**Sourcing Event 0000006259**

**Attachment 5**

**Written Proposal Template**

1. **Instruction to Proposers**
2. Proposer shall use this document as a template on which to provide their Written Proposal responses. Proposals that fail to address each of the requested items in this document in a sufficient and complete manner will be deemed Non-Responsive and/or receive zero points. 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.
3. 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.
4. 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.
5. 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 1: Description of Goods/Services being Provided (25 Points)

Proposer shall provide a Proposal consisting of the full line of goods and/or services being offered in response to this Solicitation, including manufacturer names and product descriptions, if applicable. Proposer must also provide detailed descriptions of how the Proposer will execute the work associated with each task outlined in this Solicitation. The description provided for each task should include, as appropriate, the following information:

* Task-specific approach and associated work elements;
* Dependencies on/among other tasks (including activities of others and required key information);
* Responsible party within the Proposer; and
* Output/deliverables from the task.

|  |
| --- |
| **Proposer Response** |

### Question 2: Business Profile (5 Points)

Provide a brief description of the Proposer’s size and organization structure, including:

1. Proposer’s financial stability, capacity and resources supported by two (2) most recent annual financial statements by which City can analyze Proposer’s financial resources. If financial statements are unavailable due to confidentiality reasons, submit recent Dun & Bradstreet reports. Include all lines of credits the City should consider in its analysis.
2. A listing and description of any lawsuit resulting from (a) any public project undertaken by the Proposer or by its subcontractors where litigation is still pending or has occurred within the last five years or (b) any type of project where claims or settlements were paid by the Proposer or its insurers within the last five years.

|  |
| --- |
| **Proposer Response** |

### Question 3: Project Team (15 Points)

1. **Team Members** (**8 Points**)**.** Provide the role, responsibilities, qualifications, and company affiliation of every individual on the Proposer team who will perform the services outlined in this Solicitation. Discuss each team member’s background and experience in order to demonstrate a strong ability to successfully perform the work.
2. **Key/Lead Team Members** (**5 Points**)**.** 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.
3. **Team Organization Chart** (**2 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.

|  |
| --- |
| **Proposer Response** |

### Question 4: Qualifications Summary (5 Points)

Proposer must demonstrate corporate qualifications, commitment, strength, and technical capabilities to fulfill all services specified and required to successfully accomplish the work. If Proposer is a JV, include a description of the organization, relationships, and defined responsibilities of all Partners in the JV. Describe any previous project-specific associations of the JV Partners. The Lead JV Partner shall demonstrate proven experience in managing and leading.

|  |
| --- |
| **Proposer Response** |

### Question 5 Past Projects (20 Points)

Proposer must describe 2 most recent projects previously managed by the Proposer or, if applicable, JV Partners within the last 7 years.

1. **Similar Size and Scope (5 points)**: Each project must be of the type and scope of services specified in this Solicitation.
2. **Project Details (15 points):** The descriptions shall include each item listed below.
   1. Project name;
   2. Project scope summary;
   3. Dates when the project was performed;
   4. Project costs;
   5. Proposer’s role and responsibilities in the project;
   6. Proposer’s performance on delivering the project on schedule and on budget;
   7. Proposer staff members who worked on the project; and
   8. Client name, reference, and contact info.

|  |
| --- |
| **Proposer Response** |

### Question 6: Work Approach (30 Points)

Proposer must describe their overall work approach to successfully deliver the goods and/or services requested in this Solicitation by addressing each item listed below:

1. Approach for coordinating/managing all work activities, including coordination and communication with City staff, to meet project milestones and deliverable due dates. **(5 Points)**
2. Processes/measures for controlling cost and schedule, tracking delivery/performance, and maximizing quality (QA/QC). **(5 Points)**
3. Approach for monitoring expended labor hours and tracking various factors affecting task costs. Include description (frequency, days after timesheet submittal) of project manager’s access to reports on staff labors hours and other cost items. **(5 Points)**
4. Processes for internal and external notification and resolution of technical conflicts and cost/schedule variances. **(5 Points)**
5. Understanding of potential project/task issues and constraints, and approach to managing project-specific challenges to complete tasks on schedule and within budget. **(5 Points)**
6. Approach and procedures for contending with work partners in adversarial or difficult situations.   
   **(5 Points)**

|  |
| --- |
| **Proposer Response** |