

Attachment A – Proposal Requirements Checklist

This checklist is provided for proposer convenience only to assist in confirming that all required proposal elements have been included. Use of this checklist does not relieve proposers of the responsibility to review and comply with all requirements of this RFP. The checklist is not an evaluation tool. Proposers are encouraged to submit proposals that are well-organized and clearly reference the applicable sections of this RFP. Failure to submit all required elements may result in the proposal being deemed non-responsive.

✓	Proposal Requirement	Location in Proposal
<input type="checkbox"/>	Cover Page (includes RFP No., project title, firm name, and contact information)	
<input type="checkbox"/>	Transmittal / Cover Letter signed by an authorized representative	
<input type="checkbox"/>	Project Understanding and Technical Approach	
<input type="checkbox"/>	Project Management Approach and Schedule	
<input type="checkbox"/>	Firm Qualifications and Relevant Experience	
<input type="checkbox"/>	Key Personnel and Organization Chart	
<input type="checkbox"/>	Description of Experience with NEPA, FTA-Funded Projects, and Federally Assisted A&E Procurements	
<input type="checkbox"/>	Description of Experience with Transit Facilities, Maintenance Facilities, Park-and-Ride, or Similar Infrastructure	
<input type="checkbox"/>	Identification of Subconsultants and Roles	
<input type="checkbox"/>	Exceptions to RFP Requirements (if any)	
<input type="checkbox"/>	Proposal does not exceed twenty (20) page limit (excluding permitted exclusions per Section 5.2)	
<input type="checkbox"/>	Acknowledgment of all Addenda issued (if applicable)	
<input type="checkbox"/>	Attachment A – Proposal Requirements Checklist (completed and signed)	
<input type="checkbox"/>	Attachment B – Proposal Certifications and Statements (completed and signed)	
<input type="checkbox"/>	Attachment E – Reference Form (2–3 completed forms)	
<input type="checkbox"/>	Attachment F – Price Proposal Form (1 completed form)	

Certification

By submitting a proposal, the proposer certifies that all required elements identified above are included and that the information provided is true and correct to the best of the proposer’s knowledge.

Authorized Signature	
Name/Title	
Firm Name	
Date	