

A. General Submittal Instructions

1. Submit the original one (1) hard copy and one (1) electronic copy of the Submittal and the required attachments in 8-1/2 x 11 inch 3-ring binders with all pages numbered sequentially. Each section shall be labeled and/or tabbed.
2. The submittal and attachments cannot exceed thirty (30) single sided pages and must be typewritten. Page limit excludes tabs, covers, dividers, cover letter, table of contents, and resumes.
3. Use at least a 10-point font and ½-inch margins on all Submittal documents.
4. Electronic copy shall be PDF format and provided on USB Flash Drive.

B. Required Submittal Components

1. Cover Letter

- a. The letter of interest should not be more than two pages and may contain any information not shown elsewhere in the submittals.
- b. This letter must be signed by an executive of the firm who can contractually commit the firm and its resources to the Project and shall include a contact phone number and email address.
- c. Firms submitting as a joint venture must have the principal(s) of the joint venture sign the cover letter. Firms submitting as a joint venture must provide a copy of the draft or executed joint venture agreement as a part of its RFQ submittal. This agreement should be provided in an appendix and is not included in the page count. If a draft agreement is included with this submittal, an executed agreement shall be submitted to the Authority at the interview.

2. Executive Summary

- a. This summary should not be more than two pages. It is to provide a summary highlighting the firm's qualifications and special expertise to provide the services requested in the Request for Proposal and may contain any information not shown elsewhere in the submittal.

3. Corporate Information/Responsive to Proposals

- a. Brief history of the firm, including present ownership and key executives. (Please note if the firm has been debarred for any reason thus preventing the Authority from utilizing any federal or state funding for the Project).
- b. Evidence of the firm's financial capacity to provide a performance bond of up to \$240 million.
- c. Location of corporate headquarters and the location of the office that will handle this project.
- d. State your annual volume (in dollars) of construction for the past five years, your anticipated volume for the current year, and your plans for the next year, including this project. Relevant information to be provided for overall firm and for associated office in which the work will be performed out of.
- e. A firm organizational chart.
- f. A description of the firm's quality control and safety programs and their bearing on this Project. Include Worker's Compensation Experience Modification Rate (EMR) for the last five years.
- g. A description of the firm's in-house pre-construction services capabilities.
- h. Describe your approach and techniques for claims/disputes avoidance and mitigation. Provide a history of prior claims with owners during the past five years for all projects. Include Requests for Equitable Adjustments (REA) over \$100,000. State the amount of the claim or REA, when it was submitted to the Owner (at pre-construction, construction, or