

Proposal Submission Checklist

The Proposal submission shall consist of three (3) separate PDF Documents:

- (1) Proposal Documents
- (2) Additional Proposal Documents
- (3) Fee Proposal Documents

Part 1: Proposal Documents

The Proposer shall provide their **Proposal Documents** as single PDF file, appropriately bookmarked and text searchable. The PDF page size shall be 8.5" X 11" (Letter Size). The Proposal Documents must be in the order as set forth in the chart below.

The PDF file must be clearly labeled as "**Proposal_PW348-91 - 94_Proposer's Name**". There is a character limit on the file name, and it is suggested to abbreviate the name of the proposing firm.

Example: If the Proposer name is ABC Engineering and Land Surveying PC, the Proposer shall label their proposal as: "**Proposal_PW348-91 - 94_ABC Engineering**"

	Technical Proposal Documents	
1	Certification of Authorization	Refer to " Key Personnel and Quality of Firm and Subconsultant (if any) Experience " section. A copy of the Certificate of Authorization (COA) must be provided with the proposal submission.
2	Experience of Construction Management Services	Refer to " Key Personnel and Quality of Firm and Subconsultant (if any) Experience " section. The proposer shall provide a description of a minimum of three (3) and up to five (5) relevant prior projects. The relevant prior projects shall be no more than three (3) pages each.
3	Experience of Design Services	Refer to " Key Personnel and Quality of Firm and Subconsultant (if any) Experience " section. The proposer shall identify its subconsultants for Design Services and provide a description of a minimum of three (3) and up to five (5) relevant prior projects. The relevant prior projects shall be no more than three (3) pages each.
4	Joint Venture-Responsibility and Expertise	Refer to " Key Personnel and Quality of Firm and Subconsultant (if any) Experience " section. Proposer response shall be limited to one (1) page.
5	Identification of Key Personnel Form	Refer to " Key Personnel and Quality of Firm and Subconsultant (if any) Experience " section. The Identification of Key Personnel form is located in the Documents tab.
6	Resume	Refer to " Key Personnel and Quality of Firm and Subconsultant (if any) Experience " section. Each resume shall not exceed two (2) pages.
7	Technical Approach	Refer to the " Technical Approach " section. The proposer shall provide a maximum (3) three pages.
8	Summary	Refer to the " Firms Capabilities " section. The Proposer shall provide no more than two (2) pages.
9	Firm's Capability	Refer to the " Firms Capabilities " section. The proposer shall describe the following in no more than three (3) pages.

10	Current and Anticipated Workload Disclosure Form	Refer to the "Firms Capabilities" section. The proposer and Subconsultants for Design Services must complete the "Current and Anticipated Workload Disclosure" form, which is found in the Documents tab.
11	Organizational Chart	Refer to the "Firms Capabilities" section. Proposers are to provide an organizational chart, including Key Personnel and all titles listed in Attachment A of the RFP. In addition, include the names of the subconsultant for Design Services.
12	Innovative Technology	Refer to the "Innovative Technology" section. Innovative Technology shall be no more than four (4) pages.
13	M/WBE Approach	Refer to the "M/WBE Approach" section. The M/WBE Approach shall be no more than three (3) pages.
14	Schedule B - MSA	Refer to the "M/WBE Approach" section. The Schedule B-MSA is located in the Documents tab.

Part 2: Additional Proposal Documents

The Proposer shall provide their **Additional Proposal Documents** as single PDF file, appropriately bookmarked and text searchable. The PDF page size shall be 8.5" X 11" (Letter Size). The Additional Proposal Documents must be in the order as set forth in the chart below.

The PDF file must be clearly labeled as **"Additional Proposal_ PW348-91 - 94_Proposer's Name"**. There is a character limit on the file name, and it is suggested to abbreviate the name of the proposing firm.

Example: If the Proposer name is ABC Engineering and Land Surveying PC, the Proposer shall label their proposal as: **"Additional Proposal_ PW348-91 - 94_ABC Engineering"**

	Additional Technical Proposal Documents	
1	Acknowledgment of Addenda form	All proposers <u>must</u> complete the Acknowledgment of Addenda form.
2	Joint Venture - Letter of Willingness	If the proposer is a joint venture, including a consortium, partnership or any other form of a joint venture, the proposal must include a letter signed by an authorized representative of each member indicating a willingness to accept joint and several liability.
3	Joint Venture- Doing Business Data form	If the Joint Venture is <u>not legally</u> formed, the Non-Submitting Joint Venture Partner must complete the Doing Business Data form. If the Joint Venture is already formed and submitting its proposal under the JV's name, completion of the Doing Business Data form is <u>not</u> required.
4	M/WBE Certification Document	If the proposing vendor is a NYS and/or NYC M/WBE certified entity, then provide copies of the NYS and/or NYC certification document.
5	MacBride Principals attachment	If proposer does not affirm, provide a signed statement indicating why.
6	Iran Divestment Act attachment	If proposer is unable to certify, provide a signed statement.

Part 3: Fee Proposal Documents

The Proposer shall provide their **Fee Proposal Documents** as single PDF file, appropriately bookmarked and text searchable. The PDF page size shall be 8.5" X 11" (Letter Size).

The PDF file must be clearly labeled as "**Fee Proposal_PW348-91 - 94_Proposer's Name**". There is a character limit on the file name, and it is suggested to abbreviate the name of the proposing firm.

Example: If the Proposer name is ABC Engineering and Land Surveying PC, the Proposer shall label their proposal as: "**Fee Proposal_ PW348-91 - 94 _ABC Engineering.**"

	Fee Proposal Documents	
1	Fee Proposal	Refer to the Financial Envelope Questionnaire, " Fee Proposal Section " The Fee Proposal is located in the Documents tab.