

# REQUEST FOR OWNER'S PROJECT MANAGEMENT SERVICES ("OPM RFS")

## 1. Introduction

The *Acton-Boxborough Regional School District*, ("ABRSD", the "Owner") is seeking the services of a qualified "Owner's Project Manager" as defined in Massachusetts General Laws Chapter 149, Section 44A½ and as further defined by the provisions of this Request for Services ("RFS"), to provide Project Management Services for the design, construction, and other services relating to the C. T. Douglas Elementary School located at 21 Elm Street, Acton, Massachusetts (the "Project").

The Owner is requesting the services of an Owner's Project Manager ("OPM") to represent the Owner during the feasibility study and schematic design phases of the project initially. Subject to the approval of the Project by the Massachusetts School Building Authority (the "MSBA") and further subject to continued funding authorized by ABRSD, the contract between the Owner and the OPM may be amended to include continued Project Management Services through design development, construction documents, bid and award, construction and final closeout of the potential Project. A potential approved Project may include a renovation of the existing School, a renovation and addition of the existing School and/or new construction. The estimated total project costs of an approved potential Project may range from \$60,000,000 to \$120,000,000 depending upon the solution that is agreed upon by the Owner and the MSBA and that is ultimately approved by a vote of the MSBA.

## 2. Background

The Acton-Boxborough Regional School District is a comprehensive PreK-12 school system serving the communities of Acton and Boxborough, located about 20 miles northwest of Boston. The Acton-Boxborough mission is to develop engaged, well-balanced learners through collaborative caring relationships. The Acton and Boxborough communities strongly support excellence in public education and are truly dedicated to instilling a passion for learning in our students. The district prioritizes students' social and emotional well-being while supporting students to excel academically and through extensive and diverse extra-curricular opportunities. Serving 5,700 students, the district is comprised of nine schools: the Carol Huebner early childhood program, six elementary schools, one junior high school, and one high school. The towns of Acton and Boxborough are deliberate choices for residents and educators seeking the best educational opportunities.

## 3. Project Description, Objectives and Scope of Services

On or about April 7, 2016 the Owner submitted a Statement of Interest to the MSBA for CT Douglas Elementary School. The MSBA is an independent public authority that administers and funds a program for grants to eligible cities, towns, and regional school districts for school construction and renovation projects. The MSBA's grant program is discretionary, and no city, town, or regional school district has any entitlement to any funds from the MSBA. At the 2/14/2018 Board of Directors meeting, the MSBA voted to issue an invitation to the Owner to conduct a feasibility study for this Statement of Interest to identify and study possible solutions and, through a collaborative process with the MSBA, reach a mutually-agreed upon solution. The MSBA has not approved a Project and the results of this feasibility study may or may not result in an approved Project.

It is anticipated that the feasibility study will review the problems identified in the Statement of Interest at the C. T. Douglas Elementary School. The C.T. DOUGLAS SCHOOL is located at 21 Elm Street, and houses 427 K-6 students (10/1/2017) and 94 staff members at peak times. The school site is bounded on the north by Elm Street and residences across the street, to the east by residences, to the south by an extensive wetland system with boardwalk connection to the Gates School located just south of the wetlands, and to the west by municipal athletic facilities. The site is made up of the existing main building, parking areas, and associated walkways and play fields. The property slopes steadily southwest to the Fort Pond Brook, with the southwest edge of the site at approximate elevation (El.) 206, the northern part of the main building at approximate El. 218, the southern part of the building at approximate El. 210 and the north edge of the site at Elm Street at approximate El. 218. The certified design enrollment for the project ranges based on project scope alternatives and location, which will be generated on outcomes from the feasibility study. If the project is a single school building consisting of the C.T. Douglas Elementary School only, then the design enrollment is certified at 650 students grade K-6. If the project is a twin school building consisting of the C.T. Douglas Elementary School and the Paul P. Gates Elementary School, then the design enrollment is certified at 990 students grade K-6. If the project is a single school building consisting of the C.T. Douglas Elementary School and the Luther Conant Elementary School, then the design enrollment is certified at 1,015 students grade K-6. Let it be known that the District is interested in exploring relocating the current integrated preschool program (IPS) into this project as well. Aside from the addition of the IPS program to the project, the District is not interested in exploring any additional changes to our current grade configuration. The District has one additional site located at 80 Taylor Road in Acton that we would like to explore as an alternative as well. 80 Taylor Road is the current location of the Luther Conant Elementary School.

The building was designed by the Architects Collaborative in 1965, and constructed in 1966 as an elementary school. The building continues to be an elementary school. The building has remained largely untouched, with the exception of small renovations throughout to accommodate newer technology for a growing student body; photovoltaic panels added during a re-roofing project in 2010; a modular building was added in the late 1990s (3 classrooms); another modular building added in the early 2010s (2 classrooms). Overall there is approximately 48,300 sf of space. The school is relatively untouched compared to other facilities of its age.

The school building is a single story structure consisting of two wings connected by the lobby. There is a walk out lower level under west wing that contains additional classroom spaces. The main level of the west wing also houses classrooms. The west wing contains the cafeteria, playroom, offices and modular classrooms that were added at a later date. The existing architectural drawings indicate that the structure is supported by conventional spread footings in both wings. The main floor of the west wing is shown to be constructed out of concrete tees. The roof framing in both wings is shown to be constructed out of concrete tees as well.

Project Objectives under consideration by the Owner include:

- Identification of community concerns that may impact study options;
- Identification of specific milestone requirements and/or constraints of the District – e.g. Town votes, etc.;
- Identification of potential alternative sites;
- Life cycle costs of operating the School as it relates to future operational budgets;
- Massachusetts MA-CHPS criteria or US Green Building Council's LEED for Schools Rating System

- Experience with the design and construction of zero net energy, zero net waste, and zero net water school buildings.
- Identification of construction alternatives including but not limited to the CM-at-Risk Delivery Method.

The required scope of services is set forth in Article 8 of the standard contract for Owner’s Project Management Services for a Design/Bid/Build project that is attached hereto as Attachment B and incorporated by reference herein. If the Owner determines to use a CM-at-Risk delivery method, this contract shall need to be amended and/or substituted. The work is divided into the Project Phases as listed in Attachment A of this contract. The durations of the Phases shown below are estimates only, based on the Owner’s experience and anticipated timetable. Actual durations may vary depending upon the Project agreed upon by the Owner and the MSBA. The total duration of the Contract is estimated as follows:

- |   |           |
|---|-----------|
| 1. Feasibility Study/Schematic Design Phase;                    | 18 Months |
| 2. Design Development/Construction Documents/Bidding Phase; and | 10 Months |
| 3. Construction Phase.  | 24 Months |

**4. Minimum Requirements and Evaluation Criteria:**

Minimum Requirements:

In order to be eligible for selection, each Respondent must certify in its cover letter that it meets the following minimum requirements. Any Response that fails to include such certification in its response, demonstrating that these criteria have been met, will be rejected without further consideration.

Each Respondent must designate an individual who will serve as the Project Director. The Project Director shall be certified in the Massachusetts Certified Public Purchasing Officer (MCPPO) Program as administered by the Inspector General of the Commonwealth of Massachusetts and must also meet the following minimum requirements:

- The Project Director shall be a person who is registered by the Commonwealth of Massachusetts as an architect or professional engineer and who has at least 5 years experience in the construction and supervision of construction and design of public buildings;
- or,**
- if not registered as an architect or professional engineer, the Project Director must be a person who has at least 7 years experience in the construction and supervision of construction and design of public buildings.

Evaluation Criteria

In addition to the minimum requirements set forth above, all Respondents must demonstrate that they have significant experience, knowledge and abilities with respect to public construction projects, particularly involving the construction and renovation of K-12 schools in Massachusetts. The Owner will evaluate Responses based on criteria that shall include, but not be limited to, the following:

The Owner has designate a specific number of points to each criterion [as indicated below] based on the relative importance the Owner places in each criterion.

- 1) [ **15 points** ] Past performance of the Respondent, if any, with regard to public, private, DOE funded and MSBA-funded school projects across the Commonwealth, as evidenced by :
  - a) [ **10 points** ] Documented performance on previous projects as set forth in Attachment C, including the number of projects managed, project dollar value, number and percentage completed on time, number and dollar value of change orders, average number of projects per project manager per year, number of accidents and safety violations, dollar value of any safety fines, and number and outcome of any legal actions;
  - b) [ **5 points** ] Satisfactory working relationship with designers, contractors, Owner, the MSBA and local officials.
- 2) [ **5 points** ] Thorough knowledge of the Massachusetts State Building Code, regulations related to the Americans with Disabilities Act, and all other pertinent codes and regulations related to successful completion of the project.
- 3) [ **5 points** ] Thorough knowledge of Commonwealth construction procurement laws, regulations, policies and procedures, as amended by the 2004 Construction Reform laws. In particular, knowledge and experience with Construction Manager-At-Risk procurement methodology is preferred.
- 4) [ **15 points** ] Management approach: Describe the Respondent's approach to providing the level and nature of services required as evidenced by proposed project staffing for a the proposed Project for new construction of **200,000** square feet or renovation of **50,000** square feet (proposed project management systems; effective information management; and examples of problem solving approaches to resolving issues that impact time and cost).
- 5) [ **15 points** ] Key personnel: Provide an organizational chart that shows the interrelationship of key personnel to be provided by the Respondent for this project and that identifies the individuals and associated firms (if any) who will fill the roles of Project Director, Project Representative and any other key roles identified by the Respondent, including but not limited to roles in design review, estimating, cost and schedule control. Specifically, describe the time commitment, experience and references for these key personnel including relevant experience in the supervision of construction of several projects that have been either successfully completed or in process that are similar in type, size, dollar value and complexity to the project being considered.
- 6) [ **5 points** ] Capacity and skills: Identify existing employees by number and area of expertise (e.g. field supervision, cost estimating, schedule analysis, value engineering, constructability review, quality control and safety). Identify any services to be provided by Sub consultants.
- 7) [ **5 points** ] Identify the Respondent's current and projected workload for projects estimated to cost in excess of \$1.5 million.
- 8) [ **15 points** ] Familiarity with Massachusetts MA-CHPS criteria or US Green Building Council's LEED for Schools Rating System. Demonstrated experience working on high performance green buildings (if any), zero net energy buildings, zero net waste buildings, zero net water buildings (if any), green building rating system used (e.g., MA-CHPS or LEED-S), life cycle cost analysis and recommendations to Owners about building materials, finishes etc., ability to assist in grant applications for funding and track Owner documentation for MA-CHPS or LEED-S prerequisites.
- 9) [ **10 points** ] Thorough knowledge and demonstrated experience with life cycle cost analysis, cost estimating and value engineering with actual examples of recommendations and associated benefits to Owners.
- 10) [ **5 points** ] Knowledge of the purpose and practices of the services of Building Commissioning Consultants.
- 11) [ **5 points** ] Financial Stability: Provide current balance sheet and income statement as evidence of the Respondent's financial stability and capacity to support the proposed contract.

In order to establish a short list of Respondents to be interviewed, the Owner will base its initial ranking of Respondents on the above Evaluation Criteria. The Owner will establish its final ranking of the short-listed Respondents after conducting interviews and reference checks.

The Owner reserves the right to consider any other relevant criteria that it may deem appropriate, within its sole discretion, and such other relevant criteria as the MSBA may request. The Owner may or may not, within its sole discretion, seek additional information from Respondents.

This RFS, any addenda issued by the Owner, and the selected Respondent's response, will become part of the executed contract. The key personnel that the Respondent identifies in its response must be contractually committed for the Project. No substitution or replacement of key personnel or change in the sub-consultants identified in the response shall take place without the prior written approval of the Owner and the MSBA.

The selected Respondent(s) will be required to execute a Contract for Project Management Services with the Owner in the form that is attached hereto as Attachment B and incorporated by reference herein. Prior to execution of the Contract for Project Management Services with the Owner, the selected Respondent will be required to submit to the Owner a certificate of insurance that meets the requirements set forth in the Contract for Project Management Services.

Prior to execution of the Contract for Project Management Services, the fee for services shall be negotiated between the Owner and the selected Respondent to the satisfaction of the Owner, within its sole discretion. The initial fee structure will be negotiated through the Feasibility Study/Schematic Design Phase. The selected Respondent, however, will be required to provide pricing information for all Phases specified in the Contract at the time of fee negotiation.

## **5. Selection Process and Selection Schedule**

### **Process**

The Owner hereby outlines its intended selection process that is qualifications based and in compliance with the MSBA's published guideline to procure the Owner's Project Management Services as generally outlined therein. This process will include adequate documentation of ranking established during the selection process including scoring sheets for each step (e.g. shortlisting and interviews). The Owner will be required to submit this documentation to the MSBA as part of the MSBA's review and approval process.)

- 1) The School Building Committee shall oversee the OPM selection process via formation of an OPM Selection Subcommittee. Each member of the Subcommittee will receive and review all Responses submitted to this RFS. Each response shall be determined to meet the minimum requirements set forth in Section 4 herein.
- 2) All Responses meeting the minimum requirements shall be reviewed and evaluated in accordance with the criteria set forth in Section 4B herein. Reviewers will rank the Responses based on those weighted evaluation criteria and record their evaluations on a scoring template. A minimum of three Responses will be short-listed for further evaluation, in accordance with MSBA requirements.
- 3) After determining the number of short-listed Respondents, the Subcommittee shall schedule interviews with the representatives of the appropriate responding firms, during which each firm shall provide an uninterrupted 30-minute overview of its qualifications, relevant strengths and

experience, and other presentations supporting its selection as Project OPM. Each presentation shall be followed by a 15-minute Q&A session to allow interaction with the Subcommittee.

During the period in which interviews are scheduled, the Subcommittee shall assign a 2-member team to perform reference checks of all firms who are being interviewed. This team shall agree on an ordinal ranking of firms, based on information received via reference checks in the areas of past performance on similar projects, job and industry knowledge, demonstrated value-added abilities, communications skills as they relate to project management, and overall client satisfaction.

Upon conclusion of the interviews, and with the benefit of the interview team's ordinal ranking, the Subcommittee shall rank all interviewed firms, taking into consideration the firms' RFS ranked Responses, and subsequently-obtained information pursuant to this Section.

- 4) After ranking all Respondents per the previous subsection, the Owner will request a detailed fee proposal from the first-ranked firm, with cost estimates for each significant category of the planned Project. For any costs based on third-party services, the firm will provide supporting documentation for such cost estimates.
- 5) The Owner will commence fee negotiations with the first-ranked selection and, if successful, prepare a draft outline of its intended OPM contract.
- 6) If the Owner is unable to negotiate a contract with the first-ranked selection, the Owner will then commence negotiations with its second-ranked selection and so on, until a contract is successfully negotiated and approved by the Owner.
- 7) The successfully selected firm will be submitted to the MSBA for its approval.
- 8) The successful selection may be asked to participate in a presentation to the MSBA and/or submit additional documentation, as required by MSBA, as part of the MSBA approval process.
- 9) Note: The Owner reserves the right, at its sole option, to re-advertise the RFS if less than three responses are received or in the event that fee negotiations fail with all firms so selected.

The following is a tentative schedule of the selection process, subject to change at the Owner's and MSBA's discretion.

<u>3/7/2018</u>	Advertise RFS in Central Register of the Commonwealth of Massachusetts and a newspaper of general circulation in the area in which the project is located or to be located.
<u>3/15/2018</u>	Informational meeting and site visit
<u>3/15/2018</u>	4:00 PM Last day for questions from Respondents
<u>3/22/2018</u>	Responses due
<u>3/29/2018</u>	Respondents short-listed
<u>4/2/2018</u>	Interview short-listed Respondents

<u>4/5/2018</u>	Negotiate with selected Respondent
<u>4/11/2018</u>	Final selection submitted to the MSBA for review and approval
<u>5/7/2018</u>	Anticipated MSBA OPM Review Panel Meeting
<u>5/8/2018</u>	Execute contract

The RFS may be obtained from:

JD Head, Director of School Operations  
c/o Acton-Boxborough Regional School District  
16 Charter Road, Acton, MA 01720  
Phone Number: 978-264-3327  
jdhead@abschools.org

On or after Thursday, March 8, 2018.

Any questions concerning this RFS must be submitted electronically to:

JD Head, Director of School Operations  
jdhead@abschools.org

By 4pm on Thursday, March 15, 2018.

Sealed Responses to the RFS for OPM services must be clearly labeled “Owner’s Project Management Services for C.T. Douglas Elementary School” and delivered to:

JD Head, Director of School Operations  
c/o Acton-Boxborough Regional School District  
16 Charter Road, Acton, MA 01720  
Phone Number: 978-264-3327

**no later than 12:00 PM on Thursday, March 22, 2018.** The Owner assumes no responsibility or liability for late delivery or receipt of Responses. All responses received after the stated submittal date and time will be judged to be unacceptable and will be returned unopened to the sender.

**6. Requirements for content of response:**

Submit *ten (10)*<sup>1</sup> hard copies of the response to this RFS and one electronic version in PDF format on CD. All responses shall be:

- In ink or typewritten;
- Presented in an organized and clear manner;
- Must include the required forms in Attachment C;
- Must include all required Attachments and certifications;

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<sup>1</sup> *The Owner should determine the number of copies required for its selection committee and other local representatives as needed. Please include two additional copies to be sent to the MSBA as part of the approval documentation required.*

- Must include the following information:
1. Cover letter shall be a maximum of two pages in length and include:
    - a. An acknowledgement of any addendum issued to the RFS.
    - b. An acknowledgement that the Respondent has read the RFS. Respondent shall note any exceptions to the RFS in its cover letter.
    - c. An acknowledgement that the Respondent has read the Contract for Project Management Services. Respondent shall note any exceptions to the Contract for Project Management Services in its cover letter.
    - d. A specific statement regarding compliance with the minimum requirements identified in Item 4 of this RFS to include identification of registration, number of years of experience and where obtained (as supported by the resume section of Attachment C), as well as the date of the MCPPO certification. (A copy of the MCPPO certification must be attached to the cover letter).
    - e. A description of the Respondent's organization and its history.
    - f. The signature of an individual authorized to negotiate and execute the Contract for Project Management Services, in the form that is attached to the RFS, on behalf of the Respondent.
    - g. The name, title, address, e-mail and telephone number of the contact person who can respond to requests for additional information.
  2. Selection Criteria: The response shall address the Respondent's ability to meet the "Selection Criteria" Section including submittal of additional information as needed. The total length of the Response (including Attachment C only but excluding Attachments A, B and D) may not exceed twenty (20) single-sided numbered pages with a minimum acceptable font size of "12 pt" for all text.
  3. Certifications required by The Owner in accordance with procurement law (e.g., tax compliance, non-collusion, conflict-of-interest, etc.) shall be completed as part of Responses, but those pages will not count toward the total per the preceding paragraph.
    - Certificate of Non-Collusion  
The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.
    - Tax Compliance Certification  
Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.
    - Conflict of Interest Certification  
The undersigned certifies that the Responder understands that the Massachusetts Conflict of Interest Law, Chapter 268A of the Massachusetts General Laws, applies to the Responder with respect to the services outlined in the Request for Qualifications. The undersigned also certifies that the Responder understands that the Responder, its officers, employees, agents, subcontractors and affiliated agencies, shall not participate in any activity which constitutes a violation of the Massachusetts Conflict of Interest Law or which creates an appearance of a violation of the Massachusetts Conflict of Interest Law.
    - Non-Debarment Certification  
The undersigned certifies under the penalties of perjury that the company/corporation is not presently debarred from entering into a public contract in the Commonwealth of Massachusetts under the provisions of M.G.L. c. 29, §29F, as amended, c.152, as amended or any other applicable debarment

provision of any other chapter of the Massachusetts General Laws or any rule or regulation promulgated thereunder.

- **Hold Harmless Certification**

The undersigned agrees to indemnify and hold harmless the Town of Northbridge, its officers, employees, and agents from and against any and all liabilities, claims, damages or expenses resulting from or incurred in connection with work performed under this contract. The undersigned agrees to indemnify and hold the Town of Northbridge harmless from and against any and all suits, causes of action, judgments or damages, including attorneys' fees, arising out of or resulting from bodily injury or death or destruction of property, in connection with work performed under this contract.

Respondents may supplement this proposal with graphic materials and photographs that best demonstrate its project management capabilities of the team proposed for this project. **Limit this additional information to a maximum of three 8½" x 11" pages, double-sided.**

## **7. Payment Schedule and Fee Explanation:**

The Owner will negotiate the fee for services dependent upon an evaluation of the level of effort required, job complexity, specialized knowledge required, estimated construction cost, comparison with past project fees, and other considerations. As construction cost is but one of several factors, a final construction figure in excess of the initial construction estimate will not, in and of itself, constitute a justification for an increased Owner's Project Manager fee.

## **8. Other Provisions**

### **A. Public Record**

All responses and information submitted in response to this RFS are subject to the Massachusetts Public Records Law, M.G.L. c. 66, § 10 and c. 4, § 7(26). Any statements in submitted responses that are inconsistent with the provisions of these statutes shall be disregarded.

### **B. Waiver/Cure of Minor Informalities, Errors and Omissions**

The Owner reserves the right to waive or permit cure of minor informalities, errors or omissions prior to the selection of a Respondent, and to conduct discussions with any qualified Respondents and to take any other measures with respect to this RFS in any manner necessary to serve the best interest of the Owner and its beneficiaries.

### **C. Communications with the Owner**

The Owner's Procurement Officer for this Request for Services is:

JD Head, Director of School Operations  
c/o Acton-Boxborough Regional School District  
16 Charter Road, Acton, MA 01720  
Telephone: 978-264-3327  
Email address: jdhead@abschools.org

Respondents that intend to submit a response are prohibited from contacting any of the Owner's staff other than the Procurement Officer. An exception to this rule applies to Respondents that currently do business with the Owner, but any contact made with persons other than the Procurement Officer must be

limited to that business, and must not relate to this RFS. In addition, such respondents shall not discuss this RFS with any of the Owner's consultants, legal counsel or other advisors. ***FAILURE TO OBSERVE THIS RULE MAY BE GROUNDS FOR DISQUALIFICATION.***

**D. Costs**

Neither the Owner nor the MSBA will be liable for any costs incurred by any Respondent in preparing a response to this RFS or for any other costs incurred prior to entering into a Contract with an Owner's Project Manager approved by the MSBA.

**E. Withdrawn/Irrevocability of Responses**

A Respondent may withdraw and resubmit their response prior to the deadline. No withdrawals or re-submissions will be allowed after the deadline.

**F. Rejection of Responses, Modification of RFS**

The Owner reserves the right to reject any and all responses if the Owner determines, within its own discretion, that it is in the Owner's best interests to do so. This RFS does not commit the Owner to select any Respondent, award any contract, pay any costs in preparing a response, or procure a contract for any services. The Owner also reserves the right to cancel or modify this RFS in part or in its entirety, or to change the RFS guidelines. A Respondent may not alter the RFS or its components.

**G. Subcontracting and Joint Ventures**

Respondent's intention to subcontract or partner or joint venture with other firm(s), individual or entity must be clearly described in the response.

**H. Validity of Response**

Submitted responses must be valid in all respects for a minimum period of ninety (90) days after the submission deadline.

**FURTHER INFORMATION**

***The Owner should include any additional information that is required or that may assist Respondents in responding to the RFS.***

**ATTACHMENTS:**

- Attachment A: Statement of Interest
- Attachment B: Contract for Owner's Project Management Services
- Attachment C: OPM Application Form - May 2008
- Attachment D: Required Certifications

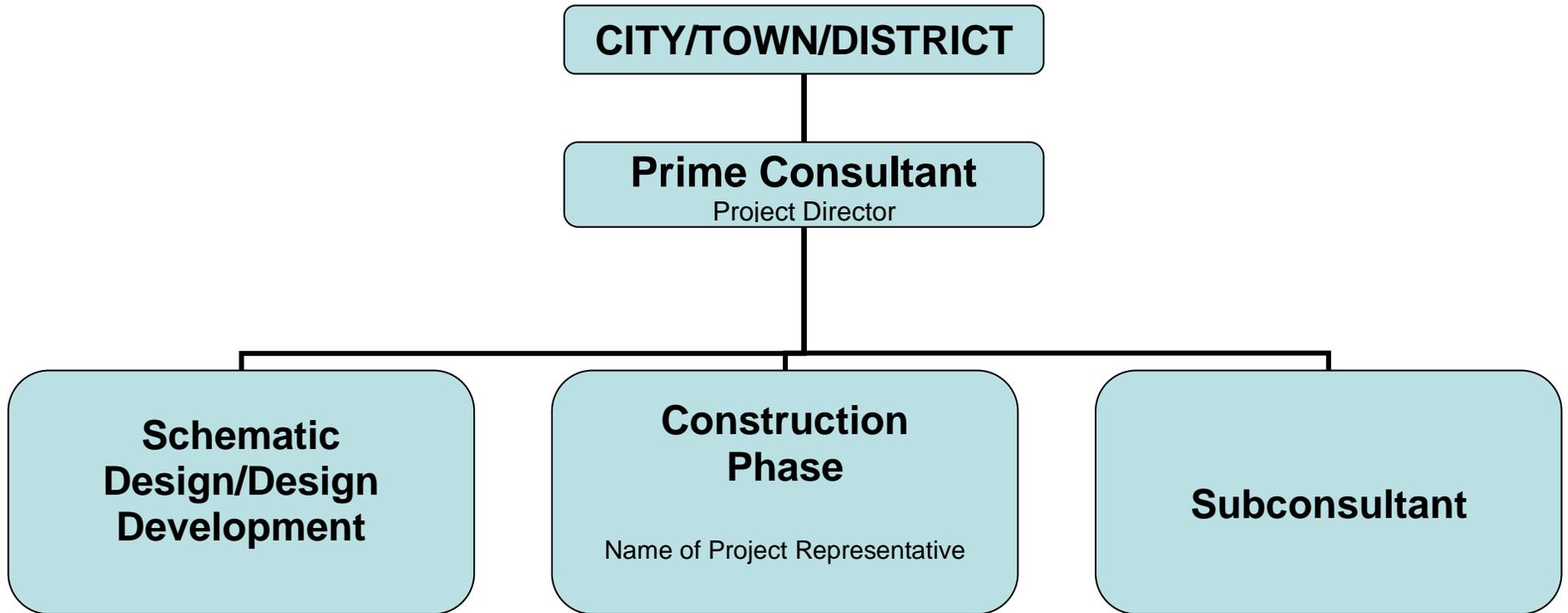
ATTACHMENT A  
STATEMENT OF INTEREST

(DISTRICT TO ATTACH)

ATTACHMENT B  
MSBA STANDARD CONTRACT  
(Design/Bid/Build or CM-at-Risk)

<b>Owner's Project Manager Application Form - May 2008</b>			
1. Project Name/Location for Which Firm is Filing:			
1a. MSBA Project Number:			
2a. Respondent, Firm (Or Joint-Venture) - Name And Address Of Primary Office To Perform The Work:	2b. Name And Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:		
2c. Date Present And Predecessor Firms Were Established:	2d. Name And Address Of Parent Company, If Any:		
2e. Federal ID #:	2f. Name of Proposed Project Director:		
3. Personnel From Prime Firm Included In Question #2 Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline):			
Admin. Personnel _____	Cost Estimators _____	Other _____	
Architects _____	Electrical Engrs. _____	_____	_____
Acoustical Engrs. _____	Environmental Engrs. _____	_____	_____
Civil Engrs. _____	Licensed Site Profs. _____	_____	_____
Code Specialists _____	Mechanical Engrs. _____	_____	_____
Construction Inspectors _____		_____	_____
		Total	_____
4. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No			

5. List **ONLY** Those Prime and Sub-Consultant Personnel identified as Key personnel in the Response to Request for Services. This Information Should Be Presented Below In The Form Of An Organizational Chart modified to fit the firm's proposed management approach. Include Name of Firm And Name Of The Person:



6. Brief Resume for Key Personnel <b>ONLY</b> as indicated in the Request for Services. Resumes Should Be Consistent With The Persons Listed On The Organizational Chart In Question # 5. Additional Sheets Should Be Provided Only As Required For The Number Of Key Personnel And They Must Be In The Format Provided. By Including A Firm As A Subconsultant, The Prime Applicant Certifies That The Listed Firm Has Agreed To Work On This Project, Should The Team Be Selected.	
a. Name And Title Within Firm:	a. Name And Title Within Firm:
b. Project Assignment:	b. Project Assignment:
c. Name And Address Of Office In Which Individual Identified In 6a Resides:	c. Name And Address Of Office In Which Individual Identified In 6a Resides:
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Date of MCCPO Certification:	f. Date of MCCPO Certification:
g. Applicable Registrations and Certifications :	g. Applicable Registrations and Certifications:
h. Current Work Assignments And Availability For This Project:	h. Current Work Assignments And Availability For This Project
i. Other Experience And Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	i. Other Experience And Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed , If Not Current Firm):

7a Past Performance: List all Completed Projects, in excess of \$1.5 million, for which the Prime Applicant has performed, or has entered into a contract to perform Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.										
a. Project Name And Location Project Director	b. Brief Description Of Project And Services (Include Reference To Areas Of Similar Experience)	c. Project Dollar Value	d. Completion Date (Actual Or Estimate)	e. On Time (Yes Or No)	f. Original Construction Contract Value	g. Change Orders	h. Number of Accidents and Safety Violations	i. Dollar Value of any Safety fines	j. Number And Outcome Of Legal Actions	
(1)										
(2)										
(3)										
(4)										
(5)										

7b. Past Performance: Provide the following information for those completed Projects listed above in 7a for which the Prime Applicant has performed, or has entered into a contract to perform (cont) Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.						
a. Project Name And Location Project Director	b. Original Project Budget	c. Final Project Budget	d. If different, provide reason(s) for variance	e. Original Project Completion	e. Actual Project Completion On Time (Yes or No)	f. If different, provide reason(s) for variance.
(1)						
(2)						
(3)						
(4)						
(5)						

8. **Capacity:** Identify all current/ongoing Work by Prime Applicant, Joint-Venture Members or Subconsultants. Identify project participants and highlight any work involving the project participants identified in the response.

Project Name And Location Project Director	b. Brief Description Of Project And Services (Include Reference To Areas Of Similar Experience)	c. Original Project Budget	d. Current Project Budget	d. Project Completion Date	e. Current forecast completion date On Time (Yes Or No)	f. Original Construction Contract Value	g. Number and dollar value of Change Orders	h. Number and dollar value of claims
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								

9. References: Provide the following information for completed and current Projects listed above in 7 and 8 for which the Prime Applicant has performed, or has entered into a contract to perform Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.						
a.	Project Name And Location Project Director	Client's Name, Address and Phone Number. Include Name of Contact Person	Project Name And Location Project Director	Client's Name, Address and Phone Number. Include Name of Contact Person	Project Name And Location Project Director	Client's Name, Address and Phone Number. Include Name of Contact Person
	1)		5)		9)	
	2)		6)		10)	
	3)		7)		11)	
	4)		8)		12)	

9. Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Subconsultants. If Needed, Up To Three, Double-Sided 8 1/2" X 11" Supplementary Sheets Will Be Accepted. **APPLICANTS ARE REQUIRED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED.**

10. I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.

Submitted By  
(Signature)

\_\_\_\_\_

Printed Name And Title

\_\_\_\_\_

Date

\_\_\_\_\_

Attachment D  
Required Certifications (*To be developed by the Owner*)