

**File No. 8502  
City of Cambridge  
Request for Qualifications  
Construction Management at Risk Services  
Multi Department Relocation Plan**

**General Information:**

**Awarding Authority:** City of Cambridge  
**Project Title:** Multi Department Relocation Plan  
**Submission Deadline:** May 2, 2019 no later than 11:00 a.m.

Submit 1 original, 8 complete copies and one electronic copy (Physical Electronic Media) of the Statement of Qualifications (“SOQ”) with all required forms, attachments, supporting documentation and information to:

**Submit Statement of Qualifications to:**  
Elizabeth Unger  
Purchasing Agent  
City of Cambridge  
City Hall 3<sup>rd</sup> Floor  
795 Massachusetts Avenue  
Cambridge, MA 02139

Package(s) shall be labeled on the outside with the following information: “RFQ for Construction Management at Risk Services,” **Multi Department Relocation Plan** with CM at Risk firm’s name, business address, contact name, telephone number, and email address.

The CITY OF CAMBRIDGE’s RFQ Informational Meeting will be held on **April 8, 2019**, 10:00 a.m. at Cambridge City Hall, 795 Massachusetts Avenue. Meet in corridor on lower level adjacent to rear entrance door located off Dottie Doyle Way.

Conceptual Estimated Construction Cost: **\$26 - 27 Million**  
Estimated Construction Duration: **Phased project, total Duration 4-5 years**

**CM AT RISK RFQ INTEREST FORM**

*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 City of Cambridge by e-mail to [purchasing@cambridgema.gov](mailto:purchasing@cambridgema.gov) 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 emailed.** Your firm's SOQ shall be either hand delivered or mailed to the City and be received by the Purchasing Agent by the time and date set forth in the RFQ.*

**Awarding Authority: City of Cambridge**

**Project Title: Multi Department Relocation Plan**

**E-mail this CM at Risk RFQ Interest Form to [purchasing@cambridgema.gov](mailto:purchasing@cambridgema.gov).**

*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. Addendum will be emailed to everyone who filled out this form and will be posted on the City's website: [ww.cambridgema.gov](http://ww.cambridgema.gov), Online Services, Purchasing Bid List, Construction, File 8502*

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_

By: \_\_\_\_\_

*(Signature of Authorized Representative)*

\_\_\_\_\_

*(Print Name/Title)*

Date: \_\_\_\_\_

**CITY OF CAMBRIDGE  
REQUEST FOR QUALIFICATIONS (RFQ)  
FOR CONSTRUCTION MANAGEMENT SERVICES  
Multi Department Relocation Plan**

**SECTION I: SCOPE OF SERVICES**

**1. Overview**

Firms interested in providing Public Construction Manager at Risk Services (CM at Risk) for the Project are invited to submit a Statement of Qualifications (SOQ) to the City of Cambridge (City) Purchasing Department. 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. The City is prequalifying firms interested in providing public CM at Risk services for the project through this RFQ process. The City 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.

**2. Existing Building(s) and Project Description:**

The existing buildings included in this project are, City Hall located at 795 Massachusetts Avenue, 831 Massachusetts Avenue, and 3 Bigelow Street. This project has 3 Phases, **Phase 1 is complete**, Phase 2 is the selective renovation of City Hall offices including elevator and bathroom modifications. Phase 2 is estimated to be in the \$6-\$7M range for construction costs.

Phase 3 of this project involves two buildings across from City Hall, one is an unoccupied residential building on Bigelow Street and the other building on the corner of Massachusetts Avenue and Bigelow Street is presently the location of the City's IT Department, Historical Commission, Licensing Department and Inspectional Services Department. While not determined yet, these two buildings could be renovated or demolished. This shall be determined during the Phase 3 Feasibility Study. Phase 3 is estimated to be in the \$20M range for construction costs.

The City's architect is HMFH Architects Inc. (HMFH). HMFH has consultants working and reporting directly to them. The City also has contracts directly with consultants for the Licensed Site Professional, Geotechnical Engineer, Geothermal well consultant and Commissioning Agent.

A Feasibility Study has been prepared for Phase 2 by HMFH. Phase 2 is an occupied renovation project. The Phase 2 Feasibility Study recommends areas requiring renovation with construction phasing logic to minimize occupant's disruption. The selected CMAr firm shall work closely with the City and HMFH during the Schematic Design Phase of the project to verify the scope of work required to accommodate these modifications including the phasing logic in order to minimize the disruption of the occupants. This initial task performed by the CMAr will be to review the options proposed by HMFH and offer the City and HMFH comments as to constructability, building material selection and providing a cost estimate for review and reconciled in conjunction with the designer's estimate included in the Feasibility Study.

The project phases are anticipated to include hazardous building materials abatement and possible soil disposal. The full extent of these materials has not yet been determined, this scope of work shall be identified during the phased design effort performed by HMFH, the CMAr and City consultants.

The City of Cambridge has staff employed as an Owners Project Manager (OPM) who will be the direct contact for the CMaR firm after execution of the contract. The City's OPM and staff shall be interfacing between the architect and CMaR firm during pre-construction services and shall be on site monitoring abatement, selective demolition and construction from the start through final project completion of each phase.

The construction will comply with a minimum LEED Gold standard, is required by the City of Cambridge. NET ZERO EMISSIONS is also a goal of the City, how this is accomplished as a project component shall be determined during pre-construction services for each phase.

### **3. Sustainability and Environmental Elements**

On its major construction projects, the City of Cambridge seeks to lead by example in reducing and minimizing greenhouse gas emissions and other environmental impacts of its facilities. The City has set a municipal standard of achieving at a minimum a LEED Gold rating for all major municipal building projects. Therefore, the CM at Risk selected firm shall include staff members who are experts with managing, tracking and submitting all LEED documentation. It should be noted that the Commonwealth's Stretch Energy Code is in effect in Cambridge. The City has required a NET ZERO EMISSION design goal to be included in the basis of design for this project.

### **4. Project Schedule:**

- Phase 2 (City Hall Renovations) Feasibility Study: dated October **2018**
- Construction Manager at Risk RFQ available **April 2019**
- RFQ Informational site walk through **April 8, 2019** 10:00 am, lower level City Hall, 795 Massachusetts Avenue.
- Review and short list Construction Manager at Risk RFQ, **May 2019**
- Issue Request for Proposal to prequalified Construction Manager at Risk firms **May 2019**
- Interview prequalified Construction Manager at Risk firms that submitted proposals **May 2019**
- Select Construction Manager at Risk firm **June 2019**
- City and CM at Risk Firm enter into a Pre-construction Services Contract **June 2019**
- Phase 2 Preparation of Construction Documents **April 2019 – March 2020**
- Phase 2 early construction packages, if required, **TBD**
- Phase 2 Trade Bids **March 2020**
- **Phase 2 GMP - April 2020**
- Phase 2 Construction period **April 2019 through August 2021**
- Phase 2 - Substantial Completion – **September 2021**
- Phase 3 Feasibility Study **April 2019 – August 2019**
- Phase 3 Design – **September 2019 – July 2021**
- Phase 3 early construction packages, **TBD**
- Phase 3 Trade Bids **August 2021**
- **Phase 3 GMP – September 2021**
- Phase 3 Construction period **September 2021 – August 2024**
- Phase 3 - Substantial Completion – **September 2024**

### **5. 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 of the Selection Process** 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. The Selection Committee appointed by the City Manager will review and evaluate each SOQ. The City anticipates concluding the RFQ evaluation process within 30 days from the SOQ deadline

**Construction Manager at Risk Prequalification Committee:**

- Lisa Peterson, Deputy City Manager – Chair
- Elizabeth Unger – Purchasing Agent
- Owen O’Riordan – DPW Commissioner or Designee
- Michael J. Black - Owners Project Manager
- Brendon Roy – Construction Project Manager
- George Metzger, Principal – HMFH Architects

Only firms determined to be qualified by the Prequalification Committee will be invited and permitted to submit a response to a Request for Proposal (RFP). Firms that are not selected as qualified will not be asked to submit a response to the RFP. Only firms who respond to the RFQ will be eligible to be considered for the RFP.

After the SOQ deadline, the City shall make available a list of the names of the firms submitting SOQs. The Selection Committee will review and evaluate the SOQs, information obtained from references, information obtained from other governmental agencies and entities, and such other information as may be obtained. The City, at its sole discretion, may request additional information to clarify or supplement the information obtained.

The Prequalification Committee shall rate the respondents based on the composite ratings. The Prequalification Committee shall endeavor to identify at least three CM at Risk firms which it deems qualified. The City reserves its rights to select up to five firms to qualify. If the Prequalification 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. The City shall complete the Phase 1 process by written notice to all firm's advising them as to whether they were prequalified or not, and those CM at Risk firms deemed qualified will be invited to participate in Phase 2, starting with the Request for Proposal (RFP).

**Part 2 of the Selection Process** is the Request for Proposal phase, only the 3-5 firms who qualified in the RFQ phase will be asked to submit a response to the RFP.

A Selection Committee will evaluate the proposals on the evaluation criteria listed in the RFP, rank the proposals based on the composite ratings, and finally negotiate 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 City, negotiations will be terminated, and negotiations will commence with the next highest ranked firm. The process will continue until the City is able to reach an acceptable contract with one of the prequalified CM at Risk firms.

The initial award of Contract to the selected CM at Risk firm will be for Pre-Construction Services. While it is the goal of this procurement process to work with the selected CM at Risk firm through the Pre-Construction phase, to establish a Guaranteed Maximum Price (GMP), and commence construction with the selected CM, the City is not obligated to establish a GMP with the selected CM. The City 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 demolition and removal of the hazardous material and the GMP for each Phase will be contract Amendments to the contract for Pre-Construction Services.

Also, the City 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.

## **6. Treatment of Information submitted to City of Cambridge**

The City shall have no obligation to treat any information submitted in or in connection with a SOQ as proprietary or confidential, with the **exception** of the audited financial statement which is deemed confidential. The City'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 City 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.

## **7. Communication between City of Cambridge and Respondents**

Unauthorized communications or contact between CM firms, their employees, agents or other related entities interested in submitting SOQs and the City of Cambridge, the architect Cambridge Seven Associates and their consultants, 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 City of Cambridge Purchasing Agent Elizabeth Unger; **Purchasing@cambridgema.gov**. All addendums, questions and inquiries shall be made through the City of Cambridge Purchasing Department.

Any issues brought to City's attention at the RFQ Informational Meeting which the City 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.** Addenda are emailed to all respondents who requested the RFQ and also posted on the City's Website: [www.cambridgema.gov](http://www.cambridgema.gov), Online Services, Purchasing Bid List, Construction, File 8502. It shall be the sole responsibility of the Respondent to ascertain the existence of any and all addenda issued by City. It is the responsibility of each respondent to communicate all necessary email addresses. Failure to acknowledge all addenda and failure to sign all required forms will invalidate a submitted SOQ.

## **8. 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 City shall not be responsible under any circumstances for any costs incurred by any respondents to this RFQ. The City reserves its right to modify, suspend or cancel this procurement at any time at its sole discretion

## **9. 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. A detailed scope of services will be included in the Request for Proposals (RFP). The following is an outline of services anticipated;

### **Pre-Construction Phase**

The Construction Manager shall be responsible for complete construction management services for all phases of the project until a GMP is attained. Prior to the start of each phase the City at its sole discretion will determine whether it will proceed to the next phase or terminate Construction Manager at Risk services on the project. Trade Contractor scopes shall be solicited under MGL c 149A. A detailed scope of services will be included in the Request for Proposals (RFP). The following is an outline of services anticipated.

- Review and recommend revisions, if appropriate, to the project master schedule, construction budget and permitting plan developed by the City.

- Attend and, if requested by the City, 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.
- Review the construction documents to make recommendations to the City with respect to value engineering, constructability, price, availability of materials and equipment, scheduling, methods and sequence of construction. Review documents with regard to coordinating abatement and demolition scope within the requirements of the trade contractor cost limits.
- The CM at Risk shall assign a professional project scheduler or in-house scheduler capable of developing critical path method (CPM) schedule that identifies all design activities, permits requirements and all other activities required to produce a preliminary construction schedule.
- Develop, in coordination with the City, a system for tracking project costs and cash flow.
- In consultation with the City and the Architect develop a construction phasing plan. Identify temporary construction and mitigation measures necessary to implement the phasing plan. The phasing 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 identified by the City and the Architect.

### **Estimating & Bidding Phase**

Perform detailed cost estimates and value engineering analyses at Schematic Design, Design Development, and the 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:

- Areas where cost estimates varied due to insufficient or contradictory information in the design documents
- Quantities which varied and reasons for the variance between the CMaR and the Architects cost estimates
- Material substitutions or recommendations which would either reduce costs, improve the durability or operability of the building
- Recommendations on systems or system elements that might be altered to improve the building and/or reduce construction or operating costs

The City may require additional cost estimates to confirm budget due to modifications made as a result of design changes made as a result of meetings with the City and the Architect.

Develop subcontractor interest in the project and furnish to the City and Architect for their information a list of possible subcontractors and suppliers from who bids will be requested for major portions of the work. All such solicitations shall be documented.

Develop the scope of work and prepare bid packages in concert with the Architect for each trade to bid and participate in the prequalification and qualification of each of the Trade Contractors as defined by law. Review these packages carefully and thoroughly with the City.

### **Construction Phase**

- Obtain and pay for all required construction related permits.
- Furnish bonds and insurance as required by the contract documents.
- Provide and maintain construction site offices for CM at Risk and City on site staff Provide all site management and administration.
- Manage and coordinate all Trade Contractors and subcontractors and others engaged in the performance of the work.

- Meet the Women Business Enterprise, Minority Business Enterprise participation goals, and City of Cambridge residency requirements for the Project.
- Implement procedures and standards for reviewing and processing requests for information, 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, etc.
- Continuously supervise, document, and observe all work in progress so as to ensure that the work is proceeding in accordance with the construction contract documents.
- Attend and, if requested by City, 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 City's Owner's Project Manager.
- Develop, submit and implement a change order control system, and demonstrate how it works effectively.
- Establish, submit and implement a Quality Control program including monitoring the quality programs of all subcontractors.
- Develop, submit and implement a project wide safety program, including monitoring and enforcement of the program for Trade and subcontractors.
- 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.
- Provide a project-dedicated scheduler to develop, maintain and update the detailed CPM schedule.
- Furnish monthly reports concerning the progress of the work which address: construction schedule update, status of the construction contingency budget, status of subcontractor buy-outs, status of testing and inspection activities, status of shop drawings and submittals, status of change orders, status of MBE/WBE participation, other matters relating to the progress of work as directed by City
- 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.
- Maintain complete and accurate records, including; correspondence, meeting notes and minutes, shop drawings and submittals, construction documents including change orders, clarifications and interpretations of the construction documents issued by the project designer, progress reports including observations of testing performed, as-built drawings, and all other project related documents including but not limited to those utilizing a PMAS/Prolog (or equivalent) system.

### **Post- Construction Phase**

In accordance with the project specifications, develop and implement procedures for orderly completion of punch list items, operational start up, testing and commissioning of systems and equipment. Prepare and deliver warranties, O&M manuals, as built drawings, and administer closeout of the project. Ensure performance of all warranty obligations, resolution of all claims, and other post-construction requirements.

## **SECTION II: GENERAL TERMS AND CONDITIONS**

The contract for this project will be between the City of Cambridge and the CM at Risk firm, the project is administered by the City Manager's Office. The City has an Owners Project Manager in place for this project. This person shall be the immediate point of contact for the CM at Risk firm after the contract for CM at Risk services is executed.

A proposal will remain in effect for a period of 90 calendar days from the deadline for submission of the proposals or until it is formally withdrawn, a contract is executed or this RFQ is canceled, whichever occurs first. The City reserves the right to reject any and all proposals.

The City will have the option to cancel the contract provided that written notice is given 30 days prior to the effective termination date.

Any changes or additions to CM at Risk key personnel named in the application must be submitted in writing and approved by the City. The City will consider any change to staffing submitted in the RFQ or the RFP as a reason not to enter into contract with the CM at Risk. The CM at Risk shall be diligent with the staffing proposed so as not to impact the project at any point in time after the contract is executed.



The City encourages minority firms to apply, and if subcontractors are used, encourages the use of minority subcontractors. The Purchasing Office can provide assistance to firms wishing to identify minority subcontractors.

Attached to this Request for Qualifications is a sample City contract that must be executed by the successful offeror. **The City will not accept an offeror's Terms and Conditions.**

## SECTION III: RFQ SUBMISSION REQUIREMENTS

### 1. General 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 available.

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.**

A. **Qualifications Application:** Respondent shall complete the CM at Risk Qualifications Application **Schedule "A"** below to the SOQ. Joint ventures shall provide information about each of the joint venture partners.

B. **Executive Summary:** Respondent shall attach **Schedule "B"** below 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 shall provide information about the nature of the joint venture including the approximate percentage participation by each joint venture partner and division of responsibility among the joint venture partners. This letter/executive summary should not exceed 6 pages. In addition to differentiating the respondent from its competitors, the Executive Summary should describe your experience with the following questions:

- Construction experience in Cambridge
- Working in / on congested urban sites
- Projects of similar size, scope, and/or complexity
- Construction Manager at Risk procurement process used
- Chapter 149 and/or Chapter 149A
- Describe your worksite safety plan, and in particular, how you will protect residents and abutters from construction hazards.
- Briefly describe your construction mitigation plan, and in particular, how you will mitigate construction impacts on the surrounding neighborhood. Include any Cambridge projects your firm has been responsible to erect.
- Briefly describe how you manage design or scope changes during construction. In particular, how you will insure the City gets adequate and timely cost and schedule information to make informed choices about possible changes.
- 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 ensure that sustainable design goals, as measured by the points score sheet associated with these programs, are achieved in the finished project?
- Demonstrate your experience satisfying the City of Cambridge residency, MBE/WBE requirements or other Massachusetts cities or towns, and document your success.

C. **Management Personnel and Project Organizational Chart:** Respondent shall complete **Schedule "C"** below to the SOQ and shall attach *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 field engineers. Joint ventures shall identify the company that employs each individual listed.

- D. **Similar Project Experience:** Respondent shall complete **Schedule “D”** below to the SOQ, 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 estimated construction cost of this Project (**\$26-27 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. Joint ventures shall complete a Schedule D for each **Individual** joint venture partner.
- E. **Terminations and Legal Proceedings:** Respondent shall complete **Schedule “E”** below to the SOQ. 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 shall complete a Schedule E for each individual joint venture partner.
- F. **Safety Record:** Respondent shall provide with **Schedule “F”** below to the SOQ their insurance carrier Workers’ Compensation Experience Modifier for the past three years. Joint ventures shall also complete a Schedule F.
- G. **MBE/WBE and EEO Workforce Compliance Record:** Respondent shall complete **Schedule “G”** below to the SOQ 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 shall 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 shall also complete a Schedule G.
- H. **Audited Financial Statement:** Respondent shall attach to **Schedule “H”** below to the SOQ a completed copy of its audited financial statement for the 2 most recent fiscal years. Joint ventures shall also complete a Schedule H.
- I. **Letter from Surety Company Evidencing Bonding:** Respondent shall attach **Schedule “I”** below 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. This letter can either reference the joint venture’s bonding or submit separate letters for each individual joint venture partner.
- J. **Examples of Project Management Reports and Operating Philosophy:** Respondent shall attach **Schedule “J”** below to the SOQ 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 J, but can be referenced.
- K. **Examples of Prior Experience on Sustainable construction and Green Communities criteria:** Respondent shall complete **Schedule “K”** below to the SOQ listing prior project experience involving sustainable construction and LEED

project experience. Joint ventures shall complete a Schedule K.

- L. **Certificate of Eligibility and Update Statement**: Respondent shall attach **Schedule “L”** below to the SOQ **both: i)** a current Certificate of Eligibility (issued by DCAMM, showing respondent is certified in General Building Construction with appropriate single project limits and aggregate limits as set forth above, **and ii)** a completed Update Statement. Joint ventures which are not yet DCAMM certified as a joint venture shall submit a Certificate of Eligibility and Update Statement.
- M. **Lists of Projects in Progress, Completed Projects and Certification Page from Most Recent DCAMM Application for Certification**: Respondent shall attach **Schedule “M”** below to the SOQ with a copy of those portions of Respondent’s most recent application for DCAMM certification that contains the listings of Respondents Projects in Progress and its Completed Projects. Specifically, Respondent shall submit copies of 1) **Schedule F; Projects in Progress**; 2) **Schedule G; Completed Projects**; and, 3) a copy of the signed and dated final page, **Schedule J; Certification**, showing the date the application for certification was submitted to DCAMM all copied from their most recent Application for Prime/General Contractor Certificate of Eligibility submitted to DCAMM Certification Office.

## 2. **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 **solely** 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. Respondents shall include the CM at Risk Statement of Qualifications Response Form and all of the materials required for Schedules A through K. Respondents shall 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.

### A. **Minimum Requirements, Certification, Bonding and Capacity**

- **Required Construction Manager at Risk Experience**

To be considered responsive, within the past 5 years the Submitter shall have successfully completed three to five complicated phased occupied renovation projects in the range of **\$26-27 million**, that are either Chapter 149, Chapter 149A, Massachusetts School Building Authority, or Massachusetts State College Building Authority that includes a community use facility or public office space of a similar scope and complexity.

- **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 of Massachusetts and whose name appears on the United States Treasury Department Circular 570.

- **DCAMM Certification - Copy Form CQ7**

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

To submit a proposal in response to this RFQ, a Respondent whether an individual firm or a joint venture, shall be certified in General Building Construction by DCAMM for a single project limit in the amount of the Estimated Construction Cost set forth above for the Project or greater and shall also be within the aggregate limits of its DCAMM Certificate of Eligibility (Form CQ7), and a copy of the Respondent’s current DCAMM Certificate of

Eligibility shall be included in the SOQ.

A joint venture team shall be certified in General Building Construction by DCAMM for a single project limit in the amount of the Project Estimated Construction Cost or greater and shall also be within the aggregate limits of its DCAMM Certificate of Eligibility, a copy of which shall be included in the SOQ at the time it submits its RFQ.

**If a respondent to the RFQ is a proposed joint venture (“JV”) that is newly formed or is not currently certified, then:**

- each party to the proposed joint venture shall be individually certified by DCAMM and shall submit a copy of its DCAMM Certificate of Eligibility with its SOQ;
- the JV respondent shall state in the SOQ that it will seek Certification from DCAMM as a joint venture in the category of General Building Construction for the required limits, and state that it understands and agrees that if JV respondent is selected to participate in the RFP phase it will be required to submit a DCAMM Certificate of Eligibility for the joint venture with its response to the RFP;
- at least one of the parties to the joint venture shall be certified by DCAMM in the category of General Building Construction for a single project limit of in the amount of the Estimated Construction Cost for the Project and shall be within the aggregate limits of its Certificate of Eligibility at the time the SOQ is submitted; and
- the JV respondent shall provide evidence satisfactory to DCAMM of bonding capacity, in the form set forth above and satisfactory to DCAMM, for the proposed joint venture in the amount of the Estimated Construction Cost for the Project.

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

- **DCAMM Update Statement – Use Form CQ3**

A complete and signed update statement shall be submitted as part of the SOQ. For the City’s analysis of the Aggregate Work Limit for this RFQ. The Estimated Construction Cost for the project as set forth above will be used with a construction duration for the Project as set forth above. The City will compare the above numbers with the respondent’s current annualized value of all incomplete work. The firm’s ability to meet the City’s schedule based on existing workload will be an evaluation criterion.

- **DCAMM Certification – Copy Form CQ7**

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

- **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:
- Management Team and Organization for the Project:
- Financial Status:
- Litigation and Performance/Termination History:
- Safety Record:
- History of Compliance with local hiring, MBE/WBE participation, and workforce goals:
- Quality of References:

- Experience with sustainable construction and demonstrated knowledge of LEED building standards:

The City will solicit proposals from all prequalified firms. As provided by law, the City's decision on prequalification shall be final and binding and shall not be subject to appeal except on grounds of fraud or collusion.

**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 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, 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 one original, eight (8) copies and one electronic copy (Physical Electronic Media) of its SOQ application stapled **NO BINDER OF ANY SORT**
- 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)

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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"** below to the SOQ. Joint ventures shall provide information about each of the joint venture partners.
- 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. Joint ventures shall 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 shall complete **Schedule "C"** below to the SOQ and shall attach *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 field engineers. Joint ventures shall identify the company that employs each individual listed.
- D. **Similar Project Experience:** Respondent shall complete **Schedule "D"** below to the SOQ, 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 estimated construction cost of this Project (\$26-27 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. Joint ventures shall complete a Schedule D for each **Individual** joint venture partner.
- E. **Terminations and Legal Proceedings:** Respondent shall complete **Schedule "E"** below to the SOQ. 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 shall complete a Schedule E for each individual joint venture partner.

- F. **Safety Record:** Respondent shall provide with Schedule “F” below to the SOQ their insurance carrier Workers’ Compensation Experience Modifier for the past three years. Joint ventures shall also complete a Schedule F.

Year	Workers Comp. Experience Modifier
2017	_____
2018	_____
2019	_____

- G. **MBE/WBE and EEO Workforce Compliance Record:** Respondent shall complete Schedule “G” below to the SOQ 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 shall 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 shall also complete a Schedule G.
- H. **Audited Financial Statement:** Respondent shall attach to Schedule “H” below to the SOQ a completed copy of its audited financial statement for the 2 most recent fiscal years. Joint ventures shall also complete a Schedule H.
- N. **Letter from Surety Company Evidencing Bonding:** Respondent shall attach Schedule “I” below 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. This letter can either reference the joint venture’s bonding or submit separate letters for each individual joint venture partner.
- O. **Examples of Project Management Reports and Operating Philosophy:** Respondent shall attach Schedule “J” below to the SOQ 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 J, but can be referenced.
- P. **Examples of Prior Experience on Sustainable construction and Green Communities criteria:** Respondent shall complete Schedule “K” below to the SOQ listing prior project experience involving sustainable construction and LEED project experience. Joint ventures shall complete a Schedule K.
- Q. **Certificate of Eligibility and Update Statement:** Respondent shall attach Schedule “L” below to the SOQ **both: i)** a current Certificate of Eligibility (issued by DCAMM, showing respondent is certified in General Building Construction with appropriate single project limits and aggregate limits as set forth above, **and ii)** a completed Update Statement. Joint ventures which are not yet DCAMM certified as a joint venture shall submit a Certificate of Eligibility and Update Statement.
- R. **Lists of Projects in Progress, Completed Projects and Certification Page from Most Recent DCAMM Application for Certification:** Respondent shall attach Schedule “M” below to the SOQ with a copy of those portions of Respondent’s most recent application for DCAMM certification that contains the listings of Respondents Projects in Progress and its Completed Projects. Specifically, Respondent shall submit copies of 1) **Schedule F; Projects in Progress;** 2) **Schedule G; Completed Projects;** and, 3) a copy of the signed and dated final page, **Schedule J; Certification,** showing the date the application for certification was submitted to DCAMM all copied from their most recent Application for Prime/General Contractor Certificate of Eligibility submitted to DCAMM 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 City of Cambridge:**

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The undersigned declares that he or she has carefully examined all the documents contained in the Construction Manager at Risk Request for Qualifications (RFQ) solicitation for the **City of Cambridge Project Number 8502, Multi Department Relocation Plan**, 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 - CM at RISK QUALIFICATIONS APPLICATION**

Firm Name: \_\_\_\_\_

**1. BUSINESS INFORMATION**

Type of business entity (corporation, partnership, joint venture, etc.): \_\_\_\_\_

Number of years in business under current business name: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**If firm is a corporation, provide the following information:**

State of incorporation: \_\_\_\_\_ Date of Incorporation: \_\_\_\_\_

Name of President: \_\_\_\_\_

Name of Vice President: \_\_\_\_\_

Name of Secretary or Clerk: \_\_\_\_\_

Name of Treasurer: \_\_\_\_\_

**If firm is a partnership or joint venture provide the following information:**

Type of partnership/joint venture: \_\_\_\_\_ Date of organization: \_\_\_\_\_

Name of each partner or venturer:

\_\_\_\_\_  
\_\_\_\_\_

Is partnership or joint venture registered in Massachusetts? \_\_\_\_\_

For each general partner or venturer that is a corporation, provide the following information (use additional sheets if necessary):

Name of corporation: \_\_\_\_\_  
State of incorporation: \_\_\_\_\_  
President: \_\_\_\_\_  
Secretary or Clerk: \_\_\_\_\_  
Treasurer: \_\_\_\_\_

Name of corporation: \_\_\_\_\_  
State of incorporation: \_\_\_\_\_  
President: \_\_\_\_\_  
Secretary or Clerk: \_\_\_\_\_  
Treasurer: \_\_\_\_\_

Has any officer of the firm or individual with an ownership interest declared bankruptcy? \_\_\_\_\_  
If yes, state the details on an attachment to this application.

**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.



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**1. 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:

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

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**2. REFERENCES**

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

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

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**Schedule B - EXECUTIVE SUMMARY**

**Respondent shall attach Executive Summary here**

Not to Exceed 6 Pages

**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. 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 City 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 - 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 B. GENERAL CONTRACTOR PROJECTS – List only projects on which the firm was the General Contractor or Prime Contractor and was not the Construction Manager in this section.**

PROJECT NAME & LOCATION Indicate if Cambridge	PROJECT OWNER	PROJECT DESCRIPTION Historic gut, Community. Space, office space, etc.	DESCRIPTION OF SERVICES PROVIDED By FIRM	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.***

	COMPANY NAME	CONTACT PERSON/ADDRESS	TELEPHONE#
	OWNER DESIGNER		
	OWNER DESIGNER		
	OWNER DESIGNER		
	OWNER DESIGNER		
	OWNER DESIGNER		
	OWNER DESIGNER		
	OWNER DESIGNER		
	OWNER DESIGNER		



**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 – 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 G – MBE/WBE and WORKFORCE COMPLIANCE RECORD**

**Firm Name:** \_\_\_\_\_

Respondent is required to list below each and every project completed within the last five (5) years that had contractual MBE/WBE participation goals or minority and women (EEO) workforce or community residence goals. For each project with goals list the contractually required MBE, WBE and EEO workforce participation goals and the actual MBE, WBE and workforce participation achieved on the project. **Respondents shall attach documentation from the project owner or and independent project manager supporting the amount of actual MBE/WBE participation reported.** In addition, if the goals were not met, explain why and indicate whether any sanctions or penalties were imposed. Attach additional sheets if necessary.

PROJECT NAME, LOCATION & AWARDED AUTHORITY	CONTRACT VALUE	MBE GOAL	ACTUAL MBE PARTICIPATION	WBE GOAL	ACTUAL WBE PARTICIPATION	WORK-FORCE GOALS	ACTUAL WORK-FORCE PARTICIPATION	IF GOALS NOT MET EXPLAIN WHY	SANCTION OR PENALTY AND AMOUNT

**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 L.** List below all similar projects the firm has completed which involved sustainable design and/or LEED certified buildings. 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		
	OWNER		
	DESIGNER		
	OWNER		
	DESIGNER		
	OWNER		
	DESIGNER		
	OWNER		
	DESIGNER		

## SCHEDULE L

### Schedule L – CERTIFICATE OF ELIGIBILITY AND UPDATE STATEMENT

Respondent shall attach here two documents:

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

**SCHEDULE M**

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

Firm Name: \_\_\_\_\_

**Respondent shall attach here** a copy of those **portions of Respondent’s most recent application for DCAMM 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 DCAMM all copied from their most recent Application for Prime/General Contractor Certificate of Eligibility submitted to DCAMM’s Certification Office.

## SECTION IV: INSTRUCTIONS TO OFFERORS

1. One original, eight complete copies and one electronic copy (Physical Electronic Media) of the proposal stapled at the top left corner, **NOT IN BINDERS OF ANY SORT** marked “**RFQ for Construction Management at Risk Services, Multi Department Relocation Plan**” must be received by Elizabeth Unger, Purchasing Agent, City of Cambridge, 795 Massachusetts Avenue, Cambridge **prior to 11:00 a.m., Thursday May 2, 2019**. Price will be negotiated after finalists have been selected.
2. A pre-proposal meeting and tour of the existing site and building will take place on **Monday April 8, 2019, 10:00 a.m. at City Hall, 795 Massachusetts Avenue, lower level rear of building on Dottie Doyle Way.**
3. All requests for clarification or any questions about information contained in this RFQ must be submitted in writing and addressed to Elizabeth Unger, Purchasing Agent, City of Cambridge, City Hall, 795 Massachusetts Avenue, Cambridge, MA 02139. Requests for clarification or questions and responses will be sent to all proposers. All requests for information or questions should be emailed to [purchasing@cambridgema.gov](mailto:purchasing@cambridgema.gov) or delivered to the Office of the Purchasing Agent and must be received by **Monday April 22, 2019 before noon**. The name, address, telephone number and Email of the person to whom such additional information should be sent must be provided by the offeror.
4. Failure to answer any question, to complete any form or to provide the documentation required will be deemed non-responsive and result in an automatic rejection of the proposal unless the City determines that such failure constitutes a minor informality.

## SECTION V: EVALUATION OF THE PROPOSALS

1. Proposals: Each offeror must submit a written proposal to this RFQ which includes full and clear descriptions of evaluation criteria outlined in Section VI. A Prequalification Committee will evaluate each proposal based on these evaluation criteria.
2. Price Proposal: Price should ***not*** be submitted with this RFQ.
3. References: References will be contacted to determine if the offeror is responsive and responsible. References will be asked about their overall impression of the offeror, quality of work performed, understanding of factors effecting implementation, and the timeliness of the product.
4. Interviews: The Selection Committee may interview no fewer than three finalists to determine if the offeror is responsive and responsible and meets the needs of the City. The City Manager reserves the right to interview all finalists if he so chooses, after the Selection Committee's deliberations.
5. Award of Contract: The City will award one contract to a responsive and responsible offeror. The City reserves the right to reject any and all proposals if it determines that it is in the best interest of the City to do so.

## **SECTION VI: EVALUATION CRITERIA**

The purpose of information requested in this section is to assist the City in evaluating the offeror's overall qualifications, including its methodologies and technical abilities, and previous experience.

1. Prior Similar Project Experience:
2. Management Team and Organization for the Project:
3. Financial Status:
4. Litigation and Performance/Termination History:
5. Safety Record:
6. History of Compliance with local hiring, MBE/WBE participation, and workforce goals:
7. Quality of References:
8. Experience with sustainable construction and demonstrated knowledge of LEED building standards:

**CITY OF CAMBRIDGE  
ANTI-COLLUSION/ TAX COMPLIANCE STATEMENT**

The undersigned certifies under penalty of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any person. As used in this certification, "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

As required by M.G.L. Chapter 62C, Section 49A, the undersigned further certifies under penalty of perjury that the bidder has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support".

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and title of person signing proposal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of business

\_\_\_\_\_  
Address

\_\_\_\_\_

**Return this form with your proposal**

**ORDINANCE NUMBER 1312**

**Final Publication Number 3155. First Publication in the Chronicle on December 13, 2007.**

**City of Cambridge**

**In the Year Two Thousand and Eight**

**AN ORDINANCE**

**In amendment to the Ordinance entitled “Municipal Code of the City of Cambridge”**

**Be it ordained that Cambridge Municipal Code Chapter 2.112 is hereby amended by adding a new Section 2.112.060 entitled “CORI Screening by Vendors of the City of Cambridge” as follows:**

Adding after Section 2.112.050 the following new sections:

**SECTION 2.112.060**

**CORI SCREENING BY VENDORS OF THE CITY OF CAMBRIDGE**

**Sections:**

**2.112.061 Purpose**

**2.112.062 Definitions**

**2.112.063 CORI-Related Standards of the City of Cambridge**

**2.112.064 Waiver**

**2.112.065 Applicability**

**2.112.061 Purpose**

These sections are intended to ensure that the persons and businesses supplying goods and/or services to the City of Cambridge deploy fair policies relating to the screening and identification of persons with criminal backgrounds through the CORI system.

**2.112.062 Definitions**

Unless specifically indicated otherwise, these definitions shall apply and control.

*Awarding Authority* means the City of Cambridge Purchasing Agent or designee.

*Vendor* means any vendor, contractor, or supplier of goods and/or services to the City of Cambridge.

### **2.112.063 CORI-Related Standards of the City of Cambridge**

The City of Cambridge employs CORI-related policies, practices and standards that are fair to all persons involved and seeks to do business with vendors that have substantially similar policies, practices and standards. The City of Cambridge will do business only with vendors who, when required by law to perform CORI checks, employ CORI-related policies, practices, and standards that are consistent with policies, practices and standards employed by the City of Cambridge. The awarding authority shall consider any vendor's deviation from policies, practices and standards employed by the City of Cambridge as grounds for rejection, rescission, revocation, or any other termination of the contract.

### **2.112.064 Waiver**

The City Manager may grant a waiver to anyone who or which has submitted a request for waiver if it is objectively reasonable; and the City Manager, or a delegate, shall report promptly in writing to the City Council all action taken with respect to every request for a waiver and the reasons for the decision.

### **2.112.065 Applicability**

If any provision of these sections imposes greater restrictions or obligations than those imposed by any other general law, special law, regulation, rule, ordinance, order, or policy then the provisions of these sections shall control.

In City Council January 28, 2008.

Passed to be ordained by a yea and nay vote:-

Yeas 9; Nays 0; Absent 0.

Attest:- D. Margaret Drury, City Clerk.

A true copy;

ATTEST:-

D. Margaret Drury  
City Clerk



## City of Cambridge CORI Policy

1. Where Criminal Offender Record Information (CORI) checks are part of a general background check for employment or volunteer work, the following practices and procedures will generally be followed.
2. CORI checks will only be conducted as authorized by Criminal History Systems Board (CHSB). All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.
3. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by the CHSB.
4. Prior to initiating a CORI check, the City will review the qualifications of the applicant to determine if the applicant is otherwise qualified for the relevant position. The City will not conduct a CORI check on an applicant that is not otherwise qualified for the relevant position.
5. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determination of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.
6. If a criminal record is received from CHSB, the authorized individual will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.
7. If, in receiving a CORI report, the City receives information it is not authorized to receive (e.g. cases with dispositions such as not guilty or dismissal, in circumstances where the City is only authorized to receive convictions or case-pending information), the City will inform the applicant and provide the applicant with a copy of the report and a copy of CHSB's *Information Concerning the Process in Correcting a Criminal Record* so that the applicant may pursue correction with the CHSB.
8. If the City of Cambridge is planning to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the City's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position and given an opportunity to dispute the accuracy and relevance of the CORI record.

9. Applicants challenging the accuracy of the criminal record shall be provided a copy of CHSB's *Information Concerning the Process in Correcting a Criminal Record*. If the CORI record provided does not exactly match the identification information provided by the applicant, the City of Cambridge will make a determination based on a comparison of the CORI record and documents provided by the applicant. The City of Cambridge may contact CHSB and request a detailed search consistent with CHSB policy.
10. If the City of Cambridge reasonably believes the record belongs to the applicant and is accurate, then the determination of suitability for the position will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:
  - (a) Relevance of the crime to the position sought;
  - (b) The nature of the work to be performed;
  - (c) Time since the conviction;
  - (d) Age of the candidate at the time of offense;
  - (e) Seriousness and specific circumstances of the offense;
  - (f) The number of offenses;
  - (g) Whether the applicant has pending charges;
  - (h) Any relevant evidence of rehabilitation or lack thereof;
  - (i) Any other relevant information, including information submitted by the candidate or requested by the City.
11. The Personnel Department will assist affected departments, in assessing the suitability of candidates in accordance with paragraph 10 a through i above, to ensure consistency, fairness, and protection of employment opportunities and the public interest.
12. The City of Cambridge will notify the applicant of the decision and the basis of the decision in a timely manner.
13. CORI information shall not be disseminated or shared with any unauthorized employees or other, but shall be maintained in confidence consistent with the obligations of law.

Revised May 5, 2007

**CORI COMPLIANCE FORM**

Persons and businesses supplying goods and/or services to the City of Cambridge (“Vendors”), who are required by law to perform CORI checks, are further required by Section 2.112.060 of the Cambridge Municipal Code to employ fair policies, practices and standards relating to the screening and identification of persons with criminal backgrounds through the CORI system. Such Vendors, when entering into contracts with the City of Cambridge, must affirm that their policies, practices and standards regarding CORI information are consistent with the policies, practices and standards employed by the City of Cambridge as set forth in the City of Cambridge CORI Policy (“CORI Policy”) attached hereto.

CERTIFICATION

The undersigned certifies under penalties of perjury that the Vendor employs CORI related policies, practices and standards that are consistent with the provisions of the attached CORI Policy. **All Vendors must check one of the three lines below.**

1. \_\_\_\_\_ CORI checks are not performed on any Applicants.
  
2. \_\_\_\_\_ CORI checks are performed on some or all Applicants. The Vendor, by affixing a signature below, affirms under penalties of perjury that its CORI policies, practices and standards are consistent with the policies, practices and standards set forth in the attached CORI Policy.
  
3. \_\_\_\_\_ CORI checks are performed on some or all Applicants. The Vendor’s CORI policies, practices and standards are not consistent with the attached CORI Policy. Please explain on a separate sheet of paper.

\_\_\_\_\_  
(Typed or printed name of person signing quotation, bid or Proposal)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Name of Business)

**NOTE:**

The City Manager, in his sole discretion may grant a waiver to any Vendor on a contract by contract basis.

**Instructions for Completing CORI Compliance Form:**

A Vendor should not check Line 1 unless it performs NO CORI checks on ANY applicant. A Vendor who checks Line 2 certifies that the Vendor’s CORI policy conforms to the policies, practices and standards set forth in the City’s CORI Policy. A Vendor with a CORI policy that does NOT conform to the City’s CORI Policy must check Line 3 and explain the reasons for its nonconformance in writing. Vendors, who check Line 3, will not be permitted to enter into contracts with the City, absent a waiver by the City Manager.

**This form must be submitted with your bid**

**CITY OF CAMBRIDGE**  
**DESIGNER'S/ENGINEER'S OR CONSTRUCTION MANAGER'S**  
**TRUTH-IN-NEGOTIATIONS CERTIFICATE**

**For Negotiated Fees**

The undersigned hereby certifies under the penalties of perjury that the wage rates and other costs used to support its compensation are accurate, complete and current at the time of contracting.

The undersigned agrees that the original contract price and any additions to the contract may be adjusted within one year of completion of the contract to exclude any significant amounts if the City determines that the fee was increased by such amounts due to inaccurate, incomplete or noncurrent wage rates or other costs.

BY: \_\_\_\_\_

Name and Title: \_\_\_\_\_

\_\_\_\_\_

Project: \_\_\_\_\_

Date: \_\_\_\_\_

**Reference: M.G.L. c. 7, §38H (b)**

**Return this form with your proposal**