**WORK HISTORY AND QUALITY FORM – CONTRACTOR/DESIGNER**

**[Name of Lead Contractor/Major Subcontractor – Use for all A fields OR Lead Designer/Major Sub-consultant – Use for all B fields]**

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| --- | --- | --- | --- | --- | --- |
| a. Project Name & Location (City, State)  | b. Name of lead responsible for the overall project design or construction | c. Contact information of the Client & their Project Manager who can verify A’s or B’s responsibilities | d. Actual or Estimated Construction & Professional Services Completion Date | e. Actual or Estimated Project Construction Cost (in thousands) | f. Dollar Value of Work Performed by A or B (in thousands) |
| Name:Location:  | Name: Contractor should provide name of Lead Designer OR Designer should provide name of Lead Contractor | Name of Owner:Project Manager:Phone:Email:  | MM/YYYY MM/YYYY | $  | $ |
| g. Narrative describing the work performed by A or B. If submitting work completed by an affiliated or subsidiary company of A, identify the full legal name of the affiliate or subsidiary and their role on the Project. Include the office location(s) where the design work was performed and whether B was the lead designer or a sub-consultant. |
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| h. Self-Assessment. The information provided in this section should be a self-assessment of A’s or B’s performance on the project to identify As or Bs with firms or personnel that have successfully completed projects on time and on or under budget, and to identify As or Bs that have records of managing contracts to minimize delays, claims, dispute proceedings, litigation, and arbitration. |
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| i. Quality Initiatives. Discuss A’s or B’s quality initiatives including, but not limited to, cost control, schedule management and adherence, avoidance of claims, and other pertinent initiatives enhancing quality on the project. |
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| j. For each question in Section 3.5.2 of the RFQ for which a “Yes” answer was provided, A or B shall provide a detailed explanation below. |
| Yellow highlighted text can be removed when filling out this form.1. Reason(s) for delinquent status and/or default on this project, including ultimate resolution.2. Any claim(s) requiring litigation in which the resolution was not in favor of the Lead Contractor on this project. Provide claim amount(s). 3. Reason for delay longer than 30 days resulting in liquidated damage assessment for this project. Provide total project delays.4. Any OSHA violation deemed serious, willful, or repeated for this project.5. The final disposition of any claims filed for errors or omissions on the Lead Designer.6. Any legal proceedings filed against the Lead Contract by the Lead Designer or vice versa on a design-build contract. |