

## MBSD CMAR RFQ Submittal Requirements Checklist

Information	Mark “Checked” if Submitted
<b>Introductory Information</b>	
■ Transmittal Letter	<input type="checkbox"/>
■ Executive Summary	<input type="checkbox"/>
<b>Part A – Business Organization, History, and Financial Condition</b>	
■ Business organization and history	<input type="checkbox"/>
■ Conflicts of interest	<input type="checkbox"/>
■ Sanctions or complaints	<input type="checkbox"/>
■ Litigation history	<input type="checkbox"/>
■ Safety Metrics	<input type="checkbox"/>
■ Financial Information	<input type="checkbox"/>
<b>Part B – Experience &amp; Qualifications of Key Personnel</b>	
■ Team organization chart	<input type="checkbox"/>
■ Information about qualifications and abilities of Key Individuals that are comparable to the services required under this RFQ.	<input type="checkbox"/>
■ Key personnel resumes. Include a minimum of five (5) relevant projects on which key personnel held a key delivery role should be included, with at least two (2) projects demonstrating a CMAR or Progressive Design Build delivery method and at least three (3) projects with construction value of \$200M or more. To be submitted under the Standard Forms section	<input type="checkbox"/>
■ Primary and secondary contact information for Senior Project Manager project references.	<input type="checkbox"/>
<b>Part C – Relevant Project Experience</b>	
■ Relevant Project Experience on projects of comparable scope, type, size, delivery model and performance risk. Demonstrate experience with both in-the-wet and in-the-dry construction methods.	<input type="checkbox"/>
■ Project description and performance information for a maximum of ten (10) relevant projects worked on in the past fifteen (15) years, or at least 50% complete (construction) by the required SOQ submittal date.	<input type="checkbox"/>
■ Enclosure 6: Experience and Qualifications Form populated with brief descriptions of relevant projects information and submitted in the Standard Forms Section– contact information will be used for reference checks	<input type="checkbox"/>

<b>Information</b>	<b>Mark “Checked” if Submitted</b>
<b>Part D – Pre-Construction Phase Approach</b>	
<ul style="list-style-type: none"> <li>■ Planned approach to performing the required Pre-Construction Phase services while meeting project scope, schedule, and budget goals. Include a description of the CMAR Contractor roles within the collaborative delivery process, interface with Design Team and other collaborative team members, and integration of CMAR Contractor functions into the overall design delivery process.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Respondent’s ability to perform the pre-construction services within the stated construction fee.</li> </ul>	<input type="checkbox"/>
<b>Part E – Construction Phase Approach</b>	
<ul style="list-style-type: none"> <li>■ Planned approach to performing construction management services as required to deliver a constructed project within budget and schedule goals. The approach should be based on the 2014 Base Design. Include a description of Respondent’s health and safety program.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Respondent’s ability to and intent to meet the self-performance requirement of 30% of cost of construction. Include statement of proposed level of self-performance and services Respondent proposes to self-perform and services that will be sub-contracted.</li> </ul>	<input type="checkbox"/>
<b>Part F – Compliance with All SOQ Requirements</b>	
<ul style="list-style-type: none"> <li>■ SOQ Submittal Check List Form</li> </ul>	<input type="checkbox"/>
<b>Standard Forms and Supporting Documents</b>	
<ul style="list-style-type: none"> <li>■ Experience and Qualifications Form</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Disclosure of Ownership</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Hudson Firm Participation Documentation</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Evidence of Eligibility to Participate – Documentation and evidence of the Respondent’s legal form of entity (i.e. article of incorporation, by laws, Joint Venture agreements, etc.)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Contract Review Acknowledgement with any requested changes and modifications</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Licensure – Copies of relevant licenses, certifications and registrations</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Acknowledgement of Addenda</li> </ul>	<input type="checkbox"/>

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

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