

2. Unless directed otherwise, all information required by the solicitation, including the forms and questionnaires listed below must be completed (typed or handwritten) and included in the submission in electronic format (forms must be completed and converted/scanned to PDF format (Adobe).
3. The District recommends that Respondents confirm the files on the pin/flash/thumb drive open correctly on a non-company owned computer. Any electronic submittal received by the District that does not open on a District-owned computer is subject to rejection as a defective response. Instructions for submitting are below.
4. **Do NOT password protect the pin/flash/thumb drive or your files. Use a naming convention similar to those shown below for each pin/flash/thumb drive.**  
 RFQ Qualifications Submittal: RFQ # Respondent's name (abbreviated) Due Date  
 Example: "RFQ 40495 ABC Venture LLC. 10-11-2024  
 All blank spaces on the District-provided forms and documents must be typewritten or legibly printed in ink.
5. In the event you decline to submit a Qualifications Submittal, the District would appreciate submittal of the "No Response Form" provided at the end of the "FORMS" section to describe the reason for not submitting a Qualifications Submittal.
6. All of the forms and questionnaires in the RFQ solicitation package are available upon request in Microsoft® Word to aid the Respondent in submitting its Qualifications Submittal.

**A RESPONDENT'S SUBMITTAL MAY BE REJECTED AS NON-RESPONSIVE FOR (1) FAILING TO COMPLETE ALL FORMS AND QUESTIONNAIRES; (2) FAILING TO PROVIDE ALL REQUIRED MATERIALS; OR (3) OTHERWISE FAILING TO COMPLY WITH INSTRUCTIONS FOR PREPARATION AND ORGANIZATION OF SUBMITTAL**

It is Respondent's responsibility to include information in its Response to present all relevant qualifications and other materials. The Response, however, should **not** contain standard marketing or other general materials. The requirements set forth below represent the minimum content for the Response. It is Respondent's responsibility to modify such materials so that only directly relevant information is included in the Response.

Respondents shall provide and complete the following forms and questionnaires, and include them in their Submittal under the tabs identified below (responses to the forms and questionnaires can be submitted on reproduced copies and shall be typed or legibly printed in ink):

Tab 1 — Transmittal Letter, Professional Licenses, and Forms *(Complete all District-provided Administrative Forms and include professional licenses of Respondent and its subconsultant)*

(a) Transmittal Letter/Letter of Interest

Respondents must submit a transmittal letter on Respondent's letterhead. It must be signed by a representative of Respondent who is authorized to sign such material and to commit Respondent to the obligations contained in the Response. The transmittal letter must include the name, address, phone number and email address for Respondent contact, and must specify the authorized individual who will execute the Contract. If Respondent is a general partnership, joint venture, or consortium, all partners/members of the general partnership, joint venture, or consortium shall sign the letter. If Respondent is a corporation or a limited liability company, an authorized officer shall sign his/her name and indicate his/her title beneath the full corporate name. The transmittal letter may include any information deemed relevant by Respondent. If Respondent is a general partnership, joint venture or consortium, state that each partner/member of the general partnership, joint venture or consortium will have joint and several liabilities if awarded the Agreement.