A&E CONSULTANT'S SOQ RESPONSIVENESS CHECKLIST

The following checklist is provided as a tool to assist Consultants responding to a Request for Qualifications (RFQ) Notice. Solicitations may differ in their requirements; therefore, please read each solicitation carefully to ensure responsiveness. Also refer to "Statement of Qualifications Submittal Instructions and General Contract Process Information."

☐ **Received by submittal date and time**

☐ **Required number of copies submitted to each location specified**

☐ **SOQ includes the following seven (7) sections:**

Section 1 – Transmittal Letters

- Prime Consultant
- Subconsultant(s) and/or vendor(s)

Goal Documentation (unless DBE or DVBE goal is exempt)

- Disadvantaged Business Enterprise (DBE) Goals
  - Disadvantaged Business Enterprise (DBE) Information for A&E Contracts, ADM-0227F A&E
  - Bidder/Proposer Disadvantaged Business Enterprise (DBE) Good Faith Efforts Documentation, ADM-0312F
- Disabled Veteran Business Enterprise (DVBE) Goals
  - Disabled Veteran Business Enterprise Declarations, DGS PD 843
  - Bidder Declaration, GSPD–05–105

Consultant/Contractor Registration Program - Only for contracts containing public work elements subject to prevailing wage requirements.

Section 2 – General Services Administration Standard Form SF330

Part One: Contract Specific Qualifications

- Contract Information
- Architect-Engineer Point of Contact – Prime Information
- Proposed Team
- Organizational Chart
- Resumes of Proposed Key Personnel listed on organizational chart (and Required Licenses/Certifications)
- Example Projects
- Key Personnel Participation in Example Projects
- Additional Information
- Authorized Representative

Part Two: General Qualifications – Not Required

Section 3 – Staff Availability Table or Graph/Personnel Retention Plan

Section 4 – Communication Plan

A&E CONSULTANT'S SOQ RESPONSIVENESS CHECKLIST

Section 5 – **Work Force Analysis** (50 or more employees) **OR** **Exemption Statement** (< 50 employees)

Section 6 – **Nondiscrimination Statement** (50 or more employees) **OR** **Exemption Statement** (< 50 employees)

Section 7 – California Civil Rights Laws Certification