Item #	REQUIRED SUBMITTAL (revised 05/15/2024)	Check (√)
1	Table of Contents	
2	Team Introduction Letter	
3	SECTION 1 – Transmittal Letter	
4	SECTION 2 – Description of Firm	
5	SECTION 3 – Executive Summary	
6	SECTION 4 – Management Approach and Understanding of Scope	
7	SECTION 5 – Firm's Background and Experience Providing Similar Services To Other Municipalities or Government Entities	
8	SECTION 6 – Background and Experience of Key Personnel	
9	SECTION 7 – Sub-Consultants	
10	SECTION 8 – Other City Ordinances, Policies and Executive Orders (Items 13-24)	
11	PART VII – City Required Documents (EXHIBITS A – G, and R)	
12	Exhibit A – 00452 Fair Campaign Ordinance	
13	Exhibit B – 00455 Ownership Information Form	
14	Exhibit C – 00457 Conflict of Interest Questionnaire	
15	Exhibit D – 00460 Pay or Play Acknowledgement Form	
16	Exhibit E – 00480 Reference Verification Form	
17	Exhibit F – 00481 Anti-Collusion Statement	
18	Exhibit G – 00470 Proposer's MWBE Participation Plan	
19	Exhibit G – 00471 Good Faith Efforts (Submit only if Participation Goal not met)	
20	Exhibit G – 00472 MWSBE Deviation Request (Submit only if Participation Goal not met)	
21	Exhibit G – 00842 MWSBE Letter of Intent	
22	Exhibit R – Contact Directory Form	
23	SECTION 9 – Financials (To be submitted in separate sealed envelope)	
24	SECTION 10 – Computer Aided Design and Drafting (CADD) and Building Information Model (BIM) Requirements Contact	
25	SECTION 11 – Additional Information HIRE HOUSTON FIRST (If any)	
26	SECTION 12 – Hire Houston First (if applicable)	
27	Attachment C - Required Submittal Checklist	