



We Are Columbia

# CITY OF COLUMBIA

Office of Business Opportunities Compliance  
1401 Main Street, 4<sup>th</sup> Floor | Columbia, South Carolina 29201  
Phone: 803-545-3950

## **PROTÉGÉ ASSESSMENT SURVEY** **Construction Services**

### **I. General Business Data:**

#### **A. Business Address & Ownership:**

Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

Contact Person:

\_\_\_\_\_

Telephone No.:

\_\_\_\_\_

Cell:

\_\_\_\_\_

E-mail:

\_\_\_\_\_

Website:

\_\_\_\_\_

Owner's Name: (If Proprietorship)

\_\_\_\_\_

Nature of Business:

\_\_\_\_\_

Year of Establishment: \_\_\_\_\_

Years in Business: \_\_\_\_\_

#### **B. Work Experience**

Please list three (3) major projects completed in the past three years:

PROJECT	TYPE OF WORK	CLIENT NAME	DATE COMPLETED	CONTRACT AMOUNT

**C. Bonding & Financial Capacity:**

1. Have you ever applied for a bond? (yes or no) \_\_\_\_\_  
If yes; was it granted? \_\_\_\_\_
2. If granted; what was the bonding limit? \_\_\_\_\_
3. If bond request was denied, please state reason.  
\_\_\_\_\_
4. Name of Bonding Company: \_\_\_\_\_
5. Bonding Amount:  
a. Aggregate: \_\_\_\_\_ b. Individual: \_\_\_\_\_
6. Do you have a line of credit? (yes or no) \_\_\_\_\_  
If yes; what is your credit limit? \_\_\_\_\_
7. What is your current Credit Score? \_\_\_\_\_
8. Name of Financial Institute \_\_\_\_\_
9. Are you financing your equipment? (yes or no) \_\_\_\_\_  
If yes; with whom? \_\_\_\_\_

**II. Human Resources**

**A. Number of Employees:**

TYPE	FULL TIME	PART TIME	PERMANENT	TEMPORARY
Management				
Administrative				
Support Staff				
Engineers				
Estimator				
Foreman				
Bookkeeper				
Comptroller				

**B. Consultants**

LEGAL	CPA	ARCHITECT	ENGINEER

### **III. Technical Skills**

#### **A. Estimating:**

1. Do you have an estimator on staff? \_\_\_\_\_
  - a. If no; who prepares your estimates? \_\_\_\_\_
  - b. Do you get a second opinion? \_\_\_\_\_
  
2. Describe steps you take to prepare an estimate after you obtain plans and specifications:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Describe the methods used to compute the unit costs:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Describe how you arrive at costs for lump sum items:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Describe the type of items you include in your estimate for temporary facilities:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
6. Do you include mobilization costs in your estimate? \_\_\_\_\_
  
7. What items do you normally include in your mobilization costs?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Please give four (4) items that you usually include in your direct costs:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

10. Please give four (4) items that you usually include in your indirect costs:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

11. Do you know your indirect rate? \_\_\_\_\_

**B. Scheduling:**

1. Do you prepare detailed time schedules for your projects? \_\_\_\_\_

If yes; what scheduling method do you use? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Do you update your schedule? (yes or no) \_\_\_\_\_

If yes; how often? \_\_\_\_\_

3. As a subcontractor, do you usually request a copy of the general contractors schedule? \_\_\_\_\_

4. As a subcontractor, do you usually provide input on your portion of work into the general contractor's schedule? \_\_\_\_\_

5. Do you attend pre-construction conferences to enable you to understand the detailed work schedules? \_\_\_\_\_

6. Are you familiar with any of the following methods / schedules?

- a. Critical Path Methods \_\_\_\_\_
- b. Bar Charts \_\_\_\_\_
- c. Written list of phases, with beginning and ending dates? \_\_\_\_\_
- d. Organized list of phases of your work on paper with estimated time for each one? \_\_\_\_\_

7. Do you prepare your own schedule? (yes or no) \_\_\_\_\_

If no; who prepares you schedule? \_\_\_\_\_

**C. Purchasing/Resource Allocation:**

1. Do you have a good relationship with your major supplier & equipment leasing company? \_\_\_\_\_
  
2. Do you get prices from suppliers when preparing a bid? (yes or no) \_\_\_\_\_
  - a. If yes; how many suppliers do you contact get a price for each item? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - b. If no; how do you determine prices for bidding?  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Do you check with your suppliers as to the lead time for delivery? \_\_\_\_\_
  
4. Do you establish firm dates for materials delivery in accordance with the schedule? \_\_\_\_\_

**IV. Project Management**

**A. Field Operations:**

1. Do you appoint a management team for each project? (yes or no) \_\_\_\_\_  
If yes; how do you select the team?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
2. Do you have a project file for each project? (yes or no) \_\_\_\_\_  
If yes; what do you include in the file?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Does your superintendent or foreman keep a daily log? (yes or no) \_\_\_\_\_  
If yes; what is included in the log on a typical day?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Do you meet with your field staff during the project? (yes or no) \_\_\_\_\_  
If yes; how often:  
\_\_\_\_\_  
\_\_\_\_\_

5. Do you communicate daily with your foreman? (yes or no) \_\_\_\_\_  
If yes; what is normally discussed?

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6. How often do you communicate with the general contractor's superintendent or resident engineer for project?

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7. Do you have a wall chart to show the status of each of your active projects, with detailed progress and estimated completion dates? \_\_\_\_\_

8. Do you prepare periodic progress reports? \_\_\_\_\_

9. What items are included in these reports?

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10. What steps do you normally take when starting a new project?

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11. What steps do you normally take to close out a project after you have completed the work?

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## **B. Change Orders**

1. What is your definition of a change order?

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2. In your opinion, is there a difference between a change order and an add?  
(yes or no) \_\_\_\_\_ If yes; what is the difference?

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3. Do you always request a written change order when asked to do work beyond the scope of your original contract? \_\_\_\_\_

4. Do you accept verbal directions for work beyond the scope of your contract? \_\_\_\_\_

5. How do you handle additional work outside the scope of the original contract?

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6. Does your estimator review the change order? \_\_\_\_\_

7. Does your accountant review the change order? \_\_\_\_\_

8. How do you handle excessive delays caused by prime and/or others outside your organization?

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9. Do you seek reimbursement from the outside parties for costs incurred by your organization? \_\_\_\_\_

10. How do you ascertain such costs?

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## **V. Accounting**

1. Do you have an accounting system? \_\_\_\_\_

2. Is your accounting system automated or manual? \_\_\_\_\_

3. Do you have a chart of accounts? \_\_\_\_\_

4. Does your company have an in-house accountant? \_\_\_\_\_

5. Does your company have an audited financial statement? \_\_\_\_\_

6. If yes; when was your company last audited? \_\_\_\_\_
  7. Does your accounting system provide you with the aging of accounts receivable and accounts payable? \_\_\_\_\_
  8. Does your company have an established cost system? \_\_\_\_\_
  9. Which accounting method is used by your company for bidding purpose?
    - a. Completed Contract Method? \_\_\_\_\_
    - b. Percentage of Completion Method? \_\_\_\_\_
  10. None of the above? \_\_\_\_\_
  11. Does your company have a Job Cost System? \_\_\_\_\_
  12. How do you process payroll?
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## **VI. General Observation**

1. What do you consider to be your three major strengths?

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

2. What do you consider to be your three weaknesses?

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

## **VII. Risk Management**

1. Company Name

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2. Company Address

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**3. Contact Person:**

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**4. Assessment Survey**

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**Insurances and Certifications Required:**

1. W/P or W/L License? \_\_\_\_\_
2. Workers' Compensation \_\_\_\_\_  
Effective dates \_\_\_\_\_  
Broad Form States \_\_\_\_\_  
Is premium audited annually? \_\_\_\_\_
3. General Liability \_\_\_\_\_  
Effective dates \_\_\_\_\_  
Limits \_\_\_\_\_  
Claims \_\_\_\_\_
4. Automotive Liability Coverage \_\_\_\_\_  
Effective Dates \_\_\_\_\_  
Are all registered vehicles included? \_\_\_\_\_  
What are liability limits? \_\_\_\_\_
5. Drug-Free Program? \_\_\_\_\_
6. Risk Management Program? \_\_\_\_\_
7. Inland Marine \_\_\_\_\_  
Effective dates \_\_\_\_\_  
Is equipment ID# list maintained? \_\_\_\_\_
8. Contractor's Liability \_\_\_\_\_
9. Umbrella \_\_\_\_\_

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**Protégé Signature**

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**Print Name**

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**Date**