

## Addendum to RFQ for IBTC

All responses to the Requests for Qualification should be organized as shown below. Deviations from this organization may result in a response being rejected.

### Response Organization

1.0 Cover Letter (Limited to 2 page maximum)

2.0 Main Body of RFQ (Limited to 15 page maximum)

- Section 2.1 Company Experience and Qualifications
- Section 2.2 Experience of Consultants Project Manager  
(Include Team Composition Chart – 1 page maximum – 8 1/2 x 11" which will count as part of the 15 pages) (Resume of Project Manager to be included in Appendix A)
- Section 2.3 Experience of Key Personnel (Full Resumes are to be included in Appendix B)
- Section 2.4 Project Understanding and Approval  
(Scope of Work portion of project understanding should be detailed in Appendix C)
- Section 2.5 Location of Work and Communications
- Section 2.6 Quality Assurance / Quality Control (QA/QC)
- Section 2.7 Ability to meet Disadvantaged Business Enterprise Goal (12.2%)
- Section 2.8 Insurance (Execute Form)
- Section 2.9 Conflict of Interest (Place description of services for governmental entities in Appendix E)

3.0 Appendices

- Appendix A: Project Manager Resume (Limit to 2 pages maximum)
- Appendix B: Key Personnel Resume (Limit to 2 pages per person maximum)
- Appendix C: Scope of Work (Limited to 15 pages maximum)
- Appendix D: Critical Path Diagram (Limited to 2 Page Maximum using size 11x17 sheets)
- Appendix E: All items required under "Conflict of Interest" on Page 6 of 13 (No page limit) (Describe services for Governmental Entities Listed)