

**Forsyth County  
General Services Department  
Construction Management Division  
201 North Chestnut Street  
Winston-Salem, NC 27101**

**Statement of Qualifications for Construction Manager at Risk (CMAR)**

**Attachment "A"**

**Project Title: Forsyth County Central Library - 600 West Fifth Street, Winston-Salem, NC 27101**

**Selection Criteria & Format of Proposal**

The following criteria will be used for (1) determining the short-listed candidates and (2) the selection of firms after the interviews. If you are submitting as a joint venture, both partners are required to respond completely.

**A. Provide an Executive Summary not to exceed three (3) pages. If firm has multiple locations please provide principal office serving this project.**

**B. Past experience in CM at Risk work**

1. Provide corporate history of the firm(s) including organizational structure, years in business and evidenced to do business in North Carolina.
2. List all public and private North Carolina CM at Risk projects completed and currently committed to (indicate dates and time frame to complete for each) within the last 5 years and the original Guaranteed Maximum Price (GMP) (if given), or if not given, the original estimated cost provided by your firm, and the total cost of the project at substantial completion for each with construction budgets in excess of \$15,000,000.
3. Provide a description and contact information including the name, address, telephone and fax numbers, and e-mail addresses for each project.
4. Describe a significant problem you encountered on each project listed above and explain how you resolved the problem and what you would do differently to avoid such problems on future projects.
5. Provide a description of any claims / litigation / arbitration or mediation with which your firm, its officers, owners, or agents has been or is presently involved in for each project completed in the past 5 years.
6. Provide a description of any claims that were not resolved within 180 days of the original date of substantial completion of the project and/or any litigation for each project completed in the past 5 years.
7. Has your firm, its officers, owners, or agents ever been convicted of charges relating to conflicts of interest, bribery, bid rigging? If so please explain.
8. Has your firm, its officers, owners, or agents ever been barred from bidding public work in North Carolina? If so, please explain.
9. Provide actual copies of the last 3 post-construction evaluations (not with Forsyth County).
10. Show your record of meeting substantial completion contract dates for CM at Risk projects for your 5 most recently completed projects greater than \$15,000,000 (provide contractual and actual dates).
11. Provide the number of days from both the contract and actual substantial completion dates to final completion for your 5 most recent CM at Risk projects greater than

\$15,000,000.

12. Has an owner assessed or threatened to assess liquidated damages against you in the past 5 years? If so, please explain.
13. Has your Surety Company been notified by an Owner due to unfavorable circumstances involving a project? If so, please explain the issue(s).
14. Have you used Building Information Modeling software on any recent projects? If yes, please explain how.

**C. Pre-construction expertise**

15. Detail your estimating experience. Please also provide a comparison of final estimated cost for the GMP before the bids were opened and the actual cost of the work immediately after the bids were opened and before any value engineering or scope changes occurred for the 5 most recent CM at Risk projects bid greater than \$15,000,000. Please include the date each project was bid.
16. Describe your experience and ability to provide the following: constructability review and analysis for all portions of the work, including PM&E, cost model/estimates, value engineering, project tracking/reporting, Request For Information (RFI) and Shop Drawings, quality control and schedule.
17. Provide information on your program to maximize contractor and subcontractor bidding.

**D. Adequate staff / team and location of office / familiarity with the area**

18. Provide the length of time your firm has performed Construction Management at Risk services in North Carolina.
19. Provide resumes of all key team members to be assigned to this project. Please note that substitutions must be approved by the Owner. You should also provide a narrative description on how you would efficiently staff and manage the project. It is preferable that the firm offers the same project manager for pre-construction and construction phases. Include a proposed monthly staffing/manloading chart including number of personnel and the placement of each for project duration including pre-construction.
20. For each key team member listed above, list what aspects of pre-construction or construction the person will handle. For those persons who will divide their time between pre-construction and construction phases, indicate what percentage of their time will be devoted to each phase.
21. For each key team member listed above, list his/her experience with firm, other prior and relevant experience with Construction Manager at Risk and with projects of similar size and scope in construction/design, and the team members location.
22. Provide information on your knowledge of local codes and ordinances.
23. Provide information showing your proximity to Forsyth County, including both your local office and upper management personnel.

**E. HUB Program**

24. Describe your past experience and proposed method to include minority participation in the management side of this project. It is not acceptable to indicate that this will be provided later.
25. Describe your outreach program (attach a copy of that program to this proposal) to encourage, promote and use Minority and other Historically Underutilized Businesses (HUB) contractors and subcontractors. Indicate the minority participation goal that you expect to achieve on this project.
26. Provide documentation of your actual final MBE participation as a percentage of the final GMP on each of your 5 most recent CM at Risk projects completed that are greater than \$15,000,000.

## **F. Financial**

1. Attach a letter from your bank / financial institution stating the following:
  - length of time your firm has been doing business with said bank / institution
  - latest average balance and income statement (audited statements preferred)
  - extent of credit available and terms of availability
  - bank's / institution's rating of the firm as a customer (indicate Dunn & Bradstreet rating if one exists)
  - name a telephone number of contact persons(s) at the bank / institution
  - attach letter from Surety Company or its agent licensed to do business in North Carolina verifying firms capability of providing adequate performance and payment bonds for this project.

At the end of your submission, include the following statement: "I certify that the preceding and referenced information is accurate to the best of my knowledge and belief" and have it signed and dated by the Principal responsible for the submission.