

APPENDIX B

PROPOSAL CHECKLIST AND ACKNOWLEDGMENT

*The proposal submission must include this checklist signed by the proposer as well as all applicable documents listed below.

Instructions: Please provide a check mark for all items submitted in this Checklist. If a document is not provided, please provide an explanation in the space provided. Failure to follow these instructions will result in delayed evaluation of this SFP.

Check Mark	Document	Please explain if NOT included (<i>attach documentation if needed or appropriate</i>)
<i>The following forms are required to be provided with the Proposal:</i>		
	Proposal to Lease Space to the Commonwealth	
	Lessor Identity Disclosure	
	Agency Agreement/Limited Agent Authority Contractor Responsibility Certification	
	<u>Non-Disturbance and Attornment Agreement, (<i>if applicable</i>)</u>	
<i>In addition to the forms listed above, please submit the following documents</i>		
	Proposal Checklist and Acknowledgment	
	Small Diverse Business (SDB) and Small Business (SB) Participation Submittal, SDB/SB Letter of Intent, if applicable.	
	Proposer acknowledges the proposal is based upon requirements to pay Prevailing Wages, if applicable. <i>See Terms & Conditions.</i>	
	Proof of Site Control An Area Map that identifies the building location, major arterials, and public transportation routes, etc.	
	Estimated Construction Schedule to include a timeline for producing a test fit, permitting approvals, construction, etc.	
	Disclose Flood Plain Status, if applicable. (50 yr., 100 yr., 500 yr., etc.)	
	Drawings – Site Plan(s), floor plans, elevations, building sections	
	<u>Photographs – marked and labeled for easy reference</u>	
	Additional supporting attachments/documents if needed and/or appropriate.	

An official, authorized to bind the proposer to its provisions, must sign the proposal and all required forms, including this Checklist.

Print Name

Signature

Date