

2.2 QUALIFICATIONS STATEMENT

PROPOSER NAME:	
QUALIFICATIONS STATEMENT SECTION A: MANDATORY REQUIREMENTS	Submission Page Number (By Proposer)
Owner Evaluation for Each Requirement: Pass or Fail	
A.1 Provide a completed Certification Statement, in the format provided herein.	
A.2 Describe Proposer’s form of business (e.g., corporation, partnership, limited liability company) and the U.S. state in which it is established.	
A.3 Provide a statement of whether there have been mergers, acquisitions, or sales of Proposer within the last five years, and if so, an explanation providing relevant details.	
A.4 Provide a statement that discloses pending litigation against Proposer. The Owner reserves the right to request an opinion of Proposer’s counsel as to whether pending litigation will impair performance in a contract under this RFQ.	
A.5 Provide a statement declaring whether, in the last ten years, the Proposer has filed, or had filed against it, bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors, and if so, an explanation providing relevant details.	
A.6 Identify Proposer’s primary contact person for the Owner including mailing address, telephone number, and email address.	
A.7 Provide a statement declaring Proposer does not have a prohibition for proposing as stated in RFQ Section 1.4.D.9 and an explanation of potential conflict.	
A.8 Provide a list of current projects on which the Respondent’s firm is presently committed, the time frame for each, the start and completion dates, and what services are being provided.	

CERTIFICATION STATEMENT (In response to Technical Approach Section A.1.)

Proposer Legal Entity Name: _____

Proposer Tennessee Contractor License Information:

The Proposer hereby acknowledges, attests, certifies, warrants, and assures that:

1. This Qualification Statement constitutes (a) a commitment to provide all services as defined in an Agreement executed pursuant to this Request for Qualifications (RFQ) and (b) confirmation that the Proposer shall comply with all of the provisions in this RFQ.
2. The information detailed in the Qualification Statement submitted herewith in response to the subject RFQ is truthful, accurate and complete.
3. The Qualification Statement submitted herewith in response to the subject RFQ shall remain valid for at least 60 days subsequent to the date of the cost negotiation and thereafter in accordance with a contract pursuant to the RFQ.
4. The Proposer shall not knowingly utilize the services of an illegal immigrant in the performance of an executed Agreement and shall not knowingly utilize the services of a subcontractor, sub-subcontractor, or consultant who utilizes the services of an illegal immigrant in the performance of the Work.
5. As applicable to an executed Agreement, the proposer shall comply with:
 - a. the laws of the State of Tennessee;
 - b. Title VI of the federal Civil Rights Act of 1964;
 - c. Title IX of the federal Education Amendments Act of 1972;
 - d. the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
 - e. the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
 - f. the condition that the submitted Qualification Statement was independently arrived at, without collusion, under penalty of perjury;
 - g. the condition that no amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Proposer in connection with the Procurement under this RFQ; and,
 - h. the condition that in compliance with the Iran Divestment Act the Proposer is not on the list created pursuant to Tennessee Code Annotated (TCA) § 12-12-106 and shall not utilize a subcontractor on that list.
 - i. TCA § 12-4-119, Contractors currently engaged in a boycott of Israel or who intend to engage in a boycott of Israel should not bid.
6. The person who signs this certification on behalf of the Proposer is legally empowered to bind the proposer to the provisions of this RFQ and a resulting contract.
7. The Proposer shall provide proof of insurance in accordance with the requirements of the RFQ.
8. The Proposer acknowledges receipt of Addendum:

Addendum number(s) and date(s): _____

SIGNATURE: _____ **DATE:** _____

Printed Name and Title: _____

END OF CERTIFICATION STATEMENT

PROPOSER NAME:	
QUALIFICATION STATEMENT SECTION B: QUALIFICATIONS AND EXPERIENCE	Submission Page Number (By Proposer)
<p>B.1 Provide a brief statement indicating Proposer’s credentials to deliver the services required by this RFQ. Name the office location(s) providing services and number of employees in each. List your staff’s conference presentations and published journal articles that are relevant to the project scope.</p> <p>5 points</p>	
<p>B.2 Provide a listing of recently completed master plans that have been developed by your firm which are similar or have aspects related to the scope of services for this project. Include description, photographs, location, and client name. Identify the firm’s role (e.g., prime consultant, subconsultant) on the project. Provide three client references for similar projects including the person’s name and title, organization, address, phone number, email address, and project(s) completed under this person’s direction.</p> <p>15 points</p>	
<p>B.3 Provide the following work examples:</p> <ol style="list-style-type: none"> 1. Include digital PDF submissions in a separate file to the Qualification Statement for the three Comprehensive Master Plans undertaken by your firm for institutions comparable to this project and listed in the Qualification Statement B.2. These attachments will not count toward the Qualification Statement submission page limits. 2. Owner will utilize such information only for purposes of evaluation and will not reproduce or redistribute such in any manner. If proprietary agreements limit submission of a work example, then the Respondent shall provide <ol style="list-style-type: none"> a. The portions that are “public domain” or are not so limited and/or b. Supplementary written description of the work example so as to provide a proxy for the portions of the work example that are relevant to the Owner’s project.” <p>15 points</p>	

MASTER PLAN RFQ PROJECT SPECIFIC DOCUMENTS – QUALIFICATION STATEMENT

<p>B.4 Provide brief (one page or less) resumes of each key staff and Subconsultant staff who will be assigned to this project. Include background information demonstrating the individual’s capabilities and qualifications to perform assigned tasks. Identify related experience, professional registration, and years of experience.</p> <p>15 points</p>	
<p>B.5 Provide a table identifying the personnel named in B.4 assigned to projects named in B.2 and their job titles for those projects.</p> <p>10 points</p>	
<p>B.6 Provide a table identifying the estimated amount of time in hours per week that each of the key personnel identified in B.4 will be committed to this project.</p> <p>5 points</p>	
<p>Section B: 65 points</p>	

PROPOSER NAME:	
QUALIFICATION STATEMENT SECTION C: TECHNICAL APPROACH	Submission Page Number (By Proposer)
C.1 Provide a narrative outlining the methodology, approach, and philosophy your firm will utilize to accomplish the scope of work. 10 points	
C.2 Support the response to C.1 above by providing the following: <ol style="list-style-type: none"> 1. A list of tasks, deliverables, and milestone activities demonstrating the firm’s approach to this project plan development. 2. A project timeline with supporting information for each phase or major component of the scope of services and including durations and target completion dates for each. 3. An organizational description or chart illustrating roles and reporting relationships of project staff including any Subcontractor staff. 10 points	
C.3 Oral Presentation and /or Clarification of Qualification Statements: <ol style="list-style-type: none"> 1. A Respondent may be asked to give an oral presentation or live technical demonstration (in person or via acceptable communication method) to the evaluation committee concerning its submission. The evaluation committee may also require the Respondent to submit written responses to questions regarding its submission. 2. It is within the evaluation committee’s discretion whether to require a Respondent to give an oral presentation or live technical demonstration. This action should not be taken to imply acceptance or rejection of a submission. 15 points	

Section C: 35 points

Maximum Technical Approach Score: 100 points.

END OF QUALIFICATIONS STATEMENT