

APPENDIX C

STATEMENT OF THE PROPONENT

BUSINESS AND TECHNICAL ORGANIZATION

The **Proponent** may use additional space to complete required information.

I. GENERAL INFORMATION

a. Proponent's Information	
1. Proponent's Legal Name:	
2. Name of Parent Company (If applicable)	
3. Mailing Address:	
4. City and Zip Code:	
5. Physical Address:	
6. City and Zip Code:	
7. Primary Contact (Name, & Title)	
8. Telephone:	
9. Email:	
10. Primary	

II. PROPOSER REFERENCES - LIST BELOW SIMILAR CONTRACTS EXECUTED

Proposer must supply references of minimum three (3) firms to which similar services have been provided within the past five years of a comparable sized institution or company. **Special considerations with FEMA PA experience, or A&E Services projects.**

a. Reference No. 1	
1. Client's Legal Name:	
2. Contact Person Name and Title:	



3. Contact Person Phone No.:	
4. Contact Person email:	
5. Description of Services: Description of the services provided, including any similar services to the herein required.	
6. Location:	
7. Contract Amount:	
8. Completion Date:	
9. Funding Source (Private, State or Federal)	
b. Reference No. 2	
1. Client's Legal Name:	
2. Contact Person Name and Title:	
3. Contact Person Phone No.:	
4. Contact Person email:	
5. Description of Services: Description of the services provided, including any similar services to the herein required.	
6. Location:	
7. Contract Amount:	
8. Completion Date:	
9. Funding Source (Private, State or Federal)	
c. Reference No. 3	
1. Client's Legal Name:	

2. Contact Person Name and Title:	
3. Contact Person Phone No.:	
4. Contact Person email:	
5. Description of Services: Description of the services provided, including any similar services to the herein required.	
6. Location:	
7. Contract Amount:	
8. Completion Date:	
9. Funding Source (Private, State or Federal)	
d. Reference No. 4	
1. Client's Legal Name:	
2. Contact Person Name and Title:	
3. Contact Person Phone No.:	
4. Contact Person email:	
5. Description of Services: Description of the services provided, including any similar services to the herein required.	
6. Location:	
7. Contract Amount:	
8. Completion Date:	
9. Funding Source (Private, State or Federal)	
e. Reference No. 5	

1. Client's Legal Name:	
2. Contact Person Name and Title:	
3. Contact Person Phone No.:	
4. Contact Person email:	
5. Description of Services: Description of the services provided, including any similar services to the herein required.	
6. Location:	
7. Contract Amount:	
8. Completion Date:	
9. Funding Source (Private, State or Federal)	

III. LIST BELOW CONTRACTS IN HAND

a. Contract No. 1	
1. Client's Legal Name:	
2. Contact Person Name and Title:	
3. Contact Person phone No.:	
4. Contact Person email:	
5. Description of Services:	
6. Contract Amount:	
7. % Completion:	

8. Funding Source (Private, State or Federal)	
b. Contract No. 2	
1. Client's Legal Name:	
2. Contact Person Name and Title:	
3. Contact Person Phone No.:	
4. Contact Person email:	
5. Description of Services:	
6. Contract Amount:	
7. % Completion:	
8. Funding Source (Private, State or Federal)	
c. Contract No. 3	
1. Client's Legal Name:	
2. Contact Person Name and Title:	
3. Contact Person Phone No.:	
4. Contact Person email:	
5. Description of Services:	
6. Contract Amount:	
7. % Completed:	
8. Funding Source (Private, State or Federal)	

d. Contract No. 4

1. Client's Legal Name:	
2. Contact Person Name and Title:	
3. Contact Person Phone No.:	
4. Contact Person email:	
5. Description of Services:	
6. Contract Amount:	
7. % Completion:	
8. Funding Source (Private, State or Federal)	

e. Contract No. 5

1. Client's Legal Name:	
2. Contact Person Name and Title:	
3. Contact Person Phone No.:	
4. Contact Person email:	
5. Description of Services:	
6. Contract Amount:	
7. % Completion Date:	
8. Funding Source (Private, State or Federal)	

IV. EXECUTIVE SUMMARY

Provide a complete profile of your organization, mission, and vision statements. The proposal should detail experience in projects with Architectural and Engineering (A&E) Design and Supervision Services.

V. EXPERIENCE DESCRIPTION AND STRATEGY IN PROVIDING THE SERVICES

Describe the organization/company's history, experience, and capabilities as it relates to the proposed scope of work. Be specific and detail no more than three projects/contracts: description of work, dates, locations, challenges, and results. Please indicate whether you have experience working with public or federal entities, and years of experience performing like services. Provide specific examples of the services or tasks previously provided by the entity as considered in this RFP. Detail your firm's understanding of the challenges and barriers for projects with Damage to Roads, Damage to Culverts, and other Mitigation Considerations stated in this RFP, and the approach to overcoming these barriers. with Mitigation Considerations, and the approach to overcoming these barriers. Identify potential risk factors and methods for dealing with these factors.

VI. TEAM QUALIFICATIONS

The Proponent must provide detailed information about the experience and qualifications of the Proponent's principals, project managers, key personnel, and staff to be assigned, including degrees, certifications, licenses, and years of relevant experience demonstrating the Proponent's capacity to address mitigation considerations aligned with the Project scope, including the provision of A&E services focused on designing and implementing measures to prevent future [erosion and reduce impacts from heavy rains, flooding, and stormwater runoff in roads and similar structures. Additionally, provide relevant experience with Federal Grants and/or FEMA and FEMA regulatory requirements.

The Proponent shall specifically identify current employees who will serve as Key Personnel. This includes the Proponent's own staff and staff from any subcontractors to be used. The Proponent should demonstrate that its staff (and/or subcontractor's staff) meet the desirable requirements listed below and have necessary experience and knowledge to successfully implement and perform the tasks and services described in this RFP. Any subcontractors should be named, along with a description of experience and what role they will play on the Proponent's team. The proponent should describe its demonstrated capability to provide the staffing with the qualifications required in this RFP through the term of the expected contract with previous experience in A&E Design Services and Supervision. Attach resumes of personnel (or/and subcontractors, if any) who will be providing the services. Consider the infrastructure trades specialists (engineering and/or architectural consultants) based on the trades applicable for the scope work for this project based on the Scope of Services in the Appendix I of this RFP.

VIII. Inclusion of Small, Minority-Owned, Women-Owned, and Veteran-Owned Businesses

The Municipality is committed to promoting inclusiveness and equal opportunity in all procurement processes. In accordance with federal requirements under 2 C.F.R. § 200.321, the participation of small businesses, minority-owned businesses, women-owned business enterprises (WBEs), and veteran-owned businesses is strongly encouraged.

If the Proponent is a (WBEs), they shall provide a detailed explanation describing how their status as a small business, minority-owned business, women-owned business enterprise, or veteran-owned business contributes unique advantages to this Project.



I, _____, in representation of _____ hereby certify that the answers provided to the foregoing requirements, together with all statements, disclosures, and information supplied herein, including all information provided by the Proponent as set forth above are true, complete, and correct to the best of my knowledge, information, and belief.

**Authorized Representative's
signature**

Printed Name & Title

Date