FORM A: PROPOSAL LETTER

To: Jerome Qiriazi  
Procurement Coordinator  
Humboldt Transit Authority  
133 V St.  
Eureka, CA 95501

RE: HTA Hydrogen Refueling Station Project 23-01: Request for Proposals

Dear Mx. Qiriazi:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Name of Proposer] is hereby submitting its Proposal in response to Request for Proposals (RFP) No. 23-01 issued by HTA for the Design-Build Services for a Hydrogen Fueling Station at HTA’s Eureka Operations and Maintenance Facility for Fuel Cell Electric Buses.

2. The Proposer is a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [corporation] [joint venture] [general partnership] organized under the laws of the State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and authorized to do business in the State of California. If applicable: The members of the Joint Venture are:

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3. The Proposer has reviewed the RFP, including the attached Forms, and agrees to make this Proposal and participate in this RFP process in accordance with the terms and conditions established by HTA in these solicitation documents.

4. The Proposer agrees to keep its Proposal in response to this RFP, including the price proposed, open for one hundred twenty (120) days without unilaterally altering or amending its terms.

5. The Proposer acknowledges and agrees that its Proposal constitutes a binding offer to provide the work and services covered by the RFP in accordance with the terms, conditions, and requirements of the RFP, including the Forms and Attachments thereto, and the Contract Documents. If selected as the Proposer, the Proposer agrees that it will execute the Contract and perform all the work and services in accordance with the terms and conditions thereof, and at the price proposed, subject to any exceptions identified in Form B of its Proposal and agreed to by HTA.

6. The Proposer understands that HTA is not bound to accept any Proposals it may receive, and that all costs and expenses incurred by the Proposer in preparing this Proposal and participating in the RFP process will be borne solely by the Proposer, and that any errors or omissions in this Proposal are solely the Proposer’s responsibility.

7. The Proposer acknowledges receipt of the following Addenda (identify by number and date):

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8. The Proposer affirms the following:

The Contract has been reviewed by the Proposer’s legal counsel.

or

The Proposer has elected not to have the Contract reviewed by Proposer’s  
 legal counsel.

9. The Proposer  is or  is not taking exceptions to the terms and conditions of the Contract. If the Proposer is taking exceptions, the Proposer has described such exceptions in the Proposer’s Proposal and in Form B.

10. The Proposer acknowledges and agrees that it will comply with the Restrictions on Lobbying provisions in Section 1.21 of the RFP and understands that impermissible contacts, as described in that Section, shall be the basis for disqualification of the Proposer.

11. The Proposer agrees that it will not challenge this procurements process or the Proposer selected by HTA except pursuant to the protest procedure set forth in Part 1, Section 1.25 of the RFP.

12. The Proposer designates the following individual(s) to act on its behalf and to bind and commit the Proposer during this procurement process on all matters relating to the RFP and the draft Design Build Contract (including the price) and to take all actions necessary to finalize the Contract with HTA if the Proposer is selected for Contract award.

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[Name, Title, Email, Telephone]

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[Name, Title, Email, Telephone]

*Signature Block*

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[Proposer Name]

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Signature of Proposer’s executing official]

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposer’s Business Address:

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[Street / Floor or Suite]

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[City / State or Province / Zip or Postal Code / Country]