

Request for Qualifications (Construction Manager at Risk - CMaR)

Administration of Project: East Providence School District

Project Name East Providence High School Response Deadline Date April 25, 2018 Time 2:00 p.m. local time
Project Location 2000 Pawtucket Avenue Project Number 2018-001
City / County East Providence, Rhode Island 02914 Owner Representative Superintendent of Schools or designee
Owner East Providence School District Contracting Authority East Providence School Committee
Delivery Method CM at Risk Prevailing Wages Yes as published by the RI DOL No. of
paper copies requested 3 No. of electronic copies requested (PDF) 1

Submit the requested number of Statements of Qualifications directly to Contact Name at E-mail or Mailing Address. See Section G of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to with the project number included in the subject line (no phone calls please). Questions may be submitted until five (5) business days before the response deadline and will be answered electronically until three (3) business days before the response deadline. Answers will be sent to the Proposers designated contact person at their email address. The name of the party submitting a question will not be included with the answer.

Project Overview

A. Project Description

This project encompasses the phased construction of a new comprehensive high school of approximately 300,000 SF to serve 1,600 students in grades 9-12. The new facility will integrate and expand existing career and technical education programs currently located in the CTC facility. The current design envisions a 3 level facility that will house a 900 seat performance auditorium, an oversized gymnasium with elevated track, a publicly accessible café / restaurant and a kitchen to provide meals for schools district-wide.

The school will be constructed adjacent to the existing high school and CTC facilities which must remain in full operation and accessible by vehicles and pedestrians at all times during construction. Access includes but is not necessarily limited to:

1. Twenty four (24) hours a day, seven (7) days a week access.
2. Access to facilities by students, staff and the general public.
3. Access by first responders to existing facilities and the construction area.
4. Access to / from existing athletic fields.

Approximately 8,000 SF of the existing 43,000 SF CTC facility will be renovated upon occupancy of the new high school to provide four (4) early childhood classrooms and associated support spaces. It is envisioned that the balance of the existing facility will be renovated into district administrative office space which may occur after completion of this project.

Upon occupancy of the new high school the existing vacated school facility will be demolished to allow for development of new driveways, parking areas and athletic fields. The projects scope includes any abatement and demolition services required to complete the work.

Professional design services for the RIDE Stage 2 submission have been provided to the Contracting Authority by Symmes Maini McKee Associates (SMMA) under a separate contract. The Stage 2 application was submitted to RIDE on January 31, 2018 and approval is anticipated in May 2018.

Upon RIDE approval the project will require passage of a corresponding bond referendum by the town in November 2018. Continuation of CMaR services is contingent upon passage of the bond referendum.

The Contracting Authority will procure A/E services to support RIDE Stages 3 and 4 (Design Development, Construction Documents and Construction).

The Contracting Authority will procure Independent Testing and Inspection, and Owner's Project Manager and Commissioning Services.

The projects design and construction must comply with all applicable policies and procedures of the Rhode Island Department of Education School Construction Regulations, most recent addition, including any policies and procedures of the School Building Authority.

B. Scope of Services

In the performance of its services the CMAr will work cooperatively with the Contracting Authority, the A/E, owner's project manager and any other project participants engaged by the Owner. The project will be divided into five primary stages;

Pre Referendum, Pre Construction (Design), Construction, Occupancy, and Post Construction / Closeout. Each stage may be further subdivided and there may be occasions when services between stages run concurrently or are staggered in keeping with the projects overall schedule requirements.

Pre Referendum

1. In support of a public information campaign for the community at large:
 - a. Create a branded communication strategy.
 - b. Identify all constituencies to be engaged and informed.
 - c. Create messaging to clearly communicate all aspects of the project such as educational benefits, community benefits, financing method, state reimbursement and town financial (tax) implications for the community.
 - d. Develop a range of communication strategies aligned to inform each constituency in the community using multiple forms of media and messaging including who is responsible for implementation of each strategy.
 - e. Develop protocol to receive and respond to questions from the community.
 - f. Develop strategy for community engagement through public presentations - schedule, plan and coordinate public presentation events.
 - g. Develop collateral materials in support of all of the above.
 - h. Support other related needs for a successful public information campaign.

Pre Construction

1. Provide design constructability and interdisciplinary review comments of documents produced by the A/E during the Schematic Design, Design Development, and Construction Document stages.
2. Participate in design review meetings with the Owner, A/E and RIDE.
3. Develop and maintain estimates of probable construction cost including value engineering and life cycle costs of select building elements / systems if necessary.
4. Reconcile estimates with the A/E's estimate.
5. Determine the potential benefit of and recommend to the Owner if desirable Design Assist services for selected portions of the project. Competitively solicit and engage Design Assist contractors as authorized by the Owner.
6. Develop a Master Project Schedule that encompasses all aspects of the project including Owner, A/E, other Owner consultants / contractors and CMAr's responsibilities for Pre Referendum through Post Construction / Project Closeout stages.
7. Develop Site Logistics strategies with associated plans to support phased construction while maintaining concurrent access to existing facilities and active construction areas.
8. Develop a project specific Safety Plan.
9. In concert with the Owner and A/E develop a permitting strategy.
10. Assist the Owner as requested with the planning of the procurement for the furnishing, installation and delivery of new furniture, fixtures, equipment, technology, telephone / data and security systems as well as the services required to facilitate the moving and relocation of existing materials, furniture and equipment from existing facilities to new facilities.
11. Develop and manage the M/WBE engagement and Subcontractor Prequalification, Approval and Bidding processes.
12. Develop a phased procurement strategy for review and approval by the Owner to support the projects schedule requirements. Coordinate same with the A/E for required early release design packages.
13. Through an open book process with the Owner solicit and obtain bids from vendors and subcontractors, perform scope reviews, obtain best and final proposals, submit recommendations to award to the Owner and subject to Owner approval execute contracts with the approved vendor / contractor.

14. At the time when design is sufficiently complete as agreed by the Owner and CMaR to minimize the inclusion of Allowances and Contingencies for incomplete design or other matters the Construction Manager shall prepare a detailed GMP proposal for incorporation into a GMP Amendment. Prior to preparing its GMP proposal the CMaR and Owner shall meet to review in detail the Owners project requirements, required scope of CMaR services and the projects construction schedule to be included in the GMP proposal.

Construction

1. Obtain all requisite building permits.
2. Construct the project in keeping with scope of the Work, schedule, phasing logistics and any related documents all as stipulated and identified within the CMaR's GMP proposal and the Owner approved GMP Amendment.
3. Hold all subcontracts and be responsible for the means and methods of construction, site logistics, temporary construction / facilities, project safety, completion in accordance with the schedule, compliance with applicable laws and regulations including monitoring compliance of any stipulated requirements related to M/WBE, equal employment, apprenticeship utilization and prevailing wages.
4. Maintain records to support all compliance monitoring and submit monthly reports indicating the projects compliance performance.
5. Submit monthly reports to the Owner indicating the progress of the Work and other matters desired by the Owner including but not necessarily limited to safety, cost, schedule, changes, quality and performance related to any specific contract goals / requirements.
6. Coordinate Owner provided inspection and testing and commissioning services with the progress of the Work to ensure completion in accordance with project requirements and applicable RIDE regulations.
7. Obtain certificates of Substantial Completion and performance of any punch list work necessary to facilitate Owner occupancy.
8. Obtain requisite approvals and certificates from all authorities having jurisdiction (AHJ) necessary for the Owners use and occupancy of the facilities.
9. Review billing by all subcontractors to ascertain all work being billed has been completed to specifications and contractor has complied with appropriate wage scale and employee compensation regulations

Occupancy

1. Assist the Owner as requested to facilitate the relocation of existing materials, furniture, fixtures and equipment from existing to new facilities.

Post Construction / Project Closeout

1. Provide all final reports and documentation required by the contract documents including that required to secure RIDE funding reimbursement.
2. Provide an electronic turnover package of all maintainable asset data. Include applicable manufacturer and contractor operation and maintenance information with associated plans. Asset data shall be in a database format, structure and detail commensurate with the Owners requirements for import to their maintenance management system.

Other Considerations

1. The Owner may elect to utilize an Owner Controlled Insurance Program or a Contractor Controlled Insurance Program. The CMaR shall include a brief description of their experience with such programs and offer their opinion of which approach they believe would best serve the Owners interest.
2. The Owner has to determine an approach to the management of the procurement and installation of furniture, fixtures and equipment as well as the relocation of existing materials, furniture, fixtures and equipment from the existing facilities to the new. The CMaR shall include a brief description of their experience with the following:
 - a. Assist the Owner in development of a plan to procure, deliver and install all required new Furniture, Fixtures, Equipment and Technology including tel / data and security systems. Include the vacating of

existing facilities, and relocation to new facilities consisting of procuring requisite moving and packing services for existing materials, furniture, fixtures, equipment or technologies and the disposition of any related surplus items. Execute the plan including the holding of related contracts.

- b. Coordinate and manage the moving from existing to new facilities and the delivery and installation of new Furniture, Fixtures, Equipment, Technology, tel / data and security systems



For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications, below is a list of relevant scope of work requirements for this RFQ:

1. Project Delivery Method (GC, CMaR, DB)
2. Role on Project (CMaR, DB, GC)
3. High Performance Criteria (NE CHPS, LEED - Reg., Cert., Silv., Gold, Plat.)

C. Funding / Estimated Budget

Total Project Cost	<u>\$175M - \$191M</u>	State Funding	<u>54% - 74%</u>
Construction Cost	<u>\$145M - \$156M</u>	Other Funding	<u>Town – balance of cost not State funded</u>

D. Anticipated Schedule (subject to change)

Pre Referendum Stage Starts	<u>June, 2018</u>
Construction Stage Notice to Proceed	<u>December, 2018</u>
Substantial Completion of new school	<u>TBD</u>
Occupancy Stage Completed	<u>TBD</u>

E. M/WBE Participation Goal

Percent of the CM's total compensation 1%

F. Evaluation Criteria for Selection

Short List: Each firm responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the candidate's proposed team for the Project. After evaluating the responses to this RFQ, the Contracting Authority will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the Contracting Authority determines that fewer than three firms are qualified, it will only select the qualified firms.

Request for Proposal: The short-listed firms shall be sent a Request for Proposal ("RFP") that will invite the firms to submit pricing proposals containing their proposed detailed compensation and fee percentage to provide the services identified in the RFQ.

Pre-Proposal Meeting: Prior to submitting a response to the RFP, the short-listed firms will be invited to meet individually with the Contracting Authority and/or Owner. The purpose of the pre-proposal meeting is to permit the short-listed firms an opportunity to ask the Contracting Authority and/or Owner questions in an individual setting to help the firms prepare their responses to the RFP. The Contracting Authority will notify each short-listed firm to schedule individual times for the pre-proposal meetings.

Interview: After submitting responses to the RFP, the short-listed firms will be interviewed by the Contracting Authority and Owner. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and understand the project approach and ability to meet the stated objectives for the Project. Please be prepared to discuss with specificity the firm's capacity to conduct this work in compliance with the timetable, budget and any other Owner expectations. The Contracting Authority will notify the selected firm(s) to schedule time(s) for the interview(s).

Selection Schedule: Tentative schedule is subject to change.

RFQ/RFP	Date	March 30, 2018
Interviews	Date	May 21, 2018
Selection of CMaR	Date	June 12, 2018

Cancellation and Rejection: The Contracting Authority reserves the right to reject all proposals and cancel at any time for any reason this solicitation, any portion of this solicitation or any phase of the Project. The Contracting Authority shall have no liability to any proposer arising out of such cancellation or rejection. The Contracting Authority reserves the right to waive minor variations in the selection process. The Contracting Authority shall not reimburse proposers for any expenses related to their preparation and submission of a proposal (RFQ or RFP) including interviews.

Interested CMaR firms are required to address how they will implement Building Information Modeling ("BIM") on the project; experience, level of training and capacity of staff related to BIM. Identify the incorporation of team members / partners that have previous BIM experience, and an understanding of collaborative BIM processes, including but not limited to subcontractors, the A/E and the Owner. Include related experience with the implementation and utilization of VDC services.

G. Submittal Instructions

Firms are required to submit the accompanying Statement of Qualifications form.

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm's name. Use the "print" feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. Also, please label the CD or thumb drive and the sleeve with the project number and firm name if applicable.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are permitted but not necessary.

Facsimile copies of the Statement of Qualifications will not be accepted.

Unless otherwise noted or exempt, all documents submitted to the Contracting Authority in response to this RFQ and subsequent RFP are public and will be available for inspection at the conclusion of the selection process. The following information shall remain confidential and will not be released: (1) Proposal Form(s), except for cost category subtotals which will be transferred to the Best Value Rating Form; (2) Financial Capacity; and (3) Bonding/Insurance and (4) any trade secrets, proprietary or confidential information identified by the proposer with their proposal submission.

Proposers are required to submit the following information in response to this RFQ within Section H.

1. Summary: Provide a summary, on one page or less, describing why your firm/team is the most qualified for the Project.
2. Bonding/Insurance: Provide evidence of capacity to provide bonding in the amount of the construction budget (e.g. a letter from your Surety agent stating that one or more Sureties will issue Bonds in the amount of the construction budget if your team is selected) and a copy of the firm's certificate of insurance showing the firm's current limits of liability for commercial general liability, employer's liability, business automobile liability, and professional liability insurance.
3. Management Systems: Describe the estimating, project management, scheduling, cost control or other systems the firm will use to provide services for the Project.
4. Self-Performed Work: Indicate whether the firm intends to self-perform any demolition or construction related work on the Project with trade labor through a competitive process and, if so, the nature of the work and capability to self-perform. Note: Work cannot be self-performed work unless it is competed.
5. Estimating: Demonstrated track record of performance of in-house estimating on projects comparable to the Project.
6. Scheduling: Demonstrated track record of performance of managing projects to the original schedule.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, CPE, DBIA, and any other appropriate or relevant design and construction industry memberships or credentials. Identify that information on the resume page for individual in Block 22, Section E of the form.

Request for Qualifications - CM at Risk Selection Rating Form

Project Name East Providence High School Proposer Firm _____
 Project Number 2018-001 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Workload and Size (Maximum 10 points)			
a. Firms Average Annual Gross Revenues	In Rhode Island	3	
	In New England	2	
	Elsewhere (Continental US)	0	
b. Value of K-12 contracts awarded in previous 36 months	In RI	6	
	In New England	3	
	Elsewhere (Continental US)	0	
2. Primary Qualifications (Maximum 40 points)			
a. Project management	Experience / ability to manage scope / budget / schedule / quality	0 - 10	Max = 30
b. Project administration	Experience / ability to effectively administer project controls and processes	0 - 10	
c. Technical staff	Experience / ability to develop accurate estimates and schedules	0 - 10	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during	0 - 10	
3. Other Considerations (Maximum 10 points)			
a. Manage / Coordinate FF&E and Technology	Experience / ability to perform effectively and collaboratively	0 - 5	
b. Manage / Coordinate Pre referendum activities	Experience / ability to perform effectively and collaboratively	0 - 5	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than 2 sample projects	1	Max = 3
	3 to 5 sample projects	2	
	More than 6 sample projects	3	
b. NE CHPS / LEED project experience	NE CHPS projects	2	Max = 2
	LEED projects	1	
c. BIM project experience	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table	0 - 2	
5. Overall Team Experience (Maximum 30 points)			
a. Previous team performance	Past performance as indicated by evaluations and letters of	0 - 10	
b. Experience with similar projects / delivery methods	Less than 2 projects	0 - 3	
	3 to 5 projects	4 - 6	
	More than 5 projects	7 - 10	
c. Budget and schedule management	Completing projects within approved construction budget and schedule	0 - 5	
d. Knowledge of RIDE Stages 2 - 4 processes	Less than 2 projects	0 - 1	
	3 to 5 projects	2 - 3	
	More than 5 projects	4 - 5	
		Subtotal	

Notes:

Evaluator:

Name _____

Signature

Date





Statement of Qualifications

This form will be used for the Qualifications-based selection (QBS) process for Program Managers and Construction Managers at Risk services in accordance with Rhode Island General Laws Chapter 45-55-2 pursuant to 45-55-8.2.

The information used to evaluate firms is from this form and other sources, including performance evaluations, any additional data requested by the East Providence School District Building Committee (hereafter referred to as the Contracting Authority), and interviews with the most highly qualified firms and their references.

GENERAL INSTRUCTIONS

Do not include this instruction pages with your submission. Only include Part I and Part II of the form.

Part I presents the qualifications for a specific contract.

Part II presents the general qualifications of a firm or a specific branch office of a firm. Part II has two uses:

1. Submit Part II with each Statement of Qualifications. Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.
2. A public announcement may not be required for certain contracts and the Contracting Authority may use Part II as a basis for selecting the most highly qualified firms for discussions prior to requesting submission of Part I. If a firm has branch offices, submit a separate Part II for each branch office seeking work.
3. The Contracting Authority may elect to use an expedited submission / selection process by combining Parts II and I into a single two part solicitation.

CONTRACTING AUTHORITY INSTRUCTIONS

The contracting authority may supplement these instructions in the Request for Qualifications. For example, they may limit the number of projects or number of pages submitted in Part I in response to a public announcement for a particular project. Carefully comply with any Contracting Authority instructions when preparing and submitting this form. Be as concise as possible and provide only the information requested by the Contracting Authority.

DEFINITIONS

Architect-Engineer Services: Has the same meaning as the definitions for architects, engineers, land surveyors and landscape architects in Rhode General Laws Title 5.

Construction Manager at Risk (CMaR): means; “a person or firm with substantial discretion and authority to plan, coordinate, manage, and direct all phases of a project prior to construction and for the construction, demolition, alteration, repair, or reconstruction of any public building, structure, or other improvement, but does not mean the person who provides the professional design services or who actually performs the construction, demolition, alteration, repair, or reconstruction work on the project.”

Program Manager: means; “a person or firm who assists the contracting authority with overall project planning, coordination and project oversight”.

Branch Office: A geographically distinct place of business or subsidiary office of a firm that has a key role on the team.

Discipline: Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

Key Personnel: Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

Contracting Authority: A municipality or affiliated school district.

SPECIFIC INSTRUCTIONS

1. East Providence High School / Firm Name. Enter the title of the contract for which this form is being submitted, exactly as shown in the public announcement or Contracting Authority request at center of footer followed by lead firm name. Thumbnail company logo is optional.
2. Page Numbers. Modify the page numbers to correspond with the correct number of total pages in the submission. Integrate all pages including Part II and additional forms (e.g.: statements of insurance, etc) requested by the Contracting Authority.

Part I - Contract-Specific Qualifications

Section A. Contract Information.

1. Title and Location. Enter the title and location of the contract for which this form is being submitted, exactly as shown in the public announcement or Contracting Authority request.
2. Announcement Date. Enter the Contracting Authority solicitation date for this contract.

Section B. Firm Point of Contact

- 4-9. Project Representative Name and Title, President/CEO, Name of Firm (Legal Name), Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide information for a representative of the lead firm or joint venture that the Contracting Authority can contact for additional information. The representative must be empowered to speak on contractual and policy matters. List the firm's legal name.
- 10-12. Include the county where the Lead Firm or Joint Venture is located, its FTID (Federal Tax Identification) number and Web address.

Section C. Proposed Team.

- 13-15. Firm Name, Address, and Role in This Contract. Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the lead firm or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the contracting authority. Attach an additional sheet in the same format as Section C if needed. Enter the distance of the lead firm from the project site in Block 10. If a joint venture, enter the office of the firm point of contact in the first row. ***Identify all Rhode Island Certified Minority / Women Business Enterprises (M/WBE), by name that will participate in delivery of the proposed services solicited in the RFQ to achieve the advertised participation goal. If the Proposer intends to receive points for exceeding the M/WBE Participation Goal, it must submit completed Certified Statement of Intent to Contract and to Perform forms signed by the Proposer and M/WBE Business Enterprises with its Statement of Qualifications.***

Section D. Organizational Chart of Proposed Team.

Present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C. Include Owner and / or Contracting Authority as applicable. Illustrate lines of communication between team members and identify main point of contact for team. Use the following standard titles as appropriate to identify specific roles within project team for agreement. Please refrain from using company titles or roles (e.g.: Project Executive, Project Principal, etc.). The use of thumbnail sized photographs of team members is optional.

CM Standard Titles for Specific Roles:

Principal Lead
Senior Management Lead
Project Management Lead
Project Technical Lead (e.g., Project Engineer)
Project Administration Lead (e.g., Project Clerk)
Preconstruction Management Lead
Estimator(s) – Discipline(s) / Name(s)
Scheduler (Preconstruction Phase, Construction Phase)
Constructability/Design Coordination / Code Conformance Reviewer(s)
Superintendent – Discipline Name (e.g. General, MEP)
Safety Lead

CM at Risk Standard Titles for Specific Roles:

Use the titles listed above under CM Standard Titles.

Program Manager:

Use the titles listed above under CM Titles as applicable. Add other Titles applicable to specific services identified in the solicitation.

Section E. Resumes of Key Personnel Proposed for This Contract.

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the lead firm or joint venture partner firms first. Resumes should align to the greatest extent possible with the example projects in Section G. Maximum of one page in length for each key person. The following blocks must be completed for each resume:

16. Name. Keep the name of each team member consistent throughout all sections. Thumbnail sized photograph of team member is optional.
17. Role in This Contract. Maintain consistency with titles provided in Section D.
18. Years Experience. Total years of relevant experience (block 14a), and years of relevant experience with current firm, but not necessarily the same branch office (block 14b).
19. Firm Name and Location. Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C. Inserting thumbnail sized company logo is optional.
20. Education. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.
21. Current Professional Registration. Provide information on current relevant professional registration(s) in the State Rhode Island. Do not list registration from other states here. List registrations from other states in Block 22.
22. Other Professional Qualifications. Provide information on any other professional qualifications relating to this contract, such as education, professional registration in other states, publications, organizational memberships or certifications, industry / community service), training, awards, and foreign language capabilities.*

*Abbreviations for organizations and certifications:

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)
GA: Green Associate
AP: LEED AP (Legacy LEED Accredited Professional without specialty)
AP +: (see below):
LEED AP BD+C (Building Design and Construction specialty)
LEED AP ID+C (Interior Design and Construction specialty)
LEED AP O+M (Operations and Maintenance specialty)

LEED AP ND (Neighborhood Development specialty)
LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials
A4LE: Association for Learning Environments
CCCA: Certified Construction Contract Administrator (CSI)
CCM: Certified Construction Manager (CMAA)
CMAA: Construction Management Association of America

23. Relevant Projects. Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F.

Sample Projects (a – e)

1. Title, Client and Location. Insert the sample project name on the top line of this block. Identify the client(s) name on the second line of this block. Provide the location (city, state) of the project at the bottom.
2. Building Type, Size and Project Cost / Performance. Identify the project's building type (e.g.: office, academic, laboratory, hospital, corrections, recreation, housing, maintenance, storage, mixed use, etc.) on the top line of this block. Specify level of building type if appropriate (e.g.: K-12 academic, student housing, minimum security corrections, vehicle maintenance, etc). **NOTE:** for K-12 academic building type, please include specific grade levels served in building within parentheses after the building type. For example, "K-12 Academic (9th thru 12th)". Provide the building size (if applicable) in square-feet on the second line of this block. If the project was a combination renovation and building addition, include area of building addition in parentheses after the total area (e.g.: 35,000 SF Add.). Include the project cost at the bottom followed by the firm's performance in parenthesis (e.g.: \$100K under budget, \$15K returned, on budget, \$10K over budget, etc). If the firm performed hard-bid construction services, indicate amount of change orders rather than budget performance within the parentheses (e.g.: \$45K in changes, \$0 in changes).
3. Type of Construction, Delivery Model and Services. Identify the type of construction on the top line of this block (new construction, addition, renovation, preservation, demolition). Include multiple types of construction if applicable (e.g.: addition/renovation). Provide the delivery method used for the project on the second line (ie: multiple prime, multiple prime with CM, general contracting, CM at Risk, design-build, public-private partnership). Insert the type of service the firm provided on the project at the bottom of this block (e.g.: CM services, PM services, CMaR services, etc).

4. Dates Completed. Insert the completion dates (month/year) for the design and construction stage, if applicable, on the top line of the block. Indicate the schedule performance with the number of day's variance from original schedule completion date of stage (e.g.: 15 days ahead, on schedule, 5 days late). If any of the professional services or construction projects is not complete, leave Date Completed blank and indicate the status.
5. Example Project Key No. Insert the corresponding key number (1-10) of the project if it is included in Section F as one of the Example Projects. Leave blank if it is not one of the Example Projects.
6. Specific Role (Benefits / Value to Client). Briefly describe the individual team member's role on the project and most importantly the benefits and value their specific involvement provided that client. Do not list common job duties and responsibilities of the role or tasks performed. Quantify specific results and accomplishments due to the individual's involvement on the project. Cover the selection scoring criteria provided in the Request for Qualifications when completing these blocks on the resumes of key personnel proposed for this contract. Use the check box provided to indicate if the project was performed with any office of the current firm. Project photos are not necessary.

Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract.

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Specialty consultants that have not worked with the lead firm may submit their own projects in this section. Present no more than ten projects, unless otherwise specified by the Contracting Authority. Limit of one page in length per project. If more projects are submitted or their length exceeds one page, scoring will be based on the first page of the first ten projects only. Complete the following blocks for each project:

24. Example Project Key Number. Start with "1" for the first project and number consecutively.
25. Title and Location. Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.
26. Year Completed. Enter the year completed of the design services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to This Contract (block 24).
- 27a. Project Owner. Project owner or user, such as a government Contracting Authority or installation, an institution, a corporation or private individual.
- 27b. Point of Contact Name. Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.
- 27c. Point of Contract Telephone Number. Self-explanatory.
- 27d. Point of Contact E-mail Address. Self-explanatory.
28. Brief Description of Project and Relevance to This Contract. Enter any other information requested by the Contracting Authority for each example project. Including the following information:
 - a. Project Description. Provide a short description of the project. Indicate scope, size, cost, principle elements and special features of the project. Identify the type of delivery method used.
 - b. Scope of Services. Indicate the type and scope of services provided by firm. Indicate if the project utilized Building Information Modeling tools and the extent of its use during each stage of the project.
 - c. Benefit / Value to Client. Summarize the specific benefits and/or value provided to client in the execution of the work. Include obstacles encountered and how the firm resolved those issues. Tell the "story" of the project.
 - d. Results Accomplished. Indicate team performance regarding scope, budget, schedule and quality. Provide specificity in reporting results in comparison to baseline figures. Do not just state, "on time and on budget".
 - e. Relevance of Project. Briefly indicate how this example project is relevant and similar to this contract.
 - f. Reference. Insert citations from letters of reference or past evaluations attained from project owner or point of contact. Indicate name, title, organization and date reference was made by past project representative.
 - g. Photographs/Diagrams. Include one or two photos or diagrams/plans that complement and support the other information presented about the project, services, benefits and accomplishments.
 - h. Awards/Certifications. Indicate any awards the project received and level of NE CHPS / LEED Certification achieved.
 - i. Team Members. List all proposed team members that worked on this example project.
29. Firms from Section C Involved with This Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their specific roles (eg: general trades contractor vs. general contractor, etc) and relationship (lead firm/contractor, JV partner, subconsultant/subcontractor). List in the same order as Section C.

Section F. Additional Page: Relevant Project Experience Matrix.

Enter the relevant scopes of work requested by the Contracting Authority in the Request for Qualifications. Please note, in some instances the Contracting Authority may request firms to summarize specific project elements (e.g.: project delivery method, role on project, LEED Certification) that will require the insertion of abbreviations (e.g.: PM, GC, CMaR, DB) rather than the standard "x" within the body of the matrix.

Section G. Key Personnel Participation in Example Projects.

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

- 30. Names of Key Personnel. List the names of the key personnel in the same order as they appear in Section E.
- 31. Role in This Contract. Insert the proposed role in the contract as indicated in Section E, block 17.
- 32. Example Projects Listed in Section F. In the column under each project key number (see block 24) and for each key person, place an "X" under the project key number for participation in the same or similar role.
- 33. Example Projects Key. List the key numbers and titles of the example projects in the same order as they appear in Section F.

Section H. Additional Information.

- 34a. Use this section to provide additional information specifically requested by the Contracting Authority or to address selection criteria that are not covered by the information provided in Sections A-G. It is recommended that firms provide an outline following the selection criteria as indicated on the rating sheet and briefly summarize the proposed team's qualifications for each criterion. Firms are encouraged to summarize information in tables/charts. Do not include general marketing materials or history of each firm. Only include recent reference letters of past performance.
- 34b. Complete and submit the Proposer Affirmation and Disclosure form to indicate the location(s) that services will be provided.
- 34c. Complete and submit the lead firm's intent to contract with and use Rhode Island certified Minority / Women Business Enterprises as a part of the proposed team.
- 34d. If the Proposer intends to receive points for exceeding the Minority / Women Business Enterprise Participation Goal, complete and submit Certified Statement of Intent To Contract and To Perform form signed by the Proposer and Minority / Women Business Enterprises with its Statement of Qualifications.
- 34e. Complete the Disclosure of Past Performance for the Lead Firm and all Consultants listed in Section C.

Section I. Authorized Representative

- 35/36. Signature of Authorized Representative and Date. An authorized representative of a joint venture or the lead firm must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.
- 37. Name and Title. Self-explanatory.

SAMPLE ENTRIES FOR SECTION E (BLOCK 23):

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

23. RELEVANT PROJECTS *(Up to a maximum of 5 samples)*

(1) Title, Client & Location (City, State)	(2) Building Type, Size & Project Cost / Performance	(3) Type of Construction, Delivery Model & Services	(4) Date Completed		(5) Example Project Key No.
			Design	Construction	
North High School Northern LSD & OSFC North City, Rhode Island	K-12 Academic (9th – 12th) 185,000 SF (100,000 SF Add) \$34,650,000 (\$124K under)	Add. / Reno. & Demo. Multiple Prime Full CMaR Services	11/2005 24 days ahead	5/2008 on schedule	3
(6) Role (Benefit / Value to Client) <input type="checkbox"/> Check if project performed with current firm Project Management Lead and Estimator responsible during all stages for managing scope/budget/schedule/quality. Precon. "real-time" estimating eliminated the need for end-of-phase VE and re-designs to maintain budget, saving 24 days in design. Prime contractor bids (7 pkg.) came within 1% of estimate. Constructability reviews resulted in only 4 RFI's during construction stage. Construction completed on time through strong management, despite having one prime contractor default.					

SAMPLE ENTRIES FOR SECTION F (MATRIX):

F. RELEVANT PROJECT EXPERIENCE MATRIX

		Major Scope of Work requirements as identified in the project advertisement.									
		Scope: Project Delivery Method (GC, CMR, DB)	Scope: Role on Project (GC, CMR, DB)	Scope: Academic Facility	Scope: K-12 Facility	Scope: High School (9-12)	Scope: New Construction	Scope: Construction Adjacent to Occupied Bid'g	Scope: High Performance Certification (NE CHPS, LEED - Reg, Cert, Silver, Gold, Plat)	Scope: RIDE Stage II, III and IV	Scope: Multiple Phases / Sequences
Example Project Name (Place "X" under Project Scope)											
1	Northwest High School , Local School District Hometown, Rhode Island	CMR	CMR	X	X	X	X		NE CHPS	X	
2	Lincoln Hall , Rhode Island College Collegetown, Rhode Island	GC	GC	X			X	X	Plat	X	X

SAMPLE ENTRIES FOR SECTION G (MATRIX):

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

30. NAMES OF KEY PERSONNEL (From Section E, Block 12)	31. ROLE IN THIS CONTRACT (From Section E, Block 13)	32. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Amy Bergman	Project Mgmt. Lead	X	X			X	X				X
Carl Dover	Estimator	X	X	X			X	X	X	X	X
Edward Franks	Superintendent		X		X	X			X		X

Part II - General Qualifications

See the "General Instructions" on page 1 for firms with branch offices. Prepare Part II for the specific branch office seeking work if the firm has branch offices. Submit Part II with each Statement of Qualifications. A public announcement is not required for certain contracts, and agencies may use Part II as a basis for selecting at least three of the most highly qualified firms for discussions prior to requesting submission of Part I. If a firm has branch offices, submit a separate Part II for each branch office seeking work.

For a specific contract, prepare a separate Part II **for each firm** that will be part of the proposed project team and submit with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.

1. Project Number. If Part II is submitted for a specific contract, insert the Contracting Authority's project number, if applicable, exactly as shown in the request for qualifications.

2a-2f. Firm (or Branch Office) Name and Address. Self-explanatory. List the firm's legal name as shown on the Secretary of State's records.

3. Year Established. Enter the year the firm (or branch office, if appropriate) was established under the current name.
4. FTID Number. Insert the Federal Tax Identification number issued by the Internal Revenue Service.
5. Ownership.
 - a. Type. Enter the ownership or legal structure (sole proprietor, partnership, corporation, joint venture, etc.).
- 6a-6d. Point of Contact. Project Representative Name and Title, President/CEO, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide this information for a representative of the firm that the Contracting Authority can contact for additional information. The representative must be empowered to speak on contractual and policy matters.
7. Name of Firm. Enter the name of the firm if Part II is prepared for a branch office.
8. Former Firm Names. Indicate any other previous names for the firm (or branch office) during the last six years. This information is used to review past performance on state contracts.
9. Employees by Discipline. Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. Enter the number of licensed design professionals (e.g., architects, landscape architects, professional engineers and professional surveyors) for each discipline in column c(1). Enter all other employees for each discipline in column c(2). The total of column c (1) and c (2) should equal the total number of staff employed from that office/branch location for the firm.
10. Profile of Firm's Experience and Annual Average Revenue for Last 5 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.
11. Total Revenues of Firm for Last 3 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the **total** revenues received over the last 3 years by the firm or branch office. Do not enter "0." Indicate value of work for this Contracting Authority* (performed directly for the Contracting Authority that issued the RFQ, either as the lead firm or consultant), value of other public work in the State of Rhode Island, the total value of all work within the state and the total revenue of the firm including all offices regardless of location.
12. Authorized Representative. An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

List of Disciplines (Function Codes)

Code	Description	Code	Description
01	Acoustical Engineer	32	Hydraulic Engineer
02	Administrative	33	Hydrographic Surveyor
03	Aerial Photographer	34	Hydrologist
04	Aeronautical Engineer	35	Industrial Engineer
05	Archeologist	36	Industrial Hygienist
06	Architect	37	Interior Designer
07	Biologist	38	Land Surveyor
08	CAD/BIM Technician	39	Landscape Architect
09	Cartographer	40	Materials Engineer
10	Chemical Engineer	41	Materials Handling Engineer
11	Chemist	42	Mechanical Engineer
12	Civil Engineer	43	Mining Engineer
13	Communications Engineer	44	Oceanographer
14	Computer Programmer	45	Photo Interpreter
15	Construction Inspector	46	Photogrammetrist
16	Construction Manager	47	Planner: Urban/Regional
17	Corrosion Engineer	48	Project Manager
18	Cost Engineer/Estimator	49	Remote Sensing Specialist
19	Ecologist	50	Risk Assessor
20	Economist	51	Safety/Occupational Health Engineer
21	Electrical Engineer	52	Sanitary Engineer
22	Electronics Engineer	53	Scheduler
23	Environmental Engineer	54	Security Specialist
24	Environmental Scientist	55	Soils Engineer
25	Fire Protection Engineer	56	Specifications Writer
26	Forensic Engineer	57	Structural Engineer
27	Foundation/Geotechnical Engineer	58	Technician/Analyst
28	Geodetic Surveyor	59	Toxicologist
29	Geographic Information System Specialist	60	Transportation Engineer
30	Geologist	61	Value Engineer
31	Health Facility Planner	62	Water Resources Engineer

List of Experience Categories (Profile Codes)

Code	Description	Code	Description
A01	Acoustics, Noise Abatement	E09	Environmental Impact Studies, Assessments or Statements
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis	E10	Environmental and Natural Resource Mapping
A03	Agricultural Development; Grain Storage; Farm Mechanization	E11	Environmental Planning
A04	Air Pollution Control	E12	Environmental Remediation
A05	Airports; Nav aids; Airport Lighting; Aircraft Fueling	E13	Environmental Testing and Analysis
A06	Airports; Terminals and Hangars; Freight Handling	F01	Fallout Shelters; Blast-Resistant Design
A07	Arctic Facilities	F02	Field Houses; Gyms; Stadiums
A08	Animal Facilities	F03	Fire Protection
A09	Anti-Terrorism/Force Protection	F04	Fisheries; Fish Ladders
A10	Asbestos Abatement	F05	Forensic Engineering
A11	Auditoriums and Theaters	F06	Forestry and Forest Products
A12	Automation; Controls; Instrumentation	G01	Garages; Vehicles Maintenance Facilities; Parking Decks
B01	Barracks; Dormitories	G02	Gas Systems (<i>Propane; Natural, Etc.</i>)
B02	Bridges	G03	Geodetic Surveying: Ground and Air-borne
C01	Cartography	G04	Geographic Information System Services: Development, Analysis, and Data Collection
C02	Cemeteries (<i>Planning and Relocation</i>)	G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting
C03	Charting; Nautical and Aeronautical	G06	Graphic Design
C04	Chemical Processing and Storage	H01	Harbors; Jetties; Piers, Ship Terminal Facilities
C05	Child Care/Development Facilities	H02	Hazardous Materials Handling and Storage
C06	Churches; Chapels	H03	Hazardous, Toxic, Radioactive Waste Remediation
C07	Coastal Engineering	H04	Heating; Ventilating; Air Conditioning
C08	Codes; Standards; Ordinances	H05	Health Systems Planning
C09	Cold Storage; Refrigeration and Fast Freeze	H06	High-rise; Air-Rights-Type Buildings
C10	Commercial Building (<i>Low Rise</i>); Shopping Centers	H07	Highways; Streets; Airfield Paving; Parking Lots
C11	Community Facilities	H08	Historical Preservation
C12	Communications Systems; TV; Microwave	H09	Hospital and Medical Facilities
C13	Computer Facilities; Computer Service	H10	Hotels; Motels
C14	Conservation and Resource Management	H11	Housing (<i>Residential, Multi-Family; Apartments; Condominiums</i>)
C15	Construction Management	H12	Hydraulics and Pneumatics
C16	Construction Surveying	H13	Hydrographic Surveying
C17	Corrosion Control; Cathodic Protection Electrolysis	I01	Industrial Buildings; Manufacturing Plants
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting	I02	Industrial Processes; Quality Control
C19	Cryogenic Facilities	I03	Industrial Waste Treatment
D01	Dams (<i>Concrete; Arch</i>)	I04	Intelligent Transportation Systems
D02	Dams (<i>Earth; Rock</i>); Dikes; Levees	I05	Interior Design; Space Planning
D03	Desalinization (<i>Process and Facilities</i>)	I06	Irrigation; Drainage
D04	Design-Build - Preparation of Requests for Proposals (<i>Criteria Architect/Engineer Services</i>)	J01	Judicial and Courtroom Facilities
D05	Digital Elevation and Terrain Model Development	L01	Laboratories; Medical Research Facilities
D06	Digital Orthophotography	L02	Land Surveying
D07	Dining Halls; Clubs; Restaurants	L03	Landscape Architecture
D08	Dredging Studies and Design	L04	Libraries; Museums; Galleries
E01	Ecological and Archeological Investigations	L05	Lighting (<i>Interior; Display; Theater, Etc.</i>)
E02	Educational Facilities; Classrooms	L06	Lighting (<i>Exteriors; Streets; Memorials; Athletic Fields, Etc.</i>)
E03	Electrical Studies and Design		
E04	Electronics		
E05	Elevators; Escalators; People-Movers		
E06	Embassies and Chanceries		
E07	Energy Conservation; New Energy Sources		
E08	Engineering Economics		

Code	Description	Code	Description
M01	Mapping Location/Addressing Systems	S01	Safety Engineering; Accident Studies; OSHA Studies
M02	Materials Handling Systems; Conveyors; Sorters	S02	Security Systems; Intruder and Smoke Detection
M03	Metallurgy	S03	Seismic Designs and Studies
M04	Microclimatology; Tropical Engineering	S04	Sewage Collection, Treatment and Disposal
M05	Military Design Standards	S05	Soils and Geologic Studies; Foundations
M06	Mining and Mineralogy	S06	Solar Energy Utilization
M07	Missile Facilities (<i>Silos; Fuels; Transport</i>)	S07	Solid Wastes; Incineration; Landfill
M08	Modular systems Design; Pre-Fabricated Structures or Components	S08	Special Environments; Clean Rooms, Etc.
		S09	Structural Design; Special Structures
N01	Naval Architecture; Off-Shore Platforms	S10	Surveying; Platting; Mapping; Flood Plain Studies
N02	Navigation Structures; Locks	S11	Sustainable Design
N03	Nuclear Facilities; Nuclear Shielding	S12	Swimming Pools
		S13	Storm Water Handling and Facilities
O01	Office Buildings; Industrial Parks	T01	Telephone Systems (<i>Rural; Mobile; Intercom, Etc.</i>)
O02	Oceanographic Engineering	T02	Testing and Inspection Services
O03	Ordnance; Munitions; Special Weapons	T03	Traffic and Transportation Engineering
		T04	Topographic Surveying and Mapping
P01	Petroleum Exploration; Refining	T05	Towers (<i>Self-Supporting and Guyed Systems</i>)
P02	Petroleum and Fuel (<i>Storage and Distribution</i>)	T06	Tunnels and Subways
P03	Photogrammetry		
P04	Pipelines (<i>Cross-Country - Liquid and Gas</i>)	U01	Unexploded Ordnance Remediation
P05	Planning (<i>Community, Regional, Areawide and State</i>)	U02	Urban renewals; Community Development
P06	Planning (<i>Site, Installation and Project</i>)	U03	Utilities (<i>Gas and Steam</i>)
P07	Plumbing and Piping Design		
P08	Prisons and Correctional Facilities	V01	Value Analysis; Life-Cycle Costing
P09	Product, Machine Equipment Design		
P10	Pneumatic Structures, Air-Support Buildings	W01	Warehouse and Depots
P11	Postal Facilities	W02	Water Resources; Hydrology; Ground Water
P12	Power Generation, Transmission, Distribution	W03	Water Supply; Treatment and Distribution
P13	Public Safety Facilities	W04	Wind Tunnels; Research/Testing Facilities Design
R01	Radar; Sonar; Radio and Radar Telescopes	Z01	Zoning; Land Use Studies
R02	Radio Frequency Systems and Shieldings		
R03	Railroad; Rapid Transit		
R04	Recreation Facilities (<i>Parks, Marinas, Etc.</i>)		
R05	Refrigeration Plants/Systems		
R06	Rehabilitation (<i>Buildings; Structures; Facilities</i>)		
R07	Remote Sensing		
R08	Research Facilities		
R09	Resources Recovery; Recycling		
R10	Risk Analysis		
R11	Rivers; Canals; Waterways; Flood Control		
R12	Roofing		

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STATEMENT OF QUALIFICATIONS

PART I – CONTRACT SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. PROJECT TITLE AND LOCATION (City and County)	
2. ANNOUNCEMENT DATE	3. PROJECT NUMBER

B. FIRM POINT OF CONTACT

4. PROJECT REPRESENTATIVE NAME AND TITLE		5. PRESIDENT / CEO
6. NAME OF FIRM (LEGAL NAME ON FILE WITH THE RHODE ISLAND SECRETARY OF STATE)		
7. TELEPHONE NUMBER	8. FAX NUMBER	9. E-MAIL ADDRESS
10. COUNTY	11. FTID NUMBER	12. WEB ADDRESS

C. PROPOSED TEAM

(Complete this section for the lead firm or joint venture partners, and all key consultants.)

	(Check)			13. FIRM NAME	14. ADDRESS	15. ROLE IN THIS CONTRACT
	Lead Firm	JV Partner	Consultant			
a.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if MBE/WBE certified	<input type="checkbox"/> Check if branch office ___ Miles from project site	
b.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if MBE/WBE certified	<input type="checkbox"/> Check if branch office	
c.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if MBE/WBE certified	<input type="checkbox"/> Check if branch office	
d.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if MBE/WBE certified	<input type="checkbox"/> Check if branch office	
e.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if MBE/WBE certified	<input type="checkbox"/> Check if branch office	
f.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if MBE/WBE certified	<input type="checkbox"/> Check if branch office	

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)

INSERT ORGANIZATIONAL CHART BELOW OR ATTACH.

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person. Limit one page per person)

16. NAME	17. ROLE IN THIS CONTRACT	18. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
19. FIRM NAME AND LOCATION (City and State)	20. EDUCATION (Degree and Specialization)	21. CURRENT OH PROF REGISTRATIONS (List Discipline)	
22. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

23. RELEVANT PROJECTS (Up to a maximum of 5 samples)

	(1) Title, Client & Location (City, State)	(2) Building Type, Size & Project Cost / Performance	(3) Type of Construction, Delivery Model & Services	(4) Date Completed		(5) Example Project Key No.
				Design	Construction	
a.						
	(6) Role (Benefit / Value to Client) <input type="checkbox"/> Check if project performed with current firm					
b.						
	(6) Role (Benefit / Value to Client) <input type="checkbox"/> Check if project performed with current firm					
c.						
	(6) Role (Benefit / Value to Client) <input type="checkbox"/> Check if project performed with current firm					
d.						
	(6) Role (Benefit / Value to Client) <input type="checkbox"/> Check if project performed with current firm					
e.						
	(6) Role (Benefit / Value to Client) <input type="checkbox"/> Check if project performed with current firm					

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

24. EXAMPLE PROJECT KEY NUMBER (1 – 10)

(Present as many projects as requested by the Contracting Authority, or a maximum of 10 projects, if not specified. Complete one Section F for each project. Limit one page in length.)

25. TITLE AND LOCATION <i>(City and State)</i>	26. YEAR COMPLETED	
	DESIGN (if applicable)	CONSTRUCTION (if applicable)

27. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT PHONE NUMBER	d. POINT OF CONTACT E-MAIL ADDRESS
------------------	--------------------------	----------------------------------	------------------------------------

28. DESCRIPTION OF PROJECT *(Include project info, services, benefit/value, results, relevance, references, photographs/diagrams, awards/certifications, team members)*

29. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE / RELATIONSHIP
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE / RELATIONSHIP
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE / RELATIONSHIP
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE / RELATIONSHIP
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE / RELATIONSHIP
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE / RELATIONSHIP

F. RELEVANT PROJECT EXPERIENCE MATRIX

		Major Scope of Work requirements as identified in the project advertisement.									
		Scope:	Scope:	Scope:	Scope:	Scope:	Scope:	Scope:	Scope:	Scope:	Scope:
Example Project Name (Place "X" under Project Scope)											
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

H. ADDITIONAL INFORMATION

34a. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE CONTRACTING AUTHORITY. ATTACH ADDITIONAL SHEETS AS NEEDED.

H. ADDITIONAL INFORMATION

34c. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE CONTRACTING AUTHORITY. USE THE NEXT PAGE OR ATTACH ADDITIONAL SHEETS AS NEEDED.

COMMITMENT TO PARTICIPATE IN THE EDGE BUSINESS ASSISTANCE PROGRAM

The Lead Firm or Joint Venture ("Proposer") commits to *meet or exceed* the advertised EDGE Participation Goal of the award amount, calculated as a portion of the Basic Fee (including Direct Personnel Expense) plus all accepted Additional Service Fees and Reimbursable Expenses, by using EDGE-certified Business Enterprise(s). For CM at Risk this is the contract amount for preconstruction and construction stage compensation excluding subcontracts, self-performed work and contingency.

The Proposer agrees that if selected for consideration of the Contract, it shall provide to the Contracting Authority, at the location required within the time identified in the Request for Proposal, its Proposal, including a *Certified Statement of Intent To Contract and To Perform* form for each EDGE-certified Business Enterprise proposed for use by the Proposer if awarded the Contract for this Project.

H. ADDITIONAL INFORMATION

MINORITY / WOMEN BUSINESS ENTERPRISE PARTICIPATION STATEMENT OF INTENT TO CONTRACT AND PERFORM

Project Name _____ Project Number _____

Vendor Name _____

Rhode Island Certified Minority / Women Business Enterprise ("M/WBE")

EBE Name _____ Phone _____

Address _____ Fax _____

City, State ZIP _____ E-mail _____

RI Certification Date _____

Briefly describe services, work or supplies to be provided by the M/WBE (may use industry codes):

Percentage of proposed M/WBE participation:* _____ % **Anticipated cost or fee payable to M/WBE firm: \$** _____

Certified by M/WBE and by the Vendor

The Vendor certifies that it intends to contract with the M/WBE for the portion of the agreement described above related to this project. The named M/WBE certifies that it intends to contract with the named Vendor and intends to provide the portion of the Vendor's scope of services as described above and for the anticipated cost or fee as indicated above.

If the Vendor is not selected to provide services for this Project, this Statement of Intent shall be null and void.

For PM, CM at Risk and Design-Build contracts, please indicate Stage(s) of Project that M/WBE services will be performed:

- Preconstruction Stage Services** **Construction Stage Services** **Construction Stage Subcontracted Work**

M/WBE Certified Business Enterprise

Vendor

Name _____ Name _____

Signature _____ Date _____ Signature _____ Date _____

