

PART E

**PROPOSAL PREPARATION AND SUBMISSION
REQUIREMENTS**

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SECTION 16

PROPOSAL PREPARATION

16.1 GENERAL

This section specifies the general requirements for the preparation and submittal of proposals in response to this Request for Proposals. Proposals shall be submitted under the specified guidelines herein.

16.2 PROPOSAL LIMITATIONS

- A. The pages of the technical proposal (including attachments) shall be numbered and not exceed two hundred (200) pages. If the page limit is exceeded, the pages in excess of the limit may be removed and not evaluated.
- B. Page Limit Includes: Appendices, charts, graphs, diagrams, tables, photographs, drawings, and submission requirements, including the information required in **Tabs 1 thru 23**.
- C. What Counts as a Page? A page shall be an 8-1/2 x 11" sheet of paper (minimum of 1/2" margins). All pages shall be printed one side only. The background color of each page of the proposal submission shall be white or ivory stock only.
- D. Text: The proposal must be typed. Type size must not be smaller than Microsoft Word Times New Roman 11 point font, normal proportional spacing. Text lines must be single-spaced.

16.3 PACKAGING

The Offeror shall submit two (2) proposals - the Technical Proposal, Volume 1 and the Cost Proposal, Volume 2, which shall be physically broken into two (2) separate parts, titled "Technical Proposal, Volume 1" and "Cost Proposal, Volume 2", each of which shall be distinct and complete in and of itself so that evaluation of one (or any portion thereof) may be accomplished independently of evaluation of the other.



16.4 BINDING

Each volume of the proposal shall be separately bound in a loose-leaf, three-ring binder. The number of copies for each volume is specified below. Elaborate format and binding are neither necessary nor desirable. All binders must be capable of lying flat when opened. The cover must clearly identify the Offeror's name, volume number, RFP number, RFP title and copy number (e.g. copy 1 of 8). The original for each volume will be clearly identified on the cover.


16.5 COPIES

- A. Offerors shall submit **one (1)** signed original and **eight (8)** copies of the "Technical Proposal, Volume 1" in one (1) sealed package separate from the Cost Proposal. The original shall be conspicuously marked "ORIGINAL" and the copies shall be conspicuously marked "COPY".
- B. Offerors shall submit **one (1)** signed original **eight (8)** copies of the "Cost Proposal, Volume 2" in one (1) sealed package separate from the Technical Proposal. The original shall be conspicuously marked "ORIGINAL" and the copies shall be conspicuously marked "COPY".
- C. Failure to physically separate the Technical and Cost Proposals may cause the Offeror to be disqualified.

16.6 IDENTIFICATION OF PROPOSAL PACKAGE

- A. The Cost Proposal shall be *clearly marked* in a sealed package *separate* from the Technical Proposal which shall also be clearly marked in a sealed package, but concurrently in a sealed package conspicuously marked.
- B. It is *imperative* that the label below be filled in and pasted on the lower left corner of the sealed package.



SEALED PROPOSAL	
IN RESPONSE TO:	
	RFP No. 09-013
RFP Title: Operating and Maintenance Services for Commuter Rail Operations	
Proposal Due Date: (Insert the date specified on Page 1)	
Time: 10:00 a.m.	
Name of Offeror:	

- C. Failure to properly identify the proposal package may result in a premature opening of, or a failure to open, such proposal and result in the disqualification of the proposal.

