



**Project Identification**

- 1. Identify the location of the work in the proposal .....
- 2. Identify the basis for the work in the proposal.....
- 3. Identify all phases of the work in the proposal. ....
- 4. Reference the responsibilities of the Consultant described in DCAM-FORM-CAP-A201 – General Conditions for Construction Contracts, when applicable.....
- 5. Identify all contact personnel for the project, including contact for Accounts Payable/Receivable. Include phone numbers, fax numbers and email addresses .....

**Proposed Fee**

- 1. Include a not to exceed fee amount in the proposal. ....
- 2. Include all expenses in the proposal. ....
- 3. Summarize fees with subtotals that correspond with all applicable phases. ....
- 4. Provide a breakdown of all hourly and reimbursable expenses .....
- 5. Open-ended proposals are prohibited

**Reimbursable Expenses**

- 1. Provide all routine expenses in the proposal. ....
- 2. Provide for fire marshal review and any other necessary building permits.....
- 3. Provide for all printing, mileage, postage, etc. in the proposal. .... 
  - a. State Agencies are required to only accept mileage costs at the current [IRS rate](#).
  - b. Provide for an electronic copy as well as two (2) hard copy sets of final documents. Submit the electronic copy and one (1) set of documents to CAP; provide one (1) set to the Using Agency.
  - c. Requests by the State, such as special color renderings, can be negotiated at a later date without being included in original purchase order.

**Project Bidding**

- 1. Include the attending of pre-bid conferences in the proposal. ....
- 2. Include the preparation of Addenda in the proposal, as required. ....
- 3. Include reasonable allowances for bid phasing and services that allow for quality work product in the proposal. ....
- 4. All project bidding is administered by CAP including distribution of bid documents and acceptance of bids.
- 5. All project bidding is coordinated with CAP for front-end documents.

**Construction Administration (If Applicable)**

- 1. Include the attending of pre-construction conferences. ....
- 2. Include an adequate number of site visits appropriate for the construction of the project.....
- 3. Include processing of change orders and pay requests as appropriate. ....
- 4. Include substantial and final inspections.....
- 5. Include record documents/as built.....

### **Who To Send Proposals To**

1. Submit initial proposal, **on Consulting Firm's letterhead**, to the Using Agency requesting the services.
2. Provide the final negotiated proposal to the Using Agency and CAP concurrently.
3. Proposals provided as an attachment in an email are acceptable.

### **Who Signs Proposal**

1. Proposals are not to be signed by the Consultant and Using Agency as if the proposal were a contract. A contract is already in place between the Consultant and CAP for the services being provided.

### **Proposal Effective Period**

1. In order to give the Using Agencies and CAP time to review, comment, approve, process purchase orders and/or requisitions, and issue an official "Notice to Proceed" to the Consultant, all proposals must remain in effect for at least 90 days.

### **Accepted Proposal**

1. CAP will issue a Notice to Proceed to the consulting firm.
2. Consulting firm shall coordinate project with the Using Agency.
3. Invoicing shall be accepted on a monthly basis for previous month's progress.
  - a. Invoices are to be submitted to CAP.
  - b. Invoice must include completed [DCAM-FORM-CAP-G129Ce – Consultant Invoice for Miscellaneous Services](#) or [DCAM-FORM-CAP-G129OCe – On Call Consultant Invoice](#)
  - c. Invoice must reflect breakdown used in the proposal.
  - d. Billing copies of testing reports must accompany invoices for construction inspection projects.
4. Invoice payment shall come from Using Agency.