CONSTRUCTION MANAGER QUALIFICATIONS SUPPLEMENT

INSTRUCTIONS:

A) Please type. Attach additional pages for each numbered section, as necessary.

B) Attach a reproduction of the current Florida Contractor's License for the APPLICANT.

C) Attach a letter of intent from a surety company indicating the applicant's bondability for this project. The surety shall acknowledge the firm's maximum bond limit for construction project costs less than $2 million. The surety company must be licensed to do business in the State of Florida, must have a Best Rating of "A".

D) Number each side of each page consecutively, including letter of interest, brochures, licenses, resumés, supplemental information, etc. Submittals must be limited to 50 pages. Covers, table of contents and divider tabs will not count as pages, provided no additional information is included on those pages. Provide the number of copies of the submittal specified in the advertisement. Any submittals exceeding the 50-page limit will be disqualified.

E) Only individual firms or formal joint ventures may apply. Two (2) firms may not apply jointly unless they have formed a joint venture. (See Question 15.) Any associations will be disqualified. (This does not preclude an applicant from having consultants.)

F) When ten (10) related projects are requested (Question 4), do not list more than ten (10). When up to three (3) project examples are requested, do not list more than three (3).

1. **PROJECT NAME: New College of Florida - Minor Projects Construction Manager Continuing Service**

2. **FIRM NAME**_____

   ADDRESS OF PROPOSED OFFICE IN CHARGE _____

   TELEPHONE NUMBER _____

   FED ID NO_____

   EMAIL ADDRESS _____

   FLA CORPORATE CHARTER NO _____

3. For how many years has your firm been providing construction management services?_____ General contracting? _____

4. <u>EXPERIENCE/REFERENCES</u> <u>(provide this information on a separate sheet:)</u>

a. List the ten (10) projects for which your firm has provided/is providing construction management services which are most related to this project. In determining which projects are most related, consider: related size and complexity; how many members of the proposed team worked on the listed project and how recently the project was completed. List the projects in priority order, with the most related project listed first.

b. For each of the listed projects, provide the following information: construction cost (original GMP and final construction cost), current phase of development, estimated (or past) completion date, type of construction services provided (CM at risk with GMP, CM-agency, design/build, general contractor-low

bid, negotiated general contract, subcontractor to prime), owner's contact person and telephone number and the name and telephone number of the project architect.

5. APPLICANT'S PERSONNEL (provide this information on a separate sheet):

a. List total number of firm's personnel, for the applicant office location, by skill group (e.g. project managers, estimators, project engineers, superintendents, etc.)

b. Name all key personnel which will be part of the construction management team for this project and provide their cities of residence. Describe in detail the experience and expertise of each team member. (Note: Key personnel must be committed to this project for its duration unless excused by the owner.)

c. For each project listed in response to Question No. 4, list the members of the proposed team for this project who worked on each listed project and describe their roles in those projects. (This response may be included with the response to Question No. 4.)

d. If the team as a whole provided construction management services for any of the projects listed in response to Question No. 4, so indicate.

6. APPLICANT'S CONSULTANTS (provide this information on a separate sheet): Name any consultants which are included as part of the proposed team. Describe each consultant's proposed role in the project and its related experience. List projects on which your firm has worked with the consultant.

7. For three of the projects listed in response to Question No. 4, describe conflicts or potential conflicts with the owner or with trade contractors and describe the methods used to prevent and/or resolve those conflicts.

8. Describe the types of records, reports, monitoring systems and information management systems which your firm used in the management of those projects. Describe how you used these systems for three (3) of the projects listed in response to Question No. 4.

9. Describe your cost control methods for the preconstruction and construction phases. How do you develop cost estimates and how often are they updated? For three of the projects listed in response to Question No. 4, provide examples of how these techniques were used and what degree of accuracy was achieved. Include examples of successful value engineering to maintain project budgets without sacrificing quality.

10. Describe the way your firm maintains quality control during the pre-construction and construction phases. For three (3) of the projects listed in response to Question No. 4, provide specific examples of how these techniques were used.

11. Describe the way in which your firm develops and maintains project schedules. How often do you update schedules? For three (3) of the projects listed in response to Question No. 4, provide examples of how these techniques were used. Include specific examples of scheduling challenges, and how your firm helped solve them.

(Questions 12-14 may be added at the discretion of the selection committee to address specific project issues.)

15. Is the applicant a joint venture? ☐ **Yes** ☐ **No**

If so, describe the division of responsibilities between the participating firms, the offices (location) that will be the primary participants, and the percent interest of each firm. Also, duplicate the signature block and have a principal or officer sign on behalf of each party to the joint venture. Attach a copy of your joint venture agreement to each copy of the submittal. (The joint venture agreement should be numbered within the 80-page submittal.)

16. Do you make the following acknowledgments/certifications? If so, sign on the line provided below and have your signature notarized.

a. Regarding information furnished by the applicant herewith, and as may be provided subsequently (including information presented at interview, if a finalist):

i) All information of a factual nature is certified to be true and accurate.

ii) All statements of intent or proposed future action (including the assignment of personnel and the provision of services) are commitments that will be honored by the applicant if awarded the contract.

b. It is acknowledged that:

i) If any information provided by the applicant is found to be, in the opinion of the selection committee or the President, substantially unreliable, this application may be rejected.

ii) The selection committee may reject all applicants and may stop the selection process at any time.

iii) The selection of finalists for interview will be made on the basis of information provided herein. The interviewed firms will be ranked based on their total scores earned in response to the interview questions to be provided to the finalists and the results of the reference checks.

iv) It is understood that this submittal must be received in the **Facilities Planning and Construction Office, 5800 Bay Shore Rd., Sarasota, FL 34243** at no later than **4** PM.,local time **on May 18, 2012.**
Facsimile (FAX) submittals are **not** acceptable and will **not** be considered.

c. The undersigned certifies that he/she is a principal or officer of the firm applying for consideration and is authorized to make the above acknowledgments and certifications for and on behalf of the applicant.

d. The undersigned certifies that the applicant has not been convicted of a public entity crime within the past 36 months, as set forth in Section 287.133, Florida Statutes.

e. Failure to sign this form will result in disqualification.

For and on behalf of the applicant:

By _____

_____
(Typed Name and Title)

Sworn to and subscribed to me,
a Notary Public, this _____ day
of ,_____, _____ .

_____(seal)