

## RFQ FORM #2

### SOQ CHECKLIST

**PROJECT: DESIGN REVIEW, INSPECTION & TESTING SERVICES FOR THE RESIDENTIAL ACOUSTICAL TREATMENT PROGRAM**

Use this checklist to ensure that all required documents have been included in the SOQ and that they are properly tabbed and appear in the correct order.

Tab in Respondent's SOQ	Document	Initial to Indicate Document is Attached to SOQ
	Table of Contents	
1	* Submittal Cover/ Signature Page (RFQ Form #1)	
2	Submittal Checklist / Table of Contents (RFQ Form #2)	
3	Litigation Disclosure (RFQ Form #3)	
4	Proof of Insurability	
5	References	
6	Contract Template and General Conditions	
7	* DBE Form 1 and DBE Form 2 (RFQ Form #4) and Narrative Statement	
8	Contracts Disclosure Form (RFQ Form #5)	
9	Executive Summary	
10-1	Minimum Qualifications	
10-2	Team Profile	
10-3	Proposed Key Personnel/ Organization Chart	
10-4	Experience Matrix for Proposed Staff (RFQ Form #6)	
10-5	Project Sheets	
10-6	Resumes	
11	Project Approach/ Management Plan	
<p><b>NOTES:</b> Two (2) Originals, eight (8) Copies, and <b>one (1)</b> CD of entire SOQ in PDF format. Only items listed in Tabs, 8, 10-1 through 10-6 and 11 are required in the eight (8) bound copies.</p>		

**\*Documents marked with an asterisk on this checklist require a signature. Be sure they are signed prior to submittal of SOQ.**