

ATTACHMENT B
REQUIRED SUBMITTAL CHECKLIST
(rev. 11.29.2021)

Item #	REQUIRED SUBMITTAL	Check (√)
1	Table of Contents	
2	TAB 1 – Transmittal Letter	
3	TAB 2 – Description of Firm	
4	TAB 3 – Executive Summary	
5	TAB 4 – Firm’s Background and Experience Providing Similar Services to Other Airport Operators or Other Major Campus Settings	
6	TAB 5 – Background and Experience of Key Personnel	
7	TAB 6 – Management Approach and Understanding of Scope Requirements	
8	TAB 7 – Sub-Consultants	
9	TAB 8 – Other City Ordinances, Policies and Executive Orders (Items 10-25)	
10	PART VII – City Required Documents (EXHIBITS A – F, H, and Q -T), and ATTACHMENT A	
11	Exhibit A – 00455 Ownership Information Form	
12	Exhibit B – 00457 Conflict of Interest Questionnaire	
13	Exhibit C – 00460 Pay or Play Acknowledgement Form	
14	Exhibit D – 00480 Reference Verification Form	
15	Exhibit E – 00481 Anti-Collusion Statement	
16	Exhibit F – Attachment “A”: Schedule of M/WBE Participation	
17	Exhibit F – Attachment “B”: M/WBE Letter Of Intent	
18	Exhibit F – Attachment “C”: Certified M/WBE Subcontract Terms	
19	Exhibit F – Attachment “D”: Mayor’s Office of Business Opportunity M/WBE Utilization Report	
20	Exhibit H – 00600 List of Proposed Subs	
21	Exhibit Q – Contact Directory Form	
22	Exhibit R – Statement Of Residency	
23	Exhibit S – Offer And Submittal	
24	Exhibit T – Contract and Contract Exception Chart	
25	Exhibit U – Declaration of Hire Houston First Designation	
26	ATTACHMENT A – Sample Contract	
27	TAB 9 – Additional Information (If any)	
28	TAB 10 – Financials (To be submitted in separate sealed envelope)	
29	TAB 11 – ATTACHMENT B - Required Submittal Checklist	