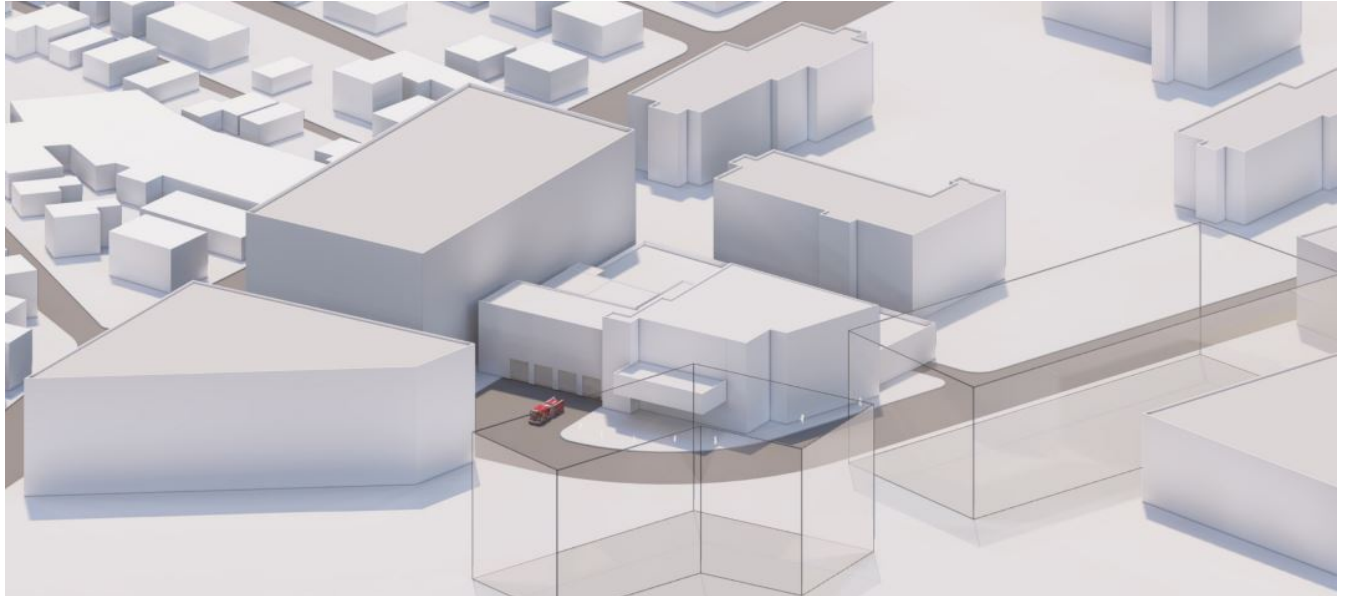


**Request for Qualifications (RFQ) #22-03
Construction Management at Risk Services**

**City of Somerville
Public Safety Building Project**



Submission Deadline: August 25, 2021 at 2:00 PM

Submit Statement of Qualifications to:
*DEPARTMENT OF PROCUREMENT & CONTRACTING
CITY HALL
93 HIGHLAND AVENUE
SOMERVILLE, MA 02143*

*ANGELA M. ALLEN, CHIEF PROCUREMENT OFFICER
617.625.6600 x3400 amallen@somervillema.gov*

Date: August 4, 2021

Request for Qualifications for Construction Management at Risk Services

I. General Information

A. Project Information

Awarding Authority: **Somerville, City of**

Project Title: **Public Safety Building Project**

Submission Deadline: **August 25, 2021 @ 2:00 PM**

Submission Method: Applicants may submit their Statements of Qualifications (“SOQ”) in one of three ways. Refer to Section III of this document for details. All SOQs shall be addressed to the Awarding Authority’s Procurement & Contracting Services (PCS) Department:

**Angela M. Allen
Chief Procurement Officer**

City Hall

93 Highland Avenue

Somerville, MA 02143

617.625.6600 x3400

amallen@somervillema.gov and purchasing@somervillema.gov

Informational Meeting: A non-mandatory RFQ Informational Meeting will be held on: **August 11, 2021 at 11:00 AM at 90 Washington Street, Somerville MA. Questions due: 8/13 by 12noon**

Estimated Total Construction Cost: \$ 51,250,000.00

Estimated Construction Duration: 24 months

Project Team:

Owner: City of Somerville

Designer: Context Architecture

OPM: Colliers Project Leaders

B. Introduction

Firms interested in providing Public Construction Manager at Risk Services (“CM” or “CM at Risk”) for the construction of the Public Safety Building Project (“Project”) are invited to submit a Statement of Qualifications (“SOQ”) to the Procurement and Contract Services Office as indicated above. This CM at Risk 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 (“the City”) has appointed a CM at Risk Prequalification Selection Committee (“PQC”), that will be prequalifying firms interested in providing public CM at Risk services for the project through this RFQ process. The PQC 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 City expects the RFP will be available in the month of September 2021. 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 utilizing CM at Risk, with projects of a similar historic age, size, complexity and type as this project as it is described further below.**

C. Project Description

The City of Somerville has selected Colliers Project Leaders as the Owner's Project Manager to assist in the development and construction of a new, modern public safety building. This project will create a state-of-the-art 80,000 SF Police and Fire Headquarters, relocate Engine 3 (which is currently on the site of the existing public safety building), and create a multi-story fleet vehicle parking garage. The City selected this site after extensive study as detailed in the [Programming and Site Evaluation Report](#). The site is large enough to accommodate more uses than just the Public Safety Building. Recognizing this opportunity to begin the transformation of this neighborhood as identified in SomerVision, the City is committed to subdividing the site. At this time, Parcels A and C will be discussed as part of a community planning effort and subsequent RFP process led by the Economic Development Division. This project also presents an opportunity to produce significant traffic improvements by realigning a portion of the adjacent New Washington Street to run through the site and create a more efficient four-way intersection at Washington Street and Franklin Street. The CM at Risk will provide input on the coordination of the logistical complexities associated with this project that will include hazardous soils removal and maintaining traffic flow in the surrounding area while executing the civil component of the project with minimal disruption to the City’s residents. This project presents an opportunity to satisfy the need for a public safety building and realigned roadway which will seed the neighborhood for future civic, residential, and/or commercial space on the remaining parcels. The public safety building will be an asset to the Inner Belt neighborhood for the years to come.

Colliers has developed the overall schedule and budget reporting process with input from the City and Context Architects. The project will be subject to the minimum wage rates set under the Massachusetts Prevailing Wage Laws.

A site visit will be conducted at the RFQ phase. Drawings and other documents will be available to respondents during the RFQ phase. Pre-submission conference is scheduled for **August 11, 2021 @ 11:00 AM at 90 Washington St. Somerville MA.**

Copies of the RFQ are available on the City’s website at:
<https://www.somervillema.gov/departments/finance/purchasing>

D. Project Schedule

Context Architecture is currently developing the Schematic Design phase of this project and anticipates that the Design Development Documents for the project will be completed in December 2021. It is anticipated that the Construction Manager will be under contract while Design Development documents are being developed. Meanwhile, site remediation/preparation would start in the Fall of 2021 and continue in parallel to the design process with the intent to deliver a clean, building ready site at the

completion of design. The construction is expected to be completed within 24 months. It is intended that the construction be completed and that the buildings be fully functional and occupied by Summer 2024. The City intends to utilize the successful CM for preconstruction services to include site remediation, construction of New Washington St. modifications to site utilities and infrastructure, in addition to those “pre-construction” services customarily performed during the design and bidding phases of a building project.

E. Construction Manager at Risk Two-Phase Selection Process

The CM selection process is a two-phase process as set forth in M.G.L. c. 149A, contained in Chapter 193 of the Acts of 2004. Phase One, the Request for Qualifications, RFQ phase, is the 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 for submission. The City appointed PQC will review and evaluate the SOQs received. The PQC anticipates concluding the RFQ evaluation process within 30 days from submission of SOQs. **Only those firms determined to be qualified by the PQC 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 PQC 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 OPM will prepare a register of the names of the firms submitting SOQs which will be available for public inspection. The PQC 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 PQC at its sole discretion may request additional information to clarify or supplement the information obtained.

Based upon its review and evaluation, the PQC 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 PQC finds reasonable. The PQC shall rate the respondents based on the composite ratings. Firms receiving an overall composite rating of 75 points or above will be deemed qualified. The PQC shall endeavor to identify at least three CM firms which it deems qualified. If the PQC 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 PQC 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 Phase Two, the RFP process.

In Phase Two a detailed Request for Proposals for CM@Risk will be issued to the CM Firms deemed prequalified in the Phase One prequalification process. The PQC will evaluate the proposals on multiple factors, rank the proposals based on the composite ratings including their fee proposal, make a recommendation for the preferred CM Firm to the City, and commence negotiations with the highest ranked firm. In the event negotiations with the highest ranked firm will not result in a contract acceptable to the Awarding Authority, negotiations will be terminated and negotiations will commence with the next highest ranked firm, and the process will continue until the PQC 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 PQC shall have no obligation to treat any information submitted in or in connection with a SOQ as proprietary or confidential, with the exception of the audited financial statement which is deemed confidential. The PQC's obligation with respect to protection and disclosure of such information shall at all times be subject to applicable laws, including the Massachusetts Public Records law. The audited financial statement shall remain confidential and shall not be a public record to the fullest extent permissible under the law. The PQC shall have the right to use all or portions of the SOQ and accompanying information, as it considers necessary or desirable in connection with the Project. By the submission of a SOQ, the respondent thereby grants to the PQC an unrestricted license to use the SOQ, including all materials submitted therewith, in connection with the Project.

G. Communication between City and Respondents

Unauthorized communications or contact between CM firms, their employees, agents or other related entities interested in submitting SOQs and Context Architecture, the project designer, or any other person or entity participating on the PQC with regard to this project are strictly prohibited. The only authorized communications shall be 1) inquiries to **Anthony DiLuzio - e-mail Anthony.Diluzio@colliers.com** for general information about obtaining the RFQ, RFQ submission deadlines, and the existence of any relevant addenda to the RFQ; and 2) inquiries made at the official RFQ Informational Meeting at the date and time set above. **Questions deadline: 13 August 12 noon.**

Any issues brought to the PQC's attention at the RFQ Informational Meeting which Colliers determines require additional clarification will be addressed by issuing 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 RFQ Proposal Response Form attached to this RFQ. Colliers will e-mail addenda to all respondents who have e-mailed an RFQ Interest Form for the Project or who received the RFQ from the PQC. In addition, all addenda will be posted the City of Somerville's website. It shall be the sole responsibility of the Respondent to ascertain the existence of any and all addenda issued by Colliers.

From the date of issuance of this RFQ, any respondent that contacts directly or indirectly any member or employee of the City aside from the Procurement & Contracting Services Department, or the owner's designer or the PQC, 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, to contact the Architect, the respondent must submit a verbal or written question or request for clarification at the RFQ Informational Meeting 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 PQC shall not be responsible under any circumstances for any costs incurred by any respondents to this RFQ. The PQC 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 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 Phase

1. Review and recommend revisions, if appropriate, to the project master Schedule, Construction Budget and permitting plan developed by Context Architecture.
2. Develop the scope of work and prepare bid packages in concert with the Designer (Context Architecture) who will provide a template for the “Trade Contractor” bid packages for each trade to be bid and participate in the prequalification and qualification of each of the Trade Contractor subcontractors as defined by law.
3. Attend and, if requested by the City and OPM, schedule and lead periodic project meetings and special meetings for the exchange of information concerning the project and review of design progress and permits and approvals.
4. Review the design documents and other construction documents and make recommendations to the City as to value engineering, constructability, suitability of materials and equipment, scheduling, time and sequence of construction, and the clarity, consistency and coordination of documentation.
5. Perform periodic detailed cost estimates for the entire construction and for phases or portions of the work as directed by Colliers, and work with the project designer to reconcile differences.
6. Perform detailed cost estimates and value management analyses during the development of Schematic Design, Design Development, and Construction Documentation phase of the project. The CM shall work with the Designer to reconcile differences.
7. The City may require additional cost estimates to confirm budgets due to modifications made via design workshops. The CM shall work with the Designer to reconcile differences.
8. The CM shall assign a professional project scheduler possessing building and site design and construction experience. If deemed qualified by the City and OPM, the CM can assign an in-house scheduler. Develop a detailed critical path method (CPM) schedule that identifies all design activities, permits and all other activities required to be completed before construction activities can begin and a preliminary construction schedule.
9. Develop, in coordination with the OPM, a system for tracking project costs and cash flow.

10. 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.

B. Construction Phase

1. Obtain all required construction related permits.
2. Furnish bonds and insurance as required by the contract documents.
3. Provide and maintain a construction site office and provide all site management and administration.
4. Manage and coordinate all Trade Contractors and subcontractors and others engaged in the performance of the work.
5. Implement procedures following Context Architecture'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 the internet based EPM system software.
6. Continuously supervise and observe all work in progress so as to ensure that the Work is proceeding in accordance with the construction contract documents.
7. Attend regular Owner/Architect/Contractor meetings led by the OPM and schedule/lead regular meetings at the site with each subcontractor.
8. Develop and implement an electronic, web-based document control system.
9. Establish and implement a Quality Control program including monitoring the quality programs of all subcontractors.
10. Develop and implement a project wide safety program, including monitoring and enforcement of the program for Trade and subcontractors.
11. 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.
12. Provide a part-time, project-dedicated scheduler to develop, maintain and update the detailed CPM schedule.
13. Furnish monthly reports concerning the progress of the work which addresses: (a) compliance with the construction schedule; this being the basis for evaluation of monthly progress payments and will be subject to review and approval by the OPM. (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, (f) status of workforce participation, and (g) other matters relating to the progress of work as directed by Colliers.

14. 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.
15. 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.

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 training. Preparation and delivery to the City all warranties, as built drawings, maintenance manuals, and the like, and generally administer closeout of the project. Ensure performance of all warranty obligations, resolution of all claims, and other post-construction requirements.

Request for Qualifications for Construction Management at Risk Services
III. Submission Instructions and Requirements and Evaluation Criteria

A. Submission Deadline

Date: August 25, 2021 @ 2:00 PM

Applicants shall submit their bids in one of the three ways outlined below. Options 1 and 2 involve submitting paper documents to the City by dropping them off in person or mailing them. Option 3 allows for online submissions.

All Responses Using Options 1 or 2 Must be Sealed and Delivered to:
Procurement & Contracting Services (PCS) Department City of Somerville 93 Highland Avenue Somerville, MA 02143
<p><u>Methods of Application Submission:</u></p> <p>Applicants may submit bids in any of the following ways. All bids will be time-stamped and must be received no later than the bid deadline date and time.</p> <ol style="list-style-type: none"> 1) Deposit your sealed application package in the black drop box located by the School Street entrance to City Hall, located near the corner of School Street and 93 Highland Avenue. 2) Sealed applications can be sent to City Hall through the US Postal Service or other delivery service (e.g. FedEx, UPS). 3) Applicants planning to submit digital copies of the application must ensure all documents are properly formatted to readily print on an 8.5"x11" sheet. 4) Submit sealed application via BidExpress.com, which is an online bidding platform. The fee to use this service is approximately \$35.00 unless your company has a subscription with BidExpress. You can access the bid package and forms via the City of Somerville BidExpress page at: https://www.bidexpress.com/businesses/33100/home A user guide for BidExpress is attached for your reference. <p>For any technical assistance while submitting the online application, please contact the BidExpress Customer support team at www.bidexpress.com.</p>
<i>It is the sole responsibility of the Offeror to ensure that the Application arrives on time at the designated place. Late Applications will not be considered and will be rejected and returned.</i>
Application Format (if not using BidExpress for online submission):
Submit one (1) sealed qualifications package; it must be marked with the solicitation title and number and must be original. The package shall contain one printed original of the qualifications and all required forms and one flash drive with the full submission package (including all required forms) in digital form.
In an effort to reduce waste, please do not use 3-ring binders.

Responses must be sealed and marked with the solicitation title and number.
All Applications must include all forms listed in the Proposers' Checklist (and all documents included or referenced in Sections 2.0 - 3.0). If all required documents are not present, the Application may be deemed non-responsive and may result in disqualification of the Application unless the City determines that such failure(s) constitute(s) a minor informality, as defined and referenced in Massachusetts General Laws.
A complete Application must also include a cover letter signed by an official authorized to bind the Offeror contractually and contain a statement that the Application is firm for ninety (90) days. An unsigned letter, or one signed by an individual not authorized to bind the Offeror, may be disqualified.
The Offeror's authorized official(s) must sign all required Application forms.
All information in the Offeror's response should be clear and concise. The successful response will be incorporated into a contract as an exhibit; therefore, Offerors should not make claims to which they are not prepared to commit themselves contractually.
The successful Offeror must be an Equal Opportunity Employer.
The City of Somerville values a diverse workforce and believes it contributes to a work product that best reflects the community in our city. Applicants are highly encouraged to include any certifications and documents that recognize the diversity of the Offeror's work force, including ownership of the offering firm/organization, executive leadership, management, and employees proposed for the work in Somerville, including diversity of sub-consultants. Please use the supplier diversity form (see Section 3.0) with supporting documentation to share your diversity data with the City.

B. Submission Requirements

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 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 K. Respondents must give complete and accurate answers to all questions and provide all of the information requested. Respondents can not 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 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. 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. Continuity of the CM's management team and staff from Project commencement through completion will be an important criteria for evaluation of all submitted qualifications.
4. **Similar Project Experience:** Respondent **must complete Schedule D** attached to the SOQ below, listing similar completed 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 with particular focus on issues arising from the projects location 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; the project was one of similar complexity, required construction of a new facility of the general type of this Project and was the approximate size of this Project or larger. Joint ventures must complete a Schedule D for each individual joint venture partner.
5. **Terminations and Legal Proceedings:** Respondent **must complete Schedule E** attached to the SOQ below. Schedule E requires two separate listings: the first part requires a complete listing of each and every project on which the respondent firm was terminated or failed to complete the work within the past five (5) years; and the second part requires a complete listing of any conviction or fines incurred by the respondent firm or any of its principals for violations of any state or federal law within the past five (5) years and a complete list of any and all legal proceeding, administrative proceeding and arbitrations whether currently pending or concluded within the past five (5) years that involved a construction project or a construction contract in which the respondent firm was a named party. Joint ventures must complete a Schedule E for each individual joint venture partner.
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 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 companies letterhead (or a letter from a surety agent with attorney in fact authority and an original power of attorney accompanying the letter) confirming that it will provide respondent firm with payment and performance bonds on the Project in an amount equal to or greater than 110 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**. 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.
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. Commitment to Comply with All Applicable Laws and Ordinances: In addition to applicable federal and state laws, the City has several ordinances that apply to the services requested in this contract. Such ordinances include but are not limited to: [living wage ordinance](#), [ordinance to protect vulnerable road users](#),¹ responsible employer ordinance, and [ordinance to protect against wage theft](#). Workplace safety is of paramount importance to all workers who perform services on City contracts and all bidders must certify that they will disclose any citations they may have received for OSHA violations.

C. Evaluation Criteria for Selection

The respondent must submit all of the information and documentation listed in this RFQ. Selection of the respondent for Phase One, the prequalification process will be based on the submitted information and materials, information on prior project performance, information obtained from references,

¹ The ordinance to protect vulnerable road users only applies to contracts where the contractor's heavy vehicles are entering the City of Somerville to perform the work of the contract.

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 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 construction, and similar size.

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. DCAMM Certification - Copy Form CQ7

The respondent **must provide a copy of a current Certificate of Eligibility** (Form CQ7) issued by DCAMM showing respondent is DCAMM 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 DCAMM 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 DCAMM Certificate of Eligibility (Form CQ7), and a copy of the Respondent's current DCAMM Certificate of Eligibility must be included in the SOQ. Note, however, that a joint venture team must be certified in General Building Construction by DCAMM 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 DCAMM 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 DCAMM and must submit a copy of its DCAMM Certificate of Eligibility with its SOQ; ii) the JV respondent must state in the SOQ that it will seek Certification from DCAMM 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 DCAMM Certificate of Eligibility for the joint venture with its response to the RFP; iii) at least one of the parties to the joint venture must be certified by DCAMM in the category of General Building Construction for a single project limit of in the amount of the Estimated Construction Cost for the Project and must be within the aggregate limits of its Certificate of Eligibility at the time the SOQ is submitted; and iv) the JV respondent shall provide evidence satisfactory to the Awarding Authority of bonding capacity, in the form set forth above and satisfactory to the Awarding Authority, for the

proposed joint venture in the amount of the Estimated Construction Cost for the Project. In the second phase of the selection process the RFP phase, a JV respondent that has been selected in the RFQ process, will be required to have obtained a DCAMM Certificate of Eligibility for the joint venture and must submit its DCAMM Certificate of Eligibility venture meeting the above requirements with its proposal in response to the RFP.

For certification forms and additional information see DCAMM's web site:
<http://www.state.ma.us/cam/dlforms/eligible.pdf>

Or contact the Certification Office at:
Division of Capital Asset Management & Maintenance
One Ashburton Place
Boston, MA

d. DCAMM Update Statement - Use Form CQ3

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

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

For the required Update Statement Form and additional information see our web site.
http://www.state.ma.us/camdlforms/fi_contractcert.html

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:

- Management Team and Staff Continuity from Project Commencement Through Completion - Schedule C 20 Points
- CM/Risk – Similar Historical Project Experience- Schedule D 30 Points
- Litigation and Performance/Termination History- Schedule E 10 Points
- Safety Record- Schedule F 5 Points
- History of Compliance with MBE/WBE and workforce participation– Schedule G 5 Points
- Audited Financial Statements- Schedule H 10 Points

- Surety Letter of Insurance –Schedule I 5 Points
 - DCAMM Cert.& Update Statement/Reference Information –Schedule J 5 Points
 - Examples of Project Management Reports and Operating Philosophy 10 Points
-

Total 100 Points

Firms receiving 75 Points or above will be considered “Qualified” for the purpose of continuing to the RFP phase of CM at Risk selection.

As provided by law, PQC’s decision on prequalification shall be final and binding and shall not be subject to appeal except on grounds of capriciousness, arbitrariness, fraud or collusion.

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.

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 4 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 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; the project was one of similar complexity, required construction of a new facility of the general type of this Project and was the approximate size of this Project or larger. Joint ventures must complete a Schedule D for each individual joint venture partner.

- E. 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 or failed to complete the work within the past five (5) years; and second a complete listing of any conviction or fines incurred by the respondent firm or any of its principals for violations of any state or federal law within the past five (5) years; and, a complete list of any and all legal proceeding, administrative proceeding and arbitrations whether currently pending or concluded within the past five (5) years that involved a construction project or a construction contract in which the respondent firm was a named party. Joint ventures must complete a Schedule E for each individual joint venture partner.
- F. Safety Record:** Respondent MUST insert below its experience modifier for the past three 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 complete 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 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 companies letterhead (or a letter from a surety agent with attorney in fact authority and an original power of attorney accompanying the letter) confirming that it will provide respondent firm with payment and performance bonds on the Project in an amount equal to or greater than 110 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**. 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.

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 Division of Capital Asset Management

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 **Public Safety Building Project** 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 Commonwealth of Massachusetts is directly or indirectly interested in this Statement of Qualifications or any subsequent proposal, or in any contract which may be made under it, or in expected profits to arise therefrom; that the undersigned Respondent has not influenced or attempted to influence any other person or corporation to file a Statement of Qualifications or subsequent proposal or to refrain from doing so or to influence the terms of the Statement of Qualifications or any subsequent proposal of any other person or corporation; and that this submission is made in good faith without collusion or connection with any other person applying for the same work.

The undersigned further certifies under pains and penalties of perjury that the undersigned is not debarred from doing public construction work in the Commonwealth of Massachusetts under the provisions of section twenty nine F of chapter twenty nine, or any other applicable debarment provision of any other chapter of the General Laws or any rule or regulation promulgated thereunder, and further is not debarred from doing public construction work under any law, rule or regulation of the federal government.

The undersigned states that he or she has carefully examined all of the information provided and 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

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 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 4 Pages

Schedule E - TERMINATIONS and LEGAL PROCEEDINGS

Firm Name: _____

Respondent is required to complete both parts A and B of Schedule E. On Part A of Schedule E respondents are required to list each and every project on which the firm was terminated or failed to complete the work within the past five (5) years. On Part B of Schedule E respondents are required to list each and every conviction or fine incurred by the respondent firm or any of its principals for violations of any state or federal law within the past five (5) years; **and**, a complete list of any and all legal proceeding, administrative proceeding and arbitrations whether currently pending or concluded within the past five (5) years that involved a construction project or a construction contract in which the respondent firm was a named party. Attach additional sheets if necessary.

Part A. TERMINATIONS AND INCOMPLETE PROJECTS

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

Schedule E - TERMINATIONS and LEGAL PROCEEDINGS (continued)

Firm Name: _____

Part B. LEGAL PROCEEDING, CONVICTIONS and FINES

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

SCHEDULE F

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 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** (Form CQ3)

SCHEDULE K

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

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