# DESIGN-BUILD ENTITY QUALIFICATIONS STATEMENT - Instructions

### GENERAL INSTRUCTIONS

The Design-Build Entity Qualifications Statement (DBQ) is to be submitted with the Phase 1 proposal. Carefully comply with RFP instructions when preparing and submitting this form. Be as concise as possible and provide only the information requested by the RFP.

### DEFINITIONS

**Branch Office:** A geographically distinct place of business or subsidiary office of a firm that has a key role on the team.

**Discipline:** Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

**Key Personnel:** Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

### SPECIFIC INSTRUCTIONS

Section A. Contract Information.

Title and Location. Enter the title and location of the contract for which this form is being submitted, exactly as shown in the RFP.

Public Notice Date. Enter the posted date of the agency's notice on the CDB website. Project Number. Enter the project number, exactly as shown in the RFP.

Section B. DB Entity Point of Contact

Name, Title, Name of Firm, Telephone Number, Fax (Facsimile) Number and Email Address. Provide information for a representative of the prime contractor or joint venture that the agency can contact for additional information.

Section C. Proposed Team.

Firm Name, Address, and Role in This Contract. Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the DB entity or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the contracting officer. Attach an additional sheet in the same format as Section C if needed.

Be sure to include the CDB firm ID number for each firm which must be prequalified with CDB. If the firm is a design firm, include the Design Firm Registration number. If the firm is a contractor, include the name(s) of the United States Department of Labor approved Apprenticeship and Training program(s) the firm is a member of (per SD-DB 00 21 05.1 B.).

*The Financial Disclosures and Conflicts of Interest form shall be submitted for all firms identified on the DB-PTF. Failure to submit will result in rejection of submittal. The form is available as an attachment to the RFP or in the Reference Library Section of CDB’s website at* [www.illinois.gov/cdb/Pages/default.aspx.](http://www.illinois.gov/cdb/Pages/default.aspx)

*The Board of Elections Registration Certificate shall be submitted for all firms identified on the DB-PTF.*

Section D. Organizational Chart of Proposed Team.

As an attachment after Section C, present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C.

Section E. Resumes of Key Personnel Proposed for This Contract.

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the DB entity firm(s) first. The following blocks must be completed for each resume:

Name. Self-explanatory.

Role in This Contract. Self-explanatory.

Years Experience. Total years of relevant experience, and years of relevant experience with current firm, but not necessarily the same branch office.

Firm Name and Location. Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.

Education. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.

Current Professional Registration. Provide information on current relevant professional registration(s).

Other Professional Qualifications. Provide information on any other professional qualifications relating to this contract, such as education, professional registration, publications, organizational memberships, certifications, training, awards, and foreign language capabilities.

Relevant Projects. Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. Use the check box provided to indicate if the project was performed with any office of the current firm. Include LEED v.4 experience, including responsibility related to LEED certification. If any of the professional services or construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description and Specific Role.

Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract.

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Present up to five projects, unless otherwise specified by the RFP. Complete the following blocks for each project:

Example Project Key Number. Start with "1" for the first project and number consecutively. Title and Location. Title and location of project or contract.

Year Completed. Enter the year completed of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to This Contract.

Project Owner. Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.

Point of Contact Name/Phone Number. Provide name and phone number of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.

Brief Description of Project and Relevance to This Contract. Indicate scope, size, cost, principal elements and special features of the project. Discuss the relevance of the example project to this contract and indicate LEED version and level where applicable. Enter any other information requested by the agency for each example project.

Firms from Section C Involved with This Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as Section C.

Section G. Key Personnel Participation in Example Projects.

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

Names of Key Personnel and Role in This Contract. List the names of the key personnel and their proposed roles in this contract in the same order as they appear in Section E.

Example Projects Listed in Section F. In the column under each project key number, and for each key person, place an "X" under the project key number for participation in the same or similar role.

Example Projects Key. List the key numbers and titles of the example projects in the same order as they appear in Section F.

Section H. List of References.

List all individuals/organizations from whom references are being requested by the DB entity and listed subcontractors. Request at least one reference for each project listed in Section F. Each firm listed in Section A shall request at least three references (projects need not be the same as those listed in Section F).

Section I. Additional Information.

Use this section to provide additional information specifically requested by the RFP or to address selection criteria that are not covered by the information provided in Sections A-G.

Section J. Authorized Representative

An authorized representative of a joint venture or the prime contractor must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.

**SAMPLE ENTRIES FOR SECTION G (MATRIX)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| NAMES OF KEY PERSONNEL  (From Section E) | FIRM ASSOCIATED WITH | ROLE IN THIS CONTRACT  (From Section E) | EXAMPLE PROJECTS LISTED IN SECTION F  (Fill in “Example Projects Key” section below before completing table. Place “X” under  project key number for participation in same or similar role. | | | | |
| 1 | 2 | 3 | 4 | 5 |
| Jane A. Smith | Design Associates, Inc | Chief Architect | X |  | X |  |  |
| Joseph B. Williams | Design Associates, Inc | Chief Mech. Engineer | X | X | X | X |  |
| Tara C. Donovan | Engineering Assoc, Ltd. | Chief Elec. Engineer | X | X |  | X |  |
| Elwyn Jones | ABC Construction Co | Project Superintendent |  | X |  | X |  |

### EXAMPLE PROJECTS KEY

|  |  |
| --- | --- |
| Key Number | **TITLE OF EXAMPLE PROJECT (FROM SECTION F)** |
| **1** | Federal Courthouse, Denver, CO |
| **2** | Justin J. Wilson Federal Building, Baton Rouge, LA |
| **3** | XYZ Corporation Headquarters, Boston, MA |
| **4** | Founder's Museum, Newport, RI |
|  |  |

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**DESIGN-BUILD ENTITY QUALIFICATIONS STATEMENT (DBQ)**

1. **CONTRACT INFORMATION**

PROJECT NUMBER: RFP DATE:

TITLE AND LOCATION *(City and State):*

### DB ENTITY POINT OF CONTACT

NAME AND TITLE: NAME OF FIRM: TELEPHONE NUMBER: FAX NUMBER:

E-MAIL ADDRESS:

1. **PROPOSED TEAM *(Complete this section for joint venture partners, design consultants and all subcontractors as identified on the DB-PTF including all trade contractors required by Section 30-30 of the Illinois Procurement Code.)***

FIRM NAME: JOINT-VENTURE PARTNER? Yes No

ADDRESS CDB Firm ID Number:

Certified by CMS as an MBE/WBE/VBE firm? Yes No

Design Firm Registration Number or

Apprenticeship and Training program

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FIRM NAME: JOINT-VENTURE PARTNER? Yes No

ADDRESS CDB Firm ID Number:

Certified by CMS as an MBE/WBE/VBE firm? Yes No

Design Firm Registration Number or

Apprenticeship and Training program

ROLE IN THIS CONTRACT

IF BRANCH OFFICE

CHECK HERE:

FIRM NAME: JOINT-VENTURE PARTNER? Yes No

ADDRESS CDB Firm ID Number:

Certified by CMS as an MBE/WBE/VBE firm? Yes No

Design Firm Registration Number or

Apprenticeship and Training program

ROLE IN THIS CONTRACT

IF BRANCH OFFICE

CHECK HERE:

FIRM NAME: JOINT-VENTURE PARTNER? Yes No

ADDRESS CDB Firm ID Number:

Certified by CMS as an MBE/WBE/VBE firm? Yes No

Design Firm Registration Number or

Apprenticeship and Training program

ROLE IN THIS CONTRACT

IF BRANCH OFFICE

CHECK HERE:

FIRM NAME: JOINT-VENTURE PARTNER? Yes No

ADDRESS CDB Firm ID Number:

Certified by CMS as an MBE/WBE/VBE firm?? Yes No

Design Firm Registration Number or

Apprenticeship and Training program

ROLE IN THIS CONTRACT

IF BRANCH OFFICE

CHECK HERE:

FIRM NAME: JOINT-VENTURE PARTNER? Yes No

ADDRESS CDB Firm ID Number:

Certified by CMS as an MBE/FBE firm? Yes No

Design Firm Registration Number or

Apprenticeship and Training

ROLE IN THIS CONTRACT

IF BRANCH OFFICE

CHECK HERE:

FIRM NAME: JOINT-VENTURE PARTNER? Yes No

ADDRESS CDB Firm ID Number:

Certified by CMS as an MBE/WBE/VBE firm? Yes No

Design Firm Registration Number or

Apprenticeship and Training program

ROLE IN THIS CONTRACT

IF BRANCH OFFICE

CHECK HERE:

FIRM NAME: JOINT-VENTURE PARTNER? Yes No

ADDRESS CDB Firm ID Number:

Certified by CMS as an MBE/WBE/VBE firm? Yes No

Design Firm Registration Number or

Apprenticeship and Training program

ROLE IN THIS CONTRACT

IF BRANCH OFFICE

CHECK HERE:

\* Attach additional sheets as needed.

### ORGANIZATIONAL CHART OF PROPOSED TEAM Attached 

1. **RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one form for each key person on the project. Attach additional sheets as needed.)*

NAME ROLE IN THIS CONTRACT YEARS EXPERIENCE

FIRM NAME TOTAL WITH CURRENT FIRM

AND LOCATION *(City and State)* EDUCATION

CURRENT PROFESSIONAL REGISTRATION

OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*:

* 1. RELEVANT PROJECT - TITLE AND LOCATION *(City and State):*

Completed Date

Start Date (Actual or Projected) Project Performed with Current Firm? Yes/No

BRIEF DESCRIPTION OF PROJECT *(scope, size, cost etc.)*

ROLE ON PROJECT:

* 1. RELEVANT PROJECT - TITLE AND LOCATION *(City and State):*

Completed Date

Start Date (Actual or Projected) Project Performed with Current Firm? Yes/No

|  |  |
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| BRIEF DESCRIPTION OF PROJECT *(scope, size, cost etc.)* | |
| ROLE ON PROJECT |  |

* 1. RELEVANT PROJECT - TITLE AND LOCATION *(City and State):*

Completed Date

Start Date (Actual or Projected) Project Performed with Current Firm? Yes/No

BRIEF DESCRIPTION OF PROJECT *(scope, size, cost etc.)*

ROLE ON PROJECT

* 1. RELEVANT PROJECT - TITLE AND LOCATION *(City and State):*

Completed Date

Start Date (Actual or Projected) Project Performed with Current Firm? Yes/No

BRIEF DESCRIPTION OF PROJECT *(scope, size, cost etc.)*

ROLE ON PROJECT

* 1. RELEVANT PROJECT - TITLE AND LOCATION *(City and State):*

Completed Date

Start Date (Actual or Projected) Project Performed with Current Firm? Yes/No

BRIEF DESCRIPTION OF PROJECT *(scope, size, cost etc.)*

ROLE ON PROJECT

### EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

*(Present as many projects as requested by the RFP or up to 5 projects if not specified. )*

**EXAMPLE PROJECT - KEY NUMBER 1**

TITLE AND LOCATION (*City and State):*

YEAR COMPLETED - DESIGN:

YEAR COMPLETED - CONSTRUCTION *(If applicable):*

PROJECT OWNER:

PROJECT OWNER'S POINT OF CONTACT NAME/PHONE NUMBER:

BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost):*

FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

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| --- | --- | --- |
| **FIRM NAME** | **FIRM LOCATION *(City and State)*** | **ROLE** |
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**EXAMPLE PROJECT - KEY NUMBER 2**

TITLE AND LOCATION (*City and State):*

YEAR COMPLETED - DESIGN:

YEAR COMPLETED - CONSTRUCTION *(If applicable):*

PROJECT OWNER:

PROJECT OWNER'S POINT OF CONTACT NAME/PHONE NUMBER:

BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost):*

FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

|  |  |  |
| --- | --- | --- |
| **FIRM NAME** | **FIRM LOCATION *(City and State)*** | **ROLE** |
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**EXAMPLE PROJECT - KEY NUMBER 3**

TITLE AND LOCATION (*City and State):*

YEAR COMPLETED - DESIGN:

YEAR COMPLETED - CONSTRUCTION *(If applicable):*

PROJECT OWNER:

PROJECT OWNER'S POINT OF CONTACT NAME/PHONE NUMBER:

BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost):*

FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

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| **FIRM NAME** | **FIRM LOCATION *(City and State)*** | **ROLE** |
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**EXAMPLE PROJECT - KEY NUMBER 4**

TITLE AND LOCATION (*City and State):*

YEAR COMPLETED - DESIGN:

YEAR COMPLETED - CONSTRUCTION *(If applicable):*

PROJECT OWNER:

PROJECT OWNER'S POINT OF CONTACT NAME/PHONE NUMBER:

BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost):*

FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

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| **FIRM NAME** | **FIRM LOCATION *(City and State)*** | **ROLE** |
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**EXAMPLE PROJECT - KEY NUMBER 5**

TITLE AND LOCATION (*City and State):*

YEAR COMPLETED - DESIGN:

YEAR COMPLETED - CONSTRUCTION *(If applicable):*

PROJECT OWNER:

PROJECT OWNER'S POINT OF CONTACT NAME/PHONE NUMBER:

BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost):*

FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

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| **FIRM NAME** | **FIRM LOCATION *(City and State)*** | **ROLE** |
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**EXAMPLE PROJECT - KEY NUMBER 6**

TITLE AND LOCATION (*City and State):*

YEAR COMPLETED - DESIGN:

YEAR COMPLETED - CONSTRUCTION *(If applicable):*

PROJECT OWNER:

PROJECT OWNER'S POINT OF CONTACT NAME/PHONE NUMBER:

BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost):*

FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

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| **FIRM NAME** | **FIRM LOCATION *(City and State)*** | **ROLE** |
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**EXAMPLE PROJECT KEY - NUMBER 7**

TITLE AND LOCATION (*City and State):*

YEAR COMPLETED - DESIGN:

YEAR COMPLETED - CONSTRUCTION *(If applicable):*

PROJECT OWNER:

PROJECT OWNER'S POINT OF CONTACT NAME/PHONE NUMBER:

BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost):*

FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

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| --- | --- | --- |
| **FIRM NAME** | **FIRM LOCATION *(City and State)*** | **ROLE** |
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## KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

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| NAMES OF KEY PERSONNEL  (From Section E) | FIRM ASSOCIATED WITH | ROLE IN THIS CONTRACT  (From Section E) | EXAMPLE PROJECTS LISTED IN SECTION F  (Fill in “Example Projects Key” section below before completing table. Place  “X” under project key number for participation in same or similar role. | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
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EXAMPLE PROJECTS KEY

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| Key Number | **TITLE OF EXAMPLE PROJECT (FROM SECTION F)** |
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| **3** |  |
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| **5** |  |
| **6** |  |
| **7** |  |

### LIST OF REFERENCES REQUESTED

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Firm Requesting Reference** | |  | **Organization reference requested from** |  | **Contact Name** |
| **1.** |  |  |  |  |  |
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\*Attach additional sheets as necessary.

### ADDITIONAL INFORMATION

PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE RFP. ATTACH ADDITIONAL SHEETS AS NEEDED:

### AUTHORIZED REPRESENTATIVE The foregoing is a statement of facts.

SIGNATURE OF AUTHORIZED REPRESENTATIVE DATE SIGNED:

NAME AND TITLE OF SIGNER