



August 25, 2026

REQUEST FOR QUALIFICATIONS

FOR

Richardson Bay Eelgrass Restoration Services

Richardson Bay Water Quality Recovery Initiative

EPA San Francisco Bay Geographic Program — Funding Opportunity EPA-R9-SFBay-26-01

Traditional Transplantation and/or AUV Seed-Based Planting

Issued by Coastal Policy Solutions (CPS) on behalf of the Richardson Bay Regional Agency (RBRA)

Electronic Proposals Due By

Friday, September 25, 2026, 4:00 PM Pacific

Submit Proposal To:

Jess Bode, Director of Programs

Coastal Policy Solutions

jess@coastalpolycysolutions.com



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A. Introduction

Coastal Policy Solutions (CPS) is a boutique California-based coastal and environmental policy consulting firm serving as Program Manager to the Richardson Bay Regional Agency (RBRA) for the Richardson Bay Water Quality Recovery Initiative. RBRA is a joint powers authority comprised of the City of Belvedere, the City of Mill Valley, the Town of Tiburon, and the County of Marin, and is the lead agency and grant recipient for this Initiative.

RBRA, in partnership with the City of Sausalito, has applied for funding under the U.S. Environmental Protection Agency's (EPA) San Francisco Bay Geographic Program (Funding Opportunity EPA-R9-SFBay-26-01). A component of this Initiative is targeted eelgrass restoration, structured as a direct side-by-side comparison of traditional transplantation methods and Autonomous Underwater Vehicle (AUV) seed-based planting. This restoration work builds on RBRA's adopted Restoration and Adaptive Management Plan for Eelgrass (RAMP) and its prior EPA-funded 15-acre eelgrass restoration project.

On RBRA's behalf, CPS is issuing this Request for Qualifications (RFQ) to identify one or more qualified consultants to restore a minimum of 3 acres of eelgrass using traditional transplantation methods and a minimum of 3 acres using AUV seed-based planting (at least 6 acres total). This RFQ is one of two companion solicitations CPS is issuing for this Initiative; a separate RFQ covers marine debris survey, removal, and permitting support services.

IMPORTANT - TWO RESTORATION METHODS, ONE OR TWO AWARDS: Firms may submit a Statement of Qualifications for the traditional transplantation scope only, the AUV seed-based planting scope only, or both. CPS anticipates awarding separate contracts for each method, potentially to two different firms, or to a single firm qualified in both methods based on the qualifications demonstrated. Please clearly indicate in your cover letter which scope(s) you are proposing for.

B. Project Location

Richardson Bay is a 3,100-acre embayment located in southern Marin County, spanning jurisdiction between RBRA and the City of Sausalito. It supports the San Francisco Bay Estuary's second-largest eelgrass bed¹ and consistently supports over 90% of the Bay Area's annual Pacific herring spawning biomass.² Restoration site selection will focus on areas within RBRA's jurisdiction previously degraded by marine debris and anchor scour, particularly within and adjacent to the existing No-Anchor/Eelgrass Protection Zone.

C. Project Background

Eelgrass beds filter pollutants, serve as an effective carbon sink, stabilize sediment, buffer shorelines from wave energy, and provide critical nursery habitat for commercially, culturally, and ecologically important species, including Pacific herring and Dungeness crab. Anchor scour and vessel abandonment removed significant eelgrass acreage from Richardson Bay over past decades. With derelict vessels largely removed and legacy marine debris being addressed under a companion project, conditions are favorable for active restoration.

¹Merkel & Associates (2009) San Francisco Bay Eelgrass Inventory: October–November 2009. San Diego, CA. Report submitted to the California Department of Transportation and the National Marine Fisheries Service. https://www.westcoast.fisheries.noaa.gov/publications/gis_maps/maps/eelgrass/2009-bayw-ideinventory-report.pdf. Accessed 20 May 2018

² California Department of Fish and Wildlife report to the Director's Herring Advisory Committee Meeting (October 13, 2020)



This project offers an opportunity to generate a validated, scalable comparison of AUV-assisted seed-based planting against traditional transplantation — informing restoration practice across Richardson Bay and the broader San Francisco Bay region.

D. Project Purpose

Through this RFQ, CPS seeks to restore up to 6 acres of eelgrass in Richardson Bay (minimum 3 acres traditional transplantation, minimum 3 acres AUV seed-based planting), with site preparation informed by sediment conditions and marine debris removal outcomes, restoration timed to spring planting windows, and outcomes tracked through post-installation monitoring and a side-by-side comparison of survivorship and ecological function between the two methods.

E. Scope of Consultant Work

Timeline: Restoration is anticipated during spring planting windows between April 2027 – June 2029, informed by site preparation and debris removal outcomes from the companion marine debris project. Firms are encouraged to note in their SOQ any recommended adjustments to this timing based on their technical approach.

1. Site Assessment & Restoration Planning (applicable to your proposed method(s))

- Review sediment conditions, existing habitat assessments, and marine debris removal outcomes to inform site selection and restoration design
- Prepare a restoration plan consistent with RBRA's adopted RAMP, including site-specific methodology, timeline, and monitoring approach
- Coordinate with RBRA, CPS, and the marine debris removal consultant on sequencing and any shared permitting needs

2a. Traditional Transplantation (minimum 3 acres)

- Site preparation and transplanting of eelgrass shoots or plugs using established transplantation techniques
- Certified dive teams and marine vessels for installation
- Post-installation monitoring to document survivorship and inform adaptive management

2b. AUV Seed-Based Planting (minimum 3 acres)

- Deployment of Unmanned/Autonomous Underwater Vehicle (AUV) technology for precision seed-based planting
- Site preparation appropriate to seed-based methods
- Post-installation monitoring (one report) to document germination and survivorship and inform adaptive management

3. Comparative Documentation & Reporting

- Contribute site-level monitoring data to a project-wide side-by-side comparison of AUV vs. traditional restoration outcomes (coordinated by CPS across both awarded consultants, if two are selected)



- Restoration plans and monitoring documentation, and progress reporting to support CPS's quarterly, annual, and final EPA reporting

F. Consultant Deliverables

- Restoration plan(s) for the proposed method(s), consistent with the RAMP
- Restoration of at least 3 acres per method proposed (minimum 6 acres total across both methods, if both are separately awarded)
- Post-installation monitoring documentation, including survivorship data
- Contribution to project-wide comparative documentation of restoration outcomes
- Progress reports supporting CPS's quarterly, annual, and final EPA reportingC, including annual End of Season Reports documenting at least: number and dates of planting days, number of acres restored, amount of seed broadcast and/or number of plants installed, challenges to completing, and upcoming actions. End of Season reports must also include 5-7 relevant photographs.
- Coordination of the project-wide AUV vs. traditional comparison analysis across consultants to create one report

G. Agency & Project Partner Activities

The following activities are **outside** this Consultant's scope of work and will be handled by CPS, RBRA, or other project partners:

- Overall grant administration, budget oversight, and EPA coordination (CPS, on behalf of RBRA)
- Marine debris survey, removal, and permitting support - procured under a separate, companion RFQ
- Community translation, and community-based organization subawards (Task 3) - procured separately via the City of Sausalito

H. Project Budget

The table below reflects the maximum not-to-exceed consultant services budget for eelgrass restoration drawn from the project's EPA grant budget. Because CPS anticipates the possibility of two separate awards (one per method), final allocation between methods will depend on the fee proposals received and the scope(s) awarded. Final award amounts are subject to fee proposals from short-listed firms and CPS approval.

Consultant Services	Max Budget
Eelgrass Restoration - <u>combined</u> budget for traditional transplantation and AUV seed-based planting (\$250,000 per restoration method)	\$500,000
Combined Maximum Budget Available (both methods)	\$500,000

Note: Figures reflect the current EPA grant application budget for the Richardson Bay Water Quality Recovery Initiative and are subject to change based on final grant award terms. If two firms are awarded (one per method), the combined budget above will be allocated between the two contracts based on each firm's fee proposal and scope.



I. Statement of Qualifications:

CPS, on behalf of RBRA, is seeking one or more Primary Consultants for the method(s) described above. If proposing for both methods, a firm may submit either one combined SOQ (clearly organized by method) or two separate SOQs - please indicate your preference in your cover letter. Each SOQ (or combined SOQ) must be submitted electronically as a single PDF, limited to a maximum of 10 pages per method proposed (table of contents, cover, section dividers, and résumés excluded from the page count). Text font (Arial, Tahoma, or similar) shall be no smaller than size 10. The SOQ shall include the following sections, in order:

- 1. Cover Letter:** Primary Consultant name and business address; Project Manager name, phone, and email; state clearly which method(s) you are proposing for (traditional transplantation, AUV seed-based planting, or both); brief introduction of your team, including subconsultants; note any exceptions to insurance requirements or the Professional Services Agreement (available on request); signed by an individual authorized to negotiate a contract with the Agency.
- 2. Team Organization and Experience:** Project team, main point of contact, field staff (including certified dive teams and, if applicable, AUV operators), and subconsultants with roles and responsibilities; résumés of key team members; brief firm history for Primary Consultant and for any subconsulting firms.
- 3. Relevant Work Experience:** Similar-nature eelgrass or subtidal habitat restoration projects completed for public agencies, including project description, methods used, acreage restored, survivorship outcomes, and whether work was completed on time and within budget.
- 4. References:** three former (within five years) or present clients for related restoration services (name, title, agency, email, phone).
- 5. Understanding and Approach:** Your understanding of the requested restoration method(s), technical approach to site preparation, planting/seeding, and monitoring, and how you will track, report, and complete the project within spring planting windows and budget.
- 6. Scope of Services:** Your understanding of the scope of services to be provided for the method(s) proposed.
- 7. Fee Proposal:** Rates and fees must remain active for at least thirty-six (36) months, with one rate adjustment allowed per 12 months, clearly defined in the original fee proposal. Include fully burdened rates for each person proposed to work on the project, and the expected costs for all hard costs and travel, including any proposed indirect or administrative fees.

SOQ Submittal: Electronic SOQ PDFs are due by **4:00 PM on Friday, September 25, 2026**. The email subject line shall read "Request for Qualifications for Eelgrass Restoration Services" and specify the method(s) proposed (e.g., "— Traditional," "— AUV," or "— Both"), sent to Jess Bode at Coastal Policy Solutions at jess@coastalpolycysolutions.com. Proposals received after the stated deadline, unsigned proposals, or proposals signed by an unauthorized individual will be considered nonresponsive and rejected.

Questions and Addenda: Written questions shall be submitted to Jess Bode at jess@coastalpolycysolutions.com by 4:00 PM on Friday, September 11, 2026. No oral questions will be accepted. Written responses will be distributed to all prospective consultants who have received or requested a copy of this RFQ.

J. Evaluation Criteria



A Consultant Selection Committee, convened by CPS on behalf of RBRA, will evaluate proposals separately by method (traditional and AUV), using the criteria below. Interviews are anticipated for short-listed firms; reference checks may occur at any stage.

Evaluation Criteria	Weight	Notes
Team Organization and Experience	25%	Qualifications of key personnel, including certified dive teams and (if applicable) AUV operators; strength of org chart
Understanding and Approach	30%	Technical approach to site preparation, planting/seeding, survivorship, and adaptive management for the proposed method(s)
Scope of Services and Cost Effectiveness	30%	Demonstrated ability to deliver the full restoration scope for the proposed method(s) with competence, skill, and efficiency
Experience on Similar Projects	15%	Record of on-time, on-budget delivery on comparable eelgrass or subtidal habitat restoration projects

K. Timeline: Submittal & Selection

Milestone	Date
Distribution of RFQ	Tuesday, August 25, 2026
Deadline for RFQ Questions	Friday, September 11, 2026 – 4:00 PM
Electronic Proposals Due	Friday, September 25, 2026 – 4:00 PM
Notification of Short-Listed Firms	Friday, October 2, 2026
Interviews with Short-Listed Firms	Week of October 12, 2026
Board of Directors Award of Contract(s)	Week of, October 19, 2026

Timelines for Agency actions and interviews are tentative and for general information only

L. General Conditions

This RFQ constitutes only an invitation to present responses. CPS reserves the right, at their sole discretion, to determine whether any response satisfactorily meets the criteria in this RFQ; to seek additional information or clarification from any respondent; to confer with any respondent; and to reject any or all responses, with or without cause. The Agency may award zero, one, or two contracts under this RFQ (one per method) depending on the qualifications received. Should this RFQ be withdrawn for any reason, the Agency shall have no liability for costs



incurred in preparing a response. The Agency reserves the right to waive irregularities or informalities and to select the response(s) that, in its sole judgment, best meet the requirements of the project. This scope of work is contingent upon the final award of EPA grant funds to RBRA.

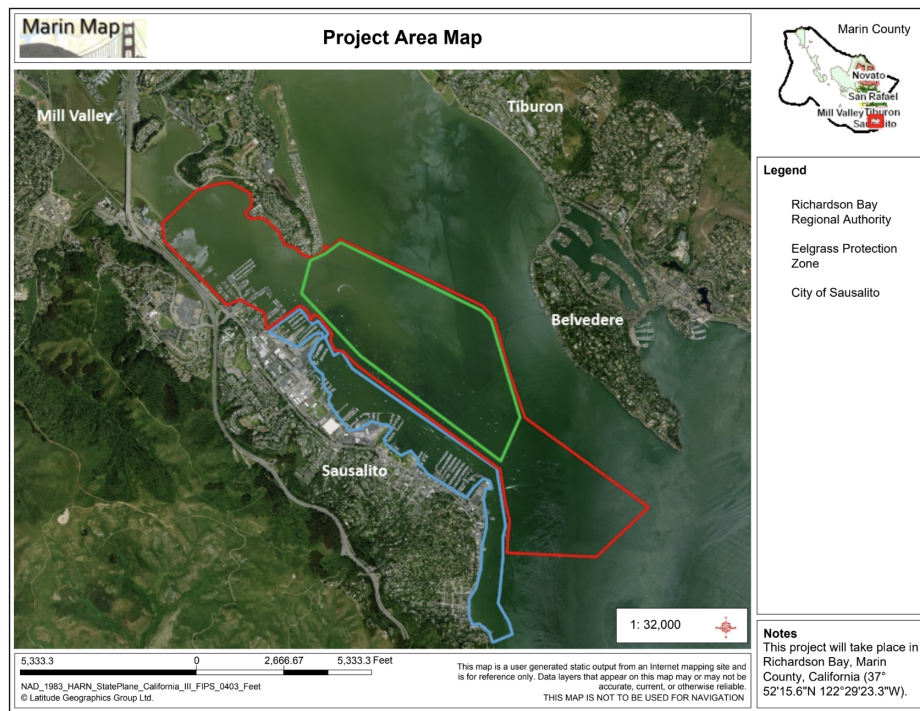


Appendix

1. Project Area Photo & Map

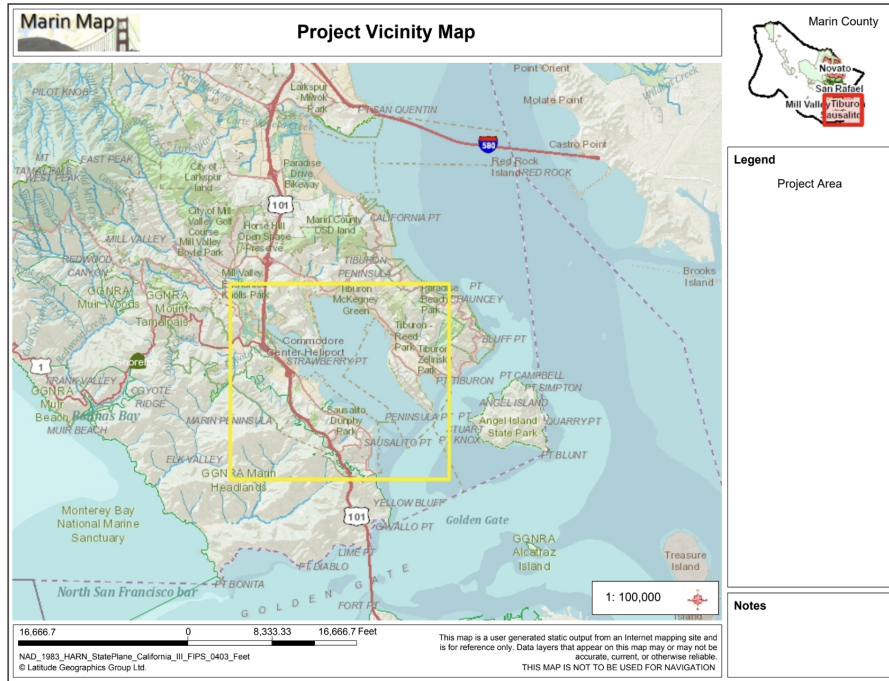


An aerial view of Marin County's Richardson Bay, where eelgrass restoration will occur as part of the Richardson Bay Water Quality Recovery Initiative. The Tiburon peninsula is at top, with the marinas of Sausalito along the bottom. Circular anchor scars — a focus of the companion marine debris removal project — are visible off the Sausalito shoreline. Photo taken summer 2022. Photo credit: 111th Air Squadron.





EST. 2017



2. Related Resources

- Richardson Bay Regional Agency Eelgrass Protection and Management Plan (EPMP), adopted August 2021
- RBRA Restoration and Adaptive Management Plan for Eelgrass (RAMP), adopted 2023
- Companion RFQ: Richardson Bay Marine Debris Survey, Removal & Permitting Support Services



Attachment: Sample Professional Services Contract

COASTAL POLICY SOLUTIONS PROFESSIONAL SERVICES CONTRACT

THIS CONTRACT is made and entered into this [DATE], by and between the COASTAL POLICY SOLUTIONS, hereinafter referred to as "Agency," and [CONTRACTOR NAME], hereinafter referred to as "Contractor." This Contract is administered on Agency's behalf by Coastal Policy Solutions ("CPS"), serving as RBRA's Program Manager for the Richardson Bay Water Quality Recovery Initiative.

RECITALS

WHEREAS, Agency desires to retain a person or firm to provide the following services: eelgrass restoration services (traditional transplantation and/or AUV seed-based planting, per Section E of this RFQ); and

WHEREAS, Contractor warrants that it is qualified and competent to render the aforesaid services;

NOW, THEREFORE, for and in consideration of the Contract made, and the payments to be made by Agency, the parties agree to the following:

1. SCOPE OF SERVICES

Contractor agrees to provide all of the services described in Exhibit A attached hereto and by this reference made a part hereof.

2. FURNISHED SERVICES

The Agency agrees to: (A) Guarantee access to and make provisions for the Contractor to enter upon public and private lands as required to perform their work; (B) Make available all pertinent Agency data and records for review; (C) Provide general bid and Contract forms and special provisions format when needed.

3. FEES AND PAYMENT SCHEDULE

The fees and payment schedule for furnishing services under this Contract shall be based on the rate schedule attached hereto as Exhibit B and by this reference incorporated herein. Said fees shall remain in effect for the entire term of the Contract. Contractor shall provide Agency with its Federal Tax I.D. number prior to submitting the first invoice. Invoices shall be submitted to CPS for review and approval prior to payment by Agency.

4. MAXIMUM COST TO AGENCY

In no event will the cost to Agency for the services provided herein exceed the maximum sum of [NOT-TO-EXCEED AMOUNT], including direct non-salary expenses. As set forth in Section 14, should the funding source for this Contract be reduced, Contractor agrees that this maximum cost may be amended by written notice from Agency to reflect that reduction.

5. TIME OF CONTRACT

This Contract shall commence on [START DATE] and shall terminate on [END DATE]. Certificate(s) of Insurance must be current on the day the Contract commences and, if scheduled to lapse prior to termination, must be automatically updated before final payment may be made to Contractor. The final invoice must be submitted within 30 days of completion of the stated scope of services.

6. INSURANCE

Commercial General Liability: The Contractor shall maintain a commercial general liability insurance policy in the amount of \$1,000,000 (\$2,000,000 aggregate). The Agency shall be named as an additional insured.

Commercial Automobile Liability: Where services under this Contract involve or require the use of any vehicle by Contractor, Contractor shall provide comprehensive business or commercial automobile liability coverage, including non-owned and hired automobile liability, in the amount of \$1,000,000.



Workers' Compensation: Contractor acknowledges that California requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the Labor Code. If Contractor has employees, evidence of such insurance shall be provided to Agency prior to commencement of work.

For Diver (traditional restoration) Specific Work: USL&H and Jones Act Coverage: Because a portion of the Work under this Contract will be performed by SCUBA divers within navigable waters of the United States, standard state Workers' Compensation coverage alone does not satisfy the Contractor's insurance obligations. Contractor shall maintain coverage under the U.S. Longshore and Harbor Workers' Compensation Act (USL&H, 33 U.S.C. § 901 et seq.) for shoreside and pier-based employees, and Jones Act (46 U.S.C. § 30104) / Maritime Employers Liability coverage for any employees who qualify as "seamen" (e.g., crew assigned to a vessel in navigation). Prior to contract execution, Contractor shall identify which of its personnel and subcontractor personnel fall under USL&H versus Jones Act coverage and provide certificates evidencing the applicable coverage for each category. A standard state workers' compensation policy that excludes maritime employees will not be accepted as satisfying this requirement.

Errors and Omissions / Professional Liability: Contractor may be required to carry errors and omissions, professional liability, or malpractice insurance.

All policies shall remain in force through the life of this Contract on a "per occurrence" basis unless Agency specifically consents to a "claims made" basis. The insurer shall supply Agency adequate proof of insurance prior to commencement of work. Failure to provide and maintain required insurance constitutes a material breach of this Contract.

7. ANTI-DISCRIMINATION AND ANTI-HARASSMENT

Contractor and/or any subcontractor shall not unlawfully discriminate against or harass any individual, including any employee or volunteer of the Agency, based on race, color, religion, nationality, sex, sexual orientation, age, or condition of disability, and shall comply with all applicable Federal, State, and local anti-discrimination and anti-harassment statutes, regulations, and ordinances.

8. SUBCONTRACTING

The Contractor shall not subcontract nor assign any portion of the work required by this Contract without prior written approval of the Agency, except for any subcontract work identified herein. Any subcontractor must provide and maintain insurance coverage identical to that required of Contractor, and Contractor is responsible for collecting and maintaining current evidence of subcontractor insurance and forwarding it to the Agency.

9. ASSIGNMENT

The rights, responsibilities, and duties under this Contract are personal to the Contractor and may not be transferred or assigned without the express prior written consent of the Agency.

10. LICENSING AND PERMITS

The Contractor shall maintain appropriate licenses throughout the life of this Contract and shall obtain any permits required by the work performed herein.

11. BOOKS OF RECORD AND AUDIT PROVISION

Contractor shall maintain complete books and records relating to this Contract, including documentation supporting all bids, income, expenditures, and detailed payroll records. These records shall be retained for at least five years from completion of this Contract and made available to Agency for audit upon request.

12. WORK PRODUCT / PRE-EXISTING WORK PRODUCT OF CONTRACTOR

Any work product resulting from this Contract is commissioned by the Agency as a work for hire, and the Agency shall be considered the owner of the work product for all purposes, including the right to use, publish, reproduce, copy, and make derivative use of the work product. The Agency grants Contractor a non-exclusive, royalty-free right to use the work product in



perpetuity. Pre-existing Contractor work product incorporated into the work product remains owned by Contractor, subject to a non-exclusive, royalty-free license to Agency.

13. TERMINATION

(A) Agency may terminate this Contract by giving five (5) calendar days' written notice if Contractor fails to perform or comply with the terms of this Contract or applicable law. (B) Contractor shall be excused for underperformance caused by force majeure events, with prompt written notice to the other party. (C) Either party may terminate this Contract for any reason with thirty (30) calendar days' written notice by registered mail. (D) In the event of termination not the fault of Contractor, Contractor shall be paid for services performed to the date of termination, so long as proof of required insurance is provided.

14. APPROPRIATIONS

Agency's performance and obligation to pay under this Contract is contingent upon appropriation by Coastal Policy Solutions, the State of California, the federal government, or other third party, including EPA grant funds. Should such funds not be appropriated or be reduced, Agency may terminate or reduce the Maximum Cost to Agency upon thirty (30) days' written notice to Contractor.

15. RELATIONSHIP BETWEEN THE PARTIES

Contractor and its agents and employees act in an independent capacity as an independent contractor, not as officers, employees, or agents of the Agency, and are solely responsible for all required taxes, including withholding, social security, and workers' compensation.

16. AMENDMENT

This Contract may be amended or modified only by written agreement of all parties.

17. ASSIGNMENT OF PERSONNEL

The Contractor shall not substitute personnel named in its proposal unless personnel with substantially equal or better qualifications and experience are provided, acceptable to Agency and evidenced in writing.

18. JURISDICTION AND VENUE

This Contract shall be construed in accordance with the laws of the State of California, with venue in Marin County, California.

19. INDEMNIFICATION

Contractor agrees to indemnify, defend, and hold Agency, its member agencies, employees, officers, and agents harmless from any and all liabilities, including litigation costs and attorney's fees, arising from claims and losses to anyone injured or damaged by reason of Contractor's negligence, recklessness, or willful misconduct in performance of this Contract.

20. COMPLIANCE WITH APPLICABLE LAWS

The Contractor shall comply with all applicable Federal, State, and local laws and resolutions, including County of Marin ordinances referenced by the Contract Manager. Applicable notices include: (1) Agency will automatically withhold 7% from payments to vendors who are non-residents of California, per California Franchise Tax Board regulations; (2) Contractor agrees to meet applicable program access and physical accessibility requirements; (3) for contracts involving State or Federal grant funds, a debarment certification (Exhibit D) must be attached, consisting of a System for Award Management (SAM.gov) search printout.

Exhibit D – Debarment Certification

By signing and submitting this Contract, the Contractor agrees to abide by the following debarment requirements: this certification is a material representation of fact relied upon by Agency; Contractor shall provide immediate written notice to Agency if its certification becomes erroneous; and Contractor certifies that neither it nor its principals, affiliates, agents, representatives, or contractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from Federal contracts; have been convicted within the preceding three years of an offense listed in 2 CFR 180.800(a) or had a related civil



judgment rendered against them; are presently indicted or otherwise criminally or civilly charged with such an offense; or have had a public transaction terminated for cause or default within the preceding three years. Contractor agrees it will not knowingly enter into a subcontract with a debarred, suspended, or ineligible person, and any subcontractor will provide an equivalent debarment certification.

21. NOTICES

This Contract shall be managed and administered on Agency's behalf by Coastal Policy Solutions (CPS). All invoices shall be submitted to and approved by CPS, and all notices shall be given as follows:

Program Manager (on Agency's behalf): Coastal Policy Solutions, Attn: Jess Bode, 105 Shoal Drive West Vallejo, CA 94591, jess@coastalpolycysolutions.com, (920) 570-5883

Notices shall be given to Contractor at: [CONTRACTOR ADDRESS] / [CONTRACTOR PHONE]

22. ACKNOWLEDGEMENT OF EXHIBITS

- Exhibit A. Scope of Services
- Exhibit B. Fees and Payment
- Exhibit C. Insurance Reduction/Waiver
- Exhibit D. Contractor's Debarment Certification
- Exhibit E. Subcontractor's Debarment Certification



IN WITNESS WHEREOF, the parties have executed this Contract on the date first above written.

CONTRACTOR:

APPROVED BY: COASTAL POLICY SOLUTIONS

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____



EXHIBIT "A" — Project Scope

[Insert final negotiated scope of services for eelgrass restoration services (traditional transplantation and/or AUV seed-based planting, per Section E of this RFQ), consistent with Section E of the RFQ and the awarded firm's proposal.]

EXHIBIT "B" — Fees and Payment Schedule

AGENCY shall pay CONTRACTOR as follows: [INSERT RATE SCHEDULE / PAYMENT SCHEDULE FROM AWARDED FEE PROPOSAL].

AUTHORIZATION REQUIRED. Services performed by CONTRACTOR and not authorized in this Contract shall not be paid by AGENCY. Payment for additional services shall be made only if this Contract is amended by both parties in advance of performing additional services.

MAXIMUM CONTRACT AMOUNT. The maximum term of this Contract is [START DATE] through [END DATE]. The maximum amount payable to Contractor under this Contract for this period shall not exceed [NOT-TO-EXCEED AMOUNT].

EXHIBIT "C" — Insurance Reduction/Waiver (if applicable)

This statement shall accompany all requests for a reduction or waiver of insurance requirements, indicating the requested limit amount for General Liability, Automobile Liability, Workers' Compensation, and/or Professional Liability Deductible coverage, with reasons for the requested reduction, Contract Manager signature and date, and approval by Risk Manager.