



## ON-CALL PROFESSIONAL SERVICES INFORMAL REQUEST FOR PROPOSAL (IRFP)

### 1. General Project & Contract Information

- Governing Master PSA Contract resulting from RFQ (Select One):
  - ☐ RFQ 909-HE – Professional Architectural, Engineering & Design Services
  - ☐ RFQ 910-HE – Special Inspections, Materials Testing, Environmental, Commissioning, Utility Locating & Estimating
- Master PSA Contract Number: \_\_\_\_\_
- Consultant Firm Name: \_\_\_\_\_ NSHE Supplier ID: \_\_\_\_\_
- Project Title: \_\_\_\_\_ Project Number: \_\_\_\_\_
- UNLV Originating Department: \_\_\_\_\_ UNLV Project Manager: \_\_\_\_\_
- Date IRFP Issued: \_\_\_\_\_
- Date, Time & Location of Site Walk: \_\_\_\_\_
- Deadline to Submit Questions: \_\_\_\_\_
- Deadline to Submit IRFP: \_\_\_\_\_

### Proposal Submission Status:

☐ **ACCEPTED – PROPOSAL SUBMITTED** By checking this box, the Consultant acknowledges receipt of the IRFP and confirms submission of a proposal adhering to the scope of work and deliverable schedule outlined in Sections 3 and 4. The Consultant further certifies that adequate staffing and resources are dedicated to complete this project by the established deadline.

☐ **DECLINED – NO PROPOSAL SUBMITTED** By checking this box, the Consultant acknowledges receipt of the IRFP and indicates that they will not submit a proposal. In accordance with the Master PSA terms, please state the reason for non-submission below:

### 2. Cost Proposal & Fee Summary

*Services will be performed on a Time & Materials, Not-To-Exceed (NTE) basis (or Lump Sum if approved by UNLV):*

| Cost Category                                                                                 | Subtotal Amount |
|-----------------------------------------------------------------------------------------------|-----------------|
| Direct Labor Total                                                                            | \$ _____        |
| Direct Reimbursable Expenses <i>(Pre-approved out-of-town travel/expedited shipping only)</i> | \$ _____        |
| Total Proposal Fee (NTE Cap)                                                                  | \$ _____        |

### **3. Project Scope of Work**

#### **Project Summary & Overview**

#### **Deliverables**

#### 4. Deliverables & Milestone Schedule

| Deliverable # | Deliverables Description | Target Schedule (Weeks from NTP or Date) |
|---------------|--------------------------|------------------------------------------|
| Deliverable 1 |                          |                                          |
| Deliverable 2 |                          |                                          |
| Deliverable 3 |                          |                                          |
| Deliverable 4 |                          |                                          |
| Deliverable 5 |                          |                                          |
| Deliverable 6 |                          |                                          |
| Deliverable 7 |                          |                                          |

#### 5. Key Personnel & Approved Billing Rates

| Staff/Inspector/<br>Technical Role | Assigned<br>Project Role                 | Billing Basis<br>(Hourly/<br>Unit Rate) | IRFP Proposed<br>Rate (\$) | Estimated<br>Qty/Hours | Total<br>Cost |
|------------------------------------|------------------------------------------|-----------------------------------------|----------------------------|------------------------|---------------|
| NV License #:<br>_____             | Principal-in-Charge                      | N/A                                     |                            |                        |               |
| NV License #:<br>_____             | Project<br>Manager /<br>Lead<br>Engineer | N/A                                     |                            |                        |               |
|                                    | Senior<br>Specialist/<br>Designer        | N/A                                     |                            |                        |               |
|                                    | Field<br>Inspector/<br>Technician        | N/A                                     |                            |                        |               |
|                                    | Materials<br>Test / Lab<br>Analysis      | N/A                                     |                            |                        |               |

**Totals**

## 6. Comments or Exceptions

**7. Governing Terms & Authorization** All work performed pursuant to this IRFP shall be executed in accordance with the Master PSA, UNLV Technical Design Guidelines, Nevada System of Higher Education (NSHE) purchasing regulations, applicable Nevada Revised Statutes (NRS), and relevant state and local regulations.

Any terms and conditions contained within the Consultant's proposal or attachments that conflict with, or attempt to modify, the Master PSA are deemed void and explicitly rejected. Work shall not commence until a formal UNLV Purchase Order (PO) and/or official Notice to Proceed (NTP) has been issued.

Submitted by Consultant:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Company: \_\_\_\_\_

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For UNLV Internal Use Only – Approval and Determination

Status: ☐ Selected for Award, Pending Final Approval and PO Issuance

Status: ☐ Not Selected for Award

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UNLV Project Manager Attestation:

*I hereby attest that I have reviewed this IRFP proposal, scope of work, fee breakdown, and schedule matrix. I confirm that all documented services align with UNLV project needs, funding allocations, and the terms & conditions of the Master PSA resulting from RFQ 909-HE or RFQ 910-HE.*

PM Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Department: \_\_\_\_\_

Department Director/ VP

Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_