

**RFP Proposal Template
for
Construction Project Management and Lead Project Monitoring**

This template is provided to assist Proposers in completing their proposals. Proposers are not required to use this form nor are they restricted to this template or format.

Additional pages may be added as needed.

This proposal is being submitted for: (check one)

Construction Project Management

Lead Project Monitoring

Both Construction Project Management and Lead Project Monitoring

Company Name: _____

Contact Person: _____

Contact Person's Phone Number: _____

Contact Person's Email Address: _____

Company Address: _____

City, State, Zip Code: _____

Fax Number: _____

Proposers initials _____

1. Introduction and Executive Summary

Submit a letter of introduction and executive summary of the proposal. The letter must be signed by a person authorized by your firm to obligate your firm to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal.

Signature of Proposer and Date

2. Project Approach

Describe the services and activities that your firm proposes to provide to the City.
Include the following information:

a. Overall scope of work tasks

b. Schedule and ability to complete the project within the City's required time frame.

c. Assignment of work within your firm's work team.

3. Firm Qualifications (up to **two (2)** pages)
Provide information on your firm's background and qualifications which addresses the following:

b. A brief description of your firm.

c. Briefly describe not more than three projects similar in size and scope managed or monitored by your firm including client, reference and telephone numbers, Staff members who worked on each project, budget, and project summary.

4. Team Qualifications
a. Identify the key individual(s), who will be conducting the project management tasks and/or the lead project monitoring,
b. As applicable, the person responsible for managing the above identified person.
c. Provide a written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the City's prior approval.
d. Provide a description of the experience and qualifications of the key individual(s), attach a brief resumes if necessary.

5. References

Provide references for the key individual(s), including the name, address and telephone number of at least **two (2)** but no more than **five (5)** recent clients (preferably other public agencies).

6. Fee Proposal

The City intends to award this contract to the firms that it considers will provide the best overall program services. The City reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request.

Hourly rates for all team members. Hourly rates, minimum hourly charges and itemized costs may be used to negotiate changes in the Scope of Work if necessary.

a. Hourly rates for all team members. Hourly rates and itemized costs may be used to negotiate changes in the Scope of Work if necessary.

b. Itemized costs.

c. Minimum hourly charges, state whether by project, by day, or per week.

d. Estimated average hours per week per project.
