



REQUEST FOR PROPOSALS FROM PREQUALIFIED CONSULTING FIRMS FOR SPECIFIC PROJECT J

BIKEWAY FEASIBILITY STUDY IN NORTHWEST COOK AND KANE COUNTIES

On Wednesday, May 7, 2014, CMAP held a non-mandatory pre-bid information session for prequalified contractors to provide assistance with conducting a bikeway feasibility study in northwest Cook and Kane Counties. Representatives from the prequalified contractor groups participated in the session at CMAP. Three CMAP staff members participated: Bob Dean, Deputy Executive Director of Local Planning, Margaret McGrath, Contracts Officer, and Jack Pfingston, Senior Planner. Mr. Dean began with a few comments regarding project background and expectations for proposal contents.

Following Mr. Dean's remarks, the session was opened to questions. The following is a recap of the questions asked and the answers provided. It is not an exact transcription, but closely summarizes the question-and-answer portion of the session.

Q: *The RFP says the feasibility study process should develop and describe potential alternative routes, including those listed and potentially others. How many alternatives does CMAP expect us to explore?*

A: Four or five and including, for example, a route through Hoffman Estates.

Q: *Can or will some of the alternatives take into account existing segments or share common route trunk portions?*

A: Yes.

Q: *Are the steering committee members looking for specific design concepts?*

A: No, our main goal is to figure out the best route while describing its components (i.e. it's off-road for this segment, shared path for that segment, etc.).

Q: *Has there been any public involvement to build off of?*

A: No, CMAP has not been involved lately with public involvement in the Barrington area.

Q: *What are the expectations concerning meetings with affected municipalities?*

A: We expect you to interact mainly with the steering committee while touching base, where needed, either in person or with phone calls with the six municipalities and the relevant jurisdictions. We do not expect any formal interactions (presentations or other actions) before official municipal bodies.



Chicago Metropolitan
Agency for Planning

May 7, 2014

Pre-Bid Information Session

Request for Proposals (RFP) No. 102:

Specific Project J

Bikeway Feasibility Study in

Northwest Cook and Kane Counties

BACKGROUND: RFP 102 – PROJECT J

Purpose: to select a contractor to work with a multi-jurisdictional group of communities and agencies to determine the best bikeway connection between two destinations in the Barrington area.

May 23: Submissions due at 3:00 p.m.

July: Interviews with finalists

Later July: Decision and start of negotiations with selected firm leading to Execution of Project Authorization Order (PAO)

PROPOSAL CONTENTS

1. Identify consultant team, project manager and role of subcontractors. Define role of each individual with significant time on project.
2. Narrative describing contractor's approach as it relates to interacting with CMAP and the project steering committee. Expand further on the contents of the deliverables, demonstrating knowledge of the elements and issues mentioned, and cite relevant principles from GO TO 2040. If submitting options, clearly identify which activities are optional.
3. Provide at least three examples of similar work, including client, date, approximate cost and references.
4. Price proposal form, Attachment 1, with hourly rates for relevant staff and estimated expenses.

SUBMITTAL REQUIREMENTS

- The addition of specialist subcontractors is permitted, if your “core team” does not include required specialties.
- Rates for core teams must be those rates listed in your proposals for RFP 102.
- Submissions may be by e-mail. Proposals must be received at CMAP by the 3:00 p.m. deadline.
- Pay close attention to size restrictions: emailed attachments cannot exceed 10 MB, and no single file (however it is submitted) cannot exceed 30 MB. Contractors may use methods such as file transfer services like Dropbox or website links to transmit if necessary.

OTHER ELEMENTS OF THIS RFP

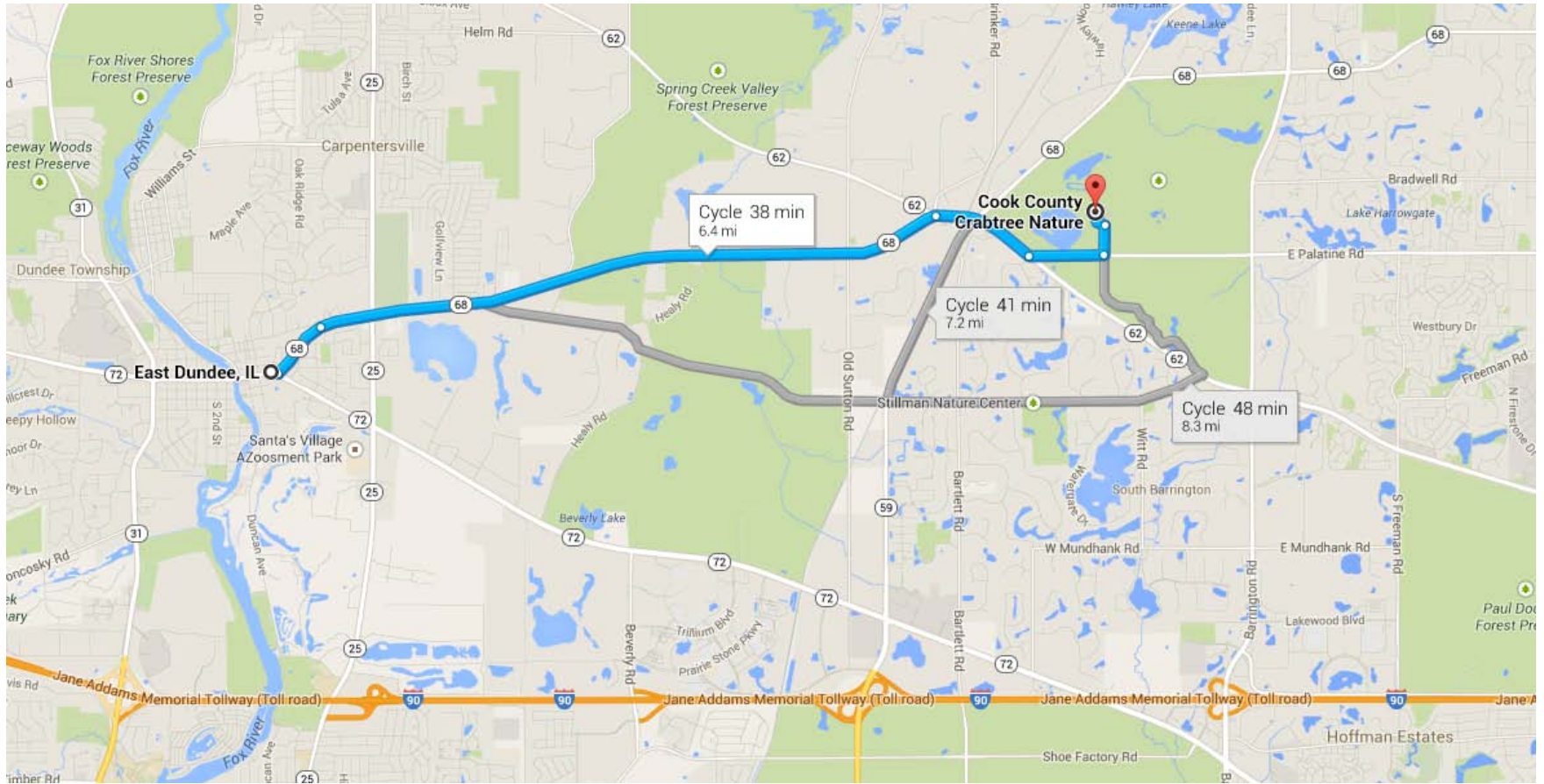
Negotiation after selection:

- Following contractor selection, CMAP will meet with the selected contractor and the City to discuss project scope and make adjustments.

Provision of options:

- Contractors should submit a core proposal that responds to the requirements of the RFP.
- They may also submit up to two optional elements. Each option must include a clear scope, deliverables, and cost.
- Contractors can submit any tasks as part of their options; sample options could include enhanced outreach, detailed design treatments or illustrations of key points along the route, or other elements.

BACKGROUND – STUDY AREA MAP



BACKGROUND

- Proposed bikeway is meant to connect destinations in northwest Cook and northeast Kane counties – Fox River Trail and several Cook County Forest Preserves.
- Connection recommended (in different ways) in previous plans by NWMC and CMAP.
- Connection should ultimately function as part of larger planned system.
- Steering committee already formed:
 - Municipalities (Barrington, Barrington Hills, Carpentersville, East Dundee, Hoffman Estates, South Barrington), Cook and Kane transportation departments, Cook and Kane forest preserves, local Councils of Government, and IDOT

SCOPE OF SERVICES

- Project is meant to evaluate alternative bicycle routes and recommend a preferred route.
- Contractors should describe their methods to address several components:
 - Involve stakeholders and the broader community.
 - Identify alternative routes, describe conditions along each, and determine method to prioritize between them.
 - Evaluate alternatives and develop planning-level recommendation for preferred route.
 - Analyze policies of relevant jurisdictions to identify opportunities or impediments.
 - Prepare final deliverable including next steps for implementation.

QUESTIONS?



Chicago Metropolitan Agency for Planning

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Suite 800
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312 454 0400
www.cmap.illinois.gov

May 2, 2014

REQUEST FOR PROPOSALS FROM PREQUALIFIED CONSULTING FIRMS FOR SPECIFIC PROJECT J

BIKEWAY FEASIBILITY STUDY IN NORTHWEST COOK AND KANE COUNTIES

The Chicago Metropolitan Agency for Planning (CMAP) is requesting proposals from the prequalified contractors to provide assistance with conducting a bikeway feasibility study in northwest Cook and Kane Counties as described in the enclosed Request for Proposals (RFP). Only contractors that were prequalified by CMAP to assist with Local Technical Assistance and Community Planning projects through RFP 102 are eligible to respond to this request.

CMAP will conduct a non-mandatory pre-bid information session on Wednesday, May 7 at 2:00 pm (CST). Consultants may attend in person or by webinar/conference call. To attend in person, call CMAP at 312-454-0400 to be added to the Willis Tower Visitor list. Driver's license or state ID required for entry into building tower. To join by webinar/conference call, email Yesenia Ambriz at yambriz@cmap.illinois.gov requesting Specific Project J webinar/conference call information. An e-mail with the webinar/conference call information will be sent to all who have registered by noon on May 6.

Participation with the pre-bid discussion is non-mandatory, but is offered as a way to best understand the scope of work we are trying to accomplish. The questions and responses noted during the pre-bid discussion will be sent to all of the prequalified contractors.

If your team is qualified and experienced in performing the described services, CMAP would appreciate receiving your proposal as indicated in the RFP. The deadline for receipt of submissions in response to the RFP is 3:00 p.m. May 23, 2014.

Thank you, and if you have any questions, please call me at (312) 386-8788.

Sincerely,

Margaret McGrath
Grant/Contract Officer

Enclosure

**REQUEST FOR PROPOSALS FROM PREQUALIFIED CONSULTING FIRMS FOR
SPECIFIC PROJECT J**

BIKEWAY FEASIBILITY STUDY IN NORTHWEST COOK AND KANE COUNTIES

The Chicago Metropolitan Agency for Planning (CMAP) invites prequalified contractors to submit proposals to assist with a bikeway feasibility study in northwest Cook and Kane Counties, as described in this scope of work. Please read each section carefully for information regarding the proposal and submittal instructions.

SECTION 1: Background and General Information

About CMAP

The Chicago Metropolitan Agency for Planning (CMAP) is the official regional planning organization for the northeastern Illinois counties of Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will. CMAP developed and now leads the implementation of GO TO 2040, metropolitan Chicago's first comprehensive regional plan in more than 100 years. To address anticipated population growth of more than 2 million new residents, GO TO 2040 establishes coordinated strategies that help the region's 284 communities address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See www.cmap.illinois.gov for more information.

Project Background

To advance the implementation of GO TO 2040, CMAP manages the Local Technical Assistance (LTA) Program, which provides assistance to local governments and nonprofit groups across the region to undertake planning projects that advance its principles. Each local planning project is expected to meet local needs as well as advance the implementation of GO TO 2040.

This scope of work has been released as a follow-up to RFP 102, through which seven contractors were prequalified to assist with LTA and Community Planning projects in FY 14. Prequalified contractors are not required to respond to this scope of work; they may do so at their discretion. Only the seven contractors that were prequalified are eligible to respond to this scope of work. All of the language and conditions included in the formal contract signed by each prequalified firm apply to this project.

If any of the prequalified firms did not include a needed specialist in the initial core team of the prequalification proposal, a new subcontractor may be added to the team to respond to this scope of work. Hourly costs for all core team personnel must be identical to the hourly costs specified in the original response to RFP 102. There is no requirement for the percentage of the project that must be taken by the lead firm; this is entirely at the discretion of the contractor team. Proposals must be submitted by the firms under contract with CMAP (that is, the lead firms on the initial RFP response), even if one of their subcontractors will serve as the project manager.

General Information

As a result of responses to this RFP, CMAP plans to review submissions and conduct interviews with selected contractors it determines can best meet the requirements outlined below. Negotiations will be held as necessary to select the contractor that CMAP believes can best satisfy its requirements at rates it perceives are reasonable for the services provided. Subject to "Reservation of Rights" contained in Section 4 of the original RFP 102, it is anticipated that a firm will be selected to perform the work described on a task order, Project Authorization Order (PAO), basis. It is anticipated that the term of the PAO awarded will be for a period ending in April 2015.

SECTION 2: Scope of Project and Procurement Details

Project Background

The purpose of the project is to determine the best bikeway connection between [Crabtree Nature Center](#) and the [Fox River Trail](#). Crabtree Nature Center is a major facility owned and operated by the Forest Preserve District of Cook County located between Barrington Hills, South Barrington, and Inverness. The Fox River Trail is a 40-mile multi-use path maintained by the Forest Preserve District of Kane County that follows the Fox River. Both are significant regional assets, but are currently not connected to each other by dedicated non-motorized transportation facilities, despite their relatively close proximity (approximately 5 miles). Other assets such as [Spring Lake Preserve](#) also lie between these two destinations.

A bikeway connection between these destinations has been recommended in past plans. The Northwest Municipal Conference, as part of their [2010 Bicycle Plan](#), included a connection between these assets. While the alignment was not determined, an off-street trail or sidepath in the vicinity of Dundee Road (IL Route 68) through Barrington Hills and East Dundee was envisioned, linking to the Fox River Trail in East Dundee. CMAP's [2009 Northeastern Illinois Greenways and Trails Plan](#) also showed a connection between these destinations, using a variety of other streets in Barrington Hills, South Barrington, Hoffman Estates, East Dundee, and Carpentersville. In discussions with local stakeholders, other alignments on or along municipal or county streets in these communities, such as Penny Road, a Cook County road that runs through South Barrington, have also been identified as possibilities.

The proposed bikeway connection should be seen as part of a larger system. The Crabtree Nature Preserve is adjacent to the Paul Douglas & Crabtree Preserve Paved Trail. The northern terminus of this trail, at the Old Stover Trailhead on Palatine Road, is directly across the street from the entrance to the nature preserve. This trail extends southeast to the Paul Douglas Preserve, as shown in the Forest Preserve District of Cook County's map for [Region 1](#) and [Region 2](#). Both the NWMC and CMAP plans recommend the continuation of bikeway connections beyond the Crabtree Nature Preserve in the corridors of Algonquin Road (IL Route 62), Hawthorne Road (IL Route 59), and Dundee Road (IL Route 68) to the east and the north.

This is a multijurisdictional project, and any proposed bikeway connection would pass through multiple municipalities and unincorporated areas and travel on or along roadways that are under different jurisdictions. Each jurisdiction has its own ordinances and policies that address bicycle accommodations, and these will need to be considered in the feasibility study.

Project Description

The purpose of this project is to examine the feasibility of the various potential bikeway routes – including those identified above, and potentially others – by which Crabtree Nature Preserve and the Fox River Trail could be connected. The resulting route should be safe, feasible, cost-effective, sensitive to natural resources, and consistent with preferences of local communities. The project will result in a recommendation for a preferred route to be carried forward for further development.

The examination of feasibility should consider a number of factors in order to make a recommendation for a preferred route. The planning process should consider the existing bicycle and pedestrian system, any programmed or near-term improvements, the feasibility and desirability of on-street and off-street options along the different potential routes, major barriers such as un-signalized arterial crossings, nearby land uses and destinations that may affect route alignment, and similar issues. The final deliverable will be expected to create planning-level cost estimates of potential routes and use this to inform the recommendations. A public input process should also be used in the development of recommendations.

The study should also consider connections beyond Crabtree Nature Preserve to the north and east, as described above. The study will not include detailed planning for these further connections, but should consider the interest

in these future extensions and connections when conducting the feasibility analysis. The study should ensure alignment with current plans to the north and east, and should not recommend a preferred route that precludes these further connections.

In addition, the study should examine the relevant policies and regulations of the appropriate public agencies – including the municipalities, counties, forest preserve districts, and IDOT – to determine whether they create any opportunities or barriers to the success of the preferred alternative. For example, the contractor should examine the policies of the Forest Preserve District of Cook County regarding bicycle parking at their nature centers, determine whether these policies may limit the use of a new bikeway facility, and recommend changes as necessary.

The final deliverable will be a feasibility study that explains and defends the preferred route, and describes the other alternatives considered, the process for arriving at the recommendation, and next steps to move the preferred route forward. It will also discuss any policy or regulatory changes that are identified as priorities. For both the physical facility and any supporting policy changes, the study should recommend next steps to move the preferred route forward.

The contract for the preparation of this study is expected to be approximately nine months in length, beginning in July 2014 and concluding in April 2015.

Scope of Services

This scope of work seeks to prepare a bikeway feasibility study in northwest Cook and Kane counties. Expected project stages and activities are described below. Flexibility is provided to contractors in the specific format and contents of the deliverables that are produced. Contractors are encouraged to produce deliverables that best fit the particular needs of the project. Contractors should clearly identify their proposed deliverables in the proposal and should clearly tie these to the project activities described below.

A steering committee has been identified for this project, and it represents its multijurisdictional nature. Members include the Villages of Barrington, Barrington Hills, Carpentersville, East Dundee, Hoffman Estates, and South Barrington; the Northwest Municipal Conference (NWMC) and Barrington Area Council of Governments (BACOG); the Cook County Department of Transportation and Highways and the Kane County Department of Transportation; the Forest Preserve District of Cook County and Forest Preserve District of Kane County; and the Illinois Department of Transportation (IDOT). Contractors should expect that the steering committee will meet between four and six times over the course of the project. In addition to interactions with the steering committee, contractors should expect to have individual meetings with each relevant jurisdiction at appropriate points in the project.

Drafts of all deliverables should be provided to CMAP to allow sufficient time for review, consistent with CMAP's standards for deliverable review. Formal deliverables (drafts of final products) should be provided to CMAP at least two weeks before their release to the steering committee or the public, and interim deliverables should be provided with at least one week for review.

The following activities should be included in the scope of services:

Community and stakeholder engagement. Contractors should include a plan for public engagement in their proposal. Contractors should specify public engagement methods and the number of public events to be held during the project process. At a minimum, there should be at least two public events scheduled during the nine-month process. Contractors are encouraged to propose other innovative methods to reach the general public, either as elements of their base proposal or as options.

Identification of alternatives. Several potential alternative routes were identified in the Project Background section of this RFP. The feasibility study process should develop and describe potential

alternative routes, including these and potentially others. In their responses to this RFP, contractors should describe the general process they will use to identify other potential routes. They may also speculate about what some other alternative routes may be, although this is not required. This stage should result in a deliverable identifying potential alternatives.

Decision-making method. Contractors should provide a general description of the method that will be used to analyze the potential alternatives. The method should include the identification of criteria in consultation with the steering committee; sample criteria include safety, consistency with local plans, physical feasibility, avoidance of impacts to the natural environment, and cost, but many others are possible. Criteria may be qualitative, quantitative, or a mixture of both. The method should be clearly described and documented before the evaluation of alternatives occurs. This stage should result in a deliverable describing the method that will be used to select a preferred route.

Alternatives evaluation and recommendation development. Following the agreement of the steering committee with the criteria and analytical method, potential alternatives will be analyzed. Contractors should describe their process for conducting this analysis. Contractors should also describe how they will make recommendations for a preferred route based on the results of the analysis and the feedback of the steering committee. The preferred route is not expected to be designed in any detail through this project, and it is understood that a full project development process, including preliminary engineering, will be necessary after the completion of this study. However, the study should provide relevant information about the route, such as whether it is on-street or off-street in each section, what sort of on-street treatment is likely to be appropriate (e.g. striped lanes, sharrows, signage), how it will cross arterials or other barriers, and other basic route planning information. It should also provide planning-level cost estimates of the preferred route. This stage should result in a deliverable which describes the preferred route and the method used to identify that route, and which can be used to begin a preliminary engineering process. This stage should also begin to point to implementation responsibilities after the feasibility study is complete, and the steering committee should begin discussions of next steps at this stage, even before study completion.

Policy analysis. In addition to the identification of a recommended route, this study is expected to include analysis of the policies of relevant public agencies that either support or hinder the success of the route and the use of non-motorized transportation in general. In their proposals, contractors should discuss potential policies that will be examined in this section, which could include Forest Preserve District restrictions on bicycle access to their facilities, municipal development regulations, County DOT or IDOT practices concerning accommodation of bicycles on their facilities, and similar policies. This stage should result in a deliverable that identifies relevant policy change recommendations.

Final study preparation and completion. Contractors should describe their process for preparing the final deliverable, which will include a recommendation for the preferred route, a description of the recommended policy changes, and a series of implementation steps meant to advance the project. The implementation steps should be clearly laid out and should identify the agency with lead responsibility for each task. Due to the multijurisdictional nature of this project, implementation responsibilities may be dispersed, and contractors are expected to give significant attention to implementation steps in the final document. The steering committee will be expected to approve the final document, but formal adoption of the final study by the member jurisdictions of the steering committee is not expected.

Optional Scope Tasks

In addition to the core tasks above, CMAP would like to consider additional or perhaps enhanced option(s) that the consultant would like to offer to enhance specific elements of this plan. Consultants may provide a maximum of two options. Each option may include as many or as few tasks and deliverables as the consultant would like, but the consultant should clearly specify the deliverables and cost associated with each option. These options are at the discretion of the consultants and could for example include (but are not limited to):

- Additional outreach meetings, enhanced project websites or other public engagement activities.

- Detailed design treatments or illustrations of key points along the route, including arterial crossings or other areas that may present barriers.
- Other elements at the discretion of the consultant.

These options may or may not be exercised based on the quality of the options and budgetary constraints.

Selection Process and Schedule

May 2:	Release RFP to prequalified contractors
May 7:	Non-mandatory pre-bid information session/webinar at CMAP
May 23:	Proposals due
June-July:	Interview finalists
July:	Decision and Execution of Project Authorization Order (PAO)

Proposal Evaluation

All proposals submitted in response to this request for proposals will be analyzed for completeness and cost effectiveness. The following criteria will be used in evaluating proposals:

1. The demonstrated record of experience of the contractor as well as identified staff in providing the professional services identified in this scope of work.
2. The contractor's approach to preparing a bikeway feasibility study that addresses the priorities identified in the Project Background and Project Description sections.
3. The contractor's approach to the study process, including community engagement, alternative identification and evaluation, policy analysis, and implementation.
4. The quality and relevance of the examples of similar work.
5. The contractor's integration of the principles of GO TO 2040 into the proposal.
6. The quality of the option(s) submitted.
7. Cost to CMAP, including consideration of all project costs and per-hour costs.

All timely responses received to this scope of work will be reviewed and interviews may be conducted with selected submitters CMAP determines can best meet the above requirements. Cost will be evaluated against other factors based upon the professional judgment of those involved in the evaluation. A committee including representatives from CMAP will make the contractor selection decision.

As applicable, hourly rates for personnel the contractor proposes to use will be requested and negotiations will be held as necessary to select the contractor CMAP believes can best satisfy its requirements at rates it perceives are reasonable for the services provided. It is anticipated that any PAO issued as a result of this RFP will be on a task order basis.

SECTION 3: Submittal Requirements

Proposals must be received at CMAP on or before 3:00 p.m., May 23, 2014

Submissions should be submitted in the order presented:

1. Identify the consultant team that will be involved in this project. Clearly identify the project manager, and specify the role of subcontractors. Each individual with significant time on the project should be identified and their role defined whether they work for the lead firm or a subcontractor.
2. Provide a narrative describing the contractor's approach as it relates to interacting with CMAP and the steering committee on the management and oversight of the project. Contractors should specify their approach as it relates to conducting the tasks necessary to produce the deliverables, engaging the public and other stakeholders, and overall interactions with CMAP and the steering committee. The narrative should expand further on the expected contents of the deliverables described in Section 2, demonstrating extensive knowledge of the elements and topical issues mentioned. Contractors should also cite any relevant principles or recommendations from GO TO 2040 that will inform their work on this project. If choosing to submit one or two options, provide a separate narrative describing up to two optional scope elements that the consultant thinks would enhance the project.
3. Provide at least three examples of similar work that the contractor has completed. Specify the client, the date prepared, and the approximate cost for each example. Provide references for each project including individual contact name and phone number.
4. Complete the "Price Proposal Form," Attachment 1, with all proposed pricing for this project. Specify hourly rates for relevant staff and any other expenses in the estimation of cost. If submitting up to two optional scope elements, include these costs in the options table(s).

Submittal Requirements for Proposals

Proposals must be submitted to CMAP no later than 3:00 p.m., May 23, 2014. One electronic copy of the proposal is required. Paper copies of the proposals are not required but may be submitted at the contractor's discretion. Contractors are requested to format their proposals to facilitate printing on standard size paper. Proposals must be submitted by the deadline using one of the following means:

Proposals may be submitted by email. Emails should be sent to Margaret McGrath at mmcgrath@cmapp.illinois.gov.

If submitting by email, contractors must write "PROPOSAL RESPONSE to RFP 102 SPECIFIC PROJECT J" on the subject line. Contractors should limit the file size of their proposals to ensure that they can be transmitted by email. (CMAP's email exchange server limit is 10 MB for attachments.) Contractors may also use other methods such as file transfer services like Dropbox or website links to transmit if necessary.

Proposals may be submitted by mail or hand delivery. Contractors may submit their proposals to CMAP on CD or USB device (such as a flash drive) in a sealed package or envelope. Files on a CD or USB device should not exceed 30 megabytes. To minimize document size, consider compressing images or exporting GIS maps as a JPG into the document before saving as a PDF.

Any materials transmitted by mail must be in a sealed package or envelope. The applicant's organization name and address shall appear in the upper left corner of the package. Submissions may be delivered to CMAP in person or sent (by U.S. Postal Service or other reliable means) to the following address:

Chicago Metropolitan Agency for Planning
Attn: Grant/Contract Officer
Response to RFP No. 102 Specific Project J
233 S. Wacker Drive, Suite 800
Chicago, IL 60606

There will be no public opening for this RFP. Late submissions will be rejected and returned unopened. Questions may be referred to Margaret McGrath, (312) 386-8788 or Email: mmcgrath@cmap.illinois.gov.

Attachment 1: Price Proposal Form

In response to Chicago Metropolitan Agency for Planning (CMAP) Request for Proposal for Specific Project J dated May 2, 2014, the undersigned, as an individual(s) with the authority to bind the Proposer, understands and agrees to the specifications, terms, conditions and provisions of the RFP and prices proposed below unless otherwise modified by mutual agreement of the parties. It is also agreed that the proposal submitted in response to the RFP is valid for ninety (90) calendar days from the proposal due date.

Please enter pricing into the following matrixes. Please provide additional specifics where possible. Rates for all staff that may work on the project, including subcontractors, must be included. If price structure is variable by which of the firm's employees are assigned, specify the employee billing level and the cost per hour for this level. All costs must be included. If desired, please submit costs for up to two option tasks including all costs. Please identify the option to match the written narrative provided.

Attach additional sheets if necessary. For ease of entry, feel free to copy and paste the tables into an Excel spreadsheet; insert lines as necessary.

Primary Firm (please include name) _____

	Staff name	Number of Hours	Hourly Rates	Total Cost
Staff Level 1				
Staff Level 2				
Staff Level 3				
Staff Level 4				
Travel and other fixed expenses (please describe what will be included)				

Subcontractor (please enter name) _____

	Staff name	Number of Hours	Hourly Rates	Total Cost
Staff Level 1				
Staff Level 2				
Staff Level 3				
Staff Level 4				
Travel and other fixed expenses (please describe what will be included)				

Core Total Cost _____

OPTIONAL TASK (please enter Task name) _____

	Staff name	Number of Hours	Hourly Rates	Total Cost
Staff Level 1				
Staff Level 2				
Staff Level 3				
Staff Level 4				
Travel and other fixed expenses (please describe what will be included)				

Subcontractor (please enter name) _____

	Staff name	Number of Hours	Hourly Rates	Total Cost
Staff Level 1				
Staff Level 2				
Staff Level 3				
Staff Level 4				
Travel and other fixed expenses (please describe what will be included)				

Option Total Cost _____

OPTIONAL TASK (please enter Task name) _____

	Staff name	Number of Hours	Hourly Rates	Total Cost
Staff Level 1				
Staff Level 2				
Staff Level 3				
Staff Level 4				
Travel and other fixed expenses (please describe what will be included)				

Subcontractor (please enter name) _____

	Staff name	Number of Hours	Hourly Rates	Total Cost
Staff Level 1				
Staff Level 2				
Staff Level 3				
Staff Level 4				
Travel and other fixed expenses (please describe what will be included)				

Option Total Cost _____

Acknowledgement of Receipt of Addenda if any:
(If none received, write "NONE.")

Addendum Number Date Received

If awarded the project, the undersigned hereby agrees to sign the Project Authorization Order (PAO) and to furnish the necessary certificates if any.

Proposer's Authorized
Signatory (Print):

Signature:

Title:

Company Name:

Address:

Telephone Number:

Date:
