

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**