

CM AT RISK RFQ INTEREST FORM
(For Submission to Chief Procurement Officer)

Instructions: If your firm is interested in responding to this RFQ for Prequalification of CM at Risk firms for this Project then you **MUST** fill out this CM at Risk RFQ Interest Form and submit it to the City's Procurement office by e-mail or mail (USPS, FedEx, etc.) as soon as possible and **BEFORE** you submit your response to the RFQ. However, the Statement of Qualifications ("SOQ") with all required forms, attachments, supporting documentation and information submitted in response to this RFQ, can not be emailed. It must be either hand delivered or mailed to the City's Procurement & Contracting office and be received by the time and date set forth in the RFQ. An online submission option using BidExpress is described in Section III.

Awarding Authority: **City of Somerville**

Project Title: **Public Safety Building Project**

Mail or e-mail this CM at Risk RFQ Interest Form to: amallen@somervillema.gov with copies to purchasing@somervillema.gov and Anthony.DiLuzio@colliers.com.

By submitting this CM at Risk RFQ Interest Form the below identified firm is expressing its interest in the above-referenced public building project and is requesting that it be added to the list of firms that will receive any addenda to the RFQ on the Project. **The PQC assumes no responsibility for a firm's failure to receive any addenda or other correspondence related to this RFQ due to the firm's failure to submit an RFQ Interest Form to the PQC as directed above, or for any other reason.**

Firm Name: _____

Address: _____

Telephone: _____

Mobile number: _____

Email address: _____

By: _____

(Signature of Authorized Representative)

(Print Name/Title)

Date: _____

STATEMENT OF QUALIFICATIONS SUBMISSION CHECKLIST
for Prequalification of CM at Risk Firms

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

- Respondent has e-mailed or mailed its CM at Risk RFQ Interest Form. (If not, see form in this RFQ package, fill it out and e-mail or mail it immediately).
- 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 current DCAMM Certificate of Eligibility.
- Respondent has submitted completed Update Statement.
- Respondent has submitted Audited Financial Statement.
- Respondent has submitted one (1) original of its SOQ application and one (1) flash drive with all required documents; or, Respondent has submitted on BidExpress.
- 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). N/A if submitting online via BidExpress.