

## **EVALUATION CRITERIA:**

The selection will be based on the qualifications, experience and past performance relative to design management, on-time completion, quality of work, and budget adherence on recently completed projects for municipal law enforcement entities.

## **STATEMENT OF QUALIFICATIONS INCLUSIONS:**

At a minimum, the information submitted for review should include:

1. Brief history of firm.
2. Type of firm (corporation, partnership, sole proprietor, etc.)
3. Number of employees, technical disciplines, etc.
4. A simple organizational chart identifying key members of the firm that will be assigned to this Will County project.
5. The availability of principals of the firm to work on projects.
6. Resumé and name of project supervisor assigned to this project.
7. Resumés and names of key personnel assigned to this project.
8. Scope of the work to be self-performed.
9. Names of major sub-contractors planned to be used on this project, indicating name, specialty and address for each including but not limited to: sitework, concrete, structural steel, mechanical, electrical, plumbing, fire protection, information technology and security.
10. A copy of the firm's audited financial statements for the last three (3) years (may be included in a separate sealed envelope).
11. Provide proof and values of professional liability and general liability insurance carried by the firm.
12. A minimum of three (3), but no more than five (5) municipal law enforcement projects completed by your firm within the past ten (10) years, including current contact information for the owner.
13. Information relative to budgeted and actual cost, projected and actual project schedule, and actual project completion history, of three (3) to five (5) completed municipal law enforcement projects by your firm during the past ten (10) years.
14. A list of county or other municipal references including client name, address, telephone number and persons to contact for the above named projects from both the project management and financial perspectives.
15. Appropriate visual representations of related project experience.
16. A list of all litigation, court proceedings, mediation or alternative resolution proceedings involving the firm/staff members regarding past or present project performance.
17. Completion of Certification of Compliance with Illinois Drug Free Workplace Act.
18. Completion of Certificate Regarding Sexual Harassment Policy.
19. Completion of Prime Contractor Certification.
20. Completion of RFQ Form.
21. Completion of Receipt of Addenda Form (if addenda are issued).