



# CITY OF COLUMBIA

Department of Utilities and Engineering  
 Compliance Division  
 P.O. Box 147 | Columbia, South Carolina 29217  
 Phone: 803-545-3049 Fax: 803-545-4130

## PROTÉGÉ ASSESMENT SURVEY CONSTRUCTION SERVICES

### I. General Business Data:

#### A. Business Address & Ownership:

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

E-mail: \_\_\_\_\_

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

Website: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Owner's Name: (If Proprietorship) \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Cell: \_\_\_\_\_

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

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

#### B. Work Experience

Please list three (3) major projects completed in the past three (3) 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.  
 \_\_\_\_\_



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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? \_\_\_\_\_



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2. Describe steps you take to prepare an estimate after you obtain plans and specifications:

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3. Describe the methods used to compute the unit costs:

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4. Describe how you arrive at costs for lump sum items:

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5. Describe the type of items you include in your estimate for temporary facilities:

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6. Do you include mobilization costs in your estimate? \_\_\_\_\_

7. What items do you normally include in your mobilization costs?

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

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



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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? \_\_\_\_\_



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## C. Purchasing/Resource Allocation:

1. Do you have a good relationship with your major suppliers & 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?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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4. Do you meet with your field staff during the project? (yes or no) \_\_\_\_\_  
If yes; how often:

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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 (3) major strengths?

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_

2. What do you consider to be your three (3) weaknesses?

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_



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## 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 \_\_\_\_\_