

# WEST VIRGINIA CODE: §5-22B-9

## **§5-22B-9. Proposal format.**

A proposal submitted by a firm in response to a request for proposal as set out in this article shall be submitted in the following format:

- (1) Signed cover page;
- (2) Offeror profile;
- (3) Staffing plan and key personnel;
- (4) Similar project examples from prior 10 years;
- (5) Conflict of interest statement;
- (6) Proof of insurance;
- (7) Cost summary which shall include reconstruction costs, construction fees, and general conditions;
- (8) Additional attachments from the request for proposal that require input from offeror (if any);
- (9) Surety letter demonstrating the bond capacity of the construction manager; and
- (10) West Virginia contractor license.