Exhibit C Proposal Format

5GG21198 EDCFSC Residential Hazard Tree Removal Project

PROPOSAL SUBMITTAL:

Applicants shall provide one paper copy and one electronic copy of the proposal.

1. Provide the following information:
	1. Name of the firm
	2. Corporate address
	3. Contact person
	4. Telephone number
	5. E-mail address
2. Provide a General Statement of Qualifications that responds to the project background information given above.
3. Personnel – (Must include at least one Registered Professional Forester)
	1. List key professional and support personnel and provide resumes/qualifications related to this project scope for each.
	2. List professional consultants outside your firm whom you propose would provide services not available in your firm. Provide specific information documenting their work on similar projects.
4. Submit a list of projects your firm has completed and provide references.
5. Management Summary
	1. Understanding the project
	2. Management approach and scope of work.
	3. Proposed schedule and milestones if different from Project Timeline and Milestones
6. Submit proof of liability insurance (upon award) indemnifying the Fire Safe Council of not less than one million dollars.

EVALUATION CRITERIA

The following evaluation criteria will be used to select a consultant, proposals should clearly address the following:

1. Prior experience in managing projects, preferably in the Sierra Foothills
2. Demonstrated experience with GIS, coordination and public outreach.
3. Demonstrate understanding of the project and the firm’s capability and resources to accomplish project milestones on time and within cost.
4. Proposed cost.
5. Acceptance of contract terms and insurance limits.