

Mid-Breton CMAR RFQ Submittal Requirements Checklist

Information	Mark “Checked” if Submitted
Introductory Information	
■ Transmittal Letter	<input type="checkbox"/>
■ Executive Summary	<input type="checkbox"/>
Part A – Business Organization, History, and Financial Condition	
■ 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"/>
Part B – Experience & Qualifications of Key Personnel	
■ 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"/>
■ All Key Personnel: Include a minimum of five (5) relevant projects on which key personnel held a key delivery role. Resumes should clearly describe the role of the Key Personnel in each project listed.	<input type="checkbox"/>
■ Senior Project Manager: Include projects on which he or she served in a Project Management capacity, preferably in the past ten (10) years. These projects should include at least two (2) projects delivered using CMAR, Progressive Design Build, or Design Build delivery method and at least three (3) projects with a construction value of \$200M or more.	<input type="checkbox"/>
■ Primary and secondary contact information for Senior Project Manager project references.	<input type="checkbox"/>
Part C – Relevant Project Experience	
■ 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"/>

Information	Mark “Checked” if Submitted
Part D – Pre-Construction Phase Approach	
<ul style="list-style-type: none"> ■ 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. 	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Respondent’s ability to perform the pre-construction services within the stated construction fee. 	<input type="checkbox"/>
Part E – Construction Phase Approach	
<ul style="list-style-type: none"> ■ Planned approach to performing construction management services as required to deliver a constructed project within budget and schedule goals. Include a description of Respondent’s health and safety program. 	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ 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. 	<input type="checkbox"/>
Part F – Hudson/Veteran Small Entrepreneurship Program	
<ul style="list-style-type: none"> ■ Copies of Hudson Initiative Program certifications. 	<input type="checkbox"/>
Part G – Compliance with All SOQ Requirements	
<ul style="list-style-type: none"> ■ SOQ Submittal Check List Form 	<input type="checkbox"/>
Standard Forms and Supporting Documents	
<ul style="list-style-type: none"> ■ Experience and Qualifications Form 	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Disclosure of Ownership 	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Hudson Firm Participation Documentation 	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ 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.) 	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Contract Review Acknowledgement with any requested changes and modifications 	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Licensure – Copies of relevant licenses, certifications and registrations 	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Acknowledgement of Addenda 	<input type="checkbox"/>

Authorized Signature: _____ Date: _____

Print Name: _____ Title: _____

Firm Name: _____