



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.