

# **LOOSE FORMS PACKAGE – TECHNICAL**

RFP No. 63973-F; Confucius Institute at the University of Maryland, College Park  
Project No. 16-676-207-00

1. GENERAL CONTRACTOR EXPERIENCE FORM
2. KEY PERSONNEL FORM
3. PROJECT APPROACH/PRELIMINARY SCHEDULE
5. COMPANY PROFILE
6. ANNUAL CONSTRUCTION VOLUME / NUMBER OF PROJECTS
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**GENERAL CONTRACTOR EXPERIENCE FORM**  
**Confucius Institute at the University of Maryland, College Park**

Reference: RFP Section 00300 F.1.(a)-(e).

**Proposal No. 63973-F**

PROPOSER: _____ PROJECT NAME: _____ START DATE: _____ ORIGINAL COMPLETION DATE: _____ ACTUAL COMPLETION DATE: _____ AWARD PRICE: \$ _____ FINAL PRICE \$ _____ PERCENT INCREASE _____ CONTRACT METHOD _____ GC _____ CM _____ D/B CONTRACTOR'S CONSTRUCTION CONTRACT AMOUNT: _____ <b>* Three (3) Projects Total: Two (2) at \$350,000 or greater</b> <b>One (1) at \$500,000 or greater</b>	PROJECT OWNER'S NAME: _____ ADDRESS: _____ CONTACT PERSON: _____ TELEPHONE NUMBER: _____ GENERAL CONTRACTOR'S FIELD REP. _____ GENERAL CONTRACTOR'S PROJECT MANAGER: _____ TOTAL GROSS SQUARE FOOTAGE: _____
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TRADES INCLUDED: (check all that apply)

<input type="checkbox"/> Mechanical (HVAC) and name system type _____	<input type="checkbox"/> Electrical _____	<input type="checkbox"/> Carpentry _____	<input type="checkbox"/> Plumbing _____
<input type="checkbox"/> Drywall _____	<input type="checkbox"/> Acoustical _____	<input type="checkbox"/> Flooring _____	<input type="checkbox"/> Painting _____
<input type="checkbox"/> Masonry _____	<input type="checkbox"/> Concrete _____	<input type="checkbox"/> ATC _____	<input type="checkbox"/> Carpeting _____
<input type="checkbox"/> Structural (Name type of Structural System) _____	<input type="checkbox"/> Telecommunications _____	<input type="checkbox"/> Casework _____	<input type="checkbox"/> Fire Protection _____
	<input type="checkbox"/> Window _____	<input type="checkbox"/> Other: _____	

BRIEF, BUT DETAILED, DESCRIPTION OF THE PROJECT INCLUSIVE OF (1) TYPE OF PROJECT (NEW, ADDITION, RENOVATION, OFFICE, CLASSROOM ETC.), (2) SETTING AND (3) PROJECT SCHEDULE.	SIMILARITIES OF YOUR PROJECT TO THE SPECIFIED PROJECT:

NOTE: A TOTAL OF THREE (3) PROJECTS MUST BE SUBMITTED, PER THE RFP. COMPLETE A SEPARATE FORM FOR EACH PROJECT.

**KEY PERSONNEL FORM**  
**Confucius Institute at the University of Maryland, College Park**  
 Proposal No. 63973-F  
 Reference: RFP Section 00300 F.2.(b)-(f)

Proposer: \_\_\_\_\_

Person's Name: \_\_\_\_\_

Position to be Assigned: \_\_\_\_\_

b.1 Educational Background: \_\_\_\_\_

Institution	Degree/Diploma/Certificates	Major (if any) Date of Degree

b.2. Employment History:

Current Employer's Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Position Held	Duration by Date

b.3 Prior Employer's Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Position Held	Duration by Date

b.3 Prior Employer's Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Position Held	Duration by Date

b.4. Similar Project/Contract Experience:

Project Title: \_\_\_\_\_

Project Description: \_\_\_\_\_

Value of Project: \$ \_\_\_\_\_

Start and Completion Dates: \_\_\_\_\_

Key Person's Role on the Project: \_\_\_\_\_

Owner Contact Person: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Owner (Organization/Company Name): \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Description: \_\_\_\_\_

Value of Project: \$ \_\_\_\_\_

Start and Completion Dates: \_\_\_\_\_  
Key Person's Role on the Project: \_\_\_\_\_  
Owner Contact Person: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Owner (Organization/Company Name): \_\_\_\_\_

Project Title: \_\_\_\_\_  
Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Value of Project: \$ \_\_\_\_\_  
Start and Completion Dates: \_\_\_\_\_  
Key Person's Role on the Project: \_\_\_\_\_  
Owner Contact Person: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Owner (Organization/Company Name): \_\_\_\_\_

Achievements/Other Notations/Remarks (Not Required):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: ATTACH ADDITIONAL SHEETS AS NECESSARY. NOTE ANY ATTACHED SHEETS IN REMARKS ABOVE

**Project Approach/Preliminary Schedule**  
**Confucius Institute at the University of Maryland, College Park**  
**Proposal No. 63973-F**

Reference: RFP Section 00300 F.4.(a).- (c).

F.4. (a) Provide a brief, overall narrative description (developed in specific response to this proposal) of the proposer's proposed approach to this project.

**Project Approach/Preliminary Schedule**  
**Confucius Institute at the University of Maryland, College Park**  
**Proposal No. 63973-F**

Reference: RFP Section 00300 F.4.(a).- (c).

F.4. (b) Identify project challenge(s), and proposed approach(es). Identify past project with similar challenges and their outcome.

**Project Approach/Preliminary Schedule**  
**Confucius Institute at the University of Maryland, College Park**  
**Proposal No. 63973-F**

Reference: RFP Section 00300 F.4.(a).- (c).

F.4.C. Preliminary Schedule; attach separately.



**COMPANY PROFILE**

**Confucius Institute at the University of Maryland, College Park**

Reference: RFP Section 00300 F.5.(a).

**Proposal No. 63973-F**

Company Name: \_\_\_\_\_

Date of Incorporation: \_\_\_\_\_, State of Incorporation: \_\_\_\_\_

Type of work performed (check all that are applicable):

- General Construction       Mechanical       Asbestos Removal
- Concrete                       Electrical               I.H. Monitoring
- Demolition                       Construction Management
- Other: \_\_\_\_\_

Number of years in construction business: \_\_\_\_\_

Number of years in business under present name: \_\_\_\_\_

Other or former names under which your organization has operated:  
\_\_\_\_\_  
\_\_\_\_\_

Type of organization (i.e. corporation, partnership, individual joint venture, other):  
\_\_\_\_\_

Name of principal(s) and title(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brief history of company: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMPANY PROFILE (Continued)**  
**Confucius Institute at the University of Maryland, College Park**

Reference: RFP Section 00300 F.5.(a).

**Proposal No. 63973-F**

Total number of employees: \_\_\_\_\_

Number of field employees (excluding supervisory): \_\_\_\_\_

Number of field supervisory personnel: \_\_\_\_\_

Number of office personnel (excluding supervisory): \_\_\_\_\_

Number of office supervisory personnel: \_\_\_\_\_

Bonding Co.: \_\_\_\_\_

Bonding Capacity: \_\_\_\_\_

**ANNUAL CONSTRUCTION VOLUME / NUMBER OF PROJECTS**

**Confucius Institute at the University of Maryland, College Park**

Reference: RFP Section 00300 F.5.(b).

Proposal No. 63973-F

PROPOSER: \_\_\_\_\_

<b>YEAR</b>	<b>SALES VOLUME</b>	<b>NUMBER OF PROJECTS COMPLETED</b>	<b>LARGEST PROJECT SIZE</b>
	\$		\$
	\$		\$
	\$		\$

**CURRENT WORKLOAD**  
**Confucius Institute at the University of Maryland, College Park**

Reference: RFP Section 00300 F.5.(c).

Proposal No. 63973-F

PROPOSER: \_\_\_\_\_

Below find a list of the current projects on which our firm is committed, the dollar value of each, percentage completed and date of anticipated completion:

PROJECT NAME	DOLLAR VALUE	PERCENT COMPLETE	ANTICIPATED COMPLETION DATE
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		

**CURRENT WORKLOAD (pg 2)**  
**Confucius Institute at the University of Maryland, College Park**

Reference: RFP Section 00300 F.5.(c).

Proposal No. 63973-F

Based on this current workload, provide a description of the proposing firm's ability to accomplish the proposed services on this project within required time frame:

**ACKNOWLEDGEMENT OF RECEIPT OF AMENDMENT**

**RFP No. 63973-F**

**PROJECT: Confucius Institute at the University of Maryland, College Park**

**Proposer:** \_\_\_\_\_

The undersigned, hereby acknowledges the receipt of the following amendment:

Amendment No. \_\_\_\_\_ dated: \_\_\_\_\_

Amendment No. \_\_\_\_\_ dated: \_\_\_\_\_

Amendment No. \_\_\_\_\_ dated: \_\_\_\_\_

Amendment No. \_\_\_\_\_ dated: \_\_\_\_\_

Amendment No. \_\_\_\_\_ dated: \_\_\_\_\_

Amendment No. \_\_\_\_\_ dated: \_\_\_\_\_

Amendment No. \_\_\_\_\_ dated: \_\_\_\_\_

Amendment No. \_\_\_\_\_ dated: \_\_\_\_\_

Amendment No. \_\_\_\_\_ dated: \_\_\_\_\_

Amendment No. \_\_\_\_\_ dated: \_\_\_\_\_

As stated in the solicitation documents, this form is included in your initial Technical Proposal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

*Note: This form only needs to be completed/signed and included in the Initial Technical Proposal if any amendments have been issued prior to the due date.*