



REQUEST FOR QUALIFICATIONS
RFQ: 2014-095

JOB ORDER CONTRACTING
FOR

GENERAL CONSTRUCTION SERVICES
(New Building Construction, Renovations, Rehabilitative,
Site Enhancements, Remodeling, Misc. Improvements)

IN BUCKEYE, ARIZONA

CONTACT PERSON

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Date Issued: Wednesday, January 14, 2015
Pre-Proposal Conference: Tuesday, February 03, 2015 at 2:00pm
Last Day for Inquires: Thursday, February 12, 2015 at 5:00pm
RFQ Due Date: Monday, February 23, 2015 at 4:00pm

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SECTION 1 - INTRODUCTION

The City of Buckeye is currently looking to establish a Job Order Contract (JOC) for indefinite quantity and indefinite delivery for various projects related to General building/site construction for various new building construction, renovations, site enhancements and miscellaneous improvements in the City of Buckeye, Arizona. Interested contractors will have the ability to show related experience and a proven track record in Job Order Contracting projects of the same nature and magnitude. The selected contractors will be expected to deliver turn key projects, which may include design, preconstruction services, permitting, regulatory requirements, and as-built/close-out documents.

The contract period will be for an initial term of one (1) year with no more than four (4) additional one-year extensions. During the term of the contract, work shall be conducted as a series of individual job orders referred to as Delivery Orders.

Estimated values for individual projects are estimated at \$50,000 to \$1,000,000. Projects may extend into the next fiscal year and beyond, but in no instance will any one project under this JOC exceed \$5,000,000. It is expected that no more than two (2) projects per year will exceed \$1,000,000.

Any contract resulting from this solicitation shall be for the use of the City of Buckeye. In addition, specific eligible political subdivisions and nonprofit educational or public health institutions may also participate at their discretion. In order to participate in any resultant contract, a political subdivision or nonprofit educational or public health institution must have been invited to participate in this specific solicitation and the contractor must be in agreement with the cooperative transaction. In addition to cooperative purchasing, any eligible agency may elect to participate (piggyback) on any resultant contract; the specific eligible political subdivision, nonprofit educational or public health institution and the contractor must be in agreement.

Any delivery order placed to the successful contractor will be placed by the specific agencies participating in this purchase. Payment for purchases made under this agreement will be the sole responsibility of each participating agency. The City shall not be responsible for any disputes arising out of transactions made by others.

SECTION 2 – PROJECT(S) SUMMARY/SCOPE OF WORK

The intent of this solicitation is to award a Job Order Contract to at least five (5) and no more than seven (7) separate Contractors who will subsequently compete for individual Job Orders for projects by providing a proposal as each project arises. Each Job Order will be implemented by issuing a Delivery Order (DO) for the work. Each Job Order (DO) will be a separate contract for construction. Individual Delivery Orders shall not exceed \$5,000,000.00, including all change orders. The scope of work for each project cannot be precisely defined at this time, but the expectation is that the majority of Job Orders will be in the \$50,000 to \$1,000,000 range.

Projects delivered under this Job Order Contract will be restricted to general construction services, together with architectural and engineering services as necessary, related to General building/site construction, renovations, new building construction, site enhancements and miscellaneous improvements. Interested contractors will have the ability to show related experience and a proven track record in projects of the same nature and magnitude. The selected contractors will be expected to deliver turn key projects, including all permitting and compliance with regulatory requirements. For any project determined by the City to be appropriate for this Job Order Contract, the City will issue a Delivery Order Request for Proposals (DORFP), receive proposals, and execute an individual Delivery Order specifying the cost and completion schedule for that project. This Job Order Contract (JOC) will be focused on the rehabilitation, repair and new construction of such work within the public right of way.

Design services or post design services may be required for some of the projects. The scope of work for design or post design services, when applicable, will be defined by the City and included in each Delivery Order Request for Proposals. Any as-builts required to be completed as part of the post design services will be specified.

The following work activities may be included in individual projects. Not all activities will be included in all projects. The successful contractors shall have experience, knowledge, and ability to accomplish the following tasks but not limited to:

1. General building/site construction for various renovations, new building construction, site enhancements, painting, project management, cost estimating and miscellaneous improvements.
2. Knowledge of and compliance with current City of Buckeye adopted codes and inspection requirements.
3. Simultaneous management of Subcontractors, project schedule and budgets through all phases of construction.
4. Design Services; Design services may be required for some work assignments. The contractor shall use Arizona registered professional engineers to prepare and seal construction documents.
5. Obtain all necessary permits required to complete the project, including SWPPP, dust control and all other permitting required to successfully complete the Delivery Order.
6. Show evidence of the appropriate Arizona State contractor license- Class B-01 General Commercial Contractor or equivalent prior to submitting RFQ.
7. Effectively managed on-site personnel meeting high quality and safety standards along with effective public relations
8. Provide rapid response to emergency work required.

No minimum amount of work is guaranteed. The City anticipates pricing individual job orders by obtaining proposals from one or all Job Order Contractors, as outlined in the solicitation materials, as each unique project arises. Appropriate payment and performance bonding per project shall be required.

The City of Buckeye has elected to use the JOC delivery method for these projects as outlined under A.R.S. Title 34. Cost effective construction in the shortest possible time frame and within the City's tolerance of financial risk will be the guiding principles behind the work associated with this JOC Contract.

This Job Order Contract is issued to assist the City of Buckeye with General Construction Services as outlined in Section 2.

For projects determined by the City to be appropriate for this Job Order Contract, the City will request that the Contractor prepare a cost proposal and project schedule. If acceptable, the City will issue an Individual Job Order Contract and direct the Contractor to proceed with the work. Although the City anticipates that awarded Contractors will be issued work, the Contractor is neither guaranteed a minimum amount of work nor any jobs at all. The City reserves the right and will issue job orders based on ability of the Contractor to meet the City's work schedule and the availability of trades and expertise in relation to each project.

SECTION 3 - PRE-SUBMITTAL CONFERENCE

The pre-submittal conference has been scheduled for **February 03, 2015, at 2:00 PM** at Buckeye City Hall, 530 East Monroe Avenue, Buckeye, AZ 85326, 1st Floor Executive Conference Room. Attendance is encouraged but not required.

SECTION 4 – SUBMITTAL REQUIREMENTS

Firms interested in this JOC should submit a Statement of Qualifications, in an **original and five (5) copies by 4:00 pm, local time, Monday, February 23, 2015** Three-ring binders are preferred. In addition, submit a complete copy of the Qualifications on Compact Disk (CD) using a searchable "PDF" file format. Your submission must conform to the following: The original and all copies of the submittal will be appropriately labeled as such. Each set shall be organized using the tabs specified below. Firm(s) will be selected through a qualifications-based selection process based on the criteria below.

Submittals must be received by the specified time. On the submittal package, please display: firm name, project title, and project number. All submittals should be addressed to:

City of Buckeye
530 East Monroe Avenue
Buckeye, AZ 85326
Attn: Chris Williams

Submittal Cover Letter (one (1) page cover letter, Two (2) pages financial information)

TAB A: Project Experience (one page per project, maximum of ten (10) projects)

TAB B: Past Performance Questionnaire (one form per projects identified in TAB A)

TAB C: Key Personnel Resumes (one page per resume, plus organizational chart)

TAB D: Method of Approach (30 pages)

COVER LETTER

Within the one-page cover letter, include your firm's full company name, address, phone number and the email address for your firms contact person for the RFQ. Adherence to the maximum page criterion is critical: each page side (maximum 8-1/2" x 11") with criteria information will be counted. Do not use 11" x 14" or 11" x 17" size sheets (e.g., fold-outs) unless specifically authorized. Pages that have project photos, charts and/or graphs will be counted towards the required number of pages. Front and back covers, Table of Contents, and divider (tab) pages will not be counted unless they include qualification information that could be considered by the selection panel. Resumes should provide information for key staff (no company profiles) and should not include project pictures or general firm information. Any additional company information or non-key staff information included in the resume section will be counted against the maximum page requirement. Do not submit additional information not listed herein. Font size may not be less than 10 point.

1. Financial Capacity/Bonding/Insurance
2. Total Bonding Capacity - Single Limit and Aggregate Limit
3. Current Backlog/ Project List
4. Insurance Provider Rating (e.g. A.M. Best, Moody's, S&P, etc.)

(Items 1-3 must be documented /verified from your surety or insurance carrier)

TAB A - PROJECT EXPERIENCE (30 points)

Identify at least seven (7) but no more than ten (10) comparable projects. Demonstrate the experience of your firm and/or proposed team, including sub-contractors, on projects same/similar to that described in the solicitation for same/similar services. The projects submitted should also demonstrate that the contractor and/or the team have performed a same/similar type of services at multiple sites simultaneously. Same and or similar type services may be as follows:

1. Job Order Contracts for General Construction/Renovation as described in Section 2.
2. Multiple Award JOC Contracts with Public Entities. (City, State, School District, County)
3. Two (2) project presented in TAB A must represent a new building construction project
4. Two (2) projects must highlight your Firms ability to perform General Construction Projects and have a final construction value of greater than \$2,000,000.
5. All projects submitted must have been completed with the last five (5) years.

TAB B - PAST PERFORMANCE QUESTIONNAIRE (20 points)

For each project submitted in TAB A, you must submit a completed Past Performance Questionnaire, ATTACHMENT (1). The firm is directed to provide this form to the project owner or Point of Contact. Instruct the owner to complete the form and return the form with your submission.

TAB C - EXPERIENCE OF KEY PERSONNEL (20 points)

The Firm must provide resume data for the following key personnel: JOC Account Manager, JOC Estimator, Project Manager (2), Project Superintendent (2), and Quality Control Manager.

The Firm may also include resume data for other personnel that you consider key. Resume information to be provided shall be limited to no more than one (1) page per person and shall include the following information as a minimum:

- (a) Name and title
- (b) Project assignment
- (c) Name of firm with which associated
- (d) Years' experience with this firm and with other firms
- (e) Active professional registration, year first registered, if applicable
- (f) Other experience and qualifications relevant to same/similar work required under this contract
- (g) Education: degree(s), year, specialization, if applicable

Include an organizational chart (maximum 2 pages) at the end of this tab, chart may be submitted in 11"X17". Provide an organizational chart that depicts the project team organization and lines of authority. Clearly indicate superior/subordinate reporting relationships; provide names of Project Managers, Site Supervisors, Inspectors and Estimators. Include if applicable, Key Personnel from major Subcontractors or Suppliers that would contribute to major portions of any work associated with this JOC solicitation.

TAB D - METHOD OF APPROACH (30 POINTS)

General Project Approach:

1. Describe your firm's overall commitment to responding to the City's requests for services.
2. Describe how your firm handles cost control (daily, monthly, and completion tracking/reporting); scheduling (initial and progress schedules); how are cost overruns identified and how are they mitigated?
3. Describe your firm's conflict communication plan; what is your proposed escalation ladder?
4. Describe your firm's project closeout and final documentation process.

Job Order Management:

Describe your firm's ability to timely and appropriately process necessary paperwork and issue cost estimates and schedules related to the City's job order requests. Include in your response specific detail regarding the following:

1. Upon receipt of a job order request for proposal from the City, how many days does your firm require to process and complete all necessary paperwork and return a proposal to the City?
2. Upon acceptance of a proposal and issuance of a Notice to Proceed, how many days does your firm typically require to mobilize forces and start construction?
3. Describe your firm's change request procedure and how change requests are communicated with the City.

Value Analysis/Value Engineering/Risk Mitigation:

1. What capabilities does your firm have to provide additional Value Analysis/Value Engineering to Job Orders of limited design prior to construction? What is your willingness to provide these services as part of your job order quotation?
2. What capabilities do you have to identify and communicate various opportunities for risk mitigation with the City at the time of Job Order development? What risk avoidance strategies have you commonly employed and shared with Owners to Reduce threats to the project's success?

NOTE: Specific pricing information, including proposed value engineering or cost savings information shall not be submitted with the respondent's initial Statement of Qualifications. Any Statement of Qualifications that contains any information of this type may, in the sole discretion of the City, be deemed non-responsive and be returned to the Contractor.

Subcontractor Selection Plan:

Each Contractor's subcontracting plan will be incorporated by reference into the Agreement. Each Contractor will be obligated to comply with its own plan. Note that a subcontractor selection plan is a requirement of A.R.S. § 34-604(C)(2)(e)(i) and, as such, must be submitted; failure to submit a subcontractor selection plan will result in rejection of the Statement of Qualifications.

Safety:

1. Identify your Firm's Safety Manager
2. List all major Certifications and Training obtained by the Safety Manager
3. Describe Safety Training protocol provided to Field Staff at a Project site.
4. Provide your Firm's most current Experience Modification Rate (EMR)

SECTION 5 - SELECTION PROCESS

This Request for Qualifications (RFQ) is being conducted pursuant to A.R.S. § 34-604. The process will be to evaluate and score the qualifications submitted in response to this RFQ, then rank the firms in descending order of score in a short list. The successful firm(s) will be selected through a qualifications based selection process. The Selection Panel will evaluate each SOQ according to the criteria set forth in Section 4 above. The City will select a firm(s) based on the SOQ's received; formal interviews may or may not be conducted. The City may conduct a due diligence review on the firm(s) receiving the highest evaluation.

A "Selection Committee" will be comprised of City employees and at least one senior management employee of a licensed contractor and one person who is an architect or engineer registered pursuant to A.R.S. § 32-121. These members may be employees of the City or outside consultants. The selection committee will review, evaluate, and score the RFQ responses in accordance with the evaluation criteria established above.

The City may then decide, if necessary, to conduct interviews of firms to make final selections.

The City will then award a Job Order Contract to the highest-ranked firms.

The City expects to award at least five (5), but not more than seven (7) JOC Contracts.

SECTION 6 - GENERAL INFORMATION

City Rights. The City of Buckeye reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received.

Acceptance of Evaluation Methodology. By submitting its Qualifications in response to this SOQ, respondent acknowledges and accepts the evaluation process, the established criteria and associated point values, and that determination of the "most qualified" firm(s) will require subjective judgments by the City.

Release of Project Information. The City shall provide the release of all public information concerning this project, including selection announcements and contract award. Those desiring to release information to the public must receive prior written approval from the City.

Contact with City Employees. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and subcontractors) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the evaluation panel, the City Manager, Department Heads and other City staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection

process. All contact on this selection process should be addressed to the authorized representative identified below.

Data Confidentiality. Except as specifically provided in the Contract, the Contractor or its subcontractors shall not divulge data to any third party without prior written consent of the City.

Legal Worker Requirements. The City of Buckeye is prohibited by A.R.S. § 41-4401 from awarding a contract to any contractor who fails, or whose subcontractors fail, to comply with A.R.S. § 23-214(A). The contractor and each subcontractor shall comply with all federal immigration laws and regulations related to their employees and compliance with the stated law. The City of Buckeye retains the legal right to inspect the papers of any contractor or subcontractor employee who is awarded a contract to ensure that the firm or subcontractor is complying with the law.

Lawful Presence Requirement. Pursuant to A.R.S. §§ 1-501 and 1-502, the City of Buckeye is prohibited from awarding a contract to any natural person who cannot establish that such person is lawfully present in the United States. To establish lawful presence, a person must produce qualifying identification and sign a City-provided affidavit affirming that the identification provided is genuine. This requirement will be imposed at the time of contract award. This requirement does not apply to business organizations such as corporations, partnerships or limited liability companies.

Protest Procedures. Firms wishing to respond to disqualification or a procurement outcome may refer to The City of Buckeye Procurement Code, Section 24-3-16 which governs protest procedures utilized throughout the selection process.

Suspension/Debarment. By submitting a proposal in response to this solicitation, the respondent is certifying that it is neither debarred nor suspended nor under consideration for suspension or debarment by any federal, state, or local government or agency. If a respondent is not able to so certify, the respondent must submit a letter that identifies the agency involved and a contact and explains why respondent is suspended, debarred, or being considered for suspension or debarment.

Questions. Questions pertaining to this selection process or contract issues should be directed to Chris Williams, Manager, Construction and Contracting at (623) 349-6225. All questions must be received no later than seven (7) days in advance of the SOQ due date. Responses to questions that materially change the scope or intent of this SOQ will be issued via addendum on the City of Buckeye website. The City will not notify Respondents of posting of addenda. Therefore, it is the Respondents' sole responsibility to check the website periodically for all issued addenda. Failure to include acknowledgement of all addenda may be cause for rejection of the proposal.

ATTACHMENT 1

PAST PERFORMANCE QUESTIONNAIRE

PAST PERFORMANCE QUESTIONNAIRE

CONTRACT INFORMATION (To be completed by Contractor)

1. Contractor Information:

Firm Name: _____ Email : _____
Address: _____ Contact Name: _____
Phone Number: _____ Contact Phone: _____

2. Work Performed as: Prime Contractor Sub Contractor Joint Venture Other (Explain):

3. Contract Information:

Contract Number: _____
Contract Type: Firm Fixed Price Cost Reimbursement Other (Please specify):
Contract Title: _____ Contract Location: _____

Award Date (mm/dd/yy): _____
Contract Completion Date: _____ Actual Completion Date : _____

Explain Differences:

Original Contract Price (Award Amount): _____
Final Contract Price (to include all modifications, if applicable) : _____
Explain Differences:

4. Project Description:

Complexity of Work: High Med Routine

How is this project relevant to project of submission? (Please provide details such as similar equipment, requirements, conditions, etc.)

CLIENT INFORMATION (To be completed by Client)

5. Client Information:

Name: _____ Phone Number: _____
Title: _____ Email Address: _____

6. Describe the client's role in the project:

Client Signature:

Date:

**ADJECTIVE RAITINGS AND DEFINITIONS TO BE USED TO BEST REFLECT
YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE**

RAITING	DEFINITION	NOTE
(E) Exceptional	Performance meets contractual requirements and exceeds many to the Government/Owner's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective	An Exceptional rating is appropriate when the contractor successfully performed multiple significant events that were of benefit to the Government/Owner. A singular benefit, however, could be of such magnitude that it alone constitutes an Exceptional rating. Also there should have been NO significant weaknesses identified.
(VG) Very Good	Performance meets contractual requirements and exceeds some to the Government/Owner's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective	A Very Good raiting is appropriate when the Contractor successully performed a significant event that was a benefit to the Government/Owner. There should have been no significant weaknesses identified.
(S) Satisfactory	Performance meets minimum contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory	A Satisfactory raiting is appropriate when there were only minor problems, or major problems that the contractor recovered from without impact to the contract. There should have been NO significant weaknesses identified. Per DOD policy, a fundamental principle of assigning raitings is that the contractors will not be assessed a raiting lower than Satisfactory solely for not performing beyond the requirements of the contract.
(M) Marginal	Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.	A Marginal raiting is appropriate when a significant event occurred that the contractor had trouble overcoming which impacted the Government/Owner.
(U) Unsatisfactory	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains serious problem(s) for which the contractor's corrective actions appear or were ineffective.	An Unsatisfactory raiting is appropriate when multiple significant events occurred that the contractor had trouble overcoming and which impacted the Government/Owner. A singular problem, however, could be of such serious magnitude that it alone constitutes an unsatisfactory raiting.
(N) Not Applicable	No information or did not apply to your contract	Raiting will be neither positive nor negative.

PAST PERFORMANCE EVALUATION
(TO BE COMPLETED BY CLIENT)

1. QUALITY	
a) Quality of technical data/report preparation efforts	E VG S M U N
b) Ability to meet quality standards specified for technical performance	E VG S M U N
c) Timeliness/effectiveness of contract problem resolution without extensive customer guidance	E VG S M U N
d) Adequacy/effectiveness of quality control program and adherence to contract quality assurance requirements (without adverse effect on performance)	E VG S M U N
2. SCHEDULE/TIMELINESS OF PERFORMANCE:	
a) Compliance with contract delivery/completion schedules including any significant intermediate milestones. <i>(If liquidated damages were assessed or the schedule was not met, please address below)</i>	E VG S M U N
b) Rate the contractor's use of available resources to accomplish tasks identified in the contract	E VG S M U N
3. CUSTOMER SATISFACTION	
a) To what extent were the end users satisfied with the project?	E VG S M U N
b) Contractor was reasonable and cooperative in dealing with your staff (including the ability to successfully resolve disagreements/disputes; responsiveness to administrative reports, businesslike and communication)	E VG S M U N
c) To what extent was the contractor cooperative, businesslike, and concerned with the interests of the customer?	E VG S M U N
d) Overall customer satisfaction	E VG S M U N
4. MANAGEMENT/PERSONNEL/LABOR	
a) Effectiveness of on-site management of subcontractors, suppliers, materials, and/or labor force?	E VG S M U N
b) Ability to hire, apply, and retain a qualified workforce through this effort	E VG S M U N
c) Government Property Control	E VG S M U N
d) Knowledge/expertise demonstrated by contractor personnel	E VG S M U N
e) Utilization of Small Business	E VG S M U N
f) Ability to simultaneously manage multiple projects with multiple disciplines	E VG S M U N
g) Ability to assimilate and incorporate changes in requirements and/or priority, including planning, execution and response to Government changed	E VG S M U N
h) Effectiveness of overall management (including ability to effectively lead, manage and control the program)	E VG S M U N

5. COST/FINANCIAL MANAGEMENT	
a) Ability to meet the terms and conditions within the contractually agreed price(s)?	E VG S M U N
b) Contractor proposed innovative alternative methods/processes that reduced cost, improved maintainability or other factors that benefited the client	E VG S M U N
c) If this is/was a Government cost type contract, please rate the Contractor's timeliness and accuracy in submitting monthly invoices with appropriate back-up documentation, monthly status reports/budget variance reports, compliance with established budgets and avoidance of significant and/or unexplained variances (under runs or overruns)	E VG S M U N
d) Is the Contractor's accounting system adequate for management and tracking of costs? <i>If no, please explain in Remarks section.</i>	Yes No
e) If this is/was a Government contract, has/was this contract been partially or completely terminated for default or convenience or are there any pending terminations? <i>Indicate if show cause or cure notices were issued, or any default action in comment section below.</i>	Yes No
f) Have there been any indications that the contractor has had any financial problems? <i>If yes, please explain below.</i>	Yes No
6. SAFETY/SECURITY	
a) To what extent was the contractor able to maintain an environment of safety, adhere to its approved safety plan, and respond to safety issues? (Includes: following the users rules, regulations, and requirements regarding housekeeping, safety, correction of noted deficiencies, etc.)	E VG S M U N
b) Contractor complied with all security requirements for the project and personnel security requirements.	E VG S M U N
7. GENERAL	
a) Ability to successfully respond to emergency and/or surge situations (including notifying COR, PM or Contracting Officer in a timely manner regarding urgent contractual issues)	E VG S M U N
b) Compliance with contractual terms/ provisions <i>(explain if specific issues)</i>	E VG S M U N
c) Would you hire or work with this firm again? <i>(if no, please explain below)</i>	Yes No
d) In summary, provide an overall rating for the work performed by this contractor.	E VG S M U N

Please provide responses to the questions above (if applicable) and/or additional remarks. Furthermore, please provide a brief narrative addressing specific strengths, weaknesses, deficiencies, or other comments which may assist our office in evaluating performance risk. (please attach additional pages if necessary)

Client Signature:

Date: