

PROPOSAL FORM

Failure to complete this form will result in your Proposal being deemed nonresponsive and rejected without further evaluation.

TO: CHARTER TOWNSHIP OF SHELBY

The Undersigned hereby offer and agrees to furnish the service in compliance with all terms, scope of work, conditions, specifications, and addenda in the RFQ.

ADDENDA:

The Undersigned has read and understands the RFQ with all exhibits thereto, together with any written addendum issued in connection with any of the above. The Undersigned hereby acknowledges receipt of the following addenda:

_____ **Addendum #1, July 6, 2018**

In addition, the Undersigned has fully and accurately completed all required forms.

OBLIGATION:

The Undersigned, by submission of this Offer, hereby agrees to be obligated, if selected to provide the stated services to the Township, for the term stated herein, and to enter into an Agreement with the Township, in accordance with the Conditions, Scope, and Terms, together with any written addenda as specified Above.

COMPLIANCE:

The Undersigned hereby accepts all administrative requirements of the RFQ and will be in compliance with these requirements. By submitting this Proposal Form, the Respondent represents that: 1) the Respondent is in compliance with any applicable provisions of the Township's Charter and Code of Ordinances; and 2) if awarded a contract to provide the Services required in the RFQ, the Respondent will comply with the Township's Charter and Code of Ordinances.

NONCOLLUSION:

The Undersigned, by submission of this Proposal Form, hereby declares that this Proposal is made without collusion with any other person or entity, or which otherwise make a Proposal.

SUBMITTAL REQUIREMENTS:

The Undersigned certifies it has attached a complete response to each of the submittal requirements listed in the Evaluation Criteria and Submittal Requirements section of this RFQ.

No proposal shall be accepted which has not been manually signed in ink in the appropriate space below:

I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:

Company Name

For clarification of this offer, contact:

Address

Name: _____

City State Zip

Phone: _____

Signature of Person Authorized to Sign

FAX: _____

Printed Name

Title

COST FORM

Failure to complete this form shall result in your Bid or Proposal being deemed nonresponsive and rejected without any further evaluation.

Respondents must submit a detailed cost proposal for completing the SCOPE OF SERVICES. Please complete this form in its entirety. As part of the response to the RFQ, provide a complete and all-inclusive Cost Proposal including hourly rates for all personnel to be assigned to the project. Clearly define all relative direct and indirect costs. Define all reimbursable expenses and related charges. If sub-consultants are proposed to be utilized, provide the same cost information, as well as additional administrative fees or up charges.

Provide a breakdown of total fees by design phase as follows (add detailed information as part of the response to the RFQ):

- Schematic Design (Design Development and Site Plan **Coordination**):

- Construction Documents:

- Construction (Attach complete cost breakdown on AIA form G703, Exhibit F):

- Construction Engineering (**Staking by Fazal Khan & Associates, Inc.**):

Provide a breakdown of other fee information as follows:

- Reimbursable and other expenses: _____

- Sub-consultant explanation and fees: _____

Total:

- Total for all Fees, and Costs: _____

Provide any additional or creative pricing methodology that the Township may consider (may use additional pages if necessary):

Alternate #1 – Air Conditioning – Tactical Room Only

Alternate #2 – Air Conditioning – Entire Building
