

SUBMITTAL FORMAT

1. **COVER LETTER** (maximum of 2 pages)
 - identify team
 - provide name of contact person, phone and e-mail address
 - summarize qualifications most relevant to this project

2. **RELEVANT QUALIFICATIONS**
 - provide in summary format only
 - offer short, focused paragraphs by topic per Selection Criteria (i.e. building type; technical aspects; team, etc.)

3. **RELEVANT EXPERIENCE**

Provide printed images, color Xerox acceptable. (Include one set of printed images for each copy of submittal) briefly stating relevance for each image and role firm played in the project.

 - specify role of the firm or individual if work was not exclusively by the submitting firm (i.e., joint venture, association). If work was done by individuals on the project team while with other firms, their roles should be clearly stated
 - provide a list of the following:
 - project name
 - team members, including consultants and contractor
 - beginning/ending dates of the project
 - square footage
 - construction cost
 - main program elements
 - owner contact person & phone no.
 - provide list of consultants used on each project
 - identify which proposed team members worked on this project, if any

4. **PROJECT TEAM SUMMARY** (maximum of 2 pages)
 - identify individual team members
 - summarize proposed role/responsibility on this project and experience relative to those roles
 - describe previous collaborative experience on relevant projects; state relevance
 - describe the commitment of the proposed team for the duration of the project

5. **COST AND QUALITY CONTROLS** (maximum of 1 page)
 - concisely describe cost and quality control techniques employed by the firm, as they relate to cost containment, scheduling, contract administration
 - include benefits attributable to these techniques used on specific projects; ideally, references (see below) should confirm effectiveness of these systems.
 - cite examples of relevant construction documents recently prepared by the firm for competitive public bidding.
 - include a loss run from the firm's insurance company, showing the record of claims in the last 10 years. Include information regarding the volume of work per year and any verifiable clarifications deemed appropriate.

6. **REFERENCES** (All references must include contact name, telephone number and email address.)
 - provide client list with references that are relevant to the above projects (minimum of 3)
 - provide General Contractor and/or Construction Manager references (minimum of 3)

7. **APPENDIX** (items to be included)
 - firm brochure/history/background, reprints, etc.
 - key team member resumes
 - UC Statement of Qualifications (per attachment)
 - Request for Supplemental Information (per attachment)

Index all submittals with tabs labeled as per numbered categories above. Double-sided printing is encouraged. The material will be retained by the University unless a written request is made for their return.