

## Attachment C

### VENDOR SUBMISSION CHECKLIST (RFP)

INITIAL NEXT TO EACH DOCUMENT BEFORE SUBMITTING

|                                                |                                                                                                             |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <b>SOLICITATION NAME:</b> Real Estate Services |                                                                                                             |
| <b>RFP EVENT NO.:</b> 3282                     |                                                                                                             |
|                                                |                                                                                                             |
| <b>INITIAL</b>                                 | <b>RFP SUBMISSION REQUIREMENTS</b>                                                                          |
|                                                | Electronic Format                                                                                           |
|                                                | Cover letter                                                                                                |
|                                                | Executive Summary                                                                                           |
|                                                | Letter of Intent to Submit Proposal (Attachment B)                                                          |
|                                                | Qualifications & Experience                                                                                 |
|                                                | Approach /Work Plan                                                                                         |
|                                                | Work History with CHA and other Local Public Agencies                                                       |
|                                                | Past Performance (min of 3, max of 5)                                                                       |
|                                                | References (3 current) (Attachment E)                                                                       |
|                                                | Organization Structure & Key Personnel (Resume)                                                             |
|                                                | Fee Proposal Form (Attachment A)                                                                            |
|                                                | Insurance Requirements                                                                                      |
|                                                | Joint Venture Agreement                                                                                     |
|                                                | Liens, Suits, & Judgements                                                                                  |
|                                                | Audit Findings & Other Compliance Reports/Evaluations                                                       |
|                                                | Debarment Statement                                                                                         |
|                                                | Economic Disclosure Statement & Affidavit*                                                                  |
|                                                | Financial Information (Accountant's Report, Balance Sheet, Income Statement, Cash Flow Statement Footnotes) |
|                                                | Vendor Submission Checklist (Attachment C)                                                                  |
|                                                | Contractor's Affidavit*                                                                                     |
|                                                | Statement of Bidder's Qualification*                                                                        |
|                                                | Contract Compliance Certification*                                                                          |
|                                                | Letter of Intent -MWDDBE and Section 3 Subs* (if applicable)                                                |
|                                                | Waiver Request – M/W/DBE Participation Commitments* (if applicable)                                         |
|                                                | HUD: General Conditions for Non-Construction Contracts (Form 5370C)*                                        |
|                                                | HUD: Representations, Certifications, and other Statements of Bidders (Form HUD-5369-A)*                    |
|                                                | HUD: Certification of Payments to Influence Federal Transactions (Form 50071)*                              |
| <b>INITIAL</b>                                 | <b>MISCELLANEOUS DOCUMENTS/CORRESPONDENCE</b>                                                               |

\* These documents are exhibits to this RFP and can be found at [www.thecha.org/doing-business](http://www.thecha.org/doing-business)

VENDOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF RECEIPT: \_\_\_\_\_ DATE: \_\_\_\_\_

[For CHA Only]