REQUEST FOR BIDDER PRE-QUALIFICATIONS
TAKOMA PARK LIBRARY REPLACEMENT

PURPOSE:

The City of Takoma Park, Maryland is requesting sealed proposals for a qualified Construction Contractor for the Takoma Park Library Replacement Project, hereafter referred to as the “Project”. The site location is 101 Philadelphia Avenue, Takoma Park, Maryland 20912.

All prospective bidders for the Takoma Park Library Replacement Project construction must complete an application for special pre-qualification. The Invitation for Bid will be forwarded only to those firms that have been pre-qualified for this Project. Only applicants that have been pre-qualified in accordance with this Request for Qualifications (RFQ) will be allowed to submit bids. Bids received by those who have not been pre-qualified under the terms of this RFQ will not be considered and will be returned unopened.

The City of Takoma Park plans to complete the prequalification process by May 6, 2022. Distribution of bidding documents is scheduled for May 8, 2022. This schedule is subject to change.

The City of Takoma Park (also referred to herein as the “Owner” or the “City”) desires to construct a Replacement Library. To that end, the City secured the services of Arcadis U.S., a Project Manager / Construction Manager (hereafter referred to as the “PM/CM”) as the Owner’s Representative to oversee the construction of the Project. The PM/CM will manage the construction of the Project and report to the City Project Management Team (PMT) consisting of the Deputy Director – Department of Public Works and the Library Director. The City secured the services of RRMM Architects as the design Architect. Any reference to City of Takoma Park shall be interchangeable with Arcadis or RRMM Architects as needed in regard to their work for the City of Takoma Park on this project including but not limited to limitations and exclusions regarding liability and cost.

The firms who respond to this RFQ shall be licensed / qualified professionals, authorized to do business in the State of Maryland. The City encourages the participation of Minority and/or Women Owned Business Enterprises.
REGISTRATION:

All prospective bidders must register with the City of Takoma Park to view the Construction Documents, receive Addenda, and submit a responsive proposal. Registration must be performed prior to the RFQ proposal submission. To register for this Request for Qualifications, prospective bidders must forward the contractor’s name and contact person by electronic mail to the PM/CM, the Deputy Director – Department of Public Works and the Library Director. A confirmation of registration will be returned to the designated contact person.

PM/CM: Mr. Robert Jones, Arcadis
Email: robert.jones@arcadis.com

Deputy Director, Department of Public Works: Mr. David Eubanks – City of Takoma Park, Maryland
Email: davide@takomaparkmd.gov

Director, Library: Mrs. Jessica Jones – City of Takoma Park, Maryland
Email: jessicaj@takomaparkmd.gov

PROJECT INFORMATION:

The Library is located on a 3.73-acre site and is part of a larger occupied facility. The project consists of the demolition of the existing library and construction of a new approximately 19,000 SF single story library building. The work includes the construction of the building and associated parking lot as well as stormwater upgrades, retaining walls, and streetscape. The construction value is estimated to be in the range of $9,500,000.00 to $11,500,000.00.

The proposed Library Replacement is of the utmost importance to the City of Takoma Park and its citizens. Projected key Project milestones are as follows:

- Notice to Proceed to Start Construction – August 2022
- Substantial Completion – Occupancy – January 2024

EXAMINATION OF SITE AND DESIGN DOCUMENTS / SPECIFICATIONS

It is the responsibility of each contractor, before submitting a pre-qualification Proposal, to:

- Visit the Project site to become familiar with and satisfy the City and Arcadis as to the general, local, and site conditions that may affect the proposal.
- Be familiar with all federal, state and local building codes, laws and regulations.
- Examine the 95% Construction Documents and Specifications as prepared by RRMM Architects.

Construction Documents will be forwarded to registered proposers in electronic format.
QUESTIONS PERTAINING TO REQUEST FOR QUALIFICATIONS

All questions pertaining to the Request for Qualifications must be received by the PM/CM by electronic mail no later than 2:00 p.m. on Thursday, April 21, 2022. A copy shall also be sent to the Deputy Director – Department of Public Works and Library Director. No calls shall be placed to the City regarding this RFQ.

PM/CM: Mr. Robert Jones, Arcadis  
Email: robert.jones@arcadis.com

Deputy Director, Department of Public Works: Mr. David Eubanks – City of Takoma Park, Maryland  
Email: davide@takomaparkmd.gov

Director, Library: Mrs. Jessica Jones – City of Takoma Park, Maryland  
Email: jessicaj@takomaparkmd.gov

The PM/CM will transmit written responses to all participating firm(s) questions received in writing. Oral statements may not be relied upon and will not be binding or legally effective. All questions and answers will be provided to all participating firm(s) by Addendum.

SUBMISSION OF QUALIFICATIONS

The prequalification instructions and project information/reference forms are attached.

Submit Qualifications by 2 PM., Friday, April 29, 2022 to:

City of Takoma Park  
7500 Maple Avenue  
Takoma Park, Maryland 20912  
Third Floor, City Manager’s Office  
Attention: Jessica Clarke, Deputy City Manager

OPENING OF REQUEST FOR QUALIFICATIONS

Proposals will be opened privately. Any sections of your proposal that you deem to be confidential shall be so identified and marked appropriately; however, the City reserves the right to reject claims of confidentiality and advises respondents that the City will consider blanket claims of confidentiality as to entire sections of a submission to be presumptively insupportable.
All prospective bidders for BID NUMBER PW 2022-03 must complete this application for pre-qualification according to the instructions and schedule below. The Invitation for Bid will be forwarded only to those firms that are approved by the Evaluation Committee through this process.

APPLICATION REQUIREMENTS

The applicant must complete and submit an original and four copies (for a total of five sets), along with an electronic version (pdf) on a thumb drive, of the application and all associated forms and attachments, which together comprise the Application for Bidder Prequalification (referred to herein as the “application” or “submittal”). The application shall be signed where indicated and submitted in a sealed envelope to the City of Takoma Park. The application shall be submitted to the location and by the date and time indicated in the RFQ announcement.

The time and date of receipt shall be indicated on the sealed envelope by the City of Takoma Park. Timely submission is the sole responsibility of the applicant. Fax copies will not be considered. Responses received after the specified time will not be considered.

Responses to the RFQ must be typed or neatly printed. The information presented should be clear, complete, and concise. Answers to all criteria, all forms and attachments shall be submitted in the order presented in this RFQ. All attachments submitted shall be identified with the name of the applicant in the top right-hand corner. Failure to submit a response on the forms included in this RFQ, provided for that purpose, may be considered just cause for rejection of the response. The RFQ forms may be recreated electronically provided the information on the form is not altered. Modification of any portion of the solicitation may be cause for rejection of the response. The City of Takoma Park reserves the right to decide, on a case-by-case basis, at its sole discretion, whether to reject such an application as non-responsive.

Only one submission may be made by the Applicant. If the submission is dismissed or if the Applicant is not accepted, a second or revised submission will not be considered.
EVALUATION

The City of Takoma Park reserves the right to waive any and all irregularities or informalities in the submittal, to reject any and all applications, and to accept the application(s) most favorable to the City of Takoma Park. Written notification of each applicant’s prequalification status will be provided within 30 days of the submission deadline. In evaluating each application, the City of Takoma Park will consider, by way of illustration and not limitation, the criteria included in this section.

A. NON-POINT RATING ITEMS

An unsatisfactory rating on any item in the category titled “Non-Point Rating Items” will be considered sufficient cause to determine that an applicant is not qualified to bid. The following are non-point criteria:

1. **Responsiveness to RFQ** – Only responsive applications will be considered and evaluated. A responsive application must be completed according to the instructions, include all required attachments and requested information and is comprised of, but is not limited to the following:

   - Application For Bidder Prequalification
   - Attachment A: Applicant Information
   - Attachment B: Details of Past Projects
   - Attachment C: Applicant Affidavit
   - All additional information that is requested based on the applicant’s responses to the application.

2. **Debarment Status** – By submitting an application, the Applicant certifies that neither it nor any affiliated entity is currently debarred from submitting bids or has otherwise agreed not to submit bids on contracts with any government or business entity. If the applicant experiences a material change in its debarment status after the application is submitted and prior to the award of the contract for the Project, the applicant shall notify the City of Takoma Park of the change in writing at the time the change occurs or as soon thereafter as is reasonably practicable. If at any time during the evaluation process the applicant is issued a debarment judgment then this will be considered grounds for automatic disqualification.

3. **Liquidated Damages** – Applicant must provide a statement indicating if liquidated damages have been assessed on a project within the last five years. If yes, provide an explanation for the liquidated damages.

4. **Contractor’s License** – The applicant must provide a copy of their Maryland Contractors License, or provide a statement indicating that they are able to acquire one in a timely fashion consistent with the project schedule.
5. **Bonding Capacity/Statement** – Applicants must provide a signed statement from their Surety stating that, based on present circumstances, the surety will be willing to provide bid, performance and payment bonds for the applicant in connection with the Project.

6. **Minimum Construction Experience** – The minimum experience requirement for prequalification is successful completion of at least one building construction project for a building of $7 million or greater in the last five years.

B. **POINT-RATING ITEMS**

The applicant must achieve a minimum total score of 70% to be prequalified. In considering a prospective bidder for prequalification, the City of Takoma Park shall be the sole judge of the firm’s 1) financial soundness, 2) history of satisfactory project performance, 3) whether or not the applicant possesses a sufficient number of experienced qualified personnel at its management and supervisory level, and 4) has demonstrated a commitment on their projects to accommodating changes and disruptions in the work, all of which indicate the ability to successfully complete the Project at the lowest possible cost to the City of Takoma Park in accordance with the Project schedule.

1. **Project Experience** – During evaluation of project experience, emphasis will be placed on recent projects of a similar size and nature to the City of Takoma Park Library Replacement Project, including the applicant’s ability to meet scheduled completion dates. Preference will be given to firms with experience on similar projects. At least one similar project must have been started and completed within the last seven years.

2. **Personnel Qualifications/Experience** – The designated project manager and superintendent’s resumes must have experience on projects of similar size and scope. Applicant must dedicate the proposed personnel to the project and may not make changes without written approval from the City of Takoma Park. The qualifications of other personnel will also be considered in this evaluation.

No substitutions of the project manager or superintendent represented above will be accepted without prior approval by the City of Takoma Park. Request for approval to substitute may be submitted by the contractor for reasons beyond his control. Approval by the City of Takoma Park will not be granted unless the contractor can demonstrate that the reason for the substitution is justified and the substituting individual has, at minimum, an equivalent level of experience comparable to that of the individual being substituted.

3. **References** – The City of Takoma Park intends to contact references listed in the application and may contact other potential references if referred to in the course of this evaluation. The City of Takoma Park reserves the right to contact any party it deems appropriate and by submitting a response to this RFQ, the contractor releases the City of Takoma Park and any references from all liability concerning this exchange of information.
4. **Financial Data** – Financial data will be reviewed and compared to industry standards.

5. **Safety Performance** – Safety data will be reviewed and compared to industry standards.

6. **Claims/Final Resolution/Judgments** – Evaluation of this data will be based on the number of affirmative answers to the questions and the details provided in the explanation for each occurrence.

7. **Failure to Complete - Applicant** – Evaluation of the applicant's failure to complete projects will primarily be based on the number of occurrences and the explanations for the failure to complete in conjunction with the references on those projects.

8. **Other Relevant Criteria** – Consideration will be given to experience on LEED projects, Minority Business Enterprise (MBE) applicants and participation in MBE programs. The evaluation may consider any additional references or experience with the City of Takoma Park projects. Other relevant criteria deemed to be in the best interest of the City of Takoma Park may also be evaluated in determining whether or not to accept an applicant's submission.

**APPEAL PROCESS**

Applicants who have been disqualified will be notified in writing by the Evaluation Committee. Applicants will then have three (3) working days in which to submit in writing with supporting documentation, reasons as to why the Evaluation Committee should change its position. After appropriate review, the Evaluation Committee will inform the Applicant in writing as to its decision.

Applicants who are aggrieved by the Evaluation Committee's action may appeal its decision in writing to the Deputy City Manager. The time limit for requesting an appeal shall be three (3) working days following receipt by the Applicant of the Evaluation Committee's decision.

Following review of the appeal, the Deputy City Manager shall make a determination on the issues in question and notify the Applicant of the findings concerning their appeal.

The Deputy City Manager's decision to disqualify a prospective Applicant is final.

**PROCUREMENT LAW**

Prequalification and bidding procedures will be administered in accordance with applicable law including City of Takoma Park Procurement Code.
ADDENDA AND INTERPRETATIONS

All requests for interpretation of the RFQ and the associated application and attachments must be made by electronic mail to Arcadis, the City of Takoma Park Deputy Director – Department of Public Works and Library Director. All questions pertaining to the Request for Qualifications must be received by the PM/CM, Deputy Director and Library Director by way of electronic mail no later than 2:00 p.m. on Thursday, April 21, 2022.

PM/CM: Mr. Robert Jones, Arcadis
Email: robert.jones@arcadis.com

Deputy Director, Department of Public Works: Mr. David Eubanks – City of Takoma Park, Maryland
Email: davide@takomaparkmd.gov

Director, Library: Mrs. Jessica Jones – City of Takoma Park, Maryland
Email: jessicaj@takomaparkmd.gov

The PM/CM will transmit written responses to all participating firm(s) questions received in writing. Oral statements may not be relied upon and will not be binding or legally effective. All questions and answers will be provided to all applicants by addendum.

Any and all such interpretations and any supplemental instructions or changes will be in the form of written addenda which, if issued, will be sent to all prospective applicants at the addresses furnished for such purposes, not later than 4 days (April 25, 2022) prior to the date fixed for submittal of the application. Failure of any applicant to receive any such addenda shall not relive such applicant from any obligation under its application as submitted. All addenda so issued shall become part of the RFQ and must be signed by all applicants and returned to the City of Takoma Park with the application.

NOTICE OF SUBSTANTIAL CHANGES

If the applicant experiences a material change in its debarment status, financial condition, corporate structure or personnel after the application is submitted and prior to the award of the contract for the project, the applicant shall notify the City of Takoma Park and Arcadis of the change in writing at the time the change occurs or as soon thereafter as is reasonably practicable.

Failure to notify the City of Takoma Park and Arcadis of any material change in the applicant’s debarment status, financial condition, corporate structure or personnel may constitute grounds for rescinding a "qualified to bid" rating or for rejection of a bid.
MISREPRESENTATION

If any applicant knowingly makes a misrepresentation in submitting information to the City of Takoma Park, or fails to provide all required information, such misrepresentation or omission will be sufficient grounds for rescinding a "qualified to bid" rating or for rejection of a bid submitted as a result of this prequalification.

COLLUSION AMONG APPLICANTS

More than one response from an individual, firm, partnership, corporation, or association under the same or different name will be rejected. Any or all responses will be rejected if there is any reason for believing that collusion exists among the applicants. Participants in such collusion may not be considered in future bids for the same work. Each prospective Bidder, by submitting a response, certifies that they are not a party to any collusive action or to any action that is otherwise unlawful. Nothing in this section will preclude a firm acting as a subcontractor to be included as a subcontractor for two or more prime contractors submitting a response for the Work.
APPLICATION FOR BIDDER PREQUALIFICATION

This page shall be the cover page for the original application and each copy. All attachments and any additional information should be included with the original and each copy.

1. Applicant Name: ______________________________________________________

   Provide all names under which the applicant does business:
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

   Is the applicant related to another firm as a parent, subsidiary, or affiliate? Yes__No__

       *If yes, attach names and addresses for all affiliated, parent and/or subsidiary companies, and state the nature of each affiliation.*

2. Address: _____________________________________________________________
   ______________________________________________________________________

3. Tax Identification Number (EIN/SSN): ________________________________

4. Is applicant a corporation? Yes_______, No_______

   *If yes, what is the State of incorporation? ________________________________*

5. If not incorporated, specify method and date of organization: ______________

   *If a partnership, attach partnership details (such as partner’s names and individual contact information for each partner). If a Joint Venture (JV), attach the JV agreement and provide details of the intended role of each JV member, including appropriate additional attachments (at a minimum an Attachment D for each JV member).*


   *If so, provide, as attachment, any governmental certifications thereof.*

7. Specify the percentage of the contract value, that the applicant expects to subcontract:

   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

8. Provide contact information including name, title, phone number and email address of the person who can respond authoritatively to any questions regarding this response:

   ______________________________________________________________________
   ______________________________________________________________________

Signed by: _____________________________Phone No. _____________________

Printed Name, Title______________________________________________________
ATTACHMENT A: APPLICANT INFORMATION

A. NON-POINT RATING ITEMS

1. Responsiveness to RFQ – Responsiveness is defined in the RFQ section titled Evaluation.
2. Debarment Status – Has the applicant, or any affiliate, ever been the subject of any of the following actions:
   a. Debarment ______________________ Yes___ No___
   b. Deletion from a Prequalified Bidders List ______________________ Yes___ No___
   c. Other action which resembles debarment ______________________ Yes___ No___
   If yes, provide details on a separate sheet for each instance.
3. Liquidated Damages – Has the applicant been assessed liquidated damages on a project in the last five years. Yes___ No___
   If yes, provide details on a separate sheet for each instance.
4. Contractor's License – Attach a copy of the Applicant’s Maryland Contractors License, or attach a statement about Applicant's ability to acquire one in a timely fashion consistent with the project schedule.
5. Bonding Capacity/Statement – Attach a signed statement from Applicant’s Surety stating that, based on present circumstances, the surety will be willing to provide bid, performance and payment bonds for the applicant in connection with the Project.
   Total bonding capacity $________________________________________
   Available bonding capacity $____________________________________
6. Minimum Construction Experience – Provide on Attachment B.

B. POINT RATING ITEMS

1. Project Experience
   a. Using a separate copy of Attachment B for each project, provide details of five past projects that are most similar in size and scope to the City of Takoma Park Library Replacement Project. Attachment B is a two-part form, Part A is to be filled out by the applicant, Part B is to be filled out by the owner reference. The City may contact references.
   b. Attach a list of all projects in the last seven years with a contract value greater than $7 million dollars, which the Applicant has participated in. Include the following data: project name, owner, engineer and/or construction manager, completion date, percent of work performed by your own forces, original and final contract values.
2. Personnel Qualifications/Experience – Attach resumes of Project Manager and Superintendent. Emphasize years of construction experience, last employer, last position, and experience on similar projects.
3. References – Reference information is addressed on Attachment B.
4. Financial Data
   a. Submit your organization’s most recent audited financial statements for a three-year period (Audited statements can be 1 year behind 2021). Complete balance sheets and income statements must be included. The statements shall be enclosed in a separate sealed envelope and included in the application package and it should be noted if the statement is for a parent company.
b. Has the applicant, or any affiliate, ever been denied bonding or had bonding revoked?  

Yes ___ No ___  

If yes, provide details on a separate sheet for each instance.

5. **Safety Performance** – On a separate sheet provide the following:
   a. Experience Modification Factor (EMF) with 3-year and 5-year trends
   b. Loss Ratio with 3-year and 5-year trends
   c. Accident Frequency Rate with 3-year and 5-year trends
   d. A list of OSHA citations levied during the past three years. Describe the infractions and indicate whether there was a warning or fine imposed and the dollar amount of each.
   e. Details from your organization’s 2021 OSHA 300 log indicating:
      - Number of lost workday cases
      - Number of restricted workday cases
      - Number of cases with medical attention only
      - Number of fatalities

6. **Claims/Final Resolution/Judgments** – Have any of the following actions occurred on, or in conjunction with, any project performed by the applicant, any affiliate, or their officers, partners or directors in the last five years?
   a. Legal Action Implemented by Contractor against Owner ............. Yes ___ No ___
   b. Legal Action Implemented by Contractor against Subcontractor . Yes ___ No ___
   c. Legal Action Implemented by Owner ............................................ Yes ___ No ___
   d. Legal Action Implemented by Subcontractor ................................. Yes ___ No ___
   e. Settlement or Close Out Agreement in effect with Owner ............ Yes ___ No ___
   f. Judgments .................................................................................... Yes ___ No ___
   g. Arbitrations .................................................................................... Yes ___ No ___

If the answer to any of items a. through g. above is yes, provide details on a separate sheet for each instance.

7. **Failure to Complete - Applicant** – Has your organization ever failed to complete any work awarded to it? This includes termination for the convenience of the Owner or any other reason for failing to complete a project.  

Yes ___ No ___  

If yes, provide details on a separate sheet for each instance.
ATTACHMENT B
DETAILS OF PAST PROJECTS

(Using a separate copy of this form for each project, provide details of five or more projects that are most similar in size and scope to the City of Takoma Park Library Replacement Project.)

PART A: TO BE FILLED OUT BY CONTRACTOR/APPLICANT

To: ____________________________      __________________________
(NAME OF REFERENCE)        (CONTRACTOR / APPLICANT)

for pre-qualification with City of Takoma Park Maryland in order to bid on a project to construct the City of Takoma Park Library Replacement. We have chosen you as a reference based on our work on the project identified below.

Please complete Part B evaluation and return it to me in a sealed envelope. Please sign the outside of the envelope which will be forwarded to City of Takoma Park UNOPENED as part of our application.

Thank you for your assistance.

(SIGNATURE) (Applicant)                     (FIRM)

(PRINTED NAME)     (ADDRESS)

(TITLE)      (ADDRESS)

Project Information:

Contractor Name: ____________________________

If Contractor’s Name is not the same as Applicant’s name, state relationship (i.e. parent company, subsidiary, JV etc.): ____________________________

Project Manager: ____________________________

Superintendent: ____________________________

Project Name: ____________________________

Facility Name: ____________________________

Project Location: ____________________________

Contract # ____________________________ Project # ____________________________

Owner: ____________________________

Owner Address: ____________________________

Owner Contact Person: ____________________________

Contact Title & Phone # ____________________________ ( ) ____________

Engineer: ____________________________

Engineer Address: ____________________________

______________________________ __________________________________

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ATTACHMENT B
(Cont'd)

Engineer Contact Person: ____________________________
Contact Title & Phone # ________________________________ ( )

Construction Manager (if any): ____________________________
Address: ________________________________________________
________________________________________________________
________________________________________________________

Construction Manager Contact Person: _______________________
Contact Title & Phone # ________________________________ ( )

Contract Dates (completion dates should reflect substantial completion - if not indicate)
Warning to Proceed: ________________________________
Contractual Completion: ________________________________
Actual Completion: ________________________________

Description of Project: ______________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Original Contract Value: $______________________________
Final Contract Value: $______________________________
Value of Change Orders to Date: $______________________________
Outstanding Claims to Date: $______________________________

Bonding Company: ____________________________
Bonding Company Address: ______________________________________
____________________________________________________________________________________

Bonding Company Contact Person: _______________________
Contact Title & Phone # ________________________________ ( )

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List the three largest subcontractors or vendors on this project in terms of percentage of contract value.

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<thead>
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<th></th>
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<th>Trade:</th>
<th>Participation: %</th>
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PART B: TO BE FILLED OUT BY OWNER REFERENCE

Circle the appropriate ratings for each listed factor

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<th>PROJECT SUPERVISION</th>
<th>POOR</th>
<th>AVERAGE</th>
<th>OUTSTANDING</th>
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<tr>
<td>Scheduling Construction Activities</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>Coordination of Sub-contractors</td>
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<td>2</td>
<td>3</td>
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<tr>
<td>Time to Complete Project</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<td>Project Closeout</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>Professionalism/Courtesy</td>
<td>1</td>
<td>2</td>
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<td>Responsiveness/Communication with Construction or Project Manager</td>
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<td>2</td>
<td>3</td>
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<tr>
<td>Management of Project Paperwork</td>
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<th>OUTSTANDING</th>
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<td>3</td>
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<tr>
<td>Quality of Sub-contractors</td>
<td>1</td>
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<td>3</td>
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Is the above project information correct? Yes / No

What was your role in the project? ___________________________________________

(PRINTED NAME & SIGNATURE (Owner Reference) ________________________________
ATTACHMENT C
APPLICANT AFFIDAVIT

The undersigned hereby attests under penalty of perjury and by personal knowledge to the following:

1. The contents of the Application for Bidder Prequalification (including all submitted attachments and other documentation) are true and correct.

2. To the best of my knowledge neither the Applicant, nor its agents, affiliates, partners, employees, officers, directors or other associates of any kind, have colluded with any individual or entity on behalf of the Applicant, or themselves, to produce an unfair advantage over others or to gain favoritism in the award of any contract resulting from this RFQ.

3. By responding to this RFQ and submitting the Application for Bidder Prequalification (also referred to as the submittal), the Applicant agrees to indemnify and hold harmless all parties to this RFQ, including, but not limited to, the Owner, Architect and Construction Manager for any conceivable damages arising therefrom; and affirms that no compensation is expected as a result of the preparation of said response.

4. Applicant agrees to use the submitted personnel for the duration of this project. Any changes in the submitted personnel must be approved in writing by City of Takoma Park.

5. Applicant agrees to report substantial changes to debarment, financial conditions, corporate structure or personnel.

Applicant Name: ______________________________________________________________

Officer’s Signature: __________________________________________________________

Printed Name and Title: ______________________________________________________

__________________________________________________________

Telephone No: _____________________________________________________________

Affix Corporate Seal

Witnessed by: ______________________________________________________________

Witness Printed Name and Title: ______________________________________________

__________________________________________________________

Date Signed: ______________________________________________________________