

DOCUMENT 002115 - INSTRUCTIONS FOR PREQUALIFICATION

PART 1 - GENERAL

1.1 PURPOSE, LAWS, AND REGULATIONS

- A. The purpose of the Prequalification Procedure described in this Document is to provide Owner with a mechanism to evaluate and determine whether Prospective Bidders are qualified to participate in the construction of Project. Evaluation will be limited to that office of the Prospective Bidder that is proposed to perform the Work.
- B. Applicable provisions of New Mexico Procurement Code (Sections 13-1-28 through 13-1-199, NMSA 1978) are to be observed in the soliciting, receiving, and evaluating of Prospective Bidders' qualifications.
- C. Applicable provisions of New Mexico Procurement Code (Sections 13-1-28 through 13-1-199, NMSA 1978) are to be observed in bidding, letting, and execution of the Work.
- D. Prospective Bidders are required to comply with these Requirements for Prequalification. Only those Prospective Bidders who have complied with the Requirements for Prequalification and have been determined to be qualified will be eligible to submit construction bids on Project.

1.2 DEFINITIONS

- A. Financial Statement: The requirement for submitting a financial statement as an attachment to AIA Document A305 or industry standard equivalent, "Contractor's Qualification Statement," is understood to mean a certified annual audit, prepared according to generally acceptable accounting practices and signed by an independent certified public accountant. A Reviewed Statement of Assets and Liabilities, prepared and signed by an independent certified public accountant, is also acceptable. A self-prepared annual compiled financial statement or balance sheet is unacceptable.
- B. Prospective Bidder: A Prospective Bidder is a person or entity who submits a Submittal of Qualifications to Owner.
- C. Project: Generally described in the Advertisement for Prequalification of Bidders.

1.3 PREQUALIFICATION DOCUMENTS

- A. Prequalification Documents: Consist of Document 001115 "Advertisement for Prequalification of Bidders," this "Instructions for Prequalification" Document, AIA Document A304-2023, "Request for Contractor's Qualifications," and AIA Document A305-2020 or industry standard equivalent, "Contractor's Qualification Statement," with required exhibits and additional documents issued by Owner.
- B. Sample Agreement Document: Reviewed sample AIA Document A133-2019, "Standard Form of Agreement Between Owner and Construction Manager as Constructor," acknowledge Owner may use agreement either with no objections or provide any modifying language in writing in a separate document.
- C. Obtaining Prequalification Documents: Prospective Bidders may obtain complete sets of the Prequalification Documents from the issuing office designated in the Advertisement for Prequalification of Bidders. Prospective Bidders are to use complete sets of Prequalification Documents in preparing their submittal. Owner assumes no responsibility for errors or misinterpretations resulting from the use of incomplete sets of Prequalification Documents.
- D. Interpretation or Correction of Prequalification Documents: If the Prospective Bidder is in doubt as to the interpretation of any part of the Prequalification Documents, or finds discrepancies in or omissions from any part of the Prequalification Documents, it must submit a written Request for Interpretation thereof no later than three days prior to acceptance of Submittals of Qualifications. Address all communications to Owner.

1.4 PREQUALIFICATION PROCEDURES

A. Form of Prequalification Submittal:

1. Submittals of Prequalification must be submitted in duplicate on AIA Document A305-2020 or industry standard equivalent, "Contractor's Qualification Statement," properly executed and with all items filled out in ink or typed, and all additional data, attachments, and forms provided. Do not change or add words to the Qualification Statement or forms. All signatures must be original (and sealed if a corporation) and must be notarized and sealed by a Notary Public.
2. Complete and attach the exhibits to AIA Document A305 indicated on AIA Document A304-2023, "Request for Contractor's Qualifications."


B. Modification to Requirements for Prequalification:

1. Inquiries related to the RFQ shall be submitted in writing, with specific reference to the section(s) of this RFQ or Qualification Statement. Direct inquiries to: Owner representative - Torrance County Chief Procurement Officer Kristin Saavedra, ksaavedra@tcnm.us
2. Inquiries shall be submitted not later than: May 07, 2025 at 5:00 pm local time.
3. Clarifications, alterations, or changes made by Owner to the Requirements for Prequalification are to be in writing only. Verbal information is not valid or binding.
4. Modifications will be emailed to those Prospective Bidders having obtained Prequalification Documents from the issuing office.

C. Submission of Prequalification Documents:

1. Each Submittal of Prequalification is to be delivered to the location indicated in the Advertisement for Prequalification on or before the day and hour set for receipt of submittals - in either Paper Copy or Digital Copy in the methods as described below.
2. Submittal, Paper Copy: Each Submittal of Prequalification is to be submitted in an opaque, sealed envelope marked in the lower left-hand corner as follows:
 - a. Bidder's Prequalification Statement for Torrance County Fairgrounds Multi-Purpose Building.
 - b. Prospective Bidder's name.
 - c. Prospective Bidder's address, phone number, and email address.
 - d. Contractor's license number.
 - e. Date and time for submittal.
 - f. If not delivered in person, this envelope is to be enclosed in a second envelope for posting to the location indicated for receipt of bids. This envelope is to be addressed as follows:
 - 1) Bidder's Prequalification Statement for Torrance County Fairgrounds Multi-Purpose Building.
 - 2) May 14, 2025 by 2:00 pm MST.
 - 3) Torrance County.
 - 4) c/o Kristin Saavedra
 - 5) 205 S 9th Street/PO Box 48
 - 6) Estancia, NM 87016.
 - 7) Contractor's license number (In return address).
 - g. Include a completed copy of the Prequalification Checklist attached to the cover of the submittal.
3. Submittal, Electronic Each Submittal of Prequalification is to be uploaded to ksaavedra@tcnm.us. Include as a cover sheet to the submittal file folder:
 - a. Bidder's Prequalification Statement for Torrance County Fairgrounds Multi-Purpose Building.
 - b. Prospective Bidder's name.
 - c. Prospective Bidder's address, phone number, and email address.
 - d. Contractor's license number.
 - e. Date and time for submittal.
 - f. Name the uploaded zipped folder of Prequalification Documents according to the following format:

- 1) Project name _Prequalification for Bidder name _submittal date.
 - g. Include a completed copy of the Prequalification Checklist.
 4. It is the sole responsibility of the Prospective Bidder to ensure that its submittal is received by the submittal date and time. No faxed or modification of a submittal will be considered. No submittal submitted after the time fixed for receiving submittals will be considered; late submittals will be returned to the Prospective Bidder unopened.
 5. Owner reserves the right to waive any informality and to request additional information from Prospective Bidders, at Owner's discretion.
- D. Attachments:
1. Prospective Bidders are to complete all required forms and attachments described in the Prequalification Documents, entering "Not Applicable" where information does not apply. Absence of any of the forms or omission of responses included in the Prequalification Documents will be reason for possible disqualification.
- E. Status of Prospective Bidders:
1. Proprietors submitting bids are to indicate their status as proprietors.
 2. Prospective Bidders submitting qualifications for partnerships are to indicate their status as partners and submit a certified copy of the power of attorney authorizing the executor of the submittal to bind the partnership.
 3. Prospective Bidders submitting qualifications for corporations are to indicate their status as corporations and submit a certified copy of the board of directors' authorization for the Prospective Bidder to bind the corporation, and affix the corporate seal on the submittal.
 4. Prospective Bidders are to provide the following:
 - a. Names and addresses of proprietors, of all members of a partnership, or of the corporation's officers.
 - b. Name of jurisdiction where the partnership is registered or where the corporation is incorporated. Corporations must be licensed to do business in Project state at the time of executing the Contract.
- 1.5 WITHDRAWAL
- A. A Qualification Statement may be withdrawn on personal request received from the Prospective Bidder no later than two days prior to submission deadline.
- 1.6 PREQUALIFICATION CRITERIA
- A. Prospective Bidders must demonstrate the following to the satisfaction of Owner:
1. Proper license under the laws and regulations governing their respective trade(s).
 2. Capacity to provide Performance Bond, Labor and Material Payment Bond, and insurance in a form acceptable to Owner in amounts adequate to bond the Work based on the scope indicated in the Advertisement for Prequalification.
 3. Applicable experience of firm as described in Contractor's Qualification Statement, including the following:
 - a. Experience of Firm: The firm in its current organization must have successfully completed minimum of five projects of similar type, quality, and scope, including a minimum of two within the last three years. The firm must have a record of project completion, credit record, record of judgment claims, arbitration proceedings, and suits pending or outstanding acceptable to Owner.
 - b. Experience of Firm Officers: The firm officers must have personal record of project completion acceptable to Owner.
 - c. Experience of Project and Field Management Staff to Be Committed by the Prospective Bidder to Carry Out the Work: The assigned project manager and field superintendent must have successfully completed minimum of three projects of similar type, quality, and scope.

- d. For purposes of this submittal, reference to "key individuals," as described in Contractor's Qualification Statement, is to be understood to mean the principal in charge, the project manager(s), and Project field superintendent(s) committed by the Prospective Bidder to carry out the Work of this Project. By submitting qualifications of key individuals, Prospective Bidder agrees that Owner reserves the right to approve or reject subsequent reassignment of key individuals.
 - e. For purposes of this submittal, "successful completion" is to be understood to mean completion of Project within Project schedule and budget. Provide additional information indicating reasons why any referenced project did not meet project schedule or project budget.
 - f. For purposes of this Qualification, "similar project" is to be understood to include the following project elements:
 - 1) Pre-engineered metal building
 - 2) Renovation/addition work on occupied sites.
 - 3) Relocation of site utilities
 - 4. Adequate financial resources, including ability to secure materials and labor necessary for completion of the Work and other work in hand, within the anticipated contract times, and reflecting the anticipated retainage from progress payments.
 - 5. Work-in-hand capacity, such that the Prospective Bidder demonstrates adequate work under contract to continue its business operations at least at their current level, at the same time indicating the capability to carry out Owner's proposed work.
 - 6. Adequate organization to complete work of the scope anticipated, including firm management, project management, field superintendence, and field engineering and quality control.
 - 7. Acceptable past performance as indicated by firm's references, including ability to meet contract time and to monitor, manage, and communicate interim scheduling requirements; carry out required quality-control activities; properly prepare interim and final payment requests; and successfully complete Project closeout requirements.
 - 8.  ensure adequate consideration and application of §13-1-21 NMSA 1978 (as amended), Offeror must submit a copy of its valid New Mexico/Native American Resident Preference Certificate or its valid New Mexico/Native American Resident Veteran Preference with its proposal.
 - 9. Acceptable documentation of firm's employee screening practices as indicating by affidavit describing background check procedures for firm's employees and requirements for same incorporated in firm's subcontracts.
 - B. Consideration of qualifications may be withheld if the Qualification Statement shows any unexplained erasures, omissions, alterations of form, additions not called for, added restrictions or qualifying conditions, or other irregularities of any kind.
 - C. Owner may make such investigations as it deems necessary to determine the ability of the Prospective Bidder to perform the Work, and the Prospective Bidder is to furnish to Owner all such information for this purpose as Owner may request. Owner reserves the right to withhold qualification if the evidence submitted by or investigation of such Prospective Bidder fails to satisfy Owner that such Prospective Bidder is properly qualified to carry out the obligations of the proposed Project. The determination of which Bidders are prequalified is not protestable, except as allowed by law.
 - D. Prequalification Submittal and data contained therein is considered privileged and confidential and will not be disclosed to any outside party except as required by law.
- 1.7 BONDS AND INSURANCE
- A. The Prospective Bidder is to provide as part of the Submittal of Qualifications evidence of its ability to furnish below:
 - 1. Performance Bond, a Payment Bond, and a Labor and Material Bond, each in the amount of 100 percent of the Contract Sum, with a corporate surety authorized to transact business in Project's jurisdiction.
 - 2. Satisfactory Certificates of Insurance in the amount and types required by statute, but not less than

the following:

- a. Professional design errors and omissions insurance endorsement for delegated design by Contractor's professional engineer.
- b. Workers' Compensation insurance provisions: Statutory limits.
- c. Commercial General Liability insurance provisions: At limits established by Owner in Project Contract Documents.

1.8 ACCEPTANCE OF QUALIFICATIONS

- A. Prospective Bidders will be notified of Owner's determination, within seven days from the date of submission.
- B. Evaluations will be confidential. Notifications will be at the discretion of Torrance County.
- C. Owner may deny prequalification if it finds one or more of the following:
 1. The Prospective Bidder does not have sufficient financial capacity to perform the Work.
 2. The Prospective Bidder does not have the appropriate experience to perform the Work, including, but not limited to, having met the experience criteria set forth herein.
 3. The Prospective Bidder or any officer, director, or owner thereof has had judgments entered against him within the past five years for the breach of contracts for governmental or nongovernmental construction work, including, but not limited to, design-build or construction-management contracts.
 4. The Prospective Bidder has been in substantial noncompliance with the terms and conditions of prior construction with Owner, or in documented substantial noncompliance with the terms and conditions of prior construction with another public body without good cause.
 5. The Prospective Bidder or any officer, director, owner, or chief financial official thereof has been convicted within the past 10 years of a crime related to governmental or nongovernmental construction or contracting.
 6. The Prospective Bidder or any officer, director, or owner thereof is currently debarred pursuant to an established debarment procedure from bidding or contracting by any public body, agency of another state, or agency of the Federal Government.
 7. The Prospective Bidder failed to provide to the public body in a timely manner any information required by the public body relevant to the six preceding subparagraphs.
 8. The Prospective Bidder provides false, nonresponsive, misleading, or incomplete information for items required herein.
- D. The acceptance of a Prospective Bidder's qualifications will be a Notice of Prequalification, signed by a duly authorized representative of Owner; no other act by Owner or its agents will constitute the acceptance of qualifications. The acceptance of a Prospective Bidder's qualifications by Owner does not constitute a contract or promise to award a contract to the Prospective Bidder.

1.9 PROSPECTIVE BIDDER'S CHECKLIST

- A. In an effort to assist the Prospective Bidder in properly completing all documentation required, the following checklist is provided for the Prospective Bidder's convenience. The Prospective Bidder is solely responsible for verifying compliance with prequalification requirements.
- B. Attach this completed checklist to the outside of the submittal envelope or include in the emailed submittal cover sheet.
 1. Reviewed the Prequalification Documents, including the Advertisement for Prequalification, Request for Contractor's Qualifications, and these Instructions for Prequalification, prior to preparing this submittal.
 2. Prepared AIA Document A305 or industry standard equivalent, "Contractor's Qualification Statement," as required by the document instructions and by the Instructions for Prequalification, including all attachments and data required as part of the Qualification Statement, properly notarized.
 3. Reviewed sample AIA Document A133-2019, "Standard Form of Agreement Between Owner and

- Construction Manager as Constructor," acknowledge Owner may use agreement either with no objections or provide any modifying language in writing in a separate document.
4. Attached:
 - a. Copy of applicable Contractor's license(s).
 - b. Affidavit of Employee Screening.
 - c. Resumes of key individuals.
 - d. Other attachments as described or as necessary to provide information required.
 5. Envelope (paper submittal) or cover sheet (emailed submittal) shows name and address of the Prospective Bidder.
 6. Envelope (paper submittal) or cover sheet (emailed submittal) shows the Prospective Bidder's Contractor's license number.
 7. By submitting notarized statement, the Prospective Bidder certifies that the Bidder can provide executed Performance Bond and Labor and Material Bond meeting requirements given in the Requirements for Prequalification.
 8. By submitting notarized statement, the Prospective Bidder certifies that the Bidder can provide Certificates of Insurance in the amounts indicated in the Requirements for Prequalification.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF DOCUMENT 002115

AIA[®] Document A304[™] – 2024

Request for Contractor's Qualifications

In accordance with the requirements set forth in this Request for Qualifications (“RFQ”), you are invited to submit an AIA Document A305[®]–2020 or industry standard equivalent, Contractor’s Qualification Statement (“Qualification Statement”) for the Project described below.

ARTICLE 1 GENERAL INFORMATION

§ 1.1 Requester

(Insert name, legal status, address, and other information of requesting entity.)

Torrance County, 205 S 9th Street, Estancia, New Mexico, 87016

§ 1.2 Owner

(If different from Requester, insert name, legal status, address, and other information.)

Same as requester

§ 1.3 Project Type and Scope

(Describe the Project in terms of building use, location, scope, project objectives, budget, and schedule, or reference exhibit(s).)

20,400 square foot multi-purpose building, pre-engineered metal structure for recreational, community use. Includes 1,200 square foot office space, partial demolition of adjacent building, and new site grading, site utilities in coordination with existing structures on site.

§ 1.4 Agreement and Project Delivery Method

§ 1.4.1 The form of agreement to engage the contractor for the Project is as follows:

(If known, identify the form of agreement by AIA document number and name, or attach as an exhibit.)

A133-2019 Standard Form of Agreement Between Owner and Construction Manager as Constructor

§ 1.4.2 If the form of agreement is not identified above, the intended Project Delivery Method is as follows:

- ☐ Design-Bid-Build
- ☒ Construction Manager as Constructor
- ☐ Construction Manager as Advisor
- ☐ Design-Build
- ☐ Other Information *(stipulate a project delivery method not identified above, compensation structure, etc.)*

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§ 1.5 Project Participants

(List known Project participants such as the architect(s), consultants, contractor(s), owner's representative, or program manager, and any restrictions regarding contact during the RFQ process.)

Architect – Studio Southwest Architects

Structural Engineer – Bohannon Huston

Mechanical/Electrical Engineering – Maxson Engineering

Civil Engineer – Studio Southwest Architects

Cost Estimator – Balis & Co.

§ 1.6 Prequalification Conference

§ 1.6.1 The Prequalification Conference is:

[] Mandatory

[X] Not Mandatory

[] Not Applicable

§ 1.6.2 The date, time, and location of the Prequalification Conference is as follows:

(If applicable, insert the date, time, physical and/or virtual location, and other pertinent information.)

Refer to Advertisement for Prequalification – Section 1.3

To request an accommodation or for inquiries about accessibility, contact the party identified in Section 1.7.1.

§ 1.7 Inquiries and Clarifications

§ 1.7.1 Inquiries related to this RFQ shall be submitted in writing, with specific reference to the section(s) of this RFQ or Qualification Statement. Direct inquiries to:

(Insert requirements for submitting inquiries such as name, title, and email address of the recipient.)

Refer to Instructions for Prequalification – Section 1.4.B.

§ 1.7.2 Inquiries shall be submitted not later than:

Refer to Instructions for Prequalification – Section 1.4.B.

§ 1.7.3 Clarifications shall be issued as follows:

Refer to Instructions for Prequalification – Section 1.4.B.

§ 1.8 Submission Requirements

§ 1.8.1 Submit the Qualification Statement including the exhibits selected below, along with all required attachments. Incomplete submissions may not be evaluated.

[X] A305–2020 Exhibit A – General Information

[X] A305–2020 Exhibit B – Financial and Performance Information

[X] A305–2020 Exhibit C – Project-Specific Information

[☒] A305–2020 Exhibit D – Past Project Experience

[☒] A305–2020 Exhibit E – Past Project Experience (Continued)

§ 1.8.2 The Qualification Statement shall be submitted not later than:

As stated in Advertisement for Prequalification – Section 1.2

§ 1.8.3 Method of submission, and any requirements pertaining to the method of submission, are as follows:

As stated in Advertisement for Prequalification – Section 1.2

§ 1.9 Selection Process

Each contractor that submits a Qualification Statement will be notified whether or not selected for further consideration. The selection process is set forth as follows:

(Identify the process and schedule for contractor selection.)

Prequalification Statement will be evaluated on a points system according to the criteria listed in the Instructions for Prequalification Section 1.6.

If Interviews are deemed necessary to make a selection, a short list of prospective bidders will be notified to present to Torrance County for further evaluation and clarification. Details of interview evaluation and scheduling will be shared at the time of shortlisting.

Prospective bidder that is deemed most beneficial as based on qualifications will be notified with a letter of intent to award. At this time, the Owner and prospective bidder will proceed with contract negotiations with the agreement form stated prior.

ARTICLE 2 MISCELLANEOUS PROVISIONS

§ 2.1 **Modification or Withdrawal.** Prior to the date and time the Qualification Statement is due, a contractor may withdraw or resubmit its Qualification Statement by submitting written notice to the party identified in Section 1.7.1.

§ 2.2 Reservation of Rights

The Requester, in its sole discretion, reserves the right to: (i) reject any or all Qualification Statement submissions; or (ii) withdraw this RFQ. The Requester shall have no liability for any costs incurred by a contractor related to this RFQ. The Requester is not required to disclose any reason for rejection or acceptance of a submitted Qualification Statement.

ARTICLE 3 ADDITIONAL INFORMATION AND REQUIREMENTS

(If applicable, list attachments pertaining to this RFQ and stipulate page limits and other Qualification Statement requirements or limitations.)

N/A

AIA® 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:

(Organization name and address.)
[REDACTED]

SUBMITTED TO:

(Organization name and address.)
Torrance County c/o Kristin Saavedra
205 S. 9th St./PO Box 48, Estancia, NM 87016

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.)
[REDACTED]

THIS CONTRACTOR'S QUALIFICATION STATEMENT INCLUDES THE FOLLOWING:

(Check all that apply.)

- ☐ [REDACTED] Exhibit A – General Information
- ☐ [REDACTED] Exhibit B – Financial and Performance Information
- ☐ [REDACTED] Exhibit C – Project-Specific Information
- ☐ [REDACTED] Exhibit D – Past Project Experience
- ☐ [REDACTED] 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.

CONTRACTOR'S Authorized Representative (Signature)

(Printed name and title)

Date

NOTARY

State of: [REDACTED]

County of: [REDACTED]

Signed and sworn to before me this [REDACTED] day of [REDACTED] [REDACTED]

Notary Signature

My commission expires: [REDACTED]

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AIA® 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

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organization.

- .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® Document A305® – 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 Attach financial statements for the last three years prepared in accordance with Generally Accepted Accounting Principles, including your organization's latest balance sheet and income statement. Also, indicate the name and contact information of the firm that prepared each financial statement.

§ B.1.3 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.1.4 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.)

§ 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?

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- .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 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® 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 How many full-time field and office staff are respectively employed at the Contractor's Project Office?

§ 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

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office location, (3) their expertise and experience, and (4) projects similar to the Project on which they have worked.

§ 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.3.2.2.2? 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® 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 0.00 Completion Date % Self-Performed Work 0.00	Contract Amount 0.00 Completion Date % Self-Performed Work 0.00	Contract Amount 0.00 Completion Date % Self-Performed Work 0.00	Contract Amount 0.00 Completion Date % Self-Performed Work 0.00
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® Document A305® – 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 0.00 Completion Date % Self-Performed Work 0.00	Contract Amount 0.00 Completion Date % Self-Performed Work 0.00	Contract Amount 0.00 Completion Date % Self-Performed Work 0.00	Contract Amount 0.00 Completion Date % Self-Performed Work 0.00
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				

CONFLICT-OF-INTEREST AFFIDAVIT

STATE OF NEW MEXICO)
) ss.
COUNTY OF TORRANCE)

I, _____(name), being first duly sworn upon my oath, depose and state the following:

☐ Terms of the Conflict of Interest are inapplicable.

☐ I am a former employee of _____(name of Department/Agency), having separated/retired from state employment as of ____ (date).

☐ I am a current employee of _____(name of Department/Agency), or a legislator with the state, or the family member (spouse, parent, child, sibling by consanguinity or affinity) of a current employee or legislator with the state. Being a current employee or legislator or family member of a current employee or legislator of the state, I hereby certify that I obtained this Agreement pursuant to Sections 10-16-7 or 10-16-9 NMSA 1978, that is, in accordance with the Procurement Code except that this Agreement has NOT been awarded via the sole source or small purchase procurement methods.

The Department/Agency and I have entered into an agreement in the amount of \$ _____

Section 10-16-8.A(1) NMSA 1978 of the Governmental Conduct Act does not apply to this Agreement because I neither sought a contract with the Department/Agency, nor engaged in any official act which directly resulted in the formation of the Professional Services Agreement while an employee of the Department/Agency.

To the best of my knowledge, this Agreement was awarded in compliance with all relevant provisions of the New Mexico Procurement Code (13-1-28, et. seq., NMSA 1978).

FURTHER, AFFIANT SAYETH NOT.

NAME

Subscribed and sworn to before me by _____(name of former employee)
this _____ day of _____, 20____.

NOTARY PUBLIC

Terms of the Conflict-of-Interest Affidavit are inapplicable.

My Commission Expires: _____

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, *et seq.*, NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, a prospective contractor subject to this section shall disclose all campaign contributions given by the prospective contractor or a family member or representative of the prospective contractor to an applicable public official of the state or a local public body during the two years prior to the date on which a proposal is submitted or, in the case of a sole source or small purchase contract, the two years prior to the date on which the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor or a family member or representative of the prospective contractor to the public official exceeds two hundred fifty dollars (\$250) over the two-year period. A prospective contractor submitting a disclosure statement pursuant to this section who has not contributed to an applicable public official, whose family members have not contributed to an applicable public official or whose representatives have not contributed to an applicable public official shall make a statement that no contribution was made.

A prospective contractor or a family member or representative of the prospective contractor shall not give a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or during the pendency of negotiations for a sole source or small purchase contract.

Furthermore, a solicitation or proposed award for a proposed contract may be canceled pursuant to Section [13-1-181](#) NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section [13-1-182](#) NMSA 1978 if a prospective contractor fails to submit a fully completed disclosure statement pursuant to this section; or a prospective contractor or family member or representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means a spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor;

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Prospective contractor” means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code [Sections [13-1-28](#) through [13-1-199](#) NMSA 1978] or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any:_____

(This field must be completed by the issuing State Agency. In most cases, the official identified will be the current Governor of New Mexico and Lieutenant Governor. If a local public body is using this template for their RFPs, it must complete this field with the applicable elected official(s).)

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature

Date

Title (position)

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)