ATTACHMENT I: PROPOSAL SUBMITTALS

A. PROPOSAL FORMAT
The proposal is required to contain the following information and should be (Limit Number of Pages Desirable) pages (excluding cover, title sheets, dividers, etc.)

SECTION 1

Approach
• Provide an approach for completing the Scope of Work for (Type of Services). (See Attachment III).

• Present project review and quality assurance program.

• Discuss any unique ideas/concerns relating to the project.

SECTION 2

Project Organization
• Lead firm (or firms in the case of joint ventures)
  —Name(s)
  —Address(es)
  —Telephone number(s)
  —Name of responsible corporate officer(s)
  —Office location where the majority of the day-to-day work will be accomplished

• Subcontractors
  —Name(s)
  —Address(es)
  —Telephone number(s)
  —Name of responsible corporate officer(s)
  —Office location where work will be performed

• Organization Chart

• Brief description of responsibilities and summary resumes of key professional personnel emphasizing experience directly relating to responsibilities on this project, as well as any specialty certification (e.g., American Academy of Environmental Engineers, American Board of Industrial Hygiene, etc.), which demonstrates special qualifications related to this project.

• Estimated amount of time each key person will devote to the work on this project.

• Indicate which team members will participate in each area of the work.

SECTION 3

Schedule
• Work schedule for tasks described in Attachment II and Approach. Include expected starting dates and completion dates referenced to Notice to Proceed. State assumptions for time requirements.

SECTION 4

Personnel Effort
• An estimate of the required personnel hours, by task and job title, for performing (Type of Services).

SECTION 5

Management Control Program
• Cost control method/system.
• Schedule control method/system.
• Proposed project status reporting system.

SECTION 6

Experience and References
• Project Manager—Brief description of not more than five (5) projects similar to the work to be undertaken within the last five (5) years, performed by the proposed project manager.

• Project Engineer—Brief description of not more than five (5) projects similar to the work to be undertaken within the last five (5) years, performed by the proposed project engineer(s).

• Name, address, and telephone number of references for each of the projects described above.

B. APPENDIX (AS NEEDED)

ATTACHMENT II: PROJECT SCHEDULE

<table>
<thead>
<tr>
<th>TASK</th>
<th>ESTIMATED SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultant Selection</td>
<td>Date</td>
</tr>
<tr>
<td>Consultant Notice to Proceed</td>
<td>Date</td>
</tr>
<tr>
<td>Project Milestones</td>
<td>Dates</td>
</tr>
<tr>
<td>(List Milestones)</td>
<td>(Dates for each Milestone)</td>
</tr>
</tbody>
</table>
ATTACHMENT III: SCOPE OF WORK

The general scope of work is described in this section. A final scope of work will be defined in the contract negotiation process.

The scope of work is for (complete simple sentence description):

The owner will provide the following services related to the project:

(List services and information provided to the engineer):

Following is a brief description of the scope of work:

(Describe the services the engineer is to provide as explicitly as possible.)

ATTACHMENT IV: SELECTION CRITERIA

(CHANGE PERCENTAGES AS NEEDED)

Selection of the consultant(s) will be based on both the proposal and interview. The proposal is weighed 50 percent, the interview 50 percent.

PROPOSAL EVALUATION CRITERIA (50 Percent of Total Score)

1 Specialized Experience of firm (15 Percent).

This includes specialized experience directly relating to these projects, demonstrated ability to complete the work within the required schedule and budget, quality control/assurance programs, and the depth of in-house and subcontractor support.

2 Project Personnel (55 Percent).

This includes the role, commitment, and qualifications (including specialty certification) of key personnel and their experience in the areas assigned.

Principal-In-Charge 10 Percent
Project Manager 30 Percent
Project Engineer 15 Percent

3 Approach to Work (20 Percent).

This includes the approach to the project scope outlined in Attachment III, the understanding of the project scope and schedule of work, and the interfacing of tasks.

4 Other Considerations (10 Percent).

This includes comments received from references and unique/creative approaches to work.

INTERVIEW EVALUATION CRITERIA (50 Percent of Total Score)

Presentation (20 Percent).

• Style
• Content
• Ability to meet time constraints
• Effectiveness
• Communication/presentation skills

QUESTIONS AND ANSWERS (50 Percent)

Questions will be both technical and managerial in nature.

• Technical experience
• Managerial experience
• Creativity
• Communication skills

PROJECT TEAM (30 Percent)

• Principal-In-Charge
• Project Manager
• Project Engineer

ATTACHMENT V: BACKGROUND DOCUMENTS

(List the background documents that will be made available to the Engineer in preparing the proposal and how they will be made available.)