

Sample Proposal and Change Notice Format Site Assessment and Remediation Projects

For each Project the Consultant will be required to submit a proposal, which may contain but not be limited to the information listed below.

Section 1 Introduction, Corporate Qualifications and Experience

Provide a letter of introduction explaining why the Consultant is fully qualified to perform the work described in the project-specific Scope of Work. Highlight recent relevant experience in the state in which the project is located; Project Manager's experience; years in business; and references. For Change Notices, only include qualifications of new project team members.

Section 2 Project Organization Chart

List the name, title and pay grade of the key project personnel who will perform the project work, including the Project Manager.

Section 3 Scope of Work

Provide a detailed description of services to be provided, by task, to conduct the project work. The Scope of Services must thoroughly describe what the Consultant proposes to do and why the work is necessary, including a description of regulatory and/or technical drivers for conducting the work.

Section 4 Assumptions

Include a description of all assumptions used to develop the Scope of Work, Deliverables and Project Cost Estimate.

Section 5 Deliverables

Provide a list of project deliverables, including but not limited to: risk reduction measure plans; status and completion reports; phase reports; release notification filings; tier classification submittals; Bills of Lading packages; public involvement plans; technical specifications for site remediation; and permit applications for Site cleanup permits and for activities regulated under wetland protection regulations.

Section 6 Schedule

Using MS Project Software or other approved software, provide a Milestone Schedule for completion of the services described in the Scope of Work, including but not limited to: sequence and duration of major tasks; milestone events; regulatory deadlines; and deliverables. The Milestone Schedule will be the basis of all the detailed project schedules to be developed during the course of the project. Milestone schedule should be updated for subsequent Change Notices.

Section 7 Project Cost Estimate Spreadsheet (see attached sample)

Include the following information in the attached project cost estimate spreadsheet:

- Estimated labor hours by job category for each task. Include the hourly billing rates, by job category. Identify the project team members to be assigned each task.
- Estimated expenses and other direct costs by task.
- Total estimated cost.

In the proposal text, indicate the cost estimate for the project. For Change Notices, indicate the cost estimate in the original proposal and the amount of all previous Change Notices, plus the cost of the current Change Notice (i.e, total amount committed to date).

Section 8 Billing Rates by Title or Pay Grade; Expenses; Other direct Costs

Provide a list of billing rates by job category, with personnel names, and coordinate with organization chart. Billing rates shall correspond to rates provided in the Contract Documents. All expenses and other direct costs shall be billed in accordance with the expense billing policy provided in the Contract Documents.

Section 9 Subcontractors

Provide a list of all subcontractors expected to be utilized for the project, including laboratories and drillers. Document how subcontractors (e.g., laboratories, drillers, surveyors) were selected, based on cost and/or other factors.

Section 10 Resumes

Provide resumes for the Project Manager and each project team member as shown on the Project Organization Chart provided in Section 2. Resumes should include education and relevant experience but should not be more than two pages long. Resumes should be provided only for personnel shown on the Project Organization Chart. For Change Notices, only include resumes for new team members.

PO #: _____

CHANGE NOTICE #: _____

For Agreement#: _____ Work Authorization #: _____

Contractor: _____

Project: _____

1. Description of Change: (Provide a brief description and reference attached letters, proposal, drawings, etc.):

2. Reason for Change:

3. Cost Implications: _____

Estimated \$ _____ increase / decrease to total cost set forth in attached breakdown of costs in the proposal dated _____. **Total authorized costs with this increase is \$.**

4. Schedule Impact: (Revised schedule attached?) _____

Increases / Decreases manhours by (breakdown by task): _____

Extends overall schedule by / to: _____

Extends the following Section 8.0 Milestones or Deadlines: _____

CONTRACTOR

TRUST

Requests Approval

Approves Request

Approves Request with the attached conditions dated _____

Denies Request

This document will become a supplement to the referenced Work Authorization and all its provisions and those of

By: _____

By: _____

(Project Administrator)

Title: _____

By: _____

Date: _____

Date: _____

