



**City of Wilsonville  
Engineering Department**  
29799 SW Town Center Loop E  
Wilsonville, Oregon 97070  
(503) 682-4960

## STATEMENT OF QUALIFICATION APPLICATION

**Statement of** \_\_\_\_\_  
**(Contractor's Registered Company Name)**

**Address to which all correspondence should be mailed:**

Physical Address \_\_\_\_\_

PO Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone No. (Area Code) \_\_\_\_\_

Fax No. (Area Code) \_\_\_\_\_

Date Application Prepared \_\_\_\_\_

**This Statement of Qualifications is submitted for the following project(s):**

**5<sup>th</sup> Street to Kinsman Road Extension, CIP 4196**

**Statement of Qualifications Due Date and Time: April 3, 2019**

At or before 2:00 pm (local time)

## INSTRUCTIONS

### **INTRODUCTORY STATEMENT:**

In accordance with the statutes of the State of Oregon, every public contracting agency contemplating receiving bids for and awarding any contract for a public improvement may require any prospective bidder (*herein refer to as applicant*) to submit a full and complete statement concerning their equipment and experience in constructing public improvements.

The application and questionnaire forms, which are bound herewith, comply with the requirements of public contracting rules and must be used in determining the qualifications of applicants and in assigning limits as to the size and kinds of projects for which the applicant may submit bids.

The applicant should use care and integrity in preparing this information. The public contracting agency may make independent inquiries concerning the contractors past performance and/or capabilities.

### **Manner of Preparing and Filling in Forms:**

This application shall include information for only the specific single business organization or entity which is applying for qualification and which would be the signatory on a contract with the public contracting agency.

All answers and other entries on the forms, except signatures, should be filled in with a key board or printed. To make this possible, the forms may be taken apart by removing the staples by which they are bound. It shall be the responsibility of the applicant to return all pages whether applicable or not. Failure to do so may be grounds for rejection. The forms are available in electronic format from the City of Wilsonville. All pages whether applicable or not must be submitted in hard copy. No electronic submissions will be accepted.

All answers and entries shall be specific and complete in detail.

The qualification application shall be signed by the applicant and sworn to as the form indicates. The signatory of the statement guarantees the truth and accuracy of all statements and of all answers to questions.

**An original signed application must accompany the qualification application. (Xerox or fax signatures will not be accepted)**

### **Use of Attachments:**

Schedules, reports and other forms of qualification statements may be used as attachments to the prescribed form, provided that the information contained therein specifically includes the information required by this form.

### **Requests for Further Information**

For general information regarding this qualification statement application, refer to the Request for Qualifications packet, General Instructions section. All requests for additional information and clarifications shall be made directly to the City's primary contact person, Mr. Steve R. Adams, P.E. In Mr. Adams absence, respondents may contact the City's alternate contact person, Ms. Patty Nelson, P.E..

Please answer each section and question in the application.

## **SECTION 1 – CONSTRUCTION FIRM(S)**

**1.1 Brief description of the General Contractor's firm.**

**1.2 Brief description of the proposed sub-contractors (if any).**

## SECTION 2 –MANAGEMENT AND CONSTRUCTION EXPERIENCE

**2.1 Fill in the classes of work you wish to bid on. Classes of work include, but are not limited to, work listed in parenthesis.**

**For Each Class of Work.**

- A Enter the maximum dollar amount of work you are capable of performing.
- B Enter the maximum dollar amount of work you are qualified to undertake in other states.
- C Enter the state(s) qualified for the amount shown in column 'B'.
- D Enter the number of years of experience in this class of work.

Class	A. Max Dollar Amount	B. Qualified Dollar Amount	C. State(s) Experience	D. Years Experience
Earthwork, general and rock excavation (non-blasting)	_____	_____	_____	_____
Demolition, blasting and related excavation	_____	_____	_____	_____
Asphalt Paving (HMAC, slurry, and oiling)	_____	_____	_____	_____
Portland Cement Conc. Paving	_____	_____	_____	_____
Misc. Roadway (curb, walks, driveway, fences, screening)	_____	_____	_____	_____
Misc. Roadway Safety (guardrail, barrier, impact attenuator)	_____	_____	_____	_____
Permanent Markings (painted, durable, markers, and delineators)	_____	_____	_____	_____
Permanent Signing (post, bases, retro-reflective signs)	_____	_____	_____	_____

Traffic Signals/Illumination	_____	_____	_____	_____
Temporary traffic control (all temporary traffic control items including flaggers, signage, and pilot cars)	_____	_____	_____	_____
Sanitary Sewer Construction	_____	_____	_____	_____
Storm Sewer Construction	_____	_____	_____	_____
Water Line Construction	_____	_____	_____	_____
Landscaping (roadside seeding, lawns, shrubs, trees, irrigation systems, topsoil)	_____	_____	_____	_____
Other (list specific class)	_____	_____	_____	_____

**2.2 Indicate the anticipated major sub-contractors for this project and the class of work.**

**Name of Contractor and Class or Type of Work**

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**2.3 List ten major projects applicant has undertaken in the last five years. (List most recent projects first)**

1. Name of Project \_\_\_\_\_  
Owner & Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Project Work Description \_\_\_\_\_  
\_\_\_\_\_  
Project Location \_\_\_\_\_  
Contract Amount \_\_\_\_\_ Amount +Over/-Under Contract \_\_\_\_\_  
Explain \_\_\_\_\_  
\_\_\_\_\_  
Start/Completion Date (mm/yy) \_\_\_\_\_ Completed on Time (Y/N) \_\_\_\_\_  
Project Construction Supervisor \_\_\_\_\_  
Architect/Engineering Firm & Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Indicate whether: Prime Contractor (P), Sub-contractor (S) or Joint Venture (J) on project \_\_\_\_\_

2. Name of Project \_\_\_\_\_  
Owner & Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Project Work Description \_\_\_\_\_  
\_\_\_\_\_  
Project Location \_\_\_\_\_  
Contract Amount \_\_\_\_\_ Amount +Over/-Under Contract \_\_\_\_\_  
Explain \_\_\_\_\_  
\_\_\_\_\_  
Start/Completion Date (mm/yy) \_\_\_\_\_ Completed on Time (Y/N) \_\_\_\_\_

Project Construction Supervisor \_\_\_\_\_

Architect/Engineering Firm & Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Indicate whether: Prime Contractor (P), Sub-contractor (S) or Joint Venture (J) on project \_\_\_\_\_

3. Name of Project \_\_\_\_\_

Owner & Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Project Work Description \_\_\_\_\_

Project Location \_\_\_\_\_

Contract Amount \_\_\_\_\_ Amount +Over/-Under Contract \_\_\_\_\_

Explain \_\_\_\_\_

Start/Completion Date (mm/yy) \_\_\_\_\_ Completed on Time (Y/N) \_\_\_\_\_

Project Construction Supervisor \_\_\_\_\_

Architect/Engineering Firm & Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Indicate whether: Prime Contractor (P), Sub-contractor (S) or Joint Venture (J) on project \_\_\_\_\_

4. Name of Project \_\_\_\_\_

Owner & Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Project Work Description \_\_\_\_\_

Project Location \_\_\_\_\_

Contract Amount \_\_\_\_\_ Amount +Over/-Under Contract \_\_\_\_\_

Explain \_\_\_\_\_

Start/Completion Date (mm/yy) \_\_\_\_\_ Completed on Time (Y/N) \_\_\_\_\_

Project Construction Supervisor \_\_\_\_\_

Architect/Engineering Firm & Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Indicate whether: Prime Contractor (P), Sub-contractor (S) or Joint Venture (J) on project \_\_\_\_\_

5. Name of Project \_\_\_\_\_

Owner & Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Project Work Description \_\_\_\_\_

Project Location \_\_\_\_\_

Contract Amount \_\_\_\_\_ Amount +Over/-Under Contract \_\_\_\_\_

Explain \_\_\_\_\_

Start/Completion Date (mm/yy) \_\_\_\_\_ Completed on Time (Y/N) \_\_\_\_\_

Project Construction Supervisor \_\_\_\_\_

Architect/Engineering Firm & Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Indicate whether: Prime Contractor (P), Sub-contractor (S) or Joint Venture (J) on project \_\_\_\_\_

6. Name of Project \_\_\_\_\_

Owner & Contact \_\_\_\_\_



Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Project Work Description \_\_\_\_\_

\_\_\_\_\_

Project Location \_\_\_\_\_

Contract Amount \_\_\_\_\_ Amount +Over/-Under Contract \_\_\_\_\_

Explain \_\_\_\_\_

\_\_\_\_\_

Start/Completion Date (mm/yy) \_\_\_\_\_ Completed on Time (Y/N) \_\_\_\_\_

Project Construction Supervisor \_\_\_\_\_

Architect/Engineering Firm & Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Indicate whether: Prime Contractor (P), Sub-contractor (S) or Joint Venture (J) on project \_\_\_\_\_

7. Name of Project \_\_\_\_\_

Owner & Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Project Work Description \_\_\_\_\_

\_\_\_\_\_

Project Location \_\_\_\_\_

Contract Amount \_\_\_\_\_ Amount +Over/-Under Contract \_\_\_\_\_

Explain \_\_\_\_\_

\_\_\_\_\_

Start/Completion Date (mm/yy) \_\_\_\_\_ Completed on Time (Y/N) \_\_\_\_\_

Project Construction Supervisor \_\_\_\_\_

Architect/Engineering Firm & Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Indicate whether: Prime Contractor (P), Sub-contractor (S) or Joint Venture (J) on project \_\_\_\_\_

8. Name of Project \_\_\_\_\_

Owner & Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Project Work Description \_\_\_\_\_

\_\_\_\_\_

Project Location \_\_\_\_\_

Contract Amount \_\_\_\_\_ Amount +Over/-Under Contract \_\_\_\_\_

Explain \_\_\_\_\_

\_\_\_\_\_

Start/Completion Date (mm/yy) \_\_\_\_\_ Completed on Time (Y/N) \_\_\_\_\_

Project Construction Supervisor \_\_\_\_\_

Architect/Engineering Firm & Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Indicate whether: Prime Contractor (P), Sub-contractor (S) or Joint Venture (J) on project \_\_\_\_\_

9. Name of Project \_\_\_\_\_

Owner & Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Project Work Description \_\_\_\_\_

\_\_\_\_\_

Project Location \_\_\_\_\_

Contract Amount \_\_\_\_\_ Amount +Over/-Under Contract \_\_\_\_\_

Explain \_\_\_\_\_

\_\_\_\_\_

Start/Completion Date (mm/yy) \_\_\_\_\_ Completed on Time (Y/N) \_\_\_\_\_

Project Construction Supervisor \_\_\_\_\_

Architect/Engineering Firm & Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Indicate whether: Prime Contractor (P), Sub-contractor (S) or Joint Venture (J) on project \_\_\_\_\_

10. Name of Project \_\_\_\_\_

Owner & Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Project Work Description \_\_\_\_\_

Project Location \_\_\_\_\_

Contract Amount \_\_\_\_\_ Amount +Over/-Under Contract \_\_\_\_\_

Explain \_\_\_\_\_

Start/Completion Date (mm/yy) \_\_\_\_\_ Completed on Time (Y/N) \_\_\_\_\_

Project Construction Supervisor \_\_\_\_\_

Architect/Engineering Firm & Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Indicate whether: Prime Contractor (P), Sub-contractor (S) or Joint Venture (J) on project \_\_\_\_\_

**2.4 How many years has Respondent been in business under present name?**

As a prime contractor?: \_\_\_\_\_ As a subcontractor?: \_\_\_\_\_

**2.5 How many years' experience in construction work has Respondent had?**

As a prime contractor?: \_\_\_\_\_ As a subcontractor?: \_\_\_\_\_

**2.6 Indicate Respondents principal contact person for this application:**

Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone and Fax Number \_\_\_\_\_

**2.7 What is the construction experience of all owners, officers, partners and principal individuals in Respondent's organization? Also list any other individuals or organization that, in any way and to any extent, controls or influences the bidding.**

<b>Individual's Name</b>	<b>Present Position or Office</b>	<b>Years of Construction</b>	<b>Magnitude and Type of Work</b>	<b>In What Capacity</b>

**2.8 Indicate contractor's licenses or registration numbers held as required by Oregon Statutes:**

Corporation Division Registration No.: \_\_\_\_\_

Construction Contractors Board No.: \_\_\_\_\_

Landscape Contractors License No.: \_\_\_\_\_

Electrical License No.: \_\_\_\_\_

Plumbing License No.: \_\_\_\_\_

Pressure Vessel Installers License No.: \_\_\_\_\_

Other License No.: \_\_\_\_\_

### SECTION 3 – EQUIPMENT LIST

3.1 List plants and Equipment owned by applicant: List only major items. Lump together small equipment and tools.

Quantity, Description and Capacity of Items	Age in Years	Condition of Equipment

Total market value of equipment: \$ \_\_\_\_\_

3.2 Does applicant intend to rent equipment? If so, provide a general description:  
\_\_\_\_\_  
\_\_\_\_\_

Where available: \_\_\_\_\_

## SECTION 4 – FINANCIAL INFORMATION AND CAPACITY

**4.1 Indicate the total amount of work, expressed in dollars, which the applicant can be bonded for at one time (attach evidentiary letter from licensed bonding company or agent):**

\$ \_\_\_\_\_

**The contract(s) for which this qualification is sought require bid and performance bond(s), the applicant shall state the name of the agent and name, address, and telephone number of the surety company applicant expects to provide the bonds.**

Name of Agent \_\_\_\_\_

Surety Company \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

**4.2 Indicate the firm's form of business.**

**4.2 a. If an Oregon corporation, answer this:**

When Incorporated \_\_\_\_\_

President \_\_\_\_\_

1<sup>st</sup> Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

What officers are authorized to execute contracts: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4.2 b. If a general partnership, answer this:**

Date of Organization \_\_\_\_\_

If a foreign (out of State) co-partnership or persons engaging in business in the state under an assumed name, but not domiciled within this state, state whether or not such partnership or business organization has been registered as may be required in compliance with Chapter 648, Oregon Revised Statutes:

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Name and Address of Partners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4.2 c. If a foreign (out of State) corporation, answer this:**

When Incorporated \_\_\_\_\_

In what state \_\_\_\_\_

Date of authorization to transact business in the State of Oregon \_\_\_\_\_

Has applicant filed with the Department of Revenue forms required by ORS 279.021? \_\_\_\_\_

Treasurer \_\_\_\_\_

President \_\_\_\_\_

1<sup>st</sup> Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

What officers are authorized to execute contracts: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and address of registered agent in Oregon: \_\_\_\_\_  
\_\_\_\_\_

**4.2 d. If a limited liability company, limited liability partnership or a limited partnership indicate below:**

Check One:     Limited Liability Company



Limited liability partnership

Limited partnership

Have you registered with the State Corporation Division, Business Registry?

Yes  No

Name and address of organizer: \_\_\_\_\_  
\_\_\_\_\_

List who is authorized to execute contracts: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4.2 e. If doing business under an assumed business name, fill out the following information:**

Name of assumed business: \_\_\_\_\_

Owner's name and address: \_\_\_\_\_  
\_\_\_\_\_

Registration Date: \_\_\_\_\_ Expires: \_\_\_\_\_

**4.2 f. If doing business as a sole proprietorship, fill out the following information:**

Individual's name liable for all obligations of business: \_\_\_\_\_

If you are a sole proprietor using an assumed business name, please list names below:

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

Registration Date: \_\_\_\_\_ Expires: \_\_\_\_\_

**4.3 List those individuals, companies or corporations owning 10% or more of applicant's firm.**

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

**4.4 List any organization, owned or controlled by the applicant, its officers, directors, partners and anyone owning at least 10% interest in the firm, or in which the applicant was or is an officer, director, partner, doing business in Oregon under another name. If none, so state.**



**5.2 Have you ever been denied qualification by any state, local or federal agency in this or any other state?**

(Check one)  Yes  No

If yes, please explain.

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**5.3 Have you ever been debarred from bidding on contracts by any state, local or federal agency in this or any other state under any State Law or Federal Law?**

(Check one)  Yes  No

If yes, please explain.

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**5.4 Has any officer or partner of the applicant ever applied for qualification or Public Works contract with the City of Wilsonville under a different name?**

(Check one)  Yes  No

If yes, please explain.

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**5.5 Has the applicant ever failed to complete a state, local or federal public improvement (works) contract?**

(Check one)  Yes  No

If yes, please explain.

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**5.6 Has any officer or partner of the applicant ever been found in breach of a local, state or federal contract?**

(Check one)  Yes  No

If yes, please explain.

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**5.7 Does the Respondent have any unpaid judgments and/or unadjudicated claims in excess of \$5,000? (See SOQ Submittal Content and Organization Section 47 for instructions.)**

(Check one)  Yes  No

If yes, please explain. (If this information is confidential, attach a second sealed envelope clearly marked as such.)

## **SECTION 6 – AUTHORIZED EMPLOYEE**

### **6.1 Authorized Employee Representative of the Respondent**

The undersigned authorized employee shall have financial signature authority.

By submitting a Statement of Qualifications for the Project, respondents expressly represent that they have taken no exception to any term, condition, obligation or requirement of the RFQ that is not clearly and expressly stated in their SOQ.

Respondents further represent that they are an Authorized Employee Representative of the Respondent and will report immediately to the City in writing any errors, inconsistencies, ambiguities, terms which limit competition, or terms which are otherwise unlawful that they discover in the RFQ.

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Print Name

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Title

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Signature

## SECTION 7 – AFFIDAVIT

AFFIDAVIT:

STATE \_\_\_\_\_ )  
OF \_\_\_\_\_ )

County of \_\_\_\_\_ )

ss.

I, \_\_\_\_\_ being first sworn, state that I am \_\_\_\_\_ (Title) of the applicant herein and that the statements made in this application are true and I acknowledge that any false, deceptive or fraudulent statements on the application or at a hearing will result in the denial of qualification, and may subject me to charges of false swearing or perjury; should there be any subsequent material reduction in applicant's ability to carry out any project for which applicant desires to submit a bid; applicant will give written notice of such change to the designated officer to whom this application is submitted at least ten days prior to the bid opening and that it is understood that such notice may change the eligibility of applicant to submit the bid.

\_\_\_\_\_  
Original Signature

\_\_\_\_\_  
Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
Original Notary Public Signature

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

## SUMMARY OF PREQUALIFICATION COMPARABLE PROJECT REQUIREMENTS

Project Range	Engineer's Estimate is between:		Listed projects must be at least*:	Financial Requirements	Is BOLI Required ?	Contractor Selection Process
	Low	High				
A	-	5,000	N/A	N/A	No	Solicit contractor direct. No competitive bids required.
B	\$5,000	\$25,000	N/A	N/A	No	Solicit contractors direct to obtain at least 3 informal quotes.
C	\$25,000	\$75,000	N/A	N/A	Yes	Solicit contractors direct to obtain at least 3 informal quotes.
D	\$75,000	\$250,000	\$60,000	Minimum	Yes	Formal pre-qualification & competitive bids.
E	\$250,000	\$500,000	\$200,000	Minimum	Yes	Formal pre-qualification & competitive bids.
F	\$500,000	\$750,000	\$400,000	Minimum	Yes	Formal pre-qualification & competitive bids.
G	\$750,000	\$1,000,000	\$600,000	Minimum	Yes	Formal pre-qualification & competitive bids.
H	\$1,000,000	\$1,500,000	\$800,000	Minimum	Yes	Formal pre-qualification & competitive bids.
I	\$1,500,000	\$2,500,000	\$1,200,000	Minimum	Yes	Formal pre-qualification & competitive bids.
J	\$2,500,000	\$4,500,000	\$2,000,000	Minimum	Yes	Formal pre-qualification & competitive bids.
K	\$4,500,000	\$7,500,000	\$3,600,000	Minimum	Yes	Formal pre-qualification & competitive bids.
L	\$7,500,000	Unlimited	\$6,000,000	Detailed	Yes	Formal pre-qualification & competitive bids.

Notes

Lower limit dropped to 80% of Engineer's Estimate range to allow growing businesses the opportunity to compete for larger projects.