

**ATTACHMENT 3.1.2**

**Project: 0250-002-956**

**STATEMENT OF QUALIFICATIONS CHECKLIST AND CONTENTS**

Offerors shall furnish a copy of this Statement of Qualifications (SOQ) Checklist, with the page references added, with the Statement of Qualifications.

<b>Statement of Qualifications Component</b>	<b>Form (if any)</b>	<b>RFQ Cross reference</b>	<b>Included within 15-page limit?</b>	<b>SOQ Page Reference</b>
<b>Statement of Qualifications Checklist and Contents</b>	Attachment 3.1.2	Section 3.1.2	no	
<b>Acknowledgement of RFQ, Revision and/or Addenda</b>	Attachment 2.10 (Form C-78-RFQ)	Section 2.10	no	
<b>Letter of Submittal (on Offeror's letterhead)</b>				
Authorized Representative's signature	NA	Section 3.2.1	yes	
Offeror's point of contact information	NA	Section 3.2.2	yes	
Principal officer information	NA	Section 3.2.3	yes	
Offeror's Corporate Structure	NA	Section 3.2.4	yes	
Identity of Lead Contractor and Lead Designer	NA	Section 3.2.5	yes	
Affiliated/subsidiary companies	Attachment 3.2.6	Section 3.2.6	no	
Debarment forms	Attachment 3.2.7(a) Attachment 3.2.7(b)	Section 3.2.7	no	
Offeror's VDOT prequalification evidence	NA	Section 3.2.8	no	
Evidence of obtaining bonding	NA	Section 3.2.9	no	

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<b>SCC and DPOR registration documentation (Appendix)</b>	Attachment 3.2.10	Section 3.2.10	no	
Full size copies of SCC Registration	NA	Section 3.2.10.1	no	
Full size copies of DPOR Registration (Offices)	NA	Section 3.2.10.2	no	
Full size copies of DPOR Registration (Key Personnel)	NA	Section 3.2.10.3	no	
Full size copies of DPOR Registration (Non-APELSCIDLA)	NA	Section 3.2.10.4	no	
<b>DBE statement within Letter of Submittal</b> confirming Offeror is committed to achieving the required DBE goal	NA	Section 3.2.11	yes	
<b>Offeror's Team Structure</b>				
Identity of and qualifications of Key Personnel	NA	Section 3.3.1	yes	
Key Personnel Resume – DB Project Manager	Attachment 3.3.1	Section 3.3.1.1	no	
Key Personnel Resume – Quality Assurance Manager	Attachment 3.3.1	Section 3.3.1.2	no	
Key Personnel Resume – Design Manager	Attachment 3.3.1	Section 3.3.1.3	no	
Key Personnel Resume – Construction Manager	Attachment 3.3.1	Section 3.3.1.4	no	
<del>Key Personnel Resume – Utility Coordination Manager</del>	<del>Attachment 3.3.1</del>	<del>Section 3.3.1.5</del>	<del>no</del>	
<del>Key Personnel Resume – Right of Way Manager</del>	<del>Attachment 3.3.1</del>	<del>Section 3.3.1.6</del>	<del>no</del>	
<del>Key Personnel Resume – Lead Roadway Engineer</del>	<del>Attachment 3.3.1</del>	<del>Section 3.3.1.7</del>	<del>no</del>	

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Organizational chart	NA	Section 3.3.2	yes	
Organizational chart narrative	NA	Section 3.3.2	yes	
<b>Experience of Offeror's Team</b>				
Lead Contractor Work History Form	Attachment 3.4.1(a)	Section 3.4	no	
Lead Designer Work History Form	Attachment 3.4.1(b)	Section 3.4	no	
<b>Project Risk</b>				
Identify and discuss three critical risks for the Project	NA	Section 3.5.1	yes	