At the February 11, 2020 the City received questions related to the bid submittal and the associated fee proposals. Below are some additional details to help ensure all contractors have the same information from which to prepare bid submissions.

1. **Proposal Submittal**
   a. Proposals must be submitted in a sealed envelope clearly marked “Stormwater System Management Plan”. In addition to the proposal, proposers must also submit a fee proposal in a separately sealed envelope, clearly labeled “Cost Proposal”.

   b. Costs should be broken down by task. Firms should provide the number of staff hours and billing rates for each staff member to complete a task.