

TECHNICAL PROPOSAL FORMS
BC-21376-J – Harbor Hall Courtyard Upgrades

The following forms must be included within the Technical Proposal. However, please refer to Section 2 of the RFP for further required contents of the Technical Proposal. Completion of these forms is not the entire Proposal.

Title Page

Key Personnel Form

Key Personnel/Basis for Selection Form

Key Personnel Working Relationship Form

Anticipated Number of Hours for On Site Personnel Form

Matrix of Services Form

Experience Form

Annual Sales Volume/Number of Projects Form

Current Workload Form

Bid/Proposal Affidavit

It is the Proposer's responsibility to thoroughly review the RFP documents, in particular Section 2, to ensure all required contents are submitted.

TITLE PAGE – TECHNICAL PROPOSAL
RFP BC-21376-J – Harbor Hall Courtyard Upgrades

Proposer: _____
 FEIN/SSN: _____
 Address: _____

 Date: _____

The undersigned hereby submits the Technical Proposal as set forth in RFP BC-21376-J dated 04/23/2024. We confirm that this Technical Proposal is based on the Requirements per the RFP and any subsequent addenda.

If different than the signatory of this Title Page, we are also attaching to this the name, title, phone number including extension number, and email address of our contact person for our Technical Proposal response.

Printed Name: _____ Email address: _____
 Title: _____ Phone Number: _____

Proposal Contents: In accordance with Section 2, Proposal Requirements, Article 1, we are enclosing the following in our Technical Proposal:

Check Box

	2.1.3: Contractor Organizational Chart
	2.1.4.A: Key Personnel/Basis for Selection Form
	2.1.4.A: Key Personnel Working Relationship Form
	2.1.4.B: Resumes of Key Personnel (Key Personnel Forms)(6)
	2.1.4.B: Key Personnel References (Key Personnel Forms)
	2.1.4.C: Matrix of Anticipated Hours Form
	2.1.4.D: Matrix of Services Narrative
	2.1.4.D: Matrix of Services Form
	2.1.4.E: Firm Experience Forms (3)
	2.1.4.E: References, including Additional References
	2.1.4.E: Firm Experience Project Photos and Project Descriptions (3)
	2.1.4.E: Project Specific Items Narratives
	2.1.4.F: Project Challenge
	2.1.4.F: Schedule Narrative
	2.1.4.F: Project Specific Background
	2.1.4.F: Pre-Construction Service Examples
	2.1.4.G: Company Background
	2.1.4.G: Annual Sales Volume/Number of Projects Form
	2.1.4.G: Current Workload Form
	2.1.5. Contractor’s License
	2.1.6. Bid/Proposal Affidavit
	2.1.7. Acknowledgement of Receipt of Addenda (if applicable)

(Continued on the following page)

Project Construction Budget and Schedule

In accordance with Section 2, Proposal Requirements, we are confirming the following:

Check Box

The firm takes no exception the Project Construction Budget and Schedule

OR

The firm wishes to argue for higher Project Construction Budget or adjusted Project Time Frames (refer to item 2.1.2 for further detail requirements)

It is the Proposer's responsibility to thoroughly review the RFP documents, in particular Section 2, to ensure all required contents are submitted.

Printed Name: _____

Signature: _____

Title: _____

Email: _____

Phone Number: _____

Date: _____

**KEY PERSONNEL/BASIS OF SELECTION FORM
BC-21376-J**

Proposer: _____

Position	Name	Basis for Selection	# of Years w/ Proposer	# of Years In Const Field	# of Years In Assigned Role
Project Executive					
Project Manager					
Field Superintendent					
Project Estimator					

**KEY PERSONNEL WORKING RELATIONSHIP FORM
BC-21376-J**

Proposer: _____

Job Information *	Project. Executive	Project. Manager	Field Superintendent	Estimator

*Job information to include job name, \$ amount, type of facility, setting & year completed. Minimum of 2 jobs to be listed.

**KEY PERSONNEL FORM
BC-21376-J**

Proposing Firm:								
1. Key Person's Name:								
We confirm this person is available all day on both dates for the Oral Presentation session (see Solicitation Schedule) If no, explain below:					<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
2. Position to be Assigned:	<input type="checkbox"/>	Project Executive	<input type="checkbox"/>	Project Manager	<input type="checkbox"/>	Project Estimator		
	<input type="checkbox"/>	Field Superintendent	<input type="checkbox"/>		<input type="checkbox"/>			
3. Project Time Commitment:	%			Anticipated Number of Hours				
3.1. Pre-Construction Phase								
3.2. Construction Phase								
4. Other Projects: To which the person will be assigned during the same time period as the schedule of the University's Project:								
Project Name & Geographic Location:		Role:		% Time:		Anticipated Completion Date of Person's Assignment		
5. Educational Background: **								
Association/Institution		Degree/Major/Certificates/Licenses				Date Earned		

6. Employment History and Qualifications (insert additional as required):

(If a person has more than three employers in his/her employment history, please provide complete employment history via supplemental page(s) and attach to this form.) See Section 2 re: qualifications regarding minimum years of experience in industry and role required, if any.

6.1. Current Employer's Name		
Dates of Employment:		
Position Held:	Duration by Date:	

6.2. Prior Employer's Name:		
Dates of Employment:		
Position Held:	Duration by Date:	

6.3. Prior Employer's Name:		
Dates of Employment:		
Position Held:	Duration by Date:	

(Repeat 7.3. Prior Employer fields until complete employment history has been recorded on the form)

7. Similar Project/Contract Experience:** Please note: A minimum of two (2) contract/projects are to be listed for each key person. Provide a full description of Key Person's project experience, including their role and the services they performed during Pre-Construction, on the project.
 **If a Proposer finds the space provided is insufficient for any category, he can attach additional pages to this form as he finds appropriate and just indicate on this form to "See Attached Page".
 All references should be a contact person who can comment on your Key Personnel's ability and performance. Make certain that the Reference contact information is accurate, as the University will be contacting them. Refer to Section 2 for details.

7.1. Project/Contract #1 Title & Location:								
Project/Contract Description: Including Type of Work and Description of contract/project, Setting (urban, occupied, higher education, classrooms, offices, etc.)								
Contract Method:	<input type="checkbox"/>	CM Agent	<input type="checkbox"/>	Design/Build (D/B)	<input type="checkbox"/>	D/B w GMP	<input type="checkbox"/>	GC or D/B/B
	<input type="checkbox"/>	CM at Risk	<input type="checkbox"/>	Other: (Describe to right)				
Role of Key Person and Description of the Types of Services Performed in Pre-Construction/Construction:								
Construction \$ Value of Project/Contract: Projects must exceed \$50M and should exceed \$70M.								
Square Footage of Project:								
Schedule of Project (Start Date/End Date): Projects are preferably a maximum of 10 years old, with further preference for less than 5 years old. 1 project must be substantially complete (available for use for its intended purpose) with completed projects preferred.								
Duration Key Person was on the Project:								
Type/Work/Function/Setting of Project: Check all boxes that apply.	<input type="checkbox"/>	New Build	<input type="checkbox"/>	Classrooms	<input type="checkbox"/>	Training Facilities		
	<input type="checkbox"/>	Class Labs	<input type="checkbox"/>	Research Areas	<input type="checkbox"/>	Offices/Meeting Rooms		
	<input type="checkbox"/>	Active Learning Environments	<input type="checkbox"/>	Collaborative Student Spaces	<input type="checkbox"/>	Higher Ed		
	<input type="checkbox"/>	Design Assist	<input type="checkbox"/>	Designed Utilizing BIM	<input type="checkbox"/>	Constructed Utilizing BIM		
	<input type="checkbox"/>	Significant public hardscape/landscape	<input type="checkbox"/>	Urban Setting	<input type="checkbox"/>	High Performance Design Strategies		
	<input type="checkbox"/>	Net Zero Energy Usage Goals	<input type="checkbox"/>	Other: (Describe to right)				
7.1.1. Similarities of the reference Project/Contract to this contract (Refer to RFP) “**Notes on Project Similarities” for criteria):								
7.1.2. Reference Contact:								
Telephone # and ext:								
Email Address:								
Contact Company:								

7.2. Project/Contract #2 Title & Location:								
Project/Contract Description: Including Type of Work and Description of contract/project, Setting (urban, occupied, higher education, classrooms, offices, etc.)								
Contract Method:	<input type="checkbox"/>	CM Agent	<input type="checkbox"/>	Design/Build (D/B)	<input type="checkbox"/>	D/B w GMP	<input type="checkbox"/>	GC or D/B/B
	<input type="checkbox"/>	CM at Risk	<input type="checkbox"/>	Other: (Describe to right)				
Role of Key Person and Description of the Types of Services Performed in Pre-Construction/Construction:								
Construction \$ Value of Project/Contract: Projects must exceed \$50M and should exceed \$70M.								
Square Footage of Project:								
Schedule of Project (Start Date/End Date): Projects are preferably a maximum of 10 years old, with further preference for less than 5 years old. 1 project must be substantially complete (available for use for its intended purpose) with completed projects preferred.								
Duration Key Person was on the Project:								
Type/Work/Function/Setting of Project: Check all boxes that apply.	<input type="checkbox"/>	New Build	<input type="checkbox"/>	Classrooms	<input type="checkbox"/>	Training Facilities		
	<input type="checkbox"/>	Class Labs	<input type="checkbox"/>	Research Areas	<input type="checkbox"/>	Offices/Meeting Rooms		
	<input type="checkbox"/>	Active Learning Environments	<input type="checkbox"/>	Collaborative Student Spaces	<input type="checkbox"/>	Higher Ed		
	<input type="checkbox"/>	Design Assist	<input type="checkbox"/>	Designed Utilizing BIM	<input type="checkbox"/>	Constructed Utilizing BIM		
	<input type="checkbox"/>	Significant public hardscape/landscape	<input type="checkbox"/>	Urban Setting	<input type="checkbox"/>	High Performance Design Strategies		
	<input type="checkbox"/>	Net Zero Energy Usage Goals	<input type="checkbox"/>	Other: (Describe to right)				
7.2.1. Similarities of the reference Project/Contract to this contract (Refer to RFP)**Notes on Project Similarities” for criteria):								
7.2.2. Reference Contact:								
Telephone # and ext:								
Email Address:								
Contact Company:								

8. Achievements/Other Notations (not required):

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**ANTICIPATED NUMBER OF HOURS FOR ON SITE STAFF
BC-21376-J**

Provide anticipated number of hours for the on-site staff. Per the RFP, only those positions listed below will be considered by the University to be staff reimbursable positions.

	Position	Anticipated Total Hours
1	Project Manager	_____
2	Field Superintendent	_____
3	Project Engineer	_____
4	Assistant Project Manager	_____
5	Assistant Superintendent	_____
6	Field Secretary/Clerk	_____
7	Clerk/Document Control Person	_____
8	Coordinated Drawing Engineer	_____
9	Field Accountant	_____
	TOTAL HOURS:	_____

Based on _____ hours per year (max 2080)

**FIRM EXPERIENCE FORM
BC-21376-J**

1. Proposing Firm:	
2. Contractor Relevant Project/Contract Experience: A total of two (2) or three (3) projects are to be listed. If a Proposer finds the space provided is insufficient for any category, he can attach additional pages to this form as he finds appropriate and just indicate on this form to "See Attached Page". All projects' construction costs should exceed \$1 Million) Make certain that the References contact information is accurate, as the University will be contacting them for a reference. Refer to Section 2 for details	

Forms for Contractor Relevant Project/Contract Experience continued on following pages.

2.1 Project/Contract #1 Title & Location:		
Project/Contract Address:		
Project/Contract Owner:		
Project Prime Architect Firm:		
Project Prime Architect Address:		
Brief but Detailed Project/Contract Description: Including Type of Work and Description of contract/project, Setting (urban, occupied, higher education, classrooms, offices, etc.)		
Staff who Performed on this Project/Contract:	Project Manager:	
	Field Superintendent:	
2.1.1. Project Status 2 projects must be complete and occupied at least 6 months. All 3 projects are preferably a maximum of 10 years old, with further preference for less than 5 years old.	Project/Contract Start Date:	
	Original Completion Date:	
	Actual Completion/End Date:	

2.1.2. Contract Method:		<input type="checkbox"/>	CM Agent	<input type="checkbox"/>	Design/Build (D/B)	<input type="checkbox"/>	D/B w GMP	<input type="checkbox"/>	GC or D/B/B
		<input type="checkbox"/>	CM at Risk	<input type="checkbox"/>	Other: (Describe to right)			<input type="checkbox"/>	
2.1.3. Project Dollar Size All projects must exceed \$1M		<input type="checkbox"/>			Base Construction				
		<input type="checkbox"/>			Change Order				
		<input type="checkbox"/>			Total Construction (Base Contract Plus C/Os)				
		<input type="checkbox"/>			Escalated Total				
Total Gross Square Footage: (if reno/addition, also note SF of each type of build)									
Type/Work/Function/Setting of Project: Check all boxes that apply to the left of the item.		<input type="checkbox"/>	New Build	<input type="checkbox"/>	Classrooms	<input type="checkbox"/>	Training Facilities		
		<input type="checkbox"/>	Class Labs	<input type="checkbox"/>	Research Areas	<input type="checkbox"/>	Offices/Meeting Rooms		
		<input type="checkbox"/>	Active Learning Environments	<input type="checkbox"/>	Collaborative Student Spaces	<input type="checkbox"/>	Higher Ed		
		<input type="checkbox"/>	Design Assist	<input type="checkbox"/>	Designed Utilizing BIM	<input type="checkbox"/>	Constructed Utilizing BIM		
		<input type="checkbox"/>	Significant public hardscape/landscape	<input type="checkbox"/>	Urban Setting	<input type="checkbox"/>	High Performance Design Strategies		
		<input type="checkbox"/>	Net Zero Energy Usage Goals	<input type="checkbox"/>	Other: (Describe to right)				
2.1.4. Similarities of the reference Project/Contract to this contract: (Refer to RFP) “**Notes on Project Similarities” for criteria)									
Describe Site Constraints, if any:									
Trades Included: Check all boxes that apply to the left of the item.		<input type="checkbox"/>			Mechanical Name of system (to right):				
		<input type="checkbox"/>	Electrical	<input type="checkbox"/>	Carpentry	<input type="checkbox"/>	Curtainwall		
		<input type="checkbox"/>	Plumbing	<input type="checkbox"/>	Drywall	<input type="checkbox"/>	Acoustical		
		<input type="checkbox"/>	Flooring	<input type="checkbox"/>	Painting	<input type="checkbox"/>	Telecom		
		<input type="checkbox"/>	Casework	<input type="checkbox"/>	Fire Protection	<input type="checkbox"/>	Masonry		
		<input type="checkbox"/>	Concrete	<input type="checkbox"/>	ATC	<input type="checkbox"/>	Carpeting		
		<input type="checkbox"/>	Audio/Video	<input type="checkbox"/>	Window	<input type="checkbox"/>	Computer Cabling		
		<input type="checkbox"/>			Structure Name of system (to right):				
<input type="checkbox"/>			Other (Describe to right):						
Type of CM Services Provided (if applicable): Check boxes to the left of each item.	Pre-Construction/ Design Phase: Check all items that apply to the right	<input type="checkbox"/>	Scheduling	<input type="checkbox"/>	Consultation During Design	<input type="checkbox"/>	Value Engineering		
		<input type="checkbox"/>	Cost Models/Estimates at: Check all items that apply to the right	<input type="checkbox"/>	100% Schematics	<input type="checkbox"/>	100% Design Dev.		
				<input type="checkbox"/>	50% Construction Documents (CDs)	<input type="checkbox"/>	100% CDs		
				<input type="checkbox"/>	Other Interval: (Describe to right)				
	<input type="checkbox"/>	Constructability Review	<input type="checkbox"/>	Biddability Review	<input type="checkbox"/>	Operability Review			
	<input type="checkbox"/>	Design Assist Contractor	<input type="checkbox"/>	Other (Describe to right):					
	Construction Phase: Check all items that apply to the right	<input type="checkbox"/>	Cost Control	<input type="checkbox"/>	Project Schedule	<input type="checkbox"/>	Project Control Services		
<input type="checkbox"/>		Award and manage trade contracts	<input type="checkbox"/>	Project Safety	<input type="checkbox"/>	QA/ Inspections			
<input type="checkbox"/>		Change Order Review/Processing	<input type="checkbox"/>	Shop Dwg/Submittal Review/Processing	<input type="checkbox"/>	Project Site Documents			

		Claims Avoidance/ Resolution	Contract Close Out	Monthly Written Reports to Owner
2.1.5. List all proposed Key Personnel on this proposal who worked on this job, including Name and Labor Category/Position held.				
2.1.6. Reference Contact Name: (Owner's Rep who can speak on the day-to-day performance of the firm and key personnel)	Name:			
	Telephone # and ext:			
	Email Address:			
	Contact Company:			
Project Owner Contact: For information purposes.	Name			
	Telephone # and ext:			
	Email Address:			
	Contact Company:			
Project Prime Architect Contact: For information purposes.	Name			
	Telephone # and ext:			
	Email Address:			
	Contact Company:			
2.2 Project/Contract #2 Title & Location:				
Project/Contract Address:				
Project/Contract Owner:				
Project Prime Architect Firm:				
Project Prime Architect Address:				
Brief but Detailed Project/Contract Description: Including Type of Work and Description of contract/project, Setting (urban, occupied, higher education, classrooms, offices, etc.)				
Staff who Performed on this Project/Contract:	Project Manager:			
	Field Superintendent:			
2.2.1. Project Status 2 projects must be complete and occupied at least 6 months, All 3 projects are preferably a maximum of 10 years old, with further preference for less than 5 years old.	Project/Contract Start Date:			
	Original Completion Date:			
	Actual Completion/End Date:			

2.2.2. Contract Method:		CM Agent	Design/Build (D/B)	D/B w GMP	GC or D/B/B
		CM at Risk	Other: (Describe to right)		
2.2.3. Project Dollar Size All projects must exceed \$1M		Base Construction			
		Change Order			
		Total Construction (Base Contract Plus C/Os)			
		Escalated Total			
Total Gross Square Footage: (if reno/addition, also note SF of each type of build)					
Type/Work/Function/Setting of Project: Check all boxes that apply to the left of the item.		New Build	Classrooms	Training Facilities	
		Class Labs	Research Areas	Offices/Meeting Rooms	
		Active Learning Environments	Collaborative Student Spaces	Higher Ed	
		Design Assist	Designed Utilizing BIM	Constructed Utilizing BIM	
		Significant public hardscape/landscape	Urban Setting	High Performance Design Strategies	
		Net Zero Energy Usage Goals	Other: (Describe to right)		
2.2.4. Similarities of the reference Project/Contract to this contract:					
Describe Site Constraints, if any:					
Trades Included: Check all boxes that apply to the left of the item.		Mechanical Name of system (to right):			
		Electrical	Carpentry	Curtainwall	
		Plumbing	Drywall	Acoustical	
		Flooring	Painting	Telecom	
		Casework	Fire Protection	Masonry	
		Concrete	ATC	Carpeting	
		Audio/Video	Window	Computer Cabling	
		Structure Name of system (to right):			
		Other (Describe to right):			
Type of CM Services Provided (if applicable): Check boxes to the left of each item.	Pre-Construction/ Design Phase: Check all items that apply to the right	Scheduling	Consultation During Design	Value Engineering	
		Cost Models/Estimates at: Check all items that apply to the right	100% Schematics	100% Design Dev.	
			50% Construction Documents (CDs)	100% CDs	
			Other Interval: (Describe to right)		
	Constructability Review	Biddability Review	Operability Review		
	Design Assist Contractor	Other (Describe to right):			
	Construction Phase: Check all items that apply to the right	Cost Control	Project Schedule	Project Control Services	
Award and manage trade contracts		Project Safety	QA/ Inspections		
Change Order Review/Processing		Shop Dwg/Submittal Review/Processing	Project Site Documents		

		Claims Avoidance/ Resolution	Contract Close Out	Monthly Written Reports to Owner
2.2.5. List all proposed Key Personnel on this proposal who worked on this job, including Name and Labor Category/Position held.				
2.2.6. Reference Contact Name: (Owner's Rep who can speak on the day-to-day performance of the firm and key personnel)	Name:			
	Telephone # and ext:			
	Email Address:			
	Contact Company:			
Project Owner Contact: For information purposes.	Name			
	Telephone # and ext:			
	Email Address:			
	Contact Company:			
Project Prime Architect Contact: For information purposes.	Name			
	Telephone # and ext:			
	Email Address:			
	Contact Company:			
2.3 Project/Contract #3 Title & Location:				
Project/Contract Address:				
Project/Contract Owner:				
Project Prime Architect Firm:				
Project Prime Architect Address:				
Brief but Detailed Project/Contract Description: Including Type of Work and Description of contract/project, Setting (urban, occupied, higher education, classrooms, offices, etc.)				
Staff who Performed on this Project/Contract:	Project Manager:			
	Field Superintendent:			
2.3.1. Project Status 2 projects must be complete and occupied at least 6 months, All 3 projects are preferably a maximum of 10 years old, with further preference for less than 5 years old.	Project/Contract Start Date:			
	Original Completion Date:			
	Actual Completion/End Date:			

2.3.2. Contract Method:	<input type="checkbox"/>	CM Agent	<input type="checkbox"/>	Design/Build (D/B)	<input type="checkbox"/>	D/B w GMP	<input type="checkbox"/>	GC or D/B/B
	<input type="checkbox"/>	CM at Risk	<input type="checkbox"/>	Other: (Describe to right)				
2.3.3. Project Dollar Size All projects must exceed \$1M	Base Construction							
	Change Order							
	Total Construction (Base Contract Plus C/Os)							
	Escalated Total							
Total Gross Square Footage: (if reno/addition, also note SF of each type of build)								
Type/Work/Function/Setting of Project: Check all boxes that apply to the left of the item.	<input type="checkbox"/>	New Build	<input type="checkbox"/>	Classrooms	<input type="checkbox"/>	Training Facilities		
	<input type="checkbox"/>	Class Labs	<input type="checkbox"/>	Research Areas	<input type="checkbox"/>	Offices/Meeting Rooms		
	<input type="checkbox"/>	Active Learning Environments	<input type="checkbox"/>	Collaborative Student Spaces	<input type="checkbox"/>	Higher Ed		
	<input type="checkbox"/>	Design Assist	<input type="checkbox"/>	Designed Utilizing BIM	<input type="checkbox"/>	Constructed Utilizing BIM		
	<input type="checkbox"/>	Significant public hardscape/landscape	<input type="checkbox"/>	Urban Setting	<input type="checkbox"/>	High Performance Design Strategies		
	<input type="checkbox"/>	Net Zero Energy Usage Goals	<input type="checkbox"/>	Other: (Describe to right)				
2.3.4. Similarities of the reference Project/Contract to this contract: (Refer to RFP)								
Describe Site Constraints, if any:								

<p>Trades Included: Check all boxes that apply to the left of the item.</p>	Mechanical Name of system (to right):			
	Electrical		Carpentry	Curtainwall
	Plumbing		Drywall	Acoustical
	Flooring		Painting	Telecom
	Casework		Fire Protection	Masonry
	Concrete		ATC	Carpeting
	Audio/Video		Window	Computer Cabling
	Structure Name of system (to right):			
Other (Describe to right):				
<p>Type of CM Services Provided (if applicable): Check boxes to the left of each item.</p>	<p>Pre-Construction/ Design Phase: Check all items that apply to the right</p>	Scheduling	Consultation During Design	Value Engineering
		<p>Cost Models/Estimates at: Check all items that apply to the right</p>	100% Schematics	100% Design Dev.
			50% Construction Documents (CDs)	100% CDs
			Other Interval: (Describe to right)	
		Constructability Review	Biddability Review	Operability Review
	Design Assist Contractor	Other (Describe to right):		
	<p>Construction Phase: Check all items that apply to the right</p>	Cost Control	Project Schedule	Project Control Services
		Award and manage trade contracts	Project Safety	QA/ Inspections
		Change Order Review/Processing	Shop Dwg/Submittal Review/Processing	Project Site Documents
		Claims Avoidance/Resolution	Contract Close Out	Monthly Written Reports to Owner
<p>2.3.5. List all proposed Key Personnel on this proposal who worked on this job, including Name and Labor Category/Position held.</p>				
<p>2.3.6. Reference Contact Name: (Owner's Rep who can speak on the day-to-day performance of the firm and key personnel)</p>		Name:		
		Telephone # and ext:		
		Email Address:		
		Contact Company:		
<p>Project Owner Contact: For information purposes.</p>		Name		
		Telephone # and ext:		
		Email Address:		
		Contact Company:		
<p>Project Prime Architect Contact: For information purposes.</p>		Name		
		Telephone # and ext:		
		Email Address:		
		Contact Company:		

3. Additional Firm Project References: Please provide two additional project references, include with these references, applicable projects with a brief description of each inclusive of dollar size and date completed. Refer to Section 2 for details

3.1. Reference Contact Person:	
Contact Company:	
Address:	
Telephone #:	
Email Address:	
Start/Completion Dates:	
Project/Contract Title:	
Project/Contract Method:	
Project/Contract Setting:	
Project/Contract Description or Work Performed:	
3.2. Reference Contact Person:	
Contact Company:	
Address:	
Telephone #:	
Email Address:	
Start/Completion Dates:	
Project/Contract Title:	
Project/Contract Method:	
Project/Contract Setting:	
Project/Contract Description or Work Performed:	

**ANNUAL SALES VOLUME/NUMBER OF PROJECTS FORM
BC-21376-J**

Proposer:

Year	Annual Sales Volume \$	Number of Projects Completed	Largest Project Size	% of work \$ volume that is Design/Build w GMP services
2023				
2022				
2021				

Is the proposing firm the local office of a parent company? Check the applicable box to the left of your response.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, please verify below that the above figures reflect the sales data for the local office that will manage this contract, not the parent company:				

CURRENT WORKLOAD
BC-21376-J

Proposer: _____

Below find a list of the current projects on which our firm is committed, the dollar volume of each, % complete, the date of anticipated completion and whether bonds are applicable.

Project Name	Dollar Volume (\$)	% Complete	Anticipated Completion Date (Month/Year)	Bonded? Yes/No	Assigned Project Manager	Assigned Field Superintendent

**BID/PROPOSAL AFFIDAVIT
BC-21376-J**

A. AUTHORITY

I hereby affirm that I, _____ (name of affiant) am the _____ (title) and duly authorized representative of _____ (name of business entity) and that I possess the legal authority to make this affidavit on behalf of the business for which I am acting.

B. CERTIFICATION REGARDING COMMERCIAL NONDISCRIMINATION

The undersigned Bidder/Offeror hereby certifies and agrees that the following information is correct: In preparing its Bid/proposal on this project, the Bidder/Offeror has considered all Bid/proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in “discrimination” as defined in § 19-103 of the State Finance and Procurement Article of the Annotated Code of Maryland. “Discrimination” means any disadvantage, difference, distinction, or preference in the solicitation, selection, hiring, or commercial treatment of a vendor, subcontractor, or commercial customer on the basis of race, color, religion, ancestry, or national origin, sex, age, marital status, sexual orientation, sexual identity, genetic information or an individual’s refusal to submit to a genetic test or make available the results of a genetic test, disability, or any otherwise unlawful use of characteristics regarding the vendor’s, supplier’s, or commercial customer’s employees or owners. “Discrimination” also includes retaliating against any person or other entity for reporting any incident of “discrimination”. Without limiting any other provision of the solicitation on this project, it is understood that, if the certification is false, such false certification constitutes grounds for the State to reject the Bid/proposal submitted by the Bidder/Offeror on this project, and terminate any contract awarded based on the Bid/proposal. As part of its Bid/proposal, the Bidder/Offeror herewith submits a list of all instances within the past four (4) years where there has been a final adjudicated determination in a legal or administrative proceeding in the State of Maryland that the Bidder/Offeror discriminated against subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of that determination, including any remedial action taken. Bidder/Offeror agrees to comply in all respects with the State’s Commercial Nondiscrimination Policy as described under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland.

B-1. CERTIFICATION REGARDING MINORITY BUSINESS ENTERPRISES.

The undersigned Bidder/Offeror hereby certifies and agrees that it has fully complied with the State Minority Business Enterprise Law, State Finance and Procurement Article, § 14-308(a)(2), Annotated Code of Maryland, which provides that, except as otherwise provided by law, a contractor may not identify a certified minority business enterprise in a Bid/proposal and:

- (1) Fail to request, receive, or otherwise obtain authorization from the certified minority business enterprise to identify the certified minority bid/proposal;
- (2) Fail to notify the certified minority business enterprise before execution of the contract of its inclusion in the Bid/proposal;
- (3) Fail to use the certified minority business enterprise in the performance of the contract; or
- (4) Pay the certified minority business enterprise solely for the use of its name in the Bid/proposal.

Without limiting any other provision of the solicitation on this project, it is understood that if the certification is false, such false certification constitutes grounds for the State to reject the Bid/proposal submitted by the Bidder/Offeror on this project, and terminate any contract awarded based on the Bid/proposal.

B-2. CERTIFICATION REGARDING VETERAN-OWNED SMALL BUSINESS ENTERPRISES.

The undersigned Bidder/Offeror hereby certifies and agrees that it has fully complied with the State veteran-owned small business enterprise law, State Finance and Procurement Article, § 14-605, Annotated Code of Maryland, which provides that a person may not:

- (1) Knowingly and with intent to defraud, fraudulently obtain, attempt to obtain, or aid another person in fraudulently obtaining or attempting to obtain public money, procurement contracts, or funds expended under a procurement contract to which the person is not entitled under this title;
- (2) Knowingly and with intent to defraud, fraudulently represent participation of a veteran-owned small business enterprise in order to obtain or retain a Bid/proposal preference or a procurement contract;
- (3) Willfully and knowingly make or subscribe to any statement, declaration, or other document that is fraudulent or false as to any material matter, whether or not that falsity or fraud is committed with the knowledge or consent of the person authorized or required to present the declaration, statement, or document;
- (4) Willfully and knowingly aid, assist in, procure, counsel, or advise the preparation or presentation of a declaration, statement, or other document that is fraudulent or false as to any material matter, regardless of whether that falsity or fraud is committed with the knowledge or consent of the person authorized or required to present the declaration, statement, or document;
- (5) Willfully and knowingly fail to file any declaration or notice with the unit that is required by COMAR 21.11.13; or
- (6) Establish, knowingly aid in the establishment of, or exercise control over a business found to have violated a provision of § B-2(1) -(5) of this regulation.

C. AFFIRMATION REGARDING BRIBERY CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business (as is defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies has been convicted of, or has had probation before judgment imposed pursuant to Criminal Procedure Article, § 6-220, Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

D. AFFIRMATION REGARDING OTHER CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies, has:

- (1) Been convicted under state or federal statute of:
 - (a) A criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; or
 - (b) Fraud, embezzlement, theft, forgery, falsification or destruction of records or receiving stolen property;
- (2) Been convicted of any criminal violation of a state or federal antitrust statute;
- (3) Been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C. § 1961 et seq., or the Mail Fraud Act, 18 U.S.C. § 1341 et seq., for acts in connection with the submission of Bids/Proposals for a public or private contract;
- (4) Been convicted of a violation of the State Minority Business Enterprise Law, § 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;
- (5) Been convicted of a violation of § 11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland;
- (6) Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsections (1)— (5) above;
- (7) Been found civilly liable under a state or federal antitrust statute for acts or omissions in connection with the submission of Bids/Proposals for a public or private contract;
- (8) Been found in a final adjudicated decision to have violated the Commercial Nondiscrimination Policy under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland with regard to a public or private contract;
- (9) Been convicted of a violation of one or more of the following provisions of the Internal Revenue Code:
 - (a) §7201, Attempt to Evade or Defeat Tax;
 - (b) §7203, Willful Failure to File Return, Supply Information, or Pay Tax,
 - (c) §7205, Fraudulent Withholding Exemption Certificate or Failure to Supply Information;
 - (d) §7206, Fraud and False Statements, or
 - (e) §7207 Fraudulent Returns, Statements, or Other Documents;
- (10) Been convicted of a violation of 18 U.S.C. §286 Conspiracy to Defraud the Government with Respect to Claims, 18 U.S.C. §287, False, Fictitious, or Fraudulent Claims, or 18 U.S.C. §371, Conspiracy to Defraud the United States;

(11) Been convicted of a violation of the Tax-General Article, Title 13, Subtitle 7 or Subtitle 10, Annotated Code of Maryland;

(12) Been found to have willfully or knowingly violated State Prevailing Wage Laws as provided in the State Finance and Procurement Article, Title 17, Subtitle 2, Annotated Code of Maryland, if:

(a) A court:

(i) Made the finding; and

(ii) Decision became final; or

(b) The finding was:

(i) Made in a contested case under the Maryland Administrative Procedure act; and

(ii) Not overturned on judicial review;

(13) Been found to have willfully or knowingly violated State Living Wage Laws as provided in the State Finance and Procurement Article, Title 18, Annotated Code of Maryland, if:

(a) A court:

(i) Made the finding; and

(ii) Decision became final; or

(b) The finding was:

(i) Made in a contested case under the Maryland Administrative Procedure act; and

(ii) Not overturned on judicial review;

(14) Been found to have willfully or knowingly violated the Labor and Employment Article, Title 3, Subtitles 3, 4, or 5, or Title 5, Annotated Code of Maryland, if:

(a) A court:

(i) Made the finding; and

(ii) Decision became final; or

(b) The finding was:

(i) Made in a contested case under the Maryland Administrative Procedure act; and

(ii) Not overturned on judicial review; or

(15) Admitted in writing or under oath, during the course of an official investigation or other proceedings, acts or omissions that would constitute grounds for conviction or liability under any law or statute described in §§ B and C and subsections D(1)—(14) above, except as follows (indicate reasons why the affirmations cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved and their current positions and responsibilities with the business, and the status of any debarment):

E. AFFIRMATION REGARDING DEBARMENT

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities, including obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows (list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds of the debarment or suspension).

F. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES

I FURTHER AFFIRM THAT:

- (1) The business was not established and does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and
 - (2) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows (you must indicate the reasons why the affirmations cannot be given without qualification):
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G. SUBCONTRACT AFFIRMATION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

H. AFFIRMATION REGARDING COLLUSION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business has:

- (1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying Bid/proposal that is being submitted; or
- (2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the Bid/proposal

price of the Bidder/Offeror or of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying Bid/proposal is submitted.

I. CERTIFICATION OF TAX PAYMENT

I FURTHER AFFIRM THAT:

Except as validly contested, the business has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, State Department of Assessments and Taxation, and Department of Labor, Licensing, and Regulation, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

J. CONTINGENT FEES I FURTHER AFFIRM THAT:

The business has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency working for the business, to solicit or secure the Contract, and that the business has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency, any fee or any other consideration contingent on the making of the Contract.

K. CERTIFICATION REGARDING INVESTMENTS IN IRAN

(1) The undersigned certifies that, in accordance with State Finance and Procurement Article, §17- 705, Annotated Code of Maryland:

(a) It is not identified on the list created by the Board of Public Works as a person engaging in investment activities in Iran as described in State Finance and Procurement Article, §17-702, Annotated Code of Maryland; and

(b) It is not engaging in investment activities in Iran as described in State Finance and Procurement Article, §17-702, Annotated Code of Maryland.

(2) The undersigned is unable to make the above certification regarding its investment activities in Iran due to the following activities:

L. CONFLICT MINERALS ORIGINATED IN THE DEMOCRATIC REPUBLIC OF CONGO (FOR SUPPLIES AND SERVICES CONTRACTS)

I FURTHER AFFIRM THAT:

The business has complied with the provisions of State Finance and Procurement Article, §14-413, Annotated Code of Maryland governing proper disclosure of certain information regarding conflict minerals originating in the Democratic Republic of Congo or its neighboring countries as required by federal law.

M. PROHIBITING DISCRIMINATORY BOYCOTTS OF ISRAEL

I FURTHER AFFIRM THAT:

In preparing its bid/proposal on this project, the Bidder/Offeror has considered all bid/proposals submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor, vendor, or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity on the basis of Israeli national origin, or residence or incorporation in Israel and its territories. The Bidder/Offeror also has not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. Without limiting any other provision of the solicitation for bid/proposals for this project, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the State to reject the bid/proposal submitted by the Bidder/Offeror on this project, and terminate any contract awarded based on the bid/proposal.

N. I FURTHER AFFIRM THAT:

Any claims of environmental attributes made relating to a product or service included in the bid or bid/proposal are consistent with the Federal Trade Commission's Guides for the Use of Environmental Marketing Claims as provided in 16 C.F.R. §260, that apply to claims about the environmental attributes of a product, package or service in connection with the marketing, offering for sale, or sale of such item or service.

O. ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer and may be distributed to units of: (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of this Bid/proposal shall be construed to supersede, amend, modify or waive, on behalf of the State of Maryland, or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

By: _____

Signature of Authorized Representative and Affiant

Printed Name: _____

Printed Name of Authorized Representative and Affiant

Title: _____

Title

Date: _____

Date