

## **ATTACHMENT 2 PROPOSAL FORMAT**

The proposal shall demonstrate your experience with fisheries management, stream flow management, fish passage, streambed alteration permits and regulatory agency negotiations.

### **Transmittal Letter**

The letter of transmittal shall contain the names of the Project Manager, sub-consultants and subcontractors that will perform the work. Indicate the lead firm if a joint venture is proposed. State the office location(s) where the work will be performed.

### **Project Approach/Scope of Work**

The proposal shall include a clear and complete discussion of each task necessary to complete a study plan for San Leandro Creek. Using the attached outline of the scope of work as a guide, describe each task and subtask in sufficient detail to present your method of approach.

Recommend alternative ways of performing tasks that may improve data collection, reduce costs, or shorten the schedule. Discuss the reasons for any changes made to the scope of work outlined in Attachment 1. Identify in your proposal other activities that might be the responsibility of the District and the required level of effort.

### **Project Management and Staffing**

Include a clear statement of project team responsibilities and reporting relationships, work structure for project control, allocation of staff identified by name for key tasks, method for in-house review of work products, and a coordination plan for review by District staff.

Provide an estimate of labor hours by task and position, including sub-consultants. The estimate of labor presented in your proposal will indicate your understanding of the level of effort to complete each task.

### **Schedule**

Develop a detailed work plan and schedule for the project that includes deliverables and dates.

### **Experience and Qualifications of Project Staff**

Identify technical personnel, including sub-consultants, and describe their qualifications and experience developing fisheries management plans or related tasks such as environmental permitting, fish passage and fisheries flows. Indicate experience gained from implementing similar projects, and emphasize the experience of the specific individuals proposed to do the work.

### **Contract Equity Program and Equal Employment Opportunity Forms**

Include the required Contract Equity Program and Equal Employment Opportunity forms with your proposal. Non-compliance may deem a proposal non-responsive, and therefore, ineligible for contract award.

**Ownership Disclosure**

Provide any and all detail regarding District personnel with an ownership interest in your firm that is reasonably obtainable. Percent of ownership and the degree to which those individuals participate in the management of the business and their participation in preparing a response to this RFP should be included.

**Proposal Length**

The Proposal shall be limited to the following numbers of pages:

Transmittal Letter	1	page
Project Approach	5	pages
Project Management and Staffing	1	pages
Experience and Qualifications of Project Staff	as	needed
Schedule	1	page
CEP/EEO Forms	as	needed