

# **MINUTEMAN Regional Vocational Technical School District**

For

New MINUTEMAN Regional Vocational Technical High School Project  
Lexington, Massachusetts

## **Requests for Qualifications for Construction Management at Risk Services**

**October 5, 2016**

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**Owner:**

MINUTEMAN Regional Vocational Technical School District  
758 Marrett Road  
Lexington, MA 02421  
Superintendent-Director: Edward A Bouquillon, PhD

**Architect:**

Kaestle Boos Associates, Inc.  
325 Foxborough Blvd., Suite 100  
Foxborough, MA 02035  
Principal: Brian Solywoda

**Owners Project Manager:**

Skanska USA Building, Inc.  
101 Seaport Boulevard, Suite 200  
Boston, MA 02210  
Project Executive: Mary Ann Williams

**Submit Statement of Qualifications to:**

Skanska USA Building, Inc.  
101 Seaport Boulevard, Suite 200  
Boston, MA 02210  
Project Executive: Mary Ann Williams

# Request for Qualifications for Construction Management at Risk Services

## I. General Information

### A. Project Information

Awarding Authority: MINUTEMAN Regional Vocational Technical School District

Project Title: New MINUTEMAN Regional Vocational Technical High School Project

Project Address: 758 Marrett Road  
Lexington, MA 02421

**Submission Deadline: 10:00AM, Wednesday, October 26, 2016**

Submit One (1) original, one CD and Eleven Copies (11) complete copies of the Statement of Qualifications (SOQ) with all required forms, attachments, supporting documentation and information to:

Skanska USA Building, Inc.  
101 Seaport Boulevard, Suite 200  
Boston, MA 02210  
Project Executive: Mary Ann Williams

Package must be labeled on the outside with the following information: "RFQ for Construction Management Services," the project number and project name, and the CM firm's name, business address and telephone number.

Estimated Construction Cost: \$119,200,480  
Estimated Procurement/Construction Duration: 48 – 50 Months

*Project Team:*

Project Management Designer: Skanska USA Building  
Kaestle Boos Associates, Inc.

RFQ Interest Form:  
Firms interested in this Project must submit an **RFQ Interest Form** with a copy of your firm's **DCAMM Certificate** to Skanska USA Building, Inc. by mail or facsimile addressed to: Skanska USA Building, Inc.; 101 Seaport Boulevard, Suite 200, Boston, MA 02210, (Attn: Mary Ann Williams) fax 617-293-1399 by **4:00pm on October 14, 2016**.

### B. Introduction

Firms interested in providing Public Construction Manager at Risk Services ("CM" or "CM at Risk") for the Project are invited to submit a Statement of Qualifications ("SOQ") to MINUTEMAN Regional Vocational Technical School District ("MINUTEMAN", hereinafter). This CM at Risk services procurement is conducted pursuant to M.G.L. Chapter 149A, contained in Chapter 193 of the Acts of 2004. This Request for Qualifications ("RFQ") is the first phase of a two-phase procurement process as set forth in MGL Chapter 149A. MINUTEMAN is prequalifying firms interested in providing public CM at Risk services for the project through this RFQ process. MINUTEMAN will evaluate submitted SOQ's based upon the identified evaluation criteria and will select those respondents it deems qualified. Only those respondents deemed qualified will be invited to submit a Proposal in response to a detailed Request for Proposals ("RFP") which will be issued in the second phase of the procurement process. The project delivery method for construction will be public CM at Risk with a Guaranteed Maximum Price ("GMP") under M.G.L. Chapter 149A. Firms interested in being prequalified must demonstrate that they have prior experience as a Construction Manager on at least three CM at Risk projects of a similar cost, complexity, type, and size as this project as it is described further below.

### **C. Project Description**

In July of 2009, the Massachusetts School Building Authority (MSBA) Board of Directors invited the MINUTEMAN Regional Vocational Technical School District to conduct a Feasibility Study for the MINUTEMAN Regional Vocational Technical High School. In March of 2013, Kaestle Boos Associates, Inc. was selected by the MSBA and the MINUTEMAN Regional Vocational Technical School District to conduct the Feasibility Study. The Feasibility Study/Schematic Design Phase concluded in January 2016 with MSBA Board approval and with successful debt exclusion votes in September 2016. With local funding in place, the project will now advance into the Design Development and Construction Document phases.

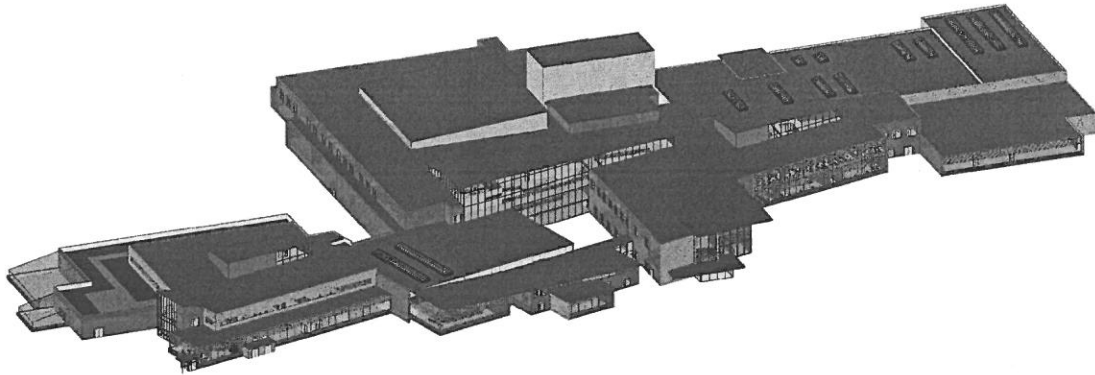
The existing MINUTEMAN Regional Vocational Technical High School (MRVTHS) facility is located at 758 Marrett Road in Lexington, Massachusetts and originally opened in the early 1970's. The existing MRVTHS is 305,808 GSF, three-story building housing approximately 700 students in Grades 9-12.

#### **Summary of Building Project**

The MSBA Board of Directors approved the construction of a new \$144.9 million school for 628 students in grades 9-12. As part of the two fold effort to meet the space summary square footage required for supporting Chapter 74 education and reducing construction cost, this option builds the minimum new space required for Career and Technical Educational program spaces and is designed for flexible multi-purpose instructional spaces with thoughtful consideration of the education program goals and best possible adjacencies. A New School for 628 students offering 16 Chapter 74 Career and Vocational Technical (CVTE) programs in two (2) Academies. As a result, the proposed building is designed to adapt to the slope of the site, remain outside the wetlands limits, avoiding the surface stream, ledge and underground organics where possible.

View to the front entrance





In elevation, the building is organized as four two-story buildings, stepping up the slope of the site to minimize the amount of blasting required and to maintain the appropriate wetland setbacks.

To determine the most cost effective and educationally appropriate solution for MINUTEMAN the design team had the following goals as a Basis of Design:

#### **General Project Understanding**

1. The new high school building is to be located in the Town of Lincoln on land already owned by the District.
2. The project would be funded by the MSBA and the member district towns.
3. The Project Team established design parameters based on review of the District's Educational Program solution creating safe, sound, and sustainable learning environments.
4. The new school is smaller in size than the current school, with fewer students, offering a host of advanced career and technical education programs designed to meet the region's current and emerging workforce needs.
5. The project meets MSBA's Prescriptive Requirements for School Facility Design.
6. The project fulfills the MINUTEMAN RVTHS Educational Program, utilizing the Six Indicators.

#### **General Design**

New 628 student RVTHS constructed on western portion of the site.

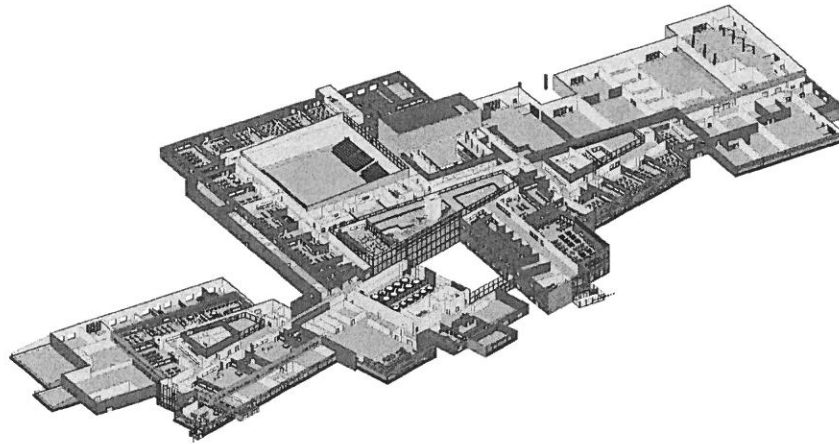
- Phasing of building construction during the school year is not necessary and construction activity will create minimal disruption.
- Preferred scheme of MINUTEMAN National Historic Park.
- Achieves a true Academy model with adjacencies of aligned CVTE shop spaces and supporting related classrooms on the Main Level and an academic classroom group (science lab, general classrooms, teacher planning, etc.) for each Academy is located on the Second Level.
- Separate lobby spaces for the shop areas and public areas (Café, Technical Theatre, and Gymnasium) allow controlled public access to these areas.



- One entrance and thoughtful design features support effective security that welcomes the public to experience school services provided by each Academy. Direct access from the exterior at grade is provided for CVTE shops for shipping, exterior classroom activities, or controlled access by the public.
- Career Academies are arranged with CVTE shop spaces on the lower levels and an academic classroom group (science lab, general classrooms, teacher planning, etc.) for each CVTE program on the Upper Level.
- Classrooms are located on the building perimeter instead of the interior to take advantage of the light and views to the exterior.
- Avoided modifying existing stream to simplify permitting. Construction of two new bridges for both vehicular and pedestrian traffic over the existing stream.

### Design Aesthetics

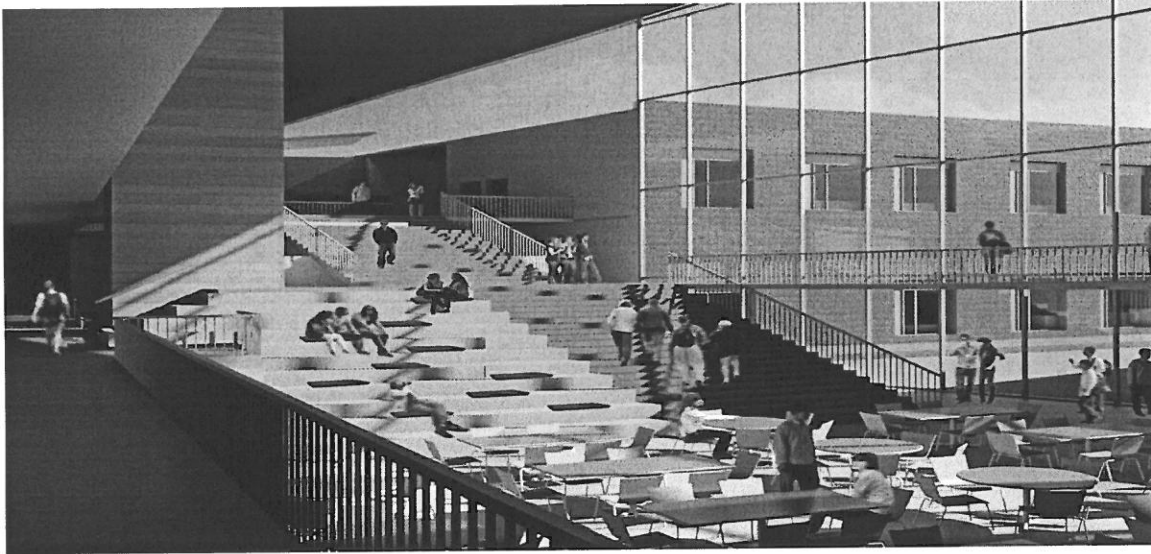
Based on discussion with the MSBA Board Subcommittee, the MINUTEMAN Project Team recognizes that the design does not need to replicate an industrial look in order to be innovative, interesting and reflect the professional and collaborative environment that the team is seeking. A primary feature of the design includes organizing the school into two distinct academies within the 258,332 GSF facility. The aesthetics of each Academy provides a foreshadowing of the values of each Academy, yet work in unison with the site amenities.



The Engineering, Construction, and Trades Academy will be located at the northern portion of the building and the Life Sciences and Services Academy to the south. The middle portion of the building is reserved for shared resources such as the Main Entry, Administration, Media Center, Gymnasium, and a Technical Theatre.

Each Academy will have a dedicated flexible common space for project based learning, student display, and collaboration. The intent is for each academy to create its own identity within its dedicated common space.

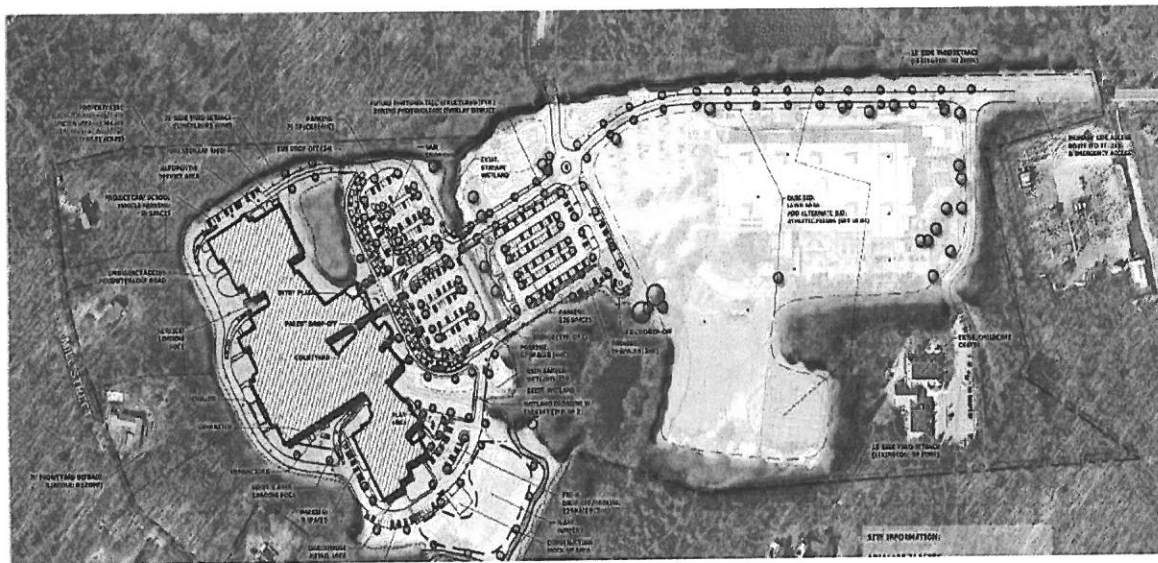
The overall school identity, which incorporates aspects of both academies, will be defined in the schools common lobby space adjacent to the Main Entry. The proposed materials will suggest a clean high tech aesthetic to reflect 21st century learning techniques and trends that can be used as learning opportunities by the students. Exterior envelope materials may include a combination of masonry, glass, Kalwall, and metal panel with contrasting textures and deep profiles. A muted earthy color pallet is anticipated to blend the innovative architecture with the existing context of the wooded site and adjacent properties including Minute Man National Historic Park.



Glass and Kalwall systems will be used to introduce natural light in common spaces used for student display and collaboration and are located on non-south facing walls to minimize glare. Clerestory windows and light monitors are used to provide indirect daylight into interior spaces.

Public engagement spaces will be pronounced at the exterior, and shall have a professional and inviting appearance that is commensurate with each discipline.

Site improvements will include reconstruction of the driveways, parking areas and walkways throughout the site. A dedicated bus loop and parent drop-off area will be incorporated into the redesign of the site roadway network. Pedestrian and vehicular bridges will span an open channel wetland separating the proposed parking with the new school. Bridge and site materials may include steel, stone, and wood to echo the existing landscape features on the Battle Road in the adjacent Minute Man National Historic Park. The existing school would be demolished after the new school is built and site restoration completed.



**Project Delivery:** The project will be designed, bid and constructed according to public construction law, including the engagement of a Construction Manager at Risk.

It is MINUTEMAN's intention to design, bid and construct the project according to procedures defined in M.G.L. c. 149A, including selection and engagement of a Construction Manager At-risk.

The project will be subject to the minimum wage rates set under the **Massachusetts Prevailing Wage Laws**. Additionally, Minority Business Enterprise ("MBE") participation and Women Business Enterprise ("WBE") participation goals will be established to meet at a minimum the requirements under the public bid laws.

Pursuant to M.G.L. c. 30, §395(a)(2) all employees to be employed on the Project must have successfully completed a course in construction safety and health approved by OSHA and of at least 10 hours in duration. All Trade Contractors on the Project will also be required to provide written verification of compliance with Federal Department of Homeland Security Requirements, including but not limited to the Employment Eligibility Verification (Form 1-9) Process. CORI checks will be required for all employees who work on the project site.

**A site visit will be conducted at 2:00pm on October 11, 2016.** The Schematic Design Drawings and specifications will be available at for informational purposes only:

[https://1drv.ms/f/s!Ah9H7mPqGSW\\_rXvXTwdWM\\_dmvUw1](https://1drv.ms/f/s!Ah9H7mPqGSW_rXvXTwdWM_dmvUw1)

#### **D. Project Schedule**

Project schedule requires substantial completion of all phases of the New Building Project by May 1, 2020 to allow for the school to relocate into the new building in time to start the 2020 school year in the new building. Abatement and demolition will commence by August 31, 2020 after the new building construction and move is completed. All firms responding to this request must have adequate staff and resources to enable the project team to meet this deadline. It is anticipated that the CM will be under contract while the Design Development Documents are being developed.

The architectural firm, Kaestle Boos Associates is currently at the beginning stages of design development. We will be looking for the CM's comment on schedule as part of their response to the Phase 2 Request for Services (RFP).

Anticipated and approximate milestone dates are as follows:

- 100% Design Development Documents will be available February 2017
- Early Steel and Foundation Drawings available for bid May 31, 2017
- 60% Construction Documents will be available June 16, 2017
- 90% Construction Documents will be available August 24, 2017
- 100% Construction Documents will be available October 11, 2017

#### **E. Construction Manager at Risk Two-Phase Selection Process**

The CM selection process is a two-phase process as set forth in M.G.L. c. 149A, contained in Chapter 193 of the Acts of 2004.

Phase 1 Request for Qualifications (RFQ): RFQ will be issued and is the qualifications phase of the Two-Phase Selection Process. Only firms selected during the prequalification phase will be permitted to participate in Phase 2 at which time there will be a Request for Proposals (RFP) issued to prequalified firms and this RFP phase will be used to select a Construction Manager. The RFQ phase will be used to prequalify construction management at risk firms. Interested firms must submit a Statement of Qualifications, SOQ, by the deadline set for submission. MINUTEMAN will appoint and assemble the MINUTEMAN Prequalification's Committee ("Prequalification's Committee") to review and evaluate the SOQs received. **MINUTEMAN anticipates concluding the RFQ evaluation process end of day November 7, 2016.**

**Only those firms determined to be qualified by the Prequalification Committee will be invited and permitted to submit a proposal in response to the Phase Two, RFP. Firms that are not selected as qualified by the Prequalification Committee and firms that do not participate in the RFQ phase will be precluded from participating in the RFP CM selection phase.**

**This RFQ is Phase One of the procurement process.** After the deadline for the submission of SOQs has passed the Prequalification Committee will prepare a register of the names of the firms submitting SOQs which will be available for public inspection. The Prequalification Committee will review and evaluate the SOQs submitted, information contained in the DCAMM certification files, information on prior project performance, information obtained from references, information obtained from governmental agencies and entities, and such other information as may be obtained. The Prequalification Committee, at its sole discretion, may request additional information to clarify or supplement the information obtained.

Based upon its review and evaluation, the Prequalification Committee will prepare a written evaluation that provides an overall composite rating and a specific rating for each of the evaluation criteria for each of the CM firms that have submitted complete materials as required by this RFQ. These ratings will be "qualified" or "not qualified," or such additional rating as the Prequalification Committee finds reasonable. The Prequalification Committee shall rate the respondents based on the composite ratings. Firms receiving an overall composite rating of "not qualified" will not be deemed qualified. The Prequalification Committee shall endeavor to identify at least three CM firms which it deems qualified. If the Prequalification Committee does not rate at least three CMs "qualified," it will either repeat the RFQ process or procure the project under the provisions of M.G.L. c. 149, §44A44J. MINUTEMAN shall complete the Phase One process by written notice to all firm's advising them as to whether they were prequalified or not and those CM firms deemed qualified will be invited to participate in Phase Two (RFP).

**In Phase Two, a detailed Request for Proposals for CM at Risk will be issued to the CM Firms deemed qualified in this Phase One prequalification process.** The RFP Selection Committee (Selection Committee) will evaluate the proposals on multiple factors, rank the proposals based on the composite ratings including their fee proposal, may make a recommendation for the preferred CM Firm to MINUTEMAN, and commence negotiations with the highest ranked CM at Risk Firm or to **conduct interviews on Saturday, December 10, 2016.** In the event negotiations with the highest ranked firm will not result in a contract acceptable to MINUTEMAN, negotiations will be terminated and negotiations will commence with the next highest ranked firm, and the process will continue until MINUTEMAN can reach an acceptable contract with one of the prequalified CM at Risk firms that submitted an advantageous proposal.

#### **F. Treatment of Information submitted to MINUTEMAN**

MINUTEMAN shall have no obligation to treat any information submitted in or in connection with a SOQ as proprietary or confidential, with the exception of the audited financial statement which is deemed confidential. MINUTEMAN's obligation with respect to protection and disclosure of such information shall at all times be subject to applicable laws, including the Massachusetts Public Records law. The audited financial statement shall remain confidential and shall not be a public record to the fullest extent permissible under the law. MINUTEMAN shall have the right to use all portions of the SOQ and accompanying information, as it considers necessary or desirable in connection with the Project. By the submission of a SOQ, the respondent thereby grants to MINUTEMAN an unrestricted license to use the SOQ, including all materials submitted therewith, in connection with the Project.

#### **G. Communication between MINUTEMAN and Respondents**

Unauthorized communications or contact between CM firms, their employees, agents or other related entities interested in submitting SOQ's and MINUTEMAN, the project designer or program manager, or any other person or entity participating on the Prequalification Committee or Selection Committee with regard to this project are strictly prohibited. The only authorized communications shall be 1) inquiries to Mary Ann Williams, Skanska USA Building, 101 Seaport Boulevard, Suite 200, Boston, MA 02210, [maryann.williams@skanska.com](mailto:maryann.williams@skanska.com) or fax: 617-574-1399, for general information about obtaining the RFQ, RFQ submission deadlines, and the existence of any relevant addenda to the RFQ; and 2) MINUTEMAN may initiate contact to advise firms of CM at Risk project opportunities. Specific inquiries to members of the project team or Owner shall not be permitted.

Any issues brought to MINUTEMAN's attention which MINUTEMAN determines require additional clarification will be addressed by issuing a written addendum. Oral and other clarifications will be without legal effect. All such addenda will be considered part of this RFQ, and the respondent shall be required to acknowledge receipt of all addenda on the RFQ Proposal Response Form attached to this RFQ. MINUTEMAN will mail addenda to all respondents who have mailed or faxed an RFQ Interest Form for the Project to MINUTEMAN. It shall be the sole responsibility of the Respondent to ascertain the existence of any and all addenda issued by MINUTEMAN.

From the date of issuance of this RFQ, any respondent that contacts directly or indirectly any member or employee of the MINUTEMAN, or the owner's designer or program manager, or any member of the selection team in connection with the selection process or the contract contemplated herein for this project is subject to disqualification. Contact is permitted for the purpose of obtaining a copy of this RFQ, to contact the DCAMM Contractor Certification Office or to submit a verbal or written question or request for clarification at the RFQ Informational Meeting as prescribed above in this section.

**H. Status of Request for Qualifications**

This Request for Qualifications is solely a request for information. It does not represent an offer nor does it confer any rights on any respondent. MINUTEMAN shall not be responsible under any circumstances for any costs incurred by any respondents to this RFQ. MINUTEMAN reserves the right to modify, suspend or cancel this procurement at any time at its sole discretion.



## Request for Qualifications for Construction Management at Risk Services

### II. Scope of Services for Construction Management

*The Construction Manager shall be responsible for complete construction management services for all phases of the project for a guaranteed maximum price. At each phase, MINUTEMAN at its sole discretion will determine whether it will proceed to the next phase or terminate Construction Manager Services on the project. Certain trade construction work will be procured using procedures similar to the Mass General Laws Chapter 149 Filed Sub-bid laws after a pre-qualification process. The procedure is specified in Chapter 193 of the Acts of 2004 in the Mass. General Laws Chapter 149A. A detailed scope of services will be included in the Request for Proposals. The following is an outline of services anticipated.*

#### **A. Pre-Construction (Design) Phase**

1. Review and recommend revisions, if appropriate, to the project master Schedule, Construction Budget, advise on property due diligence, Phasing Plan and permitting plan developed by MINUTEMAN.
2. Develop the scope of work and prepare bid packages in concert with the Designer (MINUTEMAN will provide a template for the Trade bid packages) for each trade to be bid and participate in the prequalification and qualification of each of the Trade Contractor and other subcontractors as defined by law.
3. Attend and, if requested by MINUTEMAN, schedule, and lead periodic project meetings and special meetings for the exchange of information concerning the project, and review of design progress, permits and approvals. All meetings shall be held at a location and time convenient to the MINUTEMAN Owner's Project Manager.
4. Review the design documents and other construction documents and make recommendations to MINUTEMAN as to value engineering, constructability, suitability of materials and equipment, scheduling, time, methods and sequence of construction, and the clarity, consistency and coordination of documentation.
5. Perform detailed cost estimates for the entire construction and for phases or portions of the work as directed by MINUTEMAN, and work with the project designer to reconcile differences. **Three estimates and reconciliations are required for all MSBA Submissions: 1<sup>st</sup> estimate for 100% DDs, 2<sup>nd</sup> estimate for 60% DDs and 3<sup>rd</sup> for 90% CDs.**
6. The CM shall assign a professional project scheduler possessing building and site design and construction experience. If deemed qualified by MINUTEMAN, the CM can assign an in-house scheduler. Develop a detailed critical path method (CPM) schedule that identifies all design activities, permits and all other activities required to be completed before construction activities can begin and a preliminary construction schedule. The CPM project schedules shall be developed using Microsoft Project's latest version or Primavera.
7. Develop, in coordination with Skanska USA Building, a system for tracking project costs and cash flow.
8. Conduct activities relating to the procurement and award of Trade Contracts and all other contracts for the furnishing of labor, materials, equipment, or other services in connection with the construction of this project, in accordance with procedures to be developed by MINUTEMAN and in a manner that will meet Minority Business Enterprise and Women Business Enterprise goals set by MINUTEMAN for the project.
9. CM shall thoroughly review the construction documents, prior to issuance for bid by trade and non-trade subcontractors, in order to develop scope clarification addenda for issuance with each trade bid package. Issue GMP.

#### **B. Construction Phase**

1. Obtain and pay for all required construction related permits.
2. Furnish bonds and insurance as required by the contract documents.
3. Provide and maintain a construction site office and provide all site management and administration.

4. Manage and coordinate all Trade Contractors and subcontractors and others engaged in the performance of the work.
5. Meet the Women Business Enterprise and Minority Business Enterprise participation goals and female, minority workforce goals for the Project.
6. Implement procedures following MINUTEMAN's standards for reviewing and processing requests for information or clarifications and interpretations of the contract documents; shop drawings, samples, and all other submittals, contract schedule adjustments, change order proposals, proposals for substitutions, payment applications, as-built drawings, and maintenance of logs using the internet-based PMAS/Prolog system software.
7. Continuously supervise and observe all work in progress so as to ensure that the work is proceeding in accordance with the construction contract documents.
8. Attend and, if requested by MINUTEMAN, schedule and lead regular project and construction progress meetings, and conduct regular meetings at the site with each subcontractor. All meetings shall be held on site and time convenient to the Skanska USA Building Project Manager.
9. Develop and implement a change order control system using a software package to be approved by Skanska USA Building.
10. Establish and implement a Quality Control program including monitoring the quality programs of all subcontractors.
11. Develop and implement a project wide safety program, including monitoring and enforcement of the program for Trade and subcontractors.
12. Monitor closely the progress of construction of each subcontractor, prepare a construction schedule report at least monthly and, if and as necessary, prepare and submit recovery schedules.
13. Provide a part-time project-dedicated scheduler to develop, maintain and update the detailed CPM schedule.
14. Furnish monthly reports concerning the progress of the work which address: (a) compliance with the construction schedule, (b) status of testing and inspection activities performed by the CM and subcontractors, (c) status of shop drawings and submittals, (d) status of change orders, project accounting and GMP Cost updates, (e) status of MBE/WBE participation, and (f) other matters relating to the progress of work as directed by Skanska USA Building.
15. Determine when each subcontractor's work is substantially complete and prepare a list of incomplete work and work which does not conform to the requirements of the construction documents.
16. Maintain complete and accurate records, including (a) correspondence, (b) meeting notes and minutes, (c) shop drawings and submittals, (d) construction documents including change orders, (e) clarifications and interpretations of the construction documents issued by the project designer, (f) progress reports including observations of the testing performed, (g) as-built drawings, and (h) all other project related documents.

#### **C. Post-Construction Phase**

In accordance with the project designer, develop and implement procedures for orderly completion of punch list items, checkout of utilities, operational systems and equipment and initial start-up and testing. Preparation and delivery to the owner warranties, as built drawings, maintenance manuals, and the like, and generally administer closeout of the project. Ensure performance of all warranty obligations, resolution of all claims and other post-construction requirements.



## Request for Qualifications for Construction Management at Risk Services

### III. Submission Instructions and Requirements and Evaluation Criteria

#### **A. Submission Deadline** October 26, 2016 at 10:00A.M.

An **original and eleven complete copies**, each in three hole binders (Original unbound) of the Statement of Qualifications with all required forms, attachments, supporting documentation and information must be received by MINUTEMAN's Owner's Project Manager on or before the submission time and date set forth above as determined by MINUTEMAN's date/time stamp. All envelopes must be labeled "RFQ for Construction Management Services, (Project Number and Name) with the respondent firm's name, business address and telephone number and be mailed or delivered to the following address:

**Skanska USA Building, Inc.**  
**101 Seaport Boulevard, Suite 200**  
**Boston, MA 02210**  
Project Executive: Mary Ann Williams

Statements of Qualification received later than the submission deadline specified above will be rejected and returned to the respondent. Respondents are cautioned to allow sufficient time for mailed materials to be received. Faxed or emailed qualifications will not be accepted. Qualification statements will not be opened or read publicly.

#### **B. Submission Requirements**

The respondent must submit all of the information and documentation listed below. Selection of the respondents for Phase One, the prequalification process will be based on the submitted information and materials, information on prior project performance, information obtained from references, information obtained from government agencies and entities, information contained within DCAMM certification files, and such other information as may be obtained.

**Do not include superfluous material. Respondents must include the CM at Risk Statement of Qualifications Response Form attached below and signed by an authorized representative, and all of the forms and materials required for Schedules A through L.** Respondents must give complete and accurate answers to all questions and provide all of the information requested. Respondents cannot alter the text of the forms or schedules in any way or any such alteration will be grounds for disqualification. Making a materially false statement in this submission is grounds for rejecting a Statement of Qualifications submission and may subject the respondent to other civil or criminal penalties.

1. **Qualifications Application:** Respondent must complete the CM at Risk Qualifications Application Schedule A attached to the SOQ below. Joint ventures must provide information about each of the joint venture partners.
2. **Executive Summary:** Respondent must attach as Schedule B to the SOQ, a cover letter or executive summary detailing the key elements and factors that differentiate the respondent firm from other firms. Joint ventures must provide information about the nature of the joint venture including the approximate percentage participation by each joint venture partner and the division of responsibility among the joint venture partners. This letter/executive summary should not exceed 6 pages.
3. **Management Personnel and Project Organizational Chart:** Respondent must complete Schedule C attached to the SOQ below, and must attach at Schedule C both: i) an organizational chart and ii) a resume for each and every person who will have any management responsibility, direct or indirect, for the Project, including but not limited to project executives, project managers, field superintendents and field engineers. Joint ventures must identify the company that employs each individual listed.
4. **Similar Project Experience:** Respondent must complete Schedule D attached to the SOQ below, listing similar projects for the last five (5) years. The first part of Schedule D requests information for similar projects that used the construction manager at risk delivery method and the second part of Schedule D requests information on similar projects in general. For each project, respondent must include the name of the project, location, description of project, description of respondent firm's scope of work, original contract sum, final contract sum

(with explanation), date completed and the name, organization address and telephone contact information for the owner and project architect for each such project. For the purpose of this RFQ, "similar projects" shall mean projects where the construction cost for the project were for an amount similar to the estimated construction cost for the project; the project was one of similar complexity; the project was of a similar type or scope; and the project was the approximate size of this Project or larger. Joint ventures must complete a Schedule D for each individual joint venture partner.

5. A list of at least three (3) references.
6. Terminations and Legal Proceedings: Respondents must complete Schedule E attached to the SOQ below. Schedule E requires two separate listings: the first part requires a complete listing of each and every project on which the respondent firm was terminated or failed to complete the work within the past five (5) years; and the second part requires a complete listing of any conviction or fines incurred by the respondent firm or any of its principals for violations of any state or federal law within the past five (5) years and a complete list of any and all legal proceeding, administrative proceeding and arbitrations whether currently pending or concluded within the past five (5) years that involved a construction project or a construction contract in which the respondent firm was a named party. Joint ventures must complete a Schedule E for each individual joint venture partner.
7. Safety Record: Respondent must provide its experience modifier for the past three years by writing it in on the SOQ in the space provided and must also attach at Schedule F to the SOQ documentation from its insurance carrier of its Workers' Comp Experience Modifier for the past three years. Joint ventures must complete a Schedule F for each individual joint venture partner.
8. MBE/WBE and Workforce Compliance Record: Respondent must complete Schedule G attached to the SOQ below providing information on the firm's compliance record with respect to Minority Business Enterprise and Women's Business Enterprise participation goals and workforce inclusion goals for each and every project completed within the past five (5) years that had contractual MBE/WBE participation goals or minority and women workforce goals. In addition, respondent must attach documentation provided by the project owner or independent project manager supporting the actual participation and inclusion amounts it reports on Schedule G. Joint ventures must complete a Schedule G for each individual joint venture partner.
9. Audited Financial Statement: Respondent must attach at Schedule H to the SOQ a complete copy of their audited financial statement for the most recent fiscal year. Joint ventures must complete a Schedule H for each individual joint venture partner.
10. Letter from Surety Company Evidencing Bonding: Respondent must attach at Schedule I to the SOQ a letter from a surety company that is licensed to do business in the Commonwealth and whose name appears on United States Treasury Department Circular 570 on the surety company's letterhead (or a letter from a surety agent with attorney in fact authority and an original power of attorney accompanying the letter) confirming that it will provide respondent firm with payment and performance bonds on the Project in an amount equal to or greater than 110 per cent of the estimated construction cost of the Project. This letter can either reference the joint venture's bonding or submit separate letters for each individual joint venture partner.
11. Certificate of Eligibility and Update Statement: Respondent must attach at Schedule J to the SOQ both: i) a current Certificate of Eligibility (issued by DCAMM) showing respondent is certified in General Building Construction with appropriate single project limits and aggregate limits as set forth above, and ii) a completed Update Statement. Joint ventures which are not yet DCAMM certified as a joint venture must submit a Certificate of Eligibility and Update Statement for each individual joint venture partner.
12. Examples of Project Management Report and Operating Philosophy: Respondent must attach at Schedule K specific examples (no more than 3) of Project Management Reports that were prepared by respondent on one or more of the Construction Manager projects listed on Schedule D, Part A. In addition respondent may, at its option, include a brief statement of its operating philosophy. If information on respondents operating philosophy is contained in its Executive Summary attached at Schedule B the information should not be repeated at Schedule K, but can be referenced.

13. Examples of Prior Experience on Sustainable construction buildings: Respondent must complete Schedule L attached to the SOQ below, listing prior project experience involving sustainable construction. Joint ventures must complete a Schedule L for each individual joint venture partner.
14. Lists of Projects in Progress, Completed Projects and Certification Page from Most Recent DCAMM Application for Certification: Respondent must attach at Schedule M a copy of those portions of Respondent's most recent application for DCAMM certification that contains the listings of Respondents Projects in Progress and its Completed Projects. Specifically, Respondent must submit copies of 1) Section F. Projects in Progress (including estimated construction volume for the next two years); 2) Section G. Completed Projects for the last three years; and, 3) a copy of the signed and dated final page, Section J. Certification, showing the date the application for certification was submitted to DCAMM all copied from their most recent Application for Prime/General Contractor Certificate of Eligibility submitted to DCAMM's Certification Office.

### **C. Evaluation Criteria for Selection**

The respondent must submit all of the information and documentation listed in this RFQ. Selection of the respondent for Phase One, the prequalification process will be based on the submitted information and materials, information on prior project performance, information obtained from references (including credit references), information obtained from governmental agencies and entities, information contained within DCAMM certification files, and such other information as may be obtained. Respondents must include the CM at Risk Statement of Qualifications Response Form and all of the materials required for Schedules A through M. Respondents must give complete and accurate answers to all questions and provide all of the information requested. Altering the text of the forms or schedules in any way or making a materially false statement in this submission is grounds for rejecting a Statement of Qualifications submission and may subject the respondent to other civil or criminal penalties.

#### **1. Certification, Capacity and Bonding**

##### **a. Required Construction Manager at Risk Experience**

**All respondents must have prior experience as a Construction Manager on at least three prior Construction Manager at Risk projects with a GMP** and the prior CM at Risk experience must be on projects with a total construction cost in an amount similar to the estimated total construction cost of this Project and must projects of similar complexity, similar type construction, and similar size.

##### **b. Bonding Capacity**

The respondent shall provide evidence of bonding capability in an amount equal to or greater than 110 percent of the estimated cost of construction for this Project (as set forth in the General Information section above). The evidence of bonding capability shall be in the form of a letter from the surety company (or a surety agent with attorney in fact authority and an original power of attorney accompanying the letter) The surety company must be a surety licensed to do business in the commonwealth and whose name appears on the United States Treasury Department Circular 570).

##### **c. DCAMM Certification-Copy Form CQ7**

The respondent must provide a copy of a current Certificate of Eligibility (Form CQ7) issued by DCAMM showing respondent is DCAMM certified in General Building Construction with a single project limit in an amount equal to, or greater than, the estimated construction cost for this Project (as set forth in the General Information section above).

To submit a proposal in response to this RFQ, a Respondent whether an individual firm or a joint venture, must be certified in General Building Construction by DCAMM for a single project limit in the amount of the Estimated Construction Cost set forth above for the Project or greater and must also be within the aggregate limits of its DCAMM Certificate of Eligibility (Form CQ7), and a copy of the Respondent's current DCAMM Certificate of Eligibility must be included in the SOQ. Note, however, that a joint venture team must be certified in General Building Construction by DCAMM for a single project limit in the amount of the Project Estimated Construction Cost or greater and must also be within the aggregate limits of its DCAMM Certificate of Eligibility, a copy of which

must be included in the SOQ at the time its submits its RFQ. If a respondent to the is a proposed joint venture ("JV") that is newly formed or is not currently certified, then: i) each party to the proposed joint venture must be individually certified by DCAMM and must submit a copy of its DCAMM Certificate of Eligibility with its SOQ; ii) the JV respondent must state in the SOQ that it will seek Certification from DCAMM as a joint venture in the category of General Building Construction for the required limits, and state that it understands and agrees that if JV respondent is selected to participate in the RFP phase it will be required to submit a DCAMM Certificate of Eligibility for the joint venture with its response to the RFP; iii) at least one of the parties to the joint venture must be certified by DCAMM in the category of General Building Construction for a single project limit of in the amount of the Estimated Construction Cost for the Project and must be within the aggregate limits of its Certificate of Eligibility at the time the SOQ is submitted; and iv) the JV respondent shall provide evidence satisfactory to DCAMM of bonding capacity, in the form set forth above and satisfactory to DCAMM, for the proposed joint venture in the amount of the Estimated Construction Cost for the Project. In the second phase of the selection process the RFP phase, a JV respondent that has been selected in the RFQ process, will be required to have obtained a DCAMM Certificate of Eligibility for the joint venture and must submit its DCAMM Certificate of Eligibility for the joint venture meeting the requirements with its proposal in response to the RFP.

For certification forms and additional information see DCAMM's website:

<http://www.mass.gov/anf/property-mgmt-and-construction/oversight-agencies/DCAMM/>

Or contact the Certification Office at:

DCAMM Contractor Certification Office  
One Ashburton Place  
Boston, Massachusetts

d. DCAMM Update Statement Use Form CQ3

**A complete and signed statement must be submitted as part of the SOQ.** For DCAMM's analysis of the Aggregate Work Limit for this RFQ, the Estimated Construction Cost for the project as set forth above will be used with a construction duration for the Project as set forth above. DCAMM will compare the above numbers with the respondent's current annualized value of all incomplete work to determine eligibility within the Aggregate Work Limit.

If a respondent to the RFQ is a proposed joint venture and the proposed joint venture is not yet certified, then: i) each party to the proposed joint venture must be certified by DCAMM and each must submit its own signed update statement (Form CQ3) as part of its SOQ; ii) at least one of the parties to the joint venture must be certified by DCAMM in the category of General Building Construction for a single project limit equal to or greater than the Estimated Construction Cost of the Project and must be within the aggregate limits of its Certificate of Eligibility. When the second phase of the selection process is undertaken through an RFP, a joint venture respondent that has been selected in the RFQ process will be required to submit its Certificate of Eligibility for the joint venture meeting the above requirements with its proposal to the RFP.

For the required Update Statement Form and additional information see our web site.  
[http://www.state.ma.us/camdl/forms/fi\\_contractcert.html](http://www.state.ma.us/camdl/forms/fi_contractcert.html) or contact the Certification Office at:

DCAMM Contractor Certification Office  
One Ashburton Place  
Boston, Massachusetts 02108  
Telephone Number (617) 727-4050 ext. 415

**2. Firms meeting the minimum experience criteria set forth above, submitting a completed RFQ with Schedules and required attachments and the required Certificate of Eligibility, Update Statement and letter evidencing bonding capacity will be evaluated on the following criteria:**

- Prior Similar Project Experience
- Management Team and Organization for the Project
- Financial Status
- Similar Project Experience
- Litigation and Performance/Termination History
- Safety Record
- History of success with MBE/WBE participation and workforce goals
- Quality of performance on prior projects
- Reference Information
- Volume of Current Work

**As provided by law, MINUTEMAN's decision on the list of qualified firms shall be final and binding and shall not be subject to appeal except on grounds of fraud or collusion.**

**CM AT RISK RFQ INTEREST FORM**  
**(For Submission Immediately)**  
**Form due to OPM by 4:00pm October 14, 2016**

Instructions: If your firm is interested in responding to this RFQ for Prequalification of CM at Risk firms for this Project then you MUST fill out this CM at Risk RFQ Interest Form and submit it with your current DCAMM Certificate of Eligibility to MINUTEMAN's Owner's Project Manager (Skanska) by facsimile or e-mail as soon as possible and BEFORE you submit your response to the RFQ. Please note that this form may be faxed or e-mailed. However the Statement of Qualifications ("SOQ") with all required forms, attachments, supporting documentation and information submitted in response to this RFQ, cannot be faxed, it must be either hand delivered or mailed and be received by the time and date set forth in the RFQ.

Awarding Authority: MINUTEMAN Regional Vocational Technical School District

Project Title: New MINUTEMAN Regional Vocational Technical High School Project

Fax or e-mail this CM at Risk RFQ Interest Form to Skanska USA Building, Attn. Mary Ann Williams, Skanska USA Building, 101 Seaport Boulevard, Boston, MA 02210, [maryann.williams@skanska.com](mailto:maryann.williams@skanska.com) (Fax No. 617-574-1399)

By submitting this CM at Risk RFQ Interest form the below identified firm is expressing its interest in the above-referenced public building project and is requesting that it be added to the list of firms that will receive any addenda to the RFQ on the project. MINUTEMAN assumes no responsibility for a firm's failure to receive any addenda or other correspondence related to this RFQ due to the firm's failure to submit an RFQ Interest Form to MINUTEMAN as directed above, or for any other reason.

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

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

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

Fax number: \_\_\_\_\_

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

By: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Print Name/Title)

Date: \_\_\_\_\_

## STATEMENT OF QUALIFICATIONS SUBMISSION CHECKLIST for Prequalification of CM at Risk Firms

PLEASE NOTE THAT INCOMPLETE OR LATE STATEMENTS OF QUALIFICATION FOR CM at RISK PREQUALIFICATION WILL NOT BE CONSIDERED. THEREFORE, BEFORE SUBMITTING YOUR FIRM'S RESPONSE TO THIS RFQ PLEASE REVIEW THE FOLLOWING:

- ☐ Respondent has faxed or e-mailed its CM at Risk RFQ Interest Form. (If not, see form in this RFQ package, fill it out and fax or mail it immediately).
- ☐ Respondent completed the SOQ Form and all schedules and attachments in their entirety.
- ☐ Respondent has completed Schedules A through M and attached required documentation (i.e., resumes of all management personnel, organizational chart, commitment letter from bonding company, letter evidencing workers comp. experience modifier, letter from owner documenting prior project MBE/WBE participation; sample firm project management reports copies of required portions of most recent application for certification submitted by Respondent to MINUTEMAN, etc.).
- ☐ Respondent has submitted current DCAMM Certificate of Eligibility.
- ☐ Respondent has submitted completed Update Statement.
- ☐ Respondent has submitted Audited financial Statement.
- ☐ Respondent submission package includes all **one original and eleven (11) required copies** of its SOQ application three (3) hole punched and bound with an original unbound and a CD with all of the above information.
- ☐ Respondent has provided current contact information for its firm and all of its project contacts/references.
- ☐ Respondent addressed the SOQ envelope correctly (i.e. to reference the Project and other required information set forth herein).



## CM at Risk Statement of Qualifications Form (SOQ)

Firm Name:

Mailing Address:

Street Address (if different from mailing address):

Telephone Number: Fax Number:

Contact Person: Title: Email:

Firm acknowledges Addenda numbered \_\_\_\_\_ (list all)

A. Qualifications Application: Respondent MUST complete the CM at Risk Qualifications Application Schedule A attached below. Joint ventures must provide information about each of the joint venture partners.

B. Executive Summary: Respondent MUST attach as Schedule B a cover letter or executive summary detailing the key elements and factors that differentiate the respondent firm from other firms. This letter/executive summary should not exceed 6 pages. Joint ventures must provide information about the nature of the joint venture including the approximate percentage participation by each joint venture partner and the division of responsibility among the joint venture partners.

C. Management Personnel and Project Organizational Chart: Respondent MUST complete Schedule C attached below, provide an organizational chart and attach to it a resume for each and every person who will have any management responsibility, direct or indirect, for the Project, including but not limited to project executives, project managers, field superintendents and field engineers. Joint ventures must identify the company that employs each individual listed.

D. Similar Project Experience: Respondent MUST complete Schedule D attached below, listing similar projects for the last five (5) years. The first part of Schedule D requests information for similar projects that used the construction manager at risk delivery method and the second part of Schedule D requests information on similar projects in general. For each project, respondent must include the name of the project, location, description of project, description of respondent firm's scope of work, original contract sum, final contract sum (with explanation), date completed and the name, organization, address and telephone contact information for the owner and project architect for each such project. For the purpose of this RFQ, "similar projects" shall mean projects where the construction cost for the project was for an amount similar to the amount of the estimated construction cost of this Project; the project was one of similar complexity; the project was of similar type or scope; and the project was the approximate size of this Project or larger. Joint ventures must complete a Schedule D for each individual joint venture partner.

E. Terminations and Legal Proceedings: Respondent MUST complete Schedule E attached below. Schedule E requires two separate listings: first a complete listing each and every project on which the respondent firm was terminated or failed to complete the work within the past five (5) years; and second a complete listing of any conviction or fines incurred by the respondent firm or any of its principals for violations of any state or federal law within the past five (5) years; and, a complete list of any and all legal proceeding, administrative proceeding and arbitrations whether currently pending or concluded within the past five (5) years that involved a construction project or a construction contract in which the respondent firm was a named party. Joint ventures must complete a Schedule E for each individual joint venture partner.

F. Safety Record: Respondent MUST insert below its experience modifier for the past three years and attach at Schedule F documentation from its insurance carrier of its Workers' Comp. Experience Modifier for the past three years. Joint ventures must attach a Schedule F for each individual joint venture partner.

Year _____	Workers Comp. Experience Modifier _____
_____	_____
_____	_____
_____	_____

G. MBE/WBE and Work force Record: Respondent MUST complete Schedule G attached below providing information on the firm's compliance record with respect to Minority Business Enterprise and Women's Business Enterprise participation goals and workforce inclusion goals for each and every project completed within the past five (5) years that had a contractual MBE/WBE participation goals or minority and women workforce goals. In addition, respondent MUST ATTACH documentation from the project owner or independent project manager supporting the actual participation and inclusion amounts it reports on Schedule G. Joint ventures must complete a Schedule G for each individual joint venture partner.

H. Audited Financial Statement: Respondent MUST attach Schedule H a complete copy of its audited financial statement for the most recent fiscal year. Joint ventures must attach a Schedule H for each individual joint venture partner.

I. Letter from Surety Company Evidencing Bonding: Respondent MUST attach at Schedule I a letter from a surety company that is licensed to do business in the Commonwealth and whose name appears on United States Treasury Department Circular 570 on the surety company's letterhead (or a letter from a surety agent with attorney in fact authority and an original power of attorney accompanying the letter) confirming that it will provide respondent firm with payment and performance bonds on the Project in an amount equal to or greater than 110 per cent of the estimated construction cost of the Project. This letter can either reference the joint venture's bonding or submit separate letters for each individual joint venture partner.

J. Certificate of Eligibility and Update Statement: Respondent MUST attach at Schedule J both a current Certificate of Eligibility (issued by DCAMM) showing respondent is certified in General Building Construction with appropriate single project limits and aggregate limits as set forth above and a completed Update Statement. Joint ventures which are not yet DCAMM certified as a joint venture must submit a Certificate of Eligibility and Update Statement for each individual joint venture partner.

K. Examples of Project Management Reports and Operating Philosophy: Respondent MUST attach at Schedule K specific examples (no more than 3) of Project Management Reports that were prepared by respondent on one or more of the Construction Manager projects listed on Schedule D, Part A. In addition respondent may, at its option, include a brief statement of its operating philosophy. If information on respondents operating philosophy is contained in its Executive Summary attached at Schedule B the information should not be repeated at Schedule K, but can be referenced.

L. Examples of Prior Experience on Sustainable Construction: Respondent must complete Schedule L attached to the SOQ below, listing prior project experience involving sustainable construction and LEED certified buildings. Joint ventures must complete a Schedule L for each individual joint venture partner.

M. Lists of Projects in Progress, Completed Projects and Certification Page from Most Recent DCAMM Application for Certification: Respondent must attach at Schedule M a copy of those portions of Respondent's most recent application for DCAMM certification that contains the listings of Respondent's Projects in Progress and its Completed Projects. Specifically, Respondent must submit copies of: 1) Section F. Projects in Progress; 2) Section G. Completed Projects; and, 3) a copy of the signed and dated final page, Section J. Certification, showing the date the application for certification was submitted to DCAMM all copied from their most recent Application for Prime/General Contractor Certificate of Eligibility submitted to DCAMM's Certification Office.

Failure to accurately and completely provide the information requested may result in the disqualification of a respondent.

**This form MUST be signed by an officer of the firm or an individual so authorized by an officer of the firm who has personal knowledge regarding the information contained herein and submitted with the SOQ.**

## To MINUTEMAN Regional Vocational Technical School District

The undersigned declares that he or she has carefully examined all the documents contained in the CM at Risk Request for Qualifications (RFQ) solicitation for the Massachusetts State Project referenced in the footer below, and certifies to the best of his/her knowledge, that this Statement of Qualifications fully complies with all of the requirements of the RFQ and all addenda and clarifications issued in regard to the RFQ.

The undersigned further certifies that he or she (or, if he or she is the authorized representative of a company, the company) is the only person interested in this Statement of Qualifications and any subsequent proposal; that it is made without any connection with any other person making any submission for the same work; that no person acting for, or employed by, the Commonwealth of Massachusetts is directly or indirectly interested in this Statement of Qualifications or any subsequent proposal, or in any contract which may be made under it, or in expected profits to arise there from; that the undersigned Respondent has not influenced or attempted to influence any other person or corporation to file a Statement of Qualifications or subsequent proposal or to refrain from doing so or to influence the terms of the Statement of Qualifications or any subsequent proposal of any other person or corporation; and that this submission is made in good faith without collusion or connection with any other person applying for the same work.

The undersigned further certifies under pains and penalties of perjury that the undersigned is not debarred from doing public construction work in the Commonwealth of Massachusetts under the provisions of section twenty nine F of chapter twenty nine, or any other applicable debarment provision of any other chapter of the General Laws or any rule or regulation promulgated there under, and further is not debarred from doing public construction work under any law, rule or regulation of the federal government.

The undersigned states that he or she has carefully examined all of the information provided and representations made in this Statement of Qualifications and the documents submitted with the SOQ including all schedules, forms and materials, and certifies to the best of his/her knowledge, that this Statement of Qualifications in its entirety is complete, true and accurate.

SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY:

Signature:

\_\_\_\_\_  
(Signature of Authorized Representative)

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

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

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

Date: \_\_\_\_\_

**Schedule A - CM at RISK QUALIFICATIONS APPLICATION**

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

**1. BUSINESS INFORMATION**

Type of business entity (corporation, partnership, joint venture, etc.): \_

Number of years in business under current business name: \_

List all other business names firm has operated under and the time frames for each:

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**If firm is a corporation, provide the following information:**

State of incorporation

Date of incorporation:

Name of President:

Name of Vice President:

Name of Secretary or Clerk:

Name of Treasurer:

If firm is a foreign corporation, is it registered to do business in Massachusetts? \_

If firm is a foreign corporation and is selected, it is required under M.G.L. c. 30, §. 39L to obtain from the Massachusetts Secretary of State, One Ashburton Place, 17th floor, Boston, MA a certificate stating that the corporation is registered to do business in Massachusetts, and to furnish said certificate to the awarding authority prior to the award.

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**If firm is a partnership or joint venture provide the following information:**

Type of partnership/joint venture: \_

Date of organization: \_

Name of each partner or venturer:

Is partnership or joint venture registered in Massachusetts? \_

If firm is a foreign limited partnership and is selected, it will be required under M.G.L. c. 30, §. 39L to obtain from the Massachusetts Secretary of State, One Ashburton Place, 17th floor, Boston, MA a certificate stating that the partnership is registered to do business in Massachusetts, and to furnish said certificate to the awarding authority prior to the award.

For each general partner or venturer that is a corporation, provide the following information (use additional sheets if necessary):

Name of corporation: \_\_\_\_\_

State of incorporation: \_\_\_\_\_

President: \_\_\_\_\_

Secretary or Clerk: \_\_\_\_\_  
Treasurer: \_\_\_\_\_

**SCHEDULE A**

Name of corporation: \_\_\_\_\_  
State of incorporation: \_\_\_\_\_  
President: \_\_\_\_\_  
Secretary or Clerk: \_\_\_\_\_  
Treasurer: \_\_\_\_\_

If firm is individually owned provide the following information:

Name of Owner: \_\_\_\_\_  
Date of organization: \_\_\_\_\_  
Owner's Residence Address: \_\_\_\_\_  
Business Address: \_\_\_\_\_

If selected firm is an individual doing business under a different name then they must furnish evidence of any required DBA filings.

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**2. LICENSURE AND PERFORMANCE INFORMATION**

List all jurisdictions and trade categories in which the firm is legally licensed or otherwise qualified to do business and for each jurisdiction provide registration and license numbers where applicable:

If the firm customarily provides scopes of work with its own forces please identify the types/areas of work below:

**3. REFERENCES**

Provide three trade references below include name of reference, current contact person, telephone number and address:

Provide two bank references below, include name or reference, current contact person, telephone number and address:

**SCHEDULE B**

**Schedule B - EXECUTIVE SUMMARY**

Respondent must attach Executive Summary here

Not to Exceed 6 Pages

## Schedule C - MANAGEMENT PERSONNEL

**Firm Name:**

Respondent must provide the information requested below for each and every person who will have **any direct or indirect management responsibility for the Project**, including but not limited to project executives, project managers, field superintendents and field engineers. Respondents must **attach a copy of the resume for each person listed**. Respondents must **also attach an Organizational Chart** for the Project to this Schedule C. Attach additional sheets if necessary.

NAME	TITLE	ROLE/JOB RESPONSIBILITIES ON THIS PROJECT	# OF YEARS W/FIRM	EDUCATION & EXPERIENCE	COMPLETED PROJECTS



**SCHEDULE D**

**Schedule D - SIMILAR PROJECT INFORMATION**

**Firm Name:** \_\_\_\_\_

**Respondent is required to complete all three parts, Parts A, B and C of Schedule D.** List below all similar projects the firm has active and completed during the last five (5) years. For the purpose of this CM at Risk project "similar projects" shall mean projects where the respondent was the Construction Manager (Part A) or General Contractor (Part B) and the construction cost for the project was similar to the estimated construction cost of this Project and/or the project was one of similar complexity and was the approximate size of this Project or larger. On Part C list the contact information for the owner and designer for each and every project listed on Part A or Part B. Attach additional sheets if necessary.

**Part A. CM PROJECTS – List only projects on which the firm was the Construction Manager in this**

PROJECT NAME & LOCATION	PROJECT OWNER	PROJECT DESCRIPTION	DESCRIPTION OF SERVICES PROVIDED BY FIRM	ORIGINAL AND FINAL CONTRACT AMOUNT WITH EXPLANATION	PROJECT START AND COMPLETION DATE

**Firm Name:**[illegible]

### **Schedule D – SIMILAR PROJECT INFORMATION (continued)**

**Firm Name:**

**Part C. PROJECT CONTACTS** – Respondent must list below contact information for the owner and designer on each of the projects listed on Schedule D Part A and Part B above. Be certain to confirm the contact information is current.

[illegible]

**SCHEDULE E**

**Schedule E - TERMINATIONS and LEGAL PROCEEDINGS**

**Firm Name:** \_\_\_\_\_

**Respondent is required to complete both parts A and B of Schedule E.** On Part A of Schedule E respondents are required to list each and every project on which the firm was terminated or failed to complete the work within the past five (5) years. On Part B of Schedule E respondents are required to list each and every conviction or fine incurred by the respondent firm or any of its principals for violations of any state or federal law within the past five (5) years; **and**, a complete list of any and all legal proceeding, administrative proceeding and arbitrations whether currently pending or concluded within the past five (5) years that involved a construction project or a construction contract in which the respondent firm was a named party. Attach additional sheets if necessary.

**Part A. TERMINATIONS AND INCOMPLETE PROJECTS**

PROJECT NAME & LOCATION	PROJECT OWNER	SCOPE OF WORK PERFORMED	PROJECT START & END DATES	ESTIMATED CONTRACT AMOUNT	% COMPLETE	REASON FOR FAILURE TO COMPLETE OR TERMINATION

**Schedule E - TERMINATIONS and LEGAL PROCEEDINGS (continued)**

**Firm Name:** \_\_\_\_\_

**Part B. LEGAL PROCEEDING, CONVICTIONS and FINES**

PROJECT NAME, LOCATION & OWNER	DESCRIPTION OF CONVICTIONS, FINES and LEGAL PROCEEDINGS (include caption case, parties, location of proceeding, description of the dispute or enforcement action, dates action commenced and status and/or outcome)

## SCHEDULE F

### Schedule F - SAFETY RECORD

Respondents must list their workers compensation experience modifiers for the past three years in the space provided on the Statement of Qualifications form **and must also attach here documentation from their insurance carrier** of their Worker's Compensation Experience Modifier for the past three years.

## **Schedule G – MBE/WBE and WORKFORCE COMPLIANCE RECORD**

Respondent is required to list below each and every project completed within the last five (5) years that had contractual MBE/WBE participation goals or minority and women workforce goals. For each project with goals list the contractually required MBE, WBE and workforce participation goals and the actual MBE, WBE and workforce participation achieved on the project. **Respondents must attach documentation from the project owner or and independent project manager supporting the amount of actual MBE/WBE participation reported.** In addition, if the goals were not met, explain why and indicate whether any sanctions or penalties were imposed. Attach additional sheets if necessary.

[illegible]



## **Schedule H - AUDITED FINANCIAL STATEMENT**

## **SCHEDULE H**

Respondent must attach its most recent audited financial statement here

## SCHEDULE I

### **Schedule I - LETTER EVIDENCING BONDING CAPACITY**

**Respondent must attach here a letter from a surety company** (or from an agent meeting the criteria set forth above) evidencing that the surety will provide respondent with payment and performance bonds for the Project in an amount equal to or greater than 110% of the estimated construction cost of the Project. The surety company must meet the requirements set forth above.

## **SCHEDULE J**

### **Schedule J -CERTIFICATE OF ELIGIBILITY AND UPDATE STATEMENT**

**Respondent must attach here two documents:**

- 1) a copy of its current DCAM Certificate of Eligibility (Form CQ7) meeting the requirements set forth above in this RFQ; and
- 2) a completed and signed DCAM Update Statement (Form CQ3)

## **SCHEDULE K**

### **Schedule K - EXAMPLES OF PROJECT MANAGEMENT REPORTS and BRIEF STATEMENT OF OPERATING PHILOSOPHY**

Respondent must attach here specific examples (no more than 3) of Project Management Reports that were prepared by respondent on one or more of the Construction Manager projects listed on Schedule D, Part A above. In addition respondent may, at their option, include a brief statement of its operating philosophy. If information on respondents operating philosophy is contained in its Executive Summary attached at Schedule B the information should not be repeated here, but can be referenced.

**Schedule L – PROJECTS WITH SUSTAINABLE DESIGN and/or LEED CERTIFIED BUILDINGS**

**Respondent is required to complete both parts, Parts A and B of Schedule L.** List below all similar projects the firm has completed which involved sustainable design and/or LEED certified buildings. On Part B list the current Contact information for the owner and designer for each and every project listed on Part A. Attach additional sheets if necessary.

[illegible]

**Schedule L – PROJECTS WITH SUSTAINABLE DESIGN and/or LEED CERTIFIED BUILDINGS(continued)**

**Part B. PROJECT CONTACTS** – Respondent must list below contact information for the owner and designer on each of the projects listed on Schedule L Part A above. Be certain to confirm the contact information is current.

[illegible]

## **SCHEDULE M**

### **Schedule M -COPIES OF THREE SECTIONS FROM THE MOST RECENT APPLICATION FOR CERTIFICATION SUBMITTED TO DCAM**

Firm Name:

Respondent must attach here a copy of those portions of Respondent's most recent application for DCAM certification that contains the listings of Respondents Projects in Progress and its Completed Projects.

Specifically, Respondent must submit copies of 1) Section F. Projects in Progress, 2) Section G. Completed Projects and 3) a copy of the signed and dated final page, Section J. Certification, showing the date the application certification was submitted to DCAM all copied from their most recent Application for Prime/General Contractor Certificate of Eligibility submitted to DCAM's Certification Office.