1. **Offeror to edit this Word document and insert the following:**
   1. The Environmental Consultant's point of contact
   2. The proposed team – Complete list for the prime consultant and all key sub-consultants. List prime team members first.
   3. Organizational Chart
   4. Resumes of proposed key personnel listed on the organizational chart – List no more than five (5) projects per resume, not to exceed 2 pages per resume. For each example project listed in the resumes, including the length of time spent on each project (month/year to month/year) in a brief description section.
      1. Each resume must include:
         1. Name of each key person and title
         2. Project assignment or role, which that person will be expected to fulfill in connection with work orders
         3. Name of the firm or organization with whom that individual is presently associated
         4. Years of relevant experience with the present firm(s) and other firms
         5. Highest academic degree achieved, and the discipline covered (if more than one highest degree, such as two PhDs, list both), the year received, and the technical/professional discipline which that individual will bring to the project
         6. Synopsis of experience, training, or other qualities