**Notice of Request for Qualifications (RFQ)**

**RFQ No. P24/10070L**

**Construction Services – Construction Manager at Risk (CMAR)**

**Project: Downtown Campus ST Building West Renovation**

**Required RFQ Submittal Forms**

**Statement of Qualifications (SOQ) Forms**

**RFQ Completion Checklist**

**Certification Form**

In response to RFQ No. P24/10070L Title: Downtown Campus ST Building West Renovation is submitted by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(Company Name)

□ a corporation organized and existing under the laws of the State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

□ a partnership, registered in the State of \_\_\_\_\_\_\_\_\_\_\_\_, and consisting of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; □ an individual trading as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Federal Tax Id No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The undersigned, as a duly authorized officer, hereby agrees to be bound by the content of this Proposal and agrees to comply with the terms, conditions and provisions of the referenced RFQ and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFQ. The proposal will remain in effect for a period of ninety (90) calendar days as of the Due Date for SOQs to the RFQ.

The undersigned understands that the College reserves the right to reject any or all Proposals or to waive any formality or technicality, as determined by the College in its sole discretion, in any Proposal in the interest of the College.

The undersigned hereby acknowledges receipt of the following Addenda, if any:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Addendum No.  | Date:  |  | Addendum No.  | Date: |
|  |  |  |  |  |
|  |  |  |  |  |

The undersigned hereby certifies that this Statement of Qualifications is genuine and not a sham or collusive, nor made in the interest or behalf of any person not herein named, and that the undersigned has not directly or indirectly induced or solicited any other Offeror to put in a sham proposal, or any other person or entity to refrain from submitting proposals, and that the Offeror has not in any manner sought by collusion to secure for itself an advantage over any other Offeror.

The undersigned further certifies that your firm (check the appropriate areas):

□ women-owned business; □ minority-owned business; □ labor surplus area firm

□ does ***or*** □ does not meet the Federal (S.B.A.) Small Business definition (FAR 19.001) and size standards (FAR 19.102). If it does, please “CHECK” one of the following:

□ small business; □ veteran-owned small business; □ service-disabled veteran-owned small business; □ HUBZone small business; □ small, disadvantaged business; or □ women-owned small business.

The undersigned further certifies that as a duly authorized officer, he or she is authorized to negotiate in good faith on behalf of this firm for purposes of this RFQ.

**Authorized Signature/Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Exceptions Requested Form**

**Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Any exceptions to the requirements of this RFQ, including the Contract and Scope of Work, that the Offer requests the College to consider must be addressed on this form.

Each Exception or Alternate should be addressed separately with specific reference to the requirement, specification including the page number, paragraph, and sentence and section number. For each exception, the Offeror will provide all of the following information: (i) Name of the Document/Attachment; (ii) Agreement Page Number and Section Number; (iii) Exception; (iv) Justification for Exception. Blank, unjustified, or unsupported requests will be disregarded.

Any exceptions requested from the College’ Sample Agreement must be provided, using this Exception Form.

If there are **NO** proposed alternates or exceptions, a statement to that effect must be provided.

**\_\_\_\_\_\_\_\_(initial)** Contractor certifies this proposal has taken **NO** exceptions and does not propose alternates.

***Exceptions/Alternates*** *are noted in the space below or are included as an Attachment to this section.*

|  |
| --- |
|  |

**Authorized Signature/Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Confidential and/or Proprietary Declaration Form**

**Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

In the event the Offeror elects to include in its SOQ any information deemed "proprietary" or "protected," it will clearly mark the information as to any proprietary/confidential claim. Indicate in the space below specific reference to the requirement, specification including the page number, paragraph, and sentence and section number that is deemed confidential or proprietary by the Respondent.

The College discourages the submission of such information and undertakes to provide no more than reasonable efforts to protect the proprietary nature of such information. The College, as a public entity subject to Arizona public records law, cannot and does not warrant that proprietary information will not be disclosed.

The College will have the right to use any and all information included in the SOQs submitted unless the information is expressly restricted by the Offeror.

If the SOQ contains **NO** confidential/proprietary information, a statement to that effect must be provided.

**\_\_\_\_\_\_\_\_(initial)** Contractor certifies this SOQ contains **NO** confidential and/or proprietary information.

***Confidential/Proprietary Information****. Contractor as indicated in the space below certifies the following pages, sections, paragraphs contain confidential and/or proprietary information****. If additional space is required, provide information on a separate page and submit as an attachment to this form.***

|  |
| --- |
|  |

**Authorized Signature/Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mandatory Certifications Form**

**Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Conflict of Interest Certification** *(initial only one)*

The undersigned certifies that to the best of his/her knowledge: (*initial only one*)

**\_\_\_\_\_\_\_\_\_\_(*initial*)** The Offeror certifies that to the best of his/her knowledge there is no officer or employee of College who has, or whose relative has, a substantial interest in any contract resulting from this Request for Proposal.

**\_\_\_\_\_\_\_\_\_\_ (*initial*)□** The names of all public officers or employees of College who have, or whose relative has, a substantial interest in any contract resulting from this RFP, and the nature of the substantial interest, are included as an attachment to this certification form.

1. **Boycott of Israel Certification**

As required by the Arizona Revised Statutes § 35-393.01, College is prohibited from awarding a contract to any contractor for delivery of services, supplies, information technology or construction unless the contract includes a written certification that the company is not currently engaged in, and agrees for the duration of the contract to not engage in, a boycott of Israel.

A breach of the foregoing warranty will be deemed a material breach of the resulting agreement. In addition to the legal rights and remedies available to College under the law, in the event of such a breach, College will have the right to terminate the resulting agreement with the Offeror.

**\_\_\_\_\_\_\_ (*initial*)** Accordingly, the Offeror certifies that: it is not currently engaged in boycott of Israel, and will not for the duration of the resulting contract with College under this RFP engage in a boycott of Israel.

1. **Worker Eligibility Verification**

As required by the Arizona Revised Statutes § 41-4401, College is prohibited from awarding a contract to any contractor who fails, or whose subcontractors/subrecipients fail, to comply with A.R.S. § 23-214 governing the employee verification requirement through the federal e-verify program.

**\_\_\_\_\_\_\_\_\_\_ (*initial*)**Accordingly, by initialing certifies that Offeror (1) complies fully with all applicable federal immigration laws and regulations that relate to its employees; that it will, as applicable or required under A.R.S § 23-214, verify, through the e-Verify program as jointly administered by the U.S. Department of Homeland Security and Social Security Administration or any of its successor programs, the employment eligibility of each employee hired to work on the resulting agreement with College; and (2) that it will, as applicable or required under A.R.S § 23-214, require its subcontractor and subrecipients to provide the same warranties to the Offeror.

A breach of the foregoing warranty will be deemed a material breach of the resulting agreement. In addition to the legal rights and remedies available to College under the law, in the event of such a breach, College will have the right to terminate the resulting agreement with the Offeror. Upon request, the College will have the right to inspect the papers of each contractor, subcontractor or any employee of either who performs work hereunder for the purpose of ensuring that the contractor or subcontractor is in compliance with the warranty set forth in this provision.

**D. Forced Labor Certification**

As required by the Arizona Revised Statutes § 35-394, College is prohibited from awarding a contract to any Contractor for delivery of services, supplies, information technology or construction unless the contract includes a written certification that the Contractor does not currently use Forced Labor and agrees for the duration of the contract to not use, forced labor, of ethnic Uyghurs in the People’s

Republic of China.

**\_\_\_\_\_\_\_\_\_(*initial*)**A breach of the forgoing warranty certification will be deemed a material breach of the resulting contract. In addition to the legal rights and remedies available to College under the law. In the event of such breach, College will have the right to terminate the resulting agreement with the Offeror. Accordingly, the offeror by initialing certifies that the offeror will comply with the requirements stated in section (B.) Boycott of Israel Certification and section (D.) Forced Labor Certification for the duration any resulting contract with the College under this RFP.

1. **The Proposer certifies**, to the best of its knowledge and belief, that the Proposer and/or any of its principals or Owners

e.1 (check one) have () or have not () within a three year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) contract or subcontract; violation of federal or state antitrust statutes, rules or regulations relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion; or receiving stolen property; and

e.2 (check one) **are ( )** or **are not ( )** presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any other of the offenses enumerated in paragraph (e.1) of this provision.

“Principals” for the purposes of this Proposal, means officers, directors, owners, partners and persons having primary or substantial management or supervisory responsibilities within a business entity.

The certifications of this Proposal are material representations of fact upon which reliance will be placed when making an award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to College, the College may terminate the contract resulting from this solicitation for default.

|  |  |
| --- | --- |
| **Authorized Signature/Date** |  |
| **Print Name** |  | **Title** |  |

**Appendix Form**

**Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

In each space provided below, provide a detailed answer or indicate Not Applicable (N/A). If additional space is needed, answers may be provided on a separate document and be attached to this form.

**a. Litigation:** Details of any litigation your company or any of its subsidiaries or affiliates has had in the past five (5) years related to the performance of services provided by your firm.

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| --- |
|  |

**b. Canceled, debarred, suspended:** If a firm has had any previous contracts canceled or is currently debarred, suspended, or proposed for debarment by any government entity, the current status must be documented in this section.

|  |
| --- |
|  |

**c. Prior Use:** If any customer has stopped using the product(s) or service(s) you are proposing, provide details including customer name, date when product was installed, date when product was discontinued (usage) and reason for discontinuation, including contact details of the customer.

|  |
| --- |
|  |

**d. Cooperative:** If the firm intends to use any cooperative, for the purposes of this SOQ, the firm must submit a copy of the Cooperative Contract.

**e. Subcontract, third party agreement**, or the like to perform under their SOQ, the firm must supply the name, address, qualifications and criteria used by the firm for selection of any third party, and the intended services to be performed. **The services provided under the Scope of Work proposed, in part or in whole, shall not be subcontracted without prior written permission of the College.**

**Authorized Signature/Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Non-Collusion Affidavit**

**(must be completed by contractor)**

**STATE OF: )**

**)**

**COUNTY OF: )ss**

**)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Individual)

being first duly sworn upon oath deposes and says:

That he/she is

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Title)

of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Company, Firm, or Corporation)

that, pursuant to Subsection 112(c) of Title 23, United States Code and Title 44, Chapter 10, Article 1, and Title 34, Chapter 2, Article 4 of the Arizona Revised Statutes, he certifies that neither he nor anyone associated with the company, firm, or corporation mentioned above has, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of full competitive bidding in connection with the associated project:

Subscribed and sworn to before me \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_ 2024. (Signature)

If by a Corporation (Seal)

My commission expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Public

**Section 8: Statement of Qualifications (SOQ) Forms**

**Instructions:**

Each firm will be limited in the total number of pages submitted as part of their Statement of Qualifications (SOQ) packet.

Due to the offeror's time and cost in preparing this document, along with the challenge of thoroughly reading and evaluating these documents, the College will limit the total number of content pages to (single sided using minimum 11 point font). **A "page" is limited to one side of an 8-1/2 by 11-inch sheet of paper**:

Documents that will not be considered in this total number of content pages will be financial statements, letters from financial/insurance institutions, cover page, index, offer acceptance form, insurance certificates, non-collusion affidavit, and tab pages.

The tab pages will be used to reference each section and can be used for pictures or artwork.

Appendices/Attachments may be attached as back up information; 254 & 255 forms are **not** required.

The College has attempted to streamline the amount of required information as noted on each Form. Firms are strongly encouraged to present their offers in strict accordance with the noted outline.

**The SOQ must adhere to the order and response length indicated per each Criteria Response.**

Note: When a response to a question is provided as an attachment, clearly identify each question number (1,2,3) or letter (A,B,C) to your response and ensure the form’s title is referenced – for example:

***Firm’s Qualifications & Experience Form – response to A: Firm’s Size and Workload***

**(1) Firm’s Qualifications and Experience Form**

This evaluation criteria is twenty (20) points maximum.

**Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**A.** How many years has this business been in existence under its present ownership? \_\_\_\_\_\_\_\_\_\_\_\_

**B.** What was the total amount of Construction Manager at Risk (CMAR) Project-related/Prime General Contractor work your firm has completed in the following calendar years?

2023: Number of contracts\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total contract values$: \_\_\_\_\_\_\_\_\_\_\_\_\_ 2022: Number of contracts\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total contract values$: \_\_\_\_\_\_\_\_\_\_\_\_\_ 2021: Number of contracts\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total contract values$: \_\_\_\_\_\_\_\_\_\_\_\_\_ 2020: Number of contracts\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total contract values$: \_\_\_\_\_\_\_\_\_\_\_\_\_ 2019: Number of contracts\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total contract values$: \_\_\_\_\_\_\_\_\_\_\_\_\_

**C.** By dollar value, approximately what percentage of work is:

Educational \_\_\_\_ %, Commercial \_\_\_\_ % Government \_\_\_\_\_ %

1. List the Commercial licenses held by the firm issued by the Arizona Registrar of Contractors:

License Number \_\_\_\_\_\_\_\_\_\_\_ License Classification \_\_\_\_\_\_\_\_\_\_\_\_ Expiration date: \_\_\_\_\_\_\_\_\_\_\_\_ License Number \_\_\_\_\_\_\_\_\_\_\_ License Classification \_\_\_\_\_\_\_\_\_\_\_\_ Expiration date: \_\_\_\_\_\_\_\_\_\_\_\_ License Number \_\_\_\_\_\_\_\_\_\_\_ License Classification \_\_\_\_\_\_\_\_\_\_\_\_ Expiration date: \_\_\_\_\_\_\_\_\_\_\_\_ License Number \_\_\_\_\_\_\_\_\_\_\_ License Classification \_\_\_\_\_\_\_\_\_\_\_\_ Expiration date: \_\_\_\_\_\_\_\_\_\_\_\_ License Number \_\_\_\_\_\_\_\_\_\_\_ License Classification \_\_\_\_\_\_\_\_\_\_\_\_ Expiration date: \_\_\_\_\_\_\_\_\_\_\_\_

**E. Estimating Complex Projects**: Describe the firm’s qualification and experience with estimating medium-scale, complex projects involving challenging construction processes with multiple components such as mechanical, electrical, plumbing, and structural systems. (Response should not exceed one (1) page. Attach response to this form, title response E. Estimating, Complex Projects.)

**F. Unique Attributes**: Describe why the firm is especially qualified to perform the requested services. Include any unique qualifications, experience, equipment and/or resources of the firm that would be highly beneficial to this project. (Response should not exceed two (2) pages. Attach response to this form, title response F. Unique Attributes).

**(2) Project Team’s Qualifications and Experience Form**

This evaluation criteria is twenty (20) points maximum. This form should not exceed thee (3) pages.

**Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions:** This form should be completed for each key personnel involved in the performance of this contract. Answer all questions in the space provided.

**A.** Provide an organizational chart including key members assigned to this Project Team. Attach the organizational chart to this form and title response A: Organizational Chart.

**B.** Provide a listing of the proposed Project Team that will be directly involved in this contract.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name**  | **Employee Working Title**  | **Licenses/Certifications**  | **Project Title/Role** |
|  |  |  |  |
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**C. Team Assignments**: In the order listed above, describe the proposed Project Teams assignments and lines of authority and communication for this Project. (Attach response to this form. Response should not exceed three (3) pages.) Title response C. Team Assignments

**D. Resumes:** Attach to this form, a resume for each Project Team Member. A separate resume {maximum two (2 pages) per team member} may be included and attached as additional pages to this form. The resume is to be used to supply relevant information pertaining to the performance of this contract and is to be supplemental to the information above and is not to be used to replace this form.

**(3) Past Representative Projects Form**

This evaluation criteria is twenty (20) points maximum. This form should not exceed five (5) pages.

**Company Name**

**Instructions**: Establish the experience and record of the project team. Provide at least four Owner/User references on projects listed in Form 1 and/or significant projects listed in Form 2. **Only** provide references for projects listed in Forms 1 and/or 2. References will be checked for short-listed firms. Provide **all** of the following information for **each** reference:

|  |  |
| --- | --- |
| Project Name/Description |  |
| Delivery Method (JOC, CMAR, DBB) |  |
| Agency/Owner |  |
| Agency/Owner Contact Information: Name, Phone, Email |  |
| Start Date - Completion Date |  |
| Original Contract Cost:  | $ |
| Final Construction Cost:  | $ |
| Design/Engineering Firm(s)  |  |
| Construction Manager Name, Contact Information |  |
| CM Project Manager |  |
| Names of Project Team Members identified in Form 2. |  |

**(4) Understanding of the Scope of Work Form**

This evaluation criteria is twenty (20) points maximum. This form should not exceed five (5) pages. **Company Name**

**A.** What benefits will the team bring to the project during the Pre-Construction Phase?

|  |
| --- |
|  |

**B.** What benefits will the team bring to the project during the Construction Phase?

|  |
| --- |
|  |

**C.** Identify the person/group that will be responsible for cost estimating, creating and maintaining the Cost Estimate/Model throughout the Project? What methods and resources are used to develop the Cost Estimate/Model and how do you propose to reconcile the costs when there are discrepancies with the design professional’s cost estimate?

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**(5) Management of the Scope of Work and Project Schedule Form**

This evaluation criteria is twenty (20) points maximum. Using this form, provide responses in the space provided. This form should not exceed five (5) pages.

**Company Name**

**A. Process:** Describe on-going processes, such as TQM, used by the firm to improve its level of service. Describe your Quality Control and Quality Management. Summarize your approach to quality control and quality assurance during construction administration.

|  |
| --- |
| Response to A: |

**B. Schedule:** Provide your schedule control and compliance process. Summarize your firm’s schedule control process to be used in order to meet the identified schedule during design and during construction administration. Provide information on your data management, including RFI, ASI and submittal reviews.

|  |
| --- |
| Response to B: |

**C. Budget:** Budget method and cost control. Define how change orders and other potential additional costs during the construction phase will be avoided and controlled.

|  |
| --- |
| Response to C:  |

**D. Documents:** Describe the methods used by the firm to check the quality and completeness of the firm's construction documents, such as coordination checklists and coordination review meetings.

|  |
| --- |
| Response to D:  |

End of Form 5

**Section 10**

**RFQ Completion Checklist**

This checklist is a summary of some of the required components of the RFQ. It is provided as a convenience to vendors, but is not intended to be all-inclusive or to imply acceptance or evidence of compliance by its use. It is the responsibility of the vendor to submit complete and compliant Statements of Qualifications.

□ **Cover Letter**

□ **Required Submittal Forms**

Certification Form

Exceptions Requested Form

Confidential and/or Proprietary Declaration Form

Mandatory Certifications Form

Appendix Form

Non- Collusion Affidavit

Any applicable attachments

□ **Statement of Qualifications (SOQ) Forms**

A. Firm’s Qualification and Experience form

B. Project Team’s Qualifications and Experience Form

C. Past Representative Projects Form

D. Understanding of the Scope of Work Form

E. Management of the Scope of Work & Project Schedule Form

Any applicable attachments