

**APPENDIX “C”
LEASE AND DEVELOPMENT OF VACANT LAND
PALM BEACH COUNTY PARK (LANTANA) AIRPORT
(RFP #LN 17-7)**

PROPOSAL CHECKLIST

Proposal Documents and Information

- ___ **Letter of Transmittal**
- ___ **Table of Contents**
- ___ **Experience, Qualifications and Financial Information**
 - ___ Description of Business Organization
 - ___ History of Company
 - ___ Experience
 - ___ References
 - ___ Credit References
 - ___ Legal/Contractual History
 - ___ Financial Information
- ___ **Project Approach**
 - ___ Description of Project
 - ___ Development Team
 - ___ Operation/Management
 - ___ Marketing
 - ___ Financial Pro Forma
 - ___ Economic Benefits
 - ___ Exceptions to Lease (Attachment “9”)

Required Appendices & Proposal Guarantee

- ___ Proposal Response Form (Appendix “A”) - Signed by Authorized Representative
- ___ Drug Free Workplace Certification (Appendix “B”)
- ___ Proposal Guarantee (\$5,000.00)
- ___ Documents Executed in Accordance with the Requirements of the RFP

Proposers are not required to complete or return this checklist. Proposers are advised to verify that all forms are completed correctly, including PDF document forms, and that all required forms are properly executed, where applicable. This checklist is provided solely as a reference for proposers and is not intended to be relied upon as the only information and documentation necessary to submit a responsive proposal to this RFP. This checklist does not, in any way, substitute or replace the requirements of the RFP. In the event of a conflict between this checklist and the RFP, the terms, conditions and requirements of the RFP shall control.