

# OFFEROR SUBMITTAL CHECKLIST

*For Use With CDB Two-Phase Design-Build RFPs*

## PHASE I – QUALIFICATION SUBMITTAL CHECKLIST

### Section 1 – General Documents

- ☐ DB-PTF (Proposal Transmittal Form) signed by authorized official
- ☐ Standard Business Terms & Conditions
- ☐ Standard Certifications
- ☐ Illinois State Board of Elections Certificate
- ☐ Financial Disclosures & Conflicts of Interest (MATERIAL – must be included)
- ☐ Joint Venture Agreement (if applicable)
- ☐ All firms listed on DB-PTF are prequalified with CDB
- ☐ Offeror(s) must be in “Good Standing” with the Illinois Secretary of State at time of submittal.

### Section 2 – Past Performance

- ☐ Design-Build Qualifications Form (DBQ) fully completed
- ☐ Minimum 5, maximum 7 reference projects listed
- ☐ At least 3 projects reflect Offeror’s experience
- ☐ At least 2 projects reflect design team or contractor experience
- ☐ Past Performance Evaluation Questionnaires sent to references
- ☐ Photocopies of all transmittal letters included in proposal
- ☐ MBE/WBE/VBE/PBE Phase I Utilization Plan included

### Section 3 – Technical Capability

- ☐ Technical Approach Narrative
- ☐ Offeror’s Team Experience
- ☐ Other Capabilities
- ☐ Page limits observed (excess pages unread)

### Section 4 – Financial Capacity

- ☐ Bonding documentation
- ☐ Insurance documentation
- ☐ Bank references

## **PHASE II – PROPOSAL SUBMITTAL CHECKLIST**

*(Only for shortlisted Offerors)*

### **Volume 1 – General Documents**

- ☐ DB-PTF (Phase II)
- ☐ Price Proposal Schedule
- ☐ Price Breakdown
- ☐ MBE/WBE/VBE Phase II Utilization Plan
- ☐ PC-2 Workforce Projections
- ☐ Bid Bond (10% of Base Bid)
- ☐ Required number of copies submitted

### **Volume 2 – Management & Execution Plans**

- ☐ Project Management Plan
- ☐ Design & Construction Schedule (based on ATP **February 1, 2027**)
- ☐ Quality Control / Quality Assurance Plan
- ☐ Safety Plan
- ☐ Staffing Plan & Key Personnel

### **Volume 3 – Technical Data Proposal**

- ☐ 3-1 Site Development
- ☐ 3-2 Structural Design
- ☐ 3-3 Architectural Design
- ☐ 3-4 Mechanical Design
- ☐ 3-5 Electrical / Lighting / Communications
- ☐ 3-6 Fire Protection
- ☐ 3-7 Energy & Controls Analysis
- ☐ 3-8 Environmental Compliance
- ☐ Drawings included
- ☐ Page limits observed

### **Volume 4 – Proposed Deviations**

- ☐ Betterments
- ☐ Deviations
- ☐ Pre-Award Value Engineering

## **SUBMISSION & ADMINISTRATIVE CHECKS**

- ☐ Phase I submitted by **May 27, 2026 – 2:00 p.m.**
- ☐ Phase II submitted by **November 4, 2026 – 2:00 p.m.**
- ☐ Questions submitted by deadlines
  - Phase I: **May 18, 2026**
  - Phase II: **October 22, 2026**
- ☐ Familiarize yourself with the e-Builder Portal for Submission
- ☐ Electronic copies prepared for uploading
- ☐ All amendments acknowledged