



**Town of Arlington
Request for Qualifications
For
Construction Management at Risk Services
RFQ #16-46
Gibbs Middle School
September 14, 2016**

**Submission Deadline: Thursday, September 29, 2016
2:00 PM Eastern Standard Time**

Submit Statement of Qualifications to:

**Town of Arlington
c/o NV5
44 Pleasant Street
Watertown, MA 02472
Attn: Robert Juusola**

**REQUEST FOR QUALIFICATIONS
FOR
CONSTRUCTION MANAGER AT RISK SERVICES**

**I. General
Information**

A. Project Information

Awarding Authority: Town of Arlington

Project Title: Gibbs Middle School
CM at Risk

Submission Deadline: Thursday, September 29, 2016
2:00 PM Eastern Standard Time

Submit one (1) original (unbound) hard copy (in three hole binder) and one (1) complete electronic copy on disk of the Statement of Qualifications (“SOQ”) with all required forms, attachments, supporting documentation and information to:

Town of Arlington
c/o NV5
44 Pleasant Street
Watertown, MA 02472
Attn: Robert Juusola

Package(s) must be labeled on the outside with the following information:

“RFQ for Construction Management Services, Gibbs Middle School”,
and CM firm’s name, business address and telephone number.

Conceptual Estimated Construction Cost: \$17,000,000 Construction / \$25,000,000 TPC

Estimated Construction Duration: 15 months

Project Team:

Owner: Town of Arlington

Owners Project Manager: NV5
44 Pleasant Street
Watertown, MA 02472

Designer: Finegold Alexander Architects
77 North Washington Street
Boston, MA 02114

Project Funding: Full funding of the Total Project Cost for the project was approved by a debt exclusion vote in April 2016.

B. Introduction

Firms interested in providing Public Construction Manager at Risk Services (“CM” or “CM at Risk”) for the Gibbs Middle School Project, (“Project”) are invited to submit a Statement of Qualifications (“SOQ”) to the Town of Arlington (“Town”). 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 Arlington acting through its Owner’s Project Manager, NV5 (“OPM”), collectively referred to as “Owner” is pre-qualifying firms interested in providing public CM at Risk services for the project through this RFQ process. Submitted SOQ’s will be evaluated based upon the identified evaluation criteria and the Prequalification Committee will select those respondents it deems qualified. Only those respondents deemed qualified will be invited to submit a Proposal in response to a detailed Request for Proposals (“RFP”) which will be issued in the second phase of the procurement process. The RFP is expected to be available in early October 2016. The project delivery method for construction will be public CM at Risk with a Guaranteed Maximum Price (“GMP”) under M.G.L. Chapter 149A. **Firms interested in being pre-qualified must demonstrate that they have prior experience on at least three (3) projects of similar cost, complexity, type and size as this project as it is described further below.**

C. Project Description

The project consists of approximately 69,000 square feet of renovation of the existing Gibbs School. The project will create a new 6th Grade Middle School for 500 students. All work will be performed on an existing unoccupied school site. This project must be completed by the fall of 2018 for the start of the 2018/2019 school year. The scope of site work includes parking lot and road way construction, outdoor play areas, landscaping and storm drainage. The school will include classrooms, media center, kitchen, cafeteria, gymnasium, music, art room, offices, etc. The site is located in a dense neighborhood fronting two busy one way streets and will require careful logistics planning for material staging and construction vehicular traffic.

It is the intention of this project to produce a Project that meets a minimum of USGBC LEED for New Construction Silver level certification.

The project will be subject to the minimum wage rates set under the Massachusetts Prevailing Wage Laws. Workforce utilization goals apply to the project.

The project Minority Business Enterprise (“MBE”) participation goal is 8%

The project Women Business Enterprise (“WBE”) participation goal is 5%

The selected Construction Manager will be required to utilize or implement project management system software for project communication, tracking, etc. that is accessible and useable by the Owner and Architect via the internet.

There will be no scheduled site visit or informational meeting during the RFQ phase. A site visit and informational meeting will be held during the RFP phase. Drawings and specifications will be available to respondents during the RFP phase.

D. Project Schedule

In September 2016, the Town of Arlington submitted an application to use the construction management at-risk alternative delivery method for the Gibbs Middle School Project. Approval by the Commonwealth of Massachusetts Office of the Inspector General is anticipated.

The architectural firm of Finegold Alexander Architects (the “Designer”) is beginning the Schematic Design phase of this project. It is anticipated that the Construction Manager will be under contract for Pre-Construction services starting by preparing a full independent cost estimate for the Schematic Design phase in November 2016 and continuing through the Construction Documents phase which should be complete by Spring 2017. The project is already funded. Please note that this project is not being done with the MSBA, it will be funded by the Town of Arlington entirely. It is possible that the Construction Manager will help to coordinate early release bid packages for items such as demolition and enabling site work prior to execution of the main GMP which is anticipated for Summer 2017.

E. Construction Manager at Risk Two-Phase Selection Process

The CM selection process is a two-phase process as set forth in M.G.L. c. 149A, contained in Chapter 193 of the Acts of 2004. Phase One, the Request for Qualifications (RFQ) phase, is the prequalification phase. Only firms selected during the Phase One prequalification phase will be permitted to participate in Phase Two, the Request for Proposals (RFP) phase used to select a CM firm. The RFQ phase will be used to pre-qualify construction management at risk firms. Interested firms must submit a Statement of Qualifications by the deadline set for submission. The Town of Arlington has appointed a Prequalification Committee to review and evaluate the SOQ’s received. The Town anticipates concluding the RFQ evaluation process within 14 days from submission of SOQ’s. **Only those firms determined to be qualified by the Prequalification Committee will be invited and permitted to submit a proposal in response to the Phase Two, RFP. Firms that are not deemed qualified by the Prequalification Committee and firms that do not participate in the RFQ phase will be precluded from participating in the RFP CM selection phase.**

This RFQ is Phase One of the procurement process. After the deadline for the submission of SOQ’s has passed the Town will prepare a register of names of the firms that submitted SOQ’s which will be available for public inspection. The Prequalification Committee will review and evaluate the SOQ’s submitted, information contained in the DCAM certification files, information on prior project performance, information obtained from references, information obtained from government agencies and entities, and such other information as

may be obtained. The Town, at its sole discretion, may request additional information to clarify or supplement the information obtained.

Based upon its review and evaluation, the Prequalification Committee will evaluate each of the CM firms that have submitted materials as required by the RFQ. For each evaluation criteria the Prequalification Committee shall determine that the CM firm is “qualified” or “not qualified” to work on this project, or such additional rating as the Prequalification Committee finds reasonable. The Prequalification Committee will then develop a composite evaluation for each CM firm. CM firms receiving an overall composite rating of “not qualified” will not be deemed qualified. The Prequalification Committee shall endeavor to identify at least three CM firms which it deems qualified. If the Prequalification Committee does not rate at least three CM’s as qualified, it will either repeat the RFQ process or procure the project under the provisions of the M.G.L. c. 149, §44A-44J. The Owner shall complete the Phase One process by written notice to all firm’s advising them as to whether they were pre-qualified or not and those CM firms deemed qualified will be invited to participate in Phase Two (RFP).

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

F. Treatment of Information Submitted to Owner

The Owner shall have no obligation to treat any information submitted in or in connection with a SOQ as proprietary or confidential, with the exception of the audited financial statement which is deemed confidential. The Owner’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 Owner 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 Owner an unrestricted license to use the SOQ, including all material submitted therewith, in connection with the Project.

G. Communication between Owner and Respondents

Prospective Respondents shall not communicate with the Town, the project Designer, the Owner’s Project Manager or any other person or entity participating on the Prequalification Committee or Selection Committee, at any time during the RFQ process except through written questions submitted prior to the deadline set forth herein. All questions must be submitted in writing by mail, email, addressed to:

NV5, Inc.
Attention: Robert Juusola
44 Pleasant Street
Watertown, MA 02472
Email: rob.juusola@nv5.com
Fax: 617-924-3800

The deadline for receipt of written questions is **5:00 PM Eastern Standard Time on Wednesday, September 21, 2016**. The Owner will respond to all written questions which in the Owner's sole judgment may have a material effect on the RFQ by posting written responses on the Town website, www.arlington.gov/purchasing not later than **12:00 PM Friday, September 23, 2016**.

Except as explicitly set forth herein, from the date of issuance of this RFQ, any respondent that contacts directly or indirectly any member of the Town, the project Architect, the Owner's Project Manager or any other person or entity participating on the Prequalification Committee or Selection Committee in connection with the project is subject to disqualification.

H. Addenda

Any addenda developed either to modify this RFQ or which address those questions received by the Owner in accordance with Section G which, in the Owner's opinion, require clarification or interpretation, or will have a material effect on the RFQ (or the Project) will be posted on the Town website, www.arlington.gov/purchasing . All Addenda will be distributed not less than two (2) days prior to the date on which submissions are due. The Owner may decline to answer any inquiry. It shall be the sole responsibility of firms desiring to submit Statements of Qualifications to ascertain the existence of any and all addenda issued by the Owner. Only written communications from the Owner shall be binding. Oral statements, clarifications or interpretations provided at any time will have no standing and may not be relied upon, except to the extent confirmed in a written addendum.

I. 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. Owner shall not be responsible under any circumstances for any costs incurred by any respondents to this RFQ. Owner reserves the right to modify, suspend or cancel this procurement at any time at its sole discretion. The required Schedules A through L will be made available to respondents in Microsoft Word file format for use in completing Statements of Qualifications. In the event that a respondent modifies the forms and schedules to change the meaning of any terms or requirements, the original version as contained in this RFQ shall take precedence.

II. Scope of Services for Construction Management

The Construction Manager shall be responsible for complete construction management services for all phases of the project for a guaranteed maximum price. At each phase, Owner 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 Files Sub-bid laws after a pre-qualification process. This 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. The following is an outline of services anticipated.

A. Pre-Construction Phase (Schematic Design, Design Development, and Construction Documents)

1. Review and recommend revisions, if appropriate, to the project master Schedule, Construction Budget and permitted plan developed by the Owner.
2. Develop the scope of work and prepare bid packages in concert with the Designer for each trade to be bid and participate in the pre-qualification and qualification of each of the Trade Contractors and other subcontractors as defined by law.
3. Attend, and if requested by the Owner, 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.
4. Perform a detailed review the progress construction documents and make recommendations to the Owner as to the value engineering, constructability, suitability of materials and equipment, scheduling, time, methods and sequence of construction, and the clarity, consistency and coordination of documentation.
5. The Project will be designed to meet a minimum of USGBC LEED for Schools Silver level certification. The CM will coordinate closely with the Designer throughout the Project to develop and implement the LEED process.
6. The Designer will use REVIT software to create the Construction Documents. The CM shall Coordinate with the Designer to develop a compatible approach for utilizing BIM on the Project and shall employ the use of Building Information Software that is acceptable to the Town.
7. Develop a master Project Phasing and Logistics plan with input from the Owner and the Designer.
8. Develop a Construction Management Plan for review and approval by Owner.

9. The CM shall develop a plan for the safe removal and legal disposal of any hazardous materials on the site and demolition materials and debris..
10. Perform periodic detailed cost estimates for the entire construction and for phases or portions of the work as directed by the Owner, and work with the project designer to reconcile differences. At a minimum, four (4) separate full independent cost estimates will be required: at the end of Schematic Design, Design Development, 60% Construction Documents and at 90% Construction Documents. The CM shall work collaboratively with the Designer, the OPM and the Designer's Cost Estimator to reconcile differences between the two sets of cost estimates
11. The CM shall provide value engineering analyses and shall pro-actively look for opportunities to reduce cost through alternative materials, means, methods, assemblies or design details during the Pre-Construction phase of the project.
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12. The CM shall develop both 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 which includes anticipated manpower projections. The CPM project schedules shall be developed using Primavera Project planner's or MS Project's latest version or other approved software, subject to formal written approval by the Owner. The CM shall develop a full detailed CPM construction schedule and integrate with the master project schedule.
13. Develop, in coordination with the Owner, a system for tracking project costs and cash flow.
14. Conduct activities relating to the procurement and award of Trade Contracts and all other contracts for the furnishing of labor, materials, equipment, or other services in connection with the construction of this project, in accordance with the procedures to be developed by the Owner and in a manner that will meet Minority Business Enterprise and Women Business Enterprise goals set by the Owner for the project.

B. Construction Phase

1. Obtain and pay for, with the exception of the building permit fees, all required construction related permits.
2. Furnish bonds and insurance as required by the contract documents.
3. Provide and maintain a construction site office (trailer) and provide all site management and administration. Provide and maintain a separate construction site office (trailer) for the Owner's Project Manager (including an office for the OPM Project Representative, an office for the Architect, and a meeting area, and shall fully outfit these trailers with furniture and equipment).
4. Manage and coordinate all Trade Contractors and subcontractors and others engaged in the performance of work.
5. Meet the Minority Business Enterprise and Women Business Enterprise participation goals and minority work force goals for the Project.
6. Implement procedures for reviewing and processing requests for information or clarifications and interpretations of the contract documents; shop drawings, samples, and all other submittals, contract schedule adjustments, change order proposals, proposals for substitutions, payment applications, as-built drawings, and maintenance of logs using the internet-based system software.
7. Continuously supervise and observe all work in progress so as to ensure that the work is proceeding in accordance with the construction contract documents.
8. Attend and, if requested by the Owner, schedule and lead regular project and construction progress meetings, and conduct regular meetings at the site with each subcontractor.
9. Develop and implement a change order control system for all PCO's, approved Change Orders and use of GMP Contingency and Allowances using internet-based system software which can be exported in an MS Excel file to the owner as requested.
10. Establish and implement a Quality Control program including monitoring the quality programs of all subcontractors.
11. Develop and implement a project-wide safety program, including monitoring and enforcement of the program for Trade and subcontractors.
12. Monitor closely the progress of construction of each subcontractor, prepare master construction schedule report monthly and, if necessary, prepare and submit recovery schedule. Provide a two week look ahead schedule at each weekly construction meeting.
13. Provide a part-time independent, project-dedicated schedule to develop, maintain and update the detailed CPM schedule including manpower loading and projections.

14. Furnish monthly reports concerning the progress of the work which address: (a) compliance with the construction schedule, (b) status of testing and inspection activities performed by the CM and subcontractors, (c) status of shop drawings and submittals, (d) status of change orders, (e) status of MBE/WBE participation, and (f) other matters relating to the progress of work as directed by the Owner, and information on project status required by the MSBA in a format approved by the Owner.
15. Determine when each subcontractor's work is substantially complete and prepare a list of incomplete work and work which does not conform to the requirements of the construction documents.
16. Maintain complete and accurate records, including (a) correspondence, (b) meeting notes and minutes, (c) shop drawings and submittals, (d) construction documents including change orders, (e) clarifications and interpretations of the construction documents issued by the project designer, and (h) all other project related documents including but not limited to those utilizing the internet based software system.
17. Maintain compliance with SWPPP and other required requirements by agencies having jurisdiction over the project
18. Coordinate with the Designer throughout the Project to develop and implement the LEED process. The CM will be responsible for implementing the appropriate means and methods as well as providing proper documentation for means, methods and products used by them or their subcontractors consistent with the specific project LEED goals.
19. Coordinate with all trade contractors and non-trade contractors as the BIM model is developed, and throughout the Project, and utilize the BIM model to avoid and resolve conflicts related to the different trade elements of the project. All source documentation and data generated for the Project will be provided to the Town and will become the property of the Town upon completion of the Project. The CM shall work with the Town to determine the format of the final BIM product to ensure that, upon completion of the Project, it will serve as an effective tool for the ongoing maintenance of the Project.
20. Throughout the construction phase of the Project, develop and maintain accurate and detailed as-built drawings, and monitor the subcontractors to ensure that other such drawings are prepared accurately, thoroughly, and in a timely manner. At the completion of the Project and prior to submission of its final application for payment, the CM shall submit to the Designer for review and approval a complete set of as-built drawings. The as-built documents shall be provided by the CM in both a "hard copy" of the as-built conditions, as well as electronic AutoCAD, BIM and PDF formats on disk.
21. The CM and the subcontractors shall participate in the commissioning of the Project, and shall be responsible for the startup, testing, balancing and adjusting of the Project's mechanical, electrical and plumbing systems and equipment and any other systems or equipment identified by the Owner in order to satisfy the testing program developed by the Commissioning Agent.

22. Coordinate all training for Town representatives regarding the operation and maintenance of all building systems.

C. Post-Construction Phase

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

III. Submission Instructions and Requirements and Evaluation Criteria

A. Submission Deadline **2:00 PM, Thursday, September 29, 2016.**

One (1) original (unbound), hard copy (in three hole binder) and one (1) complete electronic copy on disk of the Statement of Qualifications with all required forms, attachments, supporting documentation and information, must be received by Owner on or before submission time and date set forth above as determined by Owner’s date/time stamp. All envelopes must be labeled “**RFQ for Construction Management Services, Gibbs Middle School**”, with the respondent firm’s name, business address and telephone number and be mailed or delivered to the following address:

Town of Arlington
c/o NV5
44 Pleasant Street
Watertown, MA 02472
Attn: Robert Juusola

Statements of Qualification received by Owner 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. **Telecopied, faxed or e-mailed qualifications will not be accepted.** Immediately following the RFQ deadline there will be a public logging at the office of NV5. The only information that will be publicly available at the public logging is a listing of proposer names that submitted proposals. Qualification statements will not be opened or read publicly.

B. Submission Requirements

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

Do not include superfluous material. Respondents must include the CM at Risk Statement of Qualifications Response Form attached below and signed by an authorized representative, and all of the forms and materials required for Schedules A through L. Respondents must give complete and accurate answers to all questions and provide all of the information requested. Respondents may not alter the text of the forms or schedules in anyway; 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 respondent to other civil or criminal penalties.

1. Qualifications Application: Respondent **must complete** the CM at Risk Qualifications Application **Schedule A** attached to the SOQ below. Joint ventures must provide information about each of the joint venture partners.
2. Executive Summary: Respondent must attach as Schedule B to the SOQ a cover letter or executive summary detailing the key elements and factors that differentiate the respondent firm from other firms. Joint ventures must provide information about the nature of the joint venture division of responsibility among the joint venture partners. This letter/executive summary should not exceed six (6) pages.
3. Management Personnel and Project Organizational Chart: Respondent **must complete Schedule C** attached to the SOQ below, and **must attach** at Schedule C *both*: i) an organizational chart *and* ii) a resume for each and every person who will have **any** management responsibility, direct or indirect, for the Project, including but not limited to project executives, project managers, field superintendents and field engineers. Joint ventures must identify the company that employs each individual listed.
4. Similar Project Experience: Respondent **must complete Schedule D** attached to the SOQ below, listing all but not fewer than three (3) similar projects for the last five (5) years. The first page of Schedule D requests information for similar projects that used the construction manager at risk delivery method and the second part of Schedule D requests information on similar projects in general. For each project, respondent must include the name of the project, location, description of project, description of respondent firm's scope of work, original contract sum, final contract sum (with explanation), date completed and the name, organization, address and telephone contact information for the owner and project architect for each such project. For the purpose of this RFQ, "similar projects" shall mean projects where the construction cost is for an amount similar to the estimated construction cost of this Project; the project was one of similar complexity, similar public education program and was the approximate size of this Project or larger. Joint ventures must complete a Schedule D for each individual joint venture partner.
5. Terminations and Legal Proceedings: Respondent **must complete Schedule E** attached to the SOQ below. Schedule E requires two (2) 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 proceedings, administrative proceedings and arbitrations whether currently pending or concluded within the past five (5) years that involved a

construction project or construction contract in which the respondent firm was a named party. Joint ventures must complete a Schedule E for each individual joint venture partner.

6. Safety Record: Respondent **must provide** its experience modifier for the past three (3) years by writing it in on the SOQ in the space provided and **must also attach** at **Schedule F** to the SOQ documentation from its insurance carrier of its Workers' Compensation Experience Modifier for the past three (3) years. Joint ventures must complete a Schedule F for each individual joint venture partner.

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

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

8. Letter from Surety Company Evidencing Bonding: Respondent **must attach at Schedule I** to the SOQ a letter from a surety company that is licensed to do business in the Commonwealth of Massachusetts and whose name appears on United States Treasury Department Circular 570 on the surety companies 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 percent of the upper limit of the estimated construction cost range of the Project. This letter can either reference the joint venture's bonding or submit separate letters from each individual joint venture partner.

9. Certificate of Eligibility and Update Statement: Respondent **must attach at Schedule J** 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 based on the upper limit of the estimated construction cost range as set forth above, **and ii**) a completed **Update Statement**. Joint ventures which are not yet DCAM certified as a joint venture must submit a Certificate of Eligibility and Update Statement for each individual joint venture partner.

10. Examples of Project Management Reports and Operating Philosophy: Respondent **must attach at Schedule K** specific examples (no more than 3) of Project Management Reports that were prepared by respondent on one or more of the Construction Manager projects listed on Schedule D, Part A. In addition respondent **may**, at its option, include a brief statement of its operating philosophy. If information on respondent's 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.

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

C. Evaluation Criteria for Selection

The respondent must submit all of the information and documentation listed in this RFQ. Selection of the respondent for Phase One, the pre-qualification 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, information contained within DCAM certification files, and such other information as may be obtained. Respondents must include the CM at Risk Statement of Qualifications Response Form and all of the materials required for Schedules A through L. Respondents must give complete and accurate answers to all questions and provide all of the information requested. Altering the text of the forms or schedules in any way or making a materially false statement in this submission is grounds for rejecting a Statement of Qualifications submission and may subject the respondent to other civil or criminal penalties.

The Town of Arlington as the Awarding Authority reserves the right to reject any and all Statement of Qualifications, waive minor informalities, and to award a contract in the best interest of the Town.

1. Minimum Requirements

a. Required Construction Manager at Risk Experience

All respondents must have prior experience on at least three (3) prior Construction Manager at Risk projects with a total construction cost in an amount similar to the estimated total construction cost of this Project and of similar complexity, similar size, and similar scope. All respondents must be licensed to do business in the Commonwealth of Massachusetts.

b. Bonding Capacity

The respondent **shall provide evidence of bonding capability** in an amount equal to or greater than 110 percent of the upper limit of the estimated construction cost range for this Project (as set forth in the General Information section above). The evidence of bonding capability shall be in the form of a letter from the surety company (or a surety agent with attorney in fact authority and an original power of attorney accompanying the letter). The surety company must be a surety licensed to do business in the Commonwealth of Massachusetts 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 upper limit of the estimated construction cost range for this Project (as set forth in the General Information section above).

To submit a proposal in response to this RFQ, a Respondent whether an individual firm or a joint venture, **must be certified in General Building Construction** by DCAM for a single project limit in the amount of the upper limit of the Estimated Construction Cost range set forth above for the Project or greater and must also be within the aggregate limit of its DCAM Certificate of Eligibility (Form CQ7), and a copy of the Respondent's current DCAM Certificate of Eligibility must be included in the SOQ. Note, however, that a joint venture team must be certified in General Building Construction by DCAM for a single project limit in the amount of the Project Estimated Construction Cost or greater and must also be within the aggregate limits of its DCAM Certificate of Eligibility, a copy of which must be included in the SOQ at the time it submits its RFQ. If a respondent to the RFQ is a proposed joint venture ("JV") that is newly formed or is not currently certified, then i) each party to the proposed joint venture must be individually certified by DCAM and must submit a copy of its DCAM Certificate of Eligibility with its SOQ; ii) the JV respondent must state in the SOQ that it will seek Certification from DCAM as a joint venture in the category of General Building Construction for the required limits, and state that it understands and agrees that if JV respondent is selected to participate in the RFP phase it will be required to submit a DCAM Certificate of Eligibility for the joint venture with its response to the RFP; iii) at least one of the parties of the joint venture must be certified by DCAM in the category of General Building Construction for a single project limit in the amount of the Estimated Construction Cost for the Project and must be within the aggregate limits of its Certificate of Eligibility at the time the SOQ is submitted; and iv) the JV respondent shall provide evidence satisfactory to Owner of bonding capacity, in the form set above and satisfactory to Owner, for the proposed joint venture in the amount of the Estimated Construction Cost for the Project. In the second phase of the selection process the RFP phase, a JV respondent that has been selected in the RFQ process, will be required to have obtained a DCAM Certificate of Eligibility for the joint venture and must submit its DCAM Certificate of Eligibility for the joint venture meeting the above requirements with its proposal in response to the RFP.

For certification forms and additional information see DCAM's website:
<http://www.state.ma.us/cam/dlforms/eligible.pdf> or contact the Certification Office at:

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

d. DCAM Update Statement – Use Form CQ3

A complete and signed update statement must be submitted as part of the SOQ. For Owner'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. Owner will compare the above numbers with the respondent's current annualized value of all incomplete work to determine eligibility within the Aggregate Work Limit.

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

For the required Update Statement Form and individual information see DCAM website: http://www.state.ma.us/camdlforms/fi_contractcert.html or contact the Certification Office at:

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

2. Qualification Criteria

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

- Respondent's ability to demonstrate that they possess the capability, capacity and experience to perform construction management services for a project of the size and scope of the Project and on the terms set forth in this RFQ, including specifically the advisory services required for the Pre-Construction Phase and the construction, management, oversight and cost control services required during the Construction Phase.
- Respondent's ability to demonstrate that the proposed Project Superintendent, Project Manager and Team possess the capability, capacity and experience with projects of similar size, scope and delivery method are qualified to meet the specific requirements of this Project.

- Respondent's ability to demonstrate an understanding of the Project goals, particularly the quality standards required, the dates for substantial completion of each phase, and an ability and commitment to meet those goals and dates.
- Respondent's references from owners, architects, or engineers indicating that they have completed work similar to the project for which this Proposal is being submitted in a satisfactory and timely manner. If delays occurred, evidence explaining and exonerating the Respondent shall also be provided.
- Respondent's record of harmonious, cooperative, non-adversarial and honest relationships with Owners as well as with Architects, Engineers, Consultants, Subcontractors and Suppliers on the prior projects.
- Financial Status
- Prior Project Experience, including quality of performance on prior projects
- Litigation and Performance/Termination History
- Safety Record
- Volume of current work
- History of compliance with MBE/WBE participation and workforce goals
- Experience with sustainable construction LEED certified buildings

As provided by law, the Owner's decision on pre-qualification shall be final and binding and shall not be subject to appeal except on grounds of fraud or collusion.

STATEMENT OF QUALIFICATIONS SUBMISSION CHECKLIST
for Pre-qualification of CM at Risk Firms

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

- Respondent completed the CM at Risk Statement of Qualifications Form.

- Respondent has completed *Schedules A through L* and attached required documentation (i.e., application, resumes of all management personnel, organizational chart, commitment letter from bonding company, letter evidencing worker's compensation experience modifier, sample firm project management reports, etc.).

- Respondent has submitted current DCAM Certificate of Eligibility and Update Statement (Schedule J).

- Respondent has submitted Audited Financial Statement (Schedule H).

- Respondent submission package includes one (1) original (unbound), six (6) complete hard copies (each in three hole binders) and one (1) complete electronic copy on disk of the Statement of Qualifications ("SOQ") with all required forms, attachments, supporting documentation and information.

- Respondent has provided current contact information for its firm and all of its project contacts/references.

- Respondent addressed the *SOQ* envelope correctly (i.e., to reference the Project and other required information set forth herein).

CM at Risk Statement of Qualifications Form (SOQ)

Firm Name: _____

Mailing Address: _____

Street Address (if different from mailing address):

Telephone Number: _____ Fax Number: _____

E-mail Address _____

Contact Person: _____ Title: _____

Email: _____

Firm acknowledges Addenda numbered _____ (list all)

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

project, location, description of project, description of respondent firm’s scope of work, original contract sum, final contract sum (with explanation), date completed and the name, organization, address and telephone contact information for the owner and project architect for each such project. For the purpose of this RFQ, “similar projects” shall mean projects where the construction cost of the project was at least the amount of the estimated construction cost of this Project; the project was one of similar complexity, required construction of a facility of the general type of this Project and was the approximate size of this Project or larger. Joint ventures must complete a Schedule D for each individual joint venture partner.

E. Termination and Legal Proceedings: Respondent MUST complete **Schedule E** attached below. Schedule E requires two (2) separate listings: first 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 proceedings, administrative proceeding and arbitrations whether currently pending or concluded within the past five (5) years that involved a construction project or a construction contract in which the respondent firm was a named party. Joint ventures must complete a Schedule E for each individual joint venture partner.

F. Safety Record: Respondent MUST insert below its experience modifier for the past three (3) years and attach at **Schedule F** documentation from its insurance carrier of its Workers’ Compensation Experience Modifier for the past three (3) years. Joint ventures must attach a Schedule F for each individual joint venture partner.

Year	Workers Compensation Experience Modifier
_____	_____
_____	_____
_____	_____

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

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

- I. Letter for Surety Company Evidencing Bonding:** Respondent **MUST** attach at **Schedule I** a letter from a surety company that is licensed to do business in the Commonwealth of Massachusetts 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 percent of the estimated construction cost of the Project. This letter can either reference the joint venture's bonding or submit separate letters for each individual joint venture partner.
- J. Certificate of Eligibility and Update Statement:** Respondent **MUST** attach at **Schedule J** *both* a current **Certificate of Eligibility** (issued by 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**. Joint ventures which are not yet DCAM certified as a joint venture must submit a Certificate of Eligibility and Update Statement for each individual joint venture partner.
- K. Examples of Project Management Reports and Operating Philosophy:** Respondent **MUST** attach at **Schedule K** specific examples (no more than 3) of Project Management Reports that were prepared by respondent on one or more of the Construction Manager projects listed on Schedule D, Part A. In addition, respondent **may**, at its option, include a brief statement of its operating philosophy. If information on respondents operating philosophy is contained in its Executive Summary attached Schedule B the information should not be repeated at Schedule K, but can be referenced.
- L. Examples of Prior Experience on Sustainable Construction and LEED—Certified Buildings:** Respondent **must complete Schedule L** attached to the SOQ below, listing prior project experience involving sustainable construction and LEED certified buildings. Joint ventures must complete a Schedule L for each individual joint venture partner.

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

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

To the Town of Arlington:

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 **Gibbs Middle School, Arlington, Massachusetts**, 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 is made without any connection with any other person making any submission for the same work; that no person acting for, or employed by, the Commonwealth of Massachusetts is directly or indirectly interested in this Statement of Qualifications or any subsequent proposal, or in any contract which may be made under it, or in expected profits to arise 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 thereunder, 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 representative made in this Statement of Qualifications and the documents submitted with the SOQ including all schedules, forms and materials, and certifies to the best of his/her knowledge, that this Statement of Qualifications in its entirety is complete, true and accurate.

SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY

Signature: _____
(*Signature of Authorized Representative*)

Name: _____

Title: _____

Firm Name: _____

Date: _____

Schedule A – CM at RISK QUALIFICATIONS APPLICATION

Firm Name:

1. BUSINESS INFORMATION

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

Number of years in business under current business name:

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

If firm is a corporation, provide the following information:

State of Incorporation: _____ Date of Incorporation: _____

Name of President:

Name of Vice President:

Name of Secretary or Clerk:

Name of Treasurer:

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

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

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

Type of partnership/joint venture: _____ Date of organization: _____

Name of each partner or venture:

Is partnership or joint venture registered in Massachusetts? _____

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

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

Name of corporation: _____
State of incorporation: _____
President: _____
Secretary or Clerk: _____
Treasurer: _____

Name of corporation: _____
State of incorporation: _____
President: _____
Secretary or Clerk: _____
Treasurer: _____

If firm is individually owned, provide the following information:

Name of Owner: _____

Date of organization: _____

Owner's Residence Address: _____

Names under which firm does business: _____

Business Address: _____

E-mail _____

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

2. LICENSURE AND PERFORMANCE INFORMATION

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

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

3. REFERENCES

Provide three (3) trade references below; include name of reference, current contact person, telephone number and address:

Provide two (2) bank references below; include name of reference, current contact person, telephone number and address:

Schedule B – EXECUTIVE SUMMARY

Respondent must attach Executive Summary here

Not to Exceed 6 Pages

Schedule C – MANAGEMENT PERSONNEL

Firm Name: _____

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

NAME	TITLE	ROLE/JOB RESPONSIBILITIES ON THIS PROJECT	# OR 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, Part 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 the construction cost for the project was at least the amount of the estimated construction cost of this Project, the project was one of similar complexity, was of similar educational program, the project required construction of a new facility of the general type or this Project, and the project as the approximate size of this Project or larger. On Part C list the Contract 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 on this section.

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

Schedule D – SIMILAR PROJECT INFORMATION (continued)

Firm Name: _____

Part B. GENERAL CONTRACTOR PROJECTS – List only projects on which the firm was the General Contractor or Prime Contractor and was not the Construction Manager on this section.

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

Schedule D – SIMILAR PROJECT INFORMATION (continued)

Firm Name: _____

Part C, PROJECT CONTACTS – Respondent must list below current 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	OWNER DESIGNER	COMPANY NAME	CONTACT PERSON/ADDRESS	TELEPHONE #	FAX #
	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 proceedings, administrative proceeding and arbitration 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	% COMPLETED	REASON FOR FAILURE TO COMPLETE OR TERMINATION

Schedule E – TERMINATIONS and LEGAL PROCEEDINGS (CONTINUED)

Firm Name: _____

Part B. LEGAL PROCEEDING, CONVICTIONS and FINES

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

Schedule F – SAFETY RECORD

Respondents must list their worker's compensation experience modifiers for the past three (3) years in the space provided on the Statement of Qualifications form and **must also attach here documentation from their insurance carrier** of their Worker's Compensation Experience Modifier for the past three (3) years.

Schedule G – MBE/WBE and WORKFORCE 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 or minority and women workforce goals. For each project with goals list the contractually required MBE, WBE and workforce participation goals and the actual MBE, WBE and workforce participation achieved on the project. **Respondents must attach documentation from the project owner supporting the amount of actual MBE/WBE participation posted.** 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 & AWARDED 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 – AUDITED FINANCIAL STATEMENT

Respondent must attach its most recent audited financial statement here.

Schedule I – LETTER EVIDENCING BONDING CAPATOWN

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

Schedule J – CERTIFICATE OF ELIGIBILITY AND UPDATE STATEMENT

Respondent must attach here two (2) documents:

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

SCHEDULE K

Schedule K – EXAMPLES OF PROJECT MANAGEMENT REPORTS and BRIEF STATEMENT OF OPERATING PHILOSOPHY

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

Schedule L – PROJECTS WITH SUSTAINABLE DESIGN LEED CERTIFIED BUILDINGS

Firm Name: _____

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

Part A. List Projects Involving Sustainable Design and MA-CHPS/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 L – PROJECTS WITH SUSTAINABLE DESIGN LEED CERTIFIED BUILDINGS (continued)

Firm Name: _____

Part B. PROJECT CONTACTS – Respondent must list below current 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.

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