

Question:

The instructions for the Proposal Form given in Exhibit A state that no alterations or changes to the Proposal Form are permitted. If a Consultant's team includes more than two people, how should a Consultant complete the Proposal Form?

Answer:

The Consultant's full team and their estimated level of effort shall be provided as part of the "Level of Effort" document specified on Page 8 of Exhibit A.

When completing the Proposal Form given on pages 5 and 6 of Exhibit A, please follow the steps given below for any of the six tables included in the Proposal Form where the Consultant proposes to have more than two people participating:

1. Please enter the total cost of the Consultant's activities (i.e., all members of the Consultant's team and other related costs) related to that table into the "TOTAL COST" cell.
2. Using the total cost entered for Step No. 1, please back calculate the extended cost, unit cost, and estimated quantity values for the Project Manager and the Project Engineer to equal the total cost.

No alterations or changes of any kind to the Proposal Form(s) are permitted.