



# VILLAGE OF LOVE AND RESISTANCE

VILLAGE OF LOVE AND RESISTANCE MULTI FAMILY AND  
COMMUNITY BUILDING  
1025 AND 1031 MONUMENT STREET

**RECTORY AND MIXED USE BUILDING**

## REQUEST FOR QUALIFICATIONS

# 03222126-22

## GENERAL CONTRACTOR SERVICES

**Submit Qualifications no later than 3:00 p.m. on May 27, 2022 to:**

**Village of Love and Resistance (VOLAR)**

**121 N. Broadway  
Baltimore MD 21231  
[www.volar.site](http://www.volar.site)**

**Attention: Marisela Gomez  
(410) 294-9224  
[volar018@gmail.com](mailto:volar018@gmail.com)**

**Primary Contact Information:**

Thomas Brokaw  
7th Street Consultants, LLC  
(202) 701-9257  
[tombrokaw@7thstreetllc.com](mailto:tombrokaw@7thstreetllc.com)

## KEY DATES

- Contractor Site Walkthrough **9:00 AM Wednesday, June 22, 2022**
- Submit all questions regarding this RFQ on or *before*: **4:00 PM Friday, June 24, 2022**
- RFQ Responses (Statement of Qualifications) Deadline: **5:00 PM Friday, July 1, 2022**
- RFP Responses due: **3:00 PM Wednesday, July 13, 2022**
- VOLAR award for General Contractor Services: **5:00 PM Friday, July 29, 2022**

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### Attachments:

- **Document 00 52 13 – Agreement Form – Stipulated Sum (Single-Prime Contract)**
- **DIR Registration Information**
- **Site Logistics Plan**
- **Project concept drawings**
- **Construction Careers Agreement**

## **SECTION 1. INTRODUCTION**

The Village of Love and Resistance (VOLAR) is issuing the Qualifications (RFQ) requesting Statements of Qualifications (SOQ's) from contractors qualified to provide VOLAR with General Contracting Services described in this document for the construction of the **Located at 1025 and 1031 Monument Street** (the Project). This document describes the Project, the required scope of work, the qualification process and the minimum information that must be included in the SOQ's.

This RFQ consists of an open invitation to General Contractors to submit SOQ's that propose their firm as qualified to build the Projects. Based upon VOLAR's review of the responses to the RFQ, VOLAR will provide a list of pre-qualified General Contractors permitted to bid the Co-op Housing/Community Wellness Center.

## **SECTION 2. RFQ DOCUMENTS**

RFQ documents are available via email request or the VOLAR website:

[www.volar.site/.com](http://www.volar.site/.com)

## **SECTION 3. (NA)**

## **SECTION 4.**

## **DEFINITIONS**

Definitions shall be those provided in the Contractor Agreement and the contract documents.

## **SECTION 5. BACKGROUND & PROJECT DESCRIPTION**

VOLAR plans to renovate a facility as a community and wellness center as well as rebuild the surrounding area through engagement of the people and implementing neighborhood development projects. VOLAR is a non-stock corporation in Maryland, with 501(c)(3) status is pending).

Co-Op Housing - 1031 E Monument Street

Landscaping

- Front garden landscape design and plantings
- Storm water management and storm water gardens

Exterior

- Update and repair porch where needed
- New windows where needed
- New front door
- New rear basement door if needed – should be handicap accessible (automatic door opener to be installed)

Structural

- Interior renovation of the loft spaces on the second and mezzanine floor per architectural plans
- New roof
- Manage instillation of solar panels on the roof
  - Possible instillation of rooftop deck including alternative access besides through the existing entry
  - Possible instillation of green roof/urban garden including alternative access besides through the existing entry

MEP

- Water and electrical upgrades per construction documents
- HVAC system and repairs/upgrades per construction documents

Civil

- Work with ADG to ensure utilities from building to street are sufficient
- Correct drain blockage and flow of water in rear of building
- Construct elevator connecting the two buildings in breezeway per construction documents

Programming

- Renovate existing structure to accommodate building as a 7 family SRO with communal living, kitchen, and bathrooms per construction documents.

Architectural

- Construct interior renovation per construction documents
- Provide and install lighting as designed in construction documents
- Provide and install flooring per construction documents

Community Wellness Center – 1025 E Monument Street Landscaping

- Landscape design and use of breezeway between Co-Op Housing and Community Wellness Center
- Landscape design for daycare courtyard per construction documents
- Landscape design for sitting/Zen garden per construction documents
- Landscape design for rear alley leading to Mott Street per construction documents

Exterior

- Coordinate restoration of pre-existing windows, or removal and insertion of new windows
- Door restorations per construction documents

Structural

- New roof
- Install steel beam addition in basement level of church per construction documents
- Review and correct any structural deficiencies due to water damage and deterioration per construction documents

MEP

- Upgrade building utilities per construction documents
- Install new mechanical, electrical, plumbing systems per construction documents
- Install new sprinkler system per construction documents

Civil

- Install new ramp to Church entryway for ADA accessibility to space per construction documents
- Perform proper erosion and settlement control plan per construction documents and code

Architectural

- Construct interior renovation per construction documents
- Provide and install lighting as designed in construction documents
- Provide and install flooring per construction documents

Programming

- Renovate existing structure to accommodate community wellness center per construction documents.

\*Utilities to be confirmed and verified by general contractor.

Schedule: Bidding is expected to occur in Summer 2022 with construction commencing in late October 2022 and ending in February of 2023.

Total cost of construction (including construction service fees/general conditions, overhead and profit, and contractor contingency) is estimated to be **\$3,312,298.00**.

The General Contractor and all trades will be bound by the terms and conditions of the Construction Careers Agreement.

The General Contractor will work under the direction of VOLAR and in conjunction with the Architect. The General Contractor's Program Manager will assist VOLAR's project manager (7th Street Consultants) and owner's representative during all phases of the work;

VOLAR also intends to prequalify subcontractors permitted to participate in bidding for the following trades:

- Structural & Site Concrete
- Structural Steel
- Roofing
- Glass & Glazing
- Drywall & Framing
- Plumbing
- Mechanical
- Electrical

The subcontractor prequalification process will occur concurrently with the general contractor prequalification. Bidding general contractors will be limited to the prequalified subcontractor pool for the associated scope of work.

Proposers must be familiar and experienced with all procedures and requirements with respect to VOLAR and Architect oversight.

## SECTION 6. SUBMITTAL REQUIREMENTS

### 6.1 Submission of Statement of Qualifications (SOQ)

To participate in the bidding process, Respondents must complete, sign, and submit this entire RFQ and include a written response to this RFQ which addresses all of the requirements of this RFQ and includes all attachments: (Listed in Section 10)

- **RFQ-1** – Request for Qualifications Declaration
- **RFQ-2** – Declaration of Financial Condition
- **RFQ-3** – Project-Specific Experience Data Sheet

as well as those required by the RFQ Declaration (Attachment **RFQ-1**). The SOQ must be submitted by the date and time listed in the selection timetable. Submit Qualifications in person or by mail to the following location:

**V.O.L.A.R.**

121 N. Broadway  
Baltimore, MD 21231

Primary Contact: Thomas Brokaw  
Attention: Marisela Gomez

Respondents must submit one (1) unbound original, four (4) bound copies and an electronic copy (in pdf format) of the completed SOQ in a sealed envelope or box identified as “**RFQ #03222126-22 VOLAR Rectory Building – General Contracting Services**” with the Respondent's name and address clearly indicated. Do not email or fax the submittals; emailed or faxed submittals will be rejected. No SOQ’s will be accepted after the date and time listed in the selection timetable included in this RFQ and subsequent addenda. Late SOQ’s will be returned to the submitter unopened.



VOLAR reserves the right to request, receive, and evaluate supplemental information and clarifications during its evaluation of SOQ's and proposals. VOLAR will conduct this process in a fair and impartial manner.

VOLAR reserves the right to waive non-material irregularities in any response.

VOLAR reserves the right to cancel or amend this RFQ or to extend the date responses are due. Incomplete SOQ's or incorrect information may be cause for disqualification.

Issuance of this RFQ does not commit VOLAR to award a contract or to pay any costs incurred in preparation of a SOQ or any response to this RFQ. VOLAR reserves the right to reject any or all SOQ's.

All materials submitted to VOLAR will become the property of VOLAR and will not be returned. Information submitted in the SOQ, including but not limited to the reviewed financial statements, shall not be public information and shall not be open to public inspection, to the extent allowed by law. Respondents that have submitted an SOQ shall receive written notification of their prequalification status. State law requires that the names of respondents applying for prequalification status shall be public records subject to disclosure, and the first page of the SOQ will be used for that purpose. VOLAR reserves the right to reject all SOQs or to waive irregularities in any SOQ received, to make all final determinations, and to determine at any time that the prequalification procedures will not be applied to a future project.

## 6.2 Addenda

If Addenda to this RFQ are issued, Respondents must acknowledge receipt of each addendum in their RFQ responses. Failure to acknowledge and respond to any Addenda issued by VOLAR may cause the Respondent's Statement of Qualifications to be deemed non-responsive.

## 6.3 Questions

Any questions or requests for clarifications to this RFQ must be submitted in writing by email to:

**Thomas Brokaw**  
Sr. Project Manager  
tombrokaw@7thstreetllc.com  
(202) 701-9257

with a copy sent to:

**Marisela Gomez**  
Board Director  
[volar018@gmail.com](mailto:volar018@gmail.com)

Questions or requests for clarification that meet the deadline requirements noted below, will be answered or clarified via Addendum and posted to the District website referenced earlier in this document. Questions received after the deadline listed in the selection timetable may be answered at the discretion of VOLAR.

**6.4 Construction Careers Agreement (CCA)**

The Contractor must agree to be bound by the terms and conditions of the Construction Careers Agreement between VOLAR. The Construction Careers Agreement is incorporated as a Reference Document (see Section 14). The Contractor must confirm, in its execution of the Request for Qualifications Declarations (**RFQ-1**), that it has reviewed the Construction Careers Agreement and will sign Exhibit A & B when executing the Agreement, if selected to do so. Additionally, all Contractors and Subcontractors of any tier on this project will be subject to, and will also be required to be bound by the Construction Careers Agreement.

**SECTION 7. RFQ & PROJECT TIMETABLE**

The following dates provide a general guideline and are subject to change by VALOR.

<b>Date</b>	<b>Milestone</b>
June 14, 2022	Release of RFQ
June 22, 2022 @ 9:00 am	Contractor Walkthrough
June 24, 2022	Last Day for RFQ Questions
June 28, 2022	Release of Final RFQ Addendum (if required)
<b>July 1, 2022 @ 5:00 pm</b>	<b>RFQ Submissions Due</b>
July 8, 2022	Issue RFP to Shortlist
July 12, 2022	Last Day for Shortlist RFQ Questions
July 11, 2022	Release of Final RFP Addendum (if required)
<b>July 15, 2022 @ 5:00 pm</b>	<b>RFP Submissions Due</b>
July 29, 2022	VOLAR Approval
August 1, 2022	Notice to Proceed

**SECTION 8. SCOPE OF WORK**

**General contracting services to complete the Co-Op Housing and Community Wellness Center. Contractor to review the construction and concept drawings to gain a full understanding of the project.**

**SECTION 9. (Not Used)**

**SECTION 10. STATEMENT OF QUALIFICATIONS FORMAT AND CONTENT**

The Statement of Qualifications (SOQ) should be clear, concise, complete, well-organized, and demonstrate the Contractor’s qualifications.

All Contractors are required to follow the format specified below. Each section of the SOQ must be tabbed according to the lettered titles A through H shown below to aid in information retrieval and review by VOLAR's Selection Committee.

The maximum points that have been assigned to each topic below are shown to the right of the title. Pass/Fail indicates that:

- if the Contractor does not meet the requirement, it fails. The Contractor will be disqualified and will not be able to participate further in the RFQ/RFP process.
- if the Contractor meets the requirement, it passes. Points will be given for that topic and the Contractor will be able to participate further in the RFQ/RFP process.

**SOQ Cover:**

Include the RFQ's title and SOQ due date, the name, address, email, fax number and telephone number of the primary and secondary contacts for the firm during the RFQ process.

**Table of Contents:**

Include a complete and clear listing of headings and pages, and list attached documents.

**Tab A Cover Letter** (2 points)

Summarize the firm's signature abilities to provide ideal general contracting and construction services for the district on this unique project. Provide general company background and location of the Contractor's corporate and local offices and the ability of the Contractor to respond to VOLAR's requirements in a timely manner. Describe how the Scope of Work (see Section 8) and the Evaluation Criteria (see Section 11) will be addressed and accomplished for VOLAR.

**Tab B Acceptance of the VOLAR Agreement and Acknowledgment of Addenda:** (3 points)

**Tab C Project-Specific Experience:** (pass/fail portion & 50 points max.)

1. Provide a written summary, not to exceed four (4) pages, describing how the firm in general is qualified and prepared to complete the Rectory Building project with evidence of experience in the following.
  - A. Experience with renovation building projects with building components or systems similar to those listed in Section 5 – Project Description & Section 8 - Scope of Work.
  - B. Experience with projects of similar size, quality and type of construction.
  - C. Experience with projects executed as rectory/commercial construction projects.
  - D. Experience with projects subject to the jurisdiction of the Architect of record/client representative oversight.
  - E. Experience with energy efficient projects.
  - F. Experience with Building constructability, coordination, target cost planning, cost estimating, construction scheduling and production control.

- G. Experience with lean construction principles, phase scheduling, pull scheduling, and the Last Planner System of production control.
2. Provide descriptions for up to four (4) projects, completed by the Contractor within the last seven (7) years, demonstrating the ability to perform a project of similar size and scope. Maximum of two of the projects may be currently under construction. Additional information, such as photographs or expanded project descriptions in 8 ½” x 11” format may be attached to the Project Data Sheets.
  3. Provide descriptions for up to four (4) projects, completed by the Contractor within the last seven (7) years, demonstrating construction and delivery of renovated multi-story facilities with budgets similar to the Rectory Building Projects between \$1,000,000 and \$4,000,000 in construction costs. Maximum of two of the projects may be currently under construction. Complete a Project-Specific Experience Project Data Sheet (Attachment **RFQ-3**) for each project and bind the Project Data Sheets under this tab. Additional information, such as photographs or expanded project descriptions in 8 ½” x 11” format may be attached to the Project Data Sheets.

**Tab D Methods and Strategic Plan** (20 points max.)

Based upon review of the Attachments and Reference Documents provided with this RFQ, briefly describe the Contractor’s basic approach and methods for managing, scheduling and carrying out the Project. VOLAR values collaboration and team building. Do not exceed two (2) pages, or three (3) pages if a graphic schedule is included (not to exceed 11” x 17”).

**Tab E Staffing and Team Organization** (25 points max.)

Provide a written description of the proposed project staffing and how the team is organized to meet the needs of the Rectory Building project. VOLAR’s Selection Committee will consider the strength of the entire team. Do not exceed three (3) pages.

In support of the written description, provide at least:

- Organization chart for the project that contains the names and job titles of the employees in key positions as well as other proposed staffing.
- Resumes and availability for employees in the key positions that demonstrate related work and technical experience.
- Matrix of which staff members have worked together on previous projects, indicating project names and dates.

**Tab F Location** (10 points max.)

State the proximity of the Contractor’s local permanent office(s) to VOLAR's site; State how long the office has been located at that location and whether the most local office will administer the Project. If the project will be run from a different office, identify the same information for that office.

**Tab G Quality Control** (20 points max.)

Detail the Contractor’s quality control philosophy, quality control program and processes used during construction to ensure overall project quality. Do not exceed two (2) pages.

**Tab H Request for Qualifications Declaration & Declaration of Financial Condition**

*(pass/fail portions & 120 points max.)*

Respondents are solely responsible for completing the *Request for Qualifications Declaration (RFQ-1)*, the *Declaration of Financial Condition (RFQ-2)* and other documents required by **RFQ-1**, to be attached under this tab. The signatory shall be a person with official authority to bind the company. Failure to complete the Request for Qualifications Declaration (**RFQ-1**), using the format provided, will render the Respondent’s SOQ non-responsive and disqualify the contractor from prequalification.

The Respondent will be scored on the following:

- Licensing Requirements (pass/fail)
- Current Organization and Structure of the Business & History of the Business and Organizational Performance. (6 points max.)
- Claims History (20 points max.)
- Safety Record (pass/fail & 30 points max.)
- Financial Information (pass/fail & 9 points max.)
- Bonding Information (pass/fail & 10 points max.)
- Insurance Information (pass/fail & 5 points max)
- Criminal Matters and Related Civil Suits (pass/fail & 15 points max)
- Prevailing Wage and Apprenticeship Laws (25 points max)

As a part of this Section, the following attachments must be returned, fully completed, and bound under this tab.

- **Attachment RFQ-1:** Request for Qualifications Declaration including the Contractor’s safety program must be attached to the original, unbound copy of the SOQ in paper or electronic format.
- **Attachment RFQ-2:** Declaration of Financial Condition including the financial statements must be attached to the original, unbound copy of the SOQ.

**SECTION 11. EVALUATION CRITERIA**

The purpose of this RFQ, is to enable VOLAR to prequalify the firm's capable of constructing the project.

VOLAR will use the qualification-based process outlined herein. The review committee will be composed of representatives from VOLAR’s development management team, board of trustees, and architect.

Statements of Qualifications received by VOLAR will be evaluated according to the evaluation criteria listed in this RFQ and scored up to a maximum of 250 points.

The District will compare and evaluate all qualifying SOQ’s and prequalify Contractors that, in the sole and absolute discretion of VOLAR, can fully meet the requirements of VOLAR, based upon the following factors:

- Conformance with the specified RFQ format and content.
- Demonstrated sufficient experience and technical competence of the Contractor, considering the types of service required; the complexity of the Project; record of performance; and the strength and adequate experience of the key personnel who will be dedicated to the project.

- Project-Specific experience per Section 10.C above.
- Demonstrated ability to meet project budgets and timelines.
- Demonstrated ability to provide exemplary construction services, including the identification and profile of key personnel assigned to the Project.
- Demonstrated ability to deliver projects of similar construction.
- Ability and willingness to work collaboratively and cooperatively with VOLAR's staff, Program Manager, Architect and other team members.
- Experience with public, private or community organization projects of similar type.
- Financial resources and stability of the Contractor.
- Litigation history of the Contractor.
- Staff capacity, depth and current workload.
- Training and experience of key personnel.
- Nature and quality of the Contractor's completed work.
- Geographical proximity of contractor's permanent offices to the project site.
- Experience with phase scheduling, detailed construction scheduling, and trade management by use of lean construction principles.

## **SECTION 12. DISPUTE/PROTEST**

Disputes must be received in writing by VOLAR within 5 business days of the Notice of Intent to Award. At the end of the 5<sup>th</sup> business day, the contract/PO will be awarded. VOLAR's decision on a protest is final.

## **SECTION 13. FORM OF AGREEMENT**

VOLAR intends to enter into an agreement for the required services using the standard form of agreement listed below and attached in draft form. The following document is provided to the Contractor in electronic format to assist in the preparation of the response to this RFQ.

- Document 00 52 13 – Agreement Form

## **SECTION 14. REFERENCE DOCUMENTS**

The following Reference Documents are provided to the Contractors in pdf format to assist in its preparation of the response to this RFQ.

- DIR Registration Information
- Site Map
- Project plans
- Construction Careers Agreement

-End of Document-

**REQUEST FOR QUALIFICATIONS #03222126-22**

**GENERAL CONTRACTING SERVICES**

*for*

**Co-Op Housing / Community Wellness Center**

VOLAR

Baltimore, Maryland

**ATTACHMENT RFQ-1**

**REQUEST FOR QUALIFICATIONS DECLARATION**

1. This response is submitted by the entity listed below. All correspondence regarding this Request for Qualifications should be sent by VOLAR to:

\_\_\_\_\_  
*Name of Contractor*

\_\_\_\_\_  
*Primary Contact for RFQ Correspondence*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City, State, Zip Code*

\_\_\_\_\_  
*E-mail Address*

\_\_\_\_\_  
*Telephone/FAX*

2. The undersigned acknowledges that the following Addenda No(s). \_\_\_\_\_ to the Request for Qualifications (RFQ) have been received.
3. The undersigned agrees to be bound by the terms and conditions of the Construction Careers Agreement, if selected to enter into the Agreements. A copy of the Construction Careers Agreement is provided as a Reference Document (RFQ Section 14).
4. The undersigned certifies that the proposing Contractor takes no exception to the terms of the RFQ or the Amendments to the RFQ issued by the VOLAR.
5. The undersigned has reviewed and takes no exception to the terms of and will be capable of executing the attached exemplar Construction agreement.
6. All information submitted for evaluation will be considered official information acquired in confidence, and VOLAR will maintain its confidentiality to the extent permitted by law.
7. It is critical that the prospective proposer fill out all required information accurately, completely, truthfully and to the best of its knowledge. Ambiguous or incomplete information may lead to an unfavorable rating and subsequent disqualification of the contractor. Should VOLAR discover any material misrepresentations in Contractor's response to the RFQ that would have resulted in the contractor not being selected, VOLAR reserves the right to make a claim for "fraud in the inducement" and seek to recover all fees paid to Contractor, in addition to any other false claims/breach of contract remedies it may seek.

**8. Licensing Requirements** (pass/fail)

In response to RFQ Section 10, Article H, answer the following questions based upon data for your entire company and provide any required information in the format requested.

- A. Does your firm hold a State of Maryland Contractor's License classification: B - GENERAL CONTRACTOR, which is current, valid, and in good standing with the Maryland Contractor's State License Board?

YES  NO

Note: A "NO" answer to this question will result in disqualification from further participation in the RFQ.

Provide the following information about your firm's contractor's licenses:

- (1) Name of license holder exactly as on file with the Maryland Contractor's State

License Board: \_\_\_\_\_

- (2) License Classification and Code: \_\_\_\_\_

- (3) License Number: \_\_\_\_\_

- (4) Date Issued: \_\_\_\_\_

- (5) Expiration Date: \_\_\_\_\_

- (6) Type of Ownership: \_\_\_\_\_ Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Sole Proprietor

Public Works Online Contractor Registration - provide DIR state of Maryland confirmation of website registration.

- B. Can you truthfully state that your firm's contractor's license under your classification has never been suspended, revoked, or been subject to disciplinary actions by the Maryland Contractor's State License Board within the last ten (10) years?

YES  NO

If the answer is NO, please explain on a separate, signed and dated page and **attach to this RFQ-1**. Provide the reason(s) for the suspension, revocation, or suspension action including the effective dates, and the current status.

- C. Can you truthfully state that your firm has not had a complaint filed with the Contractor's State License Board against your company that required a formal hearing or inquiry within the last ten (10) years?

YES  NO

If the answer is NO, please explain on a separate, signed and dated page and **attach to this RFQ-1**. Identify the complaint in complete detail and the finding by the Contractor's State License Board.



- D. Can you truthfully state that your firm, or any of your firms' owners, officers or partners associated with the firm, has never been disqualified or barred from business with a public agency? The term "associated with" refers to another construction firm in which an owner, partner or officer of your firm held a similar position. If the answer is no, please explain on a separate, signed and dated page and attach to this RFI-1.

YES  NO

Note: A "NO" answer to this question will result in disqualification from further participation in the RFQ/RFP.

- E. Can you truthfully state that your firm has not been denied an award of a public works contract based upon a finding by a public agency that your firm was not a responsible bidder? If the answer is no, please explain on a separate, signed and dated page and attach to this RFI-1.

YES  NO

Note: A "NO" answer to this question will likely result in disqualification from further participation in the RFQ/RFP. Of the answer is NO, please explain on a separate, signed and dated page **and attach to this RFQ-1.**

- F. Can you confirm that your firm or any officer or partner thereof, has not been terminated by an owner, owner's representative or contracting party, other than in a "termination for convenience" context, or otherwise failed to complete a contract?

YES  NO

If the answer is NO, explain on a separate, signed and dated page and **attach to this RFQ-1.** Identify the year of the event, the owner, the project, and the basis for the termination or failure to complete the contract.

- G. List all Maryland construction license numbers, classifications and expiration dates of the Maryland contractor licenses held by your firm:

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- H. If any of your firm's license(s) are held in the name of a corporation or partnership, list below the names of the qualifying individual(s) listed on the State records who meet(s) the experience and examination requirements for each license.

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I. Has your firm changed names or license number in the past five years?

YES  NO

If “yes”, please explain on a separate, signed and dated page and attach to this RFI-1.

J. Has any owner, partner or (for corporations:) officer of your firm operated a construction firm under any other name in the last five years?

YES  NO

If “yes”, please explain on a separate, signed and dated page and attach to this RFI-1.

K. Has any CSLB license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) ever been suspended?

YES  NO

If “yes”, please explain on a separate, signed and dated page and attach to this RFI-1.

**9. Current Organization and Structure of the Business & History of the Business and Organizational Performance: (6 points max)**

**For Firms That Are Corporations:**

1a. Date incorporated : \_\_\_\_\_

1b. Under the laws of what state: \_\_\_\_\_

1c. Provide all the following information for each person who is either (a) an officer of the corporation (president, vice president, secretary, treasurer), or (b) the owner of at least ten per cent of the corporation’s stock, or value of at least ten percent (10%) of the company if unincorporated.

Name	Position	Years with Co.	% Ownership	Social Security #

1d. Identify every construction firm that any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

**NOTE: For this question, “owner” and “partner” refer to ownership of ten per cent or more of the business, or 10 per cent or more of its stock, if the business is a corporation.**

Person's Name	Construction Firm	Dates of Participation with Firm

**For Firms That Are Partnerships:**

- 1a. Date of formation: \_\_\_\_\_
- 1b. Under the laws of what state: \_\_\_\_\_
- 1c. Provide all the following information for each partner who owns 10 per cent or more of the firm.

Name	Position	Years with Co.	% Ownership	Social Security #

- 1d. Identify every construction company that any partner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

**NOTE: For this question, “owner” and “partner” refer to ownership of ten percent or more of the business, or ten per cent or more of its stock, if the business is a corporation.**

Person's Name	Construction Company	Dates of Person's Participation with Company

**For Firms That Are Sole Proprietorships:**

- 1a. Date of commencement of business. \_\_\_\_\_
- 1b. Social security number of company owner. \_\_\_\_\_
- 1c. Identify every construction firm that the business owner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

**NOTE: For this question, “owner” and “partner” refer to ownership of ten per cent or more of the business, or ten per cent or more of its stock, if the business is a corporation.**

Person's Name	Construction Company	Dates of Person's Participation with Company

**For Firms That Intend to Make a Bid as Part of a Joint Venture:**

- 1a. Date of commencement of joint venture. \_\_\_\_\_
- 1b. Provide all of the following information for each firm that is a member of the joint venture that expects to bid on one or more projects:

Name of firm	% Ownership of Joint Venture

**History of the Business and Organizational Performance:**

- A. Has there been any change in ownership of the firm at any time during the last three years?  
**NOTE: A corporation whose shares are publicly traded is not required to answer this question.**

YES  NO

If "yes," explain on a separate signed page.

- B. Is the firm a subsidiary, parent, holding company or affiliate of another construction firm?  
**NOTE: Include information about other firms if one firm owns 50 per cent or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.**

YES  NO

If "yes," explain on a separate signed page.

- C. Are any corporate officers, partners or owners connected to any other construction firms.  
**NOTE: Include information about other firms if an owner, partner, or officer of your firm holds a similar position in another firm.**

YES  NO

If "yes," explain on a separate signed page.

D. State your firm's gross revenues for each of the last three years:

\_\_\_\_\_

E. How many years has your organization been in business in Maryland as a contractor under your present business name and license number? \_\_\_\_\_ years

F. Is your firm currently the debtor in a bankruptcy case?

YES  NO

If "yes," please attach a copy of the bankruptcy petition, showing the case number, and the date on which the petition was filed.

G. Was your firm in bankruptcy at any time during the last five years? (This question refers only to a bankruptcy action that was not described in answer to question 7, above)

YES  NO

If "yes," please attach a copy of the bankruptcy petition, showing the case number and the date on which the petition was filed, and a copy of the Bankruptcy Court's discharge order, or of any other document that ended the case, if no discharge order was issued.

**10. Claims History:** (20 points max.)

In response to RFQ Section 10, article H, answer the following questions based upon data for work performed by your company in Maryland and provide any required information in the format requested.

Note: The questions refer only to disputes between your firm and the owner of a project, or between your firm and a supplier, another contractor, or a subcontractor. You may omit reference to all disputes for amounts less than the values noted in each question.

A. In the past five (5) years has any claim that was mediated, arbitrated, or filed in court by an Owner that concerns your firm's work on a construction contract resulted in a settlement, judgment, or award amount greater than \$25,000 against your firm?

YES  NO

Additionally, state the total number of projects completed by your firm in the last five (5) years and the cumulative dollar value of those projects: \_\_\_\_\_

B. In the past five (5) years has any claim that was mediated, arbitrated or filed in court by a subcontractor against your firm on a construction contract resulted in a settlement, judgment, or award in excess of \$10,000 against your firm?

YES  NO

Additionally, state the total number of projects completed by your firm in the last five (5) years and the cumulative dollar value of those projects: \_\_\_\_\_

- C. In the past five (5) years, how many claims and / or arbitration, mediation, or litigation actions were initiated by your firm against an Owner? \_\_\_\_\_

Additionally, state the total number of projects completed by your firm in the last five (5) years and the cumulative dollar value of those projects: \_\_\_\_\_

In response to items 8A, 8B, and 8C, create charts using the format on the next page, identify all claims that name Contractor as a plaintiff or defendant (both pending and resolved) by providing the project name, date of the claim, name of the entity (or entities) who filed the claim, a brief description of the nature of the claim, the court in which the case was filed including case #, and a brief description of the status of the claim. **Attach page(s) to this RFQ-1.**

**OWNER CLAIMS GREATER THAN \$25,000 IN WHICH CONTRACTOR IS A NAMED DEFENDANT**

CASE INFORMATION (indicate defendant and plaintiff information, case #, & disputed dollar amount)	PROJECT INFORMATION Project Name, Address, Owners Contact, Telephone #, etc.	BRIEF DESCRIPTION of the type of claim & date of claim	METHOD OF RESOLUTION <ul style="list-style-type: none"> <li>● Mediation</li> <li>● Arbitration</li> <li>● Court System</li> </ul>	RESOLUTION STATUS & SETTLEMENT (expand as needed to sufficiently detail)

**SUBCONTRACTOR CLAIMS GREATER THAN \$10,000 IN WHICH CONTRACTOR IS A NAMED DEFENDANT**

CASE INFORMATION (indicate defendant & plaintiff information and disputed dollar amount)	PROJECT INFORMATION Project Name, Address, Owners Contact, Telephone #, etc.	BRIEF DESCRIPTION of the type of claim & date of claim	METHOD OF RESOLUTION <ul style="list-style-type: none"> <li>● Mediation</li> <li>● Arbitration</li> <li>● Court System</li> </ul>	RESOLUTION STATUS & SETTLEMENT (expand as needed to sufficiently detail)

**CONTRACTOR CLAIMS AGAINST OWNER**

CASE INFORMATION (indicate defendant & plaintiff information and disputed dollar amount)	PROJECT INFORMATION Project Name, Address, Owners Contact, Telephone #, etc.	BRIEF DESCRIPTION of the type of claim & date of claim	METHOD OF RESOLUTION <ul style="list-style-type: none"> <li>● Mediation</li> <li>● Arbitration</li> <li>● Court System</li> </ul>	RESOLUTION STATUS & SETTLEMENT (expand as needed to sufficiently detail)

**11. Safety Record:** *(pass/fail and 30 points max.)*

In response to RFQ Section 10, article H, answer the following questions based upon data for your entire company and provide any required information in the format requested.

A. Does your firm have a written safety program that meets OSHA and Labor Code requirements?

YES  NO

Note: A "NO" answer to this question will result in disqualification from further participation in the RFQ/RFP.

**Attach one (1) copy of the current safety program – either printed or on a CD – to the original, unbound set of the SOQ documents only.**

B. Has the federal Occupational Safety and Health Administration cited and assessed penalties against your firm in the past five years?

**NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.**

YES  NO

If "yes," attach a separate signed page describing each citation. In addition provide an OSHA print out for all violations within the past 10 years.

C. Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either your firm or the owner of a project on which your firm was the contractor, in the past five years?

**NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.**

YES  NO

If "yes," attach a separate signed page describing each citation

How often do you require documented safety meetings to be held for construction employees and field supervisors during the course of a project?

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D. List your firm's Experience Modification Rate (EMR) (Maryland workers' compensation insurance) for each of the past three premium years:

**NOTE: An Experience Modification Rate is issued to your firm annually by your workers' compensation insurance carrier.**

Current year: \_\_\_\_\_

Previous year: \_\_\_\_\_

Year prior to previous year: \_\_\_\_\_



If your EMR for any of these three years is or was 1.00 or higher you may, if you wish, attach a letter of explanation.

- E. Within the last five years has there ever been a period when your firm had employees but was without workers' compensation insurance or state-approved self-insurance?

YES  NO

If "yes," please explain the reason for the absence of workers' compensation insurance on a separate signed page. If "No," please provide a statement by your current workers' compensation insurance carrier that verifies periods of workers' compensation insurance coverage for the last five years. (If your firm has been in the construction business for less than five years, provide a statement by your workers' compensation insurance carrier verifying continuous workers' compensation insurance coverage for the period that your firm has been in the construction business.)

**12. Financial Information:** *(pass/fail & 9 points max.)*

In response to RFQ Section 10, Article H, complete the following questionnaire and provide any required information in the format requested. VOLAR reserves the right to request additional documentation to substantiate the information provided in the table in question B.

Note: Failure of the Contractor to demonstrate their financial viability based on the table below and business construction gross receipts\* with a three (3) year average of at least \$10 million annually (excluding any and all legal awards) for the past three (3) years, will result in the Contractor being disqualified. Failure to submit Statements of Financial Condition will result in the Contractor being disqualified.

- A. Can you truthfully state that your firm has had business construction gross receipts\* with a three (3) year average of at least \$5 million annually (excluding any and all legal awards)? Note: A "NO" answer to this question will result in disqualification from further participation in this RFQ/RFP.

\$5 million annually YES  NO

\*Business construction gross receipts shall be defined as payments to prospective firm from Owners and/or Contractors for construction services rendered.

- B. Based on the average of the Contractor's Audited or Reviewed Financial Statements for the most recent three (3) years, provide summary financial information in the table below.

Financial Ratio	Ratio Formula	Contractor's Ratio	Points Received
Current Debt Ratio	$\frac{\text{Current Assets}}{\text{Current Liabilities}}$		Ratio less than 1 will be disqualified from further participation in this RFQ/RFP

Profitability	$\frac{\text{Net Income}}{\text{Net Sales}}$		Net loss will be disqualified from further participation in this RFQ/RFP
Liquidity Ratio	$\frac{\text{Current Assets} - (\text{Inventories} + \text{Prepaid})}{\text{Current Liabilities}}$		Ratio less than 1 will be disqualified from further participation in this RFQ/RFP

**13. Bonding Information:** *(pass/fail & 10 points max.)*

In response to RFQ Section 9, article H, complete the following questionnaire and provide any required information in the format requested.

- A. Is your firm able to obtain total bonding capacity up to and including a total project value of \$4,000,000 and be able to provide both Payment and Payment bonds?

YES  NO

A “NO” answer to this question will result in disqualification of your firm from further participation in this RFQ/RFP.

- B. What is your firm’s bonding rate for a project of at least \$4,000,000? \_\_\_\_\_
- C. What is your firm’s total combined bonding capacity? \_\_\_\_\_
- D. Will projects that you are planning to start in the next six to twelve months change or negatively impact your firm’s bonding capacity? Please provide written confirmation that sufficient capacity will remain to bond VOLAR’s Project. **Attach written confirmation to this RFQ-1.**

YES  NO

Has a surety firm completed a contract on your behalf, or paid for completion because your firm was default terminated by the project owner within the last five (5) years?

YES  NO

Contractor will be immediately disqualified if the answer is yes

- E. How long has your firm been with its current Surety? \_\_\_\_\_ Years
- F. Provide the name, address, and telephone number of the Surety (not the Bonding/Broker agent) proposed to be used on this construction contract. Note: Failure to provide this information will result in disqualification from further participation in this RFQ/RFP.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

If your firm was required to pay a premium of more than one per cent for a performance and payment bond on any project(s) on which your firm worked at any time during the last three years, state the percentage that your firm was required to pay. You may provide an explanation for a percentage rate higher than one per cent, if you wish to do so.

- I. List all other sureties (name and full address) that have written bonds for your firm during the last five years, including the dates during which each wrote the bonds:

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- J. During the last five years, has your firm ever been denied bond coverage by a surety company, or has there ever been a period of time when your firm had no surety bond in place during a public construction project when one was required?

YES  NO

If yes, provide details on a separate signed sheet indicating the date when your firm was denied coverage and the name of the company or companies which denied coverage; and the period during which you had no surety bond in place

- 14. Insurance Information:** *(pass/fail & 5 points max)* Complete the following questionnaire and provide any required information in the format requested. Note: Failure of the Contractor to demonstrate the ability to obtain necessary limits of insurance will result in the Contractor being disqualified.

VOLAR has elected, at its sole discretion, to implement an Owner Controlled Insurance Program (“OCIP”) under the Statewide Educational Wrap Up Program (“SEWUP”). The SEWUP Joint Powers Authority (“JPA”) will be providing the OCIP on behalf of VOLAR. The insurance coverages required for enrollment in the OCIP as set forth in the OCIP Program description incorporated in Section 00 73 15 Owner Controlled Insurance Program are set forth below.

Please indicate below whether your organization maintains all of the applicable coverages, with the minimum limits and deductibles listed below.

YES  NO

1. Automobile Liability Insurance
  - \$2,000,000 Limit for Enrolled & Ineligible (Not Enrolled) General/Prime Contractors
  - \$1,000,000 Limit for Enrolled & Ineligible (Not Enrolled) Subcontractors
  
2. Worker’s Compensation and Employer’s Liability Insurance
  - \$1,000,000 Limit Bodily Injury each Accident
  - \$1,000,000 Bodily Injury by Disease-Policy Limit
  - \$1,000,000 Bodily Injury by Disease-Each Employee

3. General Liability Insurance
  - \$2,000,000 Limit for Enrolled & Ineligible (Not Enrolled) General/Prime Contractors for the following: Bodily Injury & Property Damage, Per Occurrence, General Aggregate, Products/Completed Operations Aggregate, Personal/Advertising Injury Aggregate
  - \$1,000,000 Limit for Enrolled & Ineligible (Not Enrolled) Subcontractors for the following: Bodily Injury & Property Damage, Per Occurrence, General Aggregate, Products/Completed Operations Aggregate, Personal/Advertising Injury Aggregate
  
4. Professional Liability Insurance
  - Required if Contractor's/Subcontractor's work involves design and/or design assist services, or if Contractor/Subcontractor performs Professional Services of any kind.
  - \$2,000,000 Limit per Claim/Annual Aggregate
  - Deductible or Self-Insured Retention no greater than \$100,000 per Claim, including coverage of contractual liability
  
5. Environmental and Asbestos Abatement Insurance
  - Required if Contractor's/Subcontractor's scope of work involves removal of asbestos, removal/replacement of underground tanks, or removal of toxic chemicals and substances
  - \$1,000,000 Limit per Claim/Aggregate
  
- A. If your answer to question 12A is "YES", provide a declaration from the Insurance Company or from the broker/agent, stating that your firm is able to obtain insurance or has insurance in the limits stated above from the Insurance Company or from the broker/agent. **Attach to this RFQ-1.**

Note: A failure to answer "YES" to this question and/or a failure to provide the required declaration from the insurance company or from the broker/agent, will result in disqualification from further participation in this RFQ/RFP.

Provide the following information regarding your Insurance Company/carrier(s) (not the Broker/Agent). Note: Failure of your insurance carrier to meet the rating and classification requirements shown below, except for Builders Risk, which is optional, will result in your company's disqualification from further participation in this RFQ/RFP.

For General Liability/Auto Liability/Excess Liability: (Insurance carrier must have at least an A-, VII rating):

Company Name \_\_\_\_\_ Indicate AM Best Rating: \_\_\_\_\_

Indicate AM Best Financial Classification: \_\_\_\_\_

For Worker's Compensation & Employers' Liability: (Insurance carrier must have at least an A-, VII rating):

Company Name \_\_\_\_\_ Indicate AM Best Rating: \_\_\_\_\_

Indicate AM Best Financial Classification: \_\_\_\_\_

For Builders Risk: (Insurance carrier must have at least an A-, VII rating):

Company Name \_\_\_\_\_ Indicate AM Best Rating: \_\_\_\_\_

Indicate AM Best Financial Classification: \_\_\_\_\_

- B. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?

YES  NO

If "yes," explain on a separate signed page. Name the insurance carrier, the form of insurance and the year of the refusal.

**15. Criminal Matters and Related Civil Suits:** (pass/fail 15 point max)

- A. At any time, has your firm, or any of its owners or officers been convicted of a crime involving the awarding of a contract of a government construction project, or the bidding or performance of a government contract?

YES  NO

Yes response – contractor will immediately be disqualified.

- B. At any time has your firm or any of its owners, officers or partners ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity?

YES  NO

Yes response – contractor will likely be disqualified.

- C. Has your firm or any of its owners, officers or partners ever been convicted of a crime involving any federal, state, or local law related to construction?

YES  NO

Yes response – contractor will likely be disqualified.

- D. Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

YES  NO

Yes response – contractor will likely be disqualified.

**16. Prevailing Wage and Apprenticeship Laws:** (25 points max)

- A. Has there been more than one occasion during the last five years in which your firm was required to pay either back wages or penalties for your own firm’s failure to comply with the **state’s** prevailing wage laws?

NOTE: This question refers only to your own firm’s violation of prevailing wage laws, not to violations of the prevailing wage laws by a subcontractor.

YES  NO

If “yes,” attach a separate signed page or pages, describing the nature of each violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid and the amount of back wages and penalties that you were required to pay.

- B. During the last five years, has there been more than one occasion in which your own firm has been penalized or required to pay back wages for failure to comply with the **federal** Davis-Bacon prevailing wage requirements?

YES  NO

If “yes,” attach a separate signed page or pages describing the nature of the violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid, the amount of back wages you were required to pay along with the amount of any penalty paid.

- C. Provide the **name, address and telephone number** of the apprenticeship program (approved by the Maryland Apprenticeship Council) from whom you intend to request the dispatch of apprentices to your company. (<https://www.dllr.state.md.us/employment/appr/>)

\_\_\_\_\_

\_\_\_\_\_

- D. If your firm operates its own State-approved apprenticeship program:
- (a) Identify the craft or crafts in which your firm provided apprenticeship training in the past year.
  - (b) State the year in which each such apprenticeship program was approved, and attach evidence of the most recent Maryland Apprenticeship Council approval(s) of your apprenticeship program(s).
  - (c) State the number of individuals who were employed by your firm as apprentices at any time during the past three years in each apprenticeship and the number of persons who, during the past three years, completed apprenticeships in each craft while employed by your firm.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- E. At any time during the last five years, has your firm been found to have violated any provision of Maryland apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works?

**NOTE: This question refers only to your own firm's violation of prevailing wage laws, not to violations of the prevailing wage laws by a subcontractor.**

YES  NO

If "yes," provide the date(s) of such findings, and attach copies of the Department's final decision(s).

\_\_\_\_\_

17. **Certification**

**IMPORTANT: If the below is signed by other than the sole proprietor, a general partner or corporate officer, attach original notarized Power of Attorney or Corporate Resolution.**

Check the one of the following:

I, the undersigned:

- Am the sole proprietor. \_\_\_\_\_
- Am a general partner. \_\_\_\_\_
- Am a corporate officer. \_\_\_\_\_
- Am none of the above and have attached an original notarized Power of Attorney or Corporate Resolution as required above. \_\_\_\_\_

**NOTE: Failure to return a properly completed Declaration will result in disqualification of the Contractor.**

I, \_\_\_\_\_, hereby declare that I am the  
(Printed Name)

\_\_\_\_\_ of \_\_\_\_\_  
(Title) (Name of Firm)

submitting this response to the Request for Qualifications; that I am duly authorized to sign this response on behalf of the above named firm; and that all information set forth in this response and all attachments hereto are, to the best of my knowledge, true, accurate and complete as of its submission date.

The undersigned declares under penalty of perjury that all of the information submitted with this form is true and correct and that this declaration was executed in \_\_\_\_\_ County,

Maryland, on \_\_\_\_\_.  
(Date)

\_\_\_\_\_  
(Signature)



**REQUEST FOR QUALIFICATIONS #03222126-22**

**GENERAL CONTRACTING SERVICES**

*for*

**CO-OP HOUSING /COMMUNITY WELLNESS CENTER  
BUILDING**

**V.O.L.A.R**

Baltimore, Maryland

**ATTACHMENT RFQ-2**

**DECLARATION OF FINIANCIAL  
CONDITION**

To be submitted with the Statement of Qualifications (For Individual, Partnership, or Corporation)

\_\_\_\_\_  
Name *(Name of Individual, Partner, or Officer)*

If an individual, doing business as \_\_\_\_\_

Declares that: I am \_\_\_\_\_(capacity) of the \_\_\_\_\_(entity) submitting the Statement of Financial Condition; that I am familiar with the financial information provided in the SOQ; and that the financial information provided is a true and accurate statement of \_\_\_\_\_(my or the) financial condition of \_\_\_\_\_(the partnership or firm) as of its date.

I declare under penalty of perjury that the foregoing is true and correct and that this declaration was subscribed at:

\_\_\_\_\_, \_\_\_\_\_  
City County

\_\_\_\_\_ on \_\_\_\_\_  
State of Date

For Partnership only:

\_\_\_\_\_  
*(Individual, Partner or Officer must sign here)*

The foregoing declaration is hereby affirmed

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

*(Remaining Partners of firm sign here)*

**REQUEST FOR QUALIFICATIONS #03222126-22**

**GENERAL CONTRACTING SERVICES**

*for*

CO-OP HOUSING / COMMUNITY ENGAGEMENT CENTER

BUILDING V.O.L.A.R

Baltimore, Maryland

**ATTACHMENT RFQ-3**

**PROJECT-SPECIFIC EXPERIENCE PROJECT DATA SHEET**

**Instructions:** Complete one project data sheet for each project submitted as part of RFQ Section 10C.

Company Name: \_\_\_\_\_

1. Project Name: \_\_\_\_\_

2. Project Location: \_\_\_\_\_

3. Owner' Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

Contact/e-mail: \_\_\_\_\_

4. Architect/Engineer: Phone: \_\_\_\_\_

5. Contact/e-mail: \_\_\_\_\_

6. Project Information:

A. Start Date: \_\_\_\_\_

B. Original Completion date: \_\_\_\_\_

C. Approved extended completion date: \_\_\_\_\_

D. Actual Completion date: \_\_\_\_\_

E. Contract Amount: \$ \_\_\_\_\_

F. Project Delivery Type: \_\_\_\_\_

G. Project Similarities: Submitted project is similar to the Project as checked or noted. Check all that apply and provide applicable information:

- Similar in size, quality, type of construction:      \_\_\_ Yes \_\_\_ No
- Contains residential units or similar function:      \_\_\_ Yes \_\_\_ No
  - Units      \_\_\_\_\_ square feet, \_\_\_\_\_ % of project area
- Contains Classrooms or similar function:      \_\_\_ Yes \_\_\_ No
  - Classrooms      \_\_\_\_\_ square feet, \_\_\_\_\_ % of project area
- Contains Wellness Rooms or similar function:      \_\_\_ Yes \_\_\_ No
  - Fitness Center      \_\_\_\_\_ square feet, \_\_\_\_\_ % of project area

7. Describe, briefly, the scope of the Project. \_\_\_\_\_

8. Provide any other pertinent Project information. \_\_\_\_\_