

**GENERAL CONSTRUCTION BID FORM - PROPOSAL**

BUILDING TRADES PROGRAM RELOCATION  
for the  
EASTERN CENTER for ARTS and TECHNOLOGY  
WILLOW GROVE, MONTGOMERY COUNTY, PENNSYLVANIA

**PROPOSAL OF:**

Bidder: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_                      Telecopier: \_\_\_\_\_

Contact Person: \_\_\_\_\_                      Email: \_\_\_\_\_

Proposal for: GENERAL CONSTRUCTION

To: EASTERN CENTER FOR ARTS AND TECHNOLOGY

Date: \_\_\_\_\_

In conformity with the Plans and Specifications as prepared by Breslin Architects, 1226 Union Boulevard, Allentown, Pennsylvania, and after an examination of the site of the work and the Contract Documents, including Advertisement for Bids, Instructions to Bidders, this Bid Form-Proposal, Agreement Between Owner and Contractor, Bid Bond, Payment Bond, Performance Bond, and General Conditions of the Contract, including all addenda, the undersigned submits this proposal and encloses herewith, as a proposal guaranty, a certified check, bank cashier's check, trust company treasurer's check, or Bid Bond, (in an amount of not less than ten percent (10%) of the sum of the hereinafter stated base bid) naming as payee or obligee, as appropriate, **Eastern Arts for Arts and Technology**, which guaranty it is understood will be forfeited to and retained by the Owner as liquidated damages if the undersigned shall fail to furnish satisfactory payment and performance bonds and insurance certificates or if this proposal is accepted by the Owner and the undersigned shall fail to execute the contract all as required by the provisions of the contract documents. Should the Owner fail to make an award on this project through no fault or failure on the part of this bidder, then the Owner shall return said guaranty.

Attached to this Proposal and Bid Security is an Agreement of Surety certifying that a surety company will provide the bidder with a Performance Bond and Labor and Material Payment Bond each in the amount of 100% of the Contract amount. A Contractor's Qualification Statement is also attached hereto. The financial statement does not have to be submitted with the proposal. The Contractor will be required to furnish their financial statement within three days if requested by the Owner after the opening of Proposals.

It is hereby certified that the undersigned is the only person(s), firm, or corporation interested in this proposal as principal, and that the proposal is made without collusion with any person, firm or corporation. A Non-Collusion Affidavit is attached to this proposal.

Bidder guarantees that, if awarded the contract, he/she will furnish and deliver all materials, tools, equipment, tests, transportation, secure all permits and licenses, do and perform all labor, superintendence and all means of construction, pay all fees and do all incidental work, to execute, construct and finish in an expeditious, substantial and workmanlike manner, in accordance with the plans and specifications, to the complete satisfaction and acceptance of the Owner, for the prices hereinafter stated.

It is understood that the Owner reserves the right to reject any/or all proposals, or part thereof or items therein and to waive technicalities determined for the best interests of the Owner. It is further understood that competency and responsibility of bidders will receive consideration before the award of the contract.

**CONTRACT COMPLETION TIME**

Bidder submits this proposal with the understanding that the Work to be performed under this Contract for Construction shall be commenced immediately after receipt by the Contractor of written "Notice to Proceed" from the Owner, and unless extended by the Owner pursuant to the General Conditions, shall be Substantially Completed as indicated in Section 011100 "Summary of Work", Paragraph 1.4 "Work Sequence" in accordance with the definition of Substantial Completion in the General Conditions.

The completion of the Work shall be considered of the essence of this contract, and the Owner shall be entitled to the fixed sum of Five Hundred Dollars (\$500.00) liquidated damages for each and every calendar day beyond the Date of Substantial Completion for each Contract, subject to extensions as provided for in the General Conditions of the Contract.

Additionally, the Owner shall be entitled to a fixed sum of One Hundred Dollars (\$100.00) liquidated damages for each and every calendar day that the full completion of the project including the List of Deficiencies (Punch List) is not achieved commencing the thirtieth (30th) calendar day after Substantial Completion until full completion is achieved.

The Contractors acknowledges receipt of the following Addenda:

**ADDENDA**

**DATE**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**CONTRACT DRAWINGS**

The Bidder hereby acknowledges that he has received a complete set of drawings of all prime contracts during the bidding period.

YES \_\_\_\_\_

NO \_\_\_\_\_

**BASE BID PROPOSAL**

Base Bid Price for all Work indicated on the Contract Documents

\_\_\_\_\_ Dollars  
(Words)

(\$ \_\_\_\_\_ )  
(Figures)

**ALTERNATE BIDS**

Insert the total net amount to be added to or deducted from the Base Bid for each Alternate Item Bid by completing the appropriate section (either "Add" or "Deduct") under each Alternate Item Bid number. The Bidder agrees that the Owner shall have the right to accept or reject any or all of the following Alternates, which acceptance or rejection shall enter into the determination of the low bidder. The Bidder acknowledges that the Contract Time shall not be increased on account of the acceptance of any one or combination of alternates.

Bidder shall enter a response to all requested Alternates. If no change in the Base Bid is required for an Alternate, enter "No Change." If the bidder is not providing a bid for an Alternate, enter "No Bid." If no response is provided, including entering "No Bid", and the Owner elects to accept that Alternate, the Alternate Bid shall be treated conclusively as a bid for zero dollars for the work described, or the Bidder's Proposal may be rejected, at the Owner's sole discretion.

**ALTERNATE No. A-1**

The Bidder shall state the difference in price from the Base Bid should the Owner decide to construct the work necessary to complete interior alterations to the Exercise Science Suite as indicated on the Contract Documents (Reference Floor Plan – Area "B").

ADD \_\_\_\_\_ (\$ \_\_\_\_\_ )

DEDUCT \_\_\_\_\_ (\$ \_\_\_\_\_ )

**UNIT PRICES**

The undersigned agrees that the following shall constitute the Unit Prices to be applicable to additions to or deductions from the quantities contemplated by the Contract Documents by reason of changes to the Contract Documents in the course of performance of the contemplated work:

- A.     \$ \_\_\_\_\_ per square foot of hydraulic cement underlayment with a uniform depth of 1/4-inch installed.
  
- B.     \$ \_\_\_\_\_ per ton for miscellaneous steel for lintels; roof opening headers and miscellaneous angles, beams, plates, bars, etc. including fabrication, shop priming, delivery to site and installation.
  
- C.     \$ \_\_\_\_\_ per 50 patched and repaired holes in concrete masonry unit walls; 2-inch diameter or less in size; include removal of plastic inserts from wall.
  
- D.     \$ \_\_\_\_\_ per 50 patched and repaired holes in concrete masonry unit walls; 2-inches to 6-inches in diameter.
  
- E.     \$ \_\_\_\_\_ per linear foot to provide additional 24-inch wide by 12-inches deep drywall soffit/bulkhead with metal stud framing including finishing and painting.
  
- F.     \$ \_\_\_\_\_ per linear foot to provide additional 5/8-inch gypsum board on 7/8-inch metal furring 9'-0" in height complete with new paint finish.
  
- G.     \$ \_\_\_\_\_ per sq. ft. to provide new paint finish on existing/new gypsum board wall areas; one primer coat and two finish coats.
  
- H.     \$ \_\_\_\_\_ per square foot of existing acoustical panel ceiling system to be removed and replaced with new Acoustical Ceiling Panels (Type AP-1) and related suspension system.

**MATERIAL ALLOWANCES**

The undersigned further certifies that he has included the following "Material Allowances" in the above bid. The Owner shall receive a reduction in the Contract Price for any unused quantities included in the Material Allowance, pursuant to a deduct Change Order, based on their respective Unit Price(s). Unit Prices will also govern for quantities exceeding the Material Allowances:

- A.     1,500 square feet of 1/4-inch thick hydraulic cement self-leveling floor underlayment.     \$ \_\_\_\_\_  
(1,500 x A from the unit prices above)
  
- B.     1 ton of additional miscellaneous structural steel.     \$ \_\_\_\_\_  
(1 x B from the unit prices above)

- |    |  |          |
|----|--|----------|
| C. | 250 patched and repaired holes; 2-inch diameter or less in size.<br>(5 x "C" from the Unit Prices above)                                       | \$ _____ |
| D. | 250 patched & repaired holes; 2-inches to 6-inches in diameter.<br>(5 x D from the Unit Prices above)  | \$ _____ |
| E. | 30 linear feet of additional 24" wide x 12" deep drywall soffit/bulkhead with framing & paint finish.<br>(30 x "E" from the unit prices above) | \$ _____ |
| F. | 40 linear feet of additional 5/8-inch gypsum board on 7/8-inch metal furring 9'-0" in height.<br>(40 x "F" from the unit prices above)         | \$ _____ |
| G. | 400 square feet of new paint finish on existing/new gypsum board wall areas.<br>(400 x "G" from the unit prices above)                         | \$ _____ |
| H. | 100 square feet of acoustical panel ceiling system removed and replaced.<br>(100 x "H" from the unit prices above)                             | \$ _____ |

The undersigned agrees that:

- (1) the Contract Documents are incorporated herein by reference and shall be construed to be part hereof, with the same effect as if such were reported at length herein, or were physically attached hereto;
- (2) this proposal is genuine and is not sham, collusive or fraudulent;
- (3) this proposal is not made in the interest or in behalf of any persons other than the undersigned;
- (4) the undersigned has not sought in any manner, by collusion or otherwise, to secure any advantage over any other bidder;
- (5) he/she will not assign his bid or any of his rights or interest thereunder without the written consent of the Owner.

**SIGNATURES**

When the Bidder is an Individual:

WITNESS:

\_\_\_\_\_

\_\_\_\_\_(SEAL)  
Signature of Individual

Trading and doing business as:

\_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_

When the Bidder is a Partnership (Name of Partners):

WITNESS:

\_\_\_\_\_  
Name of Partnership

\_\_\_\_\_  
Address  
\_\_\_\_\_

\_\_\_\_\_  
BY: \_\_\_\_\_(SEAL)  
Partner

\_\_\_\_\_  
BY: \_\_\_\_\_(SEAL)  
Partner

\_\_\_\_\_  
BY: \_\_\_\_\_(SEAL)  
Partner

\_\_\_\_\_  
BY: \_\_\_\_\_(SEAL)  
Partner

When the Bidder is a Corporation:

ATTEST:

\_\_\_\_\_  
Name of Corporation

\_\_\_\_\_  
Address  
\_\_\_\_\_

\_\_\_\_\_  
Secretary/Assistant Secretary

BY: \_\_\_\_\_  
President/Vice President

(CORPORATE SEAL)

\_\_\_\_\_ is a corporation organized and existing  
under the laws of \_\_\_\_\_ and has (has not)  
been granted a certificate of authority to do business in the State of Pennsylvania.

When the Bidder is a Limited Liability Company:

WITNESS:

\_\_\_\_\_  
Name of Limited Liability Company

\_\_\_\_\_

BY: \_\_\_\_\_(SEAL)  
(Managing) Member

\_\_\_\_\_

BY: \_\_\_\_\_(SEAL)  
Member

\_\_\_\_\_

BY: \_\_\_\_\_(SEAL)  
Member

or (if appropriate)

WITNESS:

\_\_\_\_\_  
Name of Limited Liability Company

\_\_\_\_\_

\*BY: \_\_\_\_\_(SEAL)  
(Authorized Representative)

\*Attach appropriate proof, dated as of the same date as the Bond, evidencing authority to execute on behalf of the company.



**BID BOND**

Date \_\_\_\_\_

**KNOW ALL PERSONS BY THESE PRESENTS**, that we \_\_\_\_\_  
\_\_\_\_\_ as Principal and \_\_\_\_\_  
\_\_\_\_\_ of the City of \_\_\_\_\_

State of \_\_\_\_\_ a corporation existing under the laws of the  
State of \_\_\_\_\_ and authorized to transact business in the  
Commonwealth of Pennsylvania, as Surety, are held and firmly bound unto the **EASTERN  
CENTER for ARTS and TECHNOLOGY** hereinafter called the Obligee, in the sum of  
\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

lawful money of the United States of America, for the payment of which sum well and truly to be  
made, we bind ourselves, our heirs, executors, administrators and successors, jointly and  
severally, firmly by these presents.

**THE CONDITION OF THIS OBLIGATION IS SUCH**, that whereas the Principal has submitted  
the accompanying Proposal dated \_\_\_\_\_, 2026 for the **Building Trades  
Program Relocation** Project for the **Eastern Center for Arts and Technology** as set forth in  
the Contract Documents.

**THEREFORE**, the condition of this obligation is that if said Principal shall furnish a Performance  
Bond, a Labor and Material Payment Bond and Insurance Certificates in all respects as required  
by said Contract Documents, within ten (10) days of the Obligee's delivery to the Principal of  
"Notice of Intention" to award a contract to such Principal, and the Principal shall enter into such  
contract within ten (10) days after issuance of Notice of Award to him, then this obligation shall  
be void; but otherwise it shall remain in full force and the Principal and Surety will pay to the  
Obligee the difference between the amount of the Principal's accepted bid(s) and any higher  
amount for which the Obligee may contract for the required work, plus any advertising, Architect,  
legal and other expenses incurred by the Obligee by reason of the default; provided, however,  
that the obligations of the Surety hereunder shall not exceed the amount of this bond together  
with interest.

**IN WITNESS WHEREOF**, the Principal and Surety have hereunto set their hands and seals, and  
such of them as are corporations have caused their corporate seals to be hereto affixed and these  
presents to be signed by their proper officers, the day and year first set forth above.

**SIGNATURES**

When the Bidder is an Individual:

WITNESS:

\_\_\_\_\_ (SEAL)  
Signature of Individual

Trading & doing business as:

\_\_\_\_\_

Address

\_\_\_\_\_

-----  
When the Bidder is a Partnership (Name of Partners):

WITNESS:

\_\_\_\_\_  
Name of Partnership

\_\_\_\_\_  
Address

\_\_\_\_\_

\_\_\_\_\_ BY: \_\_\_\_\_ (SEAL)

Partner

\_\_\_\_\_ BY: \_\_\_\_\_ (SEAL)

Partner

\_\_\_\_\_ BY: \_\_\_\_\_ (SEAL)

Partner

\_\_\_\_\_ BY: \_\_\_\_\_ (SEAL)

Partner

When the Bidder is a Corporation:

ATTEST:

\_\_\_\_\_  
Name of Corporation

\_\_\_\_\_  
Address  
\_\_\_\_\_

\_\_\_\_\_  
Secretary/Assistant Secretary

BY: \_\_\_\_\_  
President/Vice President

(CORPORATE SEAL)

-----  
OR (IF APPROPRIATE)

WITNESS:

\_\_\_\_\_  
Name of Corporation

\_\_\_\_\_  
Address  
\_\_\_\_\_

\_\_\_\_\_  
\*\*BY: \_\_\_\_\_  
Authorized Representative

\*\* Attach appropriate proof, dated as of the same date as the Bond, evidencing authority to execute in behalf of the corporation.

(Corporation Surety)

WITNESS:

\_\_\_\_\_  
Name of Corporation

\_\_\_\_\_  
Address  
\_\_\_\_\_

\_\_\_\_\_  
\*\*BY: \_\_\_\_\_  
Attorney-in-fact

(CORPORATE SEAL)

\*\* Attach as appropriate power of attorney, dated as of the same date as the Bond, evidencing the authority of the attorney-in-fact to act in behalf of the corporation.

NOTE: If the Contractor is a partnership, all partners should execute Bond.

When the Bidder is a Limited Liability Company:

WITNESS: \_\_\_\_\_  
Name of Limited Liability Company

\_\_\_\_\_  
BY: \_\_\_\_\_ (SEAL)  
(Managing) Member

\_\_\_\_\_  
BY: \_\_\_\_\_ (SEAL)  
Member

\_\_\_\_\_  
BY: \_\_\_\_\_ (SEAL)  
Member

or (if appropriate)

WITNESS: \_\_\_\_\_  
Name of Limited Liability Company

\_\_\_\_\_  
\*BY: \_\_\_\_\_ (SEAL)  
(Authorized Representative)

\*Attach appropriate proof, dated as of the same date as the Bond, evidencing authority to execute on behalf of the company.



**AGREEMENT OF SURETY**

**KNOW ALL MEN BY THESE PRESENT**, that we, \_\_\_\_\_  
\_\_\_\_\_ as Surety, a corporation existing under the laws of the State of \_\_\_\_\_, and authorized to transact business in the Commonwealth of Pennsylvania hereby agrees intending to be legally bound hereby, to execute and deliver to the **Eastern Center for Arts and Technology**, within the time limit specified in the Contract Documents, the Performance Bond and Payment Bond in the forms included in the Contract Documents each in an amount of 100% of the contract amount, in favor of the **Eastern Center for Arts and Technology**, as required for the faithful performance and proper fulfillment of the contract for the **Building Trades Program Relocation** Project in Willow Grove, Montgomery County, Pennsylvania on behalf of \_\_\_\_\_ (hereinafter called the Bidder) provided that the above contract be awarded to the bidder within sixty (60) days after the date of opening of the bids or otherwise as set forth in the "Instructions to Bidders" and "Advertisement for Bids."

Surety further agrees that should the Surety, after notification of intent to make such award, omit or refuse to execute the required bonds and agreement, then the Surety shall pay to the **Eastern Center for Arts and Technology**, hereinafter called the Obligee, any difference between the total amount specified in said Bidder's proposal for the required work and the amount for which said Obligee may procure the same work, if the latter amount be in excess of the former, plus any advertising, architectural, legal and other expenses incurred by Obligee; provided, however, that the obligations of Surety hereunder shall not exceed the amount of Bid Security provided by the Bidder together with interest.

DATED: \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_  
(CORPORATE SURETY)

WITNESS: \_\_\_\_\_ BY: \_\_\_\_\_  
Attorney-in-Fact  
NAME: \_\_\_\_\_  
(Please type)

(CORPORATE SEAL)



**LETTER OF INSURER**

DATE: \_\_\_\_\_

TO: Ms. Katie Braun, Business Manager  
Eastern Center for Arts and Technology  
3075 Terwood Road  
Willow Grove, Pennsylvania 19090

Dear Ms. Braun:

The undersigned insurance agent licensed to do business in the Commonwealth of Pennsylvania and authorized to issue this letter on behalf of the following insurance company or companies:

\_\_\_\_\_  
\_\_\_\_\_

hereby represents that if

\_\_\_\_\_  
(Insert name of Bidder)

is awarded the Contract for Construction of the Project, or that portion thereof, as is described in the Contract for Construction, then the above-named insurance company or companies will issue insurance, naming the Eastern Center for Arts and Technology and its Architect and Architect's Consultants as additional insured, for the coverages and in the amounts required by the Contract Documents, as set forth in Article 11 of the General Conditions.

\_\_\_\_\_  
(Name of Agent)

By: \_\_\_\_\_  
(Authorized Representative)





I state that \_\_\_\_\_ understands  
(Name of My Firm)

and acknowledges that the above representations are material and important, and will be relied on by the Eastern Center for Arts and Technology in awarding the Contract(s) for which this Bid is submitted. I understand and my firm understands that any misstatement in this Affidavit is and shall be treated as fraudulent concealment from the Eastern Center for Arts and Technology of the true facts relating to the submission of bids for this Contract.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Company Position)

SWORN TO AND SUBSCRIBED

BEFORE ME THIS \_\_\_\_\_ DAY

OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires

**INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT**

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this Bid. According to Section 4507 of the Pennsylvania Commonwealth Procurement Code, 62 Pa.C.S. § 4507, governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.

2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.

3. Bid rigging and other efforts to restrain competition, and the making of false SWORN statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all of persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the Bid.

4. In case of a bid submitted by a joint venture, each party to the venture must be identified in the Bid Documents, and an Affidavit must be submitted separately on behalf of each party.

5. The term “Complementary Bid” as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.

6. Failure to file an Affidavit in compliance with these instructions may result in disqualification of the Bid.

7. A bidder’s statement that it has been convicted or found liable for any act prohibited by Federal or State Law in any jurisdiction involving conspiracy or collusion with respect to bidding on any public Contract within the last three (3) years does not prohibit a government agency from accepting a bid from or awarding a Contract to that bidder, but it may be grounds for administrative suspension or debarment in the discretion of the government agency under the rules and regulations of that agency or, in the case of a government agency with no administrative suspension or debarment regulations or procedures, may be grounds for consideration on the question of whether the agency should decline to award a Contract to that person on the basis of lack of responsibility.



# AIA<sup>®</sup> Document A305™ – 2020

## Contractor's Qualification Statement

**THE PARTIES SHOULD EXECUTE A SEPARATE CONFIDENTIALITY AGREEMENT IF THEY INTEND FOR ANY OF THE INFORMATION IN THIS A305-2020 TO BE HELD CONFIDENTIAL.**

**SUBMITTED BY:** \_\_\_\_\_ **SUBMITTED TO:** \_\_\_\_\_  
(Organization name and address.) (Organization name and address.)

### TYPE OF WORK TYPICALLY PERFORMED

(Indicate the type of work your organization typically performs, such as general contracting, construction manager as constructor services, HVAC contracting, electrical contracting, plumbing contracting, or other.)

### THIS CONTRACTOR'S QUALIFICATION STATEMENT INCLUDES THE FOLLOWING:

(Check all that apply.)

- Exhibit A – General Information
- Exhibit B – Financial and Performance Information
- Exhibit C – Project-Specific Information
- Exhibit D – Past Project Experience
- Exhibit E – Past Project Experience (Continued)

### CONTRACTOR CERTIFICATION

The undersigned certifies under oath that the information provided in this Contractor's Qualification Statement is true and sufficiently complete so as not to be misleading.

\_\_\_\_\_  
Organization's Authorized Representative  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

### NOTARY

State of:

County of:

Signed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Signature

My commission expires:

### ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.



# AIA<sup>®</sup> Document A305™ – 2020 Exhibit A

## General Information

This Exhibit is part of the Contractor’s Qualification Statement, submitted by and dated the day of in the year  
(In words, indicate day, month and year.)

### § A.1 ORGANIZATION

#### § A.1.1 Name and Location

§ A.1.1.1 Identify the full legal name of your organization.

§ A.1.1.2 List all other names under which your organization currently does business and, for each name, identify jurisdictions in which it is registered to do business under that trade name.

§ A.1.1.3 List all prior names under which your organization has operated and, for each name, indicate the date range and jurisdiction in which it was used.

§ A.1.1.4 Identify the address of your organization’s principal place of business and list all office locations out of which your organization conducts business. If your organization has multiple offices, you may attach an exhibit or refer to a website.

#### § A.1.2 Legal Status

§ A.1.2.1 Identify the legal status under which your organization does business, such as sole proprietorship, partnership, corporation, limited liability corporation, joint venture, or other.

- .1 If your organization is a corporation, identify the state in which it is incorporated, the date of incorporation, and its four highest-ranking corporate officers and their titles, as applicable.
- .2 If your organization is a partnership, identify its partners and its date of organization.
- .3 If your organization is individually owned, identify its owner and date of organization.

#### ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

- 4 If the form of your organization is other than those listed above, describe it and identify its individual leaders:

§ A.1.2.2 Does your organization own, in whole or in part, any other construction-related businesses? If so, identify and describe those businesses and specify percentage of ownership.

§ A.1.3 Other Information

§ A.1.3.1 How many years has your organization been in business?

§ A.1.3.2 How many full-time employees work for your organization?

§ A.1.3.3 List your North American Industry Classification System (NAICS) codes and titles. Specify which is your primary NAICS code.

§ A.1.3.4 Indicate whether your organization is certified as a governmentally recognized special business class, such as a minority business enterprise, woman business enterprise, service disabled veteran owned small business, woman owned small business, small business in a HUBZone, or a small disadvantaged business in the 8(a) Business Development Program. For each, identify the certifying authority and indicate jurisdictions to which such certification applies.

§ A.2 EXPERIENCE

§ A.2.1 Complete Exhibit D to describe up to four projects, either completed or in progress, that are representative of your organization's experience and capabilities.

§ A.2.2 State your organization's total dollar value of work currently under contract.

§ A.2.3 Of the amount stated in Section A.2.2, state the dollar value of work that remains to be completed:

§ A.2.4 State your organization's average annual dollar value of construction work performed during the last five years.

§ A.3 CAPABILITIES

§ A.3.1 List the categories of work that your organization typically self-performs.

§ A.3.2 Identify qualities, accreditations, services, skills, or personnel that you believe differentiate your organization from others.

§ A.3.3 Does your organization provide design collaboration or pre-construction services? If so, describe those services.

§ A.3.4 Does your organization use building information modeling (BIM)? If so, describe how your organization uses BIM and identify BIM software that your organization regularly uses.

§ A.3.5 Does your organization use a project management information system? If so, identify that system.

**§ A.4 REFERENCES**

§ A.4.1 Identify three client references:

*(Insert name, organization, and contact information)*

§ A.4.2 Identify three architect references:

*(Insert name, organization, and contact information)*

§ A.4.3 Identify one bank reference:

*(Insert name, organization, and contact information)*

§ A.4.4 Identify three subcontractor or other trade references:

*(Insert name, organization, and contact information)*

# AIA<sup>®</sup> Document A305<sup>™</sup> – 2020 Exhibit B

## **Financial and Performance Information**

This Exhibit is part of the Contractor's Qualification Statement, submitted by \_\_\_\_\_ and dated the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_  
*(In words, indicate day, month and year.)*

### **§ B.1 FINANCIAL**

**§ B.1.1** Federal tax identification number:

**§ B.1.2** Has your organization, its parent, or a subsidiary, affiliate, or other entity having common ownership or management, been the subject of any bankruptcy proceeding within the last ten years?

**§ B.1.3** Identify your organization's preferred credit rating agency and identification information.

*(Identify rating agency, such as Dun and Bradstreet or Equifax, and insert your organization's identification number or other method of searching your organization's credit rating with such agency.)*

*(Paragraphs deleted)*

### **§ B.2 DISPUTES AND DISCIPLINARY ACTIONS**

**§ B.2.1** Are there any pending or outstanding judgments, arbitration proceedings, bond claims, or lawsuits against your organization, its parent, or a subsidiary, affiliate, or other entity having common ownership or management, or any of the individuals listed in Exhibit A, Section 1.2, in which the amount in dispute is more than \$75,000?  
*(If the answer is yes, provide an explanation.)*

**§ B.2.2** In the last five years has your organization, its parent, or a subsidiary, affiliate, or other entity having common ownership or management:  
*(If the answer to any of the questions below is yes, provide an explanation.)*

- .1 failed to complete work awarded to it?
- .2 been terminated for any reason except for an owners' convenience?
- .3 had any judgments, settlements, or awards pertaining to a construction project in which your

### **ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

organization was responsible for more than \$75,000?

- .4 filed any lawsuits or requested arbitration regarding a construction project?

**§ B.2.3** In the last five years, has your organization, its parent, or a subsidiary, affiliate, or other entity having common ownership or management; or any of the individuals listed in Exhibit A Section 1.2:  
*(If the answer to any of the questions below is yes, provide an explanation.)*

- .1 been convicted of, or indicted for, a business-related crime?
- .2 had any business or professional license subjected to disciplinary action?
- .3 been penalized or fined by a state or federal environmental agency?

# AIA<sup>®</sup> Document A305™ – 2020 Exhibit C

## **Project Specific Information**

This Exhibit is part of the Contractor's Qualification Statement, submitted by \_\_\_\_\_ and dated the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_.  
*(In words, indicate day, month and year.)*

### **PROJECT:**

*(Name and location or address.)*

### **CONTRACTOR'S PROJECT OFFICE:**

*(Identify the office out of which the contractor proposes to perform the work for the Project.)*

### **TYPE OF WORK SOUGHT**

*(Indicate the type of work you are seeking for this Project, such as general contracting, construction manager as constructor, design-build, HVAC subcontracting, electrical subcontracting, plumbing subcontracting, etc.)*

### **CONFLICT OF INTEREST**

Describe any conflict of interest your organization, its parent, or a subsidiary, affiliate, or other entity having common ownership or management, or any of the individuals listed in Exhibit A Section 1.2, may have regarding this Project.

### **§ C.1 PERFORMANCE OF THE WORK**

**§ C.1.1** When was the Contractor's Project Office established?

**§ C.1.2**

**§ C.1.3** List the business license and contractor license or registration numbers for the Contractor's Project Office that pertain to the Project.

**§ C.1.4** Identify key personnel from your organization who will be meaningfully involved with work on this Project and indicate (1) their position on the Project team, (2) their office location, (3) their expertise and experience, and (4) projects similar to the Project on which they have worked.

### **ADDITIONS AND DELETIONS:**

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§ C.1.5 Identify portions of work that you intend to self-perform on this Project.

§ C.1.6 To the extent known, list the subcontractors you intend to use for major portions of work on the Project.

**§ C.2 EXPERIENCE RELATED TO THE PROJECT**

§ C.2.1 Complete Exhibit D to describe up to four projects performed by the Contractor's Project Office, either completed or in progress, that are relevant to this Project, such as projects in a similar geographic area or of similar project type. If you have already completed Exhibit D, but want to provide further examples of projects that are relevant to this Project, you may complete Exhibit E.

§ C.2.2 State the total dollar value of work currently under contract at the Contractor's Project Office:

§ C.2.3 Of the amount stated in Section C.2.2, state the dollar value of work that remains to be completed:

§ C.2.4 State the average annual dollar value of construction work performed by the Contractor's Project Office during the last five years.

§ C.2.5 List the total number of projects the Contractor's Project Office has completed in the last five years and state the dollar value of the largest contract the Contractor's Project Office has completed during that time.

**§ C.3 SAFETY PROGRAM AND RECORD**

§ C.3.1 Does the Contractor's Project Office have a written safety program?

§ C.3.2 List all safety-related citations and penalties the Contractor's Project Office has received in the last three years.

§ C.3.3 Attach the Contractor's Project Office's OSHA 300a Summary of Work-Related Injuries and Illnesses form for the last three years.

§ C.3.4 Attach a copy of your insurance agent's verification letter for your organization's current workers' compensation experience modification rate and rates for the last three years.

**§ C.4 INSURANCE**

§ C.4.1 Attach current certificates of insurance for your commercial general liability policy, umbrella insurance policy, and professional liability insurance policy, if any. Identify deductibles or self-insured retentions for your commercial general liability policy.

§ C.4.2 If requested, will your organization be able to provide property insurance for the Project written on a builder's risk "all-risks" completed value or equivalent policy form and sufficient to cover the total value of the entire Project on a replacement cost basis?

§ C.4.3 Does your commercial general liability policy contain any exclusions or restrictions of coverage that are prohibited in AIA Document A101-2017, Exhibit A, Insurance A.3.2.2.3? If so, identify.

§ C.5 SURETY

§ C.5.1 If requested, will your organization be able to provide a performance and payment bond for this Project?

§ C.5.2 Surety company name:

§ C.5.3 Surety agent name and contact information:

§ C.5.4 Total bonding capacity:

§ C.5.5 Available bonding capacity as of the date of this qualification statement:



# AIA<sup>®</sup> Document A305™ – 2020 Exhibit D

## Contractor's Past Project Experience

	1	2	3	4
PROJECT NAME				
PROJECT LOCATION				
PROJECT TYPE				
OWNER				
ARCHITECT				
CONTRACTOR'S PROJECT EXECUTIVE				
KEY PERSONNEL (include titles)				
PROJECT DETAILS	Contract Amount  Completion Date  % Self-Performed Work	Contract Amount  Completion Date  % Self-Performed Work	Contract Amount  Completion Date  % Self-Performed Work	Contract Amount  Completion Date  % Self-Performed Work
PROJECT DELIVERY METHOD	<input type="checkbox"/> Design-bid-build <input type="checkbox"/> Design-build <input type="checkbox"/> CM constructor <input type="checkbox"/> CM advisor <input type="checkbox"/> Other:	<input type="checkbox"/> Design-bid-build <input type="checkbox"/> Design-build <input type="checkbox"/> CM constructor <input type="checkbox"/> CM advisor <input type="checkbox"/> Other:	<input type="checkbox"/> Design-bid-build <input type="checkbox"/> Design-build <input type="checkbox"/> CM constructor <input type="checkbox"/> CM advisor <input type="checkbox"/> Other:	<input type="checkbox"/> Design-bid-build <input type="checkbox"/> Design-build <input type="checkbox"/> CM constructor <input type="checkbox"/> CM advisor <input type="checkbox"/> Other:
SUSTAINABILITY CERTIFICATIONS				



# AIA<sup>®</sup> Document A305<sup>™</sup> – 2020 Exhibit E

## Contractor's Past Project Experience, Continued

	1	2	3	4
PROJECT NAME				
PROJECT LOCATION				
PROJECT TYPE				
OWNER				
ARCHITECT				
CONTRACTOR'S PROJECT EXECUTIVE				
KEY PERSONNEL (include titles)				
PROJECT DETAILS	Contract Amount  Completion Date  % Self-Performed Work	Contract Amount  Completion Date  % Self-Performed Work	Contract Amount  Completion Date  % Self-Performed Work	Contract Amount  Completion Date  % Self-Performed Work
PROJECT DELIVERY METHOD	<input type="checkbox"/> Design-bid-build <input type="checkbox"/> Design-build <input type="checkbox"/> CM constructor <input type="checkbox"/> CM advisor <input type="checkbox"/> Other:	<input type="checkbox"/> Design-bid-build <input type="checkbox"/> Design-build <input type="checkbox"/> CM constructor <input type="checkbox"/> CM advisor <input type="checkbox"/> Other:	<input type="checkbox"/> Design-bid-build <input type="checkbox"/> Design-build <input type="checkbox"/> CM constructor <input type="checkbox"/> CM advisor <input type="checkbox"/> Other:	<input type="checkbox"/> Design-bid-build <input type="checkbox"/> Design-build <input type="checkbox"/> CM constructor <input type="checkbox"/> CM advisor <input type="checkbox"/> Other:
SUSTAINABILITY CERTIFICATIONS				



**ADDENDUM TO CONTRACTOR'S QUALIFICATION STATEMENT**

Article A.2 Experience – Add Paragraphs A.2.5 thru A.2.8 Follows:

A.2.5 For each project listed in your response to Exhibit D, state the name, business address and business telephone number of: (a) the Owner's Project representative or principal contact; and (b) the Architect's Project representative or principal contact.

A.2.6 On a separate sheet, list the last fifteen (15) construction projects (regardless of contract amount) on which your organization has most recently commenced construction work or services, giving the name of the project, Owner, Architect, contract amount, date of commencement of the work, date of completion of the work and percentage of the work performed with your own forces. In addition, for each project listed state the name, business address and business telephone number of: (a) the Owner's Project representative or principal contact; and (b) the Architect's Project representative or principal contact.

A.2.7 Neither the Bidder nor any general or limited partner, officer, director or shareholder of the Bidder has, at any time within three years of the date of the bid, been: (1) suspended or debarred by any governmental entity or agency, whether state or federal; or (2) convicted or found liable for any act prohibited by federal or state law in any jurisdiction involving conspiracy or collusion with respect to bidding on any public contract, except as follows: \_\_\_\_\_

\_\_\_\_\_  
(Attach additional sheet if necessary)

Note: Any such conviction shall not prohibit the Owner from awarding the contract to the Bidder, but may be grounds for a determination by the Owner that the bid should be rejected because the Bidder is not responsible.

A.2.8 The Bidder has not conspired, colluded or combined with any other person or entity in order to commit or attempt to commit bid-rigging involving this bid.

M\_\_\_\_. \_\_\_\_\_, being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

\_\_\_\_\_  
Name:  
Title:

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires:  
\_\_\_\_\_

