

## Contractor Qualification Checklist:

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Please ask at least 2 contractor(s) for the following documentation as proof of qualifications:

- Professional References
- Copies of Certifications
  - Contractors may possess certifications/licenses, such as:
    - Maryland Home Improvement Commission (MHIC)
    - Green Credentials
    - Green Advantage (Environmental Certification- Residential) (see additional requirements on pg 2)
    - Certified Green Professional (see additional requirements on pg 2)
    - BPI (BPI professional must be professional during work)
    - RESNET HERS
    - LEED (i.e. Renovate)
- Copy of Licenses
- Estimate
- Waste Management Plan

### **Other info**

- MBEs encouraged to apply
- City is EOE

# The Green Advantage Field Personnel Standard

1. **Prior to** and throughout the construction phase of the project, 30% of the General Contractor's or Construction Manager's personnel will be Green Advantage Certified. **Personnel must be actively involved in the day-to-day activities** and of the following classifications, as applicable:

- a. Architect's on site representative
- b. Contractor
- c. Construction Manager including Project Executive
- d. Project Manager
- e. Project Engineer
- f. Quality Control Manager
- g. Mechanical/ Electrical/Plumbing (MEP) Coordinator
- h. Superintendent
- i. Assistant Superintendent
- j. General Foreman

2. Prior to and throughout the construction phase of the project, 30% of Subcontractor personnel will be Green Advantage Certified. Personnel must be actively involved in the day-to-day activities and of the following classifications:

- a. Project Manager
- b. Superintendent
- c. Project Engineer
- d. Quality Control Manager
- e. General Foreman
- f. Trade Foreman

Contractors and Subcontractors are also encouraged to conduct a one-hour on-site orientation to green building for all individuals participating in the project prior to beginning work as well as periodic meetings throughout the construction process.

## **Submittals:**

Documentation to demonstrate achievement of this requirement should include a complete list of all Contractor, Construction Manager and Subcontractor Organizational and Project Managers on the project, noting their role in the project, who is GA certified, and including a copy of a GA certification certificate for each individual. Calculations for Contractor, Construction Manager and Subcontractor Organizational and Project Managers should be provided separately to demonstrate compliance.

If this project is classified as a Multi prime Contract, the Construction Manager and each Prime Contractor will adhere to those percentages and classifications aforementioned under the contractor and subcontractor descriptions, respectively.

