Subcontractor Qualification Checklist

Contributed by multiple sources

Revised January 2007

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BACKGROUND

The AIA Construction Management and Design-Build Knowledge Communities and the Architectural Sheet Metal Council of the Sheet Metal and Air Conditioning Contractors' National Association (SMACNA) developed this sample checklist for use as an addendum to AIA Document A305™ – 1986, *Contractor's Qualification Statement.* When used in that manner, questions 3.4, 3.5, and 3.6 of A305™ should be struck and replaced with the text below.

The submitting party should address all of the following questions and certify under oath that the information provided is true and sufficiently complete so as not to be misleading.

Submitted to: _____

Address: _____

_____

Submitted by: _____

Company name: _____

Address: _____

_____

Principal office: _____

_____

Business type:

- ☐ Corporation
- ☐ Partnership
- ☐ Individual
- ☐ Joint venture
- ☐ Other (specify)

_____

Name of project (if applicable):

_____

Type of work (complete a separate Qualification Statement for each type of work):_____

1. Previous experience in terms of project type?

☐ Yes ☐ No

1.2 When? _____

1.3 Where? (list three current or recently completed projects of similar scope):

1.3.1 _____

1.3.2 _____

1.3.3_____

2. Previous experience in the geographic area?

☐ Yes ☐ No

2.2 When? _____

2.3 Where? _____

3. Personnel experience in this project type?

☐ Yes ☐ No

3.1 How many?_____

3.2 Who?_____

_____

_____

4. Staff of this project

4.1 How many?_____

4.2 List key people:_____

_____

_____

_____

4.3 Training

4.3.1 What kind of training? _____

_____

4.3.2 How long did the training last?

_____

4.3.3 Who administered the training?

_____

4.3.4 When was the training?

_____

4.3.5 Length of employment with bidding firm of people listed in 4.2 above:

_____

_____

_____

_____

5. References (in addition to those in #1 above)

5.1 Projects:

_____

_____

_____

5.2 People:

_____

_____

_____

6. Are you willing to be tested in the materials and methods specific to this project?

☐ Yes ☐ No

7. Firm Profile

7.1 Total number of people in firm: _____

7.2 Number of material suppliers used: _____

8. Experience with specialized materials

8.1 How many jobs with this material? _____

8.2 List ongoing or recent projects: _____

_____

_____

9. Experience with specialized conditions

9.1 How many projects? _____

10. Does firm have an ongoing training plan in place?

☐ Yes ☐ No

10.1 Briefly describe:

_____

_____

11. Experience with methods similar/identical to those used in this proposed project?

☐ Yes ☐ No

11.1 Placement:

_____

11.2 Finishing (process description synopsis, i.e., approach/method/power requirements):

_____

11.3 How are you going to perform this work?

_____

11.4 Problem-area experience (such as connections):

_____

12. Team in place, or would this be from a pool?

☐ In place ☐ Pool

13. Shop drawings done in-house or subcontracted?

☐ In-house ☐ Subcontracted

13.1 List:

_____

_____

14. Do you have relative examples of details? (if so, please attach)

☐ Yes ☐ No

15. Source of work performed.

15.1 Subcontractors:

_____

15.2 Manufacturers:

_____

15.3 Vendor purchases:

_____

15.4 Who controls fabrication/installation?

_____

16. Signature:*

_____

Dated at _____, this ___ day of _____, 20___.

Name of organization:

_____

By:

_____

(Print name)

Title:

_____

M _____, being duly sworn, deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

17. Notarization*

Subscribed and sworn before me this ___ day of _____, 20___.

Notary public:

_____

My commission expires:

_____

Seal:

**Example of information required to certify a completed form.*

RESOURCES

More Best Practices

The following AIA Best Practices provide additional information related to this topic

18.02.01	Forms of Agreement: Which Should You Use?
17.02.04	Consultant Compensation
17.04.07	Dealing with Aggressive Negotiators

For More Information on This Topic

See also "Construction Agreements," by Dale R. Ellickson Esq, FAIA, *The Architect's Handbook of Professional Practice*, 13th edition, Chapter 11, page 299.

See also the 14th edition of the *Handbook*, which can be ordered from the AIA Bookstore by calling 800-242-3837 (option 4) or by email at bookstore@aia.org.

Feedback

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Keywords

- Practice
- Project administration
- Project agreements
- Design services agreements
- Construction management contracts