



**City of Somerville
Request for Qualifications (RFQ) #22-24
For Construction Management at Risk Services**

Poplar Street Pump Station Project, Somerville, Massachusetts
Submission Deadline: Friday, January 21, 2022 at 2:00 PM

Submit Statement of Qualifications to:

www.Projectdog.com, Project Code 845241

Issued: December 22, 2021

Request for Qualifications for Construction Management at Risk Services

I. General Information

A. Project Information

Awarding Authority: **CITY OF SOMERVILLE**

Project No. **RFQ 22-24**

Project Title: **Poplar Street Pump Station Project, Somerville, Massachusetts**

Deadline for Questions: **Questions about this project must be submitted in writing no later than Thursday, January 6, 2022 at 12:00 noon to cmccormick@pmaconsultants.com.**

Submission Deadline: **2:00 P.M. Friday, January 21, 2022**

Submission Address: **www.Projectdog.com, Project Code 845241**

Conceptual Estimated Construction Cost: **\$100,000,000.00**

Estimated Construction Duration: **40 months**

Project Team: OPM: **PMA Consultants LLC**
Designers: **Stantec Consulting**
OverUnder, Inc.

RFQ Interest Survey: **www.Projectdog.com, Project Code 845241**

B. Introduction

Firms interested in providing Public Construction Manager at Risk Services (“CM” or “CM at Risk”) for the Project are invited to submit a Statement of Qualifications (“SOQ”) to the City of Somerville, via www.projectdog.com. All SOQs will be submitted electronically. Refer to section III. below for detailed instructions.

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 City of Somerville is prequalifying firms interested in providing public CM at Risk services for the project through this RFQ process. The City of Somerville 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 project delivery method for construction will be public CM at Risk with a Guaranteed Maximum Price (“GMP”) under M.G.L. Chapter 149A. **Firms interested in being prequalified must demonstrate that they have**

prior experience as a Construction Manager, including any M.G.L c. 149A projects. The prior CM at Risk projects must have been completed within the last ten (10) years.

C. Project Description

The Poplar Street Pump Station Project (PSPS) is located on a 2.1-acre City of Somerville (City) owned parcel planned to serve as a stormwater pump station, storm water storage tank, park, urban agriculture site, and arts hub featuring the Art Farm community center with performance and exhibit spaces. Development of the Site shall also occur within the context of two area transportation projects: the MBTA Green Line Extension (GLX) featuring the nearby East Somerville Station, and MassDOT's McGrath Boulevard Development that will ground the elevated highway and reconfigure the Poplar Street intersection. The conceived scope of work for the Project consists of:

- 1) Development of the Site as multi-use infrastructure consisting of:
 - a stormwater pump station facility and electrical building (50 MGD capacity),
 - an estimated 5,000 SF Art Farm community center with an open-planned interior and associated exhibition spaces with adaptable and varied zones of use that can handle activities of many types and sizes,
 - an underground stormwater storage tank (4.0 MG capacity),
 - landscaping of a public park and community gardens.
- 2) Stormwater box culvert to be routed below McGrath Highway from Somerville Avenue inclusive of conduit, field instruments and actuators.
- 3) Stormwater force main routed from the Site to the MBTA GLX corridor inclusive of conduit and field instruments.
- 4) Streetscape improvements featuring ADA-compliant sidewalks.
- 5) Stormwater green infrastructure options within:
 - the Site, and
 - the streetscape improvements.
- 6) Work subject to MassDOT and MBTA jurisdiction and commercial property easements.

Total project duration for construction is currently estimated to be 40 months. The project is currently in the Schematic Design phase, and the selected CM will be required to perform a detailed Schematic estimate immediately upon contract award.

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 Minority Business Enterprise and Women Business Enterprise (MBE/WBE) participation goals for the PSPS Project will be set by the City of Somerville in future project documentation. They will be guided by the Supplier Diversity Office's ("SDO") and Division of Capital Asset Management and Maintenance's ("DCAMMM") new Overall Annual Program goals effective as of July 1, 2020.

Pursuant to M.G.L. c. 30, §39S(a)(2) all employees to be employed at the work site must have successfully completed a course in construction safety and health approved by OSHA and of at least 10 hours in duration.

A site visit will not be conducted at the RFQ phase. Drawings, specifications, and other documents will not be available to respondents during the RFQ phase.

D. Project Schedule

The A/E firms of Stantec Consulting Services, Inc. and OverUnder are currently completing the Schematic Design phase of this project. Detailed Design is expected to last into 2022, with early bid packages becoming available in the Summer of 2022. It is anticipated that the CM will be under contract for Pre-Construction Services while the construction documents are being developed, with a possible construction start in the Fall of 2022. Construction is expected to be completed at the end of 2025. It is intended that the storage tank, box culvert, force main, and Pump Station, be fully functional and occupied by the Spring of 2025.

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 is the Request for Qualifications (RFQ) – or 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 prequalify construction management at risk (CM or CMAR) firms. Interested firms must submit a Statement of Qualifications (SOQ) by the deadline set for submission. The City of Somerville will appoint and assemble a prequalification committee (“Prequalification Committee”) to review and evaluate the SOQs received. The City anticipates concluding the RFQ evaluation process within 30 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 phase. 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 City will prepare a register of the names of the firms submitting SOQs which will be available for public inspection. The Prequalification Committee will review and evaluate the SOQs submitted, information contained in the DCAMM certification files, information on prior project performance, information obtained from references, information obtained from governmental agencies and entities, and such other information as may be obtained. The City of Somerville, at its sole discretion, may request additional information to clarify or supplement the information obtained.

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

In Phase Two a detailed Request for Proposals for CM at Risk will be issued to the CM Firms deemed qualified in this Phase One prequalification process. The RFP Selection Committee (Selection Committee) will evaluate the proposals on multiple factors, rank the proposals based on the composite ratings including their fee proposal, make a recommendation for the preferred CM Firm to Somerville City Hall, 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 City, negotiations will be terminated, and negotiations will commence with the next highest ranked firm, and the process will continue until the City can reach an acceptable contract with one of the prequalified CM at Risk firms that submitted an advantageous proposal.

F. Treatment of Information submitted

The City of Somerville 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 DCAMM Update Statement and the Audited Financial Statement which are both deemed confidential. The City'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. Somerville 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 an SOQ, the respondent thereby grants to Somerville an unrestricted license to use the SOQ, including all materials submitted therewith, in connection with the Project.

G. Communication between Somerville's Project Team and Respondents

Unauthorized communications or contact between CM firms, their employees, agents, or other related entities interested in submitting SOQs and the City's Project team, including the project designer or program manager, or any other person or entity participating on the Prequalification Committee or Selection Committee with regard to this project are strictly prohibited. The only authorized communications shall be 1) inquiries to Somerville's Purchasing Department or the Owner's Project Manager for general information about obtaining the RFQ, RFQ submission deadlines, and the existence of any relevant addenda to the RFQ; and 2) general inquiries about the RFQ process and Somerville's CM at Risk Program can be made to Clark McCormick, PMA Consultants LLC, Owner's Project Manager, at (781) 519-1085 or via email at cmccormick@pmaconsultants.com, no project specific inquiries will be permitted; and 3) the City's Procurement & Contracting Services (PCS) department may initiate contact to advise firms of CM at Risk project opportunities.

Any issues brought to the City's attention which require additional clarification will be addressed by written addenda. Oral and other clarifications will be without legal effect. All such addenda will be considered part of this RFQ, and the respondent shall be required to acknowledge receipt of all addenda on the RFQ Proposal Response Form attached to this RFQ. ProjectDog will provide electronic copies of addenda to all respondents who have registered and requested the RFQ and will post the addenda on the web site www.projectdog.com in the listing for this Project. It shall be the sole responsibility of the Respondent to ascertain the existence of any and all addenda issued by the City of Somerville.

From the date of issuance of this RFQ, any respondent that contacts directly or indirectly any appointed official, elected official, or employee of the City of Somerville, or the owner's designer or

program manager, or any member of the selection team in connection with the selection process or the contract contemplated herein for this project is subject to disqualification. Contact is permitted for the purpose of obtaining a copy of this RFQ or to submit a verbal or written question or request for clarification as prescribed above in this section.

H. Status of Request for Qualifications

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

Request for Qualifications for Construction Management at Risk Services

II. Scope of Services for Construction Management

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

A. Pre-Construction (Design) Phase

1. Review and recommend revisions, if appropriate, to the project Master Schedule, Construction Budget and Permitting Plan developed by the City's project team.
2. Develop the scope of work and conduct Biddability reviews and prepare bid packages in concert with the Designer for each trade to be bid and participate in the prequalification and qualification of each of the Trade Contractors and other subcontractors as defined by law.
3. Attend and, if requested by the City, schedule and lead periodic project meetings and special meetings for the exchange of information concerning the project, and review of design progress, permits and approvals. All meetings shall be held at a location and time convenient to the City of Somerville's Project Manager.
4. Constructability Reviews - The Construction Manager shall review the construction documents for completeness and coordination of Work among the trades and shall perform constructability and phasing reviews at appropriate intervals during the development of the construction documents. The Construction Manager shall make written recommendations to the Designer and OPM regarding necessary modifications to the construction documents.
5. Value Engineering - At each of the major milestones, minimally described as schematic design, design development, construction documents, long lead equipment, on the Project schedule, the Construction Manager shall provide a written analysis of all value engineering opportunities in connection with the Work for building materials, and systems and equipment and shall perform life cycle cost analyses for major building elements.
6. Review the design documents and other construction documents and make recommendations to the project team as to construction methods and sequence of construction, and the clarity, consistency and coordination of design specifications and other pertinent documentation.
7. Perform periodic detailed cost estimates for the entire construction and for phases or portions of the work as directed by the City, and work with the project designer and OPM to reconcile differences. Perform detailed cost estimates and value engineering analyses during the development of Schematic Design, Design Development, and Construction Documentation phase of the project. The CM shall work with the Designer and OPM to reconcile differences. The City may require additional cost estimates to confirm budget due to modifications made via design workshops. The CM shall work with the Designer and OPM to reconcile differences.

8. Develop, in coordination with the OPM, a system for tracking project costs and cash flow.
9. General Conditions and Logistics - The Construction Manager shall provide recommendations and information to the City, OPM, and Designer regarding the general condition requirements and construction logistics for the Project to ensure economical and efficient use of all general condition items and resolution of logistical challenges. The Construction Manager shall review the assignment of responsibilities for temporary Project facilities and equipment, materials, and services for common use of all project participants. The Construction Manager shall verify that such requirements and assignment of responsibilities are included in the Contract Documents.
10. Long Lead Items - The Construction Manager shall work with the OPM and Designer to expedite and coordinate the identification, ordering, and delivery of materials requiring long lead time.
11. Labor Requirements - The Construction Manager shall provide an analysis of the types and quantities of labor and subcontractor resources required for the Project and review the availability of appropriate categories of labor and subcontractors required for critical phases with the City, OPM, and Designer. The Construction Manager shall make recommendations for actions designed to minimize adverse effects of labor shortages. Throughout the course of the Project, the Construction Manager shall ensure labor harmony among all persons employed on the Project by the Construction Manager or any subcontractor or supplier.
12. The Construction Manager, with input from the City, OPM and the Designer, shall develop a Master Project 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 that identifies all activities and milestones required to complete the Work. The CPM project schedules shall be developed using Primavera's version P6 or newer. The Construction Manager shall update the Master Project Schedule: (a) monthly, (b) as milestones are reached, and (c) more frequently as required to reflect the most recent material Project developments. The Master Project Schedule shall be a critical path method (CPM) schedule that includes detailed data on costs and resources. The Master Project Schedule shall be in form, substance, and detail acceptable to the City and shall be approved by the City and OPM upon its initial development and upon every update thereafter. The CM shall assign a professional project scheduler possessing building and site design and construction experience. If deemed qualified by the City of Somerville, the CM can assign an in-house scheduler.
13. Conduct activities relating to the procurement and award of Trade Contracts and all other contracts for the furnishing of labor, materials, equipment, or other services in connection with the construction of this project, in accordance with procedures to be developed by the City and in a manner that will meet Minority Business Enterprise and Women Business Enterprise goals set for the project.

B. Construction Phase

1. Scope of Construction Phase Services - The construction Work of the Project covers full construction services, and specifically includes all services, labor, materials, tools, equipment, insurance, bonds, administration and supervision necessary to construct, fully furnish and equip the Project, to provide all necessary mechanical, electrical, plumbing, fire protection and tel/data services to all areas and components of the Project, and to provide all site development, utilities, sidewalks, landscaping, and outdoor facilities and structures, which form a part of the Project. The Construction Manager shall furnish all construction administration and management services in an

expeditious and economical manner consistent with the interests of the City. The Construction Manager shall work closely with the City, OPM and the Designer on the specific tasks listed below and elsewhere in the Contract Documents.

2. Study of Contract Documents - The Construction Manager recognizes and acknowledges that it has a continuing duty throughout the Project to read, examine, review, and compare each of the documents that make up the Contract Documents and shall give written notice to the City, OPM and the Designer of any material gaps, inconsistencies, conflicts, ambiguities, errors, omissions, or overlaps that the Construction Manager may find with respect to Contract Documents before proceeding with the affected Work. The Construction Manager further acknowledges and represents that: (a) it has made a careful study of the Contract Documents throughout the design phase of the Project, (b) it accepts the Contract Documents and confirms that they are as free as possible of gaps, inconsistencies, ambiguities, conflicts, errors, omissions, or overlaps, and (c) the subcontractor bid packages prepared during the Pre-Construction Phase of the Project include the entire scope of Work identified in, or reasonably to be inferred from, the Designer's construction documents, (d) it agrees to supply and install the Work shown, or reasonably inferable from, the construction documents for the GMP set forth in GMP amendment and to complete such Work within the time period indicated on the approved Master Project Schedule, and (e) it acknowledges that certain accommodations (clarifications and/or coordination of the Construction Documents) may be required, but recognizes and agrees that such accommodation is included in the GMP, and that no additional cost shall be charged to or paid by the City for such accommodation or for any costs that may result therefrom.
3. Permitting - Obtain and pay for all required construction related permits.
4. Bonding - Furnish bonds and insurance as required by the contract documents.
5. Provide and maintain a construction site office and provide all site management and administration.
6. Manage and coordinate all Trade Contractors and subcontractors and others engaged in the performance of the work.
7. Meet the Women Business Enterprise and Minority Business Enterprise participation goals and minority work force goals for the Project.
8. Implement procedures following the City's standards for reviewing and processing requests for information or clarifications and interpretations of the contract documents; shop drawings, samples, and all other submittals, contract schedule adjustments, change order proposals, proposals for substitutions, payment applications, as-built drawings, and maintenance of logs using an acceptable internet-based system software.
9. Supervision of Construction - The Construction Manager shall continuously supervise and observe all construction Work in progress to ensure that the Work is proceeding in accordance with the Contract Documents. The Construction Manager shall provide direct supervision, scheduling and problem resolution for subcontractors and suppliers.
10. Site Protection - The Construction Manager shall take precautions in execution of demolition of any existing structures and materials not to disturb or damage any existing structures, landscaping, walks, roads, or other items scheduled to remain. The Construction Manager shall restore any

damaged items to their original condition, and otherwise as directed by the City. The Construction Manager shall provide and erect barricades, fences, signs, and other traffic devices acceptable to the City to protect the Work from traffic and the public.

11. Attend and, if requested by the City, schedule and lead regular project and construction progress meetings, and conduct regular meetings at the site with each subcontractor. All meetings shall be held at a location and time convenient to the City's Project Manager.
12. Develop and implement a change order control system using internet-based system software.
13. Establish and implement a Quality Control program including monitoring the quality programs of all subcontractors.
14. Develop and implement a project wide safety program, including monitoring and enforcement of the program for Trade and subcontractors.
15. Monitor closely the progress of construction of each subcontractor, prepare a construction schedule report at least monthly and, if and as necessary, prepare and submit recovery schedules.
16. Provide a part-time independent, project-dedicated scheduler to develop, maintain and update the detailed CPM schedule.
17. 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 City.
18. 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.
19. Maintain complete and accurate records, including (a) correspondence, (b) meeting notes and minutes, (c) shop drawings and submittals, (d) construction documents including change orders, (e) clarifications and interpretations of the construction documents issued by the project designer, (f) progress reports including observations of testing performed, (g) as-built drawings, and (h) all other project related documents including but not limited to those utilizing the internet based system software.
20. Commissioning and Start-Up - The Construction Manager and its subcontractors shall be responsible for the in startup, testing, balancing, and adjusting of the Project's mechanical, electrical and plumbing systems in order to satisfy the testing program developed by the Commissioning Agent. The Construction Manager shall participate, as required by the City's Commissioning Agent in the commissioning of the Pump Station, Art Barn, and other project systems. The Construction Manager shall prepare a recommendation for final acceptance of the Project after the subcontractors have corrected deficient work and satisfied all contract conditions. The Construction Manager shall prepare a final payment request and final report. The Construction Manager shall coordinate all training for City representatives on the use of the new Pump Station, site, and Art Barn building systems.

The CM shall develop and implement a Project wide pre-commissioning program, which shall include achieving, verifying, and documenting the program on a construction checklist. The construction checklist content shall be coordinated with the City's Commissioning Agent. The construction checklist shall include installation and operational qualification columns for each component or system installed. Upon completion of the construction checklist the Commissioning Agent shall begin commissioning. The CM shall designate a Commissioning and Startup Manager at the site whose primary duty shall be commissioning, start-up, administration, and turnover of the program to the City.

The CM shall develop and implement procedures for the orderly completion of punch list items, and for the final inspection, testing, programming, and initial operation of all equipment and systems and training. The CM and the subcontractors shall participate, as required by the City's Commissioning Agent in startup, testing and adjusting of the Project's mechanical, electrical and plumbing systems in order to satisfy the testing program developed by the Commissioning Agent.

The CM shall have properly licensed operators with 10-years' experience performing the Commissioning and Startup operations and shall engage City representatives during the Commissioning and Startup of the new systems that interact with the existing City systems.

21. Commissioning and Start-Up – O&M Manuals and Training - The Construction Manager shall provide complete, bound operations and maintenance (O&M) manuals tabbed in an orderly and organized manner. The Construction Manager shall provide training as necessary for City personnel with respect to the mechanical, plumbing, electrical, fire protection and security systems of the Project. O&M manuals and training shall comprehensively cover the operation of the entire stormwater management system in accordance with the Program of Design.

C. Post-Construction Phase

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

Request for Qualifications for Construction Management at Risk Services

III. Submission Instructions and Requirements and Evaluation Criteria

A. Submission Deadline

2:00 P.M. on Friday, January 21, 2022

Statements of Qualification received later than the submission deadline specified above will be rejected. Respondents are cautioned to allow sufficient time for completion of electronic submissions. Hard copy qualifications will not be accepted. Qualification statements will not be opened or read publicly.

B. SOQ Electronic Submittal Instructions

Qualifications statements shall be submitted electronically at www.Projectdog.com via Project Code **845241** no later than **2:00PM on January 21, 2022**.

1. Statements of Qualifications (SOQ) shall be submitted electronically at www.Projectdog.com. Hard copies will not be accepted by the Awarding Authority. Tutorials and instructions are available online at www.Projectdog.com. For assistance, contact Projectdog Inc. at 978.499.9014.
2. All required forms must be completed, combined, and submitted in a single, unrestricted PDF formatted file. The Respondent must fill-in all required fields and signatures either digitally or manually (print, fill-in, and scan to PDF).
3. The Respondent shall access the Projectdog.com E-Bidding System by entering the Project Code **845241** in the project locator box and then selecting "Sub E-Bid" from the project's "Project Details" page. Select "GO" from the Bidding Trades table to continue on to the SOQ Submission page.
4. Respondents may upload ("Add File" or "Replace File"), review ("View File"), submit ("Submit my E-Bid"), or retract ("Retract my E-Bid") their SOQ at any time prior to the designated deadline. The server clock is displayed on the project's E-Bidding page and is the time of record. **Respondents must select "Submit my E-Bid" prior to the designated deadline to officially submit their SOQ online.** Once submitted, the SOQ cannot be edited. To modify a submitted SOQ, Respondents must retract the submission, make any necessary changes, and then upload ("Replace File") and submit their updated SOQ package. Upon submitting or retracting their SOQ, Respondents will receive a convenience e-mail for informational purposes only. Respondents are highly encouraged to contact Projectdog directly if the email is not received.
5. Any changes to the RFQ shall be issued through written addenda and posted to the Projectdog website accompanied by e-mail notification to every individual or firm on record as having received the RFQ documents. Hard copies of addenda will not be mailed or faxed. It shall be the sole responsibility of the Respondent to ascertain the existence of any and all addenda. Failure of any Respondent to receive any addendum shall not relieve such Respondent from any obligation imposed by such addendum. Each Respondent shall be required to acknowledge and certify receipt of addenda on the appropriate SOQ Submission Form.
6. Respondents are strongly encouraged to review ("View File") and confirm online that their SOQ package has been submitted successfully. Timely submission of SOQs shall be the full responsibility of the Respondent. It is also the Respondent's responsibility to ensure that their submission is 100% true, complete and accurate.

7. Any submission may be withdrawn (retracted) prior to the designated deadline by selecting “Retract My E-Bid” from the project’s E-Bidding page. Upon retracting, the Respondent will receive a convenience email for informational purposes only. It is the Respondent’s responsibility to confirm online that their SOQ has been retracted successfully.
8. Any submission may be withdrawn (retracted) prior to the designated deadline by selecting “Retract My E-Bid” from the project’s E-Bidding page. Upon retracting, the Respondent will receive a convenience e-mail for informational purposes only. It is the Respondent’s responsibility to confirm online that their SOQ has been retracted successfully.

C. Submission Requirements

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

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

1. **Qualifications Application:** Respondent **must complete** the CM at Risk Qualifications Application **Schedule A** attached to the SOQ below. Joint ventures must provide information about each of the joint venture partners.
2. **Executive Summary:** Respondent **must attach** as **Schedule B** to the SOQ a cover letter or executive summary detailing the key elements and factors that differentiate the respondent firm from other firms. Joint Ventures (JV) 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. Joint Venture respondents shall provide a copy of the JV Agreement. This letter/executive summary should not exceed 6 pages.
3. **Management Personnel and Project Organizational Chart:** Respondent **must complete** **Schedule C** attached to the SOQ below, and **must attach** at Schedule C *both*: i) an organizational chart *and* ii) a resume for each and every person who will have **any** management responsibility, direct or indirect, for the Project, including but not limited to project executives, project managers, field superintendents and field engineers. Joint ventures must identify the company that employs each individual listed.
4. **Similar Project Experience:** Respondent must complete **Schedule D** attached to the SOQ below, listing similar projects for the last ten (10) years. The first part of Schedule D requests information for similar projects that used the construction manager at risk delivery method, including projects under M.G.L. c. 149A and the second part of Schedule D requests information on similar projects in general. For each project, respondent must include the name

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

5. Terminations and Legal Proceedings: Respondent **must complete Schedule E** (all parts and subparts) attached to the SOQ below. **Part A** of Schedule E 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. **Part B** of Schedule E requires a complete listing of any **convictions or fines** incurred by the respondent firm or any of its principals for violations of any state or federal law within the past three (3) years. **Part C** of Schedule E is divided into three (3) subparts. **Section 1** of **Part C** requires a complete listing of **all litigation** involving a construction project or contract (excluding personal injury and workers' compensation) whether currently pending or concluded within the past three (3) years in which the respondent firm was a named party. **Section 2** of **Part C** requires a complete listing of all **administrative proceedings** involving a construction project or contract, whether currently pending or concluded within the past three (3) years, in which the respondent firm was a named party. (**NOTE: Administrative Proceedings** shall include: (i) any action taken or proceeding brought by a governmental agency, department, or officer to enforce any law, regulation, code, legal, or contractual requirement, except for those brought in state or federal courts; (ii) any action taken by a governmental agency, department, or officer imposing penalties, fines, or other sanctions for failure to comply with any such legal or contractual requirement, or (iii) any other matter before an administrative body.) **Section 3** of **Part C** requires a complete listing of all **arbitrations** involving a construction project or contract, whether currently pending or concluded in the past three (3) years, in which the respondent firm was a named party. Joint ventures must complete all parts and subparts of Schedule E for each individual joint venture partner.
6. Safety Record: Respondent **must provide** its experience modifier for the past three years by writing it in on the SOQ in the space provided and **must also attach at Schedule F** to the SOQ documentation from its insurance carrier of its Workers' Comp. Experience Modifier for the past three years. Joint ventures must complete a Schedule F for each individual joint venture partner.
7. MBE/WBE and Workforce Compliance Record: Respondent **must complete Schedule G** attached to the SOQ below providing information on the firm's compliance record with respect to Minority Business Enterprise and Women's Business Enterprise participation goals and workforce inclusion goals for each and every project completed within the past five (5) years that had contractual MBE/WBE participation goals or minority and women workforce goals. In addition, respondent **must attach documentation** provided by the project owner or independent project manager supporting the actual participation and inclusion amounts it reports on Schedule G. Joint ventures must complete a Schedule G for each individual joint venture partner.

8. 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.
9. Letter from Surety Company Evidencing Bonding: Respondent **must attach** at **Schedule I** to the SOQ a letter from a surety company that is licensed to do business in the Commonwealth and whose name appears on United States Treasury Department Circular 570 on the surety company's letterhead (or a letter from a surety agent with attorney in fact authority and an original power of attorney accompanying the letter) confirming that it will provide respondent firm with payment and performance bonds on the Project in an amount equal to or greater than 110 per cent of the estimated construction cost of the Project. This letter can either reference the joint venture's bonding or submit separate letters for each individual joint venture partner.
10. Certificate of Eligibility and Update Statement: Respondent **must attach** at **Schedule J** to the SOQ **both**: i) a current **Certificate of Eligibility** (issued by DCAMM) showing respondent is certified in General Building Construction with appropriate single project limits and aggregate limits as set forth above, **and** ii) a completed **Update Statement** on the current form of Update Statement available on DCAMM's website. If the respondent is a Joint Venture, they must submit a DCAMM Certification of Eligibility for the Joint Venture and an Update Statement for each individual joint venture partner.
11. 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.
12. 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.

D. Evaluation Criteria for Selection

The respondent must submit all of the information and documentation listed in this RFQ. 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 DCAMM certification files, and such other information as may be obtained. Respondents must include the CM at Risk Statement of Qualifications Response Form and all of the materials required for Schedules A through 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.

1. Certification, Capacity and Bonding

a. Required Construction Manager at Risk Experience

All respondents must have prior experience as a Construction Manager on Construction Manager at Risk projects, including any M.G.L c. 149A projects with a guaranteed maximum price (GMP) and the prior CM at Risk experience **must be** on projects with a total construction cost in an amount similar to the estimated total construction cost of this Project and **must be** on projects of similar complexity, similar type construction, and similar size that were completed within the last ten (10) years.

b. Bonding Capacity

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

c. Certificate of Eligibility and Update Statement: Respondent must attach at Schedule J to the SOQ both: i) a current Certificate of Eligibility (issued by DCAMM) showing respondent is certified in General Building Construction with appropriate single project limits and aggregate limits as set forth above; ii) a completed Update Statement on the current form of Update Statement available on DCAMM's website. Joint Ventures which are DCAMM certified shall submit the Joint Venture Certificate of Eligibility and an Update Statement for each individual joint venture partner and iii) the JV respondent shall provide evidence satisfactory to the City of Somerville of bonding capacity, in the form set forth above and satisfactory to the City, for the proposed joint venture in the amount of the Estimated Construction Cost for the Project.

For certification forms and additional information see DCAMM's web site:

www.mass.gov/DCAMM/certification

Or contact the Certification Office at:

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

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

- Prior Similar Project Experience

- Management Team and Organization for the Project, including a plan for changes to the Project Team should they need to occur during the project.
- Financial Status
- Prior Project Experience
- Litigation and Performance/Termination History
- Safety Record
- History of Compliance with MBE/WBE participation and workforce goals
- Quality of performance on prior projects
- Reference Information, including forecasted and actual costs for each project
- Volume of current work
- Sustainable construction and LEED-certified buildings.

As provided by law, the City of Somerville's decision on prequalification shall be final and binding and shall not be subject to appeal except on grounds of fraud or collusion.

CM AT RISK RFQ INTEREST FORM

Electronic Submittal of Interest Form

Awarding Authority: City of Somerville
Project No.: RFQ 22-24
Project Name: Poplar Street Pump Station Project

All firms interested in responding to this RFQ must complete the RFQ Interest Survey online at www.Projectdog.com prior to the submission deadline.

1. Log in to www.Projectdog.com or select “[Sign Up](#)” to create a new account,
2. Enter Project Code **845241** in the project locator box,
3. Select “Survey” from the project’s “Project Details” page,
4. Click the “Yes” radio button for “WILL YOUR FIRM RESPOND TO THIS RFQ?” and for area(s) of Interest,
5. Select “Save” to submit the Interest Form.

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 completed the RFQ Interest Survey online at www.Projectdog.com.
- Respondent completed the SOQ Form and all schedules and attachments in their entirety.
- Respondent has completed *Schedules A through M* and attached required documentation (i.e., resumes of all management personnel, organizational chart, commitment letter from bonding company, letter evidencing workers comp. experience modifier, letter from owner documenting prior project MBE/WBE participation; sample firm project management reports, copies of required portions of most recent application for certification submitted by Respondent to DCAMM, etc.).
- Respondent has submitted current DCAMM Certificate of Eligibility.
- Respondent has submitted completed Update Statement.
- Respondent has submitted Audited Financial Statement.
- Respondent has provided current contact information for its firm and all of its project contacts/references.
- Respondent has submitted a completed SOQ application electronically to www.Projectdog.com.

CM at Risk Statement of Qualifications Form (SOQ)

Firm Name: _____

Mailing Address: _____

Street Address (if different from mailing address): _____

Telephone Number: _____ Fax Number: _____

Contact Person: _____ Title: _____

Email: _____

Firm acknowledges Addenda numbered _____ . (list all)

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

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

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

- D. **Similar Project Experience:** Respondent **MUST** complete **Schedule D** attached below, listing similar projects for the last ten (10) 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 role, scope of work, original contract sum, final contract sum (with explanation), date completed and the name, organization, address and telephone contact information for the owner and project architect for each such project. For the purpose of this RFQ, "similar projects" shall mean projects where the construction cost for the project was for an amount similar to the amount of the estimated construction cost of this Project; the project was one of similar complexity; the project was of similar type or scope; and the project was the approximate size of this Project or larger. Joint ventures must complete a Schedule D for each individual joint venture partner.

E. Terminations and Legal Proceedings: Respondent **MUST** complete **Schedule E** (all parts and subparts) attached below. **Part A** of Schedule E 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. **Part B** of Schedule E requires a complete listing of any **convictions or fines** incurred by the respondent firm or any of its principals for violations of any state or federal law within the past three (3) years. **Part C** of Schedule E is divided into three (3) subparts. **Section 1** of **Part C** requires a complete listing of **all litigation** involving a construction project or contract (excluding personal injury and workers' compensation) whether currently pending or concluded within the past three (3) years in which the respondent firm was a named party. **Section 2** of **Part C** requires a complete listing of all **administrative proceedings** involving a construction project or contract, whether currently pending or concluded within the past three (3) years, in which the respondent firm was a named party. **(NOTE: Administrative Proceedings** shall include: (i) any action taken or proceeding brought by a governmental agency, department, or officer to enforce any law, regulation, code, legal, or contractual requirement, except for those brought in state or federal courts; (ii) any action taken by a governmental agency, department, or officer imposing penalties, fines, or other sanctions for failure to comply with any such legal or contractual requirement, or (iii) any other matter before an administrative body.) **Section 3** of **Part C** requires a complete listing of all **arbitrations** involving a construction project or contract, whether currently pending or concluded in the past three (3) years, in which the respondent firm was a named party. Joint ventures must complete all parts and subparts of Schedule E for each individual joint venture partner.

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

<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** from the project owner or independent project manager supporting the actual participation and inclusion amounts it reports on Schedule G. Joint ventures must complete a Schedule G for each individual joint venture partner.

H. Audited Financial Statement: Respondent **MUST** attach 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 from Surety Company Evidencing Bonding:** Respondent MUST attach at **Schedule I** a letter from a surety company that is licensed to do business in the Commonwealth and whose name appears on United States Treasury Department Circular 570 on the surety company's letterhead (or a letter from a surety agent with attorney in fact authority and an original power of attorney accompanying the letter) confirming that it will provide respondent firm with payment and performance bonds on the Project in an amount equal to or greater than 110 per cent of the estimated construction cost of the Project. This letter can either reference the joint venture's bonding or submit separate letters for each individual joint venture partner.
- J. **Certificate of Eligibility and Update Statement:** Respondent MUST attach at **Schedule J** *both* a current **Certificate of Eligibility** (issued by DCAMM) showing respondent is certified in General Building Construction with appropriate single project limits and aggregate limits as set forth above *and* a completed **Update Statement** using the current form of Update Statement available on DCAMM's website, www.mass.gov/DCAMM/certification. Joint ventures which are not yet DCAMM certified as a joint venture must submit a Certificate of Eligibility and Update Statement for each individual joint venture partner.
- K. **Examples of Project Management Reports and Operating Philosophy:** Respondent MUST attach at **Schedule K** specific examples (no more than 3) of Project Management Reports that were prepared by respondent on one or more of the Construction Manager projects listed on Schedule D, Part A. In addition, respondent **may**, at its option, include a brief statement of its operating philosophy. If information on respondents operating philosophy is contained in its Executive Summary attached at Schedule B the information should not be repeated at Schedule K, but can be referenced.
- L. **Examples of Prior Experience on Sustainable Construction 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 City of Somerville:

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 Project referenced in the footer below and certifies to the best of his/her knowledge, that this Statement of Qualifications fully complies with all of the requirements of the RFQ and all addenda and clarifications issued in regard to the RFQ.

The undersigned further certifies that he or she (or, if he or she is the authorized representative of a company, the company) is the only person interested in this Statement of Qualifications and any subsequent proposal; that it is made without any connection with any other person making any submission for the same work; that no person acting for, or employed by, the City of Somerville 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 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 and is selected, it will be required under M.G.L. c. 30, §. 39L to obtain from the Massachusetts Secretary of State, One Ashburton Place, 17th floor, Boston, MA a certificate stating that the partnership is registered to do business in Massachusetts, and to furnish said certificate to the awarding authority prior to the award.

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

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

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

1.

2.

3.

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

1.

 2.

-

Schedule B - EXECUTIVE SUMMARY

Respondent must attach Executive Summary here

Not to Exceed 6 Pages

SCHEDULE C

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)

Schedule D - SIMILAR PROJECT INFORMATION

Firm Name: _____

Respondent is required to complete all three parts, Parts A, B and C of Schedule D. List below all similar projects the firm has completed during the last ten (10) years. For the purpose of this CM at Risk project “similar projects” shall mean projects where the respondent was the Construction Manager (Part A) or General Contractor (Part B) and shall mean projects where the construction cost for the project was for an amount similar to the amount of the estimated construction cost of this Project; the project was one of similar complexity; the project was of similar type or scope; and the project was the approximate size of this Project or larger. On Part C list the Contact information for the owner and designer for each and every project listed on Part A or Part B. Attach additional sheets if necessary.

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

PROJECT NAME & LOCATION	PROJECT OWNER	PROJECT DESCRIPTION	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 in this section. Attach additional sheets if necessary.

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 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. Attach additional sheets of necessary.

Project Name & Location	Company Name	Contact Person/Address	Tel #	Fax #	Email Address
	Owner				
	Designer				
	Owner				
	Designer				
	Owner				
	Designer				
	Owner				
	Designer				
	Owner				
	Designer				
	Owner				
	Designer				
	Owner				
	Designer				

Schedule E - Terminations and Legal Proceedings

INSTRUCTIONS: Respondent **must complete Schedule E** attached to the SOQ below, which consists of **Parts A, B and C** as indicated herein. Be sure to complete all required parts of **Schedule E** as instructed below. Joint Ventures must complete all parts of Schedule E for each individual joint venture partner. Attach additional sheets of necessary.

- **PART A.** Respondent must complete the chart in Part A by listing **each and every project** on which the firm was **terminated, failed to complete the work, or paid liquidated damages** within the past five (5) years.

- **PART B.** Respondent must provide a complete the chart in Part B by listing of **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 three (3) years.

- **PART C.** Respondent must complete **Part C, Sections 1 through 3** and provide the required information about **any and all legal proceedings** whether currently pending or concluded within the past three (3) years, in which the respondent firm was a named party, that involved a construction project or a construction contract. Respondents are not required to include personal injury or workers' compensation matters. Part C is divided into three (3) types of legal proceedings as follows:
 - ⇒ **Section 1.** Requires Respondent to list all **litigation** (excluding personal injury or workers' compensation) involving a construction project or contract.

 - ⇒ **Section 2.** Requires Respondent to list all **administrative proceedings** involving a construction project or contract. (**NOTE:** *Administrative Proceedings* shall include: (i) any action taken or proceeding brought by a governmental agency, department, or officer to enforce any law, regulation, code, legal, or contractual requirement, except for those brought in state or federal courts; (ii) any action taken by a governmental agency, department, or officer imposing penalties, fines, or other sanctions for failure to comply with any such legal or contractual requirement, or (iii) any other matter before an administrative body.)

 - ⇒ **Section 3.** Requires Respondent to list all **arbitrations** involving a construction project or contract.



Schedule E - Terminations and Legal Proceedings

Firm Name: _____

Part A. Terminations, Incomplete Projects, Liquidated Damages Paid - List each and every project on which the firm was **terminated, failed to complete the work, or paid liquidated damages** within the past five (5) years. Failure to provide a complete and accurate list may result in a firm being deemed unqualified and further action may be taken against the firm. Attach Additional Sheets If Necessary.

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

Schedule E - Terminations and Legal Proceedings (Continued)

Firm Name: _____

Part B. Convictions and Fines -List all **convictions and fines** incurred by the respondent firm or any of its principals for **violations of any state or federal law** within the past three (3) years. Failure to provide a complete and accurate list may result in a firm being deemed unqualified and further action may be taken against the firm. Attach Additional Sheets If Necessary.

PROJECT NAME, LOCATION & OWNER	MATTER CAPTION	LIST ENFORCEMENT AGENCY AND ALL PARTIES	LOCATION OF PROCEEDING	DESCRIPTION OF ACTION	START/END DATES	STATUS AND OUTCOME

SCHEDULE E - TERMINATIONS and LEGAL PROCEEDINGS (Continued)

Firm Name: _____

Part C. Legal Proceedings (List by Type of Action Specified in Sections 1 through 3)

⇒ **Section 1 – Litigation (excluding personal injury or workers’ compensation)** - List **ALL LITIGATION** involving a **construction project or contract** in which respondent firm was a named party, whether currently pending, or concluded within the past three (3) years. (*NOTE: You are **NOT REQUIRED** to list personal injury or workers’ compensation matters.*) Failure to provide a complete and accurate list may result in a firm being deemed unqualified and further action may be taken against the firm. Attach Additional Sheets If Necessary.

PROJECT NAME, LOCATION & OWNER	CASE CAPTION	LIST ALL PARTIES	LOCATION OF PROCEEDING	DESCRIPTION OF DISPUTE	START/END DATES	STATUS AND OUTCOME

Schedule E - Terminations and Legal Proceedings (Continued)

Firm Name: _____

Part C. Legal Proceedings (List by Type of Action Specified in Sections 1 through 3)

⇒ **Section 2 – Administrative Proceedings** - List **ALL ADMINISTRATIVE PROCEEDINGS** involving a construction project or contract in which respondent firm was a named party, whether currently pending, or concluded within the past three (3) years. (**NOTE**: *Administrative Proceedings* include: (i) any action taken or proceeding brought by a governmental agency, department, or officer to enforce any law, regulation, code, legal, or contractual requirement, except for those brought in state or federal courts; (ii) any action taken by a governmental agency, department, or officer imposing penalties, fines, or other sanctions for failure to comply with any such legal or contractual requirement, or (iii) any other matter before an administrative body.) Failure to provide a complete and accurate list may result in a firm being deemed unqualified and further action may be taken against the firm. Attach Additional Sheets If Necessary.

PROJECT NAME, LOCATION & OWNER	CASE CAPTION	LIST ALL PARTIES	LOCATION OF PROCEEDING	DESCRIPTION OF DISPUTE	START/END DATES	STATUS AND OUTCOME

Schedule E - Terminations and Legal Proceedings (Continued)

Firm Name: _____

Part C. Legal Proceedings (List by Type of Action Specified in Sections 1 through 3)

⇒ **Section 3 – Arbitrations** - List **ALL ARBRITRATIONS** involving a construction project or contract in which respondent firm was a named party, whether currently pending, or concluded within the past three (3) years. Failure to provide a complete and accurate list may result in a firm being deemed unqualified and further action may be taken against the firm. Attach Additional Sheets If Necessary.

PROJECT NAME, LOCATION & OWNER	CASE CAPTION	LIST ALL PARTIES	LOCATION OF PROCEEDING	DESCRIPTION OF DISPUTE	START/END DATES	STATUS AND OUTCOME

Schedule F – SAFETY RECORD

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

Schedule G – MBE/WBE and WORKFORCE COMPLIANCE RECORD

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 or and independent project manager supporting the amount of actual MBE/WBE participation reported.** In addition, if the goals were not met, explain why, and indicate whether any sanctions or penalties were imposed. Attach additional sheets if necessary.

PROJECT NAME, LOCATION & 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

Schedule H – AUDITED FINANCIAL STATEMENT

Respondent must attach its most recent audited financial statement here

SCHEDULE I

Schedule I – LETTER EVIDENCING BONDING CAPACITY

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

SCHEDULE J

Schedule J – CERTIFICATE OF ELIGIBILITY AND UPDATE STATEMENT

Respondent must attach here two documents:

- 1) a copy of its current **DCAMM Certificate of Eligibility** (Form CQ7) meeting the requirements set forth above in this RFQ; **and**
- 2) a completed and signed **DCAMM Update Statement** using the current form of Update Statement available on DCAMM's website, www.mass.gov/DCAMM/certification

SCHEDULE K

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

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

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

Firm Name: _____

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

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

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

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

(continued.)

Firm Name: _____

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

Project Name & Location	Company Name	Contact Person/Address	Tel #	Fax #	Email Address
	Owner				
	Designer				
	Owner				
	Designer				
	Owner				
	Designer				
	Owner				
	Designer				
	Owner				
	Designer				
	Owner				
	Designer				
	Owner				
	Designer				