# Part Two: Forms / Schedules

# Section I: Application for General Contractors Statement of Qualifications (SOQ) Form

**Note: See Sections III and VII of Part One, the SOQ for this Project, for instructions on completing this Statement of Qualifications and accompanying Schedules A through K.**

|  |  |
| --- | --- |
| **Project Name:** |  |
| **SOQ Number:** |  |
| **Owner:** |  |
| **Bidder Entity Name:** |  |
| **Bidder Mailing Address:** |  |
| **Bidder Street Address:** |  |
| **Telephone Number:** |  |
| **Facsimile Number:** |  |
| **Contact Person/Title:** |  |
| **Length of Time in Business:** |  |

**SCHEDULE A (Part 1) – FIRM STRUCTURE – BUSINESS OWNERS:** Bidder mustprovide the following information and attach a copy of the resume for each business owner of the firm in accordance with Section D: Criteria for Prequalification.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME** | **TITLE** | **ROLE/JOB RESPONSIBILITIES/**  **SCOPE OF WORK** | **# OF YEARS**  **W/FIRM** | **EDUCATION/EXPERIENCE** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**SCHEDULE A (Part 2) – FIRM STRUCTURE – STAFFING:** Bidder mustprovide the following information and attach a copy of the resume for each key staff person associated with the project proposal in accordance with Section D: Criteria for Prequalification.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME** | **TITLE** | **ROLE/JOB RESPONSIBILITIES/**  **SCOPE OF WORK** | **# OF YEARS**  **W/FIRM** | **EDUCATION/EXPERIENCE** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**SCHEDULE B (Part 1) – MANAGEMENT PERSONNEL:** Bidder mustprovide the following information and attach a copy of the resume for every person who will have any direct or indirect management responsibility for the Project, including but not limited to, project executives, project managers, project superintendents, etc. in accordance with Section D: Criteria for Prequalification.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NAME** | **TITLE** | **ROLE/JOB RESPONSIBILITIES/**  **SCOPE OF WORK** | **# OF YEARS**  **W/FIRM** | **EDUCATION/ EXPERIENCE** | **REPRESENTATIVE LIST OF COMPLETED PROJECTS** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**SCHEDULE B (Part 2) – MANAGEMENT PERSONNEL - ORGANIZATIONAL CHART:** Bidder mustprovide an organizational chart identifying the firm’s key staff members including but not limited to, project executives, project managers, project superintendents, etc. in accordance with Section D: Criteria for Prequalification.

**SCHEDULE B (Part 3) – MANAGEMENT PERSONNEL - CONSULTING FIRMS:** Bidder mustprovide a list of consultant firms to be used for professional services other than those performed by the bidder’s direct staff (including estimated percentage of time/project responsibilities) in accordance with Section D: Criteria for Prequalification.

**SCHEDULE C (Part 1) - SIMILAR PROJECT EXPERIENCE:** Bidder mustlist all similar projects firm has completed during the last eight (8) years. For the purpose of this SOQ, “similar projects” shall be as defined in Section D: Criteria for Prequalification.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROJECT NAME & LOCATION** | **PROJECT OWNER** | **PROJECT DESCRIPTION AND SPECIFIC SCOPE** | **ORIGINAL AND FINAL CONTRACT AMOUNT AND EXPLANATION** | **YEAR COMPLETED (YYYY)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**SCHEDULE C (Part 2) – SIMILAR PROJECT EXPERIENCE:** Bidder mustlist all institutional or commercial projects completed within the past five (5) years. For the purpose of this SOQ, “similar projects” shall be as defined in Section D: Criteria for Prequalification.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROJECT NAME & LOCATION** | **PROJECT OWNER** | **PROJECT DESCRIPTION AND SPECIFIC SCOPE** | **ORIGINAL AND FINAL CONTRACT AMOUNT AND EXPLANATION** | **YEAR COMPLETED (YYYY)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**SCHEDULE C (Part 3) – SIMILAR PROJECT EXPERIENCE:** For older projects, the above construction contract values may be presented in current dollars, escalated with the U.S. Department of Labor inflation calculator at <http://www.bls.gov/data/inflation_calculator.htm> For the purpose of this SOQ, “similar projects” shall be as defined in Section D: Criteria for Prequalification.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROJECT NAME & LOCATION** | **PROJECT OWNER** | **PROJECT DESCRIPTION AND SPECIFIC SCOPE** | **ORIGINAL AND FINAL CONTRACT AMOUNT AND EXPLANATION** | **YEAR COMPLETED (YYYY)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**SCHEDULE D - TERMINATIONS:** Bidder must list each and every project on which it was terminated or failed to complete the project as set forth in Section D: Criteria for Prequalification.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PROJECT NAME & LOCATION** | **SCOPE OF WORK PERFORMED** | **CONTRACTED WITH** | **START & END DATES** | **ESTIMATED CONTRACT**  **AMOUNT** | **% COMPLETE** | **REASON FOR TERMINATION** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**SCHEDULE E - LEGAL PROCEEDINGS:** Bidder must list every legal proceeding, administrative proceeding or arbitration currently pending and each and every legal proceeding, administrative proceeding and arbitration concluded adversely against it within the past five (5) years as set forth in Section D: Criteria for Prequalification.

|  |  |  |
| --- | --- | --- |
| **PROJECT NAME & LOCATION** | **PROJECT OWNER** | **DESCRIPTION OF LEGAL PROCEEDING (include caption of case, parties, location of proceeding, description of the dispute or enforcement action and status and/or outcome)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**SCHEDULE F – SAFETY RECORD:** Bidder must provide the three (3) year history of its Workers’ Compensation experience modifier and attached documentation from its insurance carrier supporting the ratings reported herein as set forth in Section D: Criteria for Prequalification.

|  |  |  |
| --- | --- | --- |
| **YEAR** | **WORKERS’ COMPENSATION**  **EXPERIENCE MODIFIER** | **COMMENTS** |
|  |  |  |
|  |  |  |
|  |  |  |

**SCHEDULE G – MBE/WBE and WORKFORCE COMPLIANCE RECORDS:** Bidder must list every project completed within the time frame set forth in D: Criteria for Prequalification., that had contractual MBE/WBE participation goals or minority and women workforce goals. For the actual participation or workforce inclusion amounts listed, you must attach documentation from the owner supporting the amount reported. In addition, if the goals were not met, then you must explain why and indicate whether any sanctions or penalties were imposed.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PROJECT NAME, LOCATION & RIBGHE** | **CONTRACT VALUE** | **MBE GOAL %** | **ACTUAL MBE PARTICI-PATION** | **WBE GOAL**  **%** | **ACTUAL WBE PARTICI-PATION** | **WORK FORCE GOALS (%)** | **ACTUAL WORK FORCE INCLUSION** | **IF GOALS NOT MET EXPLAIN WHY** | **SANCTION OR PENALTY AMOUNT** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**SCHEDULE H - PROJECT REFERENCES:** Bidder must list references for prior work firm has performed as set forth in Section D: Criteria for Prequalification.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PROJECT TITLE** |  | **COMPANY NAME** | **CONTACT PERSON/ ADDRESS** | **TELEPHONE #** | **FAX #** | **EMAIL** |
|  | **Owner:** |  |  |  |  |  |
| **Designer:** |  |  |  |  |  |
|  | **Owner:** |  |  |  |  |  |
| **Designer:** |  |  |  |  |  |
|  | **Owner:** |  |  |  |  |  |
| **Designer:** |  |  |  |  |  |
|  | **Owner:** |  |  |  |  |  |
| **Designer:** |  |  |  |  |  |
|  | **Owner:** |  |  |  |  |  |
| **Designer:** |  |  |  |  |  |
|  | **Owner:** |  |  |  |  |  |
| **Designer:** |  |  |  |  |  |

**SCHEDULE I - PUBLIC PROJECT RECORD:** – Bidder must list all completed public buildings during the past five (5) years in accordance with Section D: Criteria for Prequalification (attach additional pages if necessary).

|  |  |
| --- | --- |
| **PROJECT INFORMATION** | **CONTACT INFORMATION**  **Provide business and contact name, address, telephone, and fax** |
| **PROJECT NAME:**  **CONTRACT VALUE:**  **SCOPE:**  **START DATE:**  **FINISH DATE:** | **RIBGHE:**  **DESIGNER:** |
| **PROJECT NAME:**  **CONTRACT VALUE:**  **SCOPE:**  **START DATE:**  **FINISH DATE:** | **RIBGHE:**  **DESIGNER:** |
| **PROJECT NAME:**  **CONTRACT VALUE:**  **SCOPE:**  **START DATE:**  **FINISH DATE:** | **RIBGHE:**  **DESIGNER:** |

**SCHEDULE J. - CREDIT REFERENCES:** Bidder must list a minimum of five (5) credit references from banks, suppliers and/or vendors as set forth in Section D: Criteria for Prequalification.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CHECK ONE** | **COMPANY NAME** | **CONTACT PERSON/ADDRESS** | **TELEPHONE**  **#** | **FAX**  **#** |
| □ **BANK**  □ **SUPPLIER**  □ **VENDOR** |  |  |  |  |
| □ **BANK**  □ **SUPPLIER**  □ **VENDOR** |  |  |  |  |
| □ **BANK**  □ **SUPPLIER**  □ **VENDOR** |  |  |  |  |
| □ **BANK**  □ **SUPPLIER**  □ **VENDOR** |  |  |  |  |
| □ **BANK**  □ **SUPPLIER**  □ **VENDOR** |  |  |  |  |

**SCHEDULE K – REVENUE UNDER CONTRACT:** – Bidder must list revenue under contract for next three (3) fiscal years in accordance with Section D: Criteria for Prequalification.

Firm’s fiscal year runs \_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_.

|  |  |
| --- | --- |
| **YEAR** | **REVENUE UNDER CONTRACT ($)** |
|  |  |
|  |  |
|  |  |

# SOQ RESPONSE CHECKLIST

**NOTE: BEFORE SUBMITTING A RESPONSE TO THIS SOQ, PLEASE REVIEW THE FOLLOWING:**

Did you complete the entire SOQ Forms and acknowledge all addenda if applicable?

Did you fully complete Schedules A through K?

Did you attach the resumes of owners and management personnel identified in your responses to Schedule A and Schedule B?

Did you attach the required documentation from your insurance company supporting the workers’ compensation modifier history you reported in Schedule F?

Did you attach the required documentation supporting the MBE/WBE and Workforce Compliance record you reported in Schedule G?

Do you have the current contact information for all the references you reported in Schedule H, Schedule I and Schedule J?

Did you attach a bonding capacity letter as required?

Did you attach evidence of being licensed and registered as a general contractor within the State of Rhode Island?

Did you review all requirements and acknowledge before final submission?