



EMG
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March 2, 2018

Via Email: mike.getty@fresno.gov

Mike Getty, Business Manager
City of Fresno Fire Department Headquarters
911 H Street
Fresno, CA 93721

RE: 19 Fire Stations; Fresno, California
EMG Proposal No: 129379.17P

Dear Mr. Getty:

We are pleased to provide City of Fresno (hereinafter referred to as "Client") with the following proposal. If accepted, EMG will perform the services listed below (collectively, the "Services") meeting the specifications hereafter described.

PROPERTIES

Facility Name	Year Built	SF	Address
Fire Station 1	1981	7,934	1264 N. Jackson
Fire Station 2	1981	5,135	7114 N. West
Fire Station 3	1938	13,011	1406 Fresno Street
Fire Station 4	1948	15,674	3065 E. Iowa
Fire Station 5	1950	6,441	3131 N. Fresno Street
Fire Station 6	1967	4,602	4343 E. Gettysburg
Fire Station 7	1981	6,531	2571 S. Cherry
Fire Station 8	1959	6,762	1428 S. Cedar Street
Fire Station 9	1982	7,353	2340 N. Vagedes
Fire Station 10	1983	5,296	5545 Airporp Way
Fire Station 11	1969	13,126	5544 N. Fresno
Fire Station 12	1977	5,053	2874 W. Acacia
Fire Station 13	1980	7,467	815 E. Nees
Fire Station 14	1992	10,777	6239 N. Polk
Fire Station 15	2005	10,788	5630 E. Park Circle
Fire Station 16	2009	11,003	2510 N. Polk
Fire Station 17	2005	10,855	10512 N. Maple
Fire Station 18	2005	2,300	5938 N. La Ventana
Fire Station 19	2009	10,890	3187 W. Belmont

PROPOSED SERVICE(S) & FEE(S)

Facility Condition Assessment

Lump Sum \$77,111.30

The proposed fees are limited to the specific Services described in this Proposal, performed according to the requirements of the corresponding ASTM standard practices, or Client-specified Protocols. The fee includes up to one (1) hour of post-delivery consulting time (per report) to discuss findings and/or make requested revisions.



DELIVERABLE(S)

The quoted price includes the delivery of:

# of Reports	Report Type	Method of Delivery
19	Draft	Email Full Report (PDF)
19	Final	Email Full Report (PDF)

Unless otherwise specified, EMG will submit all reports in Final format. Timing for completion of any requested post-delivery modifications to the report will be determined at the time of the request. Factors affecting this timing include (but are not limited to): (a) Complexity of the requested modification(s); (b) Number of reports affected by the request, and (c) EMG's capacity at the time of the request. In order to serve you best, we require that all requests for changes to reports be submitted within 30 days of initial delivery. Additional charges may be requested for report changes after 30 days.

If different deliverables are required, please indicate the correct quantities, types and methods of delivery on the Project Authorization page of this proposal.

TIMING

EMG's report(s) will be delivered within 45 full business/working days after receipt and approval of the signed proposal document. EMG reserves the right to extend the report delivery schedule as a result of any delay caused by:

- a delay by Client in providing EMG an acceptable written authorization to proceed; or
- a failure by Client to provide an accurate site address or an accurately identified and cooperative point of contact for access to the property, where applicable.

During the course of the assignment, a call will be placed to the designated onsite Point of Contact (POC) provided by the Client in order to schedule the site visit(s), where applicable. The Client acknowledges that the Point of Contact provided shall be deemed an agent of the Client for the purposes of providing access and conveying information pertaining to the Site.

PROJECTS PLACED ON HOLD OR CANCELED

Should the Client place the awarded project on hold or cancel the engagement after contract execution, the Client agrees to pay project-specific costs incurred by EMG, such as administrative processing, regulatory database searches and non-recoverable travel fees, as well as a percentage of the project fee, depending upon the time the project is placed on hold or cancelled. Please note that EMG invoices canceled jobs at the time of cancellation. Jobs on hold will be automatically invoiced 30 days from the date of the hold request. Requests to cancel or place projects on or off hold must be received by EMG in writing (email acceptable) from the Client. Invoices billed as a result of projects being placed on hold or canceled are fully collectible.

PAYMENT DETAILS

An invoice for payment will be submitted with the initial report deliverable(s), and will be payable within 30 days or upon the closing of the transaction, whichever comes first. Upon receipt of the initial report deliverable(s); the invoice is fully collectible. Please forward payments to: Accounting Department, EMG, PO Box 62974, Baltimore, MD 21264-2974 or contact your EMG administrator to pay via credit card or to receive wiring instructions. **Please ensure that EMG Proposal #129379.17P or invoice number is clearly identified on all payments and correspondence for proper credit.**

DOCUMENTS TO BE FURNISHED BY CLIENT

In order to facilitate a cursory review of pre-existing documents for each Project, EMG asks to be furnished with electronic or printed copies of **readily available** site information. Documents shown in **bold** print below are required. Such documents may include:

FCA SERVICES:

- Inspection Reports (sewer, boiler, chiller, etc)
- Zoning Reports
- Capital Expenditure Schedules (prior or planned)
- Rehabilitation budget & scope (draft or final)
- Prior Assessments
- Building Systems Maintenance Records
- Original Building Plans (can be viewed on-site)
- Fire Protection/Life Safety Plans
- Site Plan/Floor Plans
- Accessibility Transition Plans/Self Evaluations



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Note: Documents to be reviewed should be provided to EMG within five (5) business days and not less than one (1) day prior to the onsite. In the event that documents can only be made available at the Site, EMG will perform a cursory review during the site visit as time permits. Any additional review fees will be mutually agreed upon by EMG and the Client at the time of review request, and will be authorized using a Change Order.

TERMS & CONDITIONS

EMG will perform its Services subject to the attached "Terms & Conditions", which are incorporated by reference and made a part of this Proposal. Please indicate your acceptance of this Proposal by signing the attached "Project Authorization" page where indicated, and return it to EMG.

This Proposal will be valid for five (5) business days from the date of this letter.

Please feel free to contact me at (800) 733-0660 x.2704 should you have any questions. EMG welcomes the opportunity to be of service.

Sincerely,

EMG

A handwritten signature in blue ink, appearing to read 'Erik S. Piller', with a stylized flourish at the end.

Erik S. Piller
Senior Vice President

Attachments:

Description of Services
Terms & Conditions
Project Authorization



DESCRIPTION OF SERVICES

TECHNICAL APPROACH

EMG has allocated the following in-person meetings: Kick-off Meeting, Pilot Review Meeting, and a Final Findings Presentation meeting. Any additional in-person meetings will be on a time and expense basis.

Prior to assessments beginning, EMG will conduct a Kick-off Meeting to review requirements and to consolidate exhibits such as drawings and prior completed reports.

During the term of the project, EMG will conduct regular Progress Meetings to maintain communication between the entire team and the City. EMG will lead with an agenda including a focus on work plan, schedule, and project needs, allowing the opportunity to address challenges encountered, so that course adjustments may be made. Each meeting will conclude with task assignments, schedules, and goals to be met. EMG will provide the City with a weekly written status report that tracks and monitors the progress of the assessments against the schedule submitted.

The Team will conduct a walk-through survey of the facility and site to observe systems and components, identify physical deficiencies, and formulate recommendations to remedy the physical deficiencies. They will survey 100% of each facility as well as the exterior and grounds (building, roof, sidewalk/pavement, recreational). The Team will interview building maintenance staff about the property's historical repairs, replacements, and costs, level of preventive maintenance exercised, pending repairs and improvements, and frequency of repairs and replacements. The Team will develop opinions based on the assessment, interviews with building maintenance staff, relevant maintenance contractors and municipal authorities, and experience gained on similar properties previously evaluated. They may question those knowledgeable of the property's physical condition and operation or similar systems to gain comparative information to use in the evaluation of the property. The Team will review documents and information provided by the City's maintenance staff that could aid in the knowledge of the property's physical improvements, extent, and type of use, and/or assist in identifying material discrepancies between reported information and observed conditions.

SITE ASSESSMENTS

The FCA will focus on the following system component at the properties:

Site + Infrastructure

Topography: Observe general topography and note unusual or problematic features or conditions observed or reported.

Ingress and Egress: Identify locations of major means of access and egress at the facility, and note unusual or restraining conditions observed or reported.

Paving, Curbing, and Parking: Identify material types of paving and curbing systems.

Flatwork: Identify material flatwork (sidewalks, plazas, patios).



Landscaping and Appurtenances: Identify material features and types of landscaping (fences, retaining walls), and site appurtenances (irrigation systems, fountains, lighting, signage, ponds).

Utilities: Identify type and provider of material utilities (water, electricity, natural gas). Assess condition, physical deficiencies, life cycle repair, and replacement issues.

Structural Frame + Building Envelope

- Identify material elements of structural frame and exterior walls (foundation, floor framing, roof framing, facade or curtain-wall, glazing, exterior sealant, doors, stairways).
- Observe general conditions and note physical deficiencies identified or unusual items or conditions observed (may be subject to grade and rooftop vantage points).
- Visual inspection of areas for cracking and moisture infiltration and areas of apparent foundation settlement and displacement.
- Recommendation for additional investigative testing in the event more information or exploratory testing is required in order to provide remedial measures.

Curtain Wall – As Required

- Review curtain wall condition and sampling of fixed panels on facades to assess hardware and visually review exterior conditions and condition of waterproofing seals, where accessible without the use of lifts, ladders, scaffolding, suspension devices, etc.; may include observations from internal/external vantage points, and adjacent structures. Observations are limited to grade and may include accessible balconies/rooftop vantage points.
- Review drawings and records of repair, replacement, and maintenance of framing and glazing.

Wall Evaluation

- Photograph elevations and details from internal/external vantage points, and adjacent structures.
- Observe operable and fixed panels on all facades, operating a representative sample of units to assess hardware and visually inspect exterior conditions and condition of waterproofing seals.
- Assess curtain wall condition to determine water infiltration, damage, caulk/metal panel/stone degradation and anchoring, and other related curtain wall issues.

Roofing (Non-Invasive Visual)

- Identify material roof systems (type, age, slope, drainage) and unusual roofing conditions or rooftop equipment.
- Observe general conditions of roof system (membranes, attachment methods, flashings, counter flashings, pitch pans, gravel stops, parapets, miscellaneous appurtenances, insulation).
- Observe for evidence of material repairs, significant ponding, or material roof leaks. Note if a warranty is in effect and physical deficiencies identified or unusual items observed or reported.



- Identify material rooftop equipment or accessories (antennas, lightning protection, HVAC, solar). Include any material problems reported.

Plumbing

- Identify material plumbing systems (domestic water supply, sanitary sewer, special or unusual (water features, fuel systems, gas systems)).
- Identify type and condition of restroom fixtures, drinking fountains and/or miscellaneous equipment.
- Observe general conditions and note physical deficiencies identified or unusual items or conditions observed. Include reported material system inadequacies.

Heating

- Identify material heat generating systems.
- Observe general conditions, identify reported equipment age, note past material component replacements/upgrades and apparent level of maintenance, and identify if a maintenance contract is in place. If heating equipment is not operational at the time of the walk-through survey, provide an opinion of the condition.
- Identify and observe any special or unusual heating systems or equipment present (fireplaces, solar heat) and note any reported material problems or inadequacies.

Air-Conditioning + Ventilation

- Identify material AC and ventilation systems. Include material equipment (cooling towers, chillers (type of refrigerant used), package units, split systems, air handlers, thermal storage equipment).
- Identify material distribution systems (supply and return, make-up air, exhaust).
- Observe general conditions, identify reported age of the equipment, note past material component upgrades/replacements, note apparent level of maintenance, and identify if a maintenance contract is in place (contractor name). If AC and ventilation systems are not operational at the time of the walk-through survey, provide an opinion of the condition.
- Observe general conditions and note any physical deficiencies identified or unusual items or conditions observed. Additionally, include any material reported system inadequacies or operating deficiencies.
- Identify and observe any special or unusual air-conditioning and ventilation systems or equipment (cold storage systems, special computer cooling equipment) and note any material reported problems or system inadequacies.

Electrical

- Identify the electrical service provided and distribution system. Include material switchgear disconnects, circuit breakers, transformers, meters, emergency generators, general lighting systems, and other equipment or systems.
- Observe general electrical items (distribution panels, type of wiring, energy management systems, emergency power, lightning protection).



- Observe general conditions and note physical deficiencies identified or unusual items or conditions observed. Note the presence of special or unusual electrical equipment, systems, or devices, and include reported material problems or system inadequacies.

Elevators + Vertical Transportation

- Identify vertical transportation systems (equipment manufacturer, equipment type, location, number, capacity, etc).
- Observe elevator cabs, finishes, call and communication equipment, etc.
- Identify the company that provides elevator/ escalator maintenance. Observe general conditions and note physical deficiencies identified or unusual items or conditions observed or reported including any reported material system inadequacies.

Life Safety + Fire Protection

- Identify material life safety/fire protection systems (sprinklers and stand pipes (wet or dry), fire hydrants, fire alarm systems, water storage, smoke detectors, fire extinguishers, emergency lighting, stairwell pressurization, smoke evacuation).
- Observe general conditions and note any material physical deficiencies identified or unusual items or conditions observed or reported including any reported system inadequacies.

Interior Elements

- Identify offices, special use areas and building standard finishes, including flooring, ceilings, walls, etc. Review furnishings and fixed components and include in the cost estimate tables for replacements.
- Identify material building amenities or special features.
- Identify stations without separate gender sleeping quarters, restrooms, or showers.
- Observe general conditions and note any physical deficiencies identified or unusual items or conditions observed or reported.

Food Service Spaces and Equipment

EMG will assess all food service equipment and spaces (kitchen, cafeteria, dining, serving). Equipment (fixed equipment) will be evaluated for adherence to life/safety code and ventilation requirements as well for condition and capital replacement.

Exhaust Collection Systems

EMG will verify existence of any exhaust collection systems in the apparatus bays. If a system is present, EMG will conduct a carbon monoxide (CO) measurement at each exhaust collection system. If the apparatus bay shows evidence of irregular CO/CO₂ levels, we will recommend additional testing from an industrial hygienist to determine levels of VOCs, NO₂, SO₂, CO and diesel exhaust particulates. Additional testing will verify performance standards with fire apparatus idling in bays, on the tarmac, and entering/exiting bays as would occur during normal station operation.



Water Runoff / Recovery Systems

EMG will verify any runoff or water recovery systems and its general condition. We will review drainage plans available for each site and comment on its effectiveness.

EMG will observe procedures and protocols the City utilizes during an actual truck washing. EMG will interview fire department staff on runoff conditions and evidence of excessive pooling after apparatus cleaning. We will review specifications of water recovery systems and verify that the level of water recovery is appropriate. When runoff situations need to be resolved, EMG will recommend further testing and measurement of the effectiveness of the water harvesting.

Special Systems and Equipment

EMG will include all special systems and equipment (emergency medical systems, chillers, radio towers, equipment lifts, chair lifts, chemical storage or treatment areas, storage tanks, dumbwaiters, vaults, public address, telephone).

We will identify the existence and performance of exhaust collection systems in the apparatus bays. Sampling protocol to evaluate performance will be discussed at kickoff and may require additional expenses for testing or lab fees.

Accessibility Compliance

- Provide a statement of the building's ADA compliance to identify whether the City may be exposed to issues and is in need for further review.
- Use an ASTM E2018-15 compliant ADA Compliance checklist. This review does not constitute a measured study and a more detailed ADA evaluation or transition plan is available as an additional service.
- Evaluate interior and exterior elements that could present external or internal barriers to accessibility by disabled persons.

Moisture Affected Materials (Mold)

EMG will perform a limited assessment of accessible areas for the presence of mold, conditions conducive to mold growth, and/or evidence of moisture. We will interview project personnel regarding the presence of any known or suspected mold, elevated relative humidity, water intrusion, or mildew-like odors. Potentially affected areas will be photographed and recommendations for any additional moisture intrusion studies will be made.

Asbestos

- Review existing testing data and other documentation regarding asbestos available on-site, evaluating the physical condition and developing cost estimates for remediation of asbestos likely to be disturbed by renovations.
- (If requested) Provide a licensed asbestos inspector to collect samples of suspect asbestos-containing materials at the site as an additional service. Scope of this sampling will be determined after review of existing data. Costs will be based on daily rate plus the cost of analysis.



RANKING AND CLASSIFICATION

Based upon observations, research and judgment, along with consulting commonly accepted empirical Expected Useful Life (EUL) tables, EMG will render our opinion as to when a system or component will most probably necessitate replacement.

Accurate historical replacement records provided by the facility manager are typically the best source for this data. Exposure to the weather elements, initial system quality and installation, extent of use, and quality and amount of preventive maintenance exercised are all factors that impact the effective age of a system or component. As a result, a system or component may have an effective age that is greater or less than its actual age. The Remaining Useful Life (RUL) of a component or system equals the EUL less its effective age.

Analysis will include all cost observations ranked by Priority Classes. The five classes to the right are typical but can be altered to meet the City's needs. Deficiencies observed will be classified into categories such as those below using the Uniformat System levels.

- Site
- Architectural
- Exterior systems / finishes
- Life safety systems
- HVAC systems
- Plumbing systems
- Electrical / service distribution systems
- Special electrical systems
- Fire suppression systems
- Special construction
- Interior systems / finishes
- Vertical transportation
- Telephone infrastructure / systems
- Data infrastructure and server rooms

COST ESTIMATING

A consolidated Capital Needs Analysis will be presented that includes all anticipated capital needs for all buildings. Each report will include an estimated cost for each system or component repair or replacement anticipated during the evaluation term. The report will discuss options for repair of the deficiency, and the analysis will be presented as an Excel-based cost table that includes a summary of the description of each component, age and estimated RUL, anticipated year of repair or replacement, quantity, unit cost, and total cost for the repair of each line item. In addition to the detailed deficiency description, we will provide cost estimates



for deficiencies noted based on the estimate for maintenance and repair, but may, at the City's option, also include project management, construction, and design fees derived using actual costs from previous projects. After determining these costs, we will confirm them with City staff.

EMG's cost estimating database is comprised of both Whitestone Research and RS Means data, and further customized with proprietary cost tables developed by EMG, based on historical and localized actual costs. EMG maintains and updates our cost estimating system with information received from the field. Through construction monitoring work, we have current cost data from hundreds of in-progress construction and rehabilitation projects. This data allows us to calculate costs based on local conditions to maintain a cost database that is typically more current than Whitestone Research and RS Means' models.

REPORT DELIVERABLES

EMG will provide a report including a description of each building component and system organized by building system and include digital photos of major systems and components and all deficiencies identified. Reports will include discussion of current and anticipated repairs and deficiencies, and applicable options for repair or maintenance of building components.

Our data collection platform allows for Capital Planning reports if the City requires them. The Capital Needs Analysis will include a cost database sorted by building system and ranked by priority for repair. The format of the database will allow for the customization of reporting by building, system, or priority for repair, and a year-by-year analysis of capital needs.

A report will be generated for each building including discussion of recommended repairs and component life cycle replacements. If the City requires an FCI, it will be calculated for each building as a function of required repairs compared to building replacement costs. The FCI will be generated from the data collection/capital planning database and updated as components age or are replaced. Reports can reflect a 1, 5, 10, or 20-year capital plan based on EMG's 20-year building system evaluation. The analysis can include a cost table sorted by building and system and ranked by priority for repair. Tables will allow for report customization and a year-by-year capital needs analysis. The report will include:

- 10 or 20-Year Capital Plan including an Executive Summary with graphic presentation of results to provide a quick, user-friendly summary of the observed condition and estimated costs assigned by category. Estimated costs shall be cross-referenced to report sections where an elaboration of cost issues will be presented.
- Components observed exhibiting deferred maintenance issues and provide estimates for immediate and capital repair costs based on observed conditions, available maintenance history and industry-standard useful life estimates. If applicable, this analysis will include review of available documents pertaining to capital improvements under contract or completed within the last five years. EMG shall also inquire about available maintenance records and procedures and interview current available on-site maintenance staff.



- Recommended schedule for replacement or repairs (schedule of priorities).
- Digital photographs for the buildings including photos of deficiencies.
- General description of the property and improvements and comments on observed conditions.
- Critical repairs and life safety issues separately from repairs anticipated over the term of the analysis.
- If requested, a FCI number for the building.

In addition to each building report, EMG can develop a Program-wide Report including a ranked system-wide Capital Plan for all facilities with programmatic conclusions and recommendations. The Program Report includes a brief narrative description of each facility/building component and system, and discusses current and anticipated repairs, and deficiencies of all buildings assessed. The analyses will include tables sorted by building system and ranked by priority for repair. The table format will allow for several perspectives of reporting by FCI, building, system, or priority for repair, and a year-by-year analysis of capital needs.

Reports are submitted as drafts, and once finalized, a program summary report is provided to include a roll-up of all prioritized capital needs across all facilities. EMG will provide draft reports electronically (Adobe Acrobat PDF). EMG can deliver bound hard copy final reports and CDs with complete reports on each. All electronic copies will include text, deficiency tables, digital photos, supporting documentation, and report appendices. EMG takes regular measures to minimize impacts to the environment in the delivery of services. In lieu of printing reports and meeting minutes, EMG makes an effort to use digital distribution for materials. When appropriate, we recommend teleconference or video conference meetings to save on fossil fuels.

SAMPLE REPORTS

EMG has included a link to a sample report:

<https://www.dropbox.com/sh/uplxim3jhg06hv/AAB3bYVmhZiBvIFTE40tAqvga?dl=0>

ASSETCALC™ SOFTWARE

EMG will utilize AssetCALC™ - a web-based SQL system that allows users to query information regarding specific items or across the entire asset portfolio - as its platform for all data collected on this project. This streamlines the capital planning process by compiling funding requirements for deficiencies to create budget models based on project priority and life cycle maintenance and repair requirements. **Use of this software is your option and there are no required licensing fees for two (2) years.**

Prior to populating the database, EMG will work with the City to establish attributes and data points required to be associated with each asset. This includes discussion of relative priority of the asset. To populate the database, EMG will create an asset inventory including all assets grouped in a hierarchy based on site location, asset group, and function. At the data collection phase, EMG will use AssetCALC™ as the platform in the field for collection and analysis of asset conditions and needs.



Integration with the City of Fresno's CMMS

EMG will deliver a live asset management plan to the City and provide training to staff on maintaining the ongoing monitoring program to track facilities, work performed, re-prioritization of maintenance projects, and database updates. Data from the FCA can be exported to Excel or ODBC Database for data migration to most CMMS or work-order systems.

Key Features

- Reports, charts, and graphs to forecast capital needs for individual buildings and portfolios.
- Access to details and condition of major building components/mechanical equipment with photos.
- Updateable cost library making budgets more accurate over time.
- Customizable priority framework and search tools to help decision makers.
- Export tools to take City data to other applications.
- Capital planning tools to assign and track progress over fiscal years.
- Repository for storing and searching documents related to buildings and components.
- Administrative tools for managing user access; never any per-seat license fees.

Project Management Services

OPTION – ADDITIONAL SERVICES: After a capital plan has been approved, EMG has the expertise to help you implement a program to get priority projects planned and completed. EMG has a full-service project management division that can assist with:

- Pre-Construction Services
 - Property Inspection
 - Budgeting and Specs
 - Bidding - Review and Analysis
- Construction Phase Services
 - Scheduling
 - Contractor Management
 - QA / QC Monitoring
- Post Construction Services
 - Warranty Review
 - Punch Lists
 - Close Out



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TERMS & CONDITIONS

Terms and conditions are part of the City of Fresno – Fresno Fire Department's Professional Services Agreement.



PROJECT AUTHORIZATION

To contract with EMG for this project, please review and edit the information below, sign, and return the entire agreement to EMG.

Client Contact & Report Addressee:

Address: Mike Getty, Business Manager
City of Fresno Fire Department Headquarters
911 H Street
Fresno, CA 93721

Phone: (559) 621-8731

Email: mike.getty@fresno.gov

Project Information:

Property Name: 19 Fire Stations
City/County: Fresno

Building Information:

Type of Project: Fire Stations
Stories: **Units:**
Year Built: **Built in Phases:**

Report & Invoice Recipient:

Mike Getty, Business Manager
City of Fresno Fire Department Headquarters
911 H Street
Fresno, CA 93721

Address: Various
State/Zip: CA 93721

Buildings: 19
Square Feet: 160,998
Yr(s)/Phases: **Land Area:**
% Occupied:

Service(s)	Fee(s) – Lump Sum
Facility Condition Assessment	\$77,111.30

Report Delivery Date: 45 business days from receipt of signed "Project Authorization" to proceed and mobilization fee, if required.

# of Reports	Report Type	Delivery Method
19	Draft	Email Full Report (PDF)
19	Final	Email Full Report (PDF)

Electronic Report Deliverables: EMG's standard electronic delivery is through automated email links to our reports. If you prefer an alternate delivery method, please select one of our options listed below:

☐ Dropbox™ ☐ Posted to EMG Website ☐ Posted to Your Website

Site Point of Contact: (the POC shall be deemed an agent of the client for providing access and conveying site data)

POC:	POC Phone:
POC E-mail:	POC Cell:

Invoicing Requirements: (Select ONE of the following to assure invoices appear as required by your Accounts Payable Department)

Consolidated Invoicing by: ☐ One (1) Consolidated Invoice (e.g. 1 invoice per signed Engagement)

Individual Invoicing by: ☐ Property(ies) ☐ Service Type(s) ☐ Property and Service Type

I have read and verified the accuracy of the information set forth above, and in Proposal No. 129379.17P, including the legal name of the Client. I hereby certify that I am an employee authorized to sign this contract on behalf of the Client, and by my signature below I hereby accept the Proposal, as addressed to my company, including the attached Terms and Conditions, and authorize EMG to proceed with the Services as described. Should any project information change, I understand that additional fees may accrue and the due date may be extended.

Authorized Signature (Printed Name) Phone #

Company Name Title Date