

**Appendix F  
Submission Checklist**

(This Checklist is to be complete, dated and signed below and submitted with your proposal.)

Executive Summary, Experience, Key Personnel

Cover Letter \_\_\_\_\_

Review of Relevant Experience \_\_\_\_\_

Staffing Proposal (with org chart) \_\_\_\_\_

Subconsultant Information \_\_\_\_\_

Work Samples \_\_\_\_\_

Statement of Methodology \_\_\_\_\_

Proposed Design Schedule \_\_\_\_\_

Conflicts of Interest Statement \_\_\_\_\_

Equal Employment Opportunity Policy Statement \_\_\_\_\_

Non-Discrimination and Affirmative Action

Minority and Women Owned Business  
Compliance Report (Appendix H: Schedule A,  
Attachment 4.5, Exhibit 1A) \_\_\_\_\_

Workforce Employment Utilization Report  
(Appendix H: Schedule A, Attachment 4.5,  
Exhibit 1B) \_\_\_\_\_

Procurement Compliance Requirement Forms

Contractor Disclosure of Prior Non-Responsibility  
Determination \_\_\_\_\_

Affirmation of Understanding of and Agreement  
pursuant to State Finance Law Sections 139-j (3)  
and 139-j (6) (b) \_\_\_\_\_

Fee Proposal \_\_\_\_\_

Conceptual Design and Planning Approach Booklet \_\_\_\_\_

Design Boards \_\_\_\_\_

Electronic copies of  
Part 1: Proposal for Design Services \_\_\_\_\_  
Part 2: Fee Proposal \_\_\_\_\_  
Part 3: Conceptual Design and Planning Approach \_\_\_\_\_  
Part 4: Design Boards \_\_\_\_\_

Invoice Form #1 \_\_\_\_\_

Confirmation that all addenda have been reviewed \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_