



KEY RFP DATES

RFP Issued: February 8, 2010

Written Questions Due: February 24, 2010

Submit Proposal By: March 8, 2010

REQUEST FOR PROPOSALS (RFP) NO. NP-12017

NOTICE TO OFFERORS CALLING FOR PROPOSALS CARBON MASTER PLAN AND GREEN BUILDING RETROFIT PROGRAM FOR THE WILSHIRE CENTER/KOREATOWN RECOVERY REDEVELOPMENT PROJECT AREA

The Community Redevelopment Agency of the City of Los Angeles, California (the "CRA/LA") is seeking proposals from qualified and interested individuals and consulting firms to create a Carbon Master Plan and Green Building Retrofit Program for the Wilshire Center/Koreatown Recovery Redevelopment Project Area (the "Project Area").

A detailed description of the scope of services is attached hereto as Exhibit A.

The due date for submittal of proposals is March 8, 2010, not later than 2:00 p.m.

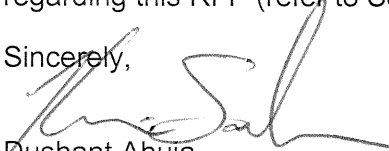
CAUTION: Late proposals shall be subject to the Late Proposals provision of this RFP (see Section 4.3). All proposals shall be submitted in the format specified in this RFP.

Proposals may be mailed or hand delivered to the designated CRA/LA Department (see Section 2.1.4).

No firm may withdraw its proposal for a period of one hundred eighty (180) days after the date scheduled for receipt of proposals.

We look forward to receiving a proposal from your firm and invite any questions you may have regarding this RFP (refer to Section 2.4).

Sincerely,

for 
Dushant Ahuja,
Contracts and Purchasing Manager

To obtain more information about the CRA/LA, please visit our website at:
www.crala.org

PROPOSAL REQUIREMENTS & INSTRUCTIONS

1. TECHNICAL REQUIREMENTS

1.1. Scope of Work

The scope of services required is described in detail in the Statement of Work, attached hereto as Exhibit A.

1.2. Schedule of Performance

Services of the consultant are expected to be completed within eighteen (18) months.

1.3. Type and Term of Contract

The CRA/LA anticipates award of a not to exceed, type contract to one (1) consultant with up to three sub-consultants. The term of the contract will be for eighteen (18) months.

1.4. Insurance

1.4.1. Required Coverage. During the term of the contract, the selected firm shall furnish and keep in full force and effect the types of insurance as specified in the Standard Terms and Conditions (See Section 2.8).

1.4.2. Submittal Requirements. The firm shall submit with its proposal, a copy of its current insurance certificate(s) as proof of current insurance coverage even though they may not comply with the insurance requirements

1.4.3. Insurance Compliance. If your current insurance coverage does not meet the insurance requirements indicated for the proposed contract, your firm must comply with the CRA/LA's insurance requirements before a contract is awarded.

1.4.4. Failure to Comply. Failure to submit evidence of your firm's current insurance coverage(s) with your proposal as required in this RFP may result in your proposal being considered non-responsive to the CRA/LA's insurance requirements.

[End of Section 1]

2. PROPOSAL INSTRUCTIONS & CONTENT

2.1. Proposal Format

The CRA/LA desires succinct proposals addressing the specific information requested herein. All proposals shall be in the format described herein. In order to ensure that each proposal is reviewed and evaluated properly, it is important that each proposal follows the format with care. The proposal shall address all requirements in this RFP.

2.1.1. Statements shall be organized in the order presented in Section 2.5 and shall have tabs keyed to the requirements outlined in this Section. Proposals shall be a straightforward delineation of the Respondent's capability to satisfy the intent and requirements of this RFP, and shall not contain redundancies and conflicting statements.

2.1.2. All proprietary information shall be identified as such by the respondent. (Refer to Section 4.5, Restriction on the Disclosure of Data)

2.1.3. Copies. Submit one (1) Original (unbound and marked as "Original") and three (3) bound copy sets, for a total of four (4). Also submit one (1) complete copy of your proposal on a CD (PDF format). Submissions shall be delivered in a sealed package no later than **2:00 p.m. (PST) by March 8, 2010.**

2.1.4. Submittals. Proposals shall be mailed or delivered to:

The Community Redevelopment Agency
of the City of Los Angeles, California
354 S, Spring Street, Suite 500
Los Angeles, CA 90013
ATTN: RECORDS DEPARTMENT – RFP No. NP-12017

Markings/Wrapping. The proposals shall be in a sealed envelope or package marked: "SEALED PROPOSAL FOR A CARBON MASTER PLAN – RFP No. NP-12017".

2.1.5. Electronic Submittals Unacceptable. Submission of proposals by facsimile or e-mail is not acceptable.

2.1.6. On-Time Delivery. It is the sole responsibility of the firm submitting the proposal to see that it is delivered on time. Any proposal submitted after the time and date in paragraph 2.1.3. may be returned to the firm unopened. The firm is entirely responsible for the means of delivering the proposal to the appropriate location on time.

2.1.7. Erasures. The proposal submitted must not contain erasures, interlineations, or other corrections unless each correction is authenticated by signing in the margin, immediately opposite the correction, by the person signing the proposal.

2.1.8. Signature. The proposal must be signed in the name of the firm and must bear the signature of the person authorized to sign proposals on behalf on the firm.

2.2. Completion of Proposals

Proposals shall be completed in all respects as required by the instructions herein. A proposal may be rejected if it is conditional or incomplete, or if it contains alterations of form or other irregularities of any kind. A proposal will be rejected if, in the opinion of the CRA/LA, the information contained therein was intended to erroneously and fallaciously mislead the CRA/LA in the evaluation of the proposal.

2.3. Examination of Contract Documents

2.3.1. Firms shall thoroughly examine the contents of this RFP. The failure or omission of any firm to receive or examine any contract document, form, instrument, addendum, or other document shall in no way relieve the firm from obligations with respect to this RFP or to the contract to be awarded. The submission of a proposal shall be taken as prima facie evidence of compliance with this section.

2.3.2. If the firm discovers any ambiguity, conflict, discrepancy, omission or other errors on the RFP, the firm shall immediately notify the CRA/LA of the error in writing and request modification or clarification of the document. Clarifications shall be given by written notice to all firms participating in the RFP, without divulging the source of the request for same. Modifications shall be made by addendum issued pursuant to Section 4.1.

2.3.3. If a firm fails to notify the CRA/LA of an error in the RFP before the date scheduled for submission of proposals, or of an error, which reasonably should have been known to the firm, the firm shall submit the proposal at its own risk. If the contract is awarded to the firm, the firm shall not be entitled to additional compensation or time by reason of the error or its subsequent correction.

2.4. Questions, Inquiries and Clarifications

2.4.1. Written Submittals. For full consideration, all questions, interpretations or clarifications, either administrative or technical must be requested in writing via e-mail and received by the CRA/LA not later than ten (10) calendar days prior to the due date for submission of proposals. Phone inquiries shall not be accepted.

2.4.2. Contact Individuals. All requests for information or questions in connection with this RFP shall be sent via e-mail to the individual named below (unless otherwise specified in this RFP) prior to the cutoff day in 2.4.1.

Ms. Donna Yep, Contracts Officer
dyep@cra.lacity.org

2.4.3. CRA/LA Responses. All responses to questions, inquiries or clarifications will be issued in writing via email by the designated contact from CRA/LA. Firms shall be solely responsible for checking the CRA/LA website at www.crala.org or the Los Angeles Business Area Virtual Network at www.labavn.org for any responses to questions and/or inquiries. THE CRA/LA WILL NOT MAIL ANY RESPONSES TO QUESTIONS, INQUIRIES OR CLARIFICATIONS. Oral statements regarding this RFP by any persons should be considered unverified information unless received in a written email format. To ensure a response, questions, inquiries or clarifications must be received in writing via email ten (10) calendar days prior to the due date for submission of proposals.

2.5. Proposal Content

2.5.1. Management Proposal

The Management Proposal shall address the following:

2.5.1.a. Cover Letter. Two (2) single-spaced pages maximum, signed by a principal or authorized officer of the proposing firm, summarizing the major points contained in the proposal, and providing the name, address, email and telephone number of the key contact person.

2.5.1.b. Firm Description. A brief summary description of your firm, including its principal line of business, the year founded, form of organization (corporation, partnership, sole proprietorship, etc.), number and location of offices, and name, title, and telephone number of your firm's representative.

2.5.1.c. Identification of Principal and/or Project Team. Identify the principal firm and contact person responsible for performing services for this project. Also identify a list of the key personnel who will be providing the services required in this RFP, including job title/classification of each. Identify the role of each key personnel and include professional resumes of each. The minimum information to be included in the resumes shall include the person's education, showing related certificates, degrees, schools and dates; work experience, showing previous employers, job titles and functions by calendar date (month/year) and by duration in months and years; and other information as relevant to the specific assignment.

2.5.1.d. Subcontractors/Subconsultants. Identify any subconsultants your firm will employ on this project and describe the scope of services each will perform. Include the company name, address, contact person, email, telephone number and description of services to be provided by each company. Include professional resumes. The minimum information to be included in the resumes shall include the person's education, showing related certificates, degrees, schools and dates; work experience, showing previous employers, job titles and functions by calendar date (month/year) and by duration in months and years; and other information as relevant to the specific assignment.

2.5.1.e. Comparable Experience. Identify and describe other projects your firm has completed which are comparable to the services described in this RFP.

2.5.1.f. References. A list of at least three (3) names and telephone numbers of persons who have utilized your services and who have direct knowledge of your firm's experience and work including client name and address, description or nature of services provided, contact names, email and telephone numbers. Include a list of any other public sector clients for whom your firm has provided similar services.

2.5.1.g. Business Profile Form. (See Exhibit B) Complete for the prime (lead) consultant and for each proposed sub-consultant. (Note: Business Profile Forms shall include information regarding the consultant's local/regional office that will be performing the proposed contract services).

2.5.1.h. City of Los Angeles Contracts. A list of contracts your firm has received from the City of Los Angeles within the last ten (10) years.

2.6. Technical Proposal

The Technical Proposal shall address the following:

2.6.1. Process. Describe your firm's proposed methodology/approach in providing the services described herein.

2.6.2. Current Workload. Include a brief description of other public agencies or private sector clients with which your firm is currently involved in performing similar services required herein. Address the availability of your staff to provide services in a timely manner.

2.6.3. Particular/Unique Qualifications. Describe why your firm is particularly qualified to provide services required herein.

2.6.4. Schedule for Completion. Provide a proposed schedule for the completion of the project. Proposals must indicate a detailed schedule of milestones to be achieved by the Consultant and its team.

2.6.5. Conflicts of Interest. Describe any existing or potential conflicts of interest or any other problems that exist or may arise in performing the services within the Project Area described in this RFP.

2.7. Cost Proposal

The Cost Proposal shall include the following:

2.7.1. A list of job classifications and fully burdened hourly rates (e.g., includes all indirect costs, overhead and profits) for the prime (lead firm and each subconsultant or team member, if any).

2.7.2. Estimated cost per task including job classification and hours proposed per task.

2.7.3. Detailed firm-fixed, cost reimbursable for the preparation of the project. This shall include estimated hours and costs for labor, and costs for incurred expenses including reimbursable expenses for the completion of the project.

2.7.4. Identify any reimbursable expenses (by type and category of expense) that may be incurred for each task.

2.8. Standard Terms and Conditions

2.8.1. Compliance with CRA/LA's Standard Terms and Conditions. The firm shall be required to comply with the CRA/LA's Standard Terms and Conditions. CRA/LA's Standard Terms and Conditions are attached as Exhibit C. All provisions of the CRA/LA's Standard Terms and Conditions shall be incorporated into the final contract, which may result from this solicitation.

2.8.2 Affirmative Statement of Review of Standard Terms and Conditions. Please review the CRA/LA's Standard Terms and Conditions (Exhibit C) contained in this RFP. If your firm accepts the provisions therein, provide a statement in your proposal similar to the following:

"We _____ (enter the name of your firm) have reviewed the CRA/LA's Standard Terms and Conditions (Rev. 1/08), (Exhibit C) as specified in this RFP No. NP-12017, and accept the provisions as outlined therein."

2.9. Exceptions or Deviations

State any exceptions to or deviations from the requirements of this RFP, segregating "technical" exceptions from "contractual" exceptions and/or proposed deviations to the Standard Terms and Conditions. Any proposed alternative approaches to meeting the CRA/LA's technical or contractual requirements should be thoroughly explained.

2.10. Period for Acceptance of Offer

In compliance with this RFP, the firm agrees to perform the services as required herein at the prices and costs offered, if its offer (i.e., its Management, Technical and Cost Proposals, collectively) is accepted by the CRA/LA within one hundred eighty (180) days from the due date of proposals, and the firm is selected for award by that date.

2.11. Affirmation Statement

The firm shall include a statement in its proposal that affirms the minimum period for acceptance as specified in Subsection 2.10 above.

2.12. Authorized Negotiators

The prospective firm shall include in its proposal, the names of individuals who are authorized to negotiate on its behalf with the CRA/LA in connection with this RFP. The prospective firm shall include the names, titles, and telephone numbers of the authorized negotiators.

[End of Section 2]

3. Evaluation and Selection Process

- 3.1. CRA/LA Evaluation Criteria. The CRA/LA will evaluate all proposals received in response to this RFP based on the following criteria. The maximum possible points to receive is 25 points.
- 3.1.a. Qualifications, skills, education, and experience of the consultant's firm and its personnel that would be assigned to perform the services required herein. **[Maximum 5 points]**
 - 3.1.b. Documented past performance in terms of quality of services, product, timeliness, and overall responsiveness. **[Maximum 5 points]**
 - 3.1.c. Quality of the proposal, including thoroughness, logic, completeness, clarity, and methodology/approach, and appropriate level of detail. **[Maximum 5 points]**
 - 3.1.d. Proposed costs and fees and overall financial feasibility of cost proposal. **[Maximum 10 points]**
- 3.2. Preliminary Evaluations and Shortlist. After the preliminary evaluation of proposals, a list of the highest qualified firms (i.e., "short listed" firms) may be established. The following evaluation factors will apply to these firms:
- 3.2.a. Compliance with all other CRA/LA Terms and Conditions.
 - 3.2.b. Compliance with the CRA/LA's Policies on Minority/Women Business Enterprise Utilization and Minority/Female Workforce Utilization and Affirmative Action, Living Wage, Service Worker Retention, Equal Benefits, and Contractor Responsibility, as applicable.
 - 3.2.c. The CRA/LA may, at its discretion, schedule interviews with any of the short listed firms.
- 3.3. The CRA/LA intends to evaluate proposals and award a contract after conducting discussions with offerors whose proposals have been determined to be within the competitive range. If the CRA/LA determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CRA/LA may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals. Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint.

[End of Section 3]

4. GENERAL NOTICES

4.1. Amendments to the RFP

4.1.1. Written Amendments. Any modifications to this solicitation shall be effected in writing and issued as an RFP Amendment Addendum by the CRA/LA's Contracts and Purchasing Department. If this solicitation is amended, then all terms and conditions, which are not modified, remain unchanged. Firms shall be solely responsible for checking the CRA/LA website at www.crala.org and www.labavn.org for any RFP Addenda. THE CRA/LA WILL NOT MAIL ANY RFP ADDENDA.

4.1.2. Acknowledgement of Receipt. All interested firms shall acknowledge receipt of any amendment to this solicitation by including a statement in its proposal that it has received the amendment and identifying the amendment number, if any.

4.2. Services of Protest

4.2.1. Protest Submittals. Should a firm wish to file a protest to a solicitation issued by the CRA/LA for a proposed contract for acquisition of Professional & Technical services (including architectural and engineering services) or a protest to a proposed award or the award of such a contract, such protest shall be submitted in writing by certified mail to Dushant Ahuja, Contracts and Purchasing Manager **WITH A COPY TO** Leslie Lambert, Regional Administrator II - Hollywood and Central Region to The Community Redevelopment Agency of the City of Los Angeles, California, 354 South Spring Street, Suite 500, Los Angeles, CA 90013.

4.2.2. Protest Content. Protests shall include the following information:

4.2.2.a. Name, address and telephone number of Protestor

4.2.2.b. Solicitation number and title

4.2.2.c. Detailed statement of the legal and factual grounds for the protest including copies of relevant documents

4.2.2.d. Request for a ruling from the CRA/LA

4.2.2.e. Statement as to form of relief requested

4.2.3. Protest Filing Timelines. A protest based on alleged improprieties in a solicitation which are apparent prior to the closing date for receipt of proposals and/or qualifications statements, shall be filed either 1) prior to the closing date for receipt of proposals and/or qualifications statements; 2) Five

(5) calendar days after the notice of the award; and 3) In all other cases, protests shall be filed no later than ten (10) business days after the basis of the protest is known or should have been known, whichever is earlier, and in no event, no later than after the Los Angeles City Council approval.

4.3. Late Proposals

It is the responsibility of each firm responding to this solicitation to ensure that its proposal is received by the CRA/LA prior to the time specified in this RFP. Any proposal received by the CRA/LA after the exact time specified for receipt is "late" and shall be date and time stamped and may not be considered for award.

4.4. Confidentiality

All documents submitted to the CRA/LA are subject to the California Public Records Act (CPRA), and unless exempt from disclosure must be made available to members of the public upon request. However, upon specific written request by a respondent, specific documents submitted in response to this RFP may be kept confidential until the CRA/LA makes a public recommendation to the CRA/LA Board to proceed with a contract selection. In addition, if a prospective firm believes that specific documents submitted as part of their response are exempt from disclosure under the CPRA, the prospective firm may mark the documents "Confidential," "Trade Secret," or "Proprietary." In the event the CRA/LA withholds any documents marked by the firm as "Confidential", "Trade Secret" or "Proprietary" and is required to defend an action under the Public Records Act with regard to a request for disclosure of any of the proposal documents marked "Confidential", "Trade Secret" or "Proprietary," the proposer by submitting and so marking such document agrees to defend and indemnify the CRA/LA from all costs and expenses of such defense, including reasonable attorney's fees of the CRA/LA or attorney's fees awarded by a court arising out of such action. Notwithstanding the foregoing, the CRA/LA shall not be liable to any prospective firm for the disclosure of any documents submitted as part of this RFP.

4.5. Restriction on Disclosure of Data

Non-Disclosure Markings and Restrictive Legends. Prospective firms which include data or information in their proposals that they do not want disclosed to the public for any purpose or used by the CRA/LA except for evaluation purposes, shall:

4.5.1. Mark the title page with the following legend: "This proposal includes data that shall not be disclosed outside the CRA/LA and shall not be duplicated, used, or disclosed – in whole or part – for any purpose other than to evaluate this proposal, subject to the California Public Records Act. If, however, a contract is awarded to this prospective firm as a result of, or in

connection with, the submission of this data, the CRA/LA shall have the right to duplicate, use or disclose the data to the extent provided in the resulting contract. This restriction does not limit the CRA/LA's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets (insert numbers or other identification of sheets)"

4.5.2. Mark each sheet of data it wishes to restrict with the following legend: "Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal."

4.6. Contract Award

The CRA/LA intends to award a contract resulting from this solicitation to the responsible offeror(s) whose proposal(s) represents the best value after evaluation in accordance with the evaluation criteria in this solicitation.

4.7. Proposal Preparation Expenses

4.7.1. Liability for Expenses. The CRA/LA will not, in any event, be liable for any pre-contractual and proposal preparation expenses incurred by the prospective firm. The prospective firm shall not include any such expenses as a part of the price proposed in response to this RFP.

4.8. Modification or Withdrawal of Offeror's Proposal

4.8.1. Proposal Modifications. Proposal may be modified after its submission by written notice to the CRA/LA of withdrawal and resubmission before the date and time specified for receipt of proposals. Modifications will not be considered if offered in any other manner.

4.8.2. Proposal Withdrawals. Proposals may be withdrawn by submitting a written request to the CRA/LA at any time before the date scheduled for proposal submission. The firm may thereafter submit a new proposal before the proposal submission date. Proposals may not be withdrawn after the proposal submission date for a period of one hundred eighty (180) days.

4.9. Rejection of Proposals

Issuance of this RFP and receipt of proposals does not commit the CRA/LA to enter into any contract. The CRA/LA reserves the right to postpone opening of proposals for its own convenience, and to accept or reject any and all proposals received if such actions are in the CRA/LA's interest.

4.10. Right to Negotiate

The CRA/LA reserves the right to negotiate with other than the selected firm should negotiations with the selected firm be terminated. Moreover, the CRA/LA reserves the right to negotiate the terms and conditions of the final contract with more than one firm simultaneously, or to cancel all or part of this

solicitation, when it is in the CRA/LA's interest to do so.

4.11. Approval of Contract

The CRA/LA desires to enter into a contract with the selected firm. The contract will be subject to approval by the CRA/LA Board of Commissioners and the City Council of the City of Los Angeles, California.

4.12. Misunderstandings

The RFP documents will be clarified by the CRA/LA upon written request from the proposing firm. The CRA/LA's decision shall be final in any matter of interpretation of the documents.

4.13. Affirmative Action Plan

4.13.1 CRA/LA Policy. It is the policy of the CRA/LA to provide minority, women owned business enterprises, and other businesses (M/W/OBE's) with the opportunity to compete for and participate in the performance of all CRA/LA contracts. Any firm who is awarded a contract will be required to make its best efforts to recruit M/W/OBE's and enhance employment opportunities for minorities, women and others for subcontract opportunities created by any contract.

4.13.2 Business Profile Form. In accordance with the CRA/LA's Policies and Goals for Equal Opportunity and Affirmative Action, all respondents (the prime or lead consultant and each proposed sub consultant) are required to complete and return the enclosed Business Profile Form, Exhibit B, with its proposal.

4.14. Compliance with CRA/LA Policies. THE SELECTED FIRM(S) MUST COMPLY WITH THE EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION PROGRAM POLICIES, LIVING WAGE, EQUAL BENEFITS, AND CONTRACTOR RESPONSIBILITY POLICIES, INSURANCE REQUIREMENTS, AND OTHER STANDARD TERMS AND CONDITIONS OF THE CRA/LA. These policies are available on the CRA/LA website at www.crala.org.

4.15. Sustainability is a core value of the CRA/LA. The CRA/LA expects all projects in Redevelopment Project areas to strive for the highest levels of energy and water efficiency; to increase use of clean/renewable energy; to increase use of recycled and locally-sourced materials; to reduce storm water runoff; to reduce demolition and construction-induced pollution and waste material generation; to improve indoor air quality and the health of occupants; and to reduce building operating costs through increased operation and maintenance efficiency.

CRA/LA also expects its vendors to strive for the highest levels of sustainability in its own business practices, such as procurement of renewable/recycled materials; procurement of locally-produced materials; use of biodegradable products; and use of energy efficient fleet or carbon offsets.

The CRA/LA's Healthy Neighborhoods Policy 2008 – Building Green & Sustainable Communities is a statement of commitment that affirms sustainability and environmental stewardship as core principles of the CRA/LA. These features in CRA/LA projects and vendors are not required, but will be considered favorably. This policy may be viewed on the CRA/LA website at www.crala.org

[End of Section 4]

5. EXHIBITS

5.1. Statement of Work (Exhibit A)

5.2. Business Profile Form (Exhibit B)

Profile Form (Exhibit B) for the prime (lead) consultant and for each proposed subconsultant. (Note: Business Profile Forms shall include information regarding the consultant's local/regional office that will be performing the proposed contract services).

5.3. Standard Terms and Conditions (Exhibit C)

5.4. Contractor Responsibility Questionnaire (Exhibit D)

5.5. Equal Benefits Ordinance Compliance (Exhibit E)

5.6. Living Wage Ordinance Compliance (as applicable) (Exhibit F)

[End of Section 5]

6. CHECKLIST – PROPOSAL SUBMISSION

6.1. When responding to this RFP to create a Carbon Master Plan (RFP No. NP-12017), please ensure you have completed and included the following in your proposal:

- _____ Management Proposal
- _____ Technical Proposal
- _____ Cost Proposal
- _____ Business Profile Form (Exhibit B)
- _____ Contractor Responsibility Questionnaire (Exhibit D)
- _____ Equal Benefits Ordinance Compliance Form (Exhibit E)
- _____ Affirmative Statement on Review and Acceptance of Standard Terms and Conditions (Exhibit C)
- _____ Living Wage Ordinance Compliance Forms (Exhibit F)
(for subconsultants – as applicable)
- _____ Written Acknowledgement of Receipt of any Amendments to this RFP
- _____ Indicated Period for Acceptance of Proposal
- _____ List of Authorized Negotiators for your firm
- _____ Evidence of your firm's current insurance coverage
- _____ Original (unbound and marked as "ORIGINAL") and three (3) copies, a total of four (4) copies of your complete proposal and one (1) complete copy of your proposal on a CD in PDF format

DEADLINE TO SUBMIT PROPOSALS IS:

MARCH 8, 2010