Offerors shall furnish a copy of this Letter of Submittal Checklist, with the page references added, with the Letter of Submittal.

| **Letter of Submittal Component** | **Form (if any)** | **RFP Part 1**  **Cross Reference** | **Page Reference** |
| --- | --- | --- | --- |
| **Letter of Submittal Checklist and Contents** | Attachment 4.0.1.1 | Section 4.0.1.1 |  |
|  |  |  |  |
| **Acknowledgement of RFP, Revisions, and/or Addenda** | Attachment 3.4 (Form C-78-RFP) | Sections 3.4; 4.0.1.1 |  |
|  |  |  |  |
| **Letter of Submittal** | NA | Sections 4.1 |  |
| Letter of Submittal on Offeror’s letterhead | NA | Section 4.1.1 |  |
| Offeror’s full legal name and address | NA | Section 4.1.1 |  |
| Authorized representative’s original signature | NA | Section 4.1.1 |  |
| Declaration of intent | NA | Section 4.1.2 |  |
| 120 day declaration | NA | Section 4.1.3 |  |
| Point of Contact information | NA | Section 4.1.4 |  |
| Principal Officer information | NA | Section 4.1.5 |  |
| Offeror’s Corporate Structure | NA | Section 4.1.6 |  |
| Full Legal Name of Lead Contractor, Lead Designer, and QAM | NA | Section 4.1.7 |  |
| Offeror’s VDOT prequalification information | NA | Section 4.1.8 |  |
| DBE statement confirming Offeror is committed to achieving the required DBE goal | NA | Section 4.1.9 |  |
| Final Completion Date | NA | Section 4.1.10 |  |
|  |  |  |  |
| **Attachments to the Letter of Submittal** | NA | Section 4.2 |  |
| Affiliated and/ or Subsidiary Companies | Attachment 4.2.1 | Section 4.2.1 |  |
| Certification Regarding Debarment Forms | Attachment 4.2.2(a)  Attachment 4.2.2(b) | Section 4.2.2 |  |
| Offeror’s VDOT prequalification information | NA | Section 4.2.3 |  |
| Evidence of obtaining bonding | NA | Section 4.2.4 |  |
| Full size copies of DPOR licenses and SCC registrations | NA | Section 4.2.5 |  |
| SCC registration information - businesses | Attachment 4.2.5 | Section 4.2.5.1 |  |
| DPOR registration information - businesses | Attachment 4.2.5 | Section 4.2.5.2 |  |
| Lead Contractor Work History Form | Attachment 4.2.6(a) | Section 4.2.6 |  |
| Lead Designer Work History Form | Attachment 4.2.6(b) | Section 4.2.6 |  |
| Conceptual Roadway Plans | NA | Section 4.2.7 |  |
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