

Sourcing Event 0000010098
Attachment 4
Written Proposal Template

Instruction to Proposers

Proposer 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 amount 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
<p>Question 1: RFP Contact and Business Profile (5 Points)</p> <p>Provide a brief description of the Proposer's size and organization structure, include:</p> <ol style="list-style-type: none"> 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. 	
<p>Question 2: Project Team (35 Points)</p> <ol style="list-style-type: none"> 1. Team Members. Provide the role, responsibilities, and qualifications of every individual on the Proposer team who will perform the services outlined in this Solicitation. Discuss each team member's background and tall building experience in order to demonstrate a strong ability to successfully perform the work. 2. Key/Lead Team Members. Identify and provide resumes for all staff who will serve as the Key/Lead Team Members so that the Evaluation Panel can evaluate the ability of each team member to successfully fulfill their project roles and complete the scope of services. 	
<p>Question 3: Qualifications Summary (35 Points)</p> <p>Proposer must demonstrate qualifications, commitment, strength, and technical capabilities to fulfill all services specified and required to successfully accomplish the work.</p>	

Question 4: Past Projects (25 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