

**ARCHDIOCESE OF SAN JUAN AND  
DIOCESES OF ARECIBO, CAGUAS AND FAJARDO-HUMACAO**

**REQUEST FOR PROPOSALS  
CONSTRUCTION MANAGEMENT SERVICES  
FOR REPAIR, RECONSTRUCTION OR CONSTRUCTION  
OF FACILITIES IMPACTED BY HURRICANE MARIA**

**EXHIBIT F  
PROPOSAL CHECKLIST**

Proposals shall incorporate the following documents in the order provided, all forms included as part of this RFP must be completed and incorporated as part of the Proposal. The Church Entities reserve the right to reject any Proposal that does not fully satisfy these requirements. The Authorized Representative of \_\_\_\_\_ (Respondent) shall stamp his/her initials next to each document and shall sign in the space provided to indicate compliance with the requirements of the Proposal Checklist.

<b>Initials</b>	<b>Document Description</b>
	Cover Letter and Table of Contents
	Proposal Checklist (Exhibit F)
	Proposal
	Statement of Qualifications (Exhibit G)
	<ul style="list-style-type: none"><li>• <b>Attachment 1</b> – Corporate Resolution (or similar document)</li></ul>
	<ul style="list-style-type: none"><li>• <b>Attachment 2</b> – Organizational Documents</li></ul>
	<ul style="list-style-type: none"><li>• <b>Attachment 3</b> – Non-Conflict of Interest and Identity of Interest Certification</li></ul>
	<ul style="list-style-type: none"><li>• <b>Attachment 4</b> – Limited Denial of Participation, Suspension or Debarment Affidavit</li></ul>
	<ul style="list-style-type: none"><li>• <b>Attachment 5</b> – Non-Collusive Affidavit</li></ul>
	<ul style="list-style-type: none"><li>• <b>Attachment 6</b> – Byrd Anti-Lobbying Certification</li></ul>
	<ul style="list-style-type: none"><li>• <b>Attachment 7</b> – Authorization to Contact References and to Obtain Background and/or Financial Information</li></ul>
	<ul style="list-style-type: none"><li>• <b>Attachment 8</b> – Financial Statements or similar documents</li></ul>
	Schedules of Hourly Rates per Church Entity (Exhibits H-1, H-2, H-3, and H-4)
	Request for Proposals, Exhibits and all Addenda thereto

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative Name and Position