TO: CONSULTANTS

FROM: ENGINEERING CONSULTANTS SECTION

SUBJECT: STATEMENTS OF QUALIFICATIONS SUBMITTALS

Consultants that intend to submit Statements of Qualifications are reminded that on the day that statements are due, none will be accepted after the time specified. This means that the submitted statements must be stamped by the Engineering Consultants Section time clock at or prior to the time specified. If the specified time is 4:00, a statement stamped at 4:01 will be rejected.

We strongly encourage consultants to avoid last minute submittals. This could put you in a situation where your proposal could be rejected without even being considered. It also could put us in the unpleasant situation of rejecting what may be the best proposal.