

## MBSD RSIQ Submittal Requirements Checklist – Rev 1

Information	Mark “Checked” if Submitted
<b>Introductory Information</b>	
■ Transmittal Letter	<input type="checkbox"/>
■ Executive Summary	<input type="checkbox"/>
<b>Part A – Understanding of Project</b>	
■ Project goals, project location, permitting and regulatory support, design and construction challenges	<input type="checkbox"/>
■ Possible solutions and design and construction challenges	<input type="checkbox"/>
■ Understanding of the Scope of Services	<input type="checkbox"/>
<b>Part B – Approach to Project Design</b>	
■ Design process to meet the project goals and schedule	<input type="checkbox"/>
■ Approach for services to be performed, including an approach for the design and construction phases of the Project, project development and management, and quality control	<input type="checkbox"/>
■ Design Team roles within the alternative delivery process - CMAR	<input type="checkbox"/>
■ Management and support of the USACE Section 408 and 404 permitting process	<input type="checkbox"/>
■ Support during the EIS process	<input type="checkbox"/>
<b>Part C – Proposed Project Team</b>	
■ Team Qualifications – Information about qualifications and abilities of Key Individuals that are comparable to the services required under this RFQ.	<input type="checkbox"/>
■ <i>Enclosure 6: Standard Form 330, Part I – Section F and, G: Brief project descriptions and Key Personnel matrix should be submitted in the Standard Forms Section.</i> <sup>1</sup>	<input type="checkbox"/>
■ <i>Enclosure 5: Form 24-102 populated with resumes for key members of the Design Team and submitted in the Standard Forms Section.</i> <sup>1</sup>	<input type="checkbox"/>
<b>Part D – Relevant Project Experience</b>	
■ Relevant project experience within Louisiana, the Southeastern United States, and other geographic areas of the United States and the world which provided similar site characteristics, geotechnical conditions, climate, and interaction with riverine and marsh systems <i>Include detailed information for a minimum of five (5) and a maximum of ten (10) examples of relevant project experience. Example projects should be limited to projects completed within the past fifteen years and preferably in operations</i>	<input type="checkbox"/>

<b>Information</b>	<b>Mark “Checked” if Submitted</b>
<i>for minimum of one year.<sup>1</sup></i>	
■ Relevant project experience emphasizing the Design Team’s experience in Section 408 approvals, 404 permitting, and support of a third party EIS.	<input type="checkbox"/>
■ <i>Enclosure 5: Form 24-102 populated with brief descriptions of relevant projects information and submitted in the Standard Forms Section– contact information will be used for reference checks.<sup>1</sup></i>	<input type="checkbox"/>
<b>Part E – Project Management</b>	
■ Project management process and tools, and use of quality control process and ITR	<input type="checkbox"/>
■ Project manager’s relevant project management experience with multi-discipline teams	<input type="checkbox"/>
■ Project manager’s relevant projects information with contact information to be used for reference checks	<input type="checkbox"/>
■ <i>Enclosure 5: Form 24-102 populated with the resume of the DESIGN TEAM’s Project Manager and submitted in the Standard Forms Section.<sup>1</sup></i>	<input type="checkbox"/>
<b>Part F - Ability to Meet All SIQ Requirements</b>	
■ RSIQ Submittal Requirements Checklist	<input type="checkbox"/>
<b>Standard Forms, Contract Acknowledgment, Certificate(s) and Other Requirements</b>	
■ Insurance Verification Letter	<input type="checkbox"/>
■ <i>SF 24-102 and SF 330<sup>1</sup></i>	<input type="checkbox"/>
■ Hudson Firm Participation Documentation	<input type="checkbox"/>
■ Disclosure of Ownership	<input type="checkbox"/>
■ Evidence of Eligibility to Participate – Documentation and evidence of the Proposer’s legal form of entity (i.e. article of incorporation, by laws, Joint Venture agreements, etc.)	<input type="checkbox"/>
■ Contract Review Acknowledgement with any requested changes and modifications	<input type="checkbox"/>
■ Conflict of Interest – Disclosure of potential conflict of interest	<input type="checkbox"/>
■ Licensure – Copies of relevant licenses, certifications and registrations	<input type="checkbox"/>
■ Acknowledgement of Addenda	<input type="checkbox"/>

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Firm Name: \_\_\_\_\_