

**INSTRUCTION SHEET- DCKA-2012-Q-0056**

The offeror's submission must be organized as follows:

The cover letter (if any) shall be limited to one (1) page.

Resumes shall be limited to one (1) page per individual.

Example Projects of the Standard Form 330 shall be limited to no more than five (5) projects, and no more than a five (5) page description and graphics per project.

Offerors are required to submit project understanding and project approach, as per the selection criteria and respond to these criteria in Section H (Additional Information) of the Standard Form 330. Section H shall be limited to twenty (20) double-sided pages.

The minimum font to be used is 10 point.

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as an indication of the offeror's lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired.

All proposal documents will be the property of the District and retained by the District, and therefore will not be returned to the offerors.

The District is not liable for any costs incurred by the offerors in submitting Qualifications in response to this solicitation.