



APPENDIX B – PROPOSAL REQUIREMENTS

These guidelines are provided for standardizing the preparation and submission of Proposals by all Consultants. The intent of these guidelines is to assist Consultants in preparation of their proposals, to simplify the review process, and to help assure consistency in format and content.

Proposals shall contain the following information in the order listed:

1. Transmittal Letter

The introductory (or transmittal) letter shall be addressed to:

Danielle Allred
Contracts & Special Projects Manager
736 F Street
Arcata, CA 95521

The letter shall be on Consultant letterhead and include the Consultant's contact name, mailing address, telephone number, facsimile number, and email address. The letter will address the Consultant's understanding of the services being requested and any other pertinent information the Consultant believes should be included. All addendums received must be acknowledged in the transmittal letter.

The letter shall be signed by an individual authorized to bind the consultant, and shall contain a statement to the effect that the proposal is a firm offer in effect for 180 days.

2. Executive Summary

3. Organization and Approach

- a) Describe the roles and organization of your proposed team for this project. Indicate the composition of subcontractors and number of project staff, facilities available and experience of your team as it relates to this project.
- b) Describe your project and management approach. Provide a detailed description of how the team and scope of work will be managed.
- c) Describe the roles of key individuals on the team. Provide resumes and references for all key team members. Resumes shall show relevant experience, for the Project's Scope of Work, as well as the length of employment with the proposing Consultant. Key members, especially the Project Manager, shall have significant demonstrated experience with this type of project, and should be committed to stay with the project for the duration of the project.

4. Scope of Work

- a) Include a detailed Scope of Work Statement describing all services to be provided.
- b) Describe project deliverables for each phase of your work.
- c) Describe your cost control and budgeting methodology for this project.

5. Schedule of Work

Provide a detailed schedule for all phases of the project and the proposing Consultant's services including time for City reviews and approvals.

6. Consultant Qualifications & Experience

The City of Arcata will only consider submittals from Consultants that demonstrate they have successfully completed comparable projects. These projects must illustrate the quality, type, and past performance of the project team. Submittals shall include a detailed description of a minimum of three (3) projects within the past five (5) years which include the following information:

- a) Contracting agency
- b) Contracting agency Project Manager
- c) Contracting agency contact information
- d) Contract amount
- e) Funding source
- f) Date of contract
- g) Date of completion
- h) Consultant Project Manager and contact information
- i) Project Objective
- j) Project Description
- k) Project Outcome
- l) Overall Project budget estimates at start of project, and final project budget
- m) Consultant contract amount at start of work, and final contract amount

7. Sub-Consultant Information & Scope (if any)

- a) Provide description of the roles/duties for sub-consultant.
- b) Provide a minimum of two (2) reference projects performed within the past five (5) years.

8. Certification as Disadvantaged Business Enterprise (DBE)

- a) Provide verification of Consultant or Sub-consultant as DBE, MBE, or WME.

9. Cost Proposal

The cost proposal shall be submitted as a separate PDF File. Consultant shall provide a cost proposal for the Scope of Services for Phases 1A and 1B. The cost proposal shall include the hourly rates and reimbursement schedule, valid for the entire contract period, for each classification of anticipated reimbursements. The Cost Proposal should include a basic estimate of the number of labor hours anticipated for each personnel assigned to the Project on a per-task basis, and a list of all employees and professionals, including subconsultants (if any) to be assigned to the tasks. If consultant intends to charge a markup on subconsultant work, that should be clearly stated within the fee schedule. Respondents should include all other costs that may be applicable to any extra services or "optional tasks" proposed that the Respondent feels necessary to the success of the Project.