CONSULTANT: **[NAME, TITLE]** FIRM: **[FIRM NAME]**

**[DIRECT TELEPHONE] [STREET ADDRESS, CITY, STATE, ZIP]**

**[EMAIL ADDRESS] [BUSINESS MAIN TELEPHONE]**

**Facilities P/T Services Contract**

**RFP CONSULTANT RESPONSE**

***[INSERT SERVICE]***



Owner: **[INSTITUTION]**

**[CAMPUS]**

**[STREET ADDRESS]**

**[CITY, STATE, ZIP]**

Project Name: **[INSERT NAME OF PROJECT]**

Address: **[INSERT PROJECT ADDRESS]**

**[LOCATION]**

Contact: **[NAME, TITLE]**

**[EMAIL ADDRESS**

**[TELEPHONE NUMBER]**

This **RFP** **Consultant Response** formis for use by firms with a Professional/Technical Services Contract when responding to a Request for Proposal.

**3. FEE —25 points.** Provide a lump sum fee for all basic and supplemental services.

Lump Sum Fee: **[$ INSERT AMOUNT]**

Supplemental Svcs:

* [INSERT ITEM] **[$INSERT AMOUNT]**
* [INSERT ITEM] **[$INSERT AMOUNT]**

**TOTAL FEE: [$INSERT AMOUNT]**

**2. PROPOSED TEAM —20 points.** List members assigned to the project:

1. Name, title. Credentials. Role on project. Years of experience.
2. Name, title. Credentials. Role on project. Years of experience.
3. Name, title. Credentials. Role on project. Years of experience.
4. Name, title. Credentials. Role on project. Years of experience.

**1. Acknowledgements:**

**Acknowledge receipt of [INSERT NUMBER] addenda**.

**We [AGREE TO] or [PROPOSE THE ATTACHED ALTERNATIVE SCHEDULE] the Owner’s Design and Construction milestones.**

**5. TEAM EXPERIENCE —35 points.** Provide three examples of projects similar in size and scope. Attach additional sheets if necessary.

1. Name or project. Owner. Year completed. Size. Cost of Construction.
2. Name or project. Owner. Year completed. Size. Cost of Construction.
3. Name or project. Owner. Year completed. Size. Cost of Construction.

**7. Preferences – (extra points).** Check all that apply and provide documentation.

Targeted Group

Economically Disadvantage

Veteran Owned

**6. Signature of Consultant**

1. Proposal contents are accurate to the best knowledge of the undersigned.
2. The firm is committed to entering into the work promptly.
3. The undersigned has read and agrees to the terms of Professional/Technical Services Contract.

Signature Date

**4. PROJECT APPROACH —25 points.** Identify key project risks and challenges and propose how to address them.