

**March 1, 2006**

**EVALUATOR'S GUIDE TO SUBCONTRACTOR/CEMV QUALIFICATIONS  
CRITERIA**

**MANUAL OF PRACTICE**

**Why was the Subcontractor/CEMV qualification criteria developed?**

**Legal Background**

With the passing of HB2579 in 2005, new operational provisions within Titles 34 and 41 are in place for the selection of Subcontractor/CEMVs. The legislation states (A.R.S. 34-603.C.7. and 41-2578.C.8) that except for two step design build, Subcontractor/CEMVs must be selected by the contractor based on qualifications alone or a combination of qualifications and price. Subcontractor/CEMVs may NOT be selected based upon price alone. Additionally, except for two step design build, the Request for Qualifications must include either

- a requirement for submission of a Subcontractor/CEMV selection plan or
- the purchasing agency's Subcontractor/CEMV selection plan and
- a requirement for submission of procedures to implement the purchasing agency's Subcontractor/CEMV selection plan.

The legislation further details that the Request for Qualifications must also include as a selection criteria

- an evaluation of the person or firm's Subcontractor/CEMV selection plan or
- procedures to implement the purchasing agency's Subcontractor/CEMV selection plan.
- the Subcontractor/CEMV selection plan submitted by the person or firm with such modifications as the purchasing agency and person or firm agree, or
- the purchasing agency's Subcontractor/CEMV selection plan submitted by the person or firm with such modifications as the purchasing agency and the person or firm agree.

The legislation also states that the contractor when selecting Subcontractor/CEMV's, must use the Subcontractor/CEMV selection plan and any procedures to implement the Subcontractor/CEMV selection plan in the actual contract.

**What are some benefits to selecting a Subcontractor/CEMV based on qualifications early in the design process?**

By the time a GMP Proposal is submitted a project is detailed sufficiently to enable accurate pricing. By that point changes which would benefit the owner by improved quality, more efficient, or more readily maintainable systems should have been

incorporated into a Subcontractor/ CEMV's latest proposal. Selection of Subcontractor/CEMV and major equipment items after the final proposal often precludes meaningful design advantages and technology changes that can benefit the owner and the overall success of the project. Other benefits include:

1. Early identification of project system/cost savings.
2. Early identification of project maintenance savings.
3. Savings in preconstruction and design services.
4. More effective focus and input on advancing technologies available from the Subcontractor/CEMV community.
5. Better coordination of project efficiencies between construction team members.

### **Who can benefit from this Qualification Criteria guide?**

#### **Contractors:**

As negotiated work has become more prevalent, qualifying Subcontractor/CEMVs has risen to greater levels of importance. Subcontractor/CEMVs consulted in the design phase of project can lead to a more successful project. Keys to success include establishing at the start of a project, a project team, with identified common goals that can work together to solve problems as they arise. It also combines specialized knowledge and skills to ensure the constructability of a project prior to beginning the work. The goal is to deliver the highest quality project and establish a reputation for excellence as a foundation for future business and good recommendations for other work. Having vendors pre-qualified and on the project team early also helps to determine long lead items or specialty equipment that will drive both the cost and project schedule.

The qualification criterion focuses upon evaluation of potential Subcontractor/CEMVs or vendors in areas that are **deemed critical to the success of a project**. Evaluation of the Subcontractor/CEMV in these areas and assigning a weighting factor to the criteria helps to establish the level of qualification of each Subcontractor/CEMV or vendor for specific projects.

Several contractors have indicated that they already have an extensive process through which they pre-qualify their Subcontractor/CEMVs on an annual basis. The real question here is how can a contractor become more competitive? One manner to accomplish this is by qualifying Subcontractor/CEMVs on a per-project basis. Having a pool to already select from is a starting point, but selecting a Subcontractor/CEMV that has specialized skills and knowledge and a demonstrated ability to perform work of a specific type, within a specific environment for a specific type of owner, may give a contractor a competitive edge. The use of the guide is meant to be an additional tool to aid in this process. It is not meant to be more cumbersome and is by no means mandatory. Use it as you see fit.

#### **Subcontractor/CEMVs:**

As a Subcontractor/CEMV competing in the new delivery system market requires an updated approach to the methods by which you conduct your business. Data requirements relating to strength and qualifications of personnel, familiarity of project type, and documentation of past experience is critical. No longer will your contracts be awarded based upon price alone, so additional effort is required to remain competitive. This may involve for you additional employee certifications and training, a review of bonding and insurance requirements and the establishment of new company policies. The guide can be used to help you determine which areas are important in the development of materials to aid in your level of competitiveness.

### **Proactive Response by the Subcontracting/CEMV Community**

In light of these new requirements the subcontracting community has taken a pro-active step in developing a suggested Subcontractor/CEMV selection plan in the form of a qualification rating system. The plan is based upon criteria that will aid general contractors in selecting the best qualified Subcontractor/CEMV, while meeting the criteria dictated by the legislation. The plan is a suggested guideline that may be used in the current format or as a tool for the creation of a customized plan that is job specific or more in line with a contractor's or owner's needs. Additionally, the criteria also serves as a resource to aid Subcontractor/CEMVs as they adapt to the shift in contract mechanisms from traditional design-bid-build to the alternate project deliver methods of design-build (DB), construction-manager at risk (CM@R) and job order contracting (JOC).

The purpose of this guide is to aid the user in the implementation process of the qualification criteria and to provide insight into the information that is intended to be solicited by each of the evaluation criteria. Each of the criteria is assigned a weighting value, some are absolute, while others are on a sliding scale.

### **Why are there three different Criteria Guidelines?**

Different sectors of the construction industry face varying issues as they develop their projects and select their Subcontractor/CEMVs. To help meet the needs of each of these areas, the committee divided the efforts between the vertical building construction side of the industry, the horizontal heavy-civil contracting community and the vendor/supplier perspectives. Each group developed their own suggested criteria and point value systems, each covering the same areas of quality.

Regardless of the industry sector, the concept of the Design-Build, CM@Risk or Job Order Contracting delivery system emphasizes a qualification based selection. These qualifications include but are not limited to:

- Company reputation
- Technical and managerial qualifications
- Past performance
- Prior Association
- Preliminary-design solutions

Fees to be charged  
Recent comparable costs  
Personnel to be assigned to the project  
Scheduling Commitments

With these concepts in mind, the three sub committees developed tools and selection criteria geared not only to aid the contractor in the selection of the Subcontractor/CEMVs, but also the Subcontractor/CEMVs themselves. By publicizing the issues that are critical for obtaining work within the community it will aid Subcontractor/CEMVs in determining the types of documents and information that contractor's are seeking in RFQs. This allows the Subcontractor/CEMVs ample time to prepare their packages and develop their own marketing materials, that in the past may not have been deemed a priority. The focus of the industry is changing from a solely based low-bid mentality to a qualifications based system. This is to ensure better quality product for the owner and to promote a non-adversarial relationship amongst all parties.

### **Critical elements for success in the shifting project delivery market**

While there are several aspects that make a project successful, creative solutions is one of the greatest potential benefits of alternate delivery methods such as design-build and Construction Manager at Risk. In order to maintain this benefit, the identification of the selection Criteria and Weighting to Potential Subcontractor/CEMVs is essential. The basis for judging the Subcontractor/CEMV/vendor's proposal should be clearly spelled out. Specific judging rules, or a fully defined point award system, allows the contractor to provide a submission that maximizes solutions to the owner's facility needs.

### **How was the Subcontractor/CEMV/Vendor Qualification Criterion Developed?**

The committee looked at criteria related to the following issues and then developed questions and possible ranking values that may be assigned to each of the criteria. You may change these values and customize the guidelines to meet the needs of the project you are seeking. Areas deemed critical to evaluate by the committee included, but were not limited to

- Appropriate experience (design-build and related projects)
- Licensing requirements
- Financial strength (bonding capacity)
- Organizational resources and depth
- Minority/Disadvantaged Business compliance
- Lack of litigation/disputes history

- Bonding capacity
- Project-Specific Qualifications for Proposers to include:
  - Team experience with facility/building type
  - Team performance record (quality, schedule and cost)
  - Proposed team composition /past experience working together
  - Current capacity to manage the project
  - Proposed key project personnel
- Project references
- Safety Record

**What are the goals of the Subcontractor/CEMV Qualification Criteria?**

The primary goals of the Subcontractor/CEMV Qualification Criteria are:

- Provide a relatively uniform format for Owners who wish to achieve maximum effectiveness in utilizing, Design-Build, Construction Manager at Risk and Job Order Contracting for construction projects.
- Provide an opportunity for Contractors to utilize a recognizable, yet flexible format to simplify compliance with A.R.S., public, and private owner requirements.
- Provide for improved participation by qualified Subcontractor/CEMVs at an earlier point in the construction process to take advantage of their specialized knowledge in order to provide a high quality, maintainable, efficient product best suited to the owner's needs.
- Provide a more systematic approach and secure arrangement to forward this objective.
- Reduce RFIs, change orders and conflicts between subsystems during the actual construction.

**What areas does the Subcontractor/CEMV Qualification Criteria evaluate?**

The qualification criteria as written focuses upon key areas that impact the success of a project to include:

- Company Experience
- Financial and Processes
- Project Specifics
- Safety Program
- Employee Programs

Rating the Subcontractor/CEMVs in these areas is considered an effective means in determining the best qualified Subcontractor/CEMV or vendor to complete the job.

### **What information can be determined from Section A – Company Experience?**

The questions in this area are geared to determining the ability of the Subcontractor/CEMV to perform the required work, within the required time frame.

Question 1 relates to the Subcontractor/CEMVs management depth and their qualifications.

The number of points here would logically range from 3 or so up, depending on the number of management persons, their experience, and personal qualifications as outlined in their resumes. On a smaller project, the full point value might be appropriate even if the management is only the principal.

Question 2 requires the Subcontractor/CEMV to submit an organization chart for the particular project. This document is included as a convenience for the evaluator to understand the Subcontractor/CEMVs company structure and line of communications. This will also show to the general contractor the depth of the personnel that the Subcontractor/CEMV can bring to the project. It is meant to solicit information to determine if the Subcontractor/CEMV has enough people to meet their needs.

Question 3 highlights the Subcontractor/CEMV/vendors specialized knowledge of computer and software systems, useful options, and potential scheduling information that will provide a better product and improve opportunities for cooperation among disciplines and trades, and reduce avoidable friction.

Question 4 is critical in determining the reputation and experience level of the Subcontractor/CEMV/vendor. The complexity and similarity to the project can best be judged by completed projects and a value of 0 through 4 is assigned to this question. The Subcontractor/CEMV/vendor should include references in this section that will attest to their abilities to perform the work. It also establishes the tenure and quality that the Subcontractor/CEMV possesses in completing DB and CM@R projects.

### **What information should Subcontractor/CEMVs develop to aid in their competitiveness in Section A – Company Experience?**

Subcontractor/CEMVs should have current, updated resumes of their key personnel in an electronic format, so that they may be customized to meet the requirements of a specific project. Subcontractor/CEMVs should develop an organizational chart that clearly defines the lines of communications that will be employed on projects. By having a skeleton outline that identifies how information flows within your company, it will help a general contractor assess the ability of your company to resolve issues and quickly solve problems and to determine who the responsible party is for job related issues.

Subcontractor/CEMVs should keep records of projects completed utilizing various project delivery methods or types of projects. These records should include contact information and references from other satisfied clients that demonstrate their proficiency in operating within a particular delivery system or project type. Subcontractor/CEMVs may also consider developing a database of successful projects, testimonials from satisfied owners and a complete listing of contact information for finished work.

### **What information can be determined from Section B - Financial and Processes?**

Questions 1 and 2 relate to the necessary bonding and insurance requirements for a project respectively. These two criteria must be met in order for a Subcontractor/CEMV to even bid on the project. Neither the Construction Manager nor the Owner should have to provide insurance coverage for a Subcontractor/CEMV, except as it is a part of an OCIP or CCIP.

Question 3 addresses the issue of computer program knowledge and electronic communication systems and tools that will be employed on the project. This criteria enables the general contractor to determine if the Subcontractor/CEMV possesses the necessary tools and knowledge of their use to operate smoothly with both the owner and general contractor requirements. This includes knowledge of project management software systems and financial control mechanisms that are critical for the success of a project.

### **What information should Subcontractor/CEMVs develop to aid in their competitiveness in Section B – Financial and Processes?**

Subcontractor/CEMVs should keep monitor their bonding rate and also determine if their current insurance coverage is in line with the type of work they wish to bid. Inquiries into the type and amount of insurance required prior to pursuing work in a specific market, municipality or for a specific owner will aid in defining the level/type of work a Subcontractor/CEMV wishes to pursue.

Subcontractor/CEMVs may also consider purchasing and training employees in the use of common software packages that are utilized within the market they wish to operate. By having advanced knowledge and skills with required programs, competitive advantages over other Subcontractor/CEMVs may be achieved.

### **What information can be determined from Section C - Project Specifics?**

Question 1 evaluates the Subcontractor/CEMVs understanding of the Owner's project concept and the scope of work. The contractor can determine prior to contract award whether or not the Subcontractor/CEMV accurately comprehends the desired outcomes of the owner. This can help minimize potentially costly change orders later in the project and alleviate any adversarial relationships that may develop due to conflicts relating to scope issues.

Question 2 determines if the Subcontractor/CEMV maintains the required certifications essential to completion of the work. This criteria is meant to determine the Subcontractor/CEMV's ability to perform quality work and to assess the qualifications of their personnel.

Questions 3 and 4 are meant to evaluate a Subcontractor/CEMV ability to meet local standards and possess knowledge of local environmental laws. Additionally, the physical location of a Subcontractor/CEMV may affect the price and schedule of the project, something that must be assessed to gain a full understanding of the capabilities that the Subcontractor/CEMV brings to the project.

Question 5 assesses the Subcontractor/CEMV's ability to provide *skilled and trained* manpower for the project and to allocate its resources. Without developed schedules and a firm time frame, this can be difficult to evaluate. In addition the size of the job will have to be considered. Section E employee programs needs to be reviewed for consistency with this item.

Question 6 establishes the Subcontractor/CEMV certification as MBE/WBE/DBE/SBE. This is important as participation goals for the project is often viewed as a matter of "public good" and required by some owners policies and/or legislative requirements.

### **What information should Subcontractor/CEMVs develop to aid in their competitiveness in Section C – Project Specifics?**

For the Subcontractor/CEMV's/ this section can serve as a means for the company to determine the certifications required to remain competitive in the market. This includes possibly developing in-house training programs that are specific to various types of environments. Also Subcontractor/CEMV's must be aware of the environmental regulations associated with the project and training will aid in this awareness.

### **What information can be determined from Section D – Safety Program?**

The information in this section is meant to aid a general contractor in determining the commitment of the Subcontractor/CEMV to safety. Maintaining an excellent safety record, an employee accessible safety program and dedicating a single person to the mission of safety helps a general contractor to determine if the Subcontractor/CEMV is knowledgeable in safety regulations and that it is a priority within their company.

### **What information should Subcontractor/CEMVs develop to aid in their competitiveness in Section D – Safety Program?**

Subcontractor/CEMVs should use this section to determine if the level of safety training they currently employ is adequate, or should they seek to train their employees at a higher level. Subcontractor/CEMVs should also be certain that their safety plans are well written, their employees are trained in the appropriate safety regulations and that there is jobsite enforcement of the plan.

**What information can be determined from Section E – Employee Programs?**

These two questions relate to health care benefits provided and the training that employees have access to through their employer. Subcontractor/CEMVs whose employees have received Joint Apprenticeship training supplemented with regular classroom or field training on a regular basis should receive the higher number of points in this category. Additionally, a high quality healthcare program provided by an employer is also an indication of how the Subcontractor/CEMVs value their employees and are willing to invest in their growth. Healthy, well-trained employees are more likely to produce a quality product for the owner.

**What information should Subcontractor/CEMVs develop to aid in their competitiveness in Section E – Employee Programs?**

Subcontractor/CEMVs should assess their current programs relating to health benefits and employee training to determine if they should increase their efforts in these areas to remain competitive in the current market. This may include sending employees to outside training programs or development of in house programs that can easily be worked into the current work week.

**ATTACHMENT A – VERTICAL SUBCONTRACTOR QUALIFICATION  
CRITERIA**

## **SUBCONTRACTOR SELECTIONS**

1. The CM@Risk shall select Subcontractors prior to the submission of a GMP Proposal. The CM@Risk *should* select Subcontractors early in the design phase to ensure collaboration and involvement with the Project Team Members. The CM@Risk shall select Subcontractors based on qualifications only or a combination of qualifications and the Subcontractor's price to perform the required scope of work.

2. The CM@Risk may select each Subcontractor *using* the five (5) criteria set forth below. The CM@Risk *should* evaluate and score each Subcontractor's proposal based *primarily* on these criteria. The scoring method shall be based on a cumulative points system. The Subcontractor shall receive up to a maximum number of stated points for each criteria. The total for all sub-criteria shall establish a total number of points for each criteria. The overall score shall be the cumulative total of all criteria.

### **A. Company Experience** (Total Allowable Points 15)

1. The Subcontractor's management depth. This shall include the Subcontractor's key personnel and their resumes for the project. Specifically, the project manager and the foreman in charge (Points 3 up to 9)

2. The Subcontractor's management team organizational chart for the project. (Points 0 or 2)

3. Three (3) similar projects completed by the Subcontractor within the past five (5) years. (Points up to 4)

### **B. Financial & Processes** (Total Allowable Points 8)

1. The Subcontractor's ability to obtain the necessary bonds for the project. This shall include the Subcontractor's bonding capacity and bond rates. These bonding rates are from the bonding company and not the agent. (Points up to 2)

A suggested point distribution for this criterion is as follows:

- A base rate of 2% should be assigned a point value of 0,
- A base rate of 1-1/2% should receive a point value of 1 and
- A base rate of 1-1/4% should receive a point value of 2.

2. The Subcontractor's ability to obtain the necessary general liability insurance coverage for the project per the contractor's requirements. (Points 0 or 2)

3. The Subcontractor's familiarity, understanding and operating capability of current software, electronic processes and communication systems utilized for the project. (Points *up to* 4)

C. **Project Specifics** (Total Allowable Points 20)

1. Integrated Design and Team Process. Does Subcontractor exhibit understanding and ability to make positive contributions to project concept and team issues? Does it appear to have understanding, disposition and ability to make design and/or process contributions that will improve project outcomes, e.g., higher functional utility and/or flexibility for the end product, improved maintenance cycles, better project communications and decision-making, fewer problems, faster schedule, and/or lower costs? (Points 0 to 6)

2. References/Performance Quality –Did Subcontractor provide adequate references, how do they rate? Is there a pattern of disputes or litigation which reflects badly on management or performance by the Subcontractor? Does the Subcontractor have industry or technical certifications and/or a quality assurance program which may be applicable to the project whether specified or not? Has the Subcontractor received any awards or citations that demonstrate its technical ability and/or the quality of its performance? (0 to 8 Points)

3. Local Presence and Environmental Policy. Does the subcontractor maintain a local office and/or facility? Is the location and size of local facility advantageous for offsite marshalling, fabrication, storage and/or handling. Are there freight or rapid response advantages? Are environmental policies applicable and if so, is Subcontractor responsive? (Points 0 to 4)

4. Is the Subcontractor certified as MBE/WBE/DBE/SBE? (Points 0 or 2)

D. **Safety Program** (Total Allowable Points 15)

1. Does the Subcontractor maintain a written and adequate safety program which applies to project operations? (Points 0 or 3)

2. Have workers received documented safety training and is the written program available to key workers and/or others in the field? (Points 0 or 2)

3. Will Subcontractor provide a site responsible person for the project? Is that person OSHA certified for a.) first aid and CPR, b.) OSHA ten-hour certification, or c.) OSHA thirty-hour certification? (Points 0 or 2)

4. What is Subcontractor's current worker's compensation E-Modification rate? (Points up to 5)

5. Has Subcontractor received OSHA Citations? If so, what is the frequency, currency, seriousness? (Points up to 3)

E. **Resource Capacity and Employee Programs** (Total Allowable Points 13)

1. Subcontractor's ability to allocate sufficient skilled and trained manpower, management and other resources necessary to meet the project schedule (0 to 8 Points)

2. What type of craft and/or management training does Subcontractor provide for its employees? (0 to 3 Point)

3. Does company provide employee health insurance? (0 to 2 Points)

A suggested point distribution for this criterion is as follows:

- No health benefits may be scored as 0;
- Employer-paid for employee only coverage may be scored as 1;
- If employee's family coverage is included, the score is 2.

3. The CM@Risk may choose to include price in order to determine the highest qualified Subcontractor. The price proposal *may* be assigned a relative weight in relation to the weight given to the Subcontractor's qualifications. The relative weight of the price proposal shall be determined by the CM@Risk and the Owner prior to soliciting proposals from Subcontractors. If the CM@Risk chooses to consider price, a separate price proposal shall be submitted by each Subcontractor to the CM@Risk.

A. Before accepting proposals from Subcontractors, the CM@Risk shall communicate to each Subcontractor the relative weight that will be assigned to the price proposal.

B. The CM@Risk shall evaluate the Subcontractor's technical proposal and price proposal separately. The CM@Risk shall only evaluate and score the Subcontractor's price proposal after it has evaluated and scored each Subcontractor's technical proposal.

4. After the technical proposals and price proposals are evaluated and scored, the CM@Risk shall establish a total score for each Subcontractor. The Subcontractor with the highest overall score for the required scope of work shall be awarded the contract.

5. After the CM@Risk has awarded a contract to the highest qualified Subcontractor, it shall make its evaluation and scores available for inspection by those Subcontractors who submitted proposals but were not awarded the contract.

6. The CM@Risk *may* require each Subcontractor to select material or equipment suppliers based on qualifications only or on a combination of qualifications and price. The Subcontractor *should* select material or equipment suppliers based on criteria established by the Subcontractor, as directed by the owner.

Total points available (this edit) 71.

**ATTACHMENT B – HORIZONTAL SUBCONTRACTOR SELECTION  
CRITERIA**



**DRAFT GUIDELINES FOR HORIZONTAL CONSTRUCTION**  
**Subcontractor Selection Process**  
**Design Build and Construction Manager at Risk**  
**November 10, 2005**

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While the statute is clear that a Subcontractor selection plan be drafted by the owner or submitted by the general contractor in either the request for qualifications or the statement of qualifications, it is not defined when the Subcontractor selection plan is to be used. This is consistent with the APDM Legislation. It allows a CM@Risk or design builder the flexibility to propose a selection process that is consistent with their internal selection procedures while allowing those procedures to be customized to a project's or owner's specific needs. Subcontractors submit at varying times of pre-construction and construction services. For example, a Subcontractor could be selected by the general contractor prior to submitting the statement of qualifications with a specialization integral to the success of the project or on the basis that the Subcontractor gives the general contractor a competitive edge. On the other hand, a Subcontractor that performs a more common or less integral task on the project may be selected later in the construction phase. The statute does not differentiate between the two, yet places the same significance on each. The number of Subcontractors required to go through the Subcontractor selection process should be evaluated by the general contractor and owner since Subcontractor involvement may vary. The statute may need to be reviewed to allow this to happen. This process is not intended to address work self-performed by the general contractor.

Therefore:

- All Subcontractors may not be required to go through the same process or have the same criteria. In some cases the general contractor should not be required to have Subcontractors go through a formalized qualifications based selection process at all;
- Weighting should be different based on project needs;
- Segregation could be determined based on a dollar threshold or importance of the specialization to the project; and
- The Subcontractor selection plan proposed in the SOQ should be more general, while the Subcontractor selection *process* should be more specific and tailored to the project based on the priority set-forth by the owner and general contractor.

**General Contractor Subcontractor Selection Plan**

Subcontractor selection for construction services will be based on qualifications only or on a combination of qualifications *and* price. The general contractor or a selection panel comprised of any combination of General Contractor, Owner, Engineer and/or other representatives will evaluate and score each Subcontractor's proposal based on the required and optional criteria. A point system, if utilized, will be subject to agreement between the owner and general contractor. Weighting may vary based on project specifics and agreement between the owner and general contractor.

All criteria will be included in the solicitations. If they are changed prior to reviewing the proposals, all Subcontractors will be allowed adequate time to respond to any changes. The general contractor will communicate the relative weight of the qualification and price proposals to the Subcontractor's at the time the solicitations are made.

**Required Criteria**

Only Subcontractors with the appropriate contractor's license, proper bonding and insurance are eligible for project involvement.

**Sample Optional Criteria for the Subcontractor Selection Process - May Include any Combination of the Following:**

- Identify and describe projects of similar scope completed by the Subcontractor (include owner, project name, dates worked, and name and telephone number of owners' representative).
- Project management team, organizational chart, and resumes of key personnel (include project manager and project superintendent as a minimum).
- Identify any contract or subcontract held by firm or officer of the firm, which has been terminated within the last five years.
- Identify any claims arising from a contract which resulted in litigation or arbitration within the last five years. Briefly describe the circumstances and the outcomes.
- Provide a statement from an A- or better rated Surety Company verifying company bonding capacity. State your bonding rate.
- Ability to provide manpower and resources to meet project milestones
- Completeness of scope
- MBE/WBE/DBE/SBE Status
- Maintenance of a formal safety program which is relevant to the scope of work
- Site responsible person certified in first aid & CPR / OSHA ten-hour.
- Current E-Mod rate
- Price
- Financial statements
- Annual volume and backlog
- Other pertinent issues as determined by the owner and general contractor

**ATTACHMENT C – VENDOR QUALIFICATION CRITERIA**

CAPTIAL EQUIPMENT MANUFACTURER/VENDOR (CEMV)  
SELECTIONS

1. The CM@Risk shall select CEMV prior to the submission of a GMP proposal. The CM@Risk shall select CEMV early in the design phase to ensure collaboration and involvement with the Project Team Members. The CM@Risk shall select CEMV based on qualifications only or a combination of qualifications and the CEMV price to perform the required scope of work.
2. The CM@Risk shall select each CEMV from the four (4) criterion set forth below. The CM@Risk shall evaluate and score each CEMV'S proposal based *primarily* on these criteria. The scoring method shall be based on a cumulative points system. The CEMV shall receive up to the maximum number of stated points for each criteria. The total for all sub-criteria shall establish a total number of points for each criteria. The overall score shall be a cumulative total of all criteria.
  - A. **Company Experience** (Total Allowable Points 20)
    1. The CEMV management depth and experience. This shall include the Manufacturer/Vendor's key personnel and their resumes. (Points 0 to 5)
    2. The CEMV's ability to perform pre-construction services on the project. (Points 0 to 10)
    3. Discuss three (3) similar projects completed by the CEMV within the past five (5) years. (0 to 5 points)
  - B. **Financial & Processes** (Total Allowable Points 15)
    1. The CEMV's ability to obtain the necessary bonds for the project. This shall include the Manufacturer/Vendor's bonding capacity and bond rates. (Point 0 to 5)
    2. The CEMV's ability to obtain the necessary general liability insurance coverage for the project. (Points 0 to 5)
    3. The CEMV's familiarity and understanding of electronic process, communication systems, and equipment documentation processes. (i.e. O&M's) (Points 0 to 5)
  - C. **Project Specifics** (Total Allowable Points 60)
    1. The CEMV's understanding of the Owner's project concept and needs including the Subcontractor/Owner's/Vendor's scope of work. (Points 0 to 5)

2. Does the CEMV maintain the required Industry Quality Certification for the required scope of work? (i.e. ISO 9001). The purchaser shall consider whether the CEMV maintains the appropriate industry and technical certifications for the required scope of work. (Points 0 to 5)
3. Does CEMV maintain a local office? Depending on the work involved this may include the size of the CEMV's physical facilities and the vendor's ability to store equipment and materials offsite. (Points 0 to 10)
4. The CEMV's adherence to environmental laws including recycling capabilities. (Points 0 to 2)
5. The CEMV's ability to provide local service for the project and allocate its resources to support warranty claims. (Points 0 to 10)
6. Can the CEMV assist the Contractor in meeting the MBE/WBE/SBE participation goals for the project? (Points 0 to 3)
7. Does the proposed equipment provide a major impact on operation cost or ongoing maintenance expense? (Points 0 to 10)
8. Does the proposed equipment provide a major impact on installation or site cost? (Points 0 to 10)
9. Does the proposed equipment provide the owner with his desired or improved process function? (Points 0 to 5)

D. **Safety Program** (Total Allowable Points 5)

1. Does the CEMV maintain a formal safety program or offer safety features that apply to the scope of work requested for this project? (Points 0 to 5)
3. The CM@Risk may choose to include price in order to determine the highest qualified CEMV. The price proposal shall be assigned a relative weight in relation to the weight given to the CEMV qualifications. The relative weight of the price proposal shall be determined by the CM@Risk prior to soliciting proposals from potential CEMV's. If the CM@Risk chooses to consider price, a separate price proposal shall be submitted by the CEMV to the CM@Risk.
- A. Before accepting proposals from CEMV's, the CM@Risk shall communicate to each CEMV the relative weight that will be assigned to the price proposal.

- B. The CM@Risk shall evaluate the CEMV's technical proposal separately. The CM@Risk shall only evaluate and score the Manufacturer/vendor's price proposal after it has evaluated and scored each Manufacturing/Vendor's technical proposal.
  - C. The CM@Risk may only receive one price proposal from each CEMV.
4. After the technical proposal and price proposal are evaluated and scored, the CM@Risk shall establish a total score for each Manufacturer/Vendor. The CEMV with the highest overall score for the required scope of work shall be awarded a contract.
  5. After the CM@Risk has awarded a contract to the highest qualified CEMV, it shall make its evaluation and scores available for inspection by those CEMV's who submitted proposals but were not awarded a contract.