

## ATTACHMENT A

### SUBMITTAL CONTENT

Each submittal shall contain the information in the order set below. Responses to Attachment A shall be no longer than ten (10) pages total.

1. Project Experience Identify and describe five (5) projects including client, location, building use, structure type, total environmental abatement cost, accuracy of cost estimating, and the detailed nature of your firm's services. Indicate any specialty of your firm or team. Indicate experience with occupied institutional or commercial facilities. Provide details (if applicable) of your firm's familiarity in working with federal, state or local governmental agencies. Also if applicable, indicate your familiarity and understanding of federal, state, and local regulations and guidelines related to pre-and post abatement testing, monitoring and reporting, and hazardous materials and hazardous waste handling and disposal. Describe your experience in preparing plans, permits and documentations for regulatory compliance. One (1) page per project.
2. Summary of Firm and Key Staff Members Describe your firm's history, resources, and capabilities. Indicate key personnel that you will agree to commit to AOC projects, including name, qualifications, past project experience and qualifications. Indicate applicable licenses, credentials, and professional training held by the firm principal(s) and key personnel. Information to be provided with licenses to include licenses number, date of original issue, lapses in dates of licensure, standing of licensee (including any disciplinary or other actions taken by licensing authority, other than licensing renewal), expiration of current licenses. Respondent agrees that key personnel shall not be substituted without prior written approval by the AOC. Three (3) pages total.
3. Technical Approach Describe the methods used by your firm to ensure accuracy and coordination of test reports, plans, inspections, abatement methodologies and decisions, specifications writing, and post-abatement clearance inspection and testing. Indicate your approach to management, use of computers, and abatement monitoring. Include one (1) example of past work, which may be selected from assessment reports, test reports, abatement recommendations (i.e. the "executive summary"), specifications, or other relevant data. One (1) page total.
4. References Submit a list of at least five (5) most recent references, including firm name, contact person's name, address, phone number, relevant project, and project location. One (1) page total.
5. Cost The following information must be included in the price proposal. A proposal lacking any of the following information may be deemed non-responsive. Please provide pricing for Environmental Services as described in (Attachment C), Price Proposal . The payment structure is either on an Hourly Fee Rate (based on employee classification) and/or a Firm Fixed Price (set price not subject to change).

END OF ATTACHMENT A