

Task Proposal

“Title”

Introduction/Background

Scope of Work

Deliverables

Schedule / Timeline / Milestone

(Example: “The scope of work is on an as-needed basis. Therefore, the schedule/timeline will be determined at the discretion of LAWA Project Manager when the task is actually assigned to be performed.” ...something to this effect.)

Team Members Identification (If applicable)

(If applicable, include the sub’s certification – SBE, LBE, MBE, OBE, etc.)

Assumptions / Limitations / Exclusions (if applicable)

Miscellaneous/Additional Comments (If applicable)

Proposed Cost or Fees (not Budget)

- If work is to be done in multiple airports, provide a cost summary breakdown for each airport location. For example:
LAX = \$100,000; VNY = \$50,000; and/or PMD = \$10,000; Total = \$160,000
- Include total amount allocated for any contingencies, if applicable.
- Include basis of payment (i.e. all-inclusive hourly rates, unit of rate or a combination)

- Must include monthly projected burn rate or estimated billing charges/invoice per fiscal year.
For example:

Fiscal Year (FY) 2019-20

<i>Month 1</i>	<i>Month 2</i>	<i>Month 3</i>	<i>Month 4 ...</i>	<i>TOTAL (Year 1)</i>
\$1,500	\$5,000	\$10,500	\$12,300	\$29,300

Fiscal Year (FY) 2020-2021

<i>Month 1</i>	<i>Month 2</i>	<i>Month 3</i>	<i>Month 4 ...</i>	<i>TOTAL (Year 2)</i>
\$1,500	\$5,000	\$10,500	\$15,300	\$32,300

Fiscal Year (FY) 2021-2022

<i>Month 1</i>	<i>Month 2</i>	<i>Month 3</i>	<i>Month 4 ...</i>	<i>TOTAL (Year 3)</i>
\$1,500	\$5,000	\$10,500	\$17,400	\$34,400

GRAND TOTAL* = \$96,000 (3 Years)

* Grand total must match the overall Not-to-Exceed (NTE) amount.

ATTACH A SEPARATE DETAIL COST BREAKDOWN SHOWING YOUR CALCUTION, LEADING UP TO THE TOTAL NOT-TO-EXCEED (NTE) AMOUNT. SEE INVOICE TEMPLATE SAMPLE.