



**City Of Greenfield  
Olive Street Parking Structure  
Project 17-12**

**Requests for Qualifications for  
Construction Management at Risk Services**

**March 8, 2017**

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**Owner:**

City of Greenfield  
City Hall  
14 Court Square  
Greenfield, MA 01301

**Architect:**

Desman Design Management  
18 Tremont Street  
Suite 300  
Boston MA 02108

**Owners Project Manager:**

Skanska USA Building  
1350 Main Street  
Springfield, MA 01103

**Submit Statement of Qualifications to:**

Marjorie L. Kelly  
Director of Finance  
City of Greenfield  
14 Court Square  
Greenfield, MA 01301  
Project # 17-12

**City of Greenfield  
PURCHASING DEPARTMENT  
INVITATION FOR BID**

**RFQ#17-12 Request for Qualifications for Construction Manager at Olive Street Parking Structure**

The City of Greenfield is soliciting qualifications from Construction Management firms to manage the construction on the Olive Street Parking Structure project. The project is approximately 122,000 square foot parking garage project in Greenfield , MA valued at approximately \$8 Million dollars..

Owner Project Manager: Skanska USA Building, Inc.

Designer: Desman Design Management.

Project Schedule: Preconstruction services to begin spring 2017 with project completion scheduled for August 2018.

Briefing session: March 16, 2017 at 10 A.M. at Greenfield City Hall Court Street Greenfield MA.

This procurement is conducted pursuant to MGL Ch. 149A. The RFQ is the first phase of a two-phase procurement process as set out in MGL Ch. 149A. The City of Greenfield Olive Street Parking Garage Prequalification Committee will evaluate Statements of Qualification (SOQ) in accordance with the evaluation criteria set forth in the RFQ and will select those firms it deems qualified. Only those firms deemed qualified will be invited to submit a Proposal in response to the Request for Proposal (RFP) that will be issued in the second phase of the procurement. The prequalification process will be complete by June 27, 2017.

Prospective respondents shall not communicate with any person or entity participating in the Prequalification Committee at any time during the RFQ process except for those means identified in accordance with the process outlines in the RFQ

Firms interested in this Project must submit an RFQ Interest Form by March 20, 2017 to the City of Greenfield Purchasing Department by mail or facsimile. This form and the RFQ can be obtained from the City's website at <http://greenfield-ma.gov/p/290/Active-BidsRFQRFP>

Firms interested in submitting an RFQ shall be required to submit it to the Purchasing Office by March 23, 2017 at 2:00 PM. No late submittals will be accepted.

Marjorie L. Kelly, MCPPO  
Director of Finance

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# Request for Qualifications for Construction Management at Risk Services

## I. General Information

### A. Project Information

Awarding Authority: City of Greenfield  
Project Title: City Hall  
14 Court Square  
Greenfield MA 01301

**Submission Deadline: 2:00 PM, March 23, 2017**

Submit One (1) original, one CD and ten (5) complete copies of the Statement of Qualifications (SOQ) with all required forms, attachments, supporting documentation and information to:

Marjorie I. Kelly,  
City Hall  
City of Greenfield  
14 Court Square  
Greenfield MA 01301  
Project # 17-12

Package must be labeled on the outside with the following information: "RFQ for Construction Management Services," the project number and project name, and the CM firm's name, business address and telephone number.

Estimated Construction Cost: \$8,000,000  
Estimated Procurement/Construction Duration: 3-4 months Precon/ Procurement; 12 Months Construction

*Project Team:*  
Project Management: Skanska USA Building  
Designer: Desman Design Management

RFQ Interest Form: Firms interested in this Project **must submit** an **RFQ Interest Form** with a copy of your firm's **DCAM Certificate** to City of Greenfield by mail or hand delivery addressed to: Marjorie L. Kelly, Finance Director, City of Greenfield MA 01301, no later than March 20, 2017.

## **B. Introduction**

Firms interested in providing Public Construction Manager at Risk Services ("CM" or "CM at Risk") for the Project are invited to submit a Statement of Qualifications ("SOQ") to the City of Greenfield ("Greenfield", hereinafter). This CM at Risk services procurement is conducted pursuant to M.G.L. Chapter 149A, contained in Chapter 193 of the Acts of 2004. This Request for Qualifications ("RFQ") is the first phase of a two-phase procurement process as set forth in MGL Chapter 149A. Greenfield is prequalifying firms interested in providing public CM at Risk services for the project through this RFQ process. Greenfield will evaluate submitted SOQ's based upon the identified evaluation criteria and will select those respondents it deems qualified. Only those respondents deemed qualified will be invited to submit a Proposal in response to a detailed Request for Proposals ("RFP") which will be issued in the second phase of the procurement process. The project delivery method for construction will be public CM at Risk with a Guaranteed Maximum Price ("GMP") under M.G.L. Chapter 149A. Firms interested in being prequalified must demonstrate that they have prior experience as a Construction Manager on at least three CM at Risk projects of a similar cost, complexity, type, and size as this project as it is described further below.

## **C. Project Description**

The City of Greenfield has seen a rebirth in its downtown area and parking demand exceeds available parking. Further exacerbating this situation is the nearing opening of the new Court House in the downtown area. After many years of studying the possibility of constructing a parking structure the City has selected a location on Olive Street for the new Garage. Desman design Consultants and a team of subconsultants have completed 25% design documents and are nearing completion of Design Development documents for the project. The 350 space 125,000 SF parking structure is currently designed as a precast single threaded helix. The City has received a \$7.5M grant from Mass Works and has bonded an additional \$2.5 Million to fund the project. All funding is in place. The project requires extensive utility relocations to clear the footprint before any work on site can be started. Additionally because of soil conditions on-site it is anticipated that ground improvements including rigid inclusions and rammed aggregate piers or a drilled pile system will be needed to support the structure.

The City, Skanska and the Design team have elected to pursue the CM @ Risk model to construct the project because of the many opportunities for early package awards on the project. Such early packages may include

- Early Utility Relocation
- Early pile or pier packages
- Early Foundation packages
- Early Precast Concrete to secure a production slot and potentially provide design assistance

All other work will be subject to Chapter 149 File Sub Bid procurement requirements

The Project is NOT pursuing any LEED accreditation but wants to incorporate Green Building concepts.

Additional information: Schematic Design Documents are available at:  
<https://www.dropbox.com/sh/hf1b4l09n565igm/AAA7Eebd1l7ihabcuE4XmTQa?dl=0>

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**Site Visit - a site visit will be conducted on March 16th @ 10 AM.** All Parties will meet at City Hall in Greenfield and after a brief presentation a visit to the Olive Street Site will occur.

#### **D. Project Schedule**

Project schedule requires substantial completion of the Parking Garage by July 31, 2018. All firms responding to this request must have adequate staff and resources to enable the project team to meet this deadline. It is anticipated that the CM will be under contract while the Construction Documents are being developed.

The Design team led by Design Design Management is currently in the design development stage with the following architectural design schedule:

- 100% Design Development Documents will be available March 15, 2017
- Early Utility Package will be available approximately April 15, 2017
- Early Precast and Foundation Packages will be available in May 2017.
- 90% Construction Documents will be available May 1, 2017
- 100% Construction Documents will be available June 16, 2017

The requirement for early packages (site, foundation, precast) will be evaluated as part of Pre-Construction Services.

#### **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 1 Request for Qualifications (RFQ): RFQ will be issued and is the qualifications phase of the Two-Phase Selection Process. Only firms selected during the prequalification phase will be permitted to participate in Phase 2 at which time there will be a Request for Proposals (RFP) issued to prequalified firms and this RFP phase will be used to select a Construction Manager. 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. Greenfield will appoint and assemble an Olive Street Parking Structure Project Prequalification Committee ("Prequalification Committee") to review and evaluate the SOQs received. Greenfield anticipates concluding the RFQ evaluation process within 3-5 days from submission of SOQs.

**Only those firms determined to be qualified by the Prequalification Committee will be invited and permitted to submit a proposal in response to the Phase Two, RFP. Firms that are not selected as qualified by the Prequalification Committee and firms that do not participate in the RFQ phase will be precluded from participating in the RFP CM selection phase.**

**This RFQ is Phase One of the procurement process.** After the deadline for the submission of SOQs has passed the Prequalification Committee will prepare a register of the names of the firms submitting SOQs which will be available for public inspection. The Prequalification Committee will review and evaluate the SOQs submitted, information contained in the DCAM 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 Prequalification Committee, at its sole discretion, may request additional information to clarify or supplement the information obtained.

Based upon its review and evaluation, the Prequalification Committee will prepare a written evaluation that provides an overall composite rating and a specific rating for each of the evaluation criteria for each of the CM firms that have submitted complete materials as required by this RFQ. These ratings will be "qualified" or "not qualified," or such additional rating as the Prequalification Committee finds reasonable. The Prequalification Committee shall rate the respondents based on the composite ratings. Firms receiving an overall composite rating of "not qualified" will not be deemed qualified. The Prequalification Committee shall endeavor to identify at least three CM firms which it deems qualified. If the Prequalification Committee does not rate at least three CMs "qualified," it will either repeat the RFQ process or procure the project under the provisions of M.G.L. c. 149, §44A44J. Greenfield 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 (RFP).

**In Phase Two, a detailed Request for Proposals for CM at Risk will be issued to the CM Firms deemed qualified in this Phase One prequalification process.** The RFP Selection Committee (Selection Committee) will evaluate the proposals on multiple factors, rank the proposals based on the composite ratings including their fee proposal, make an internal recommendation for the preferred CM Firm to the Greenfield School Building Needs Commission, and commence negotiations with the highest ranked CM at Risk Firm. In the event negotiations with the highest ranked firm will not result in a contract acceptable to Greenfield, negotiations will be terminated and negotiations will commence with the next highest ranked firm, and the process will continue until Greenfield can reach an acceptable contract with one of the prequalified CM at Risk firms that submitted an advantageous proposal.

#### **F. Treatment of Information submitted to the City of Greenfield**

Greenfield 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. Greenfield'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. Greenfield shall have the right to use all 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 Greenfield an unrestricted license to use the SOQ, including all materials submitted therewith, in connection with the Project.

#### **G. Communication between Greenfield and Respondents**

Unauthorized communications or contact between CM firms, their employees, agents or other related entities interested in submitting SOQ's and Greenfield, the project designer or program manager, or any other person or entity participating on the Prequalification Committee or Selection Committee with regard to this project are strictly prohibited. The only authorized communications shall be 1) inquiries to Marjorie L. Kelly, City of Greenfield, Finance Director, 14 Court Square, Greenfield, MA 01301, [lanekelel@greenfield-ma.gov](mailto:lanekelel@greenfield-ma.gov) for general information about obtaining the RFQ,

RFQ submission deadlines, and the existence of any relevant addenda to the RFQ; and 2) Greenfield may initiate contact to advise firms of CM at Risk of the project opportunities. Specific inquiries to members of the project team or Owner shall not be permitted.

Any issues brought to Greenfield attention which Greenfield 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. Greenfield will mail the addenda to all respondents who have completed an interest Form for the Project to the City of Greenfield. It shall be the sole responsibility of the Respondent to ascertain the existence of any and all addenda issued by Greenfield.

From the date of issuance of this RFQ, any respondent that contacts directly or indirectly any member or employee of the Greenfield, or the owner's designer or program manager, or any member of the selection team in connection with the selection process or the contract contemplated herein for this project is subject to disqualification. Contact is permitted for the purpose of obtaining a copy of this RFQ, to contact the DCAM Contractor Certification Office or to 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. Greenfield shall not be responsible under any circumstances for any costs incurred by any respondents to this RFQ. Greenfield 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, Greenfield 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 Mass. General Laws Chapter 149A. A detailed scope of services will be included in the Request for Proposals. The following is a general outline of services anticipated.*

#### **A. Pre-Construction (Design) Phase**

1. Review and recommend revisions, if appropriate, to the project master Schedule, Construction Budget, Phasing Plan, site logistics and permitting plan developed by Greenfield.
2. Develop the scope of work and prepare bid packages in concert with the Designer (Greenfield will provide a template for the Trade bid packages) for each trade to be bid and participate in the prequalification and qualification of each of the Trade Contractor and other subcontractors as defined by law.
3. Attend and, if requested by Greenfield, schedule, and lead periodic project meetings and special meetings for the exchange of information concerning the project, and review of design progress, permits and approvals. All meetings shall be held at a location and time convenient to the Greenfield Owner's Project Manager.
4. Establish and maintain a project website.
5. Review the design documents and other construction documents and make recommendations to Greenfield as to value engineering, constructability, suitability of materials and equipment, scheduling, time, methods and sequence of construction, and the clarity, consistency and coordination of documentation.
6. Develop a detailed cost estimates for each phase of the design process (100% DD, and 90% CD) with Value Engineering recommendations and work with the project designer to reconcile differences.
7. The CM shall assign a professional project scheduler possessing building and site design and construction experience. If deemed qualified by Greenfield, 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. The CPM project schedules shall be developed using Microsoft Project's latest version or Primavera.
8. Develop, in coordination with Skanska USA Building, a system for tracking project costs and cash flow.
9. Conduct activities relating to the procurement and award of Trade Contracts and all other contracts for the furnishing of labor, materials, equipment, or other services in connection with the construction of this project, in accordance with procedures to be developed by Greenfield and in a

manner that will meet Minority Business Enterprise and Women Business Enterprise goals set by Greenfield for the project.

10. CM shall thoroughly review the construction documents, prior to issuance for bid by trade and non-trade subcontractors, in order to develop scope clarification addenda for issuance with each trade bid package that includes detail scope reviews.

## **B. Construction Phase**

1. Obtain and pay for all required construction related permits.
2. Furnish bonds and insurance as required by the contract documents.
3. Provide and maintain a construction site office 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 that includes phasing and temporary work.
5. Meet the Women Business Enterprise and Minority Business Enterprise participation goals and female, minority workforce goals for the Project.
6. Implement procedures following Greenfield'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 internet-based systems.
7. Continuously supervise and observe all work in progress so as to ensure that the work is proceeding in accordance with the construction contract documents.
8. Attend and, if requested by Greenfield, schedule and lead regular project and construction progress meetings, and conduct regular meetings at the site with each subcontractor. All meetings shall be held at a location and time convenient to the Skanska USA Building Project Manager.
9. Develop and implement a change order control system using a software package to be approved by Skanska USA Building.
10. Establish and implement a Quality Control program including monitoring the quality programs of all subcontractors.
11. Develop and implement a project wide safety program, including monitoring and enforcement of the program for Trade and subcontractors.
12. Monitor closely the progress of construction of each subcontractor, prepare a construction schedule report at least monthly and, if and as necessary, prepare and submit recovery schedules.
13. Provide a part-time project-dedicated scheduler to develop, maintain and update the detailed CPM schedule.

14. Furnish monthly reports concerning the progress of the work which address: (a) compliance with the construction schedule, (b) status of testing and inspection activities performed by the CM and subcontractors, (c) status of shop drawings and submittals, (d) status of change orders, (e) status of MBE/WBE participation, and (f) other matters relating to the progress of work as directed by Skanska USA Building.
15. 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.
16. 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 the testing performed, (g) as-built drawings, and (h) all other project related documents.
17. Coordinate work with Commissioning Agent.

### **C. Post-Construction Phase**

In accordance with the project designer, develop and implement procedures for orderly completion of punch list items, checkout of utilities, operational systems and equipment and initial start up and testing. Preparation and delivery to Skanska USA Building 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**

#### **Submission Requirements**

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

**Do not include superfluous material. Respondents must include the CM at Risk Statement of Qualifications Response Form attached below and signed by an authorized representative, and all of the forms and materials required for Schedules A through L.** Respondents must give complete and accurate answers to all questions and provide all of the information requested. Respondents can not alter the text of the forms or schedules in any way or 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.
4. Similar Project Experience: Respondent must complete Schedule D attached to the SOQ 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 were for an amount similar to the estimated construction cost for the project; the project was one of similar complexity; the project was of a similar type or scope; and the project was the approximate size of this Project or larger. Joint ventures must complete a Schedule D for each individual joint venture partner.
5. A list of at least three (3) references.
6. Terminations and Legal Proceedings: Respondents 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.
7. 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' Compo Experience Modifier for the past three years. Joint ventures must complete a Schedule F for each individual joint venture partner.
8. MBE/WBE and Workforce Compliance Record: Respondent must complete Schedule G attached to the SOQ below providing information on the firm's compliance record with respect to

Minority Business Enterprise and Women's Business Enterprise participation goals and workforce inclusion goals for each and every project completed within the past five (5) years that had contractual MBE/WBE participation goals or minority and women workforce goals. In addition, respondent must attach documentation provided by the project owner or independent project manager supporting the actual participation and inclusion amounts it reports on Schedule G. Joint ventures must complete a Schedule G for each individual joint venture partner.

9. Audited Financial Statement: Respondent must attach at Schedule H to the SOQ a complete copy of their audited financial statement for the most recent fiscal year. Joint ventures must complete a Schedule H for each individual joint venture partner.
10. Letter from Surety Company Evidencing Bonding: Respondent must attach at Schedule I to the SOQ a letter from a surety company that is licensed to do business in the Commonwealth and whose name appears on United States Treasury Department Circular 570 on the surety company's letterhead (or a letter from a surety agent with attorney in fact authority and an original power of attorney accompanying the letter) confirming that it will provide respondent firm with payment and performance bonds on the Project in an amount equal to or greater than 110 per cent of the estimated construction cost of the Project. This letter can either reference the joint venture's bonding or submit separate letters for each individual joint venture partner.
11. Certificate of Eligibility and Update Statement: Respondent must attach at Schedule J to the SOQ both: i) a current Certificate of Eligibility (issued by DCAM) showing respondent is certified in General Building Construction with appropriate single project limits and aggregate limits as set forth above, and ii) a completed Update Statement. Joint ventures which are not yet DCAM certified as a joint venture must submit a Certificate of Eligibility and Update Statement for each individual joint venture partner.
12. Examples of Project Management Report 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.
13. Examples of Prior Experience on Sustainable construction buildings: Respondent must complete Schedule L attached to the SOQ below, listing prior project experience involving sustainable construction. Joint ventures must complete a Schedule L for each individual joint venture partner.
14. Lists of Projects in Progress, Completed Projects and Certification Page from Most Recent DCAM Application for Certification: Respondent must attach at Schedule M a copy of those portions of Respondent's most recent application for DCAM certification that contains the listings of Respondents Projects in Progress and its Completed Projects. Specifically, Respondent must submit copies of 1) Section F. Projects in Progress (including estimated construction volume for the next two years); 2) Section G. Completed Projects for the last three years; and, 3) a copy of the signed and dated final page, Section J. Certification, showing the date the application for certification was submitted to DCAM all copied from their most recent Application for Prime/General Contractor Certificate of Eligibility submitted to DCAM's Certification Office.

## **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 (including credit references), information obtained from governmental agencies and entities, information contained within DCAM 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 M. 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 in an amount similar to the estimated total construction cost of this Project and must have projects of similar complexity, 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 cost of construction for this Project (as set forth in the General Information section above). The evidence of bonding capability shall be in the form of a letter from the surety company (or a surety agent with attorney in fact authority and an original power of attorney accompanying the letter) The surety company must be a surety licensed to do business in the commonwealth and whose name appears on the United States Treasury Department Circular 570).

#### c. DCAM Certification-Copy Form CQ7

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

To submit a proposal in response to this RFQ, a Respondent whether an individual firm or a joint venture, must be certified in General Building Construction by DCAM for a single project limit in the amount of the Estimated Construction Cost set forth above for the Project or greater and must also be within the aggregate limits of its DCAM Certificate of Eligibility (Form CQ7), and a copy of the Respondent's current DCAM Certificate of Eligibility must be included in the SOQ. Note, however, that a joint venture team must be certified in General Building Construction by DCAM for a single project limit in the amount of the Project Estimated Construction Cost or greater and must also be within the aggregate limits of its DCAM Certificate of Eligibility, a copy of which must be included in the SOQ at the time its submits its RFQ. If a respondent to the is a proposed joint venture ("JV") that is newly formed or is not currently certified, then: i) each party to the proposed joint venture must be individually certified by DCAM and must submit a copy of its DCAM Certificate of Eligibility with its

SOQ; ii) the JV respondent must state in the SOQ that it will seek Certification from DCAM as a joint venture in the category of General Building Construction for the required limits, and state that it understands and agrees that if JV respondent is selected to participate in the RFP phase it will be required to submit a DCAM Certificate of Eligibility for the joint venture with its response to the RFP; iii) at least one of the parties to the joint venture must be certified by DCAM 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 DCAM of bonding capacity, in the form set forth above and satisfactory to DCAM, 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 DCAM Certificate of Eligibility for the joint venture and must submit its DCAM Certificate of Eligibility for the joint venture meeting the requirements with its proposal in response to the RFP.

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

Or contact the Certification Office at:

DCAM Contractor Certification Office  
One Ashburton Place  
Boston, Massachusetts

d. DCAM Update Statement Use Form CQ3

**A complete and signed statement must be submitted as part of the SOQ.** For DCAM'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. DCAM 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 DCAM 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 DCAM 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/camdforms/fi\\_contractcert.html](http://www.state.ma.us/camdforms/fi_contractcert.html) or contact the Certification Office at:

DCAM Contractor Certification Office  
One Ashburton Place  
Boston, Massachusetts 02108

Telephone Number (617) 727-4050 ext. 415

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

- Prior Similar Project Experience
- Management Team and Organization for the Project
- Financial Status
- Similar Project Experience
- Litigation and Performance/Termination History
- Safety Record
- History of success with MBE/WBE participation and workforce goals
- Quality of performance on prior projects
- Reference Information
- Volume of Current Work

**As provided by law, the City of Greenfield's decision on the list of qualified firms shall be final and binding and shall not be subject to appeal except on grounds of fraud or collusion.**

**CM AT RISK RFQ INTEREST FORM**  
**City of Greenfield, Olive Street Parking Structure**

Instructions: If your firm is interested in responding to this RFQ for Prequalification of CM at Risk firms then you MUST fill out this CM at Risk RFQ Interest Form and submit it with your current DCAM Certificate of Eligibility to Greenfield Purchasing Agent, Marjorie L. Kelly, by mail or hand delivery as soon as possible and BEFORE you submit your response to the RFQ. The Statement of Qualifications ("SOQ ") with all required forms, attachments, supporting documentation and information submitted in response to this RFQ, must be either hand delivered or mailed and be received by the time and date set forth in the RFQ.

Awarding Authority: City of Greenfield  
Project Title: Olive Street Parking Structure Project

Hand deliver or mail this CM at Risk RFQ Interest Form to City of Greenfield, Director of Finance, Attn: Marjorie L Kelly, 14 Court Square, Greenfield, MA 01301

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. City of Greenfield 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 City of Greenfield as directed above, or for any other reason.

Firm Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

Telephone:

\_\_\_\_\_

Fax 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 hand delivered or mailed its CM at Risk RFQ Interest Form. (If not, see form in this RFQ package, fill it out and send immediately).
- Respondent completed the SOQ Form and all schedules and attachments in their entirety.
- Respondent has completed Schedules A through M and attached required documentation (i.e., resumes of all management personnel, organizational chart, commitment letter from bonding company, letter evidencing workers comp. experience modifier, letter from owner documenting prior project MBE/WBE participation; sample firm project management reports copies of required portions of most recent application for certification submitted by Respondent to Greenfield, etc.).
- Respondent has submitted current DCAM Certificate of Eligibility.
- Respondent has submitted completed Update Statement.
- Respondent has submitted Audited financial Statement.
- Respondent submission package includes all ten (10) required copies of its SOQ application three (3) hole punched and bound with an original unbound and a CD with all of the above information.
- Respondent has provided current contact information for its firm and all of its project contacts/references.
- Respondent addressed the SOQ envelope correctly (i.e. to reference the Project and other required information set forth herein).

## CM at Risk Statement of Qualifications Form (SOQ)

**Firm Name:**

**Mailing Address:**

**Street Address (if different from mailing address):**

**Telephone Number: Fax Number:**

**Contact Person: Title: Email:**

**Firm acknowledges Addenda numbered \_\_\_\_\_ (list all)**

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

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

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

D. Similar Project Experience: Respondent MUST complete Schedule D attached below, listing similar projects for the last 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 for an amount similar to the amount of the estimated construction cost of this Project; the project was one of similar complexity; the project was of similar type or scope; and the project was the approximate size of this Project or larger. Joint ventures must complete a Schedule D for each individual joint venture partner.

E. Terminations and Legal Proceedings: Respondent MUST complete Schedule E 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 attach a Schedule F for each individual joint venture partner.

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

G. MBE/WBE and Work force Record: Respondent MUST complete Schedule G attached below providing information on the firm's compliance record with respect to Minority Business Enterprise and Women's Business Enterprise participation goals and workforce inclusion goals for each and every project completed within the past five (5) years that had a contractual MBE/WBE participation goals or minority and women workforce goals. In addition, respondent MUST ATTACH documentation from the project owner or independent project manager supporting the actual participation and inclusion amounts it reports on Schedule G. Joint ventures must complete a Schedule G for each individual joint venture partner.

H. Audited Financial Statement: Respondent MUST attach Schedule H a complete copy of its audited financial statement for the most recent fiscal year. Joint ventures must attach a Schedule H for each individual joint venture partner.

I. Letter from Surety Company Evidencing Bonding: Respondent MUST attach at Schedule I a letter from a surety company that is licensed to do business in the Commonwealth and whose name appears on United States Treasury Department Circular 570 on the surety company's letterhead (or a letter from a surety agent with attorney in fact authority and an original power of attorney accompanying the letter) confirming that it will provide respondent firm with payment and performance bonds on the Project in an amount equal to or greater than 110 per cent of the estimated construction cost of the Project. This letter can either reference the joint venture's bonding or submit separate letters for each individual joint venture partner.

J. Certificate of Eligibility and Update Statement: Respondent MUST attach at Schedule J both a current Certificate of Eligibility (issued by DCAM) showing respondent is certified in General Building Construction with appropriate single project limits and aggregate limits as set forth above and a completed Update Statement. Joint ventures which are not yet DCAM certified as a joint venture must submit a Certificate of Eligibility and Update Statement for each individual joint venture partner.

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

L. Examples of Prior Experience on Sustainable Construction: Respondent must complete Schedule L attached to the SOQ below, listing prior project experience involving sustainable construction and LEED certified buildings. Joint ventures must complete a Schedule L for each individual joint venture partner.

M. Lists of Projects in Progress, Completed Projects and Certification Page from Most Recent DCAM Application for Certification: Respondent must attach at Schedule M a copy of those portions of Respondent's most recent application for DCAM certification that contains the listings of Respondent's Projects in Progress and its Completed Projects. Specifically, Respondent must submit copies of: 1) Section F. Projects in Progress; 2) Section G. Completed Projects; and, 3) a copy of the signed and dated final page, Section J. Certification, showing the date the application for certification was submitted to DCAM all copied from their most recent Application for Prime/General Contractor Certificate of Eligibility submitted to DCAM's Certification Office.

Failure to accurately and completely provide the information requested may result in the disqualification of a respondent.

**This form MUST be signed by an officer of the firm or an individual so authorized by an officer of the firm who has personal knowledge regarding the information contained herein and submitted with the SOQ.**

**To the City of Greenfield**

The undersigned declares that he or she has carefully examined all the documents contained in the CM at Risk Request for Qualifications (RFQ) solicitation for the Massachusetts State Project referenced in the footer below, and certifies to the best of his/her knowledge, that this Statement of Qualifications fully complies with all of the requirements of the RFQ and all addenda and clarifications issued in regard to the RFQ.

The undersigned further certifies that he or she (or, if he or she is the authorized representative of a company, the company) is the only person interested in this Statement of Qualifications and any subsequent proposal; that it is made without any connection with any other person making any submission for the same work; that no person acting for, or employed by, the 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 there from; 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 there under, 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: \_\_\_\_\_