

Morgan Square Renovation

Request for Qualifications - RFQ

To Provide

Construction Management

At Risk Services

NOTE: Answers to questions, addenda, clarifications, postings/notices will be available online at:

PROPOSAL 2425-09-10-01
cwright@cityofspartanburg

The City of Spartanburg is not responsible for any reader's failure to heed this direction.

Qualifications are due at or before:
9/10/2024 @ 3PM EDT

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Attachment 1-Clauses For Use in CMR RFQ

Written submittals of Qualifications to provide Construction Management at Risk Services for the renovation of Morgan Square.

1. Introduction

1.1 Purpose of Procurement

1.1.1 City of Spartanburg hereinafter sometimes referred to as "City" or "Owner," plans to completely renovate the existing Morgan Square area in the City of Spartanburg. Work will take place approximately from North Church Street to Magnolia Street and from existing store fronts on West Main Street to Dunbar Street. The renovation will entail but not limited to demolition, landscaping, hardscape, retaining wall installation and construction of new kiosk along with bathrooms.

1.1.2 It is the responsibility of each Respondent to examine the entire RFQ; to seek clarification in writing; and to review its submittal for accuracy before submitting the document. Once the submission deadline has passed, all submissions will be final. The Owner may, in its sole discretion, request clarification from any individual Respondent relative to their submission and reserves the right to ask for additional information from all parties that have submitted qualification statements.

1.1.3 The Owner is not obligated to request clarifications or additional information but may do so at its discretion. The Owner reserves the right to extend the deadline for submittals.

Construction Management at Risk (CM-R) is the chosen project delivery method for this project.

1.1.S The Owner chose the CM-R delivery method specifically to allow concurrent design and construction activities, with the CM-R providing constructability reviews and other pre-construction services essential to the overall success of the project. The CM-R will have a fiduciary role and responsibility to the Owner. The CM-R must act in the best interests of the **Owner, using its best efforts to perform in an expeditious and cost-effective manner consistent with the Owner's program requirements and budget.**

1.1.6 Failure to comply with all requirements contained in this RFQ may result in rejection of the **submission and disqualification from further consideration.**

1.1.7 City of Spartanburg makes no guarantee that an award will be made as a result of the **RFQ, and reserves the right to accept or reject any or all submittals; waive any informalities, irregularities or minor technical inconsistencies; or delete any item or requirement from this RFQ** or any resultant contract when deemed to be in the Owner's best interest. Any and all representations made within a Statement of Qualification shall be binding on the Respondent.

1.2 CM-R Requirements

1.2.1 The South Carolina Code §40-11-320 and Regulation 19-445.2145(N): Contractors seeking CM-R work must be registered both as a Construction Manager and as a General Contractor with the South Carolina Constructor's Licensing Board through LLR (Labor, Licensing, &

Regulation). The CM-R General Contractor must have a license group designation covering the total cost of construction.

- 1.2.2 The CM-R must be able to provide 100% Performance and 100% Labor and Material Payment Bonds for the total cost of construction.
- 1.2.3 Prior to contracting for a Guaranteed Maximum Price (GMP) all construction management services provided by a CM-R must be paid as a fixed fee. Construction may not commence for any portion of the work until after the Owner and the CM-R contract for a GMP regarding that portion of the construction.
- 1.2.4 During the performance of any contract resulting from this solicitation, the CM-R agrees as follows: The CM-R will not discriminate against any employee or applicant for employment **because of race, creed, color, sex, age, national origin, place of birth, or physical handicap.** CM-R must have a history of being non-discriminating and will not discriminate on the basis **of race, creed, color, sex, or national origin in any of its employment practices, or procurement practices with respect to the work force of the firm, or procurement services in connection with this project.** An affirmative action plan must be maintained for both work force and **procurement practices.**

1.3 Project Objectives

- 1.3.1 This project will renovate and transform an existing city square into a walkable and visually pleasing outdoor space.
- 1.3.2 The CM-R and the design professionals will each separately be responsible for **comprehending the Owner's project requirements, accurately translating those requirements into a Basis of Design, and incorporating all into complete construction documents.** With these, the CM-R will deliver a finished project satisfactory of the Owner's **project requirements.**
- 1.3.3 The CM-R will be responsible for pricing and, in coordination with the Design Professional, the preparation of value engineering options for the Owner's approval. At an appropriate point during the project, The Owner will ask the CM-R to commit to a guaranteed maximum price (GMP) for the project. The CM-R shall competitively solicit all construction subcontracts, materials and other work appropriate for competitive pricing but is free to use qualification factors other than price to select construction subcontractors that will deliver the greatest value to the Owner.
- 1.3.4 In selecting a CM-R, the Owner will emphasize experience of the firm and of assigned personnel in providing like functions on projects of similar magnitude and complexity as this project. Selection preference will be towards firms that have depths of knowledge and **resources for general contracting, scheduling, contract coordination, compliance, and budget control,** as well as familiarity with SC State Laws, ordinances, and codes applicable to the City of Spartanburg.
- 1.3.5 It is the responsibility of each submitter to examine the entire Request for Qualifications (RFQ). Seek clarifications in writing, and review its submittal for accuracy before submitting their qualifications. The Owner may request clarification from any individual submitter

relative to their submission and reserves the right to ask for additional information from all parties that have submitted qualifications. Each firm must describe their experience if multiple firms are proposed as one team. If applicable, indicate by firm, those qualifying as a certified minority owned business by including their SC Minority Business Enterprises **certification number**.

- 1.3.6 Qualified Small, Minority and Women Owned Businesses are encouraged to respond to this request.
- 1.3.7 The Owner encourages the CM-R to utilize qualified small and minority owned subcontractors throughout construction. Conducting orientation meetings in the local **community for small, minority and women owned businesses is strongly encouraged**.
- 1.3.8 The Owner's goal to have substantial completion by November 21st, 2025 (Approximate, subject to change)

1.4 Project Assumptions

- 1.4.1 The Owner expects all parties to this project to work closely together and deal appropriately with project conditions to finish the job successfully. A spirit of cooperation and collaboration among all service providers is of utmost importance to the Owner.
- 1.4.2 The CM-R, as a part of its pre-construction services, will assist with developing a strategy for the best approach for the successful completion of the project. For example, without limitation, the CM-R will provide guidance and assistance in the preparation of a schedule and a reliable cost estimate.

1.5 Definition of Terms

- 1.5.1 **Whenever the terms "RFQ" or "RFP" are used, the reference to this Request for Qualifications or a future Request for Proposal or portions thereof, together with any exhibits, attachments, or addenda it may contain.**
- 1.5.2 **Whenever the terms "shall," "must," "will" or "is required" are used in the RFQ/RFP, the referenced task is a mandatory requirement of this RFQ/RFP. Failure to meet any mandatory requirement will be cause for rejection of a submittal.**
- 1.5.3 **Whenever the terms "can," "may," or "should" are used in the RFQ/RFP, the referenced specification is discretionary. Although the failure to provide any items so termed will not be cause for rejection, the Selection Committee may consider such failure in evaluating the submittal.**
- 1.5.4 Whenever the terms "apparent successful" or "top-ranked," or "highest-ranked" firm or **"Offeror" are used in this document, the reference is to the firm that the Selection Committee ultimately judges to have submitted the best case satisfying the needs of the Owner in accordance with the RFQ/RFP. The selection of an apparent successful firm does not necessarily mean the Selection Committee accepts all aspects of the firm's submittal or proposal.**

- 1.5.5 Whenever the term "submittal" is used in the RFQ, the reference is to the response offered by a firm in accordance with the RFQ. The initial submittal **only responds to the RFQ portion of this document**. Subsequently, only firms pre-qualified based on their initial submittal will be invited to respond with a technical proposal to the RFP for this project.
- 1.5.6 Whenever the term "Selection Committee" is used in the RFQ, the reference is to the city representatives responsible for administering and conducting the evaluation and selection process of the RFQ.
- 1.5.7 "Construction Manager at Risk" (CM-R) is a project delivery method in which the Owner **awards separate contracts - one for architectural and engineering services to design the project and the second to a construction manager at risk for both construction management services and construction of the project.**
- 1.5.8 **"Design Professional" and "Designer of Record" both refer to the project's architect or design engineer, whose responsibilities generally include programming of the facility and, at the completion of all construction, providing the Owner with Record Drawings.**
- 1.5.9 **"Site & Building Commissioning" refers to a formal and systematic process of documentation, adjustment, testing, verification, and training, focused on quality assurance and performed specifically to ensure that the finished facility operates in accordance with the Owner's documented project requirements and the construction documents.**
- 1.5.10 **"Site & Commissioning Provider" refers to the entity or person providing site & building commissioning services of the project.**
- 1.5.11 "Guaranteed Maximum Price" (GMP) means a price for all costs for the construction and completion of the project, or designated portions thereof, including all construction **management services and all mobilization, general conditions, profit and overhead costs of any nature, and where the total contract amount, including the contractor's fee and general conditions, will not exceed a guaranteed maximum amount.**
- 1.5.12 "Owners Project Requirements" is a written document that details the functional requirements of a project and the expectations of how it will be used and operated.
- 1.5.13 **"Qualifications Submittal" and "Initial Written Submittal" both refer to a firm's response to the RFQ solicitation.**
- 1.5.14 "Qualifications Based Selection" and "QBS" both refer to a procurement process for the **selection of professional construction services for public projects. It is a competitive contract** procurement process whereby firms submit qualifications to a procuring entity (TCTC) who evaluates and selects the most qualified firm for the project scope of work.
- 1.5.15 As-Built Drawings are prepared by the contractor that reflect on-site changes the contractor **made in the course of construction per the owner-contractor contract.**
- 1.5.16 Record Drawings are prepared by the architect and reflect on-site changes made for the **owner per the owner-architect contract.**

2. General Instructions

2.1 Building Program

2.1.1 Quality

The project will be designed and constructed to a level of quality and timeliness that reflects the long-term use of the City of Spartanburg.

2.1.2 CM-R Contract Format

Contract format will be AIA A133 Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of Work Plus a Fee with a Guaranteed Maximum Price, as modified and/or negotiated by The City of Spartanburg Procurement Services, City Manager's Office and City of Spartanburg Attorneys Office.

2.2 Selection Process

2.2.1 Request for Qualifications

This is an RFQ (Request for Qualifications) document and will be used for the short listing of CM-R firms to be selected through a qualifications-based process

2.2.2 Selection Committee

The selection of CM-R providers will be by a Selection Committee comprising representatives project architect (non-voting) and City of Spartanburg (voting).

2.2.3 Point of Contact

The public's contact for information and clarification about the project is:

John Squires – Public Works Director
City of Spartanburg
jsquires@cityofspartanburg.org
864-596-2089

2.2.4 Pre-qualifying, Proposals, Interviews Selection of the CM-R will be a multi-step process:

a. Initial Written Submittal (Qualifications Statements)

The Selection Committee will receive and review statements of qualifications and performance data in response to the RFQ. The Selection Committee will evaluate all firms first against a set of criteria, provided in this document, to determine which firm is most qualified and best suited for this project.

- b. Submission of a Statement of Qualifications indicates the Respondent's acceptance of the evaluation techniques and a recognition that subjective judgments must be made by the **Owner during the evaluation process,**

2.3 Scope of Work Overview

The CM-R's services shall conform to recognized standards of professional practice. The contract will identify specifics.

2.3.1 The CM-R will work in concert with the Design Professionals toward successful completion of the project within the schedule and the stated cost limitation, in compliance with the contract documents, and adhering to the requirements of the schedule..

2.3.2 The CM-R, through in-house staff or outside consultants/contractors, shall serve as the Construction Manager and Constructor, and shall provide all pre-construction and **construction management services and activities necessary for the construction and** completion of this project. The services described in this RFQ are representative and shall **not be considered as exhaustive.**

2.3.3 Pre-construction services shall include but are not limited to the following:

- a. Evaluate the existing building/ site and make recommendations for the best approach **for construction.**
- b. Participate in design meetings as required to facilitate the design process.
- c. Evaluate the design during development, provide analysis of alternate construction methods and materials for potential quality, cost, and enhancements.
- d. **Evaluate construction documents for constructability, maintainability, potential** problems, errors, and compliance with the budget.
- e. Develop a comprehensive design and construction schedule, coordinating activities to accomplish the completion of the project by the earliest date possible within the stated cost limitation. The Project Schedule shall include, but not be limited to:
 - 1. E.1 Design & Permitting schedule
 - 2. E.2 Submission of Guaranteed Maximum Price proposal, including potential staged GMPs that accommodate early start work
 - 3. E.3 Submittal & Mock-up Schedule
 - 4. E.4 Duration of the work of each trade and Subcontractor
 - 5. E.5 Ordering and delivery of products and materials, including long lead items that must be ordered in advance of construction
 - 6. E.6 Substantial and Final Completion dates, reflecting the occupancy requirements of the Owner

Provide cost estimating, cost management, value analysis, and value engineering at two milestones: 60% complete Construction Documents and 90% Construction Documents.

Provide cost estimating of alternative means, methods, materials, and configurations of the design.

Provide bid packaging, contract scoping and contracting strategy that maximizes bidder participation, attracts qualified trades, and meets the City's goals for small and minority business participation.

Prepare a Guaranteed Maximum Price Proposal Following the completion of 100% Construction Documents and the competitive procurement of bid packages, and at a time mutually agreed upon by the Owner and Construction Manager, the CM-R shall issue to the Architect and Owner for review, and to the Owner for approval, a GMP backed by a surety bond. The project shall be constructed within this GMP. To the extent professionally responsible, the CM-R will overlap the Design Development and Construction Phases when components are conducive to early construction starts and reflected in a master project schedule.

The GMP shall include, but not be limited to:

- Statement of Price organized by bid package/trade category, inclusive of clarifications and assumptions
- Contingencies
- Construction Manager's Fee
- Date of Substantial Completion

2.3.4 Construction/ renovation Phase Services shall include but are not limited to the following:

- a. Develop requirements for safety, quality assurance, and schedule adherence,
- b. Maintain on-site staff for construction management. Plan & be proactive to existing owners & businesses requests and needs during construction.**
- c. Maintain a system for tracking timely submittal, review, and approval of submittals.
- d. Coordinate, conduct, and document regular construction meetings, including adjacent owners & businesses.**
- e. Prepare and submit change order documentation for review and approval by Design Professional and the Owner.
- f. Maintain on-site records and submit regular progress reports to the Design **Professional and Owner.**
- g. Maintain quality control and ensure conformity to contract documents.
- h. Reconcile construction requirements with the construction/ renovation budget.
- i. Assist the Owner as needed with permits and inspections required by Authority Having Jurisdiction.
- j. Develop and maintain a detailed design and construction schedule (CPM) incorporating **critical path method sequencing of activities and milestones necessary for completion** of the project by the desired identified completion date.
- k. Document activities associated with the administration, management, and construction** of the project.
- l. Monthly, certify all work in place and approve all sub-contractor and vendor payment **requests.**

- m. Coordinate with and respond to the Owner & Design Consultants.
- n. Develop Record Drawings for presentation to the Design Professional and Owner upon project completion.
- . Resolve punch list items in a timely and professional manner.
- p. Coordinate post-completion activities, including start-up testing, as well as the **assembly of guarantees, operating manuals, closeout documents, training, and Owner's** final acceptance.
- q. Monitor, coordinate, and resolve all warranty complaints to the satisfaction of the Owner during the one-year general warranty period.

2.4 Schedule of Events

The following Schedule of Events represents the Owner's best estimate of the schedule that will be followed. The Owner reserves the right, at its sole discretion, to adjust this schedule **as it deems necessary.**

EVENT	DATE
RFQ Advertisement in SCBO.	08/20/2024
RFQ submittals due - 3 PM EDT.	09/10/2024
Selection Committee review of RFQ submittals	09/13/2024
CM-R interviews	09/18/2024
Posting of Intent to Award	09/20/2024
Protest period ends	09/27/2024

*NOTICE: Adjustments in event dates may be made as deemed necessary by Owner

3. Initial Written Submittal - Qualifications Submission Format and Requirements (Responses to Request for Qualifications {RFQ}).

3.1.1 Physical Submittal

All responses to the RFQ shall be provided in a bounded booklet suitable for recycling, with a minimum of 10-point font, in Times New Roman or Calibri (Body). Six (6) hard copies plus one (1) pdf file on a flash drive of the submittal are required. Each submittal is limited to 20 double sided pages. The front and back covers will not count toward the page count. Responses should be concise, clear, and relevant. Submitters cost incurred in responding to this RFQ is the submitter's alone and the Owner does not accept liability for any such costs.

3.1.2 Responses are limited to a maximum twenty (20) pages printed on standard (8 1/2" x 11") paper, printing on front and back of a single sheet of paper counts as one page. The type is to be a minimum of 10-point font, in Times New Roman or Calibri (Body) with 1-inch margins. Front of pages are to be numbered. Each submittal must include a transmittal letter. The transmittal letter or "Letter of Interest" will not count toward the page limit. The cover sheet and table of contents (required) sheets do not count toward the page limit. The cover sheet should identify

your submittal. A table of contents must be included to identify each section. Placing multiple sections on a single page is acceptable. If more than one item in the table of contents begins on the same page, you may do so and place all corresponding sections on that one page. Any affidavits, certifications, or signed statements called for in this RFQ must be included in the appendix and will not count toward the page limit. Please do not place or request to place in the appendix any additional information not explicitly required by this RFQ.

- 3.1.3 Submittals of qualifications will be accepted until the time and date shown in the Schedule of Events (Section 2.4). The deadline for submission of submittals is **September 10, 2024, by 3 PM EDT** and is a **firm deadline**. Any submittals arriving after the prescribed date and time will not be accepted. It is the sole responsibility of the Offeror to make sure his/her submittal is delivered to the address listed in the RFQ by the deadline. Qualification packages are not to be delivered to any other address other than the one listed below.
- 3.1.4 Firms should deliver their submittals in a sealed package. The name and address of the firm should appear on the outside of the package, and the package should reference the project title and project number, i.e. RFQ for CM-R Services, Morgan Square Renovation Proposal No. 2425-09-10-01
- 3.1.5 The official delivery addresses are:
in person:
ATT Carl Wright- physical address 187 W. Broad Street
Mail:
City of Spartanburg
Attn: Carl Wright
P.O. Drawer 1749
Spartanburg, SC 29304
864-596-2790

Please contact Carl Wright for approval of electronic submittal.

- 3.1.6 Proposers shall not contact any members of the Selection Committee, employees of City of Spartanburg or design professionals until after award of the contract. Contacting individuals other than the Procurement Manager (C Wright) or Project Manager (J Squires) may result in grounds for **elimination from the selection process**.

Any clarifications or interpretations of this RFQ that materially affect or change its requirements will be addressed by formal addendum. It is the responsibility of all respondents to obtain this information in a timely manner. All such addenda issued by the Owner before the proposals are due are part of the RFQ, and respondents shall acknowledge receipt of and incorporate each addendum in its Response to the RFQ.

- a. Questions must be submitted no less than ten (10) business days prior to the date of submission of the Request for Qualifications. All questions must be submitted in writing (by email is acceptable) to the Project Manager listed below.
- b. Respondents shall consider as binding only those clarifications and interpretations that the Owner issues by addenda five (5) business days prior to the submittal deadline. Interpretations or clarifications in any other form, including oral statements, **will** not be binding on the Owner and should not be relied on in preparing the reply to the RFQ.

3.1.7 Questions regarding the RFQ solicitation are to be in writing and submitted via email to cwright@cityofspartanburg.org & jsquires@cityofspartanburg.org. Answers, responses, and clarifications will be posted at <http://www.tctc.edu/about-us/accountability/purchasing/solicitation-postings/>. **No questions or answers will be provided over the phone.** All binding information will be provided in a written response.

3.2 Initial Written Submittal Prerequisite (Pass/Fail) Criteria -

These items are to be included, but do not count toward the maximum 30 individual page total.

Firms must meet the criteria listed immediately below. Firms that do not meet these criteria are **automatically disqualified** from further evaluation.

Firm **MUST** be properly licensed at the time of submission to provide Construction Management-at-Risk services and General Contracting BOS in the state of South Carolina. Copies of valid South Carolina licenses must be provided at the time of submission.

Firm **MUST** demonstrate (insurance company letter) that appropriate Worker's Compensation and Liability Insurance coverage for this project can be obtained from a firm or firms licensed in the state of South Carolina.

Contractors General Liability Insurance policy and must be insured in the following amounts without limiting any of the obligations or liabilities of Contractor. Contractor shall procure from a company or companies lawfully authorized to do business in South Carolina, with a current A.M. Best rating of no less than A rating and maintain that rating for the duration of the contract. **Insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work and the results of that work by the contractor, his agents, representatives, employees, or subcontractors. Coverage shall be at minimum: (1) Commercial General Liability, including products-completed operations, personal and advertising injury, with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, the general aggregate limit shall be twice the required occurrence limit. Auto Liability - covering any auto or if Contractor has no owned autos, hired, and non-owned autos, with limits no less than \$1,000,000 per accident for bodily injury and property damage. Workers' Compensation: As required by the State of South Carolina, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. Every applicable Using Governmental Unit, and the officers, officials, employees and volunteers of any of them, must be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. The Owner reserves the right to require additional limits and coverage in the final contract.**

Firm MUST demonstrate (insurance company letter) that a Builder's Risk Insurance Policy and **other insurance as required for this project can be obtained from a firm or firms licensed in the state of South Carolina.**

Firm MUST demonstrate (letter from bonding company) that a Payment and Performance Bond for the total cost of the work can be obtained from a firm or firms licensed in the state of South Carolina. The anticipated construction cost is \$15 million to \$16 million. The bonding firms must **have an "A" minimum rating of performance as stated in the most current publication of "Best Key Rating Guide,** which company shows a financial strength rating of at least five (5) times that portion of the anticipated Total Construction Cost that does not include operations, maintenance, and **finance.**

Firm MUST demonstrate a sustained and superior commitment to workplace safety in all activities. Firm shall provide its OSHA incidence rates for recordable injuries and illnesses for the previous three years and shall relate those rates to current industry averages. Firm shall also provide its Experience Modification Rates for the previous five years. Rates which exceed industry averages by more than 10% may be grounds for disqualification from further consideration.

Firms or any component firm of a joint venture MUST NOT appear on the Federal Government's Excluded Parties List System or in any debarment or suspension list maintained by the Office of State Engineer or S.C. Department of L.L.R. A notarized affidavit to this effect shall be provided.

3.3 Evaluation Criteria

The Selection Committee will evaluate the submittals uniformly based upon the criteria listed in the table below. Each major category of criteria is listed in order of importance. The services being sought under this RFQ are considered professional in nature. Consequently, the evaluation of submittals will be based upon consideration of the demonstrated qualifications and capabilities of the O1/error. Absent modification by addendum, factors to be considered in the evaluation will be limited to the following:

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RFQ CRITERIA	
MA.TOR CATEGORY	CRITERIA ELEMENTS
Depth of Resources - Personnel Capability with Relevant Experience [#1 below]	<ul style="list-style-type: none"> • Project Superintendent. • Project Manager. • Project Executive.
Firm's General CM-R Project Experience [#2 below]	<ul style="list-style-type: none"> • Experience with pre-construction and construction services, in S.C. • Experience on public agency/higher education projects, • Claims and litigation record and any pending legal actions.
Firm's Specific Project Experience and Statement of Why the Firm Should be Selected for this Project [#3 see next page]	<ul style="list-style-type: none"> • Experience with projects similar to this Project. • Unique ability to provide services for this project.
Financial Information	<ul style="list-style-type: none"> • Financial stability based on its ratio of current assets to current liabilities and other evidences provided.
Clarity of Submittal	<ul style="list-style-type: none"> • Extent to which the instructions in the RFQ were followed and information is clearly presented.
Location of Firm's Proposed Office in Relation to Project Site	<ul style="list-style-type: none"> • Ability of project team to respond promptly and timely to project needs during pre-construction and constmction.

RFQ CRITERIA:

- 1) In assessing the Depth of Resources, the Selection Committee will consider the extent to which:
 - Each team member has had prior experience with CM-R delivery.
 - The principal partners have previously worked together on a successful CM-R project of similar scope, cost and schedule requirements.
 - Each partner has had prior experience with construction projects for public agencies in the State of South Carolina.
 - The positive reputation of each firm as attributable to the personnel on the proposed CM-R team.
 - **Personnel resumes are commensurate with the experience of the firm.**

- 2) In assessing the General Project Experience, the Selection Committee will consider the extent to which, for the Proposer's recent CM-R projects having reached substantial completion:
 - a) The clients look favorably upon future work with this firm.
 - b) A history of excellence in performance as shown by:
 - Contributions to the final design are positive, value-centered and contribute to the overall success of the project.
 - **Construction has satisfied owner program requirements.**
 - **Solutions to construction issues have been creative.**
 - Construction has been within the initial GMP budget (allowing/or owner-requested changes).
 - Construction quality has proven to be cost-effective on a life-cycle basis.
 - **Minimal errors and omissions.**
 - Reliable cost estimating.
 - **Constructor has maintained a clean, safe construction site.**
 - Projects have been completed on schedule.
 - Projects have been completed with few change orders (excluding owner-originated changes).
 - Constructor has offered opportunities for true value engineering savings that reflect both initial and long-term effectiveness.

- Constructor has effectively managed subcontractors.
 - Constructor has proactively handled punch lists.
- c) A history of integrity and true partnership is shown by:
- Constructor has complied with building codes, regulations, and contract terms and **conditions.**
 - Constructor has built to the final design specifications.
 - When required, change orders have reflected reasonable pricing.
 - Constructor has promptly honored warranty repair and replacement.
- 3) In assessing the Summary Selection Statement, the Selection Committee will consider the extent to which, for the Proposer's most recent projects having reached substantial completion that demonstrate an understanding of and experience in meeting the specific challenges of the construction of similar projects.
- a) The clients look favorably upon future work with this firm.
- b) A history of excellence in performance as shown by:
- Contributions to the final design are positive, value-centered and contribute to the overall success of the project.
 - **Construction has satisfied owner program requirements.**
 - **Solutions to construction issues have been creative.**
 - Construction has been within the initial GMP budget (allowing for owner-requested changes).
 - Construction quality has proven to be cost-effective on a life-cycle basis.
 - **Minimal errors and omissions.**
 - Reliable cost estimating.
 - **Constructor has maintained a clean, safe construction site.**
 - Projects have been completed on schedule.
 - Projects have been completed with few change orders (excluding owner-originated changes).
 - Constructor has offered opportunities for true value engineering savings that reflect both **initial and long-term effectiveness.**
 - Constructor has effectively managed subcontractors.
 - Constructor has proactively handled punch lists
 - The proposed management plan demonstrates well-defined lines of authority, responsibility **and communication**
 - The response demonstrates an appropriate understanding of the project requirements and the problems that may be encountered during execution.

3.4 Qualification Submittal Contents

The qualification submittal should contain the following information in the following order and should utilize the numbering format below:

1. Letter of Interest. Briefly tell why your firm is interested in this project.
2. Firm's Description
 - a. Company Name
 - b. Address, zip code, and telephone number.

- c. **Basic company information - number of years in business, state of residency or incorporation, Sole proprietorship, Corporation, LLC, joint venture, etc. For joint ventures that have not completed at least three (3) relevant projects together, each firm should describe its qualifications separately but hold the unified submittal to the set page limit of twenty (20) pages (front and back) maximum.**
 - d. Name and email address of the **primary contact** related to this RFQ.
 - e. Succinctly describe the history and growth of your firm(s),
 3. Regarding litigation with owners, subcontractors, and design professionals, list any active or **pending litigation and explain circumstances. Describing litigation as "not relative" is not what the committee is looking for. The Selection Committee understands that litigation happens in the construction industry and is often necessary to protect business interest.**
 4. List litigation the firm has been involved in during the past five (5) years.
 5. List and briefly describe projects that your firm has completed in the past five (5) years in the role of CM-R that were valued at \$10 million or higher.
 6. Has the firm ever failed to complete any work awarded or been removed from any project? If so, explain.
 7. Give references to which your company has provided services of a nature and quality like those described herein. This reference information should include a short paragraph describing the service(s) provided, together with the following:
 - a. The name of the organization to which the services were provided.
 - b. Project location.
 - c. **Dates during which services were performed.**
 - d. Brief description of the project.
 - e. A current contact name, together with organizational title, at the firm.
 - f. The contact's current address, email address, and telephone number.
 - g. List major trade contractor references (company, contact, telephone and email address)
 8. Provide a statement of disclosure which will allow the Owner to evaluate possible conflicts of interest. (This disclosure requirement is not about giving the Owner permission regarding our contacting your references. It is about revealing relationships that your company might have with persons of your company and not of your company who are directly involved in the decision making regarding this project.) If your company has no conflicts of interest, your statement should affirm that as fact, and you may do so succinctly,

9. If the firm has multiple offices, the qualification statement should include information about the parent company and branch offices separately. Identify the office from which the project will be managed and that office's proximity to the project site. Parent company (or general office) **financial information totals will be acceptable if "parent" or "general office" means that it is** financially responsible for the liabilities of the branch office. If the parent company is not responsible, meaning that its financial resources are not available to the office that will perform the contract, it will be misleading to the Owner to offer the financials of any office other than the one with the prospect of a contract with the Owner.

10. Financial Responsibility

- a. List your total annual billings for each of the past three (3) calendar years. If forming a partnership, list them separately by firm.
- b. What percentage of your firm's work has been negotiated during the past three (3) years?
- c. Supply firm's Current Ratio (Current Assets/Current Liabilities) experience for the last five (5) years with a signed statement. This signed statement is to be placed in the appendix and will not count toward your page limit.

11. Personnel Capacity

Provide general information about the firm's personnel resources, including classifications and numbers of employees, the locations and staffing of relevant offices. Provide a list of qualified and available personnel resources identifying experience and ability of key personnel. The key personnel, at a minimum, are the proposed project pre-construction manager and other key personnel of the team, i.e., construction specialist and cost estimator, the project superintendent, and CM-R project manager, project director, and the executive in charge of the project. At this stage, firms may list more than one person qualified and available for the proposed project.

12. Relevant Project Experience

List only projects that were contracted to the firm that performed the work for the owner. Do not list projects where the firm was not the prime or projects where an employee was working under a previous employer. Relevant project experience includes similar building type and delivery method relevant to this type of project constructed using the CM-R delivery method or performing as a general contractor on similar types and sizes of projects. Describe no more than five (5) and no fewer than three (3) projects in order of most relevant to least relevant that demonstrate the firm's capabilities to perform the project associated with this RFQ. For each project, the following information will be provided:

- a. **Project name**
- b. Project location
- c. **Dates during which services were performed.**
- d. **Physical description e.g., square footage, site development, etc.**

- e. Brief description of project.
- f. Services performed.
- g. Statement of performance versus Owner expectations in the area of cost, quality, and schedule.
- h. Owner's reference contact information**

13. Statement of Why the Proposing Firm Should Be Selected

This section provides each firm the opportunity to provide specific information that differentiates them from others in the competition. This statement is limited to two (2) pages of the allotted page total.

14. Affirm your compliance with the clauses (numbers 1-12) contained on the following pages, Attachment 1.

[END OF RFQ - REQUEST FOR QUALIFICATIONS]