



HOW TO DO BUSINESS WITH ROEL® CONSTRUCTION

An Information Sheet for Subcontractors

ROEL Construction is proud of its excellent working relationship with the subcontractor community. We recognize that up to 85% of the work performed on our projects is done by subcontractors and our success as a contractor is directly related to the success of our subcontractors. We very much appreciate your participation as part of the ROEL family.

We are often asked by subcontractors how to best get work with ROEL. Or, "How do I get on your "bid list?" Or, "How do I get my foot in the door with ROEL?" The purpose of this document is to help subcontractors understand how to qualify as a ROEL subcontractor and get their fair share of work with ROEL.

Subcontractor Anti-Discrimination and Affirmative Action Statement

ROEL is committed to providing equal opportunity for all subcontractors who are qualified to work on ROEL's projects. In addition, ROEL is always actively seeking new qualified subcontractors to work with, including disadvantaged businesses.

It is the policy of ROEL that small businesses (SBE), disadvantaged businesses (DBE), veteran owned (VBE), service disabled-veteran-owned (SDVBE), and women-owned businesses (WBE)* shall have the maximum practical opportunity to participate in the performance of subcontracts awarded by ROEL on all projects, especially projects awarded or financed by any Federal, State or other Public Agency. This policy shall be carried out in the awarding of subcontracts to the fullest extent consistent with the efficient performance of the contract. Such businesses are encouraged to complete and submit a Subcontractor Qualification Package to ROEL Construction, respond to all solicitations by ROEL, and to contact ROEL's Subcontractor Outreach Director.

* SBE, DBE, VBE, SDVBE and WBE firms are as defined by the various Federal, State and Public agencies in their procurement policies, including the requirements of Executive Order 11246, and other Small Business Acts.

Subcontractor Qualification Process

In all cases, ROEL must select subcontractors who are qualified to perform the work on its projects and who are able to demonstrate their qualifications to ROEL's satisfaction. Past experience, client references, similar project experience, supplier references, financial strength, bonding capacity, safety record, the subcontractors' demonstrated understanding of the project itself, and other quantifiable factors will be used by ROEL to establish a subcontractor's qualifications for any particular project.

As part of ROEL's subcontractor qualification process, potential subcontractors are required to periodically complete/update a Subcontractor Qualification Package, which includes providing client references, financial statements, and bonding information, as well as to agree to ROEL's subcontract payment, insurance and indemnity provisions. Subcontractors must update this information as required by ROEL to remain in ROEL's active subcontractor database.

To begin the qualification process, a subcontractor should complete a Subcontractor Qualification Package (available at www.ROEL.com and also at our various offices). This questionnaire is designed to provide information about the capabilities and the desired scope and size of work of a sub. It also is designed to ensure that a subcontractor understands and agrees to the key terms in ROEL's standard subcontract agreement and insurance requirements (which are also available on our web site). All approved and verified qualification packages are entered into ROEL's electronic database of qualified subcontractors. Please remember, however, that in addition to this process, the subcontractor must also demonstrate its qualifications for **specific projects** based on the specific needs of each project.

Questions about your firm's status with ROEL

To verify your company's status with ROEL and to confirm your information, please contact our Subcontractor Outreach Coordinator at 619-297-4156. Updates to any subcontractor's Subcontractor Qualification Package are always encouraged and welcome.

Do we want YOU to work on our projects?

If you are a qualified subcontractor who is service-oriented, safety and quality-minded and has competitive pricing, then YES, we want you to work on our projects. If you are all of the above **and also** a SBE, DBE, VBE, SDVBE or a WBE, then we also want you to help us achieve our affirmative action goals.

Private Contracting vs. Public Works

ROEL performs both private and public works projects. Private and Public Owners have numerous and often diverse requirements and "project delivery methods" and therefore, ROEL must also respond differently to each project, depending on the Owner's requirements and the project delivery method used. Subcontractors are encouraged to fully read and understand the complete requirements of all solicitations, Invitations to Bid, and project specifications on all ROEL projects to be sure to comply with the project requirements.

Because ROEL is a Federal and Public Works contractor, all subcontractors to ROEL are required to comply with and implement various laws and regulations including anti-discrimination and affirmative action programs as required by the Government and ROEL's subcontract documents.

Who makes the decision on which subcontractors get the job?

All of our projects are estimated and "bid" by project teams which are also responsible to build the project once it starts. The project managers are the people who decide which subcontractors are qualified to perform the work and which subcontractor will be awarded the work. On many private projects, the manager prepares an analysis and recommendation to the project owner about which subcontractors to choose.

In all cases, ROEL managers are required to recommend subcontractors who best meet the qualifications for the project and that best meets ROEL's affirmative action statement listed above.

Marketing to ROEL

Subcontractors must take **active responsibility** for obtaining job opportunities with ROEL. Subcontractors that have the most success with ROEL actively market themselves to ROEL and create awareness with ROEL personnel of their desire and qualifications to work on ROEL projects. Subcontractors are encouraged to visit ROEL's plan room and to call on its project management teams to find out what projects are out to bid and to request being added to a project bid list. ROEL will provide aggressive subcontractor outreach and will publicly advertise all public projects. Also, ROEL will send out invitations to bid to selected qualified subcontractors on all projects. ROEL will also accept unsolicited bids on projects, however, such bids can be difficult to evaluate for completeness or subcontractor qualifications at bid time. Therefore, all subcontractors are encouraged to complete a Subcontractor Qualification Package and make contact with the bid leader prior to bidding a project.

As a special request, ROEL requests that all bidding subcontractors remain available on bid days to answer last-minute questions about their bids.

Inappropriate Gifts Not Allowed

ROEL and all potential ROEL subcontractors must conduct themselves with the highest degree of honesty and integrity. It is against the law and against ROEL policy for any employee to accept any inappropriate gift, or any other attempt to influence a decision to award a subcontract. ROEL shall adhere to the requirements of all such laws including The Copeland Anti-Kickback Act of 1986 (41 U.S.C. 51-58).

Subcontractors who are suspected of attempting to inappropriately persuade ROEL employees will be eliminated from consideration on ROEL projects and employees who accept such attempts will be strictly disciplined.

ROEL Preconstruction Process on Private Jobs

Once on the bid list for private projects, a subcontractor may find that the process is different than for other projects. ROEL frequently has to budget and re-budget projects several times as we assist the owner with value engineering ideas, resolving budget and scheduling issues, and other "Preconstruction Services". It is not uncommon for us to budget a job two or three times with several subcontractors in each key trade. But only one of those subcontractors will actually get the job.

What should you expect from ROEL?

We expect that our subcontractors provide timely information, good quality work, efficient scheduling, and safely operated activities. And, of course, we do want the best pricing from our subcontractors so that we get the jobs we want together. In return, we always strive to treat our subcontractors fairly and equitably in all ways. We treat our subcontractors with the same respect, integrity, and honesty that we expect from them. Hopefully, this makes ROEL the kind of contractor that subcontractors WANT to work for.

Special Assistance for Small, Women, Veteran and Disadvantaged Businesses

If your firm is a small, woman-owned, veteran-owned or disadvantaged business and you would like specific special accommodations from ROEL to improve your likelihood of working with ROEL, please contact our Subcontractor Outreach Coordinator at 619-297-4156. ROEL will make reasonable accommodations upon such request.

Suggestions, Comments and Concerns - Hotline

ROEL prides itself on doing business with the highest degree of integrity and honesty. If any Subcontractor has any concerns at any time about anything in its dealings with ROEL Construction, there are two easy avenues for resolving the concern:

1. Contact ROEL President, Kevin Elliott, at 619-297-4156 or Kevin@ROEL.com
2. Contact the ROEL Anonymous Hotline at 877-763-5723 and leave a detailed message with your concerns.

ROEL will respond to all concerns as completely and promptly as possible.

Thanks to all our subs!