

SUBMITTAL CHECKLIST

This Submittal Checklist is provided for convenience of Respondent and shall not be relied upon in lieu of the instructions or requirements of this solicitation. To ensure that the Submittal is complete and to maximize the number of points Respondent may receive, please review the following items to confirm that they have been addressed and are included in the Submittal. Do **not** return this checklist with your Submittal.

QUALIFICATIONS SUBMITTALS	
	Has Respondent met the Qualifications submission deadline established in the solicitation?
	Does the electronic file contain all required documentation to meet the requirements stated in the solicitation documents?
	Is Respondent in good standing with the Florida Secretary of State (corporations and partnerships)?
	Has Respondent prepared, organized, and completed the Qualifications Submittal correctly?
	Transmittal Letter/Letter of Interest
	(1) Tab 1 — Forms and Professional Licenses (<i>Complete all District-provided Administrative Forms and include professional licenses of Respondent and subconsultant</i>)
	(2) Tab 2 — Respondent's and subconsultants' overall qualifications, adequacy of personnel, capabilities, experience, and availability to conduct work as presented in the Statement of Work (SOW)
	(3) Tab 3 — Respondent's approach and ability to provide the required professional services as presented in the SOW – emphasis on projects successfully completed within the last 10 years and/or are ongoing.
	(4) Tab 4 — Location of Respondent
	(5) Tab 5 — Volume and Quality of Work Previously Awarded to Respondent by the District