A&E CONSULTANT’S SOP/SOQ RESPONSIVENESS CHECKLIST

* The following checklist is a summary tool that is not all inclusive. Each solicitation must be reviewed carefully to ensure responsiveness.
* Refer to "Submittal Instruction" in your RFP or RFQ.
* Note “date and time” should be stamped on the submittals, and a log sheet is recommended.
* Checklist must be modified to fit local agency's general contract process and procedures.
* All the instructions (in blue) need to be deleted.

- SOP or SOQ:

- Project Name:

- Local Assistance Project ID:

- Consultant:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Items | Yes | No |
| SOP/SOQ | Received by submittal date and time stated in RFP/RFQ |  |  |
| Submitted to the appropriate location |  |  |
| Required number of copies |  |  |
|  |  |  |
| SOP/SOQ Contents | Organizational chart |  |  |
| Staffing Plan |  |  |
| Proposed Team – complete for prime consultant and all key subconsultants |  |  |
| Key personnel names and classifications |  |  |
| Staff resumes |  |  |
| References |  |  |
| Exhibit 10-O1: Consultant Proposal DBE Commitment |  |  |
| Exhibit 10-Q: Disclosure of Lobbying Activities |  |  |
| Exhibit 15-H: DBE Information – Good Faith Efforts |  |  |
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|  |  |  |
|  |  |  |
|  |  |  |

- Responsive/Non-Responsive:

- Reason(s) for Non-responsive:

- Prepared by: - Date:

- Preparer’s signature: