



City of Cambridge

Purchasing Department

Cynthia H. Griffin
Purchasing Agent

March 28, 2011

**Reference: Request for Qualifications for Construction Management at Risk Services
Rehabilitation of the former Cambridge Police Headquarters at 5 Western Avenue**

Attention All Bidders:

The Cambridge Housing Authority in collaboration with the City of Cambridge has released the attached, Request for Qualifications for Construction Management at Risk Services for the former Cambridge Police Headquarters located at 5 Western Avenue. The Cambridge Housing Authority is the official office responsible for processing the RFQ. All correspondence shall be directed to the Cambridge Housing Authority.

Regards,

Cynthia H. Griffin
Purchasing Agent





CAMBRIDGE HOUSING AUTHORITY

**Request for Qualifications
For Construction Management at Risk Services**

Rehabilitation of the former Cambridge Police Headquarters at 5 Western Avenue

Submission Deadline: April 8, 2011 at 5:00 p.m.

Submit Statement of Qualifications to: Kyle Sullivan
Cambridge Housing Authority
166 Prospect Street
Cambridge, MA 02139

Issued: March 23, 2011

Request for Qualifications for Construction Management at Risk Services

I. General Information

A. Project Information

Awarding Authority: **Cambridge Housing Authority in cooperation with the City of Cambridge**

Project Title: Rehabilitation of the former Cambridge Police Headquarters at 5 Western Avenue

Submission Deadline: Friday, April 8, 2011 at 5:00 P.M. – date has been changed from the advertisement.

Submit 10 complete copies (**bound, no binders**) of the Statement of Qualifications (“SOQ”) with all required forms, attachments, supporting documentation and information to:

Kyle Sullivan
Cambridge Housing Authority
166 Prospect Street
Cambridge, MA 02139

Package(s) shall be labeled on the outside with the following information: “RFQ for Construction Management at Risk Services,” Rehabilitation of the former Cambridge Police Headquarters at 5 Western Avenue,” and CM firm’s name, business address, contact name, telephone number, and email address.

CAMBRIDGE HOUSING AUTHORITY’s official RFQ Informational Meeting will be held on **Thursday March 31, 2011 at 10:00 a.m.** at the CHA Planning & Development Department Office, 166 Prospect Street, Cambridge, MA 02139.

Conceptual Estimated Construction Cost: **\$10 Million**

Estimated Construction Duration: **12 months**

Project Team:	CHA Owner’s Project Manager	Bob Labrecque
	Deputy Director of P&D:	John Woods
	City of Cambridge Project Manager:	Michael Black
	CHA Planning Administrator:	Kyle Sullivan
	Architects:	Nancy Goodwin and Rebecca Berry
		Finegold Alexander + Associates
	CHA Consultant:	Jennifer Pinck

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 Cambridge Housing Authority (“CHA”). 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. CAMBRIDGE HOUSING AUTHORITY is prequalifying firms interested in providing public CM at Risk services for the project through this RFQ process. CHA will evaluate submitted SOQs based upon the identified evaluation criteria and will select those respondents it deems qualified. Only those respondents deemed qualified will be invited to submit a Proposal in response to a detailed Request for Proposals (“RFP”) which will be issued in the second phase of the procurement process. The project delivery method for construction will be public CM at Risk with a Guaranteed Maximum Price (“GMP”) under M.G.L. Chapter 149A.

C. Project Description

The project consists of the complete rehabilitation of the former Cambridge Police Headquarters located at 5 Western Avenue in Central Square. The building is owned by the City of Cambridge, and the CHA will serve as the project developer (via a Development Agreement between the CHA and the City), as well as one of three post-construction occupants. This effort will rehabilitate the building into **office space** for the CHA, the Cambridge Community Learning Center, and the Multi-Service Center. The CHA is a separate political entity from the City of Cambridge.

The existing structure has approximately 50,000 square feet of space distributed on 4 main floors, a basement, and attic level. Additional square footage will be created within the structure with the addition of a new mezzanine above the fourth floor, increasing the existing FAR from 4.22 to 4.36. There will not be an expansion of the building footprint. Construction will include complete interior demolition and abatement of existing systems, surfaces, and wall partitions, and a complete reconfiguration of the interior floor plan and building systems.

In addition to CHA oversight and project management, all construction plans will be reviewed and approved by representatives of the City of Cambridge, including the Cambridge Historical Commission. The construction will comply with LEED standards as required by the City of Cambridge, and will follow the specific LEED goals established by the CHA and the project architects. The current designs call for the building to be certified as LEED Gold.

The CHA intends to proceed using a CM at Risk form of contract for this project under Chapter 149A, but reserves the right to elect another method if this approach does not produce results acceptable to the CHA and to the City of Cambridge.

At this time, the CHA intends to proceed with the construction of this project in two distinct phases. Phase I will include selective demolition and hazardous materials abatement. When Phase I is complete, there will be an opportunity for the CM, the Architect and the CHA to re-inspect and re-analyze the existing conditions of the building. After adjusting the bid documents as needed, Phase II, or full construction, will proceed.

D. Project Schedule

The Feasibility Study for the project was completed in 2010, schematic design due to be completed in March of 2011 and 50% construction documents will be complete in May 2011. CHA anticipates establishing the GMP in September 2011, with construction starting in October 2011. These dates are tentative and will be adjusted as needed.

E. Construction Manager at Risk Two-Part Selection Process

The CM selection process is a two-part process as set forth in M.G.L. c. 149A, contained in Chapter 193 of the Acts of 2004.

Part 1 is the Request for Qualifications (RFQ) phase, when each interested firm's qualifications submission is reviewed against a pre-set group of criteria. Only firms selected during the prequalifying RFQ phase will be permitted to participate in RFP phase.

For the RFQ, interested firms shall submit a Statement of Qualifications (SOQ) by the deadline set for submission. A Selection Committee appointed by the CHA will review and evaluate each SOQ. CHA anticipates concluding the RFQ evaluation process within 30 days from the SOQ deadline. The Selection Committee shall be composed of the Project Team referenced in this document in Section A, Project Information, as well as additional CHA and City of Cambridge representatives, at their discretion.

Only those firms determined to be qualified by the Selection Committee will be invited and permitted to submit a proposal in response to the RFP. Firms that are not selected as qualified or not scored as high as the top 3 applicants by the Selection Committee will not be asked to submit a response to the RFP. Also, only firms who respond to the RFQ will be eligible to be considered for the RFP.

After the SOQ deadline, the CHA will prepare and make available for public inspection a list of the names of the firms submitting SOQs. The Selection Committee will review and evaluate the SOQs, as well as 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 CHA, at its sole discretion, may request additional information to clarify or supplement the information obtained.

The Selection Committee shall rate the respondents based on the composite ratings. The Selection Committee shall endeavor to identify at least three CM firms which it deems qualified. If the Selection Committee does not rate at least three CM's as qualified, it will either repeat the RFQ process or procure the project under the provisions of M.G.L. c. 149, §44A-44J. CHA 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).

Based upon its review and evaluation, the Selection 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 Selection Committee finds reasonable.

Part 2 is the Request for Proposals (RFP) phase, when only the short-listed firms who scored the highest in the RFQ phase will be asked to submit a response to the RFP.

The Selection Committee will evaluate the proposals on multiple factors (to be featured in the RFP), rank the proposals based on the composite ratings (including their fee proposals), make a recommendation for the preferred CM Firm to the Executive Director of the CHA, 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 the CHA, negotiations will be terminated, and negotiations will commence with the next highest ranked firm. The process will continue until the CHA is able to reach an acceptable contract with one of the prequalified CM at Risk firms that submitted an advantageous proposal.

The Award of Contract to the selected CM will be for Pre-Construction Services. While it is the goal of this procurement process to work with the selected CM through the Pre-Construction phase, to establish a Guaranteed Maximum Price (GMP), and commence construction with the selected CM, the CHA is not obligated to establish a GMP with the selected CM. The CHA has the right to terminate the Contract for Pre-Construction Services, and either award another Pre-Construction Services contract to another CM firm from the RFP phase, or opt to bid the construction contract using M.G.L. Chapter 149.

The selective demolition and removal of the hazardous material will be Amendment #1 and the GMP will be Amendment #2 to the Contract for Pre-Construction Services.

Also, the CHA reserves the right at any time to cease the CM at Risk procurement process and revert to a traditional general public bid process under M. G. L. Chapter 149.

F. Treatment of Information submitted to Cambridge Housing Authority

The CHA 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 and the Update Statement which are deemed confidential. The CHA's obligation with respect to protection and disclosure of such information shall at all times be subject to applicable laws, including the Massachusetts Public Records law. The audited financial statement shall remain confidential and shall not be a public record to the fullest extent permissible under the law. The CHA shall have the right to use all or portions of the SOQ and accompanying information, as it considers necessary or desirable in connection with the Project. By the submission of a SOQ, the respondent thereby grants to the CHA an unrestricted license to use the SOQ, including all materials submitted therewith, in connection with the Project.

G. Communication between Cambridge Housing Authority or the City of Cambridge and Respondents

Unauthorized communications or contact between CM firms, their employees, agents or other related entities interested in submitting SOQs and CHA or the City of Cambridge, the project designer or program manager, or any other person or entity participating on the Selection Committee with regard to this project are prohibited except for inquiries made in writing (via email) to the CHA. The only authorized communications shall be inquiries to **Kyle Sullivan at ksullivan@cambridge-housing.org** for general information about obtaining the RFQ, RFQ submission deadlines, and the existence of any CMAR RFQ

relevant addenda to the RFQ, and all general questions regarding this procurement and future construction project; and 2) inquiries made at the official RFQ Informational Meeting held by the CHA, CHA's official RFQ Informational Meeting will be held at the date and time set above; 4) CHA may initiate contact to advise firms of CM at Risk project opportunities.

Any issues brought to CHA's attention at the RFQ Informational Meeting which the Project Team 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.**

The CHA will e-mail addenda to all respondents who received the RFQ from Kyle Sullivan. It shall be the sole responsibility of the Respondent to ascertain the existence of any and all addenda issued by CHA. It is the responsibility of each respondent to communicate all necessary email addresses. It is suggested that each respondent contact Kyle Sullivan at the CHA prior to submitting their materials to verify they have received, read, and understand the contents of any and all addenda.

Each respondent is reminded to sign all necessary forms. Failure to acknowledge all addenda and failure to sign all required forms will invalidate a submitted SOQ—it is equivalent to not signing a Form for Public Bid in a typical Chapter 149 procurement.

From the date of issuance of this RFQ, any respondent that contacts directly or indirectly any member or employee of the CHA, or the owner's architects or program manager, or any member of the selection team in connection with the selection process or the contract contemplated herein for this project is subject to disqualification. Contact is permitted for the purpose of obtaining a copy of this RFQ or to submit a verbal or written question or request for clarification at the RFQ Informational Meeting as prescribed above in this section.

H. Status of Request for Qualifications

This Request for Qualifications is solely a request for information. It does not represent an offer nor does it confer any rights on any respondent. The CHA shall not be responsible under any circumstances for any costs incurred by any respondents to this RFQ. The CHA 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, CHA at its sole discretion will determine whether it will proceed to the next phase or terminate Construction Manager services on the project. Certain trade construction work will be procured using procedures similar to the Mass General Laws Chapter 149 Filed Sub-bid laws after a pre-qualification process. The procedure is specified in Chapter 193 of the Acts of 2004 in the new Mass. General Laws Chapter 149A. A detailed scope of services will be included in the Request for Proposals (RFP). The following is an outline of services anticipated.

A. Pre-Construction Phase

1. Review and recommend revisions, if appropriate, to the project master schedule, construction budget and permitting plan developed by CHA.
2. Attend and, if requested by CHA, 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. Provide a record for all meetings attended.
3. Review the design documents and other construction documents and make specific recommendations in writing to CHA as to value engineering, constructability, suitability, price and availability of materials and equipment, scheduling, time, methods and sequence of construction, and the clarity, consistency and coordination of documentation. Review documents with regard to historic elements and make recommendations on cost effective means of restoration including means and methods and materials. **Repeat all of the above**, after selective demolition and abatement activities are complete, and partner with the architect in the revision of the contract documents to incorporate any and all findings.

The CM shall assign a professional project scheduler possessing building and site design and construction experience and shall utilize a **Manpower Loaded Scheduling Software**. If deemed qualified by the CHA, 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 software approved by the CHA

4. Develop, in coordination with the CHA, a system for tracking project costs and cash flow.
5. In consultation with the Architect and the CHA, develop a detailed construction phasing/utilization plan. Identify temporary construction and mitigation measures necessary to implement the phasing/utilization plan. The phasing/utilization plan shall indicate sequence of operations which impact the public way; the means of debris disposal, truck access to and from the site; loading and storage of materials on site; traffic impacts, noise and dust control, and other site specific items in consultation with the Architect and the CHA. Identify temporary construction and mitigation measures necessary to implement the phasing/utilization plan.

6. In consultation with the CHA and City of Cambridge, develop detailed MBE/WBE and minority/female workforce utilization plans to insure that the Authority's EEO participation goals and Cambridge's local hiring requirements for this project are met. The plan shall include at a minimum:
 - a. Local and/or community outreach
 - b. Labor outreach
 - c. Analysis of labor or trade opportunities for workers
 - d. The availability of M/WBE's
 - e. City of Cambridge required apprenticeship program per trade
7. At completion of the pre-construction phase, certify in writing to the Authority that all of the required pre-construction tasks have been performed by the Construction Manager using a reasonable standard of care.

B. Estimating & Bidding Phase

1. Perform detailed cost estimates and value engineering analyses at 50% construction documents, 90% Construction Documents, and 100% Construction Documents phases of the project. The CM shall work with the Architect to reconcile any differences. The CM shall summarize in writing the results of the cost estimate reconciliation meetings which shall include at a minimum:
 - a. Areas where cost estimates varied due to insufficient or contradictory information in the design documents;
 - b. Quantities which varied and reasons for the variance between the cost estimates;
 - c. Material substitutions or recommendations which would either reduce costs, improve the durability or operability of the building;
 - d. Recommendations on systems or system elements that might be altered to improve the building and/or reduce construction or operating costs
2. The CHA may require additional cost estimates to confirm budget due to modifications made via design workshops. The CM shall work with the Designer to reconcile differences. The CM shall prepare cost estimates and evaluations on a timely basis and in no case longer than one week after request by the CHA
3. Develop subcontractor interest in the project and furnish to the Architect and CHA for their information a list of possible subcontractors and suppliers from whom bids will be requested for major portions of the work. Solicit bids from EVERY subcontractor proffered by the CHA for both trade work and subcontract work. All such solicitations shall be carefully documented.
- 4.. 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. Procurement shall be done in accordance with

procedures to be developed by CHA and in a manner that will meet the Minority and Woman Owned Business Enterprise goals and the 20% Minority labor and 10% Women labor goals set by CHA for the project.

5. Develop the scope of work and prepare bid packages in concert with the Architect for each trade to be bid and lead in the prequalification and qualification of each of the Trade Contractor and other subcontractors as defined by law. Review these packages carefully and thoroughly with CHA staff, and amend as need for approval prior to bidding.

C. Construction Phase

1. Obtain and pay for all required permits. Note: All City of Cambridge-issued building permit fees will be waived.
2. Provide office space/work station for the CHA Construction Clerk on site, including internet access.
3. Furnish bonds and insurance as required by the contract documents.
4. Provide and maintain construction site offices and provide all site management and administration.
5. Manage and coordinate all Trade Contractors and subcontractors and others engaged in the performance of the work.
6. Meet the 10% Women Business Enterprise and 20% Minority Business Enterprise participation goals, minority work force goals, apprenticeship, and HUD Section III requirements for the Project.
7. Implement procedures following CHA'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.
8. Continuously supervise, document, and observe all work in progress so as to ensure that the work is proceeding in a quality manor and in accordance with the construction contract documents.
9. Attend and, if requested by CHA, schedule and lead regular project and construction progress meetings, and conduct regular/weekly meetings at the site with each subcontractor. All meetings shall be held at a location and time convenient to the CHA Project Manager.
10. Develop, submit for CHA approval, and implement a written change order control system, and demonstrate how it works effectively. OH&P shall be minimized on all change orders.
11. Establish, submit for CHA approval, and implement a Quality Control program including monitoring the quality programs of all subcontractors on an ongoing basis.

12. Develop, submit for CHA approval, and implement a project specific safety program, including monitoring and enforcement of the program for Trade and subcontractors.
13. Monitor closely the progress of construction of each subcontractor, prepare a construction schedule using a Manpower loaded CPM schedule to report at least monthly and, if and as necessary, prepare and submit recovery schedules. Incorporate the Owner's Commissioning Agent into the schedule.
14. Provide a project-dedicated scheduler to develop, maintain and update the detailed CPM schedule.
15. Furnish monthly reports concerning the progress of the work which address: (a) construction schedule update, (b) status of the construction contingency budget, (c) status of subcontractor buy-outs, (d) status of testing and inspection activities performed by the CM and subcontractors, (e) status of shop drawings and submittals, (f) status of change orders, (g) status of MBE/WBE participation, (h) EEO status, (i) HUD Section III requirements and (j) other matters relating to the progress of work as directed by CHA.
16. 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. Submit to the Architect and CHA for review and incorporation into a master punch list.
17. Maintain complete and accurate records, including (a) correspondence, (b) meeting notes and minutes, (c) shop drawings and submittals, (d) construction documents including change orders, (e) clarifications and interpretations of the construction documents issued by the project designer, (f) progress reports including observations of testing performed, (g) as-built drawings, and (h) all other project related documents including but not limited to those utilizing a PMAS/Prolog (or equivalent) system.
18. Work in harmony with the Owners commissioning agent to coordinate all related commission activities for the project and attend all meetings as required.

D Post-Construction Phase

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

Participate in a month-23 walk through prior to the expiration of the 2 year general warranty. All such items as identified shall be remedied within 30 days from date of the 23 month walk through.

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

A. Submission Deadline

Wednesday, April 6, 2011 at 2:00 P.M.

An original and eight complete copies, each in three hole binders (Original unbound) of the Statement of Qualifications with all required forms, attachments, supporting documentation and information shall be received by CHA on or before the submission time and date set forth above as determined by CHA's date/time stamp. All envelopes shall be labeled "**RFQ for Construction Management Services, (Project Name)**", with the respondent firm's name, business address and telephone number and be mailed or delivered to the following address:

**Cambridge Housing Authority
Planning and Development Department
166 Prospect Street
Cambridge, MA 02139**

Statements of Qualification received by CHA later than the submission deadline specified above will be rejected and returned to the respondent. Respondents are cautioned to allow sufficient time for mailed materials to be received. Note: faxed or e-mailed qualifications will not be accepted.

B. Submission Requirements

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

Do not include superfluous material. Respondents shall 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 M.

Respondents shall give complete and accurate answers to all questions and provide all of the information requested. Respondents shall not alter the text of the forms or schedules in any way: any such alteration will be grounds for disqualification. Making a materially false statement in this submission is grounds for rejecting a Statement of Qualifications submission and may subject the respondent to other civil or criminal penalties.

1. Qualifications Application: Respondent shall complete the CM at Risk Qualifications Application Schedule A attached to the SOQ below.
2. Executive Summary: Respondent shall 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. This letter/executive summary should not exceed 6 pages. In addition to differentiating the respondent from its competitors, the Executive Summary should address the following questions:

- a). Describe your experience with:
 - Historic rehabilitations/renovations
 - Commercial office space
 - Public buildings, community/city spaces
 - Construction experience in Cambridge
 - Working in / on congested urban sites
 - Projects of similar size, scope, and/or complexity
 - Construction Manager at Risk procurement
 - Chapter 149 and/or Chapter 149A, MSCBA, or MSBA construction projects
 - b) Describe your worksite safety plan, and in particular, how you will protect the public and abutters from construction hazards.
 - c) Briefly describe your construction mitigation plan, and in particular, how you will mitigate construction impacts on the surrounding neighborhood. Describe any experience your firm has had in Cambridge.
 - d) Briefly describe how you manage design or scope changes during construction. In particular, how you will insure the CHA gets adequate and timely cost and schedule information to make informed decisions about possible changes.
 - e) This construction project will be designed to meet the City's LEED requirements, and currently is being designed to meet LEED Gold standards. State your experience with sustainable design criteria such as LEED for projects similar in scope. Point out specific strategies you have employed in the past to insure that sustainable design goals, as measured by the points score sheet associated with these programs, are achieved in the finished project.
 - f) Summarize any experience with managing the sustainable design documentation process, including:
 - Tracking/quantifying recycled and local materials used in project
 - Tracking/quantifying waste reduction/diversion/recycling
 - Preparing necessary documentation and paperwork for submittals
 - g) Comment on whether you have ever had a project that was targeted to achieve a specified LEED certification goal (Certified, Silver, Gold or Platinum level) that failed to reach the planned certification goal? If so, please explain the circumstances.
 - h) Demonstrate your experience satisfying local hiring requirements, either for Cambridge or other Massachusetts cities or towns, and document your success.
3. Management Personnel and Project Organizational Chart: Respondent shall complete Schedule C attached to the SOQ below, and shall attach at Schedule C *both*: i) an organizational chart *and* ii) a resume for each 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 project engineers. Please indicate the roles played by key staff on all similar projects. For the selected CM, staff changes will require Owner approval.
4. Similar Project Experience: Respondent shall 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 other similar projects.. For each project, respondent shall 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, roles played by key team members, 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 estimated construction cost of this Project (\$10 -25 million); 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.

5. Terminations and Legal Proceedings: Respondent shall 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.
6. Safety Record: Respondent shall provide its experience modification rating for the past three years by writing it in on the SOQ in the space provided and shall also attach at Schedule F to the SOQ documentation from its insurance carrier of its Workers' Compensation Experience Modifier for the past three years.
7. MBE/WBE and EEO Workforce Compliance Record: Respondent shall 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 EEO 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 **shall attach** documentation provided by the project owner or independent project manager supporting the actual participation and inclusion amounts it reports on Schedule G.
8. Audited Financial Statement: Respondent shall attach at Schedule H to the SOQ a complete copy of its audited financial statement for the 2 most recent fiscal years.
9. Letter from Surety Company Evidencing Bonding: Respondent shall 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 100 per cent of the estimated construction cost of the Project.
10. Examples of Project Management Reports and Operating Philosophy: Respondent shall attach at Schedule J 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.

11. Examples of Prior Experience on Sustainable construction and Green Communities criteria: Respondent shall complete Schedule K attached to the SOQ below, listing prior project experience involving sustainable construction and LEED projects.
12. Certificate of Eligibility and Update Statement: Respondent shall attach at Schedule L 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**.
13. Lists of Projects in Progress, Completed Projects and Certification Page from Most Recent DCAM Application for Certification: Respondent shall 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 shall 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 Certification Office.

C. Evaluation Criteria for Selection

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

1. Minimum Requirements, Certification, Bonding and Capacity

a. Required Construction Manager at Risk Experience

"To be considered responsive, the Submitter shall have successfully completed three projects in the past 5 years in the range of \$10-25 million, in any combination, that are Chapter 149 with filed sub-bids; Chapter 149A; Massachusetts State College Building Authority; Massachusetts School Building Authority; or other form of CM @Risk in the area of historic renovation, community facility, public or human services non-profit offices, all of a similar size and complexity.

b. Bonding Capacity

The respondent shall provide evidence of bonding capability in an amount equal to or greater than **100 percent** of the estimated construction cost for this Project (as set forth in the General Information section above). The evidence of bonding capability shall be in the form of a letter from the surety company (or a surety agent with attorney in fact authority and an original power of attorney accompanying the letter) The surety company shall 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 shall 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 shall 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 shall 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 shall be included in the SOQ.

d. DCAM Update Statement - Use Form CQ3

A complete and signed update statement shall be submitted as part of the SOQ. For CHA'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. CHA will compare the above numbers with the respondent's current annualized value of all incomplete work.

The firm's ability to meet CHA's schedule based on existing workload will be an evaluation criterion.

e. DCAM Certification - Copy Form CQ7

The respondent shall 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).

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

- Prior Similar Project Experience: 15 points
- Management Team and Organization for the Project: 20 points
- Financial Status: 20 points
- Litigation and Performance/Termination History: 5 points
- Safety Record: 5 points
- History of Compliance with local hiring, MBE/WBE participation, and workforce goals: 5 points
- Quality of Similar References 10 points
- Quality of references with experience in sustainable construction demonstrating knowledge of LEED building standards.: 10 points
- Credit references: 5 points
- Public Project References: 5 points.

The minimum score to be considered responsive is 70 points. CHA will solicit proposals from the top 3 scoring firms. In the event that one of these firms does not respond, the next highest scoring firm will be solicited. In the event of a tie for the third highest score CHA shall consider including 4 firms for submission of proposals.

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

CM AT RISK RFQ INTEREST FORM
(For Submission to Cambridge Housing Authority Immediately)

Instructions: If your firm is interested in responding to this RFQ for Prequalification of CM at Risk firms for this Project then you shall fill out this CM at Risk RFQ Interest Form and submit it to the CHA by e-mail as soon as possible and **BEFORE** you submit your response to the RFQ. However the Statement of Qualifications ("SOQ") with all required forms, attachments, supporting documentation and information submitted in response to this RFQ, cannot be faxed, it shall be either hand delivered or mailed to the CHA and be received by the time and date set forth in the RFQ.

Awarding Authority: **Cambridge Housing Authority**

Project Title: **Rehabilitation of the former Cambridge Police Headquarters at 5 Western Avenue**

E-mail this CM at Risk RFQ Interest Form:

Kyle Sullivan
ksullivan@cambridge-housing.org

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.

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 e-mailed its CM at Risk RFQ Interest Form. (If not, see form in this RFQ package, fill it out and e-mail it immediately).
- Respondent completed the SOQ Form and all schedules and attachments in their entirety.
- Respondent has completed *Schedules A through L* 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, etc.).
- Respondent has submitted Audited Financial Statement for 2 most recent years. **Please only include one (1) copy in a sealed envelope.**
- Respondent submission package includes all ten (10) required copies of its SOQ application.
- 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: _____

Telephone Number: _____
Contact Person: _____
Title: _____
Email: _____

Firm acknowledges Addenda numbered _____ (list all)

- A. **Qualifications Application:** Respondent shall complete the CM at Risk Qualifications Application **Schedule A** attached below.
- B. **Executive Summary:** Respondent shall 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.
- C. **Management Personnel and Project Organizational Chart:** Respondent shall 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.
- D. **Similar Project Experience:** Respondent shall 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 shall 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 (\$10-25 million); 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.
- E. **Terminations and Legal Proceedings:** Respondent shall complete **Schedule E** attached below. Schedule E requires two separate listings: first 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 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.

- F. **Safety Record:** Respondent shall 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.

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

- G. **MBE/WBE and Workforce Compliance Record:** Respondent shall 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 shall attach documentation from the project owner or independent project manager supporting the actual participation and inclusion amounts it reports on Schedule G.
- H. **Audited Financial Statement:** Respondent shall attach at **Schedule H** a complete copy of its audited financial statement for the two most recent fiscal years.
- I. **Letter from Surety Company Evidencing Bonding:** Respondent shall 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 100% of the estimated construction cost of the Project.
- J. **Examples of Project Management Reports and Operating Philosophy:** Respondent shall attach at **Schedule J** 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 the 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.
- K. **Examples of Prior Experience on Sustainable Construction and Green Communities compliant projects:** Respondent shall complete **Schedule K** attached to the SOQ below, listing prior project experience involving sustainable construction and/or LEED certified buildings.

Please indicate what roles were played by key team staff, and also list current, up-to-date contact information for each owner and architect for each project.

- L. Certificate of Eligibility and Update Statement:** Respondent shall attach at **Schedule L** 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**.
- M. Lists of Projects in Progress, Completed Projects and Certification Page from Most Recent DCAM Application for Certification:** Respondent shall 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 shall 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 shall 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 Cambridge Housing Authority:

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 CHA 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 therefrom; that the undersigned Respondent has not influenced or attempted to influence any other person or corporation to file a Statement of Qualifications or subsequent proposal or to refrain from doing so or to influence the terms of the Statement of Qualifications or any subsequent proposal of any other person or corporation; and that this submission is made in good faith without collusion or connection with any other person applying for the same work.

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

SCHEDULE A

Schedule A - CM at RISK QUALIFICATIONS APPLICATION

Firm Name: _____

1. BUSINESS INFORMATION

Type of business entity (corporation, partnership, etc.): _____

Number of years in business under current business name: _____

List all other business names firm has operated under and the time frames for each:

If firm is a corporation, provide the following information:

State of incorporation: _____ Date of Incorporation: _____

Name of President: _____

Name of Vice President: _____

Name of Secretary or Clerk: _____

Name of Treasurer: _____

If firm is individually owned provide the following information:

Name of Owner: _____

Date of organization: _____

Owner's Residence Address: _____

Names under which firm does business _____

Business Address: _____

If selected firm is an individual doing business under a different name then they shall furnish evidence of any required DBA filings.

2. LICENSURE AND PERFORMANCE INFORMATION

List all jurisdictions and trade categories in which the firm is legally licensed or otherwise qualified to do business and for each jurisdiction provide registration and license numbers where applicable:

If the firm customarily provides scopes of work with its own forces please identify the types/areas of work below:

3. REFERENCES

Provide three trade references below include name of reference, current contact person, telephone number and address (must be current contact information/direct lines/extensions):

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

SCHEDULE B

Schedule B - EXECUTIVE SUMMARY

Respondent shall attach Executive Summary here

Not to Exceed 6 Pages

SCHEDULE C

Schedule C - MANAGEMENT PERSONNEL

Firm Name: _____

Respondent shall provide the information requested below for each and every person who will have **any direct or indirect management responsibility for the Project**, including but not limited to project executives, project managers, field superintendents and field engineers. **Please indicate the role played in each resume project listed. Respondents shall attach a copy of the resume for each person listed. Respondents shall also attach an Organizational Chart for the Project to this Schedule C.** (Note: The CHA will require review and approval before ANY changes are made in major staff roles or responsibilities.)

NAME	TITLE	ROLE/JOB RESPONSIBILITIES ON THIS PROJECT	# OF YEARS W/FIRM	EDUCATION & EXPERIENCE	COMPLETED PROJECTS (if resume lists all completed projects this section can reference resume)

SCHEDULE D

Schedule D - SIMILAR PROJECT INFORMATION

Firm Name: _____

Respondent is required to complete all three parts, Parts A, B and C of Schedule D. List below *all* similar projects the firm has completed during the last five (5) years. For the purpose of this CM at Risk project "similar projects" shall mean projects where the respondent was the Construction Manager (Part A) or General Contractor (Part B) and shall mean projects where the construction cost for the project was for an amount similar to the amount of the estimated construction cost of this Project; the project was one of similar complexity; the project was of similar type or scope; and the project was the approximate size of this Project or larger. On Part C list the Contact information for the owner and designer for each and every project listed on Part A or Part B. Attach additional sheets if necessary.

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

PROJECT NAME & LOCATION Indicate if in Cambridge	PROJECT OWNER	PROJECT DESCRIPTION Indicate if historic gut rehab, comm. office space, public/community spaces, etc.	DESCRIPTION OF SERVICES PROVIDED Indicate if CH 149/149A, MSCBA, MSBA, or other	ORIGINAL AND FINAL CONTRACT AMOUNT WITH EXPLANATION	PROJECT START AND COMPLETION DATE

Schedule D – SIMILAR PROJECT INFORMATION (continued)

Firm Name: _____

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

PROJECT NAME & LOCATION	COMPANY NAME	CONTACT PERSON/ADDRESS	TELEPHONE#
	OWNER DESIGNER		

SCHEDULE E

Schedule E - TERMINATIONS and LEGAL PROCEEDINGS

Firm Name: _____

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

Part A. TERMINATIONS AND INCOMPLETE PROJECTS

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

Schedule E - TERMINATIONS and LEGAL PROCEEDINGS (continued)

Firm Name: _____

Part B. LEGAL PROCEEDING, CONVICTIONS and FINES

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

SCHEDULE F

Schedule F – SAFETY RECORD

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

SCHEDULE H

Schedule H – AUDITED FINANCIAL STATEMENT

Respondent shall attach audited financial statements for the two most recent fiscal years here.

SCHEDULE I

Schedule I – LETTER EVIDENCING BONDING CAPACITY

Respondent shall attach here a letter from a surety company (or from an agent meeting the criteria set forth above) evidencing that the surety will provide respondent with payment and performance bonds for the Project in an amount equal to or greater than 100% of the estimated construction cost of the Project. The surety company shall meet the requirements set forth above.

SCHEDULE J

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

Respondent shall attach here specific examples (no more than 3) of **Project Management Reports** that were prepared by respondent on one or more of the Construction Manager projects listed on Schedule D, Part A above. In addition respondent **may**, at their option, include a brief statement of its operating philosophy.

If information on respondents operating philosophy is contained in its Executive Summary attached at Schedule B the information should not be repeated here, but can be referenced.

SCHEDULE K

Schedule K – PROJECTS WITH SUSTAINABLE DESIGN and/or LEED COMPLIANCE

Firm Name: _____

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

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

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

Schedule K – PROJECTS WITH SUSTAINABLE DESIGN and/or LEED COMPLIANCE

Firm Name: _____

Part B. PROJECT CONTACTS – Respondent shall list below contact information for the owner and designer on each of the projects listed on Schedule L Part A above. Be certain to confirm the contact information is *current* – direct lines or email address. Please verify if your contact is still with their company, or provide their personal contact information.

PROJECT NAME & LOCATION	COMPANY NAME	CONTACT PERSON/ADDRESS	TELEPHONE#
	OWNER DESIGNER		

SCHEDULE L

Schedule L – CERTIFICATE OF ELIGIBILITY AND UPDATE STATEMENT

Respondent shall attach here two documents:

- 1) a copy of its current **DCAM Certificate of Eligibility** (Form CQ7) meeting the requirements set forth above in this RFQ; **and**
- 2) a completed and signed **DCAM Update Statement** (Form CQ3)

SCHEDULE M

Schedule M – COPIES OF THREE SECTIONS FROM THE MOST RECENT APPLICATION FOR CERTIFICATION SUBMITTED TO DCAM

Firm Name: _____

Respondent shall attach here 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 shall 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.