

Appendix B – Minimum Qualifications Checklist

Complete this form and attach it to your firm's Proposal

I, **Insert Name**, am a **Insert Title** at **Insert Firm** and am authorized to execute this Certification on its behalf.

Minimum Qualifications

Proposer is defined as the prime firm or joint venture that is proposing on this RFP. The past experience of a newly created firm's principals and staff could be used to meet these minimum qualifications. Proposals will be accepted only from firms that meet the following required qualifications:

Please check box if your firm meets these qualifications:

<input type="checkbox"/>	Proposer shall have at least three (3) years of experience within the last six (6) years immediately preceding the issuance of this RFP in carrying out the tasks described in the scope of work, including writing and/or updating general plans and specifically Safety Elements, performing vulnerability assessments, leading inclusive and culturally competent community engagement, incorporating equity, performing GIS analysis, and doing CEQA analysis.
<input type="checkbox"/>	Proposer shall have completed at least two (2) projects with a similar scope of work (e.g., Safety Element updates, vulnerability assessments, community engagement, etc.) within the last four (4) years for at least two (2) municipalities or counties in the State of California.
<input type="checkbox"/>	Project Manager shall have a minimum of three (3) years of planning experience between 2014 and the present and be situated in an office in California.
<input type="checkbox"/>	Sub-contractor/s shall have a minimum of two (2) years of experience within the last four (4) years performing work related to their assigned task.

I certify that the foregoing information is true and correct as of the date of this Certificate.

Signature: _____

Date: Click or tap to enter a date.