

**Attachment 3**  
**Milestone Payment Schedule**  
**Brookhaven National Laboratory**  
**for**  
**Utility Master Plan**

## **A. Basis of Payment**

Payment under this Contract shall be made on a firm-fixed-price, milestone basis. Payment shall be due only upon BSA's written acceptance of each milestone deliverable. Submission of a deliverable does not constitute acceptance.

For each milestone, the Contractor shall:

- Submit the required deliverables in accordance with the Contract Documents
- Participate in review and comment reconciliation meetings
- Resolve all BSA comments to the satisfaction of BSA
- Resubmit revised deliverables, if required

No payment shall be made until BSA has determined that all review comments have been adequately addressed and the deliverable is acceptable. BSA reserves the right to withhold payment for incomplete, deficient, or non-compliant deliverables.

## **B. Payment Milestones**

### **a. Milestone 1: Project Initiation and Work Plan**

**Payment Amount:** 10% of Contract Price

#### **Requirements:**

- Completion of kickoff meeting
- Submission of:
  - Detailed Work Plan
  - Project schedule aligned with Contract Milestones
  - Staffing plan and organization chart
  - Quality Assurance / Quality Control (QA/QC) plan

#### **Acceptance:**

- BSA approval of Work Plan and schedule
- Confirmation that the proposed approach meets Contract requirements

### **b. Milestone 2 – Investigative Findings Report**

**Payment Amount:** 20% of Contract Price

**Requirements:** Submission of the Investigative Findings Report and presentation, including:

- Baseline assessment of all utility systems
- Asset condition and system performance observations
- Identification of risks, gaps, and constraints
- Planning assumptions and future demand basis
- Gap and risk register
- Identification of issues requiring BSA input

#### **Acceptance:**

- Completion of presentation to BSA
- Resolution of all BSA review comments
- Written acceptance of the report

c. **Milestone 3 – 90% Draft Utility Master Plan**

**Payment Amount:** 30% of Contract Price

**Requirements:** Submission of the 90% Draft Utility Master Plan, including:

- Complete utility system analyses
- Identification of capital projects and alternatives
- Prioritization within and across utility systems
- Implementation roadmap and phasing
- Planning-level cost estimates

**Acceptance:**

- Deliverable is complete and suitable for detailed review
- Participation in comment reconciliation meeting
- Resolution of all BSA review comments required for acceptance at this stage

d. **Milestone 4 – 100% Draft Utility Master Plan**

**Payment Amount:** 20% of Contract Price

**Requirements:** Submission of the 100% Draft Utility Master Plan, including:

- Incorporation of all prior review comments
- Finalized analyses, recommendations, and prioritization
- Updated cost estimates and implementation plan

**Acceptance:**

- BSA confirmation that all prior comments have been addressed
- Deliverable is substantially complete and ready for finalization

e. **Milestone 5 – Final Utility Master Plan and Presentation**

**Payment Amount:** 20% of Contract Price

**Requirements:** Submission of the following:

- Final Utility Master Plan report
- All supporting documentation and electronic files
- Final presentation materials
- Delivery of in-person executive presentation

**Acceptance:**

- Incorporation of all final BSA comments
- Completion of final presentation
- Written acceptance of all Contract deliverables

**C. Conditions for Payment**

- Payment is contingent upon full compliance with Contract requirements and acceptance of deliverables.
- Partial, incomplete, or non-conforming submissions shall not be eligible for payment.
- BSA may require resubmission of deliverables until requirements are met at no additional cost.

## **D. Final Payment**

Final payment shall constitute payment for all work performed under the Contract and shall not be made until:

- All deliverables have been submitted and accepted
- All BSA comments have been resolved
- All Contract requirements have been satisfied