CHECKLIST FOR DETERMINING REQUIRED MINIMUM CONTENTS OF REQUEST FOR QUALIFICATIONS STATEMENT

NAME OF FIRM: _____

1. **General:**
   - ☐ A. Four copies and one unbound, reproducible copy (MASTER) of entire Qualifications Statement

2. **Qualifications Statement:**
   - ☐ A. General engineering contractors license (Item B-1)
   - ☐ B. Financial institution notarized statement (Item C-1)
   - ☐ C. Audited financial statement (Item C-2)
   - ☐ D. Notarized statement from bonding company, certificate of deposit, or irrevocable letter of credit (Item E)
   - ☐ E. Completed litigation information (Item F)
   - ☐ F. Answered question regarding early termination (Item F-2)
   - ☐ G. Answered questions on bankruptcy and claims (Item F-4)
   - ☐ H. Organization charts and resumes (Item G)
   - ☐ I. Disclosure statement for compliance with government code, section 87100 (Item H)
   - ☐ J. Properly signed and dated (Item I)
   - ☐ K. Addenda acknowledgment (Item I)

Reviewer's Comments: _____

_____

_____

_____

_____

_____

_____

Reviewer's Recommendation:

☐ Accept — Signature: _____

☐ Reject

☐ Refer to Legal Office — Date: _____

Selection Panel Information – Contract IWM-C7054

REFERENCE CHECK RECORD

NAME OF FIRM_____

NAME OF CALLER_____ DATE(S) CALLED_____

Typical comments to record:

- Validity of the Reference (e. g. phone number correct, job title accurate, not part of bidder's firm)
- For projects listed to support experience, reference's statement of bidder's role in the project
- Response to questions regarding quality and timeliness of work and reliability of bidder
- Overall positive or negative response to the bidder

Project References demonstrating experience in last 5 years, (Item D):

Note to caller: It is not necessary to call all contacts listed for each project if one contact can verify the experience listed and satisfactory completion of work.

1. Project_____ Type of experience_____
   Name of Contact_____ Client__ Engineer__ Regulatory Agency__ (Check one)
   Telephone No. _____
   Comments_____
2. Project_____ Type of experience_____
   Name of Contact_____ Client__ Engineer__ Regulatory Agency__ (Check one)
   Telephone No. _____
   Comments_____
3. Project_____ Type of experience_____
   Name of Contact_____ Client__ Engineer__ Regulatory Agency__ (Check one)
   Telephone No. _____
   Comments_____
4. Project_____ Type of experience_____
   Name of Contact_____ Client__ Engineer__ Regulatory Agency__ (Check one)
   Telephone No. _____
   Comments_____
5. Project_____ Type of experience_____
   Name of Contact_____ Client__ Engineer__ Regulatory Agency__ (Check one)
   Telephone No. _____
   Comments_____
6. Project_____ Type of experience_____
   Name of Contact_____ Client__ Engineer__ Regulatory Agency__ (Check one)
   Telephone No. _____
   Comments_____

Bonding Company References (Item E):

1. Bonding Company Name_____
   Name/Title of Contact_____

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Telephone No. _____
Comments_____

2. Bonding Company Name_____
Name/Title of Contact_____
Telephone No. _____
Comments_____

Project Manager's Experience,(Item G):

1. Project_____ Responsibilities_____
_____
Name of Contact_____ Client__ Engineer__ (Check one)
Telephone No. _____
Comments_____

2. Project_____ Responsibilities_____
_____
Name of Contact_____ Client__ Engineer__ (Check one)
Telephone No. _____
Comments_____

Site Superintendent #1 Experience, (Item G):

1. Project_____ Responsibilities_____
_____
Name of Contact_____ Client__ Engineer__ (Check one)
Telephone No. _____
Comments_____

2. Project_____ Responsibilities_____
_____
Name of Contact_____ Client__ Engineer__ (Check one)
Telephone No. _____
Comments_____

Site Superintendent #2 Experience,(Item G):

1. Project_____ Responsibilities_____
_____
Name of Contact_____ Client__ Engineer__ (Check one)
Telephone No. _____
Comments_____

2. Project_____ Responsibilities_____
_____
Name of Contact_____ Client__ Engineer__ (Check one)
Telephone No. _____
Comments_____

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Contract IWM-C7054
CRITERIA SCORING GUIDE

Criteria and weighing factors for selection are in Section III, paragraph C in the RFQ:

1. Experience and training of the Contractor's program/project manager, site superintendents, and engineers to be used in the work.

20%

- Program Manager...Project Managers...and Site Superintendents resumes as required in Page VIII-II Item G of the SOQ. See submitted resumes.
- Organization Chart and Resumes of Contractor/Subcontractor employees
- Compare proposed key personnel experience with scope of work in Section II of RFQ:
  Removal and disposal of solid waste,
  Recycling of materials,
  Site grading and construction of drainage systems,
  Construction of earth cover over regraded burn dumps,
  Construction of earth embankments and placement of fill,
  Installation of geomembrane and geotextile liners and covers,
  Installation of erosion control systems and establishment of vegetative cover,
  Installation of fencing, barriers, and signs, and
  Identification, removal, and disposal or recycling of hazardous waste encountered during solid waste cleanup.

2. The Contractor and subcontractors experience in the last 5 years in successfully completing projects involving the work of the type listed in the Scope of Work.

20%

- Number of permanent Contractor employees ...Page VIII-2 Item 7 of SOQ (use with Org. Chart)
-
- Adequate numbers of experienced key personnel (Criteria 1) to ensure continuity of work. Review organization chart.

3. Adequacy and availability of the Contractor and any subcontractor resources to perform items in Section II Scope of work (e.g., geographical locations, appropriate licenses, numbers of personnel and/or equipment, etc.)

15%

- Construction experience and types of projects usually constructed...
- Same type of review as last item in Criteria 2 above
- Types of projects completed in last 5 years...
- Additional information demonstrating contractor's abilities, if submitted

4. Quality and timeliness of Contractor in performing projects. This evaluation will consist primarily of telephone interviews with client contacts. Failure to list current and valid client information in the Statement of Qualifications will adversely affect this weighing factor.

20%

- Check scheduled vs. actual project completion dates
- Ask references listed for personnel listed by Contractor
- Ask bonding company contacts listed.
- Check litigation information.
- Ask contacts if Contractor has been terminated before project completion.

Attachment 3 (continued)

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5. Evaluation of Contractor's financial condition and bonding capability.

10%

- See page VIII-5; see notarized statement from financial institution.

6. Evaluation of Contractor experience with applicable environmental regulations, permitting requirements, State Specifications, and solid waste technology.

15%

- Based on types of projects submitted in the SOQ. Check resumes to see if personnel list experience in the above areas.

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SCORE SHEET
For
QUALIFICATION STATEMENT REVIEW BY PANEL MEMBER

NAME OF FIRM:_____

SCORED BY:_____DATE: _____

Criteria	Maximum Score	Points Scored
1. Qualifications, experience and training of Contractor's program/project managers, site superintendents, and engineers to be used in the work. This evaluation will be based on resumes provided and telephone interviews with references.	**20**	_____
2. The Contractor and subcontractors experience in the last 5 years in successfully completing projects involving the work of the type listed in the Scope of Work.	**15**	_____
3. Adequacy and availability of the Contractor and any subcontractor resources to perform items in Section II, Scope of Work (e.g., geographical locations, appropriate licenses, numbers of personnel and /or equipment, etc.)	**20**	_____
4. Quality and timeliness of Contractor in performing projects. This evaluation will consist primarily of telephone interviews with client contacts. Failure to list current and valid client information in the Statement of Qualifications will adversely affect this weighting factor.	**10**	_____
5. Evaluation of Contractor's financial condition and bonding capability.	**15**	_____
6. Evaluation of Contractor experience with applicable environmental regulations, permitting requirements, State Specifications, and solid waste technology.	**TOTAL**	

_____

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SCORE SHEET
For
INTERVIEW BY PANEL MEMBER

NAME OF FIRM:_____

SCORED BY:_____ DATE: _____

Criteria	Maximum Score	Points Scored
1. Qualifications, experience and training of Contractor's program/project managers, site superintendents, and engineers to be used in the work. This evaluation will be based on resumes provided and telephone interviews with references.	**20**	_____
2. The Contractor and subcontractors experience in the last 5 years in successfully completing projects involving the work of the type listed in the Scope of Work.	**20**	_____
3. Adequacy and availability of the Contractor and any subcontractor resources to perform items in Section II, Scope of Work (e.g., geographical locations, appropriate licenses, numbers of personnel and /or equipment, etc.)	**15**	_____
4. Quality and timeliness of Contractor in performing projects. This evaluation will consist primarily of telephone interviews with client contacts. Failure to list current and valid client information in the Statement of Qualifications will adversely affect this weighting factor.	**20**	_____
5. Evaluation of Contractor's financial condition and bonding capability.	**10**	_____
6. Evaluation of Contractor experience with applicable environmental regulations, permitting requirements, State Specifications, and solid waste technology.	**15**	_____
	TOTAL	