

Attachment 1 – Proposal format and content

The proposal is limited to 15 letter-sized (8½ x 11) pages. The cover letter and cost information are excluded from this count. Each double-sided page counts as two. The proposal must include the following items:

1. Cover letter

The proposer must submit a one page cover letter that includes the following:

- a. A statement that the proposal is effective for a period of one hundred eighty (180) days or the date the contract takes effect, whichever is later;
- b. A statement confirming that the proposer has reviewed and agrees to be bound by the Sacramento County Water Agency Terms and Conditions (Attachment 2) including insurance provisions; or, alternatively, a statement confirming that the proposer has reviewed and agrees to be bound by Sacramento County Water Agency Terms and Conditions (Attachment 2), excluding only those provisions that have been redlined for negotiation purposes and are included in their proposal;
- c. A statement that the proposer does not have an actual or perceived conflict of interest regarding this RFP or in submission of their proposal; or alternatively, a statement explaining any conflict of interest and how to avoid, mitigate or neutralize the conflict;
- d. The contact information, phone number and email address, of who will sign the contract and who will be the project manager.

2. Statement of Qualifications

The proposer must submit a Statement of Qualifications that includes the following:

- a. A summary of the firm's background and organization.
- b. A Statement of the firm's qualifications and available resources for performing the subject services. Demonstrate that you fully understand the needs of Agency and describe how your firm is uniquely qualified to perform the services described in this RFP in a proficient and professional manner.

- c. An organizational chart and a brief summary of the qualifications and experience of the key members of the firm's staff who will provide the desired services. Describe the responsibilities of each staff member. Also, describe each member's involvement with the projects listed in the summary of the firm's experience.
- d. A summary of the firm's experience with at least five (5) projects related to water facility design and construction in the last four (4) years. The projects listed must be beyond the design stage. Include brief project description, dates, client information, contact name(s) and phone numbers for references. Also, identify which proposed team member(s) worked on each project and in what capacity or role. Photos or example drawings may be included in a separate appendix. Photos and drawings are excluded in page limit.

3. Cost Information

- a. Provide a summary of hourly rates and all other fees that your firm proposes to charge for the work listed in the SCOPE OF SERVICES section. The summary shall include labor rates for overtime work. List labor rates by job classification or title. Maintain consistency between the rate schedule information and the titles listed for the project team. These shall be the rates and fees proposed for the first 36 months following execution of the proposed contract. Subsequent contract extension(s) will allow the consultant an opportunity to renegotiate the labor rates.

4. Affiliation/Accreditations

- a. Provide a listing of all professional affiliations and accreditations held by the firm. Also, include a list of any certificates held by personnel proposed for assignment to Agency projects.

5. Subconsultant/Subcontractors

Provide a listing of subconsultants and/or subcontractors proposed for assignment to Agency projects. Consultant shall not substitute any subconsultants, subcontractors, other service providers and suppliers identified in the agreement without the written consent of Agency. Agency reserves the right to qualify, accept, or reject any proposed sub-contractor, subconsultant or any other proposed service provider.