EAST-WEST GATEWAY
Council of Governments
Creating Solutions Across Jurisdictional Boundaries

ATTACHMENT E
RFP Minimum Requirements Checklist

EAST-WEST GATEWAY
Council of Governments
Creating Solutions Across Jurisdictional Boundaries

FY 2020 Great Streets - Frenchtown, City of St. Charles - # 050819-GSFRENCHTWN

This form includes a list of all of the items that need to be included in your submittal. Some items listed on this form may not be required (shown below with an "N/A" option). For those items that are not listed in Section III, Part B of the RFP, check the "N/A" box. Refer to Section III, Part B of the RFP for a complete description of the items listed below. Review Section III, Part A of the RFP for the Submittal Formatting and Other Requirements, including the number of copies that need to be submitted.

Sub-Part 1 - Approach & Qualifications

1. Letter of Interest ☐
   - *Includes statement committing submittal for 90 days* ☐
   - *Includes point of contact information for questions* ☐
2. Project Approach ☐
   - *Includes Great Streets Principles Statement* ☐
   - *Includes Project Schedule* ☐
3. Qualifications
   - (a) Experience Summaries ☐
   - (b) Team Org Chart ☐ N/A ☐
   - (c) Addresses ☐
   - (d) Time Availability for Key Personnel Form ☐
   - (e) Prior Work Experience / Past Performance
     - (i) Prior Work Experience / Past Performance Forms ☐
     - (ii) Work Sample(s) ☐ N/A ☐

Sub-Part 2 - Project Price

Attachment A ☐

Sub-Part 3 - Firm Information

Attachment B ☐

Sub-Part 4 - Other Forms & Certifications

1. Attachment C ☐
2. Attachment D ☐
3. Attachment E ☐
4. D/S/W/MBE Participation
   - (a) 0% Statement ☐ N/A ☐
   - (b) Attachments F & G ☐ N/A ☐

Additional Services Submittal

1. Project Approach ☐
2. Staff Description / List ☐
   - Includes qualifications info, as needed ☐ N/A ☐
3. Attachment A-1 ☐

Responding Firm _____

Name & Title of Authorized Official _____

Signature of Authorized Official _____

Date _____