



OWNER/CONTRACTING AGENCY PLAN

PROJECT: _____	PROJECT MANAGER: _____
PROJECT LOCATION: _____	
Contracting Agency: _____	Contact Name/# _____
Contract Amount: _____	
Budget: _____	

SCOPE of WORK: _____

START DATE: _____ **COMPLETION DATE:** _____

Contractors List, Including Vendors

Materials:

\$ _____

Total Aggregated Project Cost:

\$ _____

TERO FEE: The Owner/General Contractor is responsible to pay a TERO fee at 1.75% on the total aggregate cost of all construction over \$10,000.

TERO needs to be notified of any project increase or decrease to adjust the TERO fee accordingly

RFB/RFP/RFQ: TERO % Participation Requirements: _____ **(If Applicable)**

PreBid Mtg: _____ **(Date Sent/PB Meeting Scheduled Date)**

Bid Open Date: _____

Email Invite List: (Please Attach)

Party responsible for TERO fee: _____

PAYMENT STRUCTURE AGREED UPON AFTER CONTACTING TERO:

1st Pmt Date: _____	Last Pmt Date: _____	360.716.4747
Owner/Contracting Agency Signature _____		Date _____

TERO Signature **Approved:** _____ **Not Approved:** _____ **Comments:** _____