A. Request for Proposals Instructions

1. Interested consultants are invited to submit one (1) hard copy (signed original) and one (1) soft (PDF format) copy of a COMBINED Statement of Qualifications (SOQ) and Project Specific Proposal by responding to the items below. Responses must be in sufficient detail to provide for a thorough evaluation and assessment.

2. Information presented in the Proposal should conform to the following:
   a. The Combined SOQ / Proposal shall be limited to a maximum of sixty (60) single-faced pages of information; the Cover Sheet, Table of Contents and divider pages are not counted in the page count.
   b. The SOQ shall conform to the requirements as specified in the 2014 OPS Consultant RFQ, include subconsultant relevant project experience.
   c. Information submitted must be arranged in the same order in which it is requested in Section B – Proposal Submittal Components with divider pages between each section.
   d. Submittals are to be bound or stapled in upper left-hand corner.
   e. Font size is not to be less than 10 point.

B. Proposal Components

1. Cover Sheet (not a cover letter) - The cover sheet (not included in page count) will show the following:
   o Firm’s name
   o Firm’s address
   o State ‘Project Specific Proposal for [insert name of project]’ and the date of the submittal
   o Name of Project(s)
   o Signature and the name of the person(s) authorized to make representation for the firm and that person's address and telephone number.

2. Table of Contents (not included in page count) that corresponds with the Submittal Components listed herein.

3. Cover Letter – acknowledging firms intent to execute District standard architect contract, including key personnel clause.

4. Provide detailed information on the Key Project Specific Personnel, including Project Team Organization including all sub-consultant staffing and organization chart with duties/roles. Resumes to be included in the proposal portion of the submittal.

5. Describe consultant in-house capabilities, i.e. engineering, value engineering, estimating, etc. Approach to Design Coordination of sub-consultant scope of work.

6. Describe consultants experience in delivering projects on time and on budget.

7. Describe consultants experience with different project delivery methods, specifically Construction Manager at Risk (CMR) and/or phased construction.