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

| **Statement of Qualifications Component** | **Form (if any)** | **RFQ****Cross reference** | **Included within 15-page limit?** | **SOQ****Page Reference** |
| --- | --- | --- | --- | --- |
| **Statement of Qualifications Checklist and Contents** | Attachment 3.1.2 | Section 3.1.2 | no |  |
|  |  |  |  |  |
| **Acknowledgement of RFQ, Revision and/or Addenda**  | Attachment 2.10 (Form C-78-RFQ) | Section 2.10 | no |  |
|  |  |  |  |  |
| **Letter of Submittal (on Offeror’s letterhead)** |  |  |  |  |
|  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 |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **SCC and DPOR registration documentation (Appendix)** | 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 |  |
|  |  |  |  |  |
| **DBE statement within Letter of Submittal** confirming Offeror is committed to achieving the required DBE goal | NA | Section 3.2.11 | yes |  |
|  |  |  |  |  |
| **Offeror’s Team Structure** |  |  |  |  |
|  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 |  |
|  Key Personnel Resume – Lead Utility Coordination Manager | Attachment 3.3.1 | Section 3.3.1.4 | no |  |
|  Organizational chart | NA | Section 3.3.2 | yes |  |
|  Organizational chart narrative | NA | Section 3.3.2 | yes |  |
|  |  |  |  |  |
| **Experience of Offeror’s Team** |  |  |  |  |
|  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 |  |
|  |  |  |  |  |
| **Project Risk** |  |  |  |  |
|  Identify and discuss three critical risks for the Project | NA | Section 3.5.1 | yes |  |