



## ConsensusDocs® 221 CONSTRUCTOR'S STATEMENT OF QUALIFICATIONS FOR A SPECIFIC PROJECT

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# ConsensusDocs® 221

## CONSTRUCTOR'S STATEMENT OF QUALIFICATIONS FOR A SPECIFIC PROJECT



CONSTRUCTOR

[ ]

submits this Statement of Qualifications dated [ ] to  
the OWNER, [ ]

The Owner shall treat this document and its contents as confidential.

### 1. CONSTRUCTOR'S ORGANIZATION

#### 1.1. General Information

Address:

Telephone: [ ] Fax: [ ] E-mail address: [ ] Web site: [ ]

If address given above is a branch office address, provide principal home office address:

Attach brochure or promotional information.

#### 1.2. Type of Organization



The Constructor's organization is a:

Corporation

Date and state of incorporation:

Executive Officers: (names and addresses)

Partnership

Date and state of organization:

Type of Partnership:  General  Limited  Limited Liability   
Other:

Current General Partners: (names and addresses)

Joint Venture (JV)

Date and State of Organization:

Joint Venturers: (For JVs, separately list each JV member's name, address, form, and state of organization, as well as the managing or controlling JVer if applicable. Provide a copy of the JV agreement, or if not executed provide information related to the roles, responsibilities, ownership interests, and executives' names.)

Limited Liability Company

Date and state of organization:

Members: (names and addresses)

Sole Proprietorship

Date and state of organization:

Owner or Owners: (names and addresses)

Other

Type of organization:

State of organization:

Owners or Principals: (names and addresses)

In addition to the above categories of business entities, indicate whether the Constructor's organization is certified as a:

Disadvantaged Business Enterprise certified by:

Minority Business Enterprise certified by:

Women's Business Enterprise certified by:



Historically Underutilized Business Zone Small Business Concern certified by:

## 2. LICENSING AND REGISTRATION

2.1. Jurisdictions in which the Constructor is legally qualified to practice: (Indicate license or registration numbers for each jurisdiction, if applicable, and type of license or registration. Attach separate sheet as necessary. For JVs, each JV member should answer individually.)

2.2. In the past three years, has the Constructor had any business or professional license suspended or revoked (for JVs, each JV member should answer individually)?

Yes  No

If yes, describe circumstances on separate attachment, including jurisdiction and bases for suspension or revocation.

## 3. CONSTRUCTOR'S PERSONNEL AND APPROACH

3.1. Key Construction Personnel List on Schedule A, attached, the construction experiences of the Constructor's Key Construction Personnel who will be directly involved in the Project's construction operations and the percentage of time that is anticipated to be devoted to the Project.

3.2. List types of work the Constructor intends to perform with its own workforce:

3.3. Subcontractor Selection

3.3a. Indicate criteria to be used in the selection of Subcontractors and the approximate percentage weight each factor is given in selecting the Subcontractors (indicate NA, if not applicable).

- Price
- Financial strength
- Bonding capacity
- Previous experience with the Constructor
- Previous experience in industry
- Subcontractor's reputation in industry
- Availability of sufficient personnel
- Safety record
- Other:

3.3b Does the Constructor plan to require the Subcontractor to be bonded for this Project?

3.3c Does the Constructor plan to obtain the Subcontractor default insurance for this Project?

3.4. Describe the Constructor's proposed technical and management approach to the Project, including approaches to quality, time and cost control: (Attach a copy of the Constructor's quality control plan, if available. Attach additional sheets as necessary.)

## 4. CONSTRUCTOR'S RELEVANT EXPERIENCE

4.1. List on a fully completed Schedule B Past Projects, attached, at least five construction projects on which the Constructor has worked in the past three years with project delivery systems similar to



the one to be employed for this Project (for JVs, list each JV member's projects separately). The Owner may contact the owners of the projects listed on Schedule B.

4.2. Current Projects List on Schedule C, attached, all current projects of the Constructor, including projects not yet underway, approximate dollar value for each, and the percentage of completion of each project (for JVs, list each JV member's projects separately).

4.3. Indicate the annual volume of work completed for the past three years (for JVs, each JV member should answer separately):

Year    
Year    
Year

4.4. In the past three years, has the Constructor been defaulted or terminated for cause (for JVs, each JV member should answer separately)?

Yes  No

If yes, describe circumstances on separate attachment, including dates and owner, and if applicable, the Constructor's surety.

4.5. In the past three years, has the Constructor failed to complete a construction contract (for JVs, each JV member should answer separately)?

Yes  No

If yes, describe circumstances on separate attachment, including dates and owner, and if applicable, the Constructor's surety.

4.6. Except Workers' Compensation claims, describe any litigation with the amount in dispute over \$100,000 arising from projects the Constructor has worked on within the last three years. (Attach additional sheets as necessary. For JVs, each JV member should answer separately.)

## 5. CONSTRUCTOR'S SAFETY PROGRAM

5.1. If the Constructor has a written safety program, attach a copy.

5.2. Does the Constructor's safety program include instructions on the following: (If yes, attach.)

- a. Safety work practices  Yes  No
- b. Safety supervision  Yes  No
- c. Toolbox safety meetings  Yes  No
- d. Emergency procedures  Yes  No
- e. First aid procedures  Yes  No
- f. Accident investigation  Yes  No
- g. Fire protection  Yes  No
- h. New workers' orientation  Yes  No

5.3. Does the Constructor have a safety officer/department?

Yes  No



If yes,

Name: [ ] Title: [ ] Phone: [ ]

Does the Constructor intend to conduct project safety inspections for this Project?

[ ] Yes [ ] No

If yes, how often? [ ]

Who will conduct this inspection?

Name: [ ] Title: [ ]

5.4. Does the Constructor hold project safety meetings for field supervisors?

[ ] Yes [ ] No

If yes, how often? [ ] Weekly [ ] Bi-weekly [ ] Monthly [ ] Less often as needed

5.5. Does the Constructor have in place an instruction program on safety for newly hired or promoted supervisors?

[ ] Yes [ ] No

If yes, please attach a copy of program format.

5.6. If craft "toolbox" safety meetings are held, what is their frequency?

[ ] Weekly [ ] Bi-weekly [ ] Monthly [ ] Less often as needed

5.7. Does the Constructor have a drug and alcohol testing policy?

[ ] Yes [ ] No

If Yes, attach a copy of the policy.

5.8. Provide the Constructor's OSHA No. 300 Summary of Occupational Injuries and Illnesses for the past three years. Upon request, the Constructor shall provide a written copy of OSHA No. 300 Log with reasonable promptness.

5.9. List all OSHA citations and a notification of penalty, monetary, or other, the Constructor has received within the last three years: (Indicate the final disposition as applicable. Attach additional sheets as necessary.)

5.10. List all safety citations of violations under state law the Constructor has received within the last three years: (Indicate final disposition as applicable. Attach additional sheets as necessary.)

5.11. List the Constructor's Workers' Compensation Experience Modification Rate (EMR) for the past three years: (The EMR may be obtained from the Constructor's insurance agent. Attach a copy of the insurance agent's EMR verification letter.)

Year [ ] EMR: [ ]



Year [ ] EMR: [ ]  
Year [ ] EMR: [ ]

5.12. List the Constructor's Total Recordable Frequency Rate (TRFR) for the past three years: (The TRFR may be obtained from the Constructor's insurance agent. Attach a copy of the insurance agent's TRFR verification letter.)

Year [ ] TRFR: [ ]  
Year [ ] TRFR: [ ]  
Year [ ] TRFR: [ ]

5.13. List the Constructor's total number of man hours worked for the past three years:

Year: [ ] Total number of man hours worked: [ ]  
Year: [ ] Total number of man hours worked: [ ]  
Year: [ ] Total number of man hours worked: [ ]

5.14. Comment on any additional areas of the Constructor's company's safety program and policies that are appropriate for the Owner's evaluation:

## 6. SURETY AND INSURANCE

6.1. Surety company: (name and address)

6.2. Agent: (name, address and telephone number)

6.3. Total bonding capacity: \$ [ ]

Limit per project: \$ [ ]

6.4. Available bonding capacity as of this date: \$ [ ]

6.5. Can the Constructor provide a bid bond for this project, if applicable?

[ ] Yes [ ] No

6.6. Commercial General Liability Carrier and summary of liability coverage:

## 7. CONSTRUCTOR FINANCIAL INFORMATION

7.1. List any outstanding debt or loan that exceeds 20% of the current net worth of the Constructor and general repayment history of such debt or loan.

7.2. Attach any available audited financial statements for the past three years, including the latest balance sheet, containing but not limited to the following information (available unaudited financial statements should be included if audited statements are not available):

- a. current assets
- b. net fixed assets
- c. other assets
- d. current liabilities (i.e. accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries, and accrued payroll taxes)





- e. other liabilities (i.e. capital, capital stock, authorized and outstanding shares par values, earned surplus)
- f. retained earnings and net worth
- g. date of statement
- h. name of firm preparing statement

Submitted audited financial statements should be stamped as confidential or sensitive information. The Owner shall treat such information as confidential.

7.3. State whether the Constructor or any of the individuals identified in article 1 have been the subject of any bankruptcy proceeding within the last three years (for JVs, each JV member should answer separately)?

Yes  No

If yes, describe circumstances on separate attachment.

## 8. INDUSTRY AGREEMENTS, AFFILIATIONS, MEMBERSHIPS, AWARDS, AND HONORS

8.1. List trade unions or associations with which the Constructor has an Agreement:

Trade

National Agreement   
 Local Agreement   
 Expires

Trade

National Agreement   
 Local Agreement   
 Expires

Trade

National Agreement   
 Local Agreement   
 Expires

8.2. Industry affiliations and memberships:

8.3. Industry awards and honors and dates:

## 9. STATEMENT OF POTENTIAL CONFLICTS OF INTEREST

Provide information about any business associations, financial interests, or other circumstances that may create a conflict of interest between the Constructor and the Owner or any other Party known to be involved in the Project.

## 10. OTHER INFORMATION

10.1. Within the past three years, has the Constructor or any of the individuals identified in section 1.2 or Schedule A been the subject of any criminal indictment or judgment of conviction for any business-





related conduct constituting a crime under state or federal law (for JVs, each JV member should answer separately)?

Yes  No

If yes, describe circumstances on separate attachment.

10.2. Within the past three years, has the Constructor or any of the individuals identified in section 0 or Schedule A been the subject of any federal or state suspension or disbarment (for JVs, each JV member should answer separately)?

Yes  No

If yes, describe circumstances on separate attachment.

10.3. Within the past three years, has the Constructor or any of the individuals identified in section 0 or Schedule A been the subject of any formal proceeding or consent order with a state or federal environmental agency involving a violation of state or federal environmental laws (for JVs, each JV member should answer separately)?

Yes  No

If yes, describe circumstances (attach additional sheets as necessary).

## 11. REFERENCES

Provide references for each of the following categories (additional references may be provided on a separate attached sheet).

### Owner

Name:

Address:

Telephone No.:

Contact Person:

### Design Professional

Name:

Address:

Telephone No.:

Contact Person:

### Subcontractor

Name:



Address: [ ]

Telephone No.: [ ]

Contact Person: [ ]

The undersigned, on behalf of the Constructor, certifies under oath that the information provided herein, including any schedule or attachment, is true and sufficiently complete so as not to be misleading.

CONSTRUCTOR: [ ]

By: \_\_\_\_\_

Title: [ ]

Date: [ ]

END OF DOCUMENT.

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## SCHEDULE A TO ConsensusDocs® 221

### KEY PERSONNEL

Name: [ ]

Position: [ ]

Years with Contractor: [ ]

Total Years Relevant Experience: [ ]

Construction Experience:

Percentage of Time Anticipated to be Devoted to Project (indicate percentage for time at headquarters and/or on Project site as applicable): [ ]

Name [ ]

Position: [ ]

Years with Contractor: [ ]

Total Years Relevant Experience: [ ]

Construction Experience:

Percentage of Time Anticipated to be Devoted to Project (indicate percentage for time at headquarters and/or on Project site as applicable): [ ]

Name: [ ]

Position: [ ]

Years with Contractor: [ ]

Total Years Relevant Experience: [ ]

Construction Experience:

Percentage of Time Anticipated to be Devoted to Project (indicate percentage for time at headquarters and/or on Project site as applicable): [ ]

Name: [ ]

Position: [ ]

Years with Contractor [ ]

Total Years Relevant Experience: [ ]

Construction Experience:



Percentage of Time Anticipated to be Devoted to Project (indicate percentage for time at headquarters and/or on Project site as applicable):

Attach Additional Pages as Necessary

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## SCHEDULE B TO ConsensusDocs® 221

### PAST PROJECTS

Name, Location and Description:

Owner: [\_\_\_\_\_]

Original Contract Price: [\_\_\_\_\_]; Final Contract Price: [\_\_\_\_\_]

Original Substantial Completion Date: [\_\_\_\_\_]; Actual Date: [\_\_\_\_\_]

Reference/Contact (include phone and email): [\_\_\_\_\_]

Name, Location and Description:

Owner: [\_\_\_\_\_]

Original Contract Price: [\_\_\_\_\_]; Final Contract Price: [\_\_\_\_\_]

Original Substantial Completion Date: [\_\_\_\_\_]; Actual Date: [\_\_\_\_\_]

Reference/Contact (include phone and email): [\_\_\_\_\_]

Name, Location and Description:

Owner: [\_\_\_\_\_]

Original Contract Price: [\_\_\_\_\_]; Final Contract Price

Original Substantial Completion Date: [\_\_\_\_\_]; Actual Date: [\_\_\_\_\_]

Reference/Contact (include phone and email): [\_\_\_\_\_]

Name, Location and Description:

Owner: [\_\_\_\_\_]

Original Contract Price: [\_\_\_\_\_]; Final Contract Price: [\_\_\_\_\_]

Original Substantial Completion Date: [\_\_\_\_\_]; Actual Date: [\_\_\_\_\_]

Reference/Contact (include phone and email): [\_\_\_\_\_]

Name, Location and Description:

Owner: [\_\_\_\_\_]

Original Contract Price: [\_\_\_\_\_]; Final Contract Price: [\_\_\_\_\_]

Original Substantial Completion Date: [\_\_\_\_\_]; Actual Date: [\_\_\_\_\_]



Reference/Contact (include phone and email): [ ]

Attach Additional Pages as Necessary

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## SCHEDULE C TO ConsensusDocs® 221

### CURRENT CONSTRUCTION PROJECTS

Name, Location and Description:

Owner: [ ]

Approximate Contract Price: [ ]

Percent Completed: [ ]

Date of Scheduled Substantial Completion: [ ]

Reference/Contact: [ ]

Name, Location and Description:

Owner: [ ]

Approximate Contract Price: [ ]

Percent Completed: [ ]

Date of Scheduled Substantial Completion: [ ]

Reference/Contact: [ ]

Name, Location and Description:

Owner: [ ]

Approximate Contract Price: [ ]

Percent Completed: [ ]

Date of Scheduled Substantial Completion: [ ]

Reference/Contact: [ ]

Name, Location and Description:

Owner: [ ]

Approximate Contract Price: [ ]

Percent Completed: [ ]

Date of Scheduled Substantial Completion: [ ]

Reference/Contact: [ ]





Name, Location and Description:

Owner: [ ]

Approximate Contract Price: [ ]

Percent Completed: [ ]

Date of Scheduled Substantial Completion: [ ]

Reference/Contact: [ ]

Attach Additional Pages as Necessary

END OF DOCUMENT

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