

Standard Statement of Qualifications Outline

For Interview Process

1. Cover/Title Page

- Project Title
- Date Submitted
- Firm Name, Address, Contact Information

2. Table of Contents

- List of Sections with Page Numbers

3. Letter of Interest

- Signed by Authorized Representative
- Brief Statement of Interest and Firm Commitment

4. Firm Profile

- Company Overview
- Organizational Structure
- Relevant Licenses/Certifications

5. Project Team

- Key Personnel and Roles
- Resumes of Team Members
- Subconsultants or Partners

6. Relevant Experience & Past Performance

- Project References (Similar in Scope/Size)
- Descriptions of Completed Projects
- Client Contacts for References

7. Approach & Methodology

- Understanding of Project Requirements
- Proposed Approach and Work Plan
- Project Schedule Overview

8. Additional Information

- Awards and Recognition
- Innovative Processes or Technology
- Other Pertinent Information

9. Appendices

- Supporting Documents
- Certificates, Insurance, Other Required Forms

