



AIA[®]

Document A305[™] – 2020

Contractor's Qualification Statement

THE PARTIES SHOULD EXECUTE A SEPARATE CONFIDENTIALITY AGREEMENT IF THEY INTEND FOR ANY OF THE INFORMATION IN THIS A305-2020 TO BE HELD CONFIDENTIAL.

SUBMITTED BY:

(Organization name and address.)

SUBMITTED TO:

(Organization name and address.)

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

TYPE OF WORK TYPICALLY PERFORMED

(Indicate the type of work your organization typically performs, such as general contracting, construction manager as constructor services, HVAC contracting, electrical contracting, plumbing contracting, or other.)

THIS CONTRACTOR'S QUALIFICATION STATEMENT INCLUDES THE FOLLOWING:

(Check all that apply.)

- Exhibit A – General Information
- Exhibit B – Financial and Performance Information
- Exhibit C – Project-Specific Information
- Exhibit D – Past Project Experience
- Exhibit E – Past Project Experience (Continued)

CONTRACTOR CERTIFICATION

The undersigned certifies under oath that the information provided in this Contractor's Qualification Statement is true and sufficiently complete so as not to be misleading.

Organization's Authorized Representative Signature Date

Printed Name and Title

NOTARY

State of:

County of:

Signed and sworn to before me this day of

Notary Signature

My commission expires:

Instructions: A305™ – 2020, Contractor’s Qualification Statement

Synopsis.

AIA Document A305–2020 replaces A305–1986, a standard form contractor’s qualification statement. An owner preparing to request bids or to award a contract for a construction project often requires a means of verifying the background, references, and financial stability of any contractor being considered. Contractors can use A305 to provide a sworn, notarized statement and appropriate attachments and exhibits to elaborate on important aspects of the contractor’s qualifications. Also, while A305 is styled as a “contractor’s” qualification statement, it can be used by subcontractors and suppliers.

A305 is a one-page document with five optional exhibits that the contractor can attach as needed:

- Exhibit A – General Information
- Exhibit B – Financial and Performance Information
- Exhibit C – Project-Specific Information
- Exhibit D – Past Project Experience
- Exhibit E – Past Project Experience (Continued)

A305 must be used with at least one of the exhibits above. In most instances, Exhibit A, General Information should be attached to A305 in order to supply the contractor’s most basic qualifications such as the contractor’s full legal name, legal status, and references. Exhibit B should be attached if the contractor intends to provide qualifications regarding its financial information and information about disputes or disciplinary actions to which the contractor is a party. Exhibit C should be attached if the contractor intends to provide qualifications it has that pertain to a specific project under consideration. Exhibits D and E should be attached as necessary to provide information about past projects that the contractor has completed. If the parties intend for any of the information contained in the A305 or its exhibits to be held confidential, they should execute a separate confidentiality agreement.

[For all document details and a record of changes, see the summary »](#)

Using A305–2020.

Submitted By. The party submitting this document should be identified using the full legal name under which the party does business. Where appropriate, a copy of the resolution authorizing the individual to act on behalf of the firm or entity should be attached.

Submitted To. The party to whom this document is submitted should be identified using the full legal name under which the party does business.

Type of Work Typically Performed. Indicate the type of work your organization typically performs, such as general contracting, construction manager as constructor services, HVAC contracting, electrical contracting, plumbing contracting, or other.

This Contractor's Qualification Statement Includes the Following. Check the appropriate boxes to indicate all exhibits that will be part of the contractor's qualification statement. The contractor's certification and the notary certification in A305 apply to all exhibits included in this contractor's qualifications statement.

Contractor's Certification. The Contractor, or the Contractor's authorized representative, should complete the contractor's certification as appropriate.

Notary. A notary should complete the notary certification as appropriate.

Exhibit A – General Information. Exhibit A allows the contractor to provide its general qualifications on topics such as its full legal name, prior names, legal status, organizational capabilities, and references. Exhibit A does not include prompts for the contractor's project-specific qualifications or financial information.

Exhibit B – Financial and Performance Information. Exhibit B allows the contractor to provide its financial and performance related qualifications on topics such as financial statements, preferred credit rating agency, disputes, and disciplinary actions. Completion of Exhibit B likely requires the contractor to disclose sensitive information. If the parties intend for any of the information contained in the A305 or its exhibits to be held confidential, they should execute a separate confidentiality agreement.

Exhibit C – Project-Specific Information. Exhibit C allows the contractor to provide qualifications that are specific to a particular project, such as the contractor's applicable license, office out of which the contractor will perform the work, key personnel who will be working on the project, proposed subcontractors, work that will be self-performed, the contractor's safety program, insurance, and bonds.

Exhibit D – Contractor's Past Project Experience. Exhibit D is a chart that allows the contractor to describe its past project experience. This chart includes prompts for the contractor to include the project location, project type, architect, key contractor personnel, project delivery method, and sustainability certifications. The contractor can describe up to four of its past projects using Exhibit D.

Exhibit E – Contractor's Past Project Experience (Continued). Exhibit E is identical to Exhibit D. It can be used in instances where the contractor intends to describe more than four of its past projects. The contractor can describe up to four additional past projects using Exhibit E.

Important.

Modifications. Particularly with respect to professional or contractor licensing laws, building codes, taxes, monetary and interest charges, arbitration, indemnification, format and font size, AIA Contract Documents may require modification to comply with state or local laws. Users are encouraged to consult an attorney before completing or modifying a document.

Reproductions. *This document is a copyrighted work and may not be reproduced or excerpted from without the express written permission of the AIA. There is no implied permission to reproduce this document, nor does membership in The American Institute of Architects confer any further rights to reproduce this document. For more information, see the document footer and the AIA Contract Documents® [Terms of Service](#).*

https://help.aiacontracts.org/instructions_a305-2020/

© 2021 American Institute of Architects