

**WP 001.02 – Misc & Ornamental Metals****PREQUALIFICATION QUESTIONNAIRE**

**BIDDER IS REQUIRED TO RESPOND TO ALL QUESTIONS, PROVIDE ALL REQUIRED DATA, COMPLETE THIS QUESTIONNAIRE AND ATTACH ALL REQUIRED ADDITIONAL INFORMATION**

**1.0 LOCATIONS & CONTACTS****PRIMARY LOCATION & CONTACT**

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

Division Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip Code: \_\_\_\_\_

County: \_\_\_\_\_ Country: \_\_\_\_\_

P.O. Box: \_\_\_\_\_ P.O. Box City: \_\_\_\_\_ P.O. Box Zip: \_\_\_\_\_

Sales Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Internet Web Page Links or URL: \_\_\_\_\_

**OTHER LOCATIONS & CONTACTS**

*Attach a list of sales offices, representatives, or agents that act for your organization. For each location include the names, address, primary sales contact and title, and communications information similar to that furnished above. For each authorized representative or agent also state the extent to which they are authorized to act for your organization.*

**2.0 BIDDER'S PACKAGE SPECIFIC QUALIFICATIONS****WP 001.02 – Misc & Ornamental Metals – Bidder Pre-Qualification Criteria:**

Work package consists of Miscellaneous and Ornamental Metal work, at and around five (5) Passenger Stations, eight (8) Pedestrian Bridges, six (6) Entrance Pavilions, and two (2) Ventilation Buildings. Bidder shall provide all the necessary data and back-up information and any other substantiating evidence to demonstrate the following:

1. Regularly engaged in the preparation of submittals, fabrication, transportation and installation of Miscellaneous and Ornamental Metal work, including:
  - Stainless steel cladding / panels (at elevator hoistways, escalator side panels, elevator cladding at HSS tubes, elevator lobbies)
  - Stainless steel woven metal mesh and mounting frame(s) (at open exit stairwells, pedestrian bridges, site handrails)
  - Ladders and ships ladders
  - Floor hatches (not through roof)
  - Guardrails and handrails, including galvanized, stainless steel and lighted (including wiring) rails at site and station locations
  - Steel entrance gates
2. Evidence of subcontractor management experience related to successfully completed or in-progress projects of similar scope and complexity to the Dulles Corridor Metro Project (DCMP), within the last 5 years.
3. Capability to produce and/or manage the coordination process using experienced personnel, including the ability to provide shop drawings and supporting calculations signed and sealed by a Professional Engineer licensed in the Commonwealth of Virginia. Ability to prepare drawings in Micro-Station or AutoCAD format as required.
4. Capability to perform the required construction as a licensed contractor in the Commonwealth of Virginia.
5. Details of current fabrication / installation projects for the next three (3) years. Provide tentative duration of projects

currently underway based upon existing workload and capacity.

- 6. List of satisfied clients (contact names and phone numbers)
- 7. Example of and existing "execution plan" for a current or previous contract or similar document which summarizes your approach to the work, quality and staffing.
- 8. Provide qualifications of all lower tier subcontractors / suppliers / erectors your firm proposes to use.

**3.0 ORGANIZATION**

**OWNERSHIP**

Company is legally established as a:  Corporation State of Incorporation: \_\_\_\_\_ Date: \_\_\_\_\_  
 Partnership Partners \_\_\_\_\_  
 Joint Venture Partners \_\_\_\_\_  
 Proprietorship Owner: \_\_\_\_\_  
 Other: Specify: \_\_\_\_\_

Is Company owned or controlled by a parent company?  No  Yes -- If yes, complete the following:

Legal Name of Parent Company: \_\_\_\_\_

Full Address of Parent: \_\_\_\_\_

Relationship to Parent:  Subsidiary  Division Date of Ownership: \_\_\_\_\_

**SOCIO ECONOMIC STATUS**

Utilizing Business Classifications as defined by US Government agencies, Company certifies that its Classification is: (Attach copy of certification letter(s) if applicable)

Large Business  Small Business  **Certified DBE**  **Certified WBE**  **Certified MBE**  
 **Certified Small Disadvantaged Business (SDB)**  **Woman-Owned Business**  **SBA Certified 8(a)**

**MANAGEMENT**

*Attach organization chart(s) which illustrate how your business is organized to perform work and list below the officers, partners, or principles of the Company.*

	NAME		TITLE		PHONE		FAX

**4.0 FINANCIAL & SALES**

**FINANCIAL DATA**

*Attach copy of most recent audited annual report, certified financial statement, or balance sheet and complete the following:*

Tax Identification Number (TIN):		Dun & Bradstreet Number:	D & B Rating:
Present Net Worth in US Dollars:		Date of Attached Finance Report:	

<b>SALES VOLUME &amp; CAPACITY (US \$)</b>												
Annual Sales Volume for the Last Three Fiscal Years:												
	FY		\$		FY		\$		FY		\$	
Sales Currently Booked:				Bidding Limits: Min				Max				
Largest Contract Awarded & Completed:				Description								
Customer:				Value: \$				Year Completed:				
<b>BONDING</b>												
Provide the following information together with a letter from your bonding company certifying your bonding capacity:												
Bonding Company:				Contact:				Phone:				
Bonding Capacity (US \$):				Amount Currently Bonded (US \$):								
<b>BANKING REFERENCES</b>												
Provide the following information pertaining to your primary banks:												
Bank Names:												
Addresses:												
Contact Name:												
Phone No.:												
FAX No.:												
<b>PERFORMANCE</b>												
Has your Company at any time failed to complete a contract or purchase order?										<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are there any judgments, claims, or suits pending or outstanding against your Company?										<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is your Company now, or has it ever been, involved in bankruptcy or reorganization proceedings?										<input type="checkbox"/> Yes <input type="checkbox"/> No		
Has your company at any time withdrawn a bid? (If "Yes" why?)								<input type="checkbox"/> Yes <input type="checkbox"/> No				
Has your company at any time made a Bid Protest? (If "Yes" why?)								<input type="checkbox"/> Yes <input type="checkbox"/> No				
If the answer to any of the above is "Yes" explain fully here or in an attachment:												
<b>5.0 PERSONNEL</b>												
<b>MANAGEMENT</b>												
		<b>NAME</b>					<b>TITLE</b>				<b>Years of Service</b>	
	Quality											
	Production											
	Engineering											
	Procurement											
	Materials Mgmt.											
	Construction											
	Other											
		<b>Total Number 3 Yr Average</b>				<b>Total Number Current</b>			<b>Average Years Service</b>		<b>Average Years Experience</b>	
	Management/Staff											
	Quality											
	ES&H											
	Production											

	Project Controls						
	Engineering						
	Procurement						
	Materials Mgmt.						
	Construction						
	Other						
	<b>Total Employees</b>						

**Attach a summary of the qualifications of the Key Personnel listed above.**

<b>6.0 REGULATORY</b>	
Do your Company's policies comply with the Equal Opportunity provisions of Executive Order 11246?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your Company a participant in and/or has it implemented an Affirmative Action Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company currently implement a drug screening program for employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company's Health and Safety Plan conform to the requirements set forth in Federal OSHA Hazard Communications Standards 29 CFR 1926 and 1910?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your Company performed work under the requirements established in the Federal Acquisition Regulations (FAR's)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a small, disadvantaged, and woman-owned business program in place to address compliance with Public Law 95-507?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company participate in a Disadvantaged Business Enterprise (DBE) program as defined in 49 CFR Part 26?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your Company presently disbarred, suspended, or declared ineligible for the award of contracts by any federal agency or the Commonwealth of Virginia?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will your Company agree to comply with all applicable International Laws & Regulations, including export rules and regulations of the country of origin of commodities, software and technology including technical data and assistance?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## 7.0 QUALITY MANAGEMENT SYSTEM

BIDDER is requested to complete the following questionnaire regarding the controls which are in place to assure the quality of their Work/Products. **Answer the questions by Yes (Y); No (N); or Not Applicable (N/A).**

1. \_\_\_ Does your Company have a currently valid ISO 9001 Certificate, for the relevant Scope of Work/Services?  
If yes, please provide a copy.
2. \_\_\_ Does your Company currently implement a Quality Management System (QMS), per ISO 9001:1994, or a more recent equivalent Quality Standard (e.g., ISO 9001:2000)?  
Please provide a copy of the document used to implement the QMS; e.g., Quality Management System Plan or Manual.
3. \_\_\_ Does your Company use a "Project" or a "Contract Specific" Quality Plan or Manual (i.e., a customized document that reflects specific Customer requirements) to execute relevant Scope of Work/Services?  
If yes, please provide a copy of such a document currently being implemented or used on a recently executed project.  
If no, please attach an explanation describing how QMS is implemented on a "Project" or a specific "Contract"?

Does your Quality Management System (QMS) include appropriate controls pertaining to the following:

4. \_\_\_ Provisions for review of Customer's Procurement documents and implementation of appropriate controls to ensure compliance with specified requirements?
5. \_\_\_ Preparation, checking and approval of design documents?
6. \_\_\_ Coordination of design documents with other engineering disciplines?
7. \_\_\_ Verification of computer software?
8. \_\_\_ Specifying QMS requirements in procurement documents?
9. \_\_\_ Review of Supplier's and Subcontractor's design and quality related documents?
10. \_\_\_ Document controls associated with issuance of engineering documents to internal and external organizations?
11. \_\_\_ Retention of engineering documents associated with checking and inter-discipline coordination?
12. \_\_\_ Processing of design changes?
13. \_\_\_ Design verification/validation?
14. \_\_\_ Design documents Configuration management?
15. \_\_\_ Are Suppliers and Subcontractors selected on the basis of their capabilities to comply with the specified QMS requirements?
16. \_\_\_ Are Suppliers and Subcontractors required to submit, for review, their technical and/or quality related documents?
17. \_\_\_ Are inspections performed and/or tests witnessed, at the Supplier's facilities, during fabrication/manufacturing of purchased equipment/products?
18. \_\_\_ Are Suppliers required to provide quality verification documentation for equipment/products supplied by them?
19. \_\_\_ Is documentary evidence maintained to provide objective evidence that the Products will conform to the Purchase Order requirements?
20. \_\_\_ Are controls in place to ensure design/fabrication information and changes are controlled and incorporated in a timely manner?
21. \_\_\_ Are controls in place for the selection, evaluation and source inspection of procured items to ensure compliance to Purchase Order requirements?
22. \_\_\_ Are evaluations and controls established and maintained to control manufacturing processes and to ensure continuous control of the quality of the parts, components and assemblies?

- 23. \_\_\_ Is there a system for inspection and testing of material to assure that the Purchase Order requirements have been met?
- 24. \_\_\_ Are records maintained of all required inspections and tests performed on the Products to be furnished under this Purchase Order?
- 25. \_\_\_ Is surveillance maintained over preservation, marking, packing and shipping of equipment and materials to assure compliance with the Purchase Order requirements and industry standards to prevent damage, loss or substitution?
- 26. \_\_\_ Are controls in place to assure that nonconforming material is promptly identified and removed from normal production to prevent inadvertent use?
- 27. \_\_\_ Are controls in place to address corrective action and follow-up activities to avoid repetitive non-conformities?
- 28. \_\_\_ Are controls in place to assure that measuring and test equipment devices, used for final inspection/acceptance of Products being provided, are calibrated against certified standards?
- 29. \_\_\_ Quality Control, i.e., performance of inspections and tests by independent personnel, during various Construction activities?
- 30. \_\_\_ Performance of welding and non-destructive examinations?
- 31. \_\_\_ Qualifications of welders, personnel performing non-destructive examinations and associated Procedures?
- 32. \_\_\_ Receipt inspections of materials and equipment at Construction site?
- 33. \_\_\_ Handling, storage and preservation of materials and equipment at Construction site?
- 34. \_\_\_ Identification and resolution of non-conformances?
- 35. \_\_\_ Calibration of inspection, measuring and test equipment?
- 36. \_\_\_ Retention, and turnover of quality related records to the Customer, for Construction activities?
- 37. \_\_\_ Performance of internal and external quality audits?
- 38. \_\_\_ Periodic reviews of the adequacy and implementation of the Quality Management System?
- 39. \_\_\_ Training and indoctrination of personnel?
- 40. \_\_\_ Implementation of corrective and preventive actions, to preclude recurrence of quality related non-conformances?

**8.0 PERSONNEL & ASSOCIATIONS**

**CONSTRUCTION PERSONNEL**

Number of construction personnel currently employed by your Company (excluding Subcontract personnel):	Total direct-hire craft hours expended during the last five Calendar Years:
Office Staff _____	CY _____ Hrs _____
Field Staff _____	CY _____ Hrs _____
Crafts _____	CY _____ Hrs _____
Total _____	CY _____ Hrs _____

**ASSOCIATIONS**

Identify the Trade Associations or Bidder's Associations with which your Company is affiliated:

**9.0 LABOR RELATIONS**

Operating basis of Company:             Union             Merit             Open

If your Company operates as a Union Bidder, provide the following: \_\_\_\_\_

Union Affiliation(s): \_\_\_\_\_

Contract Expiration(s): \_\_\_\_\_

Who is responsible for Labor Relations in your Company?

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Years of Service: \_\_\_\_\_

Will your Company work under a Project Agreement?  Yes  No - Explain: \_\_\_\_\_

Have there been any strikes or labor disputes in the past two years?  No  Yes - If so, provide details below:

Date of last work stoppage: \_\_\_\_\_ Reason for stoppage: \_\_\_\_\_

If your Company operates as a Merit or Open Bidder, provide the following:

Project hiring practices (*Attach a copy*)

Organization and lines of communication for supervisors and labor crafts: \_\_\_\_\_

\_\_\_\_\_

Do you have an active in-house training program?  No  Yes -- *if so, attach a program description*

List organizational efforts by any Labor Organization in the last two years:

\_\_\_\_\_

\_\_\_\_\_

List any pending or historic claims or charges against your Company over the past five years from the NLRB, EEO, or civil rights action groups:

**10.0 SAFETY**

**ENVIRONMENTAL, SAFETY, AND HEALTH (ES&H) SUBCONTRACTOR PROGRAM EVALUATION**

DTP believes that Environmental, Safety and Health (ES&H) management is a vital component of successful project completion. DTP's goal is to achieve Zero Accidents on all projects. In keeping with this, an assessment is made during bidding of Subcontractor's overall ES&H Program including: training, procedures, management, past performance, and culture.

Bidder is to complete all questions and submit the attached ES&H questionnaire.

**Also, bidder shall submit the following ES&H information:**

1. ES&H Policy Statement.
2. ES&H organization chart. Include on and off site support organization if applicable.
3. Résumés of key ES&H personnel assigned to the project.
4. Safety and Health Plan. Bidder is to provide a Preliminary Safety and Health Plan
5. New Hire ES&H Orientation Program.
6. New Hire/Promoted Foreman/Supervisor Program.

- 7. Job Hazard Analysis for the activities within the scope of work.
- 8. Any ISO certifications such as ISO 14001 (EMS) or equivalent.

### Environment, Safety, & Health Questionnaire

SUBCONTRACT NO: 25235-000-HC2-AN00-00001 PROJECT: DULLES CORRIDOR METRORAIL PROJECT

SUBCONTRACTOR: \_\_\_\_\_ JOB NO.: 25235

1. Provide key ES&H roles and responsibilities for ALL the following SUBCONTRACTOR site personnel

Project Manager


Site Manager


Project ES&H  
Manager


Site Safety Officer


Superintendent


Foreman


Employee	<hr/> <hr/> <hr/> <hr/> <hr/>	
2.	How will SUBCONTRACTOR encourage safe behavior on the project?	
3.	How will SUBCONTRACTOR discourage unsafe behavior on the project?	
4.	What are SUBCONTRACTOR's top 3 ES&H objectives for the project? a) _____ b) _____ c) _____	
5.	What predictive and reactive measures will SUBCONTRACTOR measure as indicators of ES&H performance?	
6.	What ratio of ES&H professionals to employees will the SUBCONTRACTOR have? One ES&H professional for every _____ manual employees	
7.	Describe SUBCONTRACTOR field supervision structure; what will be the ratio of supervision (foreman, supervisor, superintendent) to worker?	
8.	List what internal ES&H meetings SUBCONTRACTOR will hold. For each include the purpose, frequency, target audience and attendees.	

9.	List what ES&H training will be provided by SUBCONTRACTOR for SUBCONTRACTOR personnel.
10.	What activities within SUBCONTRACTOR scope, if any, will require specialized ES&H training?
11.	Has SUBCONTRACTOR participated in or has a behavioral safety program in place or on a prior project? If yes, please provide an example and demonstrate how effective it is/was?
12.	What processes/techniques will SUBCONTRACTOR use to incorporate ES&H into work tasks to minimize risk?
13.	How will SUBCONTRACTOR communicate all contractual ES&H requirements to lower tier contractors?
14.	How will SUBCONTRACTOR monitor lower tier contractor ES&H performance?
15.	What method will SUBCONTRACTOR use to control and communicate the risk of hazardous materials?

16.	How will SUBCONTRACTOR manage and communicate the effect that changes in scope might have on risk to personnel?	
17.	What inspection programs will SUBCONTRACTOR have in place?	
18.	Describe how SUBCONTRACTOR will manage PPE provision, replacement, and training.	
19.	If vehicles or equipment will be in use, describe SUBCONTRACTOR's preventative maintenance and inspection program.	
20.	What measures will SUBCONTRACTOR take to minimize impact on the environment?	
21.	What processes and programs will SUBCONTRACTOR implement to minimize impact on employee long term health?	
22.	What employee assistance programs does the SUBCONTRACTOR provide to it's employees?	

23.	How will SUBCONTRACTOR minimize risk when conducting construction work in the same location and same time as other activities, such as Highway Workzones, ongoing construction, commissioning, and other activities?	
24.	Provide a list of emergency drills and frequency SUBCONTRACTOR will conduct.	
25.	Detail medical provisions that SUBCONTRACTOR will provide on site. Include planned offsite treatment arrangements for more serious cases and Case Management techniques.	
26.	Detail fire prevention, inspection, and fire fighting provisions that SUBCONTRACTOR will provide on site.	
27.	What type of incidents does SUBCONTRACTOR:	
	Report internally? _____	
	Investigate internally? _____	
28.	Typically who from SUBCONTRACTOR'S organization is involved in an incident investigation and what are their qualifications for incident investigation?	
29.	What incident records does SUBCONTRACTOR keep at both project and corporate levels?	
30.	Give three examples of how you have incorporated lessons learned into your ES&H program.	

a)	
b)	
c)	
31.	What process will SUBCONTRACTOR use to measure and assess its ES&H performance?
32.	If they occur, who is involved in SUBCONTRACTOR internal ES&H audits?
33.	If involved in design phase, how does SUBCONTRACTOR ensure that ES&H risks are eliminated, reduced, or mitigated during design?
34.	How does SUBCONTRACTOR ensure their sub-vendors/suppliers also manage the continued safety of their own personnel?
35.	How does SUBCONTRACTOR manage the safety of visitors to <u>their</u> premises and sites?



**11.0 SIGNATURE & CERTIFICATION**

The official signing this document certifies that he/she is acting within the scope of his/her authority to make such representations and certifications, and that the information furnished in this document is current, complete, and accurate as of the date of signing.

Signed:

Date

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

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