

***US 20: PIONEER MOUNTAIN TO
EDDYVILLE
DESIGN-BUILD PROJECT***

**REQUEST FOR QUALIFICATIONS
APPENDIX B**

**FORMAT AND ORGANIZATION FOR
STATEMENT OF QUALIFICATIONS**

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The outline presented in this Appendix B shall be followed for preparing the SOQ. Specific content requirements for each section of the SOQ are described in the RFQ, as referenced in the outline. This format has been created to facilitate responses to the RFQ and to facilitate the evaluation and Short-List process.

The SOQ shall be packaged into a cover letter and the following six separate sections and three appendices:

- A) Section 1 - Legal;
- B) Section 2 - Financial;
- C) Section 3 - Experience of the Firms;
- D) Section 4 - Past Performance;
- E) Section 5 - Backlog/Capacity;
- F) Section 6 - Project Understanding;
- G) Appendix A - Legal Documents;
- H) Appendix B - Company Brochures; and
- I) Appendix C - Awards, Citations, and Commendations.

The SOQ shall be limited to no more than 50 pages in Sections 1 through 6 of the SOQ, including required forms but exclusive of dividers and appendices. If an SOQ contains more than 50 pages, **only material on the first 50 pages will be considered**. It is suggested that Proposers number the pages of their SOQs.

One original and nine copies of the SOQs and appendices shall be provided. The signed original copy (signed in blue ink) shall be identified as the original on the cover(s) and marked as "Copy 1 of 10 Copies." Each copy shall be identified on the cover(s) as "Copy X of 10 Copies."

The sections and appendices shall consist of loose-leaf pages, not including cover sheet(s), tabs, indices, appendices, and Project reference forms. The six sections shall be placed together without binders or cover-stock and stapled in the upper left corner. Color printing is allowed but not encouraged.

Text shall be in a standard font, a minimum of twelve points in height, single-spaced, for the substantive text. Pages shall be 8-1/2 by 11 inch recycled 20# white bond paper with simple lettered/numbered dividers for each section/subsection. Single sided pages shall be used. Foldouts not exceeding 11 by 17 inches are permitted. Each foldout shall count as two pages against the page limit. Any page or partial page with substantive text, graphics, or charts, including résumés, will be counted as one page. Proposers may use their discretion for the font size of other materials (e.g., graphics and charts). Number each page in each section consecutively (i.e., 1-1, 1-2; 2-1, 2-2; 3-1, 3-2). Center page numbers at the bottom of each page.

Proposers should make every effort to present information clearly and concisely. Documentation that is difficult to read may be rejected and may lead to disqualification.

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The information shall be easily reproducible by normal black and white photocopying machines. Color photographs, renderings, and brochures (if provided) shall be adequately bound and suitably protected for handling and circulation during review and evaluation.

Statements Of Qualifications shall become the property of the Agency. Copies of each SOQ will be retained after the SOQ evaluation process for the Project files.

See the following table for an overview of the format of the organization of the SOQ.

SOQ Section No.	Section Title and Required Information	RFQ Reference
	Cover Letter and Acknowledgement Form (attached)	4.3.1
Section 1	Legal: <ul style="list-style-type: none"> • Form L-1; • Form L-2; • Identity of Lead Principal Participant; • Percent share of each Principal Participant, if known (if JV); and • Express statement of joint and several liability (if JV). 	4.3.2.1
Section 2	Financial: <ul style="list-style-type: none"> • Surety Letters 	4.3.2.2
Section 3	Experience of the Firms: <ul style="list-style-type: none"> • Form E-1 (maximum of 10); • Form E-2; • Form E-3; and • Resumes. 	4.3.2.3
Section 4	Past Performance: <ul style="list-style-type: none"> • Form PP-1 for the following information: <ul style="list-style-type: none"> – Award, citation, and/or commendation information; – Litigation, claims, dispute proceedings, and arbitration information; – Liquidated Damages information; – Termination for cause information; – Disciplinary action information; and – Contact information for the above Form PP. • Form S; • Form PP-2; and • Form DBE. 	4.3.2.4

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SOQ Section No.	Section Title and Required Information	RFQ Reference
Section 5	<ul style="list-style-type: none"> • Backlog/Capacity; • Form B; and • Form R. 	4.3.2.5
Section 6	Project Understanding: <ul style="list-style-type: none"> • Discussion of significant issues and risks facing selected Proposer and Agency; and • Description of how Proposer will use its organization and the DB process to ensure a successful Project. 	4.3.2.6
Appendix A	Legal Documents: <ul style="list-style-type: none"> • Legal structure and supporting documents or description of proposed legal structure; • Memorandum of agreement, if required; and • Powers of attorney 	4.3.2.1(D)
Appendix B	Company Brochures	4.3.2.3(B)(3)
Appendix C	Awards, Citations, and Commendations	4.3.2.4(B)(1)(a)