

## *Desirable Contents in a Request for Proposals*

### ■ ***Introduction***

Brief description of the project. Who is the owner of the project, who is the contact person, where to obtain information.

### ■ ***Critical Dates***

Bid conference. Proposal due date. Interviews. Selection process. Selection decision. Contract discussion period. Commencement of project. Scheduled meeting dates. Construction period (if applicable). End of project.

### ■ ***Background and General Description of the Project***

Where is the project? Why is something being done? What are the project objectives and the desired result? Why do it now? By when must it be completed? What are the major issues at stake? Who else is concerned?

### ■ ***Scope of Services***

What is to be done. Skills and expertise desired in team that will perform the work. Emphasis on skills or their importance to the project. Logical sequence of activities. Desired outcomes -- more than specified techniques. General requirements -- and more specific requirements. Required meetings and presentations. Interaction with the Client and other groups. Budget or budget range.

### ■ ***Requirements for Procedures and Contents of Responses***

How proposals are to be prepared. Who can be asked questions and who cannot -- requirements or suggestions for contact. Format for the proposal (number of copies, what is to be included, how it is to be arranged, where it is to be sent and to whom). Required additional information (insurance certificates, resumes, certifications, etc.) Requirements for prime contractors and for sub-contractors. Complete list of everything that must be done and how it must be done.

### ■ ***Evaluation of Responses***

How, when, by whom, with what result. Will there be a shortlist? Will there be interviews? Who should be there? How will respondents be notified?

### ■ ***Form of Agreement between Owner and Consultant***

Order to proceed prior to contract? Parties to the Contract. Requirements for invoices. Copy of contract contents if necessary. Requirements relative to sub-contractors.

### ■ ***Required Forms***

If necessary: non-collusion form, stockholder disclosure form, affirmative action form, etc.

### ■ ***Attachments***

Maps, site plans, data, lists of individuals or groups associated with the project, reference forms, budget forms, proposal forms if used.