|  |  |  |
| --- | --- | --- |
|  | Company Name & Address: Contact Name & Information: |  |
|  | QUESTION | COMMENTS |
|  | 3.7.1A. Background, Qualifications and Experience |
|  | Provide a brief description of Company’s qualifications to perform the Scope of Services requirements. |  |
|  | Does your company have previous experience repairing asphalt and repaving in the past 3 years? If yes, provide details of applicable projects. |   |
|  | Does your company have any letters of recommendations that can be submitted as a part of thisRFP? If yes, please include. |  |
|  | How long has your company been in business? |  |
|  | Have you ever operated under another business name? If yes, please list the name(s) and date(s). |  |
|  | What state is your company incorporated in? |  |
|  | How many employees does your company employ?(Direct employees only) |  |
|  | What is the shortest timeframe an employee has workedwith you and what is the longest? |  |
|  | In what types of projects do you specialize? |  |
|  | What sets you or your company apart from yourcompetitors? |  |
|  | What does your company offer its employees by way ofjob education? |  |
|  | What is the longest amount of down-time your company experienced between jobs and why? |  |

|  |  |  |
| --- | --- | --- |
|  | Company Name & Address: Contact Name & Information: |  |
|  | QUESTION | COMMENTS |
|  | Have you, individually or as a part of your company, everfailed to complete any project? If yes, explain why. |  |
|  | Identification of litigation currently impacting theCompany, if any. State “NONE”, if none. |  |
|  | Identification of any fines or violations received in the past 3 years relative to safety and environmental issues. State “NONE”, if none. |  |
|  | State your Experience Modification Rate (EMR). This canbe obtained from your insurance company. |  |
|  | Have you had any legal action brought against you as theresult of work you have performed? If yes, why, and what was the outcome? |  |
|  | Have you or any of your company’s ever declared bankruptcy? |  |
|  | How will you identify which sub-contractors to work onthis Project? |  |
|  | Describe your Company’s warranty program. |  |
|  | Describe your project close-out process. |  |
|  | Is your company bondable for 100% of the project costfor both performance and payment? | Yes or No |
|  | B. Project Management |
|  | How much lead-time does your company need to begindedicating resources to this project once the contract is signed? |  |

|  |  |  |
| --- | --- | --- |
|  | Company Name & Address: Contact Name & Information: |  |
|  | QUESTION | COMMENTS |
|  | Are you able to meet the requirement of having a supervisor on-site when work is being performed? Noexceptions | Yes or No |
|  | - Supervisor must be knowledgeable in all aspects of managing a construction site. Site Supervisor must be able to communicate from the site viaelectronic means. |  |
|  | Conflicts between Company and KCH may occur fromtime to time during this project; how do you anticipate mitigating disagreements as well as resolving them? |  |
|  | Do you have a project management plan to ensure cost- effective, efficient and timely performance of all projecttasks? If yes, please describe. If not, |  |
|  | How do you track and manage questions, resolutions, decisions, directions and other information matters throughout your projects? |  |
|  | If your company does not have a West Hawaii office, will you be willing to discuss partnering with a locally basedcontractor? | Yes or No |
|  | How many projects will your company have occurring atthe same time as this project? |  |
|  | - If multiple projects, how will your company successfully manage all projects at the same time? |  |
|  | How many outstanding bids does your company have atthis time? |  |

|  |  |  |
| --- | --- | --- |
|  | Company Name & Address: Contact Name & Information: |  |
|  | QUESTION | COMMENTS |
|  | In order to execute the project by the agreed upon completion date, what will you require of HHSC? Whatdo you see as HHSC’s responsibilities? |  |
|  | Submit a detailed yet approximate project timeline. A separate sheet behind the mandatory questions may beused if necessary. |  |
|  | What steps will your company take to execute theproject in a cost-effective, efficient and timely manner? |  |
|  | What potential project risks or issues are anticipated andhow will they be addressed in order to minimize risk? |  |
|  | KCH has implemented Procore project management software, mainly to manage the RFI process and upload project documents.Does your company use Procore currently? If yes, to what extent is Procore used? |  |
|  | C. Financial |
|  | What is your company’s legal structure? |  |
|  | What is your OH&P percentage for this project? |  |
|  | How is OH&P calculated? |  |
|  | How do you calculate OH&P on additive and deductivechange orders? |  |
|  | How do you ensure your subcontractors are providingfair pricing? |  |
|  | What is your Company’s bonding capacity? |  |

|  |  |  |
| --- | --- | --- |
|  | Company Name & Address: Contact Name & Information: |  |
|  | QUESTION | COMMENTS |
|  | If it is determined some work must be performed on off- work or weekend, how will the upcharge be computedwith this being a fixed fee agreement? |  |
|  | Do you bill monthly or according to milestones? Please explain in detail your billing method as well as depositrequirements, if any. |  |
|  | D. References |
|  | Provide a brief description of three (3) past and/or present contracts demonstrating Company’s qualifications, experience and performance with regard to performance of the Scope of Services requirements. Include customer name, contact name, email addressand telephone number. |  |
|  | If KCH was to contact any of your subcontractors for a reference, what do you think they would tell us about your company and your projects? |  |
|  | Who are your top 3 material suppliers? |  |
|  | - Are your accounts in good standing? If not, why? |  |
|  | Why should KCH hire your company to perform therequirements of this project? |  |
|  | Is there any additional information that might bevaluable to KCH in determining which company to award this RFP to? |  |