

Sourcing Event 0000010097
Attachment 4
Written Proposal Template

Instruction to Proposers

Proposers shall use this document as a template on which to provide their Written Proposal responses. Proposers may not leave responses to questions blank and may not respond to questions with “To be provided upon request,” “To be determined,” or the like. Proposals that fail to address each of the requested items in this document in a sufficient and complete manner may be deemed non-Responsive and/or receive zero points.

In order to receive the maximum number of points, please be sure to follow this format and thoroughly (but concisely) address each section. Indicate clearly where supplemental documents are being provided.

Submission of a proposal will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal.

All documents submitted in response to this Solicitation are subject to public disclosure. Therefore, please exclude or otherwise identify confidential or proprietary information, as appropriate.

Question	Proposer's Response
Question 1: RFP Contact and Business Profile (5 Points) Provide a brief description of the Proposer's size and organization structure, include: 1. Proposer's Name 2. Proposer's Address 3. Proposer's Headquarters Address (if different from above) 4. Proposer's City Supplier ID 5. Proposer's Partner(s) Firm Name(s) 6. Clearly identify the person that will serve as the overall RFP contact. This person will receive e-mail notifications.	
Question 2: Project Team (30 Points) 1. Lead/Key Reviewer(s). Identify and provide resumes for Lead/Key Reviewer and every engineer who will serve as Key Reviewer's project team. The Evaluation Panel will evaluate each engineer's background and Tall Building experience as outlined in the Solicitation. 2. Supporting Team Members. Provide the role, responsibilities, qualifications, and company affiliation of every individual on the Proposer's team who will perform supporting services to the Lead/Key Reviewer.	
Question 3: Team Organization Chart (5 Points) Attach an Organizational Chart that illustrates the team structure (include the integration/interaction with City project team staff). Note the Proposer name and title/role for each team member.	
Question 4: Qualifications Summary (30 Points) With reference to MQ#6 in Section V of the Solicitation, Proposer must demonstrate the proposed Lead/Key Reviewer's qualifications, commitment, strength, and technical capabilities to fulfill all services specified and required to successfully accomplish the work.	

Question 5: Past Projects (30 Points)

Proposer must describe 3 most recent Tall Building projects previously completed by the Proposer within the last 15 years.

1. Similar Size and Scope: Each project must be of the type and scope of services specified in this Solicitation. (Section IV. Minimum Qualifications Documentation Required with Proposal).

2. Project Details: The descriptions shall include each item listed below.

- a. Project name
- b. Project scope summary
- c. Dates when the project was performed
- d. Project costs
- e. Proposer's role and responsibilities in the project
- f. Proposer's performance on delivering the project on schedule and on budget
- g. Proposer staff members who worked on the project
- h. Client name, reference, and contact info