



Technical Proposal Checklist

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

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

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



DESIGN-BUILDER AND SUBCONTRACTORS REGISTRATION/CLASSIFICATION/PREQUALIFICATION and LICENSURE					
<p>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.</p> <p>Documentation of DOL and DOR registration, DPMC classification and relevant current, valid Contractor or Trade licenses should be submitted with the Price Proposal.</p>					
REQUIRED TRADE	DOL Public Works Contractor Registration	DPMC Classification	DOR Business Registration	NJSDA Prequalification (no need to submit documentation)	Current, Valid Contractor or Trade License
Design-Builder (C006 or C007 or C008)			*		
Structural Steel (C029)	*		*		
Plumbing (C030)	*		*		
HVACR (C032)	*		*		
Electrical (C047)	*		*		
Other Required Subcontractors (if required by RFP)	*		*		

*This document is required at time of award; however, for completeness and efficiency, NJSDA requests that the document be submitted at time of bid.



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.**

REQUIRED DISCIPLINE	DPMC Prequalification	DOR Business Registration	NJSDA Prequalification (no need to submit documentation)
Design-Builder’s Design Consultant (P001 with “Unlimited” Aggregate Limit)		*	
Electrical Engineering (P002)		*	
HVAC Engineering (P003)		*	
Plumbing Engineering (P004)		*	
Civil Engineering (P005)		*	
Structural Engineering (P007)		*	
Environmental Engineering (P011)		*	
Other Required Subconsultants (if required by RFP)		*	

*This document is required at time of award; however, for completeness and efficiency, NJSDA requests that the document be submitted at time of bid.



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Bidder’s Key Team Members Identification Form Submitted	
Project Manager identified and resume included (8 years of experience required)	
Superintendent identified and resume included (6 years of experience required)	
Affirmative Action Coordinator identified and resume included	

Design-Consultant’s Key Team Members Identification Form Submitted	
Project Manager identified and resume included	
Project Architect identified and resume included	
Engineering Design Manager identified and resume included	
LEED Specialist identified and resume included	
E-Rate Specialist identified and resume included	
Commissioning Specialist identified and resume included	

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



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