



# REAL ESTATE SOLUTIONS

## VENDOR SUBMISSION CHECKLIST (RFP)

Initial next to each document before submitting

<b>SOLICITATION NAME:</b>		
<b>RFP EVENT NO.:</b>		<b>REQUISITION NO.:</b>
<b>CONTRACT NO.</b>		<b>CONTRACT AMOUNT:</b>
Initial	RFP Submission Requirements	
	Electronic Format	
	Emailed Proposal ( <b>Have “Harvest Homes II” clearly marked in the reference line.</b> )	
	(1) Unbound Original Proposal (Mailed or Hand Delivered to CP2 LLC Real Estate Solutions)	
	(2) Unbound Copies of Proposal (Mailed or Hand Delivered to CP2 LLC Real Estate Solutions)	
	(1) Flash Drive of Proposal (Mailed or Hand Delivered to CP2 LLC Real Estate Solutions)	
	General Qualifications	
	Special Qualifications	
	Staff Qualifications	
	Previous Experience	
	2-D Schematic Design Example	
	Describe how firm will organize and perform work in Scope of Services section.	
	List names of any sub-consultants that may be used on project.	
	Describe firm’s understanding and planned approach to achieve goals of project.	
	Describe Firm’s Minority and Women Diversity Inclusion Participation Plan for project.	
	Describe sustainable or “green” design experience as well as experience working with Focus on Energy.	
	Provide Phase Fee Schedule for Project using the projected scope and budget.	
	Special Design Concerns (See Proposal Inclusion section for details.)	
	Architectural/Engineering Services: (See Proposal Inclusion section for details.)	
	Construction Costs (See Proposal Inclusion section for details.)	
	Legal Concerns (See Proposal Inclusion section for details.)	

VENDOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF RECEIPT: \_\_\_\_\_ DATE: \_\_\_\_\_