



# Confederated Tribes of the Colville Reservation

P.O. Box 150, Nespelem, WA 99155 (509) 634-2277

## **Request For Proposals:**

Design and Project Management to expand hatchery facility to rear  
White Sturgeon

### **SECTION 1. GENERAL INFORMATION**

#### **1.01 Significant Dates**

Posted Date: February 27, 2023

Closing Time and Date: 5:30 p.m., PST, March 17, 2023

#### **1.02 Description of Proposals Sought:**

The Confederated Tribes of the Colville Reservation (Colville Tribes) seeks proposals from qualified entities (“Firms or Offerors”) with experience in project management, design of finfish hatchery facilities, acclimation and/or grow-out sites, knowledge of hatchery operations, infrastructure and rearing requirements specific to White Sturgeon. The project site is on the Colville Indian Reservation, at the Colville Tribes Resident Fish Hatchery (Hatchery) located at 79 Tribal Hatchery Rd., Bridgeport, WA., 98813. The Colville Tribes is requesting proposals toward expanding the hatchery’s current infrastructure by designing, providing an estimation on construction costs, and project management for the construction of a building with the capacity to rear up to 6,000 age-1 White Sturgeon from the larvae stage to stocking size of 350 grams each. Proposals should clearly identify each phase of the project, timeframe to complete, and costs. The services provided must meet objectives as described herein.

#### **1.03 About the Colville Tribes:**

The Confederated Tribes of the Colville Reservation is a Sovereign Nation. Presidential Executive Order established the Colville Indian Reservation in 1872, with a land base of 1.4 million acres, located

in North Central Washington State. The Tribes' Indian Country now includes various off-reservation trust land holdings. The Tribes' administrative Headquarters are located at the Colville Indian Agency Campus, approximately 2 miles south of Nespelem, WA with offices located throughout our reservation. Tribal business hours are Monday thru Thursday 7:00 a.m. to 5:30 p.m. excluding Fridays, Saturdays, Sundays, Tribal and Federal holidays.

#### **1.04 Response Format:**

Proposals should be prepared simply, providing a straightforward and concise delineation of the Firm's approach and capabilities necessary to satisfy the criteria listed in Section 3. The proposal may not be longer than 30 pages, single-spaced with no less than 12-point font. Emphasis in the proposals should be on completeness, clarity of content, and adherence to the presentation structure required by this RFP. Firms that deviate from the required format may be deemed non-responsive.

#### **1.05 Completeness of Proposal**

The Firm must submit a completed Proposal signed by a Firm representative authorized to bind the proposing firm contractually. The Firm must identify on the form any exceptions the Firm takes to the Tribes RFP, or declare that there are no exceptions taken.

#### **1.06 Response Date and Location**

Proposals must be submitted no later than 5:30 p.m., PST, March 17, 2023. For hard copy submissions, Firms/Offerors must submit 1 original and 2 bound copies of the proposal no more than 30 pages long, single-spaced, in a font no smaller than 12 point. Proposals shall be submitted in a sealed envelope that has clear markings of the responding business name and address and clearly identifies the contents as "Design and Project Management for White Sturgeon facility RFP." Proposals may be sent by electronic mail (preferred method). All proposals and accompanying documentation will become the property of the Tribes and will not be returned. Firms accept all risk of late delivery of mailed proposal regardless of fault. Mailed proposals must be directed to Bret Nine, Resident Fish Senior Manager, PO Box 150/21 Colville St., Nespelem, WA 99155.

Emailed proposals must be submitted in Portable Document Format (.pdf) and should be sent to [Bret.Nine@colvilletribes.com](mailto:Bret.Nine@colvilletribes.com) and [jill.phillips@colvilletribes.com](mailto:jill.phillips@colvilletribes.com). Include "Design and Project Management for White Sturgeon facility RFP." In the .pdf file name and the submission email subject line. A response will be sent to verify successful transmission of the message and associated submittal. By submitting his/her proposal, the Firm acknowledges that he/she has satisfied him/herself as to the nature of the work requested.

#### **1.07 Firm's Cost to Develop Proposals**

Costs for developing proposals in response to the RFP are entirely the obligation of the Firm and are not chargeable in any manner to the Colville Tribes—no exceptions.

#### **1.08 Site Visitations**

A site visit is not required; . Firms can schedule a site visit by contacting Jill Phillips, Hatchery Manager, at (509) 686-9330 or email at [jill.phillips@colvilletribes.com](mailto:jill.phillips@colvilletribes.com).

## **SECTION 2. TERMS AND CONDITIONS**

### **2.01 Questions Regarding the RFP**

Requests for interpretation/clarification of this RFP must be emailed to [jill.phillips@colvilletribes.com](mailto:jill.phillips@colvilletribes.com). Unauthorized contact with other tribal employees regarding this RFP may result in disqualification. All oral communications will be considered unofficial and non-binding on the Tribes. Allow five (5) business days for processing emailed questions. All responses will be posted on the Tribes' web site at: <https://www.colvilletribes.com/rfp>. All questions must be submitted no later than 10 days prior to the RFP Closing Date.

### **2.02 RFP Amendments**

The Colville Tribes reserves the right to request any respondent to clarify its proposal or to supply any additional material deemed necessary to assist in the evaluation of the proposal.

The Colville Tribes reserves the right to change the RFP schedule or issue amendments to the RFP at any time. The Colville Tribes also reserves the right to cancel or reissue the RFP. All such addenda will become part of the RFP. It is the Firm's responsibility to check the Tribes' website for the issuance of any amendments prior to submitting a proposal response.

### **2.03 Withdrawal of Proposal**

Provided notification is received in writing to the address provided in Section 1.06, proposals may be withdrawn at any time prior to the proposal response due date and time specified. Proposals cannot be changed or withdrawn after the time designated for receipt.

### **2.04 Rejection of Proposals**

The Colville Tribes reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the Colville Tribes.

### **2.05 Proposal Validity Period**

Submission of a proposal will signify the Firm's agreement that its proposal and the content thereof are valid for 30 days following the proposal response deadline unless otherwise agreed to in writing by both parties. The proposal may become part of the Contract negotiated between the Colville Tribes and the successful Firm.

### **2.06 Proposal Signatures**

An authorized representative of the Firm must sign proposals, with the Firm's address and telephone information provided. Unsigned proposals will not be considered.

### **2.07 Insurance Requirements**

The selected Offeror shall procure and maintain for the duration of its Contract awarded pursuant to this RFP insurance against claims for injuries or damages to property, which may arise from or in connection with the performance of the work by the Offeror, his agents, representatives, employees or subcontractors. The Offeror shall pay the cost of such insurance. Insurance shall meet or exceed the following unless otherwise approved by the Colville Tribes.

#### **A. Minimum Insurance**

1. Commercial General Liability coverage with limits not less than \$1,000,000 per occurrence / \$2,000,000 annual aggregate.

2. Stop Gap/Employers Liability coverage with limits not less than \$ 1,000,000 per accident/disease.
  3. Business Automobile Liability coverage with limits not less than \$1,000,000 per accident for any auto.
  4. Worker's Compensation coverage as required by the Industrial Insurance Laws of the State of Washington/
- B. Self-Insured Retentions  
Self-insured retentions must be declared to and approved in writing by the Colville Tribes.
- C. Other Provisions  
Commercial General Liability policies shall be endorsed to:
1. Include the Colville Tribes, its officials, employees and volunteers as additional insured.
  2. Provide that such insurance shall be primary as respects any insurance or self-insurance maintained by the Colville Tribes.
  3. Each insurance policy shall provide that coverage shall not be canceled except after thirty (30) days written notice has be given to the Colville Tribes.
- D. Acceptability of Insurers  
Insurance shall be placed with insurers with a rating acceptable to the Colville Tribes.
- E. Verification of Coverage  
Offeror awarded a contract under this RFP shall furnish the Colville Tribes with certificates of insurance required herein. The certificates are to be received and approved by the Colville Tribes before work commences. The Colville Tribes reserves the right to require complete, certified copies of all required insurance policies at any time.
- F. Subcontractors  
Subcontractors hired pursuant to this RFP must provide coverage, which compiles with the requirements state herein.

### **2.08 Ownership of Documents**

Any reports, studies, conclusions, and summaries prepared by the Firm shall become the property of the Colville Tribes. The Colville Tribes may provide the Firm with a limited license to use such material.

### **2.09 Hold Harmless**

The Firm shall hold harmless, defend, and indemnify the Colville Tribes and the Colville Tribes officers, agents, and employees against any liability that may be imposed upon them by reason of the Firm's failure to provide worker's compensation coverage or liability coverage.

### **2.10 Limitations on Costs and Expenses**

The Firm's cost proposal may not include: any costs that can be described as overhead, including secretarial, clerical, or file management work; on-line research services charges (in-house photocopying; unnecessary express mail/overnight courier mailings); or for developing invoices for the Colville Tribes.

### **2.11. Dispute Resolution and Venue**

The Colville Tribes will require the selected Firm to expressly consent to the jurisdiction of the Colville Tribal Court for any and all disputes that may arise from the Colville Tribes engagement of the Firm's services, including the application of tribal law.

### **2.12. Appropriated Funds**

Any contract awarded pursuant to this RFP is subject the Colville Tribes' appropriation and budgetary

process, which operates on a fiscal year from October 1 to September 30. Any required payments under the contract are contingent on the availability of funds in the tribal treasury. As funds are appropriated yearly any contract awarded would be for the remainder of the fiscal year, at which time it would be renewable on a yearly basis.

### **2.13. Indian Preference**

Indian preference applies to any award of contract pursuant to this RFP and the Contractor shall comply with all applicable Indian preference requirements set forth in Chapter 10-1, the Colville Tribal Employment Rights Ordinance (TERO), and Chapter 10-3, Indian Preference in Contracting. The tribal code is available at <https://www.cct-cbc.com/current-code/>.

### **2.14. Debarment**

Selected Firm must sign a Certification Regarding Debarment and Suspension (See Attachment B).

## **SECTION 3. REQUESTED SERVICES**

### **3.01 Duration of Services**

The Colville Tribes anticipates the service period for this work to be from when the selected Firm receives the Notice To Proceed through November 30, 2024. However, if the work extends beyond this period, and as stated in Section 2.12, any agreement would require an agreed-upon modification to the contract term to continue.

### **3.02 Scope of Work**

The Colville Tribes has the need for engineering consulting services for the design, preparation of construction plans and specifications, project management assistance, and submission of final as-build. There are three phases to this project: Design, Project Management, and Construction. Due to the time frame to complete each phase of this project, contracting for this work will most likely span over two years. Details on the Design and Project Management phases of work requested in this RFP are described below.

#### **Design**

The Colville Tribes requests the design of a stand-alone rearing building capable of producing up to 6,000 age-1 White Sturgeon from the larvae stage to a maximum size of 350 grams each. All fish will be scute marked and affixed with a passive integrated transponder tag prior to release and additional holding capacity to complete this task should be considered. The rearing building will be located within the Hatchery footprint and connections to convey and discharge water will be made from existing piping. Firm to assume that water resources are available at the location, water chemistry is conducive to rear fish, and the annual water temperature range is from 8.4-15°C (47-59°F). The following White Sturgeon bio-criteria should be considered in developing design: maximum rearing per vessel is 35kg/m<sup>3</sup> and optimum water temperature for growth needs to be a constant 15.5°C (60°F); however, the ability to adjust water temperatures to affect growth (slow or increase) should be included. Design should consider operational flexibility and expansion potential, while including any infrastructure necessary to rear fish in a healthy, safe and efficient environment to meet the stocking size goal. White Sturgeon larvae will be received in mid-July and juveniles should meet the target size of 350 grams each within a year.

The selected Firm shall generate a final design which shall show the following:

- a) Organization and layout of building to include: size and design of building, exterior character, heating/cooling system, interior and exterior LED lighting, outlets, and hose bib.
- b) Piping: type, connection locations, and valves that convey water to rearing vessels and connection to existing discharge.
- c) Electrical requirements and back-up power generation needs. Firm to verify if existing Hatchery generator can accommodate electrical requirements of rearing building and equipment or if a secondary generator is required as a back-up power source.
- d) Monitor controls (i.e. water temperature) through a scada system that is connected or communicates to the adjacent hatchery's centralized monitoring system and alarm auto dialer. Although the facility will be designed as a stand-alone site, operations will be monitored 24 hours/day by the adjacent hatchery staffs.
- e) Equipment: water heating system(s), temperature gauge(s) with monitor control, mountable automatic feeding stations (24hr belt feeders) and water flow meters (FLOMEC) installed.
- f) Design to consider future modifications such as reuse technology or expansion.

**Site Conditions:** The selected Firm will perform a general site analysis and document conditions that might influence the design.

**Project Meetings:** The selected Firm shall meet not less than four (4) times during the Design Phase.

- g) The first meeting shall include a site visit, review of bio-criteria and design objectives, schedule and discuss any other contractual matters.
- h) The second meeting shall be for the purpose of reviewing the initial design (30%) for the proposed project. This meeting will most likely will be in the form of a web meeting.
- i) The third meeting, web based/conference call, shall be for the purpose of reviewing design at 70%.
- j) The fourth meeting shall be for the purpose of reviewing the final design for the project and an Engineers Estimate prepared on a bid schedule identifying construction and materials costs.

The following design specifications are to be upheld:

1. All engineering design shall be performed or closely monitored by a professional engineer licensed by the State of Washington.
2. All engineering designs, plans and specifications shall be sealed by a professional engineer licensed in the State of Washington.
3. All exhibits of field notes, surveys, construction plans, and technical specifications will be provided to the Colville Tribe by the Firm.

Final Design documents (hard and electronic) sufficient for permitting with detailed specifications suitable for construction will be provided to the Colville Tribes.

### **Project Management**

These services not to exceed 40 hours.

- a) Assist in advertising project for construction by contacting local Plan Centers.
- b) Assist during bidding process by responding to contractor questions regarding the project

- c) Assist throughout the duration of the Construction Contract.
- Review and approval of contractor submittals
  - Respond to contractors Request For Information (RFI)
  - Coordinate with the Colville Tribes on Change Orders to the project
  - Provide construction inspection services for critical items during the construction phase of the project.
  - Provide final inspection to include a punch list and schedule of work needing completion.
  - Provide documentation related to equipment operation, recommended maintenance schedule, and manufacture's literature and warranties.
  - Final as-builds (hard and electronic) will be provided to the Colville Tribes.
  - Ensure equipment is programmed and operational. Train Hatchery staff on operations and equipment maintenance procedures.

It is agreed upon between the Colville Tribes and responding Firm that the intent of this Request for Proposal is to include all applicable codes, regulations, and standards that have the same force and effect, and are made part of this RFP as if copied directly into this document, or as if published copies are bound herewith. The Firm is responsible and liable for full compliance with all Tribal, Federal, State, and local regulations regarding the work to be performed.

### **3.03 Required Information**

The Firm's Proposal must include the following:

- A. Cover Page. Show Request For Proposal (RFP) subject, name of Firm, address, telephone and fax numbers, name of contact person and date of submission. (See Attachment A.)
- B. Transmittal Letter. A one or two-page summary stating the Firm's understanding of the work to be completed and making a positive commitment to perform the work.
- C. Table of Contents. A clear identification of the material by section and page number if applicable.
- D. Profile of the Firm. Include location of the Firm's office(s), number of partners, associates, and other professional staff. Describe the range of activities performed by your firm.
- E. Approach. Provide a clear description of the Firm's anticipated approach and schedule for providing each phase of work.
- F. Firm Organization and Management. Show the team proposed for the work identified, including the identification of persons assigned to individual tasks, and, if applicable, the function and responsibilities for major subcontractors.
- G. Statement of Qualifications.
- a) Experience of Firm: Provide a statement of the firm's experience in Design and Project Management, particularly emphasizing its experience in working on these matters with Indian tribes and within Indian Country.
  - b) Experience/Qualifications of Assigned Professionals: Provide resumes for the individuals who would likely be assigned to this work including education, licensing information, background accomplishments, and any other pertinent information for each of the key personnel to work on the project. Offerors must include a statement in the proposal to the effect that "the key personnel assigned to this project as described in this proposal will not be removed from the project without prior approval of the Tribes' Contract Officer Representative."
- H. The Firm will provide a minimum three (3) completed projects that were similar in scope (Attachment C) to include:
- a) The name of the project
  - b) Client contact information

- c) Short summary of project
- d) Total cost of project
- e) Scheduled and actual completion dates

I. Current Assignments. Provide a statement concerning the firm's ability to devote sufficient time and resources to this type of work in relation to existing or anticipated assignments of the firm.

J. Disclosure of Potential Conflicts of Interest. Provide a statement regarding any potential conflict of interest issues the firm might have or encounter in providing these services to the Colville Tribes.

K. Detailed Cost Proposal (Attachment D). Provide a detailed statement of any and all costs for providing these services, which must include proposed hourly rates for all persons employed by or contracting with the Firm to provide the work described herein, as well as rates for travel and other expenses when travel is necessary. Firm may choose to complete two detailed cost proposals that outline costs associated with each phase (Design and Project Management).

## **SECTION 4. PROPOSAL EVALUATION**

### **4.01 Evaluation Procedures**

A Selection Committee will evaluate proposals. The selection will consider how well the Firm's proposal meets the needs of the Colville Tribes as described in the Firm's response to each requirement listed in Section 3.03. In evaluating the proposals, the Colville Tribes will use a criteria evaluation process. Evaluations will be based on criteria as outlined in Section 4.02. All proposals will be evaluated using the same criteria and weighting. Any proposal that does not contain each element described in this RFP, fully completed, initialed or executed, as appropriate, may be judged to be incomplete and may not be considered further.

### **4.02 Scoring and Evaluation Factors**

The evaluation factors reflect a wide range of considerations. While cost is important, other factors are also significant. Consequently, the Colville Tribes may select a contract other than the one providing the lowest cost solution. The objective is to choose the entity capable of providing reliable and effective services within a reasonable budget.

An award will be made to a responsible Indian Offeror if its proposed price is within 10% of the lowest non-Indian Offeror's Proposal Price and the Indian Offeror provides documentation of having the expertise and experience necessary to satisfactorily complete the work required.

Evaluation will be based on the following criteria (maximum 100 points):

- 1) Responsiveness of the proposal in clearly stating an understanding of the work to be performed and reasonableness of time estimates for each section of work to be performed. (0-10)
- 2) Qualifications and experience of Firm/Offeror and the staff to be assigned to project (0-20)
- 3) Size and structure of firm and ability to maintain continuity of work (0-5)
- 4) Documented experience of Offeror in completing similar projects. Provide client list and references as identified in RFP (0-20)
- 5) Indian preference (0 – 10)
- 6) TERO certification documented & included (0-5)
- 7) Cost (0-30)



#### **4.03 Final Selection**

The Selection Committee will formulate their recommendation for award of the Contract, which will be forwarded to the Colville Business Council for formal acceptance.

#### **4.04 Contract Award and Execution**

The Colville Tribes reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be initially submitted on the most favorable terms the Firm can offer. This should not be interpreted to prohibit either party from proposing additional contract terms and conditions during negotiations of the final document.

The RFP document and the successful Firm's/Offeree's proposal response, as amended by agreement between the Tribes and the Firm/Offeree, including e-mail or written correspondence relative to the RFP, may become part of the Contract between the Colville Tribes and the successful Firm/Offeree.

Additionally, the Colville Tribes may verify the Firm's/Offeree's representations appearing in the proposal. Failure of the Firm/Offeree to perform as represented may result in elimination of the Firm/Offeree from competition or in Contract cancellation or termination.

The apparent successful Firm/Offeree will be expected to enter into a contract with the Colville Tribes. If a contract is not entered into with a reasonable time after selecting the proposal, the Colville Tribes may elect to cancel the award or award the Contract to the next highest ranked Offeree. The Colville Tribes shall not be bound or in any way obligated until both parties have executed a contract. No party may incur any chargeable costs prior to the execution of a final contract.

After opening and ranking, an award may be made on the basis of the proposals initially submitted, without discussion, clarification or modification, or, the Tribes may discuss with the selected Firm offers for cost reduction and other elements of the Firm's proposal. If the Colville Tribes determine that it is unable to reach a contract satisfactory to the Tribes with the selected Firm, then the Tribes will terminate discussions with the selected Firm and proceed to the next Firm in order of selection ranking until a contract is reached or the Tribe has rejected all proposals. The Tribes will not disclose any information derived from the proposals submitted from competing offers in conducting such discussions.

The Tribes reserves the right to award a contract for all or any portion of the requirements proposed by reason of this request, award multiple Contracts, or to reject any and all proposals if deemed to be in the best interests of the Tribes and to re-solicit for proposals, or to reject any and all proposals if deemed to be in the best interests of the Tribes and to temporarily or permanently abandon the procurement.

ATTACHMENT A:  
PROPOSAL COVER PAGE  
Design and Project Management for White Sturgeon facility

Company Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email address \_\_\_\_\_

Length of time in business \_\_\_\_\_

Gross revenue for the prior fiscal year (in US dollars). \_\_\_\_\_

Total number of similar clients served in similar capacity \_\_\_\_\_

TOTAL ESTIMATED PRICE OF SERVICES (Attachment D detailed budget as necessary)

Cost of Services (Anticipated Total Hours x Rate) \_\_\_\_\_

Overhead costs (describe) \_\_\_\_\_

Necessary travel \_\_\_\_\_

TERO Fees \_\_\_\_\_

Other (describe) \_\_\_\_\_

Total Price \$ \_\_\_\_\_

Authorized Offeror Signature \_\_\_\_\_

Telephone \_\_\_\_\_

ATTACHMENT B: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS.

A. The Firm certifies, to the best of its knowledge and belief, that:

1. The Firm/any of its Principals-

(a) Are ( ) are not ( ) presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency or any Tribal Government.

(b) Have ( ) have not ( ), within a 7 year period preceding this offer, been convicted or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(c) Are ( ) are not ( ) presently indicted for, or otherwise criminally or civilly charged by a government entity with, commission of any of the offenses enumerated in subdivision (A)(1)(b) above.

(d) The Firm has ( ) has not ( ), within a 7-year period preceding this offer, had one or more contracts terminated for default by any Federal agency or any Tribal Government.

2. Principals for the purposes of the certification, mean officers; directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager; plant manager, head of a subsidiary, division, or business segment, and similar positions). If this certification concerns a matter within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under 18 U.S.C. § 1001.

B. The Firm shall provide immediate written notice to the Contract Officer if at any time prior to contract award the Firm learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

C. A certification that any of the items in paragraph (A) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Firm's responsibility. Failure of the Firm to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Firm's proposal non-responsive.

D. Nothing contained in the foregoing shall be construed to require establishment of a system or records in order to render, in good faith, the certification required by paragraph (A) of this provision. The knowledge and information of a Firm is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (A) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Firm knowingly rendered an erroneous certification, in addition to the remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

I hereby certify that the information above is true accurate and complete under penalty of fraud.

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Authorized Signature

ATTACHMENT C:  
CLIENT REFERENCES (Include additional pages if desired)

Client Reference # 1

Name of Entity/Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Contact Name \_\_\_\_\_

Title \_\_\_\_\_

Phone Number \_\_\_\_\_

Date when work performed: \_\_\_\_\_

Description of work performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Client Reference # 2

Name of Entity/Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Contact Name \_\_\_\_\_

Title \_\_\_\_\_

Phone Number \_\_\_\_\_

Date when work performed: \_\_\_\_\_

Description of work performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Client Reference # 3

Name of Entity/Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Contact Name \_\_\_\_\_

Title \_\_\_\_\_

Phone Number \_\_\_\_\_

Date when work performed: \_\_\_\_\_

Description of work performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attachment D – Detailed Budget Schedule

Title: \_\_\_\_\_

**COMPANY INFORMATION:**

COMPANY NAME	
MAILING ADDRESS	
CITY/STATE/ZIP	
TELEPHONE	

**COST OF PROPOSAL:**

Item	Description	Quantity	Rate(s)	Total
1				\$
2				\$
3				\$
4				\$
5				\$
6				\$
7				\$
8				

TOTAL COST: \$
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**SUBMITTAL SIGNATURE:**

I have read and understand the requirements of the Design and Project Management for White Sturgeon facility RFP and agree to provide the required services in accordance with the proposal and its contents.	
Submitted by (Printed Name):	
Title:	
Signature:	

Attach additional pages as necessary.