DESIGN-BUILD SERVICES FOR THE FIRST 5 LA FACILITY
RENOVATION PROJECT
Appendix B Application Checklist

☐ Online Application
☐ Cover Letter
  o Explanation of meeting the following criteria and requirements:
    ☐ An established local office within 60 miles of the Renovation Project Site and confirm availability to visit the Renovation Project Site regularly
    ☐ Five (5) years of D-B experience in building renovation projects.
  o General Company Information:
    ☐ The address, telephone numbers and fax numbers of each of your firm's locations.
    ☐ Type of entity (corporation, company, joint venture, etc.).
    ☐ State in which the firm is incorporated or formed
    ☐ Number of years Respondent has been in business under the present business name
    ☐ Number of years of experience the Respondent has had in providing required, equivalent, or related services
    ☐ If Respondent plans to propose as a Joint Venture, it is required to include a Letter of Intent to form Joint Venture
  o All comparable contracts entered into during the last five (5) years.
    Please indicate:
    ☐ Year started and completed
    ☐ Type of Contract
    ☐ Contracting Agency
    ☐ Project Description
    ☐ Project/Construction Manager
    ☐ Developer of Project
    ☐ Any failures or refusals to complete a contract and explanation.
  o Financial Information:
    ☐ A detailed statement indicating whether Respondent is totally or partially owned by another business organization or individual
    ☐ Individuals/Firms who own an interest of 10% or greater in the proposing firm
    ☐ Financial interests in other lines of business
    ☐ Financial statements, preferably Audited Financial Statements, signed by Financial Officer or CEO under penalty of perjury, showing a minimum of 1.25 ratio for assets/liabilities.
    ☐ Letter from Surety stating current bonding capacity ($3 million or greater required)

☐ Key Personnel Qualifications & Staffing Plan
  • Organization Chart
• Identify personnel assigned to key positions
• Qualifications narrative of key personnel
• Explain how key personnel meet qualification in Section 6
• Resumes for key personnel
• Identify specialty subcontractors (HVAC, AV & IT)

☐ Overview and Approach
  o Firms Planning, Scheduling, Estimating and Construction Management
  o Approach to project management
  o Quality Control/Quality Assurance, Dispute resolution, Safety Management
  o Required Resources
  o Management of subcontracted work
  o Additional Services (optional)

☐ Three (3) References
☐ Litigation and Contract Compliance Form - signed
☐ CA General Contractor's Class B License
☐ Certification of SOQ – signed
☐ Contractor's Acknowledgment of Compliance with Insurance Requirements - signed
☐ Safety Record