

Duresky, Tasheena

To: [Consultant]
Subject: Consultant List Project Opportunity, Pick 1 Selection; [Project Number - Project Name] Local Admin

Attach these documents:

- 1) Exhibit A Consultant Terms and Conditions (retrieve from OFCC Website the most recent document)
- 2) Exhibit B

The attached documents are just shown as a SAMPLE. Please attach your current documents.

Dear [Consultant],

Please acknowledge receipt of this e-mail.

I am contacting you about this project since your firm is on **OFCC's FY20-21** consultant list and your firm looks like a good candidate for this project. We have elected to send this RFP to your firm; this is a Pick 1 selection. Please confirm that you are interested in this project by emailing me back.

This project will be locally administered by the [Department]. Consultant Terms and Conditions (Exhibit A), Scope of Services (Exhibit B), and Draft Agreement form are attached for your information. You will be required to utilize an executed OFCC standard Consultant Agreement for the described services. This project will be for the FY20-21 Consultant List Biennium.

You are invited to submit a Technical and Fee Proposal based on the Scope of Services described in the Scope. There is no need to include any overview or qualifications of your firm in general. We are most interested in the personnel who will be involved.

SUBMITTALS:

TECHNICAL/FEE PROPOSAL:

1. Please submit one (1) technical/fee proposal indicating the scope of services and show how your firm will best implement the detailed program. Indicate similar projects and use types designed within the last 5 years.
 - a. Provide a detailed description of your proposed approach to understanding the budget, understanding the Owner's Goals, detail description of approach to project, description of project management and control including staffing of the project, proposed consultants, if any, communications and development of technical data.
2. Provide information on how you intend to address project control scheduling and documentation and the ability to produce the project within the period required. Demonstrate the ability to meet schedule deadlines.
3. Indicate a confirmation of the schedule for completion of documents by the date indicated in the Schedule of Services.
4. If Sub-consultants are proposed within your Scope of Services, indicate this work and identify them.
5. The Fee Proposal shall be inclusive of all work required to perform all Consulting Services as described in this request, formatted as follows:

a. Please follow the required AE Design Service Budget breakdown below, itemized out Additional Services, and Reimbursables. Please sub-total Basic Services, Additional Services, and Reimbursables, and provide a Grand Total of your fee proposal.

AE Design Services Budget, required in your proposal

Basic Services:	Percentage
Pre-Design Stage	5%
Schematic Design Stage	15%
Design Development Stage	15%
Construction Document Stage	30%
Bidding and Award Stage	5%
Conformed Documents	2%
Construction Stage	25%
Contract Close-out Stage	3%

6. The State intends to enter into a single contract for the requested services described herein. Negotiations will then be held with **[Department]** to establish the final Scope of Services and Fee.
7. Please include your hourly rates into your Technical and Fee Proposal
8. Your Fee/Technical proposal should not be more than 20 pages.
9. Your Proposal is to be received no later than **[Deadline date and time]**.
Email to:

[Agency coordinator/ Agency Project Manager]
[Email address(es)]

We look forward to hearing from you,

[Agency Coordinator and contact information]