

**REVISED FORM 16**

**Revised 2/22/2016**

**DOCUMENT CHECKLIST FOR PROPOSAL SUBMISSION**

A conforming Proposal shall consist of the following documents. Please initial each document submitted.

**Required Document**

**Initial each item submitted**

Cover Letter	_____
List of Design-Build Team Members with an Organization Chart Attached (Form 2)	_____
Resumes of Design-Build Team Members (Forms 3A and 3B)	_____
Design-Build Team Experience/Case Studies (Forms 4A and 4B)	_____
Identification of Required Subcontractors (Form 5)	_____
Approach to Providing Required Scope of Services (Form 6)	_____
Approach to Schedule (Form 7)	_____
Design-Build Team Demonstrated Prior Affirmative Action Experience and Plan to Maximum Opportunities for inclusion in the Project by Apprentices, Small, Minority and Women Businesses, Material and Suppliers, particularly in Hudson County (Form 8)	_____
Approach to LEED Requirements (Form 9)	_____
Technical Proposal Certification (Form 10)	_____
Disclosure of Investment Activities in Iran (Form 11)	_____
Ownership Disclosure Certificate (Form 12)	_____
Non-Collusion Affidavit (Form 13)	_____
Affidavit Regarding List of Debarred, Suspended or Disqualified Contractors (Form 14)	_____
Acknowledgement of Addenda (Form 15)	_____
Checklist of Document Submission (Form 16)	_____
*Price Proposal Form (Form 17)	_____
Total Amount of Uncompleted Contracts (Form 18)	_____
Lobbyist/Consultant Disclosure Statement (Form 19)	_____
Exhibit A – Mandatory Equal Employment Opportunity Language - Goods, Professional Services and General Service Contracts (Form 20)	_____

- Exhibit B–Mandatory Equal Employment Opportunity Language – Construction Contracts (Form 21) \_\_\_\_\_
- Affirmative Action Compliance Certification (Form 22) \_\_\_\_\_
- Letter of Assent (Form 23) \_\_\_\_\_
- New Jersey Business Registration Certificates \_\_\_\_\_
- New Jersey Public Works Registration Certificates \_\_\_\_\_
- New Jersey Department of Treasury Notice of Classifications \_\_\_\_\_
- Proof of New Jersey SDA prequalification \_\_\_\_\_
- \*Proposal Security \_\_\_\_\_
- Consent of Surety \_\_\_\_\_
- Financial Statement/Income Statement/Balance Sheets \_\_\_\_\_
- Letter of Current Bonding Capacity \_\_\_\_\_
- Letter as to Professional Liability Insurance Limits (Respondent/Design Consultant) \_\_\_\_\_
- Copies of all current valid contractor or trade licenses and permits \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
(Signature)

- \* To be submitted as part of sealed Price Proposal submission.
- All other items are part of the Technical Proposal submission.