

PART 1 - GENERAL

1.1 Low Responsible Bidder: It is the intent of the Owner to award the contract to the low responsible bidder. In determining the bidder's responsibility, the Owner shall consider an overall accounting of the items listed below. The bidder must submit the following information within two (2) working days of receiving Owner notification, demonstrating that the bidder meets the listed criteria:

A. Capacity

Category	Required Information / Criteria
<input type="checkbox"/> Current Work Load	<p>Using the format of the following Responsibility Criteria Form, list all the major projects (\$250,000 and above) your firm has in progress or are projected to commence during the next 6 months, giving the name of the project, owner, architect/engineer, contract amount, percentage complete and schedule completion date. Failure to list all major projects shall render the bid non-responsive.</p> <p>List the current or projected workload for the next 12 months including this Contract, expressed in total contract value.</p> <p>List the actual workload for the previous 12 months, expressed in total contract value.</p> <p>The bidder's current or contracted workload during the life of this contract shall not exceed 150% of the actual contracted workload over the previous 12 months unless the bidder can demonstrate to the Owner's satisfaction that it has the capacity to assume the additional work of this project, provide adequate staffing, and meet project demands.</p>

B. Previous Experience

Category	Required Information / Criteria
<input type="checkbox"/> Enter Project Type Here	<p>The Contractor and its proposed Superintendent must demonstrate that they have completed a minimum of two (2) Enter Project Type Here projects (\$250,000 and above) of similar size and scope to this project, within the past five (5) years.</p>
<input type="checkbox"/> List of Completed Projects	<p>On a separate sheet, list all the major projects (\$250,000 and above) your firm has completed in each of the past five (5) years, giving the name of</p>

the project, owner, architect, contract amount, date of completion and percentage of the cost of work performed with your own forces. This information will be used for references.

- Experience of Superintendent
And Project Manager

Submit a resume and references if different than above of the person proposed by the bidder to superintend the work and the person proposed by the bidder to manage the project. These persons shall have managed a minimum of two (2) projects of similar complexity and similar size and successfully completed the projects within the last five (5) years.

C. Ability to Perform Within Tim Specified

Category

Required Information / Criteria

- Contractor's Ability to Meet the
Project Schedule

On a separate sheet, list the project titles, original contract time, and change order time extensions for three specific completed projects. Bidder shall document that it achieved substantial completion of three previous projects of similar size and scope within no more than 105% of the final contracted time for completion (including change order adjustments).

D. References

Category

Required Information / Criteria

- References from Owners of
Previous Projects

Owner will check references by contacting owners of previous projects on bidder's performance over the last five (5) years. On average, such references shall be satisfactory or better on a five category scale with "satisfactory" at mid scale. A reference score sheet will be utilized for rating completed projects of similar scope and value.

- Public Agency Debarment

State whether you have been debarred by any Public agency within the last two (2) years and give detail as to the name of the agency with contact information and the particular reasons for being debarred.

SAMPLE - Responsibility Criteria Form

Project: _____
Project Number: _____
Contractor Name: _____
Date: _____

A. Current Work Load

- a. List all major projects \$250,000 and above and include the following information for each:

Project Name:
Owner:
Architect/Engineer:
Contract Amount:
Percentage Complete:
Scheduled Completion:

- b. List current or projected workload for next 12 months including this contract expressed in total contract value. \$ _____
- c. List actual workload for previous 12 months expressed in total contract value. \$ _____
- d. If current workload exceeds previous 12 months, explain how the contractor has the capacity to assume additional work for this project, can provide adequate staffing, and can meet the demands of the Project.

B. Previous Experience

- a. List a minimum of two (2) **Enter Project Type Here** projects \$250,000 and above of similar size and scope to the Project that have been completed within the last five (5) years by the Contractor, Project Manager and Superintendent.

Projects by Contractor
Project Name:
Owner:
Architect/Engineer:
Contract Amount:

Projects by Project Manager
Project Name:
Owner:
Architect/Engineer:
Contract Amount:

Projects by Superintendent
Project Name:
Owner:
Architect/Engineer:

Contract Amount:

- b. List all major projects \$250,000 and above your firm has completed in each of the past five (5) years and include the following information:

Project Name:

Owner:

Architect/Engineer:

Contract Amount:

Date of Completion:

Percentage of Cost of Work Performed by Own Forces:

- c. Submit resume and references if different than above for the proposed Project Manager.
- d. Submit resume and references if different than above for the proposed project Superintendent.

C. Ability to Perform Within the Time Specified

- a. List the following information for three (3) specific completed **Enter Project Type Here** projects of similar size and scope of the Project documenting substantial completion was reached within no more than 105% final contracted time.

Project Name:

Original Contract Time:

Change Order Time Extension:

Owner:

D. References

- a. State whether you have been debarred by any Public agency within the last two (2) years and give details as to name of the agency with contact information and the particular reasons for being debarred.

END OF SECTION 00101