1. Format and Copies

Each SOQ shall conform to the requirements listed in the table below:

<table>
<thead>
<tr>
<th>Maximum Number of Pages</th>
<th>15 pages single-sided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page-Count Exclusions</td>
<td>Cover, cover letter, table of contents, divider tabs</td>
</tr>
<tr>
<td>Paper Size</td>
<td>8-1/2&quot; x 11&quot; – Any charts that can’t be legibly shown on 8-1/2&quot; x 11&quot; sheets may be submitted on 11&quot; x 17&quot; sheets, but each 11&quot; x 17&quot; sheet will count as two (2) pages.</td>
</tr>
<tr>
<td>Font Size</td>
<td>Minimum of 12-point font.</td>
</tr>
</tbody>
</table>

The Applicant shall submit one (1) clearly marked original and one (1) electronic copy of the SOQ in a sealed envelope, bearing the Applicant’s name and address, and clearly marked as “SOQ for Independent Cost Estimator or Scheduling and Claims Analysis”. Electronic copy shall be a pdf format on DVD-R, CD-R, or USB flash drive. Electronic copy must be included in the sealed package with the written SOQ.

2. Content

Cover Letter

The cover letter must contain Applicant Contact Information and be signed by an individual authorized to commit the Applicant to contract terms and conditions.

TAB 1 – APPLICANT COMPANY PROFILES AND BACKGROUND INFORMATION

1. Provide the legal name of Applicant and licensure information.

For the proposed Project Manager, provide two (2) client references who have knowledge of the background, character and technical competence. Include agency/company title, address, phone, email and the name and dollar value of the project(s).

TAB 2 – PROJECT EXPERIENCE

Applicants may provide a written summary of experiences.

Applicants may list up to six (6) projects on which the Applicant has performed work within the last five (5) years. Selected projects should best illustrate the Applicant’s experience as it relates to the description provided in the advertisement.

Each project description shall include, at a minimum, the following:

1. State what role the Applicant had on the project.

2. Include a brief project description highlighting any aspects of the project that are comparable to District projects.

3. Include a contact person’s name, email address, and telephone number, for the owner/client. (The DISTRICT reserves the right to contact these individuals for the purpose of obtaining references for the Applicant.)

4. Local experience in Clark County, NV is preferred.