

# A&E CONSULTANT'S SOQ RESPONSIVENESS CHECKLIST

The following checklist is a summary tool that is not all inclusive but intended to assist Consultants/Contractors responding to a Request for Qualifications (RFQ). Solicitation's will differ in their requirements; therefore, each solicitation must be reviewed carefully to ensure responsiveness. This includes a review of the "Statement of Qualifications Submittal (SOQ) Instructions and General Contract Process Information" referenced in the RFQ and posted in [A&E Contract Information](#). **In the case of a requirement conflict the RFQ governs.**

**Received by submittal date and time stated in the Request for Qualifications (RFQ)**

**SOQ Format:**

- Electronic and printable in paper size 8 ½" x 11"
- Minimum 8-point font size used for all documents (except the organizational chart)

**SOQ includes the following seven (7) sections:**

## **Section 1 – Transmittal Letters/Goal Documentation**

- Transmittal letter from Prime Consultant/Contractor **shall:**
  - list all firms (prime consultant and subconsultants, and vendors)
  - indicate the specific portion of the work to be performed by each firm
  - estimate percentage of utilization for each firm
  - indicate whether or not the firm is subject to prevailing wage requirements
- Transmittal letter from Subconsultant/Subcontractor **shall:**
  - state commitment to the prime
  - indicate in transmittal letter the specific portion of the work to be performed
- Disclosure of Potential Conflicts of Interest, if applicable

## **Goal Documentation (unless exempt)**

- Disadvantaged Business Enterprise (DBE) Goals
  - Copy of DBE database printout for proof of firm's certification
  - ADM-0227F
  - Good Faith Effort Documentation, ADM-0312F
- Disabled Veteran Business Enterprise (DVBE) Goals (unless exempt)
  - DVBE certification letter(s) issued by the certifying entity
  - California Disabled Veteran Business Enterprise Requirements form (DGS PD 843)
  - Bidder Declaration Form (GSPD-05-105)

The following Section is applicable to contracts containing public work elements and therefore are subject to prevailing wage requirements by the California Department of Industrial Relations (DIR).

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## Department of Industrial Relations (DIR) Consultant Requirements

- A copy of Contractor Registration for all Consultants and vendors, who will be performing prevailing wage work

## Section 2 – General Services Administration Standard Form SF330

A. PART ONE-CONTRACT-SPECIFIC QUALIFICATIONS - Sections D-H to be divided by colored sheets.

1. Section A – Contract Information
2. Section B – Architect-Engineer Point of Contact – Prime Information
3. Section C – Proposed Team Information
4. Section D – Organizational Chart – limited to one (1) page folded to 8-1/2" x 11', not to exceed 11" x 17".
  - Identify key personnel with a symbol (i.e. star or a key or other symbol)
5. Section E – Resumes of all Proposed Key Personnel
  - Proposed personnel shall be grouped by firm
  - Personnel resumes shall be arranged by classification and numbered for each individual firm
  - Prime and subconsultants shall include a letter certifying that proposed personnel meet the requirements specified in the RFQ for their corresponding classification
6. Section F – Example Projects – Ten (10) example projects
7. Section G – Key Personnel Participation in Example Projects.
8. Section H – Additional Information
  - Prime consultant is limited to four (4) pages
  - Subconsultant limited to two (2) pages
9. Section I – Authorized Representative signature

B. SF330 PART TWO – GENERAL QUALIFICATIONS – NOT APPLICABLE

## Section 3 – Availability Table or Graph

- Table or graph showing the percentage of staff availability of the team proposed
- Personnel retention strategy and written plan

## Section 4 – Communication Plan

- Communication Plan showing accessibility of the team

## Section 5 – Work Force Analysis

- Prime and subconsultants with 50 or more employees shall provide a Work Force Analysis
- Prime and subconsultants with **fewer** than 50 employees shall provide a statement indicating that the firm has fewer than 50 employees

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- A Work Force Analysis Chart and/or exemption statement is not required for vendors.

## **Section 6 – Nondiscrimination Plan**

- Prime, subconsultants and vendors with 50 or more employees shall provide a description of the firm's nondiscrimination program
- Prime, subconsultants and vendors with fewer than 50 employees shall provide a description of the firm's nondiscrimination program shall provide a statement indicating that the firm has fewer than 50 employees
- A statement by the prime consultant on the behalf of the subconsultants or vendors is not acceptable.

## **Section 7 – California Civil Rights Laws**

The CALIFORNIA CIVIL RIGHTS LAWS CERTIFICATION Form ADM-0076 is required from a prime for a contract or amendment in the amount of one hundred thousand dollars (\$100,000) or more.