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**PROPOSAL FORM 1**  
**PROPOSAL TRANSMITTAL LETTER**

(To be typed on Proposer's Letterhead)

[Date]

Timotheus Hampton, P.E.  
Senior Water Resources Engineer  
City of Pomona  
148 N. Huntington Street  
Pomona, CA 91768

Re: Proposal for Corporate Yard Facility, Project No. 575-93135 (Temporary Facilities)

\_\_\_\_\_ (the Proposer) hereby submits its Proposal in response to the Request for Proposals (RFP) for the Corporate Yard Facility, Project No. 575-93135 (Temporary Facilities) issued by the City of Pomona (City) on February 27, 2017, as amended.

As a duly authorized representative of the Proposer, I hereby certify, represent, and warrant as follows in connection with the Proposal:

1. The Proposer acknowledges receipt of the RFP and the following Addenda:

<u>No.</u>	<u>Date</u>
_____	_____
_____	_____
_____	_____

2. All Project Team Members identified to date are identified in Attachment 2 to this Proposal Form.
3. Copies of appropriate California licenses and certificates or registrations are included as Attachment 3 to this Proposal Form.
4. The Proposal contains the requisite Proposal security for assuring that the Proposer will enter into the Contract if determined to be the Selected Proposer. The Proposer has reviewed and understands the requirements of the RFP and all Addenda thereto and, if determined to be the Selected Proposer, agrees to execute the Contract.
5. All information and statements contained in the Proposal are current, correct and complete, and are made with full knowledge that the City will rely on such information and statements in selecting the Selected Proposer and executing the Contract.
6. The Proposal has been prepared and is submitted without collusion, fraud or any other action taken in restraint of free and open competition for the services contemplated by the RFP.
7. Neither the Proposer, nor any Project Team Member is currently suspended or debarred from doing business with any governmental entity.

8. Proposer accepts all of the terms and conditions of the RFP, including without limitation those dealing with the disposition of Proposal security. This Proposal will remain subject to acceptance for the time period set forth in the RFP. Proposer will sign the Contract and will furnish the required Contract security, and other required documents within the time periods set forth in the Contract.
9. The Proposer has visited the Site and become familiar with and is satisfied as to the general, local and Site conditions that may affect cost, progress, and performance for the Work.
10. The Proposer is familiar with and is satisfied as to all Laws or Regulations that may affect cost, progress and performance of the Work.
11. Proposer does not consider that any further examinations, investigations, explorations, tests, studies or data are necessary for the determination of this Proposal for performance of the Work at the price(s) and within the times and in accordance with the other terms and conditions of the Contract.
12. Proposer has correlated the information known to Proposer, information and observations obtained from visits to the Site, reports and drawings identified in the RFP and Contract and all additional examinations, investigations, explorations, tests, studies and data with the Contract.
13. The principal Proposer contact person who will serve as the interface between the City and the Proposer for all communications is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

14. The Proposer has carefully examined all documents constituting the RFP and the Addenda thereto and, being familiar with the Work and the conditions affecting the Work contemplated by the RFP and such Addenda, offers to furnish all plant, labor, materials, supplies, equipment, facilities and services which are necessary, proper or incidental to carry out such Work as required by and in strict accordance with the RFP and the Proposal, all for the prices set forth in the Proposal Forms.

\_\_\_\_\_  
Name of Proposer

\_\_\_\_\_  
Name of Designated Signatory

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**PROPOSAL FORM 2**

**KEY PROJECT STAFF RESUMES  
(Project Manager & Superintendent)**

*(Attach additional pages if necessary)*

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**General Information**

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

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

Years employed by firm: \_\_\_\_\_ years

Total Professional Experience \_\_\_\_\_ years

Professional Registration and Licenses  
(type/state/year/license number):  
\_\_\_\_\_  
\_\_\_\_\_

**Relevant Project Experience:** <sup>(2)</sup>

Project: \_\_\_\_\_

Location: \_\_\_\_\_

Current Status: \_\_\_\_\_

Date of Involvement: from \_\_\_\_\_ through \_\_\_\_\_

Description of Specific Roles and Responsibilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Client Contact Person**

Name

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Title:

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Address:

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Phone:

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Fax:

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**Notes:**

1. Commitment indicates the amount of time (in percent) that the staff person would be available to work on the Project during the design, permitting, and construction phases of the Work. Indicate by "N/A" where the individual is not proposed to be involved in a particular phase of the Project. For example, if a person would be available 20 hours a week out of a 40-hour work week, reply 50%.
2. Provide this information for as many projects as are applicable.

**PROPOSAL FORM 3**  
**RELEVANT PROJECT EXPERIENCE**

Project Name:			Reference Project No.:
Type of Project:	<input type="checkbox"/> Design	<input type="checkbox"/> Construction	<input type="checkbox"/> Other: _____ _____
	<input type="checkbox"/> Design/Build	<input type="checkbox"/> Construction Management	
Proposer's % of work <sup>1</sup> :	_____ % Design	_____ % Construction	___ % Other: _____
	_____ % Construction Management		___ % Other: _____
Specific Role of each Proposer Team Member <sup>2</sup> :			
A. Applicability and relevance of referenced project to the Project:			
B. Proposal submittal team participants (personnel and/or firms):			
C. Other key participants (firms):			
D. Team structure, management description:			
E. Customer and owner:			
F. Location of project:			

<sup>1</sup> Indicate total percentage of work performed within each project component. For example, if Proposer performed 50% of the design work, indicate 50%.

<sup>2</sup> Indicate clearly the role of the Proposer team member on the project. If another entity shared in this role, please describe the division of work performed. Be specific if Proposer team member's role was applicable to the entire project or simply a portion. If a portion, describe that portion. If a subcontractor or other entity not the Proposer's team member actually performed the work for which the Proposer was responsible, please indicate so.

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G. Current status of project (design, construction, or operations phase) and number of years of operation:
H. Description of systems and processes, including size and capacity:
I. Original construction contract amount:
J. Final construction contract amount and explanation for change:
K. Description of responsible parties and procedure for obtaining permits on project:
L. Description of any ingenuity and innovation employed on project:
M. Key project contact of Customer (Name, title, affiliation, address, telephone, fax, e-mail):
N. Key project contact of Proposer (Name, title, affiliation, address, telephone, fax, e-mail):