**ATTACHMENT C**

CITY’S RESPONSIBILITIES

The City shall be responsible for completion of the following items in a timely manner and at no cost to the Consultant:

1. Provide copies of all available construction drawings and specifications for identified facilities.
2. Provide Consultant with an electronic copy of the invoice template (Attachment E).
3. Provide aerial images and GIS files of existing utilities in and around the project.
4. Provide access to the facilities.
5. Designate a person to act as the representative of the City for the Project. Such person shall have a knowledge and understanding of the Project, have authority to receive information, interpret the City’s policies pertaining to the Project and this Agreement, and present issues to the decision making body for the City.
6. Provide criteria and information as to the City’s requirements pertaining to the Project.
7. Provide template Project manual front-end sections (Bid forms, general conditions, etc.).
8. Provide timely review comments to keep the project on schedule.
9. Provide funding source information for the various portions of the project that are to be incorporated into project documents.
10. Be responsible for printing and distribution of plans and Project manual.
11. Advertise for bidding, distribute or make documents available, collect and evaluate bids.
12. Prepare, execute, and administer construction contract.