

## EXHIBIT A

**EACH CONTRACTOR SUBMITTING A PROPOSAL MUST FULLY ANSWER IN WRITING EACH OF THE QUESTIONS. FAILURE TO FULLY ANSWER ANY QUESTION OR COMPLY WITH THE INSTRUCTIONS IS REASON FOR DISQUALIFICATION OF THE PROPOSAL.**

### **A. General Company Information and History (10 Points)**

#### 1. General History

- 1.1 How many years has your organization been in business as a General Contractor and/ or Construction Manager?
- 1.2 How many years has your organization been in business under its present business name?
  - 1.2.1 Under what other or former names has your organization operated?
- 1.3 If your organization is a corporation, please provide the following:
  - 1.3.1 Date of incorporation;
  - 1.3.2 State of incorporation;
  - 1.3.3 President's name;
  - 1.3.4 Vice-president's name(s);
  - 1.3.5 Secretary's name;
  - 1.3.6 Treasurer's name.
- 1.4 If your organization is a partnership, please provide the following:
  - 1.4.1 Date of organization;
  - 1.4.2 Type of partnership (if applicable);
  - 1.4.3 Names of all partners.
- 1.5 If your organization is individually owned, please provide the following:
  - 1.5.1 Date of organization
  - 1.5.2 Name of owner
- 1.6 If the form of your organization is other than those listed above, please describe it and name all principals, partners, officers and/or owners.

- 1.7 What is the location of your organization's corporate office, that being defined as the office where the person or persons owning a majority interest in the company spend the majority of their work week?
2. Licensing
  - 2.1 Please provide a list of jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate registration or license numbers, if applicable.
  - 2.2 Please provide a list of jurisdictions in which your organization, partnership or trade name is filed.
3. Experience
  - 3.1 Please provide a list of the categories of work that your organization normally performs with its own forces.
  - 3.2 Claims and Suits. (If the answer to any of the questions below is yes, please provide details.)
    - 3.2.1 Has your organization ever failed to complete any work awarded to it?
    - 3.2.2 Please describe any judgments, claims, litigation, arbitration or mediation proceedings or suits pending, outstanding or closed against your organization or its officers within the last ten (10) years.
    - 3.2.3 Please describe any lawsuits, requested arbitration or mediation with regard to construction contracts your firm may have filed within the last ten (10) years.
    - 3.2.4 Please describe any outstanding unresolved claims.
  - 3.3 Within the last ten (10) years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract. *(If the answer is yes, please attach details.)*
  - 3.4 Please state annual amount of construction work performed by this organization for each of the past five (5) years.
  - 3.5 Describe the major construction projects your organization has completed in the past five (5) years, giving the name and location of project, owner, architect, original and final contract amount, scheduled and actual date of

completion and percentage of the cost of the work performed with your own forces.

- 3.6 Describe the major construction projects your organization has in progress, giving the name and location of project, owner, architect, staff assigned to the projects, construction contract amount, percentage complete and scheduled completion date.
- 3.7 Please provide total worth of work (1) in progress and (2) under contract.
- 3.8 Describe the projects, if any, of a similar scope that your organization has completed for an ESD or other government entity in the last ten (10) years, giving the name and location of project, owner, developer, architect, staff members and management assigned to projects, construction contract amount, date of completion and percentage of the cost of the work performed with your own forces.
- 3.9 Has any officer or principal of your organization ever been indicted or convicted of a felony? *(If the answer is yes, please attach details.)*

**B. Project Personnel and Experience (25 Points)**

1. Personnel

- 1.1. Please provide an organizational chart that identifies, in detail, (1) key project personnel including project executive, project manager, assistant project manager(s), estimator, project superintendent and assistant superintendent(s) and (2) other company personnel that support the key project personnel. For key project personnel, indicate on or off site and what percentage of time you anticipate each person will devote to this project once construction begins.
- 1.2. Please provide resumes for key project personnel and include information regarding:
  - 1.2.1. Education
  - 1.2.2. Work History (by company), in reverse chronological order.
  - 1.2.3. Project experience, in reverse chronological order. Please list project name, contract amount, type and size of facility, owner, architect, engineer and capacity or position the key person served. Please note if the project was bid or negotiated.
  - 1.2.4. Please describe how your firm intends to maintain continuity between pre-construction and construction services.

## 2. Experience

- 2.1. Describe the experience of proposed key personnel with fire stations over the last five (5) years. Note role proposed key personnel performed with listed projects and whether the project was negotiated or bid.
- 2.2. Describe the experience of proposed key personnel working together on prior projects.
- 2.3. Describe your organization's concepts for working in a team relationship with the Owner and Architect during the design and construction of major projects. State why you believe your team is best qualified to address the issues which are relevant to this project.
- 2.4. Briefly describe the methods and systems you will use to control the project in areas such as schedule, budget, information tracking and reporting, safety and quality.
- 2.5. Will your firm make all cost information available during design and construction available to the owner and architect?
- 2.6. Is your firm willing to sign a contract in which you guarantee a maximum price (GMP)?
- 2.7. Has any of your proposed team members ever been indicted or convicted of a felony? *(If the answer is yes, please attach details.)*

## C. Financial (15 Points)

### 1. Financial statement

- 1.1 Please provide a current financial statement, preferably audited, including your organization's latest balance sheet and income statement indicating the following information. This information will be kept confidential by the City if each page of the financial statement is clearly marked "confidential".
  - Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses);
  - Net Fixed Assets;
  - Other Assets;
  - Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes);

- Other Liabilities (e.g., capital, capital stock, authorized and outstanding shares par values, earned surplus and retained earnings.)
- 1.2 Please provide name and address of firm preparing attached financial statement, and date thereof.
  - 1.3 Please confirm that the included financial statement is for the organization named on page one. If it is not, please explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsiary).
  - 1.4 Please indicate if the organization whose financial statement is attached will act as guarantor of the contract for construction.
2. Surety:
    - 2.1 Please provide name of bonding company.
    - 2.2 Please provide name and address of agent.
    - 2.3 Please provide maximum bond amount available at this time.
    - 2.4 Please provide your bond premium rate.
3. Insurance
    - 3.1 Please provide name of insurance carrier or carriers.
    - 3.2 Please provide name and address of agent.
      - 3.2.1 Please provide a Certificate of Insurance for all coverages.
    - 3.3 Please provide total amount of excess liability insurance coverage in place.
    - 3.4 Please provide your general liability insurance rate.

**D. Safety (10 Points)**

1. Describe, in detail, your safety program.

2. Please provide the name of your safety officer, contact information, resume and location at which they office.
3. Identify any violations of OSHA regulations your company has been found guilty of by OSHA within the past 10 years.

**E. Narrative, Testimonial and References (5 Points)**

1. Narrative

- 1.1 The Respondent shall provide, in 2000 words or less and on four (4) pages or less, a narrative that indicates their understanding of the Owner's needs, their knowledge of the elements involved in the project and the resources, methodologies and management philosophies that would be used for the project. Elements of the project construction such as timely scheduling, cost control, quality control and inspections, construction operations, logistics, and site safety should be addressed. The narrative should be concluded with a summary of the major features of their RFP and a statement analyzing the match between the Respondent's capabilities and the Owner's needs.

2. Testimonials

- 2.1 Respondents may include up to three (3) one-page letters from public owners (professional references) that they have worked with on previous projects. Letters should comment on budget and/or scheduling experiences and qualitative matters related to services received from the contractor or joint venture participants.

3. References

- 3.1 Respondents may include other references from owners, architects and/or engineers that they have worked with on other projects.

4. Remarks

- 4.1 The Respondent may include up to two pages to address those issues which do not fall into any of the above categories or to expand on previous answers.

**F. Fee Quotation and Contract Terms and Conditions (15 Points)**

1. Preconstruction Phase Services Fee – provide the not-to exceed cost of performing Preconstruction Phase Services (design phase) in accordance with the proposed contract and the stated schedule. Include all associated costs such as travel, printing, consultant fees, general overhead, office supplies, etc.
2. Construction Phase Services Fee – indicate your fee (overhead and profit) stated as a percentage cost of the work, for providing Construction Phase Services in accordance with the proposed contract, the stated schedule, and any other terms, conditions, or qualifications that apply to the fee. If you charge a different fee for change orders, indicate what fee you charge (overhead and profit) for change orders as a percentage of the cost of the work to be performed under the change order or any other terms, condition, or qualifications that apply to the fee for change orders.
3. State any exceptions, qualifications, or revisions you would propose to a proposed contract based on AIA Document A133.
4. The costs of the Allowable General Conditions shall be negotiated in conjunction with the compilation of the Guaranteed Maximum Price. Allowable General Conditions are listed in Exhibit “E”.