

RFP SUBMITTAL CHECKLIST: PROJECT MANAGER/ENGINEER FOR OAKLAND ICE CENTER

In addition to qualifications, pricing, labor and other information required in the RFP, bidders are required to provide the following schedules and forms at the time of proposal submittal, which can be found here:

<https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules>

Required with RFP submission:

- Respondent's Proposal
- Acknowledgment of all Addenda to RFP - (if RFP has addenda, provide signed acknowledgment that all addenda was received)
- Schedule E - Project Consultant Team
- Schedule O - Campaign Contribution Limits
- Schedule W - Border Wall Prohibition Form

Other Schedules and Forms to be submitted prior to full contract execution:

- Schedule A – Scope of Work (will be based on Respondent's Proposal)
- Schedule Q – Insurance Requirement (proof of insurance must be submitted)
- Schedule E-2 – Oakland Workforce Verification
- Combined Contract Schedules
 - Schedule B-1– Arizona Resolution Declaration of Compliance
 - Schedule C-1 – Compliance with The Americans With Disabilities Act
 - Schedule D – Ownership, Ethnicity and Gender Questionnaire
 - Schedule K – Pending Dispute Disclosure Form
 - Schedule M – Independent Contractors Questionnaire, Parts A
 - Schedule N – Declaration of Compliance with Living Wage Ordinance
 - Schedule N-1 – Equal Benefits Declaration of Nondiscrimination
 - Schedule P – Nuclear Free Zone Disclosure Form
 - Schedule V – Affidavit of Non-Disciplinary or Investigatory Action

After contract execution: monthly, as needed and closeout Schedules:

- Schedule G – Progress Payment Form