



State of Maine
Bureau of General Services
Planning, Design & Construction Division

Request for Qualifications

Statement of Qualifications for Construction Managers at Risk

Companies responding shall provide the following data, under the same titles, and in the same order as presented below. In the case of joint ventures, provide information about each of the joint venture partners, as well as for the joint venture as a unit.

Those respondents selected for interview will be required to provide a sealed proposal containing the fee for preconstruction services, plus the fee for CMR services based on the GMP. Parameters for those fee proposals will be provided with the invitation to interview. Such proposed fees are subject to negotiation.

Respondents may be required to provide supplemental information during the selection process. The Selection Committee and the Bureau of General Services reserves the right to reject RFQ responses which apparently fail in providing complete or accurate data. The Selection Committee and BGS may also take action regarding the procurement in order to protect the best interests of the State of Maine.

Contact information

Name of company or joint venture
Mailing address
City, State zip code

Contact person
Email address
Telephone number

A. Qualifications to undertake the project

1. Narrative describing qualifications to undertake this particular project.
2. Organizational chart
3. Number of employees
4. Year founded, number of years in business

B. Experience with budgets, estimating, and project cost control

1. Narrative describing success with maintaining budgets, accurate estimating, and controlling project costs
2. For projects completed in the last five years, list example construction projects showing the type of project, the cost per square foot (excluding site costs and professional fees), plus the estimated bid amount, actual bid amount, and difference.

C. Profiles of key personnel

Provide the following information for each key person who will have any direct or indirect management responsibilities for the project including, but not limited to, project executives, project managers, estimators, field superintendents and field engineers.



**State of Maine
Bureau of General Services
Planning, Design & Construction Division**

1. Name
2. Title
3. Number of years employed by company
4. Job responsibilities
5. Training, experience, and qualifications
6. Education and work experience
7. Completed projects

D. Technical approach

1. Narrative describing your company's general management approach to similar projects, such as those identified in Parts E and F, below. Responses shall not be rated on specific proposed approaches for this particular project.

E. Projects which demonstrate broad capabilities

1. For the period of the last ten years, list up to five projects:
 - a. Project name
 - b. Location
 - c. Project description
 - d. Project delivery method, services provided by your company
 - e. Owner
 - i. Contact person
 - ii. Title
 - iii. Email address
 - iv. Telephone number
 - f. Architect/Engineer firm
 - i. Contact person
 - ii. Title
 - iii. Email address
 - iv. Telephone number
 - g. Construction start date and completion date
 - h. Original and final construction contract amount
 - i. Total square footage
 - i. Demolition
 - ii. Renovation
 - iii. New construction
 - j. Construction cost per square foot (differentiate building and site costs)
 - k. Total of change orders (dollar amount and percentage of original contract value)
 - l. Photographs, graphics

F. Recently completed projects of similar type and size

1. For the period of the last ten years, list up to five similar projects representing a scope, budget, program and complexity similar to the proposed MCC project.
 - a. Project name
 - b. Location
 - c. Project description
 - d. Project delivery method, services provided by your company
 - e. Owner



**State of Maine
Bureau of General Services
Planning, Design & Construction Division**

- i. Contact person
- ii. Title
- iii. Email address
- iv. Telephone number
- f. Architect/Engineer firm
 - i. Contact person
 - ii. Title
 - iii. Email address
 - iv. Telephone number
- g. Construction start date and completion date
- h. Original and final construction contract amount
- i. Total square footage
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- k. Total of change orders (dollar amount and percentage of original contract value)
- l. Photographs, graphics

G. Legal issues

Provide an answer to the initial questions below and any commentary needed.

Additional information may be requested by MEDOC and BGS.

1. For the period of the last ten years, has the respondent been terminated, or failed to complete the work, or paid liquidated damages?
 - a. Yes or no. If answer is “yes”, please explain.
2. For the period of the last three years, has the respondent or any of its principals been convicted of violations of any state or federal law, or for which fines were incurred?
 - a. Yes or no. If answer is “yes”, please explain.
3. For the period of the last three years, has the respondent been a named party in any litigation involving a construction project or contract, including litigations currently pending or concluded.
 - a. Yes or no. If answer is “yes”, please explain.
4. For the period of the last three years, has the respondent been a named party in any administrative proceedings involving a construction project or contract, including litigations currently pending or concluded. (Note: *Administrative Proceedings* include: (i) any action taken or proceeding brought by a government agency, department, or officer to enforce any law, regulation, code, legal, or contractual requirement, except for those brought in state or federal courts; (ii) any action taken by a governmental agency, department, or officer imposing penalties, fines, or other sanctions for failure to comply with any such legal or contractual requirement; (iii) any other matter before and administrative body.)
 - a. Yes or no. If answer is “yes”, please explain.



**State of Maine
Bureau of General Services
Planning, Design & Construction Division**

5. For the period of the last three years, has the respondent been a named party in any arbitration involving a construction project or contract, including litigations currently pending or concluded.
 - a. Yes or no. If answer is “yes”, please explain.

H. Safety Record

1. For the period of the last three years, documentation of Workers Compensation Experience Modifier from insurance carrier.

I. Bonding capacity

1. Letter from a surety company confirming that it would provide respondent with payment and performance bonds on the estimated construction cost of the project.

J. Workload and project capacity

1. List of projects in which your company is currently engaged.
2. Narrative describing your capacity to undertake the project.

K. Business references

1. Three business references distinct from any project listed above.
 - a. Relationship with reference
 - b. Reference
 - i. Contact person
 - ii. Title
 - iii. Email address
 - iv. Telephone number

L. Maine economic impact

1. Total direct salary payments to Maine residents during the past 24 months
2. Total payments of Maine state and local property and income taxes during the past 24 months
3. Location of Maine-based offices

M. Sealed fee proposal (if selected for an interview)