



# Chicago Metropolitan Agency for Planning

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February 27, 2013

## **REQUEST FOR PROPOSALS FROM PREQUALIFIED CONSULTING FIRMS FOR SPECIFIC PROJECT K**

### **DES PLAINES RIVER CORRIDOR PLAN FOR THE NORTHWEST MUNICIPAL CONFERENCE**

The Chicago Metropolitan Agency for Planning (CMAP) is requesting proposals from the prequalified contractors to provide an integrated transportation and land use plan to improve access to and enhance the transportation and recreational value of the Des Plaines River Corridor in northern Cook County for the Northwest Municipal Conference 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 088 are eligible to respond to this request.

CMAP will conduct a non-mandatory pre-bid information session on Tuesday, March 5 at 11:00 a.m. (CST). The session will be conducted by phone, rather than in person. If interested in participating, email [yambriz@cmap.illinois.gov](mailto:yambriz@cmap.illinois.gov) requesting conference call information. An e-mail with the conference call information will be sent to all who have registered by noon on Monday, March 4. The questions and responses noted during the pre-bid discussion will be sent to all 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., March 20, 2013.**

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 K

### DES PLAINES RIVER CORRIDOR PLAN FOR THE NORTHWEST MUNICIPAL CONFERENCE

*The Chicago Metropolitan Agency for Planning (CMAP) invites prequalified contractors to submit proposals to assist with preparing an integrated transportation and land use plan to improve access to and enhance the transportation and recreational value of the Des Plaines River Corridor in northern Cook County for the Northwest Municipal Conference, 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](http://www.cmap.illinois.gov) for more information.

### Project Background

To advance the implementation of GO TO 2040, CMAP is providing assistance to local governments and nonprofit groups across the region to undertake planning projects that advance its principles. Assistance is provided through two programs: the primarily staff-focused Local Technical Assistance (LTA) program; and the grant-focused Community Planning program. Regardless of how it is administered, 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 088, through which six contractors were prequalified to assist with LTA and Community Planning projects in FY 13. Prequalified contractors are not required to respond to this scope of work; they may do so at their discretion. Only the six 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.

Submittals must only include subcontractors that were included in the initial proposal for prequalification. New subcontractors that were not part of the initial prequalification proposal may not be added to the team to respond to this scope of work. Hourly costs for personnel must also be identical to the hourly costs specified in the original response to RFP 088. 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 088, 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 March 2014.

## SECTION 2: Scope of Project and Procurement Details

### Project Background

The Northwest Municipal Conference (NWMC) would like to develop a transportation and land use plan that improves access to and enhances the transportation and recreational value of the Des Plaines River Corridor in northern Cook County. The NWMC is a council of government with over 50 years of experience serving 41 municipalities in five counties representing over 1.3 million people in the north and northwest suburbs of Chicago. The Des Plaines River and adjacent forest preserve areas currently represent underutilized recreational facilities. Improving access to these facilities benefit neighboring communities and the region by providing residents more effective transportation options as part of a multimodal system that takes advantage of recreational assets and closes gaps in the existing trail and bikeways networks.

The Des Plaines River Corridor is comprised of several forest preserves, lakes, boat launches, and picnic areas, all of which fall under the jurisdiction of the Forest Preserve District of Cook County (FPDCC). The geographic limits of the corridor are defined by Lake Cook Road on the north and Higgins Road on the South. It is approximately 12 miles long. The corridor's width is defined by an area  $\frac{1}{4}$  of a mile either side of the Des Plaines River. A major feature of the Corridor is the Des Plaines River Trail, 16 miles in length, and connecting numerous FPDCC facilities in northern Cook County. The Trail is a major north-south corridor in CMAP's Northeastern Illinois Greenways and Trails Plan and the NWMC Bicycle of Plan of 2010 identifies the Des Plaines River Trail as a regional bicycle corridor. It is the only major north-south regional bicycle route between the North Branch Trail and the Fox River Trail. Additionally, six east-west NWMC regional bicycle corridors intersect the Des Plaines River Trail in the proposed plan area. Currently, there is no unified system for connecting forest preserve trails to existing municipal bicycle and pedestrian networks, and several of the Corridor's forest preserves act as impediments to east-west bicycle and pedestrian travel. Several roads that run through and parallel to forest preserve areas within the Corridor are also included in the plan study area. Most of these roads are under the jurisdiction of the Illinois Department of Transportation (IDOT) and the Cook County Department of Transportation and Highways. The project is expected to be a collaborative effort involving the NWMC, FPDCC, Cook County, IDOT, and the municipalities of Des Plaines; Glenview; Mount Prospect; Niles; Northbrook; Park Ridge; Prospect Heights; and Wheeling.

This project will take advantage of work completed for other related planning initiatives, both local and regional in scope. In 2010, the NWMC completed a substantial update to its existing Bike Plan. An important aspect of the update was information from existing municipal bike plans. One of the major focuses of the update was the identification of long distance regional bicycle corridors to link with existing municipal networks. The Des Plaines River Trail was identified as a regional corridor and a major regional destination. Since the adoption of the NWMC plan in 2010, Mount Prospect and Des Plaines have also completed updates to their bike plans. Wheeling recently completed a Non-Motorized Transportation Plan. A common element in all these plans is that they identify the Des Plaines River Trail and adjacent FPDCC areas as major destinations. The Wheeling, Mount Prospect, and Des Plaines plans will be reviewed and, where appropriate, incorporated into the Des Plaines River Corridor Plan.

In 2009, the CMAP Northeastern Illinois Regional Greenways and Trails Plan identified the Des Plaines River Trail as a proposed primary regional trail.

In January of 2012, the FPDCC adopted its Capital Improvement Plan 2012-2016. This plan guides capital spending by the District. The District is also currently developing a Recreation Master Plan. When completed in 2013, it will provide the District with a blueprint for enhancing existing recreation opportunities as well as identifying and developing new ones compatible with its mission. NWMC will work closely with the District to coordinate its Recreation Master Plan with this Corridor Plan project.

In addition, CMAP is working with the District on a separate project to conduct trail counts and user surveys in two locations on the District's trail system. One of these locations will be within the study area, although the exact location is not yet determined. The counts and surveys will be conducted during summer 2013. Results are expected in late summer of 2013 and will be shared with the consultant as soon as they become available.

In February, 2012, the NWMC Board approved the North and Northwest Cook County Bicycle Signage Plan and the Northwest Highway Corridor Bicycle Facilities Plan. These two plans will help advance implementation of the 2010 NWMC Bicycle Plan. The NWMC followed-up adoption of these two plans with \$66,000 in funding from the federal Communities Putting Prevention to Work program and the Cook County Department of Public Health.

The consultant for this project is expected to generate a plan that will provide a strategy, with specific recommendations, for improving access to and through the Forest Preserve along the corridor. Such a strategy should include an effective means of linking the Des Plaines River Trail with the other amenities of the Corridor, as well as the existing (and planned) pedestrian and bicycle networks of surrounding communities. Furthermore, the plan will identify jurisdictions responsible for the implementation and maintenance of improvements and/or facilities recommended in the plan.

The contract period for this project is expected to be approximately 12 months in length, beginning in April 2013 and concluding in March 2014.

### **Project Description**

The goal of the project is to enhance the transportation and recreational value of the Des Plaines River Corridor in northern Cook County. The objectives are to develop a framework of future improvements, close gaps in the network of trails intersecting with the Des Plaines River Trail, and identify the jurisdictions responsible for implementation of plan recommendations and Corridor maintenance. While municipalities have previously identified challenges related to access to and through the Des Plaines River corridor within their corporate limits, projects of a manageable scope have been difficult to identify and execute. This is due to several factors, including the irregular shape of the corridor as it winds through municipalities, unincorporated areas that impede trail network development, and a lack of consistency in roadway jurisdiction. These factors result in a risk that large-scale projects will be completed in isolation and fail to interconnect. This plan presents a unique opportunity to enhance an existing regional amenity while planning for the future. The plan will recognize and build on improvements completed in the Lake County portion of the Corridor, which include uniform signage (mile markers and directional), uniform surfaces where practicable, long term plans to eliminate unsafe crossings, and coordination with existing pedestrian and bikeway networks. The project supports the GO TO 2040 Plan's Livable Communities theme by reinvesting in existing assets, improving walkability,

incorporating environmental features and providing transportation choices to employment and recreation.

### **Project Initiation**

After selection, the contractor will be expected to participate in introductory project discussions with representatives from CMAP and NWMC staff. The purpose of the discussions will be to define the division of project responsibility, finalize matters related to the project's scope and timeline, and to outline tasks leading to the initial public meeting.

The project will include following tasks:

#### **Task 1: Catalog existing access points along the Des Plaines River corridor**

The plan area contains FPDCC parks, paths, picnic areas, and the Des Plaines River Trail. The project will inventory points where bicyclists, pedestrians, kayakers, and canoeists can access the river, the trail, and associated parks and amenities. The project will assess the quality of the access points to determine areas for potential improvement (signage, bicycle and pedestrian accommodations, maintenance, etc.).

#### **Task 2: Review continuity and quality of the Des Plaines River Trail**

The project will examine deficiencies on the Des Plaines River Trail that make it unattractive for cyclists and pedestrians. Surface quality of the Des Plaines River Trail will be assessed. An important part of this task will be a gap analysis to determine discontinuous segments of the trail and opportunities for better connections. Finally, the consultant will review the signage along the Des Plaines River Trail. Improved wayfinding and distance signage would help users determine their current location and proximity to the road network and nearby amenities.

#### **Task 3: Review regional and community plans for non-motorized transportation**

Most municipalities in the Corridor have either existing or proposed non-motorized transportation plans. The consultant would review plans of affected municipalities, the NWMC, and CMAP to determine if and how they address Corridor resources and to identify opportunities for intergovernmental cooperation on future Corridor improvements. The capital plans of the FPDCC and IDOT also impact the goals of this planning project and should be reviewed. The consultant should also review results of the FPDCC trail counts and user survey when they become available in late summer of 2013.

#### **Task 4: Identify problem areas**

Based on the results of Tasks 1 and 2, this task will highlight the access points and areas of the Des Plaines River Trail that present barriers to increased use of FPDCC resources. Examples of problem areas may include unsafe or poorly signed access points, poor surface conditions, and inadequate signage.

#### **Task 5: Develop projects and strategies for problem areas**

Based on problem areas identified in Task 4, the consultant will work with the NWMC and FPDCC to develop projects and strategies to address issues in the problem areas. This task will include recommendations on connecting the plan area with neighboring municipalities and trails identified in the gap analysis of Task 2, improving accommodations (bicycle, pedestrian and aquatic), and improving wayfinding and distance signage. This task will include preliminary cost estimates for proposed projects and strategies.

#### **Task 6: Implementation Plan**

The consultant will work with NWMC staff, the FPDCC, and municipalities to prioritize projects and strategies developed in Task 5 to develop an implementation plan for future Corridor improvements. The plan will identify jurisdictions responsible for future improvements in the corridor study area and will include a review of potential funding sources for implementation of projects and strategies.

Throughout the process, the NWMC will work with a steering committee. The steering committee will be established by the NWMC for the purpose of overseeing and guiding this project, and will also seek public input at appropriate stages. The steering committee should include a representative from the NWMC, the FPDCC, CMAP, each of the eight participating municipalities, appropriate recreational groups or clubs, and other stakeholders deemed essential by the NWMC. The Active Transportation Alliance, a non-profit bicycle and pedestrian planning organization, may have an interest in participating in the steering committee. Consultants should expect the steering committee to meet approximately four to six times over the duration of the project. The timing of the steering committee meetings to correspond with project activities is at the discretion of the consultant.

### **Municipal and Agency Participants**

Participants in the plan effort will include the NWMC; the FPDCC; City of Des Plaines; Village of Glenview; Village of Mount Prospect; Village of Niles; Village of Northbrook; City of Park Ridge; City of Prospect Heights; and Village of Wheeling. All municipalities identified as participants are members of the NWMC. Coordination will be required with IDOT and Cook County, which have jurisdiction over the roads running through and parallel to the Forest Preserve.

### **Outreach and Community Engagement**

The public engagement process for the plan would involve outreach through the NWMC, its member municipalities, and the FPDCC. The municipalities bordering the trail have utilized extensive community engagement in their past plans, including multi-modal plans and bike plans. The previous outreach efforts associated with these municipal plans can provide a means from which to identify and hear from current users and potential users of the Des Plaines River Trail. The consultant should review results of the trail counts and user survey when they become available for information regarding public perceptions; CMAP will also share contact information for survey respondents who indicated an interest in being involved in planning activities in the area around the trail. The consultant will work with the steering committee to identify and enlist key audiences for participation in the project and then develop a customized plan for community engagement that includes at least three public meetings. The consultant will then be responsible for implementing the community engagement plan.

### **Deliverables**

Flexibility is provided to consultants in the specific format and contents of deliverables produced (such as a single existing conditions report versus a series of topic-specific memos) and they are encouraged to produce deliverables that best fit the particular needs of this project. Consultants should clearly identify their proposed deliverables in the proposal and should clearly tie these to the project activities described in this RFP. Drafts of all formal deliverables should be provided to CMAP and the NWMC at least two weeks before their release to a steering committee or the public. The draft plan should include prioritized recommendations with an implementation timetable

### **-Existing Conditions**

The plan will examine existing conditions in the Des Plaines River Corridor and will identify gaps within the Des Plaines River Trail, east-west regional trails intersecting the Des Plaines River Trail, and other

trails or access points under the jurisdiction of surrounding municipalities. An analysis of existing facilities and amenities in the Corridor's forest preserves will also be presented.

The examination of existing conditions should start with a summary of recommendations from previous plans affecting or influencing the Des Plaines River Corridor, including:

- CMAP Northeastern Illinois Regional Greenways and Trails Plan of 2009.
- The NWMC Bike Plan update of 2010.
- Northwest Cook County Bicycle Signage Plan and the Northwest Highway Corridor Bicycle Facilities Plan, both adopted in 2012.
- Recent updates to the Des Plaines (2012) and Mount Prospect (2012) bicycle plans.
- Wheeling Non-Motorized Transportation Plan (January, 2013).
- Non-motorized transportation plans for any of the remaining municipalities in the Corridor.

The examination of existing conditions is expected to include high-quality maps, charts, and tables to support the analysis. The consultant will provide a draft of materials associated with the existing conditions analysis to the NWMC and CMAP at least two weeks prior to their release to a steering committee or the public.

#### **-Draft Plan**

After completion of a final draft of existing conditions materials, the consultant will work with NWMC staff and the steering committee to analyze information and data from the existing conditions research and the community engagement process to develop plan recommendations. However, as this phase of the project begins, and before draft recommendations are drawn up, a meeting will be scheduled with CMAP senior management to discuss the direction and expected recommendations of the plan. Finally, the draft recommendations document will include a prioritized set of improvements to be reviewed by NWMC staff and CMAP at least two weeks prior to its release to the steering committee or the public.

#### **-Final Plan**

The consultant should prepare a final plan based on its analysis and comments regarding the draft plan by the NWMC, CMAP, participating municipalities and agencies, stakeholders, the public, and others. The final plan will be reviewed by both the Bicycle and Pedestrian, and Transportation Committees of the NWMC before formal adoption by the NWMC Board.

#### **Adoption and Implementation**

Upon completion of the corridor improvement plan and adoption by the NWMC Board, the steering committee will transition into a new role monitoring implementation of the plan. The consultant will assist the steering committee and NWMC staff in drawing up an implementation plan that includes a timetable. It is essential that IDOT and Cook County be included in implementation discussions. As it did in the wake of its 2010 Bike Plan, the NWMC will assist municipalities in seeking grants that facilitate implementation of the plan.

#### **Links to Plans mentioned in scope**

The link for the CMAP Greenways & Trails Plan is: [www.cmap.illinois.gov/bike-ped/greenways-and-trails](http://www.cmap.illinois.gov/bike-ped/greenways-and-trails)

The other plan links, provided by NWMC are:

All three NWMC plans (bike update of 2010, Bicycle Signage Plan of 2012, and Northwest Highway Corridor Bicycle Facilities Plan of 2012): <http://www.nwmc-cog.org/Transportation/Bike-Planning.aspx>

Links for non-motorized plans mentioned in the RFP:

Des Plaines Bicycle Plan: <http://www.desplaines.org/?nid=223>

Mount Prospect Bicycle Plan: <http://www.mountprospect.org/index.aspx?page=155>

Wheeling Non-Motorized Transportation Plan:

<http://www.vi.wheeling.il.us/Services/CommunityDevelopment/Planning/PlanningBicycleandPedestrianTaskForce.asp>

Others include:

Glenview: <http://www.glenview.il.us/capital/SitePages/Bike%20and%20Sidewalk%20Planning.aspx>

Northbrook: <http://www.northbrook.il.us/index.aspx?page=243>

Park Ridge (map only): [www.parkridge.us/assets/1/Documents/2006%20Bike%20Map.pdf](http://www.parkridge.us/assets/1/Documents/2006%20Bike%20Map.pdf)

Niles: Multimodal Transportation Plan – LTA funded currently ongoing project

### **Selection Process and Schedule**

February 27:	Release RFP to prequalified contractors
March 5:	Non-mandatory pre-bid information session conference call
March 20:	Proposals due
April 17-18:	Interview finalists
Late April:	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 demonstrated ability of the contractor to meet CMAP's standards – in terms of expertise in relevant topical areas, familiarity with GO TO 2040, and ability to conduct effective public engagement and technical planning work.
3. The quality of the narrative describing the contractor's approach to the project, and the degree to which the narrative demonstrates a clear understanding of the project.
4. The quality and relevance of the examples of similar work and references for the projects.
5. Cost to CMAP, including consideration of overall 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 the other factors based upon the professional judgment of those involved in the evaluation. A committee including representatives from CMAP and the Village will make the contractor selection decision.

As applicable, hourly rates for personnel the submitter proposes to use will be requested and 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. 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., March 20, 2013.**

### Submittal Requirements

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. Contractors will not need to provide much general information about their firm, as this was already done through the prequalification process.
2. Demonstrate understanding of the overall purpose of the project. Contractors should also demonstrate that their work on this project will help to implement the principles of GO TO 2040.
3. Provide a narrative describing the process that will be used to produce the draft plan, as well as any interim deliverables proposed by the contractor. Contractors should also include a specific timetable with their narrative demonstrating how the project will be completed by the ending date listed in the proposal. Contractors should specify their approach as it relates to conducting the necessary technical analysis, engaging the public and other stakeholders, and interacting with CMAP and the Steering Committee on the management and oversight of the study.
4. 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.
5. Complete the "Price Proposal Form," Attachment 1, with all proposed pricing for this project. Specify number of hours, hourly rates for relevant staff, and any other expenses in the estimation of cost.

### Submittal Requirements for Proposals

Proposals must be submitted to CMAP no later than 3:00 p.m., March 20, 2013. 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 should keep in mind that their firms have already been judged to be prequalified to conduct this work, and CMAP's focus will be more on approach and cost, so graphics-heavy proposals are not necessary. Contractors are requested to format their proposals to facilitate printing on standard size paper.

Proposals must be submitted by the 3:00 p.m. March 20 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](mailto:mmcgrath@cmapp.illinois.gov).

If submitting by email, contractors must write "PROPOSAL RESPONSE to RFP 088 SPECIFIC PROJECT K" on the subject line. Contractors should limit the file size of their proposals to ensure that they can be transmitted by email. (CMAP's e-mail exchange server limit is 10 MB for attachments.) Contractors may also use other methods such as file transfer services like Drop Box or website links to transmit larger files if they are over the 10 MB limit.

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.088 Specific Project K  
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](mailto:mmcgrath@cmap.illinois.gov).

**Attachment 1: Price Proposal Form**

In response to Chicago Metropolitan Agency for Planning (CMAP) Request for Proposal for Specific Project K dated March 20, 2013, 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.

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)** \_\_\_\_\_

	Hourly Rates	Number of Hours	Total Cost
Staff Level 1			
Staff Level 2			
Staff Level 3			
Staff Level 4			
Travel and other fixed expenses (please describe)			
<b>TOTAL</b>			

**Subcontractor (please enter name)** \_\_\_\_\_

	Hourly Rates	Number of Hours	Total Cost
Staff Level 1			
Staff Level 2			
Staff Level 3			
Staff Level 4			
Travel and other fixed expenses (please describe)			
<b>TOTAL</b>			

**Subcontractor (please enter name)** \_\_\_\_\_

	Hourly Rates	Number of Hours	Total Cost
Staff Level 1			
Staff Level 2			
Staff Level 3			
Staff Level 4			
Travel and other fixed expenses (please describe)			
<b>TOTAL</b>			

**Project Total** \_\_\_\_\_

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:

\_\_\_\_\_