

# EXHIBIT 4

## Pre-Qualification Forms

---

Teams shall submit their **Letter of Intent** along with their **Pre-Qualification Forms** which acknowledges receipt of the Request for Proposal solicitation and shall provide a synopsis of their understating of the project.

The letter must be signed by at least one (1) team captain and ASCE Student Chapter Faculty Advisor. The phone number and email address for both the team captain and faculty advisor shall be provided.

The **Pre-Qualification Forms** are required to be completed and signed off by each team including initialing off on each line item and providing signatures from the team's team captain and the ASCE Student Chapter Faculty Advisor.

Adobe PDF versions of **Letter of Intent** and **Pre-Qualification Forms** are to be uploaded to the team's respective folder **no later than 5:00 pm [Eastern] Friday, November 4, 2022.**

**Late submissions and documents missing any of the required signatures, initials, and email addresses will be considered non-responsive and subject to deduction.**

Click the following hyperlink to access: Project Proposal Submissions

[https://upload.asce.org/public/folder/nF7HJZBiVUafyn4UE\\_gNkw/2023%20Concrete%20Canoe%20Submissions](https://upload.asce.org/public/folder/nF7HJZBiVUafyn4UE_gNkw/2023%20Concrete%20Canoe%20Submissions)

## Pre-Qualification Form (Page 1 of X)

\_\_\_\_\_  
(school name)

We acknowledge that we have read the 2023 ASCE Society-wide Concrete Canoe Competition Request for Proposal and understand the following (*initialed by team project manager and ASCE Faculty Advisor*):

The requirements of all teams to qualify as a participant in the ASCE Student Symposium and Society-wide Competitions as outlined in Section 3.0 and Exhibit 3. \_\_\_\_\_

The eligibility requirements of registered participants (Section 3.0 and Exhibit 3) \_\_\_\_\_

The deadline for the submission of *Letter of Intent, Preliminary Project Delivery Schedule and Pre-Qualification Form* (uploaded to ASCE server) is November 4, 2022; 5:00 p.m. Eastern \_\_\_\_\_

The last day to submit *ASCE Student Chapter Annual Reports* to be eligible for qualifying (so that they may be graded) is February 1, 2023 \_\_\_\_\_

The last day to submit *Request for Information (RFI)* to the C4 is January 27, 2023 \_\_\_\_\_

Teams are responsible for all information provided in this *Request for Proposal*, any subsequent RFP addendums, and general questions and answers posted to the ASCE Concrete Canoe Facebook Page, from the date of the release of the information. \_\_\_\_\_

The submission date of *Project Proposal*, and *MTDS Addendum* for the Student Symposium Competition (uploading of electronic copies to ASCE server) is Friday, February 17, 2023. \_\_\_\_\_

The submission date of *Project Proposal*, and *MTDS Addendum* for Society-wide Final Competition (hard copies postmarked to ASCE and uploading of uploading of electronic copies to ASCE server) is May 10, 2023; 5:00 p.m. Eastern. \_\_\_\_\_

\_\_\_\_\_  
*Team Captain*

\_\_\_\_\_  
(date)

\_\_\_\_\_  
*ASCE Student Chapter Faculty Advisor*

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(signature)

## Pre-Qualification Form (Page 2 of X)

---

*(school name)*

***As of the date of issuance of this Request for Proposal, what is the status of your school / university's 2022-23 classroom instruction (in-person, remote, hybrid)? What is anticipated after Thanksgiving and winter holiday break? If in-person or hybrid, do you have access to laboratory space or other facilities outside of classes?***

***In 250 words or less, provide a high-level overview of the team's Health & Safety (H&S) Program. If there is currently not one in place, what does the team envision their H&S program will entail? Include a discussion on the impact of COVID-19 on the team's ability to perform work and what plans would be implemented assuming work could be performed.***

***In 150 words or less, provide a high-level overview of the team's current QA/QC Program. If there is currently not one in place, what does the team envision their QA/QC program will entail?***

***Has the team reviewed the Department and/or University safety policies regarding material research, material lab testing, construction, or other applicable areas for the project?***

***The anticipated canoe name and overall theme is – (please provide a brief description of the anticipated theme. The intent is to allow ASCE to follow up to determine if there may be copyright or trademark issues to contend with, as well as to provide insight.)***

***Has this theme been discussed with the team's Faculty Advisor about potential Trademark or Copyright issues?***

***The core project team is made up of \_\_\_\_ number of people.***