant will be compensated for \$_____ (state share of compensation for design consultant shall not exceed 12% of grant amount)

- 75% payable upon completion of design drawings, specifications, bid documents, bidding, preparing bid tabulation, awarding contract and conducting pre-construction conference.
- 25% payable upon presenting Mayor or County Judge and ORGP Project Officer written certification that project was completed in accordance with design drawings and specifications.

Mayor or County Judge Date

Professional Design Consultant Date

Company Name
Arkansas License Number _____