## Request for Proposal Presentation Requirements

## Cover Sheet and Instructions

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|  | APPROVED DOCUMENT – This document is approved by the Office of the President and Office of the General Counsel for use by the Facility. |
|  |  |
| **PURPOSE OF DOCUMENT:** | Provide to Proposers information required to be presented during the RFP Presentation, **if one is used** |
| **CROSS-REFERENCE TO FACILITIES MANUAL:** | None |
| **CONTENTS:** | RFP Presentation Requirements |
| **FOR USE WITH:** | Brief Design Build Agreement |
| **COMPLETED BY:** |  | Filling in |  | Adding Text |  | No Data Required |
| **ITS USE IS:** |  | Required |  | Optional |

**Completion Instructions:**

1. Notes, suggested text, instructions and other information is formatted using the following methods:

* Hidden text within brackets. {This is an example of the format.} Read the material within the brackets and take the appropriate action (usually inserting text or selecting from a choice of texts.) When printing this document, the default print property will not print the hidden text.
* Coded instruction within brackets. The instructions and shading will disappear when the required information is typed.
* Suggested text is shaded in gray without brackets (see Modification and Additions below.)

**Modifications and Additions:**

1. Areas shaded in gray, without brackets, represent suggested text that may be modified by the Facility to meet the needs of the Project. This is an example of the format. Ensure that any modified or added text is consistent with the Contract Documents.
2. Areas not highlighted in gray, without brackets, shall not be altered without approval of the Office of the President.

**Comments: This document should be used ONLY if the campus is requiring a presentation or interview subsequent to the Request for Proposal. This is merely**

None

# END OF COVERSHEET AND INSTRUCTIONS

# Request for Proposal Presentation Requirements

## Introduction

The Proposers selected for the Request for Proposal (RFP) Presentation step will be notified in writing and will be provided with information concerning the Presentation process and the date, time and location of their interview, if one is required, in the sole discretion of the University.

## Submittal by Proposer {MODIFY AS APPROPRIATE FOR THE PROJECT}

Proposers will be required to make a presentation concerning their Proposal submittal. The presentation will be approximately minutes in duration during which the presenter(s) will address the areas covered in the Proposal.

## RFP Presentation:

## (List items to be presented/discussed by Proposer team here)

There may also be specific supplementary questions listed in the RFP Presentation notification. If an RFP Presentation is required, the members of the Review Panel will have an opportunity to ask questions of the Proposer. The questions are not necessarily limited to the items in the presentation but may cover any issue included in the Request for Proposal and any related subject. As one example, the references given and the projects listed in the responses will be verified and questions may arise as a result.

## Proposer Team

Members of the Proposer team must be present for the Interview, if required, by the University and are listed in the Request for Proposal, Article 1.8.

{THE LIST OF REQUIRED ATTENDEES SHOULD BE MODIFIED FOR EACH PROJECT:

 Architect

 Project Manager

 Proposer executive responsible for the Project (Vice President or higher)

 Structural Engineer

 Financial Officer