

**Request for Qualifications  
For Construction Management at Risk Services**

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**Norton High School Addition & Renovations**

**Issued:** June 29, 2011

**Submission Deadline:** Wednesday, July 13, 2011 at 5:00 p.m.

**Submit Statement of Qualifications to:** Margaret Wood  
Pinck & Co., Inc.  
98 Magazine Street  
Boston, MA 02119

# Request for Qualifications for Construction Management at Risk Services

## I. General Information

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### A. Project Information

Awarding Authority: **Town of Norton**  
MSBA Project #: **200902180505**  
Project Title: **Norton High School Addition & Renovations**  
Project location: **66 West Main Street, Norton, MA**  
Submission Deadline: **Wednesday, July 13, 2011 at 5:00 P.M.**

Submit an original and ten complete copies (original unbound) of the Statement of Qualifications (“SOQ”) with all required forms, attachments, supporting documentation and information to:

**Margaret Wood  
Pinck & Co., Inc.  
98 Magazine Street  
Boston, MA 02119**

Package(s) shall be labeled on the outside with the following information: **“RFQ for Construction Management at Risk Services, Norton High School Addition & Renovations” and CM firm’s name, business address, contact name, telephone number, and email address.**

Town of Norton’s official RFQ Informational Meeting will be held on **Wednesday, July 6, 2011 at 10:00 a.m.** at Norton High School, 66 West Main Street, Norton, MA 02766.

Schematic Design Estimated Construction Cost: **\$27,023,541**

Estimated Construction Duration: **22 months**

#### Project Team:

Norton High School (NHS) Building Committee Chairman	Kevin O’Neil
Norton Superintendent of Schools & NHS Building Committee	Dr. Patricia Ansay
Norton Board of Selectmen Chair & NHS Building Committee	Brad Bramwell
Norton Public Schools Facilities/Grounds Coordinator	Laura Carew
Norton High School Principal & NHS Building Committee	Ray Dewar
Norton Finance Committee & NHS Building Committee	Michael Flaherty
Norton School Committee & NHS Building Committee	Tom Golota
Norton Finance Committee & NHS Building Committee	Paul Helmreich
Norton Town Manager & NHS Building Committee	Mike Yunits
Norton Public Schools Director of Finance & Operations	Barry Nectow
Owner’s Project Manager (OPM)	Margaret Wood, Pinck & Co., Inc.
Owner’s Project Manager (OPM)	Tom O’Neil, Pinck & Co., Inc.
Architect	Greg Smolley, JCJ Architecture

## **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 Pinck & Co., Inc. (“PCI” or “OPM”). 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. The Town of Norton is prequalifying firms interested in providing public CM at Risk services for the project through this RFQ process. The Town of Norton will evaluate submitted SOQs based upon the identified evaluation criteria and will select those respondents it deems qualified. 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.

## **C. Project Description**

The Town of Norton is primarily a residential community with a population of approximately 18,036. Norton’s 130,000 square foot High School was constructed in 1971 and currently houses 750 grade 9-12 students. The building is two-stories high, rectangular with steel frame and CMU bearing walls, has a hip roof around the perimeter and flat roof in the middle. The exterior finish is brick veneer.

At 40 years old, the existing High School building is in need of renovation. The building has deficiencies relating to program, building systems, and Building Codes. If not addressed, these deficiencies will continue to impact the educational opportunities and the health, safety and wellness of the students, staff and others in the community who use the building. Some concerns include:

- Undersized & inadequate educational spaces, some w/out natural light
- Outdated science labs
- Accessibility issues (the building is not ADA compliant)
- Building envelope issues, including original single-pane windows
- Original electric heat from a non-code-compliant HVAC system
- Original plumbing, inadequate fixture counts
- Original electrical service
- Outdated fire alarm system
- Lack of fire sprinkler system
- Outdated and inefficient cafeteria and servery
- Inadequate and inefficient athletic spaces
- Required upgrades to Library
- Poor acoustics in auditorium
- Lack of teacher prep space
- Lack of storage

In 2007 and 2008, Norton Public Schools submitted a Statement of Interest to the Massachusetts School Building Authority. On September 30, 2009, the MSBA Board of Directors voted to issue an invitation for the Town to conduct a Feasibility Study. Through the efforts of the Town’s Building Committee, Pinck & Co., Inc. was hired as Owner’s Project Manager (“OPM”) in September of 2010, and JCJ Architecture was hired as the Architect in December of 2010. The MSBA approved

the Schematic Design and the Project Scope and Budget Agreement on June 13, 2011. Bonding authorization was approved via a special Town election on June 11, 2011.

The OIG has approved the application for the use of CM at Risk. The Town of Norton intends to proceed using a CM at Risk form of contract for this project under Chapter 149A, but reserves the right to elect another method if this approach does not produce results acceptable to the Town of Norton.

The project is proposed to be a phased renovation of the existing, occupied 130,000 square foot high school plus a 32,000 square foot two-story addition. The addition is proposed to house new science labs with support space and toilet rooms on the 2<sup>nd</sup> floor, new building entry, cafeteria and toilet rooms on the 1<sup>st</sup> floor, and egress stairs. Renovations to the existing building include system upgrades (HVAC, electrical, fire alarm, fire sprinkler, plumbing), envelope improvements (windows, doors, roof), and re-arrangement of and upgrades to program spaces to address existing concerns surrounding daylight, classroom sizes, special education requirements, the ability to keep up with changing technology.

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

The Town of Norton anticipates selecting a Construction Manager in August 2011, during the Design Development phase. Construction Documents are scheduled to begin in October of 2011, with Subcontractor bidding taking place no later than March of 2012. Construction is scheduled to start in the spring of 2012, and project completion is anticipated for winter 2013/2014.

The anticipated schedule (subject to change via later notification) for the selection of the CM is as follows:

June 29, 2011	RFQ advertised
July 13, 2011	RFQ responses due
July 26, 2011	Notice to all respondents, RFP distributed to top ranked respondents
August 9, 2011	RFP responses due
August 17-19, 2011	Interviews
August 22-26, 2011	CM selected

See attached anticipated schedule for the remainder of the project.

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

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

**Part 1** is the Request for Qualifications (RFQ) phase, when each interested firm's qualifications submission is reviewed against a pre-set group of criteria. Only firms selected during the prequalifying RFQ phase will be permitted to participate in RFP phase.

For the RFQ, interested firms shall submit a Statement of Qualifications (SOQ) by the deadline set for submission. A Selection Committee appointed by the Town of Norton will review and evaluate each SOQ. The Town of Norton anticipates concluding the RFQ evaluation process within 30 days from the SOQ deadline. The Selection Committee shall be composed of the Project Team

referenced in this document in Section A. Project Information, as well as additional Town of Norton representatives, at their discretion.

Only those firms determined to be qualified by the Selection Committee will be considered. The Town intends to invite only the highest 3 scoring firms to submit a proposal in response to the RFP. Only firms who respond to the RFQ will be eligible to be considered for the RFP.

After the SOQ deadline, the Town of Norton will prepare and make available for public inspection a list of the names of the firms submitting SOQs. The Selection Committee will review and evaluate the SOQs, as well as 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 Town of Norton, at its sole discretion, may request additional information to clarify or supplement the information obtained.

The Selection Committee shall rate the respondents based on the composite ratings. The Selection Committee shall endeavor to identify at least three CM firms which it deems qualified. If the Selection Committee does not rate at least three CM's as qualified, it will either repeat the RFQ process or procure the project under the provisions of M.G.L. c. 149, §44A-44J. The Town of Norton 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).

Based upon its review and evaluation, the Selection 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 Selection Committee finds reasonable.

**Part 2** is the Request for Proposals (RFP) phase, when only the short-listed firms who scored the highest in the RFQ phase will be asked to submit a response to the RFP.

The Selection Committee will evaluate the proposals on multiple factors (to be featured in the RFP), rank the proposals based on the composite ratings (including their fee proposals), interview the respondents and make a recommendation for the preferred CM Firm to the Town of Norton Board of Selectmen, and commence negotiations with the highest ranked CM at Risk Firm.

In the event negotiations with the highest ranked firm will not result in a contract acceptable to the Town of Norton, negotiations will be terminated, and negotiations will commence with the next highest ranked firm. The process will continue until the Town of Norton is able to reach an acceptable contract with one of the prequalified CM at Risk firms that submitted an advantageous proposal.

The Award of Contract to the selected CM will be for Pre-Construction Services. While it is the goal of this procurement process to work with the selected CM through the Pre-Construction phase, to establish a Guaranteed Maximum Price (GMP), and to commence construction with the selected CM, the Town of Norton is not obligated to establish a GMP with the selected CM. The Town of Norton has the right to terminate the Contract for Pre-Construction Services, and either award

another Pre-Construction Services contract to another CM firm from the RFP phase, or opt to bid the construction contract using M.G.L. Chapter 149.

Also, the Town of Norton reserves the right at any time to cease the CM at Risk procurement process and revert to a traditional general public bid process under M. G. L. Chapter 149.

#### **F. Treatment of Information submitted to Town of Norton**

The Town of Norton 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 and the Update Statement which are deemed confidential. The Town of Norton'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. The Town of Norton shall have the right to use all or 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 the Town of Norton an unrestricted license to use the SOQ, including all materials submitted therewith, in connection with the Project.

#### **G. Communication between the Town of Norton and Respondents**

Unauthorized communications or contact between CM firms, their employees, agents or other related entities interested in submitting SOQs and Town of Norton, the Building Committee, the MSBA, the Owner's Project Manager or the project designer, or any other person or entity participating on the Selection Committee with regard to this project are prohibited except for inquiries made in writing (via email) to Pinck & Co., Inc. The only authorized communications shall be 1) written inquiries addressed to Margaret Wood at mwood@pinck-co.com for general information about obtaining the RFQ, RFQ submission deadlines, and the existence of any relevant addenda to the RFQ, and all general questions regarding this procurement and future construction project; and 2) inquiries made at the official RFQ Informational Meeting held by the Town of Norton.

Any issues brought to the Town of Norton's attention at the RFQ Informational Meeting which the Project Team 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.**

The Town of Norton, through Pinck & Co., Inc., will e-mail addenda to all respondents who received the RFQ from Pinck & Co., Inc. It shall be the sole responsibility of the Respondent to ascertain the existence of any and all addenda issued by the Town of Norton. It is the responsibility of each respondent to communicate all necessary email addresses. It is suggested that each respondent contact Margaret Wood at Pinck & Co., Inc. prior to submitting their materials to verify they have received the contents of any and all addenda.

Each respondent is reminded to sign all necessary forms. Failure to acknowledge all addenda and failure to sign all required forms will invalidate a submitted SOQ—it is equivalent to not signing a Form for Public Bid in a typical Chapter 149 procurement.

From the date of issuance of this RFQ, any respondent that contacts directly or indirectly any member or employee of the Town of Norton, or the owner's architects or project 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 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. The Town of Norton shall not be responsible under any circumstances for any costs incurred by any respondents to this RFQ. The Town of Norton 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**

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*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, the Town of Norton 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 new Mass. General Laws Chapter 149A. A detailed scope of services will be included in the Request for Proposals (RFP). The general outline of services follows:*

#### **A. Pre-Construction Phase**

1. Review and recommend revisions, if appropriate, to the project master schedule, construction budget and permitting plan developed by the Town of Norton.
2. Attend and, if requested by the Town of Norton, 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. Provide a record for all meetings attended.
3. Review the design documents and other construction documents and make specific recommendations in writing to the Town of Norton as to value engineering, constructability, suitability, price and availability of materials and equipment, scheduling, time, methods and sequence of construction, and the clarity, consistency and coordination of documentation.

The CM shall assign a professional project scheduler possessing building and site design and construction experience and shall utilize manpower loaded scheduling software. The CM shall 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 software approved by the Town of Norton (Primavera or equal).

4. Develop, in coordination with the Town of Norton, a system for tracking project costs and cash flow.
5. In consultation with the OPM, Architect, the Superintendent's Office and the Town of Norton, develop a detailed construction phasing/utilization plan. Since this project will include major construction activities while the building is occupied and in use, the phasing and utilization plan should be for both the inside of the school as well as the site. Identify temporary construction and mitigation measures necessary to implement the phasing/utilization plan. The phasing/utilization plan shall indicate sequence of operations which impact the public way and the operation of the school; the means of debris disposal, truck access to and from the site; loading and storage of materials on site; traffic impacts, noise and dust control, and other school and site specific items.

6. Develop detailed MBE/WBE workforce utilization plans to insure that the participation goals for this project are met.
7. At completion of the pre-construction phase, certify in writing to the Town of Norton that all of the required pre-construction tasks have been performed by the Construction Manager using a reasonable standard of care.

**B. Estimating & Bidding Phase**

1. Perform detailed cost estimates and value engineering analyses at 60% construction documents, 90% Construction Documents, and 100% Construction Documents phases of the project. The CM shall work with the OPM and the Architect to reconcile any differences. The CM shall summarize in writing the results of the cost estimate reconciliation meetings which shall include at a minimum:
  - a. Areas where cost estimates varied due to insufficient or contradictory information in the design documents;
  - b. Quantities which varied and reasons for the variance between the cost estimates;
  - c. Material substitutions or recommendations which would either reduce costs, improve the durability or operability of the building;
  - d. Recommendations on systems or system elements that might be altered to improve the building and/or reduce construction or operating costs

The critical nature of the estimates and their impact upon the project is a primary consideration of the Project Team. Employment of an independent estimator by the Construction Manager is strongly encouraged. Proposal of in-house estimating services should be accompanied by a detailed resume and history of past MSBA project success.

2. The Town of Norton may require additional cost estimates to confirm budget due to modifications made via design workshops. The CM shall work with the OPM and the Architect to reconcile differences. The CM shall prepare cost estimates and evaluations on a timely basis and in no case longer than one week after request by the Town of Norton.
3. Develop subcontractor interest in the project and furnish to the OPM, the Architect and the Town of Norton for their information a list of possible subcontractors and suppliers from whom bids will be requested for major portions of the work. Solicit bids from EVERY subcontractor proffered by the Town of Norton for both trade work and subcontract work. All such solicitations shall be carefully documented.
4. 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. Procurement shall be done in a manner that will meet the participation goals, 7.4% Minority Business Enterprise and 4% Women Business Enterprise.

5. Develop the scope of work and prepare bid packages in concert with the OPM and the Architect for each trade to be bid and lead in the prequalification and qualification of each of the Trade Contractor and other subcontractors as defined by law. Review these packages carefully and thoroughly with the Town of Norton, and amend as need for approval prior to bidding.

**C. Construction Phase**

1. Obtain and pay for all required permits and/or related services.
2. Provide office space/work station for the Construction Clerk on site, including internet access.
3. Furnish bonds and insurance as required by the contract documents.
4. Provide and maintain construction site offices and provide all site management and administration.
5. Manage and coordinate all Trade Contractors and subcontractors and others engaged in the performance of the work.
6. Meet the participation goals, 7.4% Minority Business Enterprise and 4% Women Business Enterprise.
7. Implement procedures following the Town of Norton'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.
8. Continuously supervise, document, and observe all work in progress so as to ensure that the work is proceeding in a quality manor and in accordance with the construction contract documents.
9. Attend, schedule and lead regular project and construction progress meetings, and conduct regular/weekly meetings at the site with each subcontractor.
10. Develop, submit for Town of Norton approval, and implement a written change order control system, and demonstrate how it works effectively.
11. Establish, submit for Town of Norton approval, and implement a Quality Control program including monitoring the quality programs of all subcontractors on an ongoing basis.
12. Develop and implement a project specific safety program, including monitoring and enforcement of the program for Trade and subcontractors.

13. Monitor closely the progress of construction of each subcontractor, prepare a construction schedule using a manpower loaded CPM schedule to report at least monthly and, if and as necessary, prepare and submit recovery schedules. Incorporate the Owner's Commissioning Agent into the schedule.
14. Provide a project-dedicated scheduler to develop, maintain and update the detailed CPM schedule.
15. Furnish monthly reports concerning the progress of the work which address: (a) construction schedule update, (b) status of the construction contingency budget, (c) status of subcontractor buy-outs, (d) status of testing and inspection activities performed by the CM and subcontractors, (e) status of shop drawings and submittals, (f) status of change orders, (g) status of MBE/WBE participation, and (h) other matters relating to the progress of work as directed by the Town of Norton.
16. 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. Submit to the OPM, Architect and The Town of Norton for review and incorporation into a master punch list.
17. 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 testing performed, (g) as-built drawings, and (h) all other project related documents including but not limited to those utilizing a PMAS/Prolog (or equivalent) system.
18. Work in harmony with the Owners commissioning agent to coordinate all related commission activities for the project and attend all meetings as required.

## **D Post-Construction Phase**

In accordance with the OPM and 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 Town of Norton of 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.

Participate in a month-11 walk through prior to the expiration of the 1 year general warranty. All such items as identified shall be remedied within 30 days from date of the 11 month walk through.

**Request for Qualifications for Construction Management at Risk Services**  
**III. Submission Instructions and Requirements and Evaluation Criteria**

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**A. Submission Deadline                      Wednesday, July 13, 2011 at 5:00 p.m.**

An original and ten complete copies (original unbound) of the Statement of Qualifications with all required forms, attachments, supporting documentation and information shall be received by the OPM on or before the submission time and date set forth above as determined by the OPM's date/time stamp. Package(s) shall be labeled "**RFQ for Construction Management at Risk Services, Norton High School Addition & Renovations**" with the respondent firm's name, business address, contact name, telephone number and email address, and be mailed or delivered to the following address:

**Margaret Wood  
Pinck & Co., Inc.  
98 Magazine Street  
Boston, MA 02119**

Statements of Qualification received by the OPM 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. Note: faxed or e-mailed qualifications will not be accepted.

**B. Submission Requirements**

The respondent shall 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 governmental agencies and entities, and such other information as may be obtained.

**Do not include superfluous material. Respondents shall 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 M.**

Respondents shall give complete and accurate answers to all questions and provide all of the information requested. Respondents shall not alter the text of the forms or schedules in any way: 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 shall complete the CM at Risk Qualifications Application Schedule A attached to the SOQ below.
2. Executive Summary: Respondent shall 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. This letter/executive summary should not exceed 6 pages. In

addition to differentiating the respondent from its competitors, the Executive Summary should address the following questions:

- a). Describe your experience with:
    - Projects of similar size, scope, and/or complexity
    - Occupied educational facilities
    - Sewer connection construction
    - Construction Manager at Risk procurement, public and/or private
    - Chapter 149 and/or Chapter 149A, MSCBA, or MSBA construction projects
  - b) Describe your approach to estimating.
  - c) Describe how you manage design or scope changes during construction. In particular, how you will insure the Town of Norton gets adequate and timely cost and schedule information to make informed decisions about possible changes.
  - d) Describe your worksite safety plan, and in particular, how you will protect the students and staff from construction hazards.
  - e) Briefly describe your construction mitigation plan, and in particular, how you will mitigate construction impacts on the staff and students.
  - f) This construction project will be designed to meet the LEED-S (LEED for Schools) requirements, and currently is being designed to meet LEED Silver standards. State your experience with sustainable design criteria such as LEED for projects similar in scope. Point out specific strategies you have employed in the past to insure that sustainable design goals, as measured by the points score sheet associated with these programs, are achieved in the finished project.
  - g) Summarize experience with managing the sustainable design documentation process, including:
    - Tracking/quantifying recycled and local materials used in project
    - Tracking/quantifying waste reduction/diversion/recycling
    - Preparing necessary documentation and paperwork for submittals
  - h) Demonstrate your experience satisfying WBE/MBE participation on other publically bid projects.
3. **Management Personnel and Project Organizational Chart:** Respondent shall complete Schedule C attached to the SOQ below, and shall attach at Schedule C *both*: i) an organizational chart *and* ii) a resume for each 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 project engineers. Please indicate the roles played by key staff on all similar projects. For the selected CM, staff changes will require Owner approval.
4. **Similar Project Experience:** Respondent shall 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 other similar projects.. For each project, respondent shall 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, roles played by key team members, 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 was for an amount similar to the estimated construction cost of this Project (\$20 -35 million); 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.

5. Terminations and Legal Proceedings: Respondent shall 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.
6. Safety Record: Respondent shall provide its experience modification rating for the past three years by writing it in on the SOQ in the space provided and shall also attach at Schedule F to the SOQ documentation from its insurance carrier of its Workers' Compensation Experience Modifier for the past three years.
7. MBE/WBE Workforce Compliance Record: Respondent shall 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 for each and every project completed within the past five (5) years that had contractual MBE/WBE participation goals.
8. Audited Financial Statement: Respondent shall attach at Schedule H to the SOQ a complete copy of its audited financial statement for the 2 most recent fiscal years.
9. Letter from Surety Company Evidencing Bonding: Respondent shall 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.
10. Examples of Project Management Reports and Operating Philosophy: Respondent shall attach at Schedule J 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 J, but can be referenced.
11. Examples of Prior Experience on Sustainable construction and LEED projects: Respondent shall complete Schedule K attached to the SOQ below, listing prior project experience involving sustainable construction and LEED projects.

12. Certificate of Eligibility and Update Statement: Respondent shall attach at Schedule L to the SOQ *both*: **i**) a current **Certificate of Eligibility** (issued by DCAM, 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**.
13. Lists of Projects in Progress, Completed Projects and Certification Page from Most Recent DCAM Application for Certification: Respondent shall attach at Schedule M 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 shall 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 DCAM all copied from their most recent Application for Prime/General Contractor Certificate of Eligibility submitted to DCAM Certification Office.

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

The respondent shall 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, and information obtained from references.

#### **1. Minimum Requirements, Certification, Bonding Capacity**

##### **a. Required Experience**

To be considered responsive, the Submitter shall have successfully completed three projects in the past 5 years in the range of \$20-35 million, in any combination, that are Chapter 149 with filed sub-bids; Chapter 149A; Massachusetts State College Building Authority; Massachusetts School Building Authority; or other form of CM @ Risk in the area of occupied school construction, all of a similar size and complexity.

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

The respondent shall provide evidence of bonding capability in an amount equal to or greater than **110 percent** of the estimated construction cost 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 shall be a surety licensed to do business in the commonwealth and whose name appears on the United States Treasury Department Circular 570).

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

The respondent shall provide a copy of a current Certificate of Eligibility (Form CQ7) issued by DCAM showing respondent is DCAM 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 shall be certified in General Building Construction by DCAM for a single project limit in the amount of the Estimated Construction Cost set forth above for the Project or greater and shall also be within the aggregate limits of its DCAM Certificate of Eligibility (Form CQ7), and a copy of the Respondent's current DCAM Certificate of Eligibility shall be included in the SOQ.

**d. DCAM Update Statement - Use Form CQ3**

A complete and signed update statement shall be submitted as part of the SOQ. For the Town of Norton'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. The Town of Norton will compare the above numbers with the respondent's current annualized value of all incomplete work.

The firm's ability to meet the Town of Norton's schedule based on existing workload will be an evaluation criterion.

**e. DCAM Certification - Copy Form CQ7**

The respondent shall provide a copy of a current Certificate of Eligibility (Form CQ7) issued by DCAM showing respondent is DCAM 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).

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

- Prior Similar Project Experience: 25 points
- Quality of References for Relevant Projects: 25 points
- Management Team and Organization for the Project: 15 points
- Financial Status: 10 points
- Litigation and Performance/Termination History: 10 points
- Safety Record: 5 points
- Sustainable Construction Experience: 5 points
- Compliance with MBE/WBE Goals: 5 points

Points will be awarded in the first three categories for satisfying the following criteria:

Prior Similar Experience. Demonstrated experience with:

- School Construction
- Filed Sub-Bid process
- Occupied Construction
- Phased Construction
- Projects of Similar size
- CM at Risk/GMP contracts

References. References from Owners and Architects

Management Team. Organization and experience of the overall team with an emphasis on:

- Project Manager
- Estimator
- Superintendent

The minimum score to be considered responsive is 70 points. The Town of Norton will solicit proposals from the top 3 scoring firms. In the event that one of these firms does not respond, the next highest scoring firm will be solicited. In the event of a tie for the third highest score, the Town of Norton shall consider including 4 firms for submission of proposals.

As provided by law, the Town of Norton's decision on prequalification 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 to Town of Norton’s OPM Immediately)**

Instructions: If your firm is interested in responding to this RFQ for Prequalification of CM at Risk firms for this Project, then you shall fill out this CM at Risk RFQ Interest Form and submit it to the Town of Norton’s OPM by e-mail as soon as possible and **BEFORE** you submit your response to the RFQ. However, the Statement of Qualifications (“SOQ”) with all required forms, attachments, supporting documentation and information submitted in response to this RFQ, cannot be faxed or emailed: it shall be either hand delivered or mailed to the Town of Norton’s OPM and be received by the time and date set forth in the RFQ.

Awarding Authority:           **Town of Norton**

Project Title:                   **Norton High School Addition & Renovations**

E-mail this CM at Risk RFQ Interest Form:

**Margaret Wood**  
**mwood@pinck-co.com**

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.

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 e-mailed its CM at Risk RFQ Interest Form. (If not, see form in this RFQ package, fill it out and e-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 owners documenting prior project MBE/WBE participation results; sample firm project management reports, etc.).
- Respondent has submitted Audited Financial Statement for 2 most recent years. **Please only include one (1) copy in a sealed envelope.**
- Respondent submission package includes all ten (10) required copies of its SOQ application.
- 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)

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

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

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

Contact Person: \_\_\_\_\_

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

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

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

- A. Qualifications Application:** Respondent shall complete the CM at Risk Qualifications Application **Schedule A** attached below.
- B. Executive Summary:** Respondent shall 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.
- C. Management Personnel and Project Organizational Chart:** Respondent shall 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.
- D. Similar Project Experience:** Respondent shall 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 shall 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 (\$20-35 million); 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.
- E. Terminations and Legal Proceedings:** Respondent shall complete **Schedule E** attached below. Schedule E requires two separate listings: first 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 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.

- F. **Safety Record:** Respondent shall 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.

<u>Year</u>	<u>Workers Comp. Experience Modifier</u>
_____	_____
_____	_____
_____	_____

- G. **MBE/WBE and Workforce Compliance Record:** Respondent shall 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 for each and every project completed within the past five (5) years that had a contractual MBE/WBE participation goals.
- H. **Audited Financial Statement:** Respondent shall attach at **Schedule H** a complete copy of its audited financial statement for the two most recent fiscal years.
- I. **Letter from Surety Company Evidencing Bonding:** Respondent shall 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 100% of the estimated construction cost of the Project.
- J. **Examples of Project Management Reports and Operating Philosophy:** Respondent shall attach at **Schedule J** 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 the 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.
- K. **Examples of Prior Experience on Sustainable Construction projects:** Respondent shall complete **Schedule K** attached to the SOQ below, listing prior project experience involving sustainable construction and/or LEED certified buildings. Please indicate what roles were played by key team staff, and also list current, up-to-date contact information for each owner and architect for each project.

- L. **Certificate of Eligibility and Update Statement:** Respondent shall attach at **Schedule L** both a current **Certificate of Eligibility** (issued by DCAM) 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**.
- M. **Lists of Projects in Progress, Completed Projects and Certification Page from Most Recent DCAM Application for Certification:** Respondent shall attach at **Schedule M** 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 shall 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 DCAM, all copied from their most recent Application for Prime/General Contractor Certificate of Eligibility submitted to DCAM's Certification Office.

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

This form shall 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.

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To the Town of Norton:

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 Town of Norton 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 Town of Norton 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 therefrom; 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, 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 individually owned provide the following information:**

Name of Owner: \_\_\_\_\_

Date of organization: \_\_\_\_\_

Owner's Residence Address: \_\_\_\_\_

Names under which firm does business \_\_\_\_\_

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

If selected firm is an individual doing business under a different name then they shall 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:

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

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**3. REFERENCES**

Provide three trade references below include name of reference, current contact person, telephone number and address (must be current contact information/direct lines/extensions):

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

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**Schedule B - EXECUTIVE SUMMARY**

**Respondent shall attach Executive Summary here**

Not to Exceed 6 Pages

**Schedule C - MANAGEMENT PERSONNEL**

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

Respondent shall 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. **Please indicate the role played in each resume project listed.** Respondents shall **attach a copy of the resume for each person listed.** Respondents **shall also attach an Organizational Chart** for the Project to this Schedule C. (Note: The Town of Norton will require review and approval before ANY changes are made in major staff roles or responsibilities.)

NAME	TITLE	ROLE/JOB RESPONSIBILITIES ON THIS PROJECT	# OF YEARS W/ FIRM	EDUCATION & EXPERIENCE	COMPLETED PROJECTS (if resume lists all completed projects this section can reference resume)

**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 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 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. 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 section.**

PROJECT NAME & LOCATION	PROJECT OWNER	PROJECT DESCRIPTION Indicate similarity (educational space, occupied, etc.)	DESCRIPTION OF SERVICES PROVIDED Indicate if CH 149/149A, MSCBA, MSBA, or other	ORIGINAL AND FINAL CONTRACT AMOUNT WITH EXPLANATION	PROJECT START AND COMPLETION DATE



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

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

**Part C. PROJECT CONTACTS** – Respondent shall 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.***

PROJECT NAME & LOCATION	COMPANY NAME	CONTACT PERSON/ADDRESS	TELEPHONE#
	OWNER DESIGNER		
	OWNER DESIGNER		
	OWNER DESIGNER		
	OWNER DESIGNER		
	OWNER DESIGNER		
	OWNER DESIGNER		
	OWNER DESIGNER		
	OWNER DESIGNER		
	OWNER DESIGNER		

**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 PROCEEDING (include caption of case, parties, location of proceeding, description of the dispute or enforcement action, dates action commenced and concluded and status and/or outcome)

## SCHEDULE F

### Schedule F – SAFETY RECORD

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

**SCHEDULE G**

**Schedule G – MBE/WBE COMPLIANCE RECORD**

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

Respondent is required to list below each and every project completed within the last five (5) years that had contractual MBE/WBE participation goals. For each project, list the contractually required MBE and WBE goals and the actual MBE and WBE participation achieved on the project. **Respondents shall 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.

PROJECT NAME, LOCATION & AWARDDING AUTHORITY	CONTRACT VALUE	MBE GOAL	ACTUAL MBE PARTICIPATION	WBE GOAL	ACTUAL WBE PARTICIPATION	WORK-FORCE GOALS	ACTUAL WORK-FORCE PARTICIPATION	IF GOALS NOT MET EXPLAIN WHY	SANCTION OR PENALTY AND AMOUNT

**SCHEDULE H**

**Schedule H – AUDITED FINANCIAL STATEMENT**

**Respondent shall attach audited financial statements for the two most recent fiscal years here.**

## **SCHEDULE I**

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

**Respondent shall 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 shall meet the requirements set forth above.

## **SCHEDULE J**

### **Schedule J – EXAMPLES OF PROJECT MANAGEMENT REPORTS and BRIEF STATEMENT OF OPERATING PHILOSOPHY**

Respondent shall 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 K**

**Schedule K – PROJECTS WITH SUSTAINABLE DESIGN and/or LEED COMPLIANCE**

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

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

**Part A. List Projects Involving Sustainable Design and/or LEED Certified Buildings.**

PROJECT NAME & LOCATION	PROJECT OWNER	PROJECT DESCRIPTION INCLUDING DESCRIPTION OF SUSTAINABLE DESIGN OR LEED CERTIFICATION	DESCRIPTION OF SERVICES PROVIDED BY FIRM	ORIGINAL AND FINAL CONTRACT AMOUNT WITH EXPLANATION	PROJECT START AND COMPLETION DATE

**Schedule K – PROJECTS WITH SUSTAINABLE DESIGN and/or LEED COMPLIANCE**

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

**Part B. PROJECT CONTACTS** – Respondent shall 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* – direct lines or email address. Please verify if your contact is still with their company, or provide their personal contact information.

PROJECT NAME & LOCATION	COMPANY NAME	CONTACT PERSON/ADDRESS	TELEPHONE#
	OWNER DESIGNER		
	OWNER DESIGNER		
	OWNER DESIGNER		
	OWNER DESIGNER		
	OWNER DESIGNER		
	OWNER DESIGNER		
	OWNER DESIGNER		

## **SCHEDULE L**

### **Schedule L – CERTIFICATE OF ELIGIBILITY AND UPDATE STATEMENT**

**Respondent shall 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 M**

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

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

**Respondent shall 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 shall 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 DCAM all copied from their most recent Application for Prime/General Contractor Certificate of Eligibility submitted to DCAM’s Certification Office.**