

Table of Contents Instructions

General: The Proposal is divided into five segments. The old terminology of divisions was replaced with segments due to confusion with the AIA and CSI 16 division format.

Procedure:

1. Format the Table of Contents so as to assure a uniform arrangement and appearance with the Bureau's standard.
2. Fill in the fields as appropriate.
3. Include the Table of Contents in all Proposal packages.
4. Assure that pages are numbered appropriately (I-2A, I-2B for Table of Contents).
5. Add or delete appropriate elements. (i.e. Federal Requirements, and Special Provisions.)