*Before you start your application, please contact the RCA office (info@retailcontractors.org or  
703-683-5637) to schedule a brief call to review the application process and expectations.*

**MEMBERSHIP APPLICATION-NEW MEMBERS**

**MEMBERSHIP INFORMATION**

*(app version 4/20/23)*

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

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

City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Executive Representative to RCA\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OPTIONAL CONTACT INFORMATION**

Providing the following information will help RCA tailor its messages to the appropriate company contacts.

Alternate Primary Contact (additional executive-level member to receive RCA correspondence):

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

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assistant to the Executive Representative(to be cc’ed on RCA member email correspondence)**:**

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

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director of Marketing (or equivalent):

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

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Safety Program contact (to receive Safety Meeting Outline emails):

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

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IT contact (to receive technology & related emails):

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

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Each member firm shall designate in writing on the membership agreement or renewal application an executive representative of the member who shall represent the member on all affairs of the Association. Other staff of a member firm may serve on committees or take part in discussions. The executive representative of Active members shall vote on behalf of the member and be eligible to hold office.

**MEMBERSHIP APPLICATION-NEW MEMBERS**

**MEMBERSHIP INFORMATION (continued)**

**OPTIONAL CONTACT INFORMATION (continued)**

HR contact (to receive military service initiative apps & human resources/staffing-related emails):

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

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Depot contact (to receive updates/correspondence about the Home Depot rebate):

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

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Operations Manager/Office Manager contact (to receive Next Gen, operational, and event emails):

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

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager contact(s) (to receive training and other PM-related emails):

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

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent contact(s) (to receive training and other superintendent-related emails):

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

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MY BUSINESS IS/HAS (Include a copy of documentation):**

\_\_\_\_Minority Owned Business (MBE) Certificate number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_Women Owned Business Enterprise (WBE) Certificate number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_LEED Accredited Professional

Name of Certificant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_Certified Development Design & Construction Professional

Name of Certificant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OUR WORK IS (Check all that apply):**

\_\_\_\_Department Stores \_\_\_\_Retail Tenant Improvement \_\_\_\_Shopping Center

\_\_\_\_Retail Big Box \_\_\_\_Restaurants \_\_\_\_Hospitality

\_\_\_\_ Commercial Office \_\_\_\_ Commercial Warehouse \_\_\_\_Other Commercial

Annual Retail Construction Revenue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Total Annual Revenue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Number of Full Time Employees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INDICATE ANY PROGRAMS YOU ARE INTERESTED IN LEARNING MORE ABOUT**

\_\_\_\_ RCA Safety Program

\_\_\_\_ Safety Meeting Outlines

\_\_\_\_ Superintendent Training Program

\_\_\_\_ Home Depot Rebate Program

\_\_\_\_ RCA Military Service Initiative

\_\_\_\_ ConsensusDocs

\_\_\_\_ Corpay Global Business Payments

\_\_\_\_ Travelers Haven

\_\_\_\_ Hotel Engine

**INDICATE ANY COMMITTEES YOU ARE INTERESTED IN LEARNING MORE ABOUT:**

\_\_\_\_ Membership Recruitment & Retention

\_\_\_\_ Sponsorship/Member Benefits

\_\_\_\_ Workforce Development

\_\_\_\_ Professional Development

\_\_\_\_ Construction Training

\_\_\_\_ Legislative/Regulatory

**How did you hear about the RCA?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MEMBERSHIP APPLICATION-NEW MEMBERS**

**APPLICATION CHECKLIST**

Please provide the following items with your application. **All information and materials should be submitted electronically**, preferably as a single PDF file, without any password protection.RCA may requestadditional information needed to make a membership decision.

* Completed Membership Information sheet
* Membership affidavit, signed by Executive Representative (same person listed on Membership Information sheet), on company letterhead
* A completed, typed [AIA Document, A305-2020 Contractors Qualification Statement](https://aiacontracts.com/contract-documents/6331908-contractors-qualification-statement). Make sure the following sections are addressed as directed:
* Submitted to: Retail Contractors Association, 2800 Eisenhower Avenue, Suite 210, Alexandria, VA 22314
* A.4. References: must have at least five (5) references; three (3) must be retailers (A.4.1) (from three different clients); two (2) may come from architects (A.4.2), designers, and developers (A.4.4.) who are closely related to the retail industry; **include contact information (phone number and email)** for references; RCA will contact references for confirmation and/or additional information. Bank references (A.4.3) do not count as one of the five references needed.
* Exhibit B/C: in addition to the AIA request for four projects, also include a five-year project list that lists client and location (city & state) *Financial statements are not required as an attachment to the AIA.*
* List of states in which you operate as a General Contractor. Include registration or license numbers for each jurisdiction (RCA reserves the right to request copies of licenses/registrations)
* Letter from your bonding company (*not* agent) indicating they will provide Performance and Material Payment Bonds for your projects. Bonding company must be AM Best rated A- or better.
* Copy of your Insurance Certificate showing General Liability and Workers Compensation coverage.
* Letter from insurance company stating your Experience Modification Rating (EMR) for the past three years. If any rating is greater than 1.0, provide an explanation.
* Copies of your company brochures or other promotional materials.
* Dues are $2,500.00 per year. Payment will be invoiced upon membership approval and is due net 30 of invoice or membership be suspended.

Please note: The applicant may meet all the membership qualifications, however, the Board of Directors reserves unto itself discretion to deny approval of the Membership Agreement application, with or without cause.

**MEMBERSHIP APPLICATION-NEW MEMBERS**

**MEMBERSHIP REQUIREMENTS**

In order to be eligible for membership into the Association, an individual, partnership, firm, or corporation must meet and maintain the following qualifications in the sole discretion of the Association’s Board of Directors:

1. A member must be engaged directly in Retail construction; as a general contractor that is a signatory on prime contracts.
2. A member must have been directly related in retail construction for the last five years as a general contractor at the time of application membership.
3. A member must be properly licensed and/or registered in the states and jurisdictions in which it works.
4. A member must be able to secure Performance and Material Payment Bonds for projects; bonding company must be AM Best rated A- or better.
5. A member must have a favorable Experience Modification Rating (EMR). Any EMR exceeding 1.0 must be accompanied by a letter that a) explains the nature of incident(s)/causation, b) summary of changes implemented resulting from incident(s); and c) EMR rating letter prior to incident(s).
6. A member must carry General Liability coverage of a minimum of $1 million per occurrence and $2 million excess umbrella, and Workers Compensation coverage of a minimum of $500,000 per occurrence or comply with state exemption rules.
7. A member agrees to comply with and abide by the Association’s Bylaws.
8. A member must comply with the Association’s Code of Ethics as follows:
   1. A member shall retain full regard to the public interest in fulfilling his or her professional responsibilities.
   2. A member shall not engage in any deceptive practice, or in any practice that creates an unfair advantage for the member or another.
   3. A member shall not maliciously or recklessly injure or attempt to injure the professional reputation of others.
   4. A member shall insure that when providing a service that includes advice, such advice shall be fair and unbiased.
   5. A member shall not divulge to any person, firm, or company, information of a confidential nature acquired during the course of professional activities.
   6. A member shall carry out his or her responsibilities in accordance with current professional practice.
   7. A member shall keep informed of new concepts and developments in the construction process appropriate to the type and level of his or her responsibilities.

Code of Ethics adopted with permission from the American Institute of Constructors; April 1999 Revision

All new member applications that meet the specified criteria will be presented to the Board of Directors by the Membership Committee of RCA. At a regularly scheduled Board Meeting, the Membership Committee will present the applicant’s complete application package to the Board, at which time, the Board will vote to accept or deny membership.

The applicant may meet all the Membership Application qualifications, however, the Board of Directors reserves unto itself discretion to deny approval of the Membership Agreement Application, with or without cause.

**MEMBERSHIP APPLICATION-NEW MEMBERS**

**RCA MEMBERSHIP AFFIDAVIT**

Instructions: The following must be included as part of the membership application package, on company letterhead, dated, addressed to Retail Contractors Association, and signed by the Executive Representative:

Date

Retail Contractors Association

2800 Eisenhower Avenue

Suite 210

Alexandria, VA 22314

Dear Board of Directors:

By submitting our Membership Application to the Retail Contractors Association, I represent that the information provided is true and correct and that [COMPANY NAME] currently meets and will continue to meet the Association’s qualifications for membership, including:

[COMPANY NAME] has an annual volume of retail work that is equal to or exceeds $5 million in volume, or represents 51% of the company’s annual volume;

[COMPANY NAME] is properly licensed and/or registered in every state in which projects are currently in progress;

[COMPANY NAME] is committed to being properly licensed and/or registered in every state in which they work, meaning licenses/registrations will be renewed and/or activated in each state as necessary;

[COMPANY NAME] will maintain current General Liability and Workers Compensation coverage;

[COMPANY NAME] will comply with and abide by the Association’s Bylaws; and

[COMPANY NAME] will comply with the Association’s Code of Ethics.

Sincerely,

Executive Representative

Title