



SUBCONTRACTOR PRE-QUALIFICATION SURVEY

Thank you for your interest in J. Calnan & Associates. JC&A strives to develop long lasting beneficial relationships with its many subcontractors as well as our clients. We are client driven and take a team approach with the client, architect and subcontractor right from the start of a potential project. JC&A actively gets involved by developing budgets throughout the various design stages as well as evaluating different designs and value engineering opportunities.

JC&A provides pre-construction, design-build, general contracting and construction management services to a diverse clientele including corporate, private schools, life sciences, industrial/manufacturing, recreational, mixed-use/multi-unit residential developments, advanced technology and sustainable building markets. JC&A completes a diverse range of projects varying in magnitude and complexity and needs subcontractors who understand and complement the construction team and potential project. JC&A expects our valued subcontractors to be responsive to our estimating needs, be professional and consistently deliver a top quality product, to meet our safety standards, to always be able to deliver upon mutually agreed schedules, and be relationship orientated striving toward a long term partnership.

In order to better utilize your company, JC&A would like you to take some time and fill out this Pre-Qualification Survey and mail, fax or email to info@jcalnan.com. This form is very important and must be completed by all subcontractors who wish to work with JC&A. After receiving your pre-qualification survey, JC&A will review and contact you when and if your company is matched to an upcoming project of interest.

PLEASE NOTE: JC&A will periodically update our subcontractor data base and prequalification information. If your survey is over a year old, please assist us in keeping your information current by renewing this survey as required.

DATE SUBMITTED: _____

1. GENERAL INFORMATION

1.1 Name of Firm: _____

1.2 Type of Firm:

Union or Merit Shop Contractor: _____ If Union, please state affiliations?

MBE/WBE/DBE _____

General Contractor _____ License # _____

Trade Contractor
Type of Trade _____ License # _____

Type of Trade _____ License # _____

Other – Please Describe _____

1.3 Street Address: _____

City: _____ State: _____ Zip Code: _____

1.4 Phone #: _____ Fax # _____

Website: _____

1.5 Principal (s) of Company: Name _____ Title _____

Name _____ Title _____

1.6 Owner (s) of Firm: Name _____ % of Equity _____

Name _____ % of Equity _____

1.7 Date Firm Founded _____

1.8 Under Present Management Since: _____

1.9 Primary Contact: _____ Title: _____

E-Mail _____ Phone _____

1.10 Send Inquires To: (Name, Address, Phone and Fax)

1.11 Legal Structure

Corporation _____ In State of _____

Partnership _____

Sole Proprietorship _____

Other (describe) _____

2. FINANCIAL DATA

2.1 Annual Construction Dollar Volume: (Please fill out the following table indicating total annual construction volume over the last three years.)

Trade Division	20__	20__	20__
Total Annual Const. Volume:			

2.2 Net Worth: \$ _____

2.3 Indicate any Parent, Subsidiaries or Associated Companies:

2.4 Financial Responsibility is assumed by:

Name of Company(s): _____

Name of Individual(s): _____
Title

2.5 What are your current lines of credit?: _____

2.6 Indicate your references on the following services:

Banking: _____

Insurance: _____

2.7 Do you have any outstanding claims or judgments? If so, please explain: _____

3. STAFF / TEAM STRUCTURE:

3.1 Please indicate the number of staff in your firm (at this office):

Principles _____ Estimators _____

Project Managers _____ Project Engineers _____

Purchasing/Buyers _____ Superintendents _____

Journeyman Workers _____ Apprentices _____

Engineers _____ CADD Operators _____

All Others _____

TOTAL STAFF _____

4. PROJECT SIZE and TYPE:

4.1 Describe the type of work your firm specializes in, assign the relative percentage and indicate the average size of project:

Largest project completed to date? (Dollar Value) _____

Average project size in dollars? (Dollar Value) _____

Commercial _____ % Size Range _____ sf

Industrial _____ % Size Range _____ sf

Residential _____ % Size Range _____ sf

Government _____ % Size Range _____ sf

4.2 On a separate sheet, please provide a brief Project Profile with Construction Projects completed by your firm within the last three years. (List up to 10 projects)

5. REFERENCES

Please list your customer references below. (list a minimum of 3)

- 1) _____
- 2) _____
- 3) _____

6. CONSTRUCTION SOFTWARE

- 6.1 Estimating: _____
- 6.2 Accounting: _____
- 6.3 Other, please describe.

7. QUALITY ASSURANCE

- 7.1 Do you have a Quality Assurance Program Manual? _____
- 7.2 If so, please state current manual revision and date. _____

8. VENDOR / SUPPLIER REFERENCES

Please list your vendor and supplier references below. (List a minimum of 3)

- 1) _____
- 2) _____
- 3) _____

9. PROJECTS NOT COMPLETED

- 9.1 Has your firm failed to complete a project? If so, please project name, location, contact and reasons for not completing the project.

10. SAFETY

10.1 What is your Earned Modifier Rating (EMR) for insurance in the last three years?

1) 20___ _____

2) 20___ _____

3) 20___ _____

10.2 Please the number of recorded incidents in the last three (3) years.

1) 20___ _____

2) 20___ _____

3) 20___ _____

10.3 Do you have a Safety Program and if so would this be available for review prior to award of a contract?

11. COMMENTS/ADDITIONAL INFORMATION

11.1 Please confirm you will be able to meet J. Calnan & Associates insurance requirements by submitting to us your Certificate of Liability Insurance form. –see attached:

Yes _____ No _____

Comments:

11.2 Please complete attached W9 form JCA request for tax ID number and return with prequalification survey.

11.3 Please confirm you will be able to execute a standard J. Calnan & Associates subcontract. A Sample Contract Agreement available upon request.

Yes _____ No _____

Comments:

11.4 Please add any comments about your firm's structure or qualifications that you feel is important for us to consider:

The undersigned hereby acknowledges and agrees that the data provided in this survey is accurate as of the signature date below.

Signed* _____

Print _____
Name Title Date

* Must be signed by a duly authorized company representative.