

**Technical Proposal Checklist**

*This checklist is for the bidder's use to ensure completion of required items.*

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|   | <b>COMPLETED v</b> |
| <b>EXPERIENCE CRITERIA</b>  |                    |
| <b>Required number (5 bound copies) of Experience Criteria Proposals submitted</b>                                    |                    |
| <b>Bidder's Experience on Similarly Sophisticated Projects Forms (3-6 Case Studies) submitted</b>                     |                    |
| <b>Bidder's Design Consultant's Experience on Similarly Sophisticated Projects Forms (3-6 Case Studies) submitted</b> |                    |
| <b>Bidder's Demonstrated Prior Affirmative Action Experience Form submitted</b>                                       |                    |
| <b>Experience Criteria submitted in a separate envelope from the Approach Criteria</b>                                |                    |

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| <b>APPROACH CRITERIA</b>  |                    |
| <b>Required number (1 unbound original and 7 bound copies) of Project Approach Criteria Proposals submitted</b> |                    |
| <b>Bidder's Overall Approach to the Project Form submitted</b>  |                    |
| <b>Bidder's Approach to Schedule Form submitted</b>   |                    |
| <b>Bidder's Approach to LEED Requirements Form and LEED for Schools Project v4 2015 Checklist submitted</b>     |                    |
| <b>Organizational Chart submitted</b>   |                    |

**DESIGN-BUILDER AND SUBCONTRACTORS****REGISTRATION/CLASSIFICATION/PREQUALIFICATION and LICENSURE**

All available boxes below should be checked (√) to confirm that the Design-Builder and all required subcontractors are currently registered/classified/prequalified with the appropriate state agencies, and possess the relevant valid contractor or trade licenses for the Work.

**Documentation of DOL and DOR registration, DPMC classification and relevant current, valid Contractor or Trade licenses should be submitted with the Price Proposal.**

| <b>REQUIRED<br/>TRADE</b>   | <b>DOL<br/>Public<br/>Works<br/>Contractor<br/>Registration</b> | <b>DPMC<br/>Classification</b> | <b>DOR<br/>Business<br/>Registration</b> | <b>NJSDA<br/>Prequalification<br/>(no need to<br/>submit<br/>documentation)</b> | <b>Current, Valid<br/>Contractor or<br/>Trade License</b> |
|---|---|--------------------------------|--|---|---|
| <b>Design-Builder</b><br>(C006 or C007<br>or C008)                  |   |                                |  |   |   |
| <b>Structural Steel</b><br>(C029)                                   |   |                                |  |   |   |
| <b>Plumbing</b><br>(C030)   |   |                                |  |   |   |
| <b>HVACR (C032)</b>   |   |                                |  |   |   |
| <b>Electrical</b><br>(C047)   |   |                                |  |   |   |
| <b>Other Required<br/>Subcontractors</b><br>(if required by<br>RFP) |   |                                |  |   |   |

**DESIGN CONSULTANT AND SUBCONSULTANTS  
REGISTRATION AND PREQUALIFICATION**

All available boxes should be checked (✓) to confirm that the Design-Builder's Design Consultant and all required subconsultants are currently registered and prequalified with the appropriate state agencies. **Documentation of DPMC prequalification should be submitted with the Price Proposal.**

| <b>REQUIRED DISCIPLINE</b>  | <b>DPMC<br/>Prequalification</b> | <b>DOR<br/>Business<br/>Registration</b><br>(no need to submit<br>documentation) | <b>NJSDA<br/>Prequalification</b><br>(no need to submit<br>documentation) |
|---|----------------------------------|--|---|
| <b>Design-Builder's Design Consultant</b><br>(P001 with "Unlimited" Aggregate<br>Limit) |                                  |  |   |
| <b>Electrical Engineering</b> (P002)  |                                  |  |   |
| <b>HVAC Engineering</b> (P003)  |                                  |  |   |
| <b>Plumbing Engineering</b> (P004)  |                                  |  |   |
| <b>Civil Engineering</b> (P005)   |                                  |  |   |
| <b>Structural Engineering</b> (P007)  |                                  |  |   |
| <b>Environmental Engineering</b> (P011)   |                                  |  |   |
| <b>Other Required Subconsultants</b> (if<br>required by RFP)                            |                                  |  |   |



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|--|--|
| <b>Bidder's Key Team Members Identification Form Submitted</b>                         |  |
| <b>Project Manager</b> identified and resume included (8 years of experience required) |  |
| <b>Superintendent</b> identified and resume included (6 years of experience required)  |  |
| <b>Affirmative Action Coordinator</b> identified and resume included                   |  |

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| <b>Design-Consultant's Key Team Members Identification Form Submitted</b> |  |
| <b>Project Manager</b> identified and resume included                     |  |
| <b>Project Architect</b> identified and resume included                   |  |
| <b>Engineering Design Manager</b> identified and resume included          |  |
| <b>LEED Specialist</b> identified and resume included                     |  |
| <b>E-Rate Specialist</b> identified and resume included                   |  |
| <b>Commissioning Specialist</b> identified and resume included            |  |

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| <b>SBE Forms B and C for Design Consultant/Subconsultants Submitted</b><br>(signed in ink and dated) |  |
| <b>Technical Proposal Certification Form Submitted</b> (signed in ink and dated)                     |  |
| <b>Disclosure of Investment Activities in Iran Form Submitted</b> (signed in ink and dated)          |  |
| <b>Ownership Disclosure Form Submitted</b> (signed in ink and dated)                                 |  |
| <b>Approach Criteria submitted in a separate envelope from the Experience Criteria</b>               |  |



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| COMPONENTS OF A DESIGN-BUILD BID SUBMISSION  |  |
|--|--|
| <b>Experience Criteria</b> included in a separate envelope (5 bound copies)  |  |
| <b>Approach Criteria</b> included in a separate envelope (1 unbound original and 7 bound copies)   |  |
| <b>Price Proposal</b> signed in ink, dated, witnessed and included in a separate sealed envelope (1 original)  |  |
| <b>Required CD or Electronic Media</b> included (1 full copy in PDF format of ALL materials comprising the Technical Proposal, excluding the Price Proposal) |  |