

# ROEM

## CONSULTANT PRE-QUALIFICATION FORM (State of California)

All information submitted for pre-qualification evaluation will be considered official information acquired in confidence.

NAME OF FIRM: \_\_\_\_\_

SENIOR MANAGER: \_\_\_\_\_

CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PROJECT MANAGER(S) Email : \_\_\_\_\_

WEB SITE ADDRESS: \_\_\_\_\_

### 1. LICENSE

To the extent required by law, consultant must be licensed in the State of California. Submit the following:

A. Name of license holder exactly as on file with the State of California.

\_\_\_\_\_

B. License Number \_\_\_\_\_

License Classification \_\_\_\_\_ Expiration Date \_\_\_\_\_

# ROEM

## 2. COMPANY STRUCTURE

### A. CORPORATION

Date of Incorporation \_\_\_\_\_ State of Incorporation \_\_\_\_\_

President \_\_\_\_\_ Vice President \_\_\_\_\_

Secretary \_\_\_\_\_ Treasurer \_\_\_\_\_

### PARTNERSHIP

Date of Organization \_\_\_\_\_ General or Limited \_\_\_\_\_

Name and Address of Principals:

### SOLE PROPRIETORSHIP

Name and Address of Owner(s):

B. How many years has your company been in business as a Consultant? \_\_\_\_\_

How many years has your company been in business under its present business name? \_\_\_\_\_

Under what other former names has your company operated?

Name \_\_\_\_\_ Years \_\_\_\_\_

Name \_\_\_\_\_ Years \_\_\_\_\_

Identify the scope / type of work normally performed with your own forces:

\_\_\_\_\_

How much of your work is self-performed? \_\_\_\_\_ % Outsourced? \_\_\_\_\_ %

Average Total Number of Employees: \_\_\_\_\_

Exempt: \_\_\_\_\_ Non-Exempt: \_\_\_\_\_

Professional Affiliation(s), \_\_\_\_\_

Please check all applicable project types your company has worked on

- Affordable Family Housing
- Affordable Senior Housing
- Market Rate Condos/Townhomes
- Market Rate Single Family Attached

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## FINANCIAL

A. What was your company's average yearly volume of work for the past three years in terms of revenue received?

20\_\_ \_\_\_\_\_ 20\_\_ \_\_\_\_\_ 20\_\_ \_\_\_\_\_

What was your company's net income for each of the last three years?

20\_\_ \_\_\_\_\_ 20\_\_ \_\_\_\_\_ 20\_\_ \_\_\_\_\_

B. Average Contract Size \$ \_\_\_\_\_

Minimum: \$ \_\_\_\_\_ Maximum: \$ \_\_\_\_\_

Geographical Area of Work (please Circle counties in which you conduct business): Los Angeles San Diego Fresno  
Santa Clara San Mateo San Francisco Marin Alameda Contra Costa Santa Cruz Monterey San Benito  
Other: \_\_\_\_\_

C. Company's Dunn & Bradstreet No: \_\_\_\_\_

D. Has your company (either under current or previous name) ever filed for bankruptcy protection with the U.S. Bankruptcy Court? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, Date of Filing \_\_\_\_\_ Classification of Filing \_\_\_\_\_

E. Have any principals of your company, either past or present, been affiliated with any type of bankruptcy?

No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, Explain and Provide Dates: \_\_\_\_\_

## LITIGATION

A. Have you ever had a contract terminated for default within the past five years?

No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, Why? \_\_\_\_\_

When? \_\_\_\_\_

B. Are there any judgments, claims, arbitration proceedings, or suits pending or out standing against your company?

No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, Explain: \_\_\_\_\_

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C. Has your company filed any lawsuits, submitted claims, or been involved in any litigation with regard to your contract activity with in the last five years?

No \_\_\_\_\_ Yes \_\_\_\_\_ If Yes, Explain: \_\_\_\_\_

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#### 4. INSURANCE (see Consultant Insurance Requirements Form) ROEM will provide an OCIP for all market rate projects

A. Can you provide current evidence or evidence of ability to insure to minimum limits ("Acord" Form or other of General Liability Insurance coverage as listed below (ROEM will not pay any special endorsements or waivers)?

Yes \_\_\_\_\_ No \_\_\_\_\_

- Commercial General Liability- \$1 million each occurrence / \$2 million per project aggregate
- Additional Insured Endorsement Listed owner, general contractor, lender and construction management firm
- Worker's Compensation & Employers' Liability Insurance- \$1 million
- Waiver of Subrogation Endorsement
- Automobile Liability (Owner, hired, Non-Owned) - \$1 million
- Excess Liability (Umbrella) – only required if General Liability is under \$2 million
- Admitted in California; minimum A.M. Best Rated A- VII or better
- Professional Liability - \$1 million each occurrence / \$2 million per annual aggregate
- Three Year Tail (or more) as required by jurisdiction

## REFERENCES

A. Bank Reference

Bank Name and Branch: \_\_\_\_\_

Account Manager: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Line of Credit: \_\_\_\_\_ Amount in Use: \_\_\_\_\_

Customer

