A/E/Consultant Proposal Template Checklist

*(Updated 02/2024)*

**THE PROPOSAL SHOULD BE SUBMITTED VIA EBUILDER**

**General**:

* This checklist is to ensure that all required proposal information is included thereby expediting its review and processing.
* The A/E’s proposal will become part of the contract as an attachment and referenced by its date.
* Avoid stating the same information more than once.
* An authorized representative of the A/E firm must sign the proposal.
* Proposals must be submitted in eBuilder. Since the proposal becomes part of the contract, the signatures on the contract are binding.

**DO NOT INCLUDE LANGUAGE PERTAINING TO:**

* Legal responsibilities
* Termination of agreement
* Claims or dispute resolution
* Ownership of documents
* How extra services will be procured
* Payments or services charges for late payments
* Insurance
* Indemnity or ‘hold harmless’ clauses or other similar language
* DFD will also not accept proposals with cross-outs, changes, conflicting information, bits and pieces of proposals from different dates, initials of the parties.

**REQUIRING OTHER LANGUAGE IS UNACCEPTABLE AND MAY RESULT IN THE SELECTION OF ANOTHER FIRM.**

**REQUIRED CONTENTS OF THE PROPOSAL**

**1. PROJECT DESCRIPTION AND UNDERSTANDING OF SCOPE**

* DFD PROJECT NUMBER and DATE (all documents from A/E to reference other documents by title and date)
* DATE OF PROGRAM OR DESCRIPTION AND OTHER DOCUMENTS RELATED TO PROJECT SCOPE (Include a brief, concise narrative description, or descriptive attachment)
* PROJECT SCOPE SUMMARY (Identify any scope changes to the original project request or program statement.)

**2. A/E’s SCOPE OF WORK**

* Description of tasks or specific services to be provided by the A/E so that the project scope, schedule, and budget are met within current authorizations. Outline by project phase. (Pre Design, Design Development, Working Drawings, Bidding and Construction)
* Description of deliverables provided at each project phase.
* Identify Additional Services separately from Basic Services (see Article 4.D of the Contract).
	+ If Build America, Buy America Act (BABA Act) is applicable to the project – ensure the five requirements under item 3. Additional Services of the AE Consultant Proposal template are included in your additional services.

**3. A/E’s PROPOSED SCHEDULE**

* The A/E’s schedule should provide for successful accomplishment of the project within the project schedule as clarified at the Project Kickoff Meeting.
* Identify project start, milestones, deadlines, and completion dates as necessary for project success.
* Identify any differences between the original project schedule and the AE’s proposed schedule.

**4. A/E’s FEE PROPOSAL**

* Identify proposed fees by project phase, deliverable, or task.
* Identify proposed sub consultant fees.
* Provide itemized justification of the proposed fees, if requested by the DFD Project Manager. The justification may include a detailed fee breakdown spreadsheet, comparison to other similar projects, and/or a calculation of fee as a percentage of project cost, etc. The justification of the proposed fee is only a supporting document to show how the proposed fees were developed – it is not part of the contract. The DFD Project Manager must be sufficiently satisfied with the justification of the fees to warrant a Contract.

**5. REIMBURSABLE EXPENSES**

* When specifically allowed by the Contract (Article 4.C), reimbursable expenses are actual, incidental expenses, incurred by the Consultant, its employees or subconsultants, in the interest of the project and must be approved by DFD PRIOR to the Consultant incurring the expense. Identify known reimbursable expenses to be identified in the Contract.
* Expenses not eligible for reimbursement, which must be included as part of the Consultant's lump sum fees for basic services shall include, but are not limited to, indirect project overhead costs such as mileage, travel, lodging, replication of drawings and document printing, handling and postage, other than for bid sets; cost of correspondence transmittals, telephone expenses, and CAD/electronic graphic services.
* Where reimbursable expenses are anticipated, but the exact costs are unknown, provide an itemized estimate of expected reimbursable expenses for inclusion as a budget allowance (these expenses are separate from the AE Contract amount).
* If reimbursable expenses are services such as surveys identify the firm providing the service.

**6. DESIGN TEAM MAKEUP (PRIME AND SUBCONSULTANT INFORMATION)**

* Identify the key contact person(s) for the A/E Design Team
* Identify the scope and disciplines for all primary team members (coinciding with qualification submittal and interviews), including principals for prime and subconsultants.
* Identify MBE participation (will be shown under AE fees by the sub consultant)
* Provide the number of construction progress meetings and site visits by recurrence interval per project phase, task, or deliverable (may be combined, may be the same person, but two separate functions).
* ASSOCIATION AGREEMENT

 Separate document from the contract and proposal

Language may be similar to the following formats; however, we **do not use AIA forms** with the DFD AE contract:

AIA Form C141: Standard Form of Agreement between Architect and Consultant

 AIA Form C801: Joint Venture Agreement for Professional Services

 Nonstandard forms developed by the parties

Language in the Association Agreement shall indicate that DFD’s A/E Contract language overrides any conditions of the Association Agreement and that all parties to the Association are jointly and severally liable in the event of default by any of the parties. All parties of the Joint Venture or Association must sign the A/E Contract with DFD unless the Joint Venture Agreement expressly provides one firm or individual with the authority to bind all parties of the Joint Venture Agreement to the terms and conditions of the A/E Contract with DFD.

DFD WILL NEED A SIGNED ASSOCIATION AGREEMENT BEFORE OFFERING YOUR FIRM A STATE CONTRACT.

**7. OTHER APPROPRIATE INFORMATION AND/OR SUPPORTING DOCUMENTS PERTINENT TO THE PROPOSAL (Not to be a part of the Contract)**

* DFD may request additional information regarding how fees were determined or additional information on the proposal scope. Clear definition of scope and fees will assist in a clearer definition of responsibility with fewer change orders throughout the project.
* The fee negotiation process will vary with AE’s and PM’s.
* At times, there may not be a reasonable understanding of fees due to budget restrictions or expectations of AE scope. The AE may decline the selection, should at any time the AE find it in its best interest to not pursue a project. Please advise the PM and the contract officer in writing should this occur.