



Town of Wayland Massachusetts

Request for Qualifications For Construction Management Services

Wayland High School Expansion and Modernization Wayland, MA

December 8, 2009

Submission Deadline: **January 5, 2010 – 3:00PM**

Deadline for Questions: **December 23, 2009 – 4:00PM**

Submit Statement of Qualifications to:

**Mr. John Moynihan
Public Buildings Director
Wayland Town Building
41 Cochituate Road
Wayland, MA 01778**

Attachments:

- RFQ Interest Form
- SOQ checklist
- SOQ Form
- Schedule A – K Forms
- Proposed project schedule dated 12_04_09
- Proposed Site Utilization Plan
- Proposed Site Plan
- Proposed Floor Plans
- Proposed Building Elevations

Request for Qualifications for Construction Management at Risk Services

I. General Information

A. Project Information

Awarding Authority: Town of Wayland, Wayland School Committee

Funding Authorities: The Massachusetts School Building Authority (MSBA)
Town of Wayland

Project No. 10 - 03

Project Title: Wayland High School Expansion and Modernization
Wayland, MA

Submission Deadline: **January 5, 2010 – 3:00PM**

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



**Mr. John Moynihan
Public Buildings Director
Wayland Town Building
41 Cochituate Road
Wayland, MA 01778**

Package(s) must be labeled on the outside with the following information: “SOQ for Construction Management Services,” Project title, CM firm’s name, CM contact, business address and telephone number.

Estimated Project Cost: \$70.8 million

Estimated Construction Cost: \$56.2 million

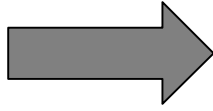
Estimated Preconstruction Duration: 4-6 months (see attached schedule)

Construction Duration: 27 months (see attached schedule)

Project Team:

Project Oversight:	Wayland High School Building Committee (HSBC)
Project Manager:	KVAssociates, Inc.
Designer:	HMFH Architects, Inc.

RFQ Interest Form: Firms interested in this Project must submit an RFQ Interest Form to:



Mr. John Moynihan
Public Buildings Director
Wayland Town Building
41 Cochituate Road
Wayland, MA 01778
jmoynihan@wayland.ma.us

RFQ Interest Form is contained within this RFQ. (See page 14) Firms that have not returned this form WILL NOT be included on distribution of future correspondence regarding this RFQ.

B. Introduction

Firms interested in providing Public Construction Manager at Risk Services (“CM” or “CM at Risk”) for the expansion and modernization of Wayland High School in Wayland, Massachusetts (“Project”) are invited to submit a Statement of Qualifications (“SOQ”) to the Town of Wayland. This CM at Risk services procurement is conducted pursuant to M.G.L. Chapter 149A. 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 Wayland is prequalifying firms interested in providing public CM at Risk services for the project through this RFQ process. The Town of Wayland will evaluate submitted SOQs based upon the identified evaluation criteria and will select those respondents it deems qualified. Only those respondents deemed qualified will be invited to submit a Proposal in response to a detailed Request for Proposals (“RFP”) which will be issued in the second phase of the procurement process. The Town of Wayland expects the RFP may be available by mid January of 2010. The project delivery method for construction will be public CM at Risk with a Guaranteed Maximum Price (“GMP”) in accordance with M.G.L. Chapter 149A. **Firms interested in being prequalified must demonstrate that they have prior experience as a Construction Manager on at least three CM at Risk projects of a similar size, complexity and type as this project as it is described further below. M.G.L. Chapter 149A (public), CM @ Risk experience in Massachusetts is not required during this RFQ phase of the CM procurement process.**

C. Project Description

Existing Conditions

Wayland High School is a campus plan facility housing approximately 900 students in grades 9 – 12. Originally opened in 1960, the eight existing buildings are laid out in an open “California campus” manner and total 162,185 square feet. Most of the buildings were opened in 1960, with facilities added and upgraded in 1965, 1972 and 1990. The 77.5 acre site contains school buildings, athletic fields and parking lots and is an environmentally sensitive area adjacent to both wetlands and a public water supply.

An initial preliminary design study performed in 2004-2005, provided an extensive review of existing conditions to determine a required scope for possible renovations. This review determined that although the facility is well maintained, many portions of its systems are outdated and near or beyond their expected lifespan and in need of replacement or significant upgrades including roofs, windows, flooring, HVAC, plumbing, electrical and sewage disposal. Accessibility for the disabled in the buildings and around the site, as well as hazardous material abatement both require significant renovations throughout the facility to provide a long-term, code compliant solution.

Study of Options/Selection of the Design

In 2009, the project was resurrected. Working with the educational space program developed by an educational programming consultant and the MSBA guidelines, the design team developed four options that all met the programmatic requirements for the Town as well as the MSBA. Two of the options considered renovations, in all or part, of the existing buildings with new additions only as required to meet the programmed needs. The other two options considered the possibility of building an all new high school along with the renovation of the existing field house. Of these two “new construction” options, one considered building a single building to house the entire high school and the second featured constructing two separate buildings, one for the academic/classroom/library functions and a second for the shared facilities including administration/commons/auditorium and the arts.

The High School Building Committee (HSBC), after reviewing program, design and budget comparisons and public comment, selected the dual building new construction option as having the best overall cost/benefit value, lowest operating cost, and optimal educational opportunities. This selected design option includes **154,350 square feet of new construction and 40,800 square feet of renovation. The two new structures (154,350 SF) will be built on the existing parking lots. The existing field house (40,800 SF) will be renovated.** The HSBC rejected both renovation schemes due to their higher costs, longer construction schedules, disruption to ongoing school programs, risk of cost overruns and the lack of optimal space organization. The HSBC also rejected the new single building scheme as lacking the campus style environment favored by the preliminary study and the High School stakeholders.

Project specifics

Project square footage: 154,350 new construction; 40,800 renovation.

Program scope: New construction (154,350 SF)
Field house renovation (40,800 SF)
Demolition of existing structures (125,000 +/- SF)
New waste water treatment plant
New parking lots / site improvements

Program type: Grades 9–12 high school. 900 students

Please note that all members of the selected CM team will be required to pass a CORI review administered by the School Department.

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

The project Minority Business Enterprise (“MBE”) participation goal is 7.4%
The project Women Business Enterprise (“WBE”) participation goal is 4%

A site visit project orientation will not be conducted for the RFQ phase.

D. Project Schedule

The project team has further developed the selected design scheme through the completion of schematic design and **is currently starting the design development phase and currently assessing scheduling options to provide the most optimal path to project completion.**

The project will be built in one major construction phase comprised of sub phases. These sub phases include an enabling utility / limited site work phase, new construction of two buildings, field house renovation, hazardous material abatement, building demolition, a waste water treatment plant with new leaching fields and associated site improvements. Wayland High School will remain in operation during this project. The attached schedule dated 12_04_09 represents the 27 month construction schedule. The HSBC and project team are interested in exploring scheduling options to expedite completion of this schedule even further.

Field House Renovation

Most, if not all renovation work in the Field House will be performed during the school year while school programs, staff and students are utilizing the field house. However, based on the scope of the field house, it is understood that specific scopes (locker room renovation) will require major sections of the facility to remain completely shut down and isolated from staff and students. It is further understood that there will be a need for close planning, compromises and concessions to complete this renovation. **CM's must be able to demonstrate prior successful experience on projects involving occupied facilities, complex phasing, planning of work sequences and maintaining schedules.**

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. Phase One, the Request for Qualifications (RFQ phase) is the pre-qualifications 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 prequalify construction management at risk firms. Interested firms must submit a Statement of Qualifications (SOQ), by the deadline set forth. The Town of Wayland will appoint and assemble a prequalification committee ("Prequalification Committee") to review and evaluate the SOQs received. The Town of Wayland anticipates concluding the RFQ evaluation process within 15 days from submission of SOQs. **Only those firms determined to be qualified by the Prequalification Committee will be invited and permitted to submit a proposal in response to the Phase Two, RFP. Firms that are not selected as qualified by the Prequalification Committee and firms that do not participate in the RFQ phase will be precluded from participating in the RFP CM selection phase.**

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

The Prequalification Committee will evaluate if each CM firm is in accordance with the evaluation criteria listed in Paragraph C Evaluation Criteria for Selection, found on pages 11-13 of this RFQ. CM firms shall be deemed as "qualified" or not qualified. **The Prequalification Committee will carefully assess and determine if the CM firm has demonstrated itself as "qualified" for this project. The Prequalification Committee reserves its right of OPINION if a CM firm is qualified or not qualified for this project.** 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 bid the project under the provisions of M.G.L. c. 149,

§44A-44J. The Town of Wayland shall complete the Phase One process by written notice to all firm's advising them as to whether they were prequalified or not and those CM firms deemed qualified will be invited to participate in the Phase Two, RFP.

Within phase two of the procurement process, a detailed Request for Proposals (RFP) for CM at Risk will be issued to the CM firms deemed qualified from the Phase One prequalification process. The RFP Selection Committee (Selection Committee) will evaluate the proposals on multiple factors, rank the proposals based on composite ratings which will include their fee structure, and make a recommendation for the preferred CM Firm to the High School Building Committee. The High School Building Committee will in turn recommend the selected firm to the Wayland School Committee for acceptance. Upon acceptance by the Wayland School Committee, the Selection Committee will commence negotiations with the selected CM at Risk firm. In the event negotiations with the selected firm does not result in a contract acceptable to the Town of Wayland, negotiations will be terminated and negotiations will commence with the next highest ranked firm, and the process will continue until the Town of Wayland can reach an acceptable contract with one of the prequalified CM at Risk firms.

F. Treatment of Information submitted as part of the RFQ

The Town of Wayland shall have no obligation to treat any information submitted in or in connection with this RFQ as proprietary or confidential, with the exception of the audited financial statement which is deemed confidential. The Town of Wayland'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.

G. Communication between the Town of Wayland and Respondents

Unauthorized communications or contact between CM firms, their employees, agents or other related entities interested in submitting SOQs and the Town of Wayland, the project designer or project manager, or any other person or entity participating on the Prequalification Committee or Selection Committee with regard to this project are strictly prohibited. **The only authorized communications shall be inquiries on general information about obtaining the RFQ, RFQ submission deadlines, questions pertaining to the RFQ and existence of any relevant addenda to the RFQ. All inquiries are to be issued via E Mail to: (no phone calls)**



**Mr. John Moynihan
Public Buildings Director
Wayland Town Building
41 Cochituate Road
Wayland, MA 01778
jmoynihan@wayland.ma.us**

All questions pertaining to this RFO are to be issued to the above named person on or before December 23, 2009 – 4:00PM.

Respondents that currently do business with the Town of Wayland, the project designer, project manager or members of the committee are to keep communication limited to that business.

All responses and clarifications to questions will be addressed by issuance of a written addendum. Oral and other clarifications will be without legal effect. All such addenda will be considered part of this RFQ, and the respondent shall be required to acknowledge receipt of all addenda on the SOQ Form

attached to this RFQ. All addenda will be forwarded via e mail to respondents who have returned an RFQ Interest Form. It shall be the sole responsibility of the Respondent to ascertain the existence of any and all addenda issued by The Town of Wayland.

H. Status of Request for Qualifications

This Request for Qualifications is solely a request for information. It does not represent an offer nor does it confer any rights on any respondent. The Town of Wayland shall not be responsible under any circumstances for any costs incurred by any respondents to this RFQ.

I. Owner's Right to Waive Provisions

The Town of Wayland reserves the right to modify any portion of this RFQ and, further reserves the right to waive any provision of this RFQ if it determines, in its sole discretion that such waiver is in the interest of the Town of Wayland and the Project.

Request for Qualifications for Construction Management at Risk Services

II. Scope of Services for Construction Management

The Construction Manager shall be responsible for complete construction management services for all phases of the project for a guaranteed maximum price. An enabling phase will be required before new building construction work commences. Due to the project schedule, multiple prequalification and bid packages will be preformed. 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

1. Review of the existing project and construction schedule as an overall intent/guide. During the preconstruction phase, review, advise and formulate specific limits of work and durations for phases for the overall project in conjunction with the project team.
2. Review and recommend revisions, if appropriate, to the construction schedule and construction budget.
3. Develop detailed scope packages for each division of work. These scope packages will be included as part of the bidding documents. Fully participate in the prequalification and qualification processes of each of these trade contractor and subcontractor. Assist the project team with sub bid trade preparation and attend all bid openings.
4. Attend, schedule, lead and document (prepare and distribute meeting minutes) periodic project meetings and special meetings for the exchange of information concerning the project.
5. Aid in the procurement of town and state approvals / permitting for all components of the work.
6. Aid in the development of site logistics and utilization. Orchestrate and procure trailers for the enabling phase and construction phases of the project.
7. Participate in the discussion and aid in the resolution of various site logistic challenges such as parking, fence locations, gate placement, staging areas, temp lighting and other project requirements as they arise.
8. Adjacent to the High School site sits the current public pool facility. Currently the renovation and addition to the pool project is scheduled to commence sometime in 2010. The CM's is expected to participate in the discussion and aid in the resolution of various site logistic challenges that may arise with this adjacent project.
9. Attendance of public and MSBA meetings as requested.
10. Review of the design documents and other construction documents. Offer recommendations to the project team as to value engineering, constructability, suitability of materials and equipment, scheduling, time and sequence of construction, scope assignment to trades and the clarity, consistency and coordination of documentation. **Please note that a timely review of design documents in regards to constructability and scope assignment is paramount.**

11. Perform periodic detailed cost estimates and reconciliations during design development (min 1) and construction documentation phases (min 2) and or portions of the work as directed by the owner's project manager and designer.
12. Develop a detailed critical path method construction schedule.
13. Participate and aid in the coordination of reviews by the commissioning agent.
14. Develop, in coordination with the Owner's Project Manager, a system for tracking construction costs and construction cash flows on a monthly basis.

B. Construction Phase

1. Obtain and pay for all required construction related permits.
2. Furnish bonds and insurance as required by the contract documents.
3. Provide and maintain a construction site office for all site management and administration. Including a trailer for the OPM / Architect.
4. Manage and coordinate all trade contractors and subcontractors and others engaged in the performance of the work, including managing aspects of the Criminal Offense Record Information ("CORI") system as required for activities within the Field House Renovation. However, please note that this Project *may* incorporate and require all on-site personnel to be CORI checked due to the close proximity of the existing high school. This requirement will be determined at a later date.
5. Continuously supervise all work in progress to ensure that work is proceeding in accordance with the construction contract documents.
6. Attend, schedule, lead and document (prepare and distribute meeting minutes) regular project and construction progress meetings, and conduct regular meetings at the site with each subcontractor.
7. Develop and implement a control/tracking system for changes orders, RFIs, PCOs, submittals, etc. All tracking systems are subject to the approval of the Owner's Project Manager.
8. Establish and implement a Quality Control program including monitoring the quality programs of all contractors. The renovation of the field house may require an air quality control program during specific time frames of the renovation.
9. Develop and implement a project wide safety program, including monitoring and enforcement of the program for trade and subcontractors.
10. Monitor closely the progress of construction of each subcontractor and prepare a construction schedule report at least monthly and, if and as necessary, prepare and submit recovery schedules.
11. Provide a project scheduler to develop, maintain and update the detailed CPM schedule.

12. Furnish monthly reports concerning the progress of the work which addresses: (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, and (e) other matters relating to the progress of work as directed by the Owner's Project Manager.
13. 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.
14. Maintain complete and accurate records, including (a) correspondence, (b) meeting notes and minutes, (c) shop drawings and submittals, (d) construction documents including change orders, (e) clarifications and interpretations of the construction documents issued by the project designer, (f) progress reports including observations of testing performed, (g) as-built drawings, and (h) all other project related documents.
15. Aid in the coordination of commissioning as required and requested by the commissioning agent and or the Owner's Project Manager.

C. Post-Construction Phase

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

Request for Qualifications for Construction Management at Risk Services

III. Submission Instructions, Requirements and Evaluation Criteria

A. Submission Instructions

An original and **EIGHT** copies of the SOQ are to be compiled in three-hole “D” ring binders. All required forms, attachments, supporting documentation and information must be received by The Town of Wayland, on or before the submission time and date set forth above.

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

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

Do not include superfluous material. Respondents must complete and submit all attached forms and schedules. Respondents must give complete and accurate answers to all questions and provide all of the information requested. **Respondents cannot alter the text or intent of the forms or schedules in anyway. However, respondents may alter the size and layout of the forms and schedules to accommodate the individual CM proposals. Making a materially false statement in this submission is grounds for rejecting a Statement of Qualifications.**

B. Submission Requirements

1. Respondent must complete and submit the CM at Risk Interest Form.
2. Respondent must complete and submit the CM at Risk Statement of Qualifications Form (SOQ) and all applicable schedules.

C. Evaluation Criteria

The respondent must submit all of the information and documentation listed in this RFQ. Selection of the respondent for Phase One, the prequalification process will be based on the submitted information and materials, information on prior project performance, information obtained from references, information obtained from governmental agencies and entities, information contained within DCAM certification files, and such other information as may be obtained relating to the evaluation criteria categories. **Please note that the pre-qualification committee, having a broad range of experience in the local construction industry, will research and obtain information from entities beyond your listed references.** Respondents must include the CM at Risk Statement of Qualifications Response Form and all of the materials required for Schedules A through K. 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.

1. Certification, Capacity and Bonding

A. Required Construction Manager at Risk Experience

All respondents must have prior experience as a Construction Manager on at least three prior Construction Manager at Risk projects with a GMP and the prior CM at Risk experience must be on projects, with a total construction cost at least as high as the estimated total construction cost of this Project, and must be on projects of similar complexity and similar type of construction. M.G.L. Chapter 149A, CM @ Risk experience in Massachusetts is not required during this RFQ phase of the CM procurement process.

B. Bonding Capacity

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

C. DCAM Certification - Copy Form CQ7

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

To submit a proposal in response to this RFQ a Respondent 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 Estimated Construction Cost set forth above for the Project or greater and must also be within the aggregate limits of its DCAM Certificate of Eligibility (Form CQ7), and a copy of the Respondent's current DCAM Certificate of Eligibility 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 its 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; and iii) the JV respondent shall provide evidence satisfactory to the Town of Wayland of bonding capacity, in the form set forth above 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 qualified 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 on DCAM certification, see the DCAM web site: <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 the Town of Wayland's analysis of the Aggregate Work Limit for this RFQ, the Estimated Construction Cost for the project as set forth above will be used with a construction duration for the Project as set forth above. The Town of Wayland will compare the above numbers with the respondent's current annualized value of all incomplete work to determine eligibility within the Aggregate Work Limit.

For the required Update Statement Form and additional information see the DCAM web site. 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. Evaluation Criteria

Firms meeting the minimum experience criteria set forth above in section 1 and submitting the required Certificate of Eligibility, Update Statement and letter evidencing bonding capacity will be evaluated on the following criteria:

- Management Team and Organization for the Project
- Quality of performance on prior projects
- References
- Volume of current work
- Litigation and Performance/Termination History/Liquidated Damages
- Financial status
- Safety Record
- History of Compliance with MBE/WBE participation and workforce goals

As provided by law, decisions on prequalification 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 Prequalification of CM at Risk Firms

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

- Respondent has mailed or e mailed its CM at Risk RFQ Interest Form. (If not, see form in this RFQ package, fill it out and mail or e mail it immediately to The Town of Wayland). **Firms that have not returned this form WILL NOT be included on distribution of future correspondence regarding this RFO.**
- Respondent completed the SOQ Form and all schedules and attachments in its entirety.
- Respondent has completed *Schedules A through K* and attached required documentation (i.e., resumes of all management personnel, organizational chart, commitment letter from bonding company, letter evidencing workers comp. experience modifier, sample firm project management reports, etc.).
- Respondent has submitted a current DCAM Certificate of Eligibility.
- Respondent has submitted a completed Update Statement.
- Respondent has submitted an Audited Financial Statement (Schedule H) in a sealed envelope.
- Respondent submission package includes an original and **EIGHT** copies of its SOQ application, three (3) hole-punched in "D" ring binders.
- Respondent has provided current contact information for its firm and all of its project contacts/references.
- Respondent addressed the *SOQ* envelope correctly (i.e. to reference the Project and other required information set forth herein).

CM at Risk Statement of Qualifications Form (SOQ)

Firm Name: _____

Mailing Address: _____

Street Address (if different from mailing address): _____

Telephone Number: _____ Fax Number: _____

Contact Person: _____ Title: _____

E Mail: _____

Firm acknowledges Addenda numbered _____ (list all)

- A. **Qualifications Application:** Respondent MUST complete the CM at Risk Qualifications Application **Schedule A** attached below.

- B. **Executive Summary:** Respondent MUST attach a **Schedule B** with a cover letter and/or executive summary detailing the key elements and factors that differentiate the respondent firm from other firms. This letter/ executive summary should not exceed 6 pages.

- C. **Management Personnel and Project Organizational Chart:** Respondent MUST complete **Schedule C** attached below, provide an team organizational chart and resumes 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/project engineers.

- D. **Similar Project Experience:** Respondent MUST complete **Schedule D** attached below, listing similar projects for the last five (5) years. The first part of Schedule D requests information for similar projects that used the construction manager at risk delivery method and the second part of Schedule D requests information on similar projects in general. For each project, respondent must include the name of the project, location, description of project, description of respondent firm's scope of work, original contract sum, final contract sum (with explanation), date completed and the name, organization, address and telephone contact information for the owner and project architect for each such project. For the purpose of this RFQ, "similar projects" shall mean projects where the construction cost for the project was at least the amount of the estimated construction cost of this Project; of similar complexity, required construction/renovation of a facility of the general type while the facility was occupied and was the approximate size of this Project or larger. Please note that the Pre-Qualification Committee may in its own judgment, determine and evaluate what would be deemed and considered "similar projects" in the best interest of the Town of Wayland.

- E. **Terminations and Legal Proceedings:** Respondent MUST complete **Schedule E** attached below. Schedule E requires two separate listings: first a complete listing each and every project on which the respondent firm was terminated for cause; failed to complete the work; or was

assessed liquidated damages or actual damages by the Owner for late completion, within the past five (5) years; and second a complete listing of any criminal 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 a construction contract in which the respondent firm was a named party.

- F. **Safety Record:** Respondent MUST insert below its experience modifier for the past three years and attach at **Schedule F** documentation from its insurance carrier of its Workers' Comp. Experience Modifier for the past three years.

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

- 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 it reports on **Schedule G**.

- H. **Audited Financial Statement:** Respondent MUST attach at **Schedule H** a complete copy of its audited financial statement for the most recent fiscal year. **This statement is to be submitted in a sealed envelope and placed in the sleeve of the three ring-binders.**

- I. **Letter from Surety Company Evidencing Bonding:** Respondent MUST attach at **Schedule I** a letter from a surety company that is licensed to do business in the Commonwealth and whose name appears on United States Treasury Department Circular 570 on the surety 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 110 per cent of the estimated construction cost of the Project.

- 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**.

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

Executive Summary attached at Schedule B the information should not be repeated at Schedule K but can be referenced.

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.

To the Town of Wayland

The undersigned declares that he or she has carefully examined all the documents contained in the CM at Risk Request for Qualifications (RFQ) solicitation for the Wayland High School Expansion and Modernization, 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 also hereby certifies that he or she (or, if he or she is the authorized representative of a company, the company) is the only person interested in this Statement of Qualifications and any subsequent proposal; that it is made without any connection with any other person making any submission for the same work; that no person acting for, or employed by, the Commonwealth of Massachusetts is directly or indirectly interested in this Statement of Qualifications or any subsequent proposal, or in any contract which may be made under it, or in expected profits to arise 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 states that he or she has carefully examined all of the information provided and representations made in this Statement of Qualifications and the documents submitted with the SOQ including all schedules, forms and materials, and certifies to the best of his/her knowledge, that this Statement of Qualifications in its entirety is complete, true and accurate.

SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY:

Signature: _____
(Signature of Authorized Representative)

Name: _____

Title: _____

Firm Name: _____

Date: _____

Schedule A -CM at RISK QUALIFICATIONS APPLICATION

Firm Name: _____

1. BUSINESS INFORMATION

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

Number of years in business under current business name: _____

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

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 venturer:

Is partnership or joint venture registered in Massachusetts? _____

If firm is a foreign limited partnership or a foreign corporation and is selected, it will be required under M.G.L. c. 30, §. 39L to obtain from the Massachusetts Secretary of State, One Ashburton Place, 17th floor, Boston, MA a certificate stating that the partnership or 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 venturer that is a corporation, provide the following information (use additional sheets if necessary):

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

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: _____

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 the types/areas of work below:

3. REFERENCES

Provide references from the Owner on three projects comparable to the Wayland H.S. Project on which you have performed as a CM at Risk during the past 5 years, stating the name of reference, current contact person, telephone number and address:

Provide two 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	# OF YEARS W/FIRM	EDUCATION & EXPERIENCE	COMPLETED PROJECTS (if resume lists all completed projects this section can\ reference resume)