CITY OF NEWTON

REQUEST FOR QUALIFICATIONS

FOR

CONSTRUCTION MANAGEMENT AT RISK SERVICES

FIRE HEADQUARTERS AND STATION #3 PROJECT

THE CITY OF NEWTON, MASSACHUSETTS

March 18, 2015

Statements of Qualifications Due: April 9, 2015 at 2:00 PM EST.
TABLE OF CONTENTS

SECTION 1 – NOTICE OF REQUEST FOR QUALIFICATIONS .................................................................1

SECTION 2 – EQUAL EMPLOYMENT OPPORTUNITY, NON-DISCRIMINATION AND AFFIRMATIVE ACTION ...........................................................................................................2

SECTION 3 – OVERVIEW OF PROJECT ...........................................................................................2

3.0 THE CITY OF NEWTON ...........................................................................................................2

3.1 PROJECT DESCRIPTION ..........................................................................................................2

3.2 PRELIMINARY PROJECT SCHEDULE ....................................................................................5

3.3 SCOPE OF SERVICES ..............................................................................................................6

3.4 SCOPE OF PRE-CONSTRUCTION PHASE SERVICES .................................................................6

3.5 SCOPE OF CONSTRUCTION SERVICES ..................................................................................10

3.6 QUALITY ............................................................................................................................17

3.7 SAFETY ................................................................................................................................18

3.8 LIQUIDATED DAMAGES ........................................................................................................18

SECTION 4 – PREPARING TO SUBMIT STATEMENT OF QUALIFICATIONS ....................................18

4.1 OBTAINING THE RFQ ..........................................................................................................18

4.2 NO PRE-SUBMITTAL CONFERENCE OR SITE TOUR ..............................................................18

4.3 PRE-SUBMITTAL PREPARATION ............................................................................................18

4.4 COSTS OF PREPARING SUBMITTAL .....................................................................................18

4.5 REVISIONS TO REQUEST FOR QUALIFICATIONS .................................................................19

4.6 QUESTIONS AND REQUESTS FOR CLARIFICATIONS ..........................................................19

4.7 ADDENDA ............................................................................................................................19

4.8 COMMUNICATIONS BETWEEN THE CITY AND RESPONDENTS ..........................................19

4.9 LATE SUBMITTALS ................................................................................................................20

4.10 CANCELLATION OR MODIFICATION OF REQUEST FOR QUALIFICATIONS ....................20

4.11 ACCEPTANCE OF SUBMITTALS ..........................................................................................20

4.12 ECONOMY OF PREPARATION .............................................................................................20

4.13 CLARIFICATION OF STATEMENTS OF QUALIFICATION ....................................................20

4.14 USE OF INFORMATION SUBMITTED TO THE CITY ............................................................20

4.15 PUBLIC RECORDS ...............................................................................................................21

4.16 STATUS OF REQUEST FOR QUALIFICATIONS ...................................................................21

SECTION 5 – FORMAT FOR SUBMITTALS ...................................................................................21

5.1 GENERAL ............................................................................................................................21

5.2 TRANSMITTAL LETTER ........................................................................................................21

5.3 QUALIFICATIONS APPLICATION ..........................................................................................21

5.4 ORGANIZATIONAL CHART AND STAFF QUALIFICATIONS ................................................22

5.5 STATEMENT OF FIRM EXPERIENCE .....................................................................................22

5.6 STATEMENT OF FINANCIAL STABILITY ..............................................................................23

5.7 LETTER FROM SURETY COMPANY EVIDENCING BONDING CAPACITY .................................23
City of Newton
Fire Headquarters and Station #3 Project
RFQ for Construction Management at Risk Services

5.8 STATEMENT OF FIRM INFORMATION .................................................................23
5.9 DESCRIPTION OF PROJECT TEAM.................................................................25
5.10 CERTIFICATE OF ELIGIBILITY AND UPDATE STATEMENT .......................26
5.11 EXAMPLES OF PROJECT MANAGEMENT REPORTS AND OPERATING PHILOSOPHY ...26
5.12 EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION QUESTIONNAIRE ........27
5.13 EXAMPLES OF PRIOR EXPERIENCE ON SUSTAINABLE CONSTRUCTION AND LEED-CERTIFIED BUILDINGS ............................................................................................................................27
5.14 LISTS OF PROJECTS IN PROGRESS, COMPLETED PROJECTS AND CERTIFICATION PAGE FROM MOST RECENT DCAMM APPLICATION FOR CERTIFICATION ...............................................................27
5.15 REFERENCES ........................................................................................................27
5.16 TECHNICAL SUBMITTAL ....................................................................................27

SECTION 6 – EVALUATION AND SELECTION .........................................................28
6.1 SELECTION PROCESS .......................................................................................28
6.2 SCHEDULE .........................................................................................................29
6.3 SUBMITTAL FORMAT .........................................................................................30
6.4 COMPLETENESS OF SUBMITTALS .................................................................30
6.5 SUBMISSION OF STATEMENTS OF QUALIFICATIONS .......................................30
6.6 EVALUATION CRITERIA ....................................................................................31
6.8 INTERVIEWS .....................................................................................................32

SCHEDULES AND ATTACHMENTS

SCHEDULE A: Project CM at Risk Qualifications Application

ATTACHMENT A: Current Program and Concept Designs by SchwartzSilver Architects
REQUEST FOR QUALIFICATIONS
FOR
CONSTRUCTION MANAGER AT RISK SERVICES

SECTION 1 – NOTICE OF REQUEST FOR QUALIFICATIONS

The City of Newton, Massachusetts (the “City”) requests Statements of Qualifications from firms interested in providing Construction Manager at Risk services for the City’s Fire Headquarters and Station #3 project located in Newton Centre, Massachusetts (the “Fire Department”).

Statements of Qualifications shall be submitted by Thursday; April 9, 2015 at 2PM Eastern Standard Time to:

The City of Newton

c/o Compass Project Management

Attn: Bryan Jarvis

266 Main Street

Suite 31A

Medfield, MA 02052

Each respondent shall submit an original, twelve (12) copies in three-ringed binders, and two (2) electronic versions in PDF format on discs of its Statement of Qualifications with all required forms, attachments, supporting documentation and information, clearly marked “Statement of Qualifications for Construction Management at Risk Services, Newton Fire Headquarters and Station #3 Project.” Each submittal shall clearly identify the responding firm’s name, business address, contact person and the telephone number of the contact person.

The project delivery method for construction will be Construction Manager at Risk with a Guaranteed Maximum Price (“GMP”) pursuant to M.G.L. Chapter 149A. This Request for Qualifications (“RFQ”) is the first phase of a two-phase procurement process, and is issued in accordance with M.G.L. Chapter 149A and all other applicable laws and regulations.

Through this RFQ process, the City is pre-qualifying firms interested in providing public construction management at risk (“CM at Risk”) services for the Project. The City will evaluate submitted Statements of Qualifications based upon the identified evaluation criteria and will select those responding firms it deems qualified. Only those responding firms deemed qualified will be invited to submit a proposal in response to a detailed Request for Proposals (“RFP”) for the Project which will be issued shortly after the completion of the pre-qualification process to begin the second phase of the procurement. It is the City’s goal to select and engage a firm to serve as the Construction Manager for the Project during the Design Development Phase.
Firms interested in being pre-qualified must demonstrate that they have prior experience as a Construction Manager on at least three (3) CM at Risk projects of a similar type, size, complexity and cost as the Project as it is described below.

The City reserves the right to reject any or all Statements of Qualifications submitted in response to this RFQ or to take any other action, as the City may deem to be in its best interest.

There will be no public opening and reading of the Statements for Qualifications.

SECTION 2 – EQUAL EMPLOYMENT OPPORTUNITY, NON-DISCRIMINATION AND AFFIRMATIVE ACTION

The City is committed to equal employment opportunity and non-discrimination on all of its projects and will take affirmative action to ensure equal employment opportunity and to eliminate discriminatory barriers.

The Project will have the following participation goals for minority business enterprises (MBE) and women business enterprises (WBE) and for workforce utilization:

   Combined MBE/WBE participation goal: 10.4%

SECTION 3 – OVERVIEW OF PROJECT

3.0 THE CITY OF NEWTON

A. Introduction

The City of Newton was settled in 1639 and incorporated as a City in 1873. The City is located approximately seven miles from downtown Boston, has a population of approximately 84,000 and occupies a land area of 18.33 square miles. The City is principally suburban-residential in character and consists of 13 distinct villages – Auburndale, Chestnut Hill, Newton Centre, Newton Corner, Newton Highlands, Newton Lower Falls, Newton Upper Falls, Newtonville, Nonantum, Oak Hill, Thompsonville, Waban, and West Newton.

The City is governed under a home-rule charter, which vests executive authority and responsibility in an elected Mayor, who serves a four-year term. Legislative authority is vested in a 24-member Board of Aldermen, of which eight members are elected from the City’s eight wards and sixteen are elected at large. Members of the Board of Aldermen are elected every two years.
B. Fire Station #3 – 31 Willow Street

A municipal building constructed in 1954 and designed in the Modern style. One of several neighborhood fire stations constructed in the 1950s in Newton and completed at the same time as fire stations #4 and #7. Designed and built by the Carol Construction Company. This building is still an active fire station.

The building is undersized for its space needs, specifically both in storage and vehicle garage space.

C. Fire Headquarters – 1164 Centre Street

The building, designed in the Classical Revival style by architects Kendall, Taylor & Company, was constructed in 1928 as the fire alarm headquarters for the City. It still serves as the headquarters for the Newton Fire Department.

A well designed building of high-quality materials with a high degree of integrity, the building meets the criteria for individual listing on the National Register under category C as one of Newton’s finest examples of a twentieth century Classical revival style municipal building. The existing facility is very close in size to its Space Needs; however, the large interior staircase creates a layout which, while distinctive, is not efficient.

Originally, a state of the art fire alarm office occupied the rear (east) half of the second floor. Alarms, box circuits and switchboards connected the alarm signal stations throughout the City to the village fire stations; they also communicated with the surrounding cities and towns of Boston, Brookline, Needham, Wellesley, Waltham and Watertown. By 1984 the equipment had become obsolete. It was replaced with solid state equipment that took up far less room; the fire alarm office was reconfigured to allow for much needed staff office space. Fire Headquarters houses the City’s backup emergency communications center and emergency operations center, which makes the building an “essential” facility.

3.1 PROJECT DESCRIPTION

A. New Construction and Renovation

Demolish the existing Station #3 in its entirety. Construct a new Fire Station #3 facility on the same site with frontage on Willow Street. The new station will include five (5)
drive through apparatus bays with crew quarters above. A watch room, firefighter kitchen, fitness room, standby room, and storage will comprise the remaining “station” space programming. In addition, the new construction space will provide for fire support storage space, an Emergency Operations Center (EOC), back-up dispatch, and an elevator.

The new construction space will be approximately 24,000SF and will connect to the existing Fire Headquarters building that has frontage on Centre Street.

Renovation and repurposing of the existing Headquarters floorplan, systems, and finishes is expected, but the building will continue to house the Fire Department administration and fire prevention offices. The Headquarters Building is approximately 6000SF.

The total project is approximately 31,000SF in total (New + Renovation).

Additional information is provided in **Attachment C – Current Program and Concept Designs**.

B. Site work

The preferred concept design includes construction of a new dedicated driveway from the rear of the proposed Station #3 building, exiting on to Centre Street. The new driveway will enter Centre Street across from Tyler Terrace creating a new signalized intersection for use during emergency discharge of apparatus. A portion of the new driveway will cross over MA Water Resource Authority’s (MWRA) land. The City is obtaining an agreement from the MWRA for permanent use of the parcel. A new retaining wall will be constructed along the new driveway to provide for proper grading along the new driveway. The proposed new retaining wall will parallel the MWRA’s parcel which contains its Sudbury Aqueduct. MWRA work restrictions and conditions will apply. Other site work includes construction of new parking lots, pedestrian paving, and relocation of memorials.

The City is anticipating a construction budget of $13.6 million for the project.

In performing the Scope of Services for the Project, the Construction Manager shall anticipate energy efficiency and sustainable design practices and shall advise the City of any financial impact which may result. It is anticipated that Project will be an energy efficient and environmentally sustainable facility, but the City does not plan to pursue any program “certification” at this time.

Construction services will be procured using Construction Manager at Risk (“CM at Risk”) procurement in accordance with Massachusetts General Laws, Chapter 149A.
C. General Project Information

The estimated construction cost is $13.6 million. The wage rates to be paid on the Project shall be not less than the Prevailing Wage Rates, in effect from time to time, as established by the Commonwealth of Massachusetts – Division of Labor Standards in conformance with M.G.L. c. 149, §§ 26–27D.

The City has engaged Compass Project Management, Inc. to serve as the Owner’s Project Manager (“OPM”) in connection with the Project.

The City has also hired a design team (the “Design Team”) to provide design services for the Project. The Design Team is led by SchwartzSilver Architects, Inc (the “Architect”) and it includes:

- Firematic Design: Mitchell Associates
- MEP + FP Engineer: BVH Integrated Services
- Structural Engineer: Becker Structural Engineers
- Civil Engineer and Surveyor: Nitsch Engineering
- Geotechnical Engineer: Haley & Aldrich
- Environmental Permitting: Haley & Aldrich
- Landscape Architect: Ground, Inc
- Estimating: VJ Associates
- Code / Accessibility Consultant: Rolf Jensen Associates
- Traffic: VHB

3.2 PRELIMINARY PROJECT SCHEDULE

It is anticipated that the selected construction manager (the “CM”) will be under contract by May 1, 2015 so that the CM may advise the City and the Design Team during the Design Development, Early Bid Packages, and the Construction Documents Phases of the Project.

If required by the City, or recommended by the selected CM and approved by the City, certain portions of the construction work, including, but not limited to: site-preparation, temporary fire station operations, site utilities, and foundations, may be started prior to the Design Team’s completion of the Construction Documents for the Project. In addition, early packages may be issued by the Design Team during the Pre-Construction Phase for the purchase of long-lead time materials such as curtainwall, cementitious panels, structural steel and other materials or equipment.

The current Project schedule for the Fire Headquarters and Station #3 project anticipates that some early work may commence by Fall 2015, with a GMP in place by December 2015.
Substantial Completion of the entire project is expected in summer 2017, and the Fire Department expects to occupy the facilities no later than September 2017. A critical concern for the City is budget control and the City will be expecting the highest accountability from the selected CM on that issue.

3.3 SCOPE OF SERVICES

The CM shall be responsible for complete construction management services for all phases of the Project. The specific work to be performed by the CM includes both Pre-Construction Phase and Construction Phase services. The nature of the work in each of the phases is substantially different. At each phase, the City in its sole discretion shall determine whether to proceed to the next phase or terminate Construction Management services on the Project. A definitive scope of services will be included in the RFP to be issued by the City with respect to the Project. It is anticipated that the services described in Sections 3.4 and 3.5 will be required.

Throughout all phases of the Project, the CM will be responsible for working closely and cooperatively with the City, the OPM, the Architect, and the Fire Department to effect a high-quality new construction and renovation project that meets the needs of the City and the Fire Department in the most economical and efficient manner. The selected CM will be expected to coordinate efforts with those of the Fire Department on elements within its scope of services that may impact Fire Department operations and other ongoing Fire Department or City projects.

3.4 SCOPE OF PRE-CONSTRUCTION PHASE SERVICES

During the Pre-Construction Phase of the Project, the CM shall be responsible for cost estimating, scheduling, value engineering, systems life cycle cost analysis, demolition and constructability reviews, and bidding, and shall work with the Architect to assure completeness of the construction documents prepared by the Design Team to eliminate claims that may arise from gaps, ambiguities, conflicts, overlaps, errors or omissions in the construction documents. Throughout the Pre-Construction Phase, the CM shall work closely with the City, the OPM (which shall represent the City), the Design Team, and, as appropriate, the Fire Department on the specific tasks listed below, and shall provide all other services required for projects of the type, scope and complexity of the Project and customarily provided by a construction manager at risk during the pre-construction phase of a project:

3.4.1 Design Review

The CM shall work with the City, the City’s Design Review Committee, the Fire Department and the Design Team by reviewing the design drawings and the construction documents. The CM’s review shall take into account quantity and quality of materials, safe demolition and construction on an active, urban site, and removal and where possible reuse or recycling of materials, systems and equipment to ensure that the design drawings
and construction documents will result in a cost effective approach, minimum lifecycle cost, an efficient design, and a safe and efficient construction and demolition project. The CM’s review shall seek to eliminate gaps, inconsistencies, ambiguities, conflicts, errors, omissions, and overlaps in the construction documents, and shall also seek to eliminate areas of conflict and overlap of work to be performed by the CM’s subcontractors. The CM shall participate in design decisions by providing information, estimates, options, and recommendations regarding construction materials, methods, systems, phasing, and costs that shall provide the highest quality facilities within the Project budget and schedule. The CM shall attend design and pre-construction meetings as required by the City, and in support of the City’s Ordinances 5-54 and 5-58 for Design Review Committee reviews and Site Plan Approval.

3.4.2 Project Management and Communications

The CM will provide a Web-based project management system to ensure that Project information and documentation is accessible to all Project team members.

3.4.3 Development and Updating of the Master Project Schedule

The CM, with input from City, OPM, and the Design Team, shall develop and update on a periodic basis a Master Project Schedule that organizes all Project-related activities and phases, and shall update the Schedule at least monthly.

3.4.4 Phasing Plans

The CM, with input from the City and the Design Team, shall develop a master Project phasing plan.

3.4.5 Logistics Plan

The CM, with input from the City, the Fire Department and the Design Team, shall develop a Project logistics plan. The plan must include maintaining required means of access/egress between the Project site and the remainder of the Station #3 temporary operations and Headquarters site during all phases of construction, remediation and demolition, and shall minimize disruption to the campus community and visitors.

3.4.6 Hazardous Materials Abatement

The CM shall develop a plan for the safe removal and legal disposal of any hazardous materials within or on the Project site.
3.4.7 Value Engineering

At each of the major milestones on the Project schedule, the CM shall provide a written analysis of all value engineering opportunities in connection with the Project for building materials, systems and equipment and for the recycling thereof, and shall perform life cycle cost analyses for major building elements.

3.4.8 Demolition and Constructability Review

The CM shall check the construction documents for completeness and coordination of work among the trades, shall perform constructability reviews at appropriate intervals as required by the City during the development of the construction documents, and shall make recommendations to the City, the Fire Department and the Design Team regarding necessary modifications to the construction documents.

3.4.9 Project Quality

The CM’s demolition and pre-construction design reviews shall seek to provide recommendations to the City and the Design Team to improve the resulting quality of the demolition and construction processes. The construction shall be appropriate for a public safety building, and shall provide a facility with a minimum service life of fifty (50) years.

3.4.10 General Conditions Planning

The CM shall provide recommendations and information to the City and the Design Team regarding the general conditions requirements for the Project to ensure cost efficient use of all general conditions items. The CM shall review the assignment of responsibilities for temporary Project facilities and equipment, materials and services for common use of all Project participants, and shall verify that such requirements and assignment of responsibilities are included in the Contract Documents.

3.4.11 Long-Lead Materials

The CM shall work with the Design Team to identify, coordinate and expedite the ordering and timely delivery of materials or equipment with long lead times.

3.4.12 Labor Requirements

The CM shall provide an analysis of the types and quantities of labor and subcontractor resources required for the Project and review the availability of appropriate categories of labor and subcontractors required for critical phases with the City, OPM, and the Design Team. The CM shall also provide an analysis of the availability of MBE and WBE
subcontractor resources and women and minority workforce resources as needed. The CM shall make recommendations for actions designed to minimize adverse effects of labor shortages. Neither the Construction Manager nor any Subcontractor, regardless of tier, shall engage or utilize an employee leasing firm or temporary labor agency to supply labor for this Project except with the prior written approval of the City, which approval the City shall have no obligation to provide.

3.4.13 Sustainable/Energy Efficient Design Review

The CM will participate as a member of the Project team that will seek to establish and implement the City’s sustainable design and energy efficient goals for the Project to the extent that goals remain economically feasible within the City’s budget.

It is NOT anticipated at this time that the project will implement a LEED process or submit documentation to the USGBC for LEED building certification.

3.4.14 Building Information Modeling (BIM)

The CM shall coordinate with the Design Team to develop alternative approaches for utilizing BIM on the Project and shall employ the use of Building Information Modeling software that is acceptable to the City.

3.4.15 Cost Control Management

With input from the Design Team, the CM shall prepare three (3) full and complete cost estimates at appropriate intervals during the design (design development, 60% CD, and 90% CD) and the development of the construction documents. The CM shall also prepare evaluations and cost estimates of systems and alternatives as requested by the City during the Design Development Phase. All estimates shall be provided in form, substance, and detail acceptable to the City. The CM shall evaluate each of these estimates against the City’s construction budget and, where necessary, shall recommend appropriate action in order to correct and/or avoid potential cost overruns. The Construction Manager shall compare and reconcile its cost estimates with any cost estimates prepared by the Design Team, the OPM or the City’s other cost estimating consultant, if any, to identify and resolve cost differences. Authorization to proceed to the next phase shall be contingent upon the acceptance of the CM’s building cost estimates as compared to the City’s construction budget.

3.4.15.1 Final Cost Estimate/ Guaranteed Maximum Price (GMP)

At the completion of the Construction Document Phase, the CM shall prepare a final full and complete update to the cost estimate which shall form the basis of a Guaranteed
Maximum Price (GMP). The CM shall compare and reconcile its final cost estimate with any cost estimates prepared by the Design Team, the OPM or the City’s other cost estimating consultant, if any, to identify and resolve cost differences. The CM shall also assist the Design Team and the City in developing the final life cycle cost analysis and value engineering documents.

3.4.16 Regulatory Approvals

With input from the City and the Design Team, the CM shall monitor design phase activities related to obtaining all required regulatory approvals, and shall provide support to the permitting process as may be required by the Design Team or the City. The CM shall attend design and pre-construction meetings as required by the City, and in support of the City’s Ordinances 5-54 and 5-58 for Design Review Committee reviews and Site Plan Approval.

3.4.17 Trade Contract and Subcontract Procurement

The CM shall work with the City and the Design Team to develop materials necessary for and shall participate in the qualification, procurement and award of trade contracts and all other contracts for the furnishing of labor, materials, equipment, or other services in connection with the Project, in accordance with procedures developed by the City, and in a manner that will meet the City’s goal of ensuring equal employment opportunity, eliminating discriminatory barriers, and meeting the City’s MBE, WBE and workforce utilization goals for the Project as required. All Early Procurement Packages shall include provisions which allow the City to terminate those contracts upon the payment for services rendered. The CM shall work with the OPM and the City on the design and implementation of such provisions.

3.5 Scope of Construction Services

The construction work of the Project covers full construction services, and specifically includes all services, labor, materials, tools, equipment, contractor-supplied insurance, bonds and supervision necessary to permit, remediate, construct, and demolish the Project, and to provide all other work and services described in the Contract or required to construct a project of the size, complexity and scope of the Project.

The CM shall furnish construction administration and management services to construct, the Project in an expeditious and economical manner consistent with the interests of the City and the Fire Department. Throughout the Construction Phase, the CM shall work closely with the City, the OPM (which shall represent the City), the Design Team, and, as appropriate, the Fire
Department on the specific tasks listed below and all other work that is ordinarily performed by a construction manager during the construction phase of a project:

3.5.1 Execute Sub-Contracts

The CM shall execute written contracts or purchase orders with all trade contractors and subcontractors approved by the City in each trade, which contracts and purchase orders shall be in such form as shall be required or approved by the City.

3.5.2 Permits and Utility Back Charges

The CM shall obtain and pay for all required remediation, disposal, demolition, and construction-related permits, and all development charges and utility back charges.

3.5.3 Bonds

The CM shall furnish performance and payment bonds as required by the Contract Documents.

3.5.4 Insurance

The CM shall furnish all insurance necessary for itself and for the Project as required by the Contract Documents.

3.5.5 On-Site Management

The CM shall provide all necessary construction management, supervisory, and clerical staff for the proper management of the remediation, demolition, and construction of the Project, shall provide and maintain a construction site office, and provide, for the duration of the Project, all site management, supervision, coordination, and administration necessary to meet the requirements of the Contract Documents and to complete the Project within the requirements of the Master Project Schedule. The CM shall also provide an office and all necessary computer and other office equipment necessary for the City’s full time onsite representative.

3.5.6 Subcontractors

The CM shall manage, schedule, supervise, and coordinate the work of all subcontractors and others engaged in the remediation, demolition, and construction of the Project.
3.5.7 Administrative Procedures

With input from the City and the Design Team, the CM shall, following the City’s standards, implement procedures for reviewing and processing requests for information or clarifications and interpretations of the Contract Documents; shop drawings, samples, and all other submittals, contract schedule adjustments, change order Qualifications, Qualifications for substitutions, payment applications, as-built drawings, and maintenance of logs.

3.5.8 Supervision of Construction

The CM shall continuously supervise and observe all remediation, demolition, and construction work in progress to ensure that the work is proceeding in accordance with the Contract Documents, and shall supervise construction activities to assure conformance with all applicable environmental requirements, including any sustainability initiatives set forth in the construction documents.

3.5.9 Meetings

The CM shall attend weekly project meetings and other construction progress meetings with the City’s representatives and the Design Team, as required to facilitate coordination of the work and to implement construction safety and quality control programs on the site, and shall also conduct regular meetings at the site with the subcontractors. Meetings shall be held at times and locations convenient to the City.

3.5.10 Safety Program

The CM shall develop and implement a Project-wide safety program as required by the City and its insurers, which shall include monitoring and enforcement of the program for subcontractors.

3.5.11 Labor Harmony

The CM shall endeavor to promote harmony and cooperation between the CM’s staff and trade labor and other persons or entities employed by the City for the Project. Throughout the course of the Project, the CM shall ensure labor harmony among all persons employed on the Project by the CM and all subcontractors and suppliers.

3.5.12 Reports

3.5.12.1 Daily Logs:
The CM shall maintain a detailed daily log of all events occurring on the Project site relating to the Project. Such log shall include a daily listing of the Construction Manager manpower and equipment, Subcontractor manpower and equipment, relevant weather information, activities undertaken on the Project site, and names and purposes of all visitors to the Project site. Copies of such daily logs shall be distributed daily (by noon for work performed on the preceding day) to the OPM from the mobilization date (or date that work first occurred on site – whichever is earlier) until the date of final acceptance (or date that all punchlist work is completed – whichever is later) and shall be in form and detail acceptable to the City. Provision of daily logs shall be part of the CM’s fee, and the City shall incur no additional costs for daily log reporting.

3.5.12.2 Weekly Reports:

The CM shall provide a system of weekly Project monitoring and reporting. Such reports and other information shall be written and included in the weekly progress reports to be submitted to the Authority in accordance with the Contract Documents. The CM shall furnish to the Authority on a weekly basis from the mobilization date (or date that work first occurred on site – whichever is earlier) until the date of final acceptance. The Weekly Progress Report shall be submitted no later than Wednesday for the preceding week, in form and detail acceptable to the City. Provision of weekly reports shall be part of the CM’s fee, and the City shall incur no additional costs for weekly reporting.

3.5.12.3 Monthly Reports:

The CM shall furnish to the OPM monthly reports concerning the progress of the work which address: (a) compliance with the remediation, demolition, and construction schedule, (b) progress made by each subcontractor, (c) status of any required shop drawings and submittals, (d) status of change orders, (e) status of Requests for Information (RFIs), (f) other matters relating to the progress of work as directed by the City, (g) impact and mitigation plan, and (h) such other information as the City may require, including, but not limited to, information regarding MBE and WBE utilization, minority and women participation as labor, and apprentice development and utilization. In addition, and as requested, the CM shall meet to report to the City on remediation, demolition, and construction progress at regular intervals throughout the Project. Provision of monthly reports shall be part of the CM’s fee, and the City shall incur no additional costs for monthly reporting.
3.5.13 Substantial Completion

The CM shall determine when each subcontractor’s work is substantially complete and prepare a list of incomplete work and work which does not conform to the requirements of the construction documents.

3.5.14 Record-Keeping

The CM shall maintain complete and accurate records, including (a) correspondence, (b) meeting notes and minutes, (c) shop drawings and submittals, (d) construction documents including change orders, (e) clarifications and interpretations of the construction documents issued by the Design Team, (f) progress reports including observations of testing performed, (g) as-built drawings in AutoCAD and PDF format, and (h) all other Project related documents. Throughout the Project, the CM shall maintain a Web-based project management system which provides all Project team members with access to Project information and documentation.

3.5.15 Construction Kickoff Meeting

With the OPM, the CM shall conduct a construction kickoff meeting with appropriate representatives from the CM’s team, the Design Team, and as appropriate or necessary, the City and Fire Department staff. The CM shall prepare for the meeting documents that establish job procedures (e.g., for managing project communications, for ensuring job-site safety and compliance with the established safety program, for scheduling meetings and field testing/inspections, and for processing clarifications, change orders, shop drawings, progress payments).

3.5.16 Update the Master Project Schedule

The CM shall update the Master Project Schedule each month, or as may otherwise be required by the Contract Documents, and each week shall provide “look ahead” schedules to forecast the next three (3) weeks of daily activity on the Project. Separate sections in the Master Project Schedule shall be developed for the Project. The CM shall review and approve the subcontractors’ schedules for compliance with the individual requirements of each trade subcontract and the overall Master Project Schedule. The CM shall review and approve subcontractors’ proposed remediation, demolition, and construction schedule for logic, reasonableness, and conformance to the requirements of the Contract Documents, compliance with the individual requirements of each trade subcontract, and the overall Master Project Schedule. The CM shall conduct a daily review of the subcontractors’ progress and conformance with monthly updated construction schedules.
3.5.17 Payment Requests

Prior to submitting the first application for payment, the CM shall submit a detailed and accurate schedule of values to the Design Team and the City for review and approval. The CM shall also review and approve as appropriate the subcontractors’ monthly applications for payment and shall compare the requested payments to the actual work completed in accordance with the approved schedule of values. The CM shall combine applications for payment and other invoices and prepare an application and certification for payment (using AIA Form G702 and G703), from the approved schedule of values, which shall include any requested application of the Owner’s Construction Contingency.

The CM shall submit, on a weekly basis, all required certified payroll reports and workforce reports and shall also regularly remind all subcontractors to submit, on a weekly basis, all required certified payroll reports and workforce reports. Weekly certified payroll reports must be submitted from the first day the CM / subcontractor performs any work on the site (including mobilizing equipment / material) to the last day the CM / subcontractor is on the site (including demobilization) whether or not the CM or subcontractor has been on site and must be submitted on forms of the Massachusetts Division of Occupational Safety. Workforce utilization reports must be submitted on forms designated by the City. These certified payroll reports and workforce utilization reports shall be submitted to the City through the OPM.

3.5.18 Project Cash Flow

Upon commencement of Construction Phase services, the CM shall submit a detailed Project cash flow projection showing how the GMP is anticipated to be spent on a month to month basis throughout the anticipated construction period. Thereafter, the CM shall provide monthly updated cash flow projections and historical actual cash flow for each month of remediation, demolition, and construction.

3.5.19 Department Operations and Weekly Construction Impact Report

The CM shall work with the City and Fire Department representatives in order to minimize any construction-related disruption of fire department operations. The CM shall coordinate with the City and Fire Department representatives the scheduling of any work that may have an impact on campus operations and provide a weekly “construction impact report” advising the City and Fire Department of any activities that are likely to interfere with ongoing operations. The construction impact report must also be included as part of the three (3) week look-ahead schedule described in Section 3.5.16 above.
3.5.20 Clarify Design

The CM shall coordinate and address subcontractors’ RFIs with the Design Team. RFIs shall be tracked through the field office by the CM. The Design Team shall be responsible for interpretations and clarifications of the Contract Documents. The Design Team shall prepare sketches to clarify Contract Documents where necessary. The CM shall be responsible for managing the clarification and interpretation process.

3.5.21 LEED Coordination and Supervision

This sub-section is not applicable to this project.

3.5.22 BIM

If a BIM model is developed, and throughout the Project, the CM will coordinate with all trade contractors and non-trade contractors, and shall utilize the BIM model to avoid and resolve conflicts related to the different trade elements of the Project where BIM modeling is applicable. All source documentation and data generated for the Project will be provided to the City and will become the property of the City upon completion of the Project. The CM shall work with the City to determine the format of the final BIM product to ensure that, upon completion of the Project, it will serve as an effective tool for the ongoing maintenance of the Project.

3.5.23 As-Built Drawings

Throughout the Construction Phase of the Project, the CM shall develop and maintain accurate and detailed as-built drawings, and shall monitor the subcontractors to ensure that other such drawings are prepared accurately, thoroughly, and in a timely manner. At the completion of the Project and prior to submission of its final application for payment, the CM shall submit to the Design Team for review and approval a complete set of as-built drawings. The as-built documents shall be provided by the CM in both a “hard copy” of the as-built conditions, as well as electronic (AutoCAD, BIM and PDF) formats on disk.

3.5.24 Commissioning

The CM and the subcontractors shall participate in the commissioning of the Project, and shall be responsible for the startup, testing, balancing and adjusting of the Project’s mechanical, electrical and plumbing systems and equipment and any other systems or equipment identified by the City in order to satisfy the testing program developed by the City’s Commissioning Agent.
3.5.25 Staff Training

The CM shall coordinate all training for City and Fire Department representatives regarding the operation and maintenance of all building and site systems.

3.5.26 Punch List and Project Closeout Procedures

The CM shall develop and implement procedures for the orderly completion of punch list items, and for the final inspection, testing, programming, and initial operation of all equipment and systems. The CM shall meet with the City’s Commissioning Agent to establish the protocols and procedures that will be required for all building systems. The CM and the subcontractors shall participate, as required by the City’s Commissioning Agent in startup, testing and adjusting of the Project’s mechanical, electrical and plumbing systems in order to satisfy the testing program developed by the Commissioning Agent. The CM shall prepare a recommendation for final acceptance of the Project after the CM has corrected deficient work and satisfied all contract conditions precedent to achieving substantial and final completion. The CM shall prepare a final payment request and final report.

3.5.27 Project Closeout Documents

CM shall provide to the City’s representatives a complete set of contract files, which shall be in both paper and electronic (AutoCAD, BIM, and PDF formats) form, and shall include, but not be limited to, as-built drawings, operation and maintenance manuals, warranties, and as applicable, material stocks.

3.5.28 Post-Construction Responsibilities

The CM shall ensure performance of all warranty obligations, resolution of all claims, and other post-construction requirements.

3.6 Quality

The selected CM for the Construction Phases of the Project shall construct facilities of high quality, durability, operability and maintainability. The quality of construction shall be appropriate for public safety buildings, shall provide a high quality, durable facility for the firefighters and staff with a useful life of at least fifty (50) years. In addition, the Project will require a level of design and construction consistent with all applicable federal, state and local laws and regulations.
3.7 SAFETY

The CM shall maintain a safe, organized and workable site, in addition to requiring a level of remediation, demolition, and construction work consistent with all applicable federal, state and local laws and regulations.

3.8 LIQUIDATED DAMAGES

Time is of the essence with regard to completion of the Project. The City will determine whether actual or liquidated damages will be provided in the event the CM fails to achieve Substantial Completion of the Project, or any portion or phase thereof specifically designated by the Substantial Completion date established for the Project.

SECTION 4 – PREPARING TO SUBMIT STATEMENT OF QUALIFICATIONS

4.1 OBTAINING THE RFQ

It is the responsibility of each firm desiring to submit a Statement of Qualifications (SOQ) to obtain the RFQ and any and all Addenda that may be issued in connection with the RFQ.

4.2 NO PRE-SUBMITTAL CONFERENCE OR SITE TOUR

No pre-submittal conference or site tour will be conducted at this RFQ Phase.

4.3 PRE-SUBMITTAL PREPARATION

Respondents are advised to review all sections of this RFQ carefully because failure of any Respondent to make a complete or responsive submission as described herein may result in rejection of the Statement of Qualifications.

4.4 COSTS OF PREPARING SUBMITTAL

All costs and expenses, including but not limited to legal costs, associated with developing or submitting a response to this RFQ, or associated with oral or written clarification thereof, including all presentation materials and related costs and travel expenses, shall be borne solely by the Respondent, and under no circumstances shall the City be responsible for any such cost or expense incurred by any Respondent. The City assumes no responsibility for any such costs and expenses.
4.5 **Revisions to Request for Qualifications**

The City may modify this RFQ prior to the deadline for submission by issuance of an addendum or addenda. The City may extend the deadline for submission if, in the City’s judgment, it is necessary for any reason.

4.6 **Questions and Requests for Clarifications**

Requests for information or clarification of the intent or content of the RFQ, and any other questions from prospective Respondents regarding the Project or this RFQ must be submitted in writing to the OPM in the manner set forth in Section 4.8, and must be received by the OPM on or before **5:00 PM Eastern Standard Time on Thursday; March 26, 2015.**

4.7 **Addenda**

The City shall post on its website (www.newtonma.gov) under the City Government/Purchasing/Current Bids tab, all addenda developed either pursuant to Section 4.5 or which address those questions received by the OPM in accordance with Section 4.6. All Addenda will be distributed not less than forty eight (48) hours prior to the date and time when the SOQs are due. The City may decline to answer any inquiry. It shall be the sole responsibility of firms desiring to submit SOQs to ascertain the existence of any and all addenda issued by the City, whether or not an addendum is mailed to or received by them. Only written communications from the OPM shall be binding. Oral statements, clarifications or interpretations provided at any time will have no standing and may not be relied upon, except to the extent confirmed in a written addendum.

4.8 **Communications Between the City and Respondents**

Prospective respondents shall not communicate with City, the Design Team or the Fire Department or any of their representatives, at any time during the RFQ process except through written questions submitted prior to the deadline as set forth in Section 4.6. All questions must be submitted in writing by email or mail only, *(e-mail is preferred)*, directed to the OPM:

Compass Project Management  
Attn: Bryan Jarvis  
266 Main Street. Suite 31A  
Medfield, MA 02052

Email: bjарvis@compasspminc.com
4.9 LATE SUBMITTALS

Any Statement of Qualifications which is not received by the City by the date and time for submission hereinafter set forth herein will be determined to be late and shall not be considered.

4.10 CANCELLATION OR MODIFICATION OF REQUEST FOR QUALIFICATIONS

The City reserves the right to modify this RFQ, in whole or in part, prior to the date fixed for submission, by issuance of an addendum or addenda, which shall be posted on the City’s website (www.newtonma.gov) under the Government/Purchasing/Current Bids tab. The City may extend the deadline for submission if, in the City’s judgment, such extension is necessary for any reason. It is the responsibility of each responding firm desiring to submit a SOQ to obtain the RFQ and any and all addenda that may be issued in connection with the RFQ. The City may cancel or modify this RFQ and solicitation, in whole or in part, or reject all submissions received in response to this RFQ if such action is determined to be in the best interest of the City.

4.11 ACCEPTANCE OF SUBMITTALS

The City reserves the right to accept or reject any or all SOQs, in whole or in part, received as a result of this Request. SOQs that are incomplete, conditioned, or are otherwise not in conformance with this RFQ may be rejected at the sole discretion of the City.

4.12 ECONOMY OF PREPARATION

A SOQ may be considered non-responsive if it includes extraneous information not specifically requested in this RFQ. The clarity and conciseness of submissions will be valued over sheer volume.

4.13 CLARIFICATION OF STATEMENTS OF QUALIFICATION

The City reserves the right to request clarification of any aspect of any submission and/or to request additional information that might be required to fully evaluate it.

4.14 USE OF INFORMATION SUBMITTED TO THE CITY

By submission of a SOQ, each Respondent acknowledges and agrees that all documentation and/or materials submitted with its RFQ shall become and remain the property of the City. The City shall have the right to use all or any portions of the submissions as it considers necessary or desirable in connection with the Project.
4.15 Public Records

The City shall have no obligation to treat any information submitted in or in connection with a SOQ as proprietary or confidential, with the exception of the audited financial statement which is deemed confidential. The City’s obligation with respect to protection and disclosure of such information shall at all times be subject to applicable laws, including the Massachusetts Public Records law. The audited financial statement shall remain confidential and shall not be a public record to the fullest extent permissible under the law.

4.16 Status of Request for Qualifications

This RFQ is solely a request for information. It does not represent an offer nor does it confer any rights on any Respondent.

SECTION 5 – FORMAT FOR SUBMITTALS

5.1 General

Each submittal shall contain all of the information set forth below and should be arranged in the order indicated.

Every SOQ must be signed under pains and penalties of perjury by a duly authorized representative of the Respondent CM Firm, and SOQs failing to conform to this requirement shall not be considered. Respondents are advised that notarizing a document is not the same as signing a document under the pains and penalties of perjury and that notarizing the SOQ alone does not satisfy this mandatory requirement.

5.2 Transmittal Letter

Each submittal must include a covering letter addressed to the City’s Pre-Qualification Committee with executive summary, signed by an individual authorized to bind the Respondent, detailing the key elements and factors that differentiate the Respondent firm from other firms. Joint ventures must provide information about the nature of the joint venture including the approximate percentage participation by each joint venture partner and the division of responsibility among the joint venture partners. This letter/executive summary should not exceed six (6) pages.

5.3 Qualifications Application

Each Respondent must complete the CM at Risk Qualifications Application (Schedule A to the RFQ). Joint ventures must provide the requested information about the joint venture as well as each of the joint venture partners.
5.4 ORGANIZATIONAL CHART AND STAFF QUALIFICATIONS

As described in further detail in Section 5.9, each submittal shall include an organizational chart and a resume and references for each and every person who will have any management responsibility, direct or indirect, for both the Pre-Construction Phase and the Construction Phase of the Project, including but not limited to project executives, project managers, field superintendents and field engineers. Joint ventures must identify the company that employs each individual listed.

References submitted must include references from the architect and the owner’s project manager for each of the three (3) projects completed by the Respondent that are most similar to this Project. The Project Managers and the Project Superintendents serving on the Project are expected to be those identified in the SOQ, and such individuals must be fully available to devote the necessary time and attention to the Project to ensure timely and effective performance of the required work during the Pre-Construction Phase and timely and complete delivery of the Project.

5.5 STATEMENT OF FIRM EXPERIENCE

Each SOQ must include a list and description of all remediation, demolition, and construction projects of similar size, quality, complexity and scope that the Respondent has constructed and completed within the last eight (8) years and which are located within the continental United States for which the total remediation, demolition, and construction cost was at least ten million dollars ($10,000,000.00) and for which it served as CM. For each project, the following information must be provided:

- Project Name
- Project Location
- Project Description, including number of square feet, type of project and scope and whether renovation and/or new construction
- Contract Amount, including initial contract sum, value and number of change orders and final contract sum including change orders
- Preconstruction Phases – start and end dates
- Design Phases – start and end dates
- Construction Phases – start and end dates, include initial contract dates for substantial and final completion and actual date of substantial and final completion
- Key staff utilized on the project
- Owner Contact – name, company, current telephone number, current e-mail address
- Designer Contact – name, company, current telephone number, current e-mail address
- Capacity in which the proposing organization performed work, i.e. general (prime) contractor, construction manager at risk, construction manager for fee, design/builder at risk, design/builder for a fee, sub (trade) contractor, joint venture partner, design-
builder, part of a design-build team, etc. Also, if the proposing organization did not perform the entire project, specify the dollar value of work performed by the proposing organization.

Whether BIM was utilized by the Respondent on the project, and if so how it was utilized.

Whether the project was LEED certified, and if so at what level

Other Project Reference Person familiar with the proposing organization’s work on the project – identify the person’s name, company, current telephone number, current e-mail address, and relationship to the project

5.6 **STATEMENT OF FINANCIAL STABILITY**

Each Respondent must include the following financial information for the Respondent firm and any other evidence of the firm’s stability and ability to provide the required services for both the Pre-Construction Phase and the Construction Phases of the Project:

- Audited financial statements for the most recent fiscal year, including balance sheet, income statement, and statement of cash flows.
- List of bank and accounting references.

5.7 **LETTER FROM SURETY COMPANY EVIDENCING BONDING CAPACITY**

Each Respondent must include a letter from a surety company that is licensed to do business in the Commonwealth and whose name appears on United States Treasury Department Circular 570 on the surety company’s letterhead (or a letter from a surety agent with attorney in fact authority and an original power of attorney accompanying the letter) confirming that it will provide the respondent firm with payment and performance bonds for the Project in an amount equal to or greater than 110 per cent of the estimated construction cost of the Project. If the Respondent is a joint venture this letter may reference the joint venture’s bonding capacity or separate letters for each individual joint venture partner may be submitted.

The letters should also include statements whether any surety which has issued a performance bond on behalf of the Respondent has ever completed the work in its own name or financed such completion on the Respondent’s behalf and, if so, provide details.

5.8 **STATEMENT OF FIRM INFORMATION**

Each Respondent must provide the following information, and joint ventures must provide the requested information about the joint venture as well as each of the joint venture partners:

A. Identify any judgments outstanding and claims, arbitration proceedings and suits pending against your organization or its officers.
B. Identify any law suits or requested arbitration filed by the firm with regard to construction or construction management contracts within the last five (5) years.

C. State whether, within the last five (5) years, the Respondent (or any of its officers or directors in their official capacities) has been defaulted, terminated, or have had any liquidated damages or other contractual penalties for failure to timely or properly perform a contract assessed against you and indicate the current status of any litigation involving those transactions.

D. List all litigation or arbitration proceedings (if any) including out-of-court settlements, initiated by or against the Respondent within the past five (5) years, and all pending cases regardless of when they were filed. For each, list the name of the project, the project location, and the court or arbitration docket number and location. Briefly describe, using a separate sheet if necessary, the circumstances and disposition of each case. Specifically identify and provide details of each instance of claims or legal proceedings by or against a public or private owner. Please note that generalized statements such as “litigation arising in the ordinary course of doing business” are not acceptable.

E. List all OSHA violations (if any) within the past five (5) years under the Respondent’s present business name or any past business name. Provide the date(s), detailed description and disposition for each such citation.

F. Provide a complete and accurate description of all significant worker injuries which occurred on the Respondent firm’s job sites within the past five (5) years.

G. List and provide a complete and accurate description of any and all criminal convictions against the Respondent firm and/or any individual member of the Respondent’s proposed team during the past ten (10) years related to the injury or death of any employee or contract worker.

H. List and provide a complete and accurate description of all proceedings brought within the past five years, against the Respondent or any owner or partial owner of the firm, or any person in any way associated with or employed by the firm, to debar, suspend, disqualify or otherwise preclude the firm from bidding or offering a proposal on contracts with any municipality or any agency or department of the Commonwealth of Massachusetts, other states, or the Federal Government.

I. Provide the address of your Massachusetts office, and indicate whether it constitutes your home office, a branch office, one of your principal places of business or otherwise, and state the number of years you have maintained an office in Massachusetts.

J. State the total dollar value of the work being performed by the Respondent during the current year and performed during the prior five (5) years:
City of Newton  
*Fire Headquarters and Station #3 Project*  
RFQ for Construction Management at Risk Services

2015: $_____________  
2014: $_____________  
2013: $_____________  
2012: $_____________  
2011: $_____________  
2010: $_____________

K. If your organization was not formed in Massachusetts, indicate the State in which it was organized, and indicate whether you are currently authorized to do business in Massachusetts, as well as the date such authorization was obtained.

L. Safety Record: Respondent MUST insert below its experience modifier for the three most recent years and attach documentation from its insurance carrier of its Workers’ Compensation Experience Modifier for each of those years. Joint ventures must attach such documentation for each individual joint venture partner.

<table>
<thead>
<tr>
<th>Year</th>
<th>Workers Compensation Experience Modifier</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

M. Provide a detailed description of all issues relating to labor harmony or lack thereof on all projects undertaken within the past five (5) years.

5.9 **Description of Project Team**

Each Statement of Qualifications must include the following information:

1. Identification of the Project Team. Identify the key staff proposed for the Project, including the cost estimator, the Principal-In-Charge, the Project Executive, the Project Managers, the Project Superintendents, and others with overall responsibility for completion of each phase of the Project. Describe the specific project responsibilities for each key staff member who will be involved during the Pre-
Construction Phase, and for each key staff member who will be involved during the Construction Phase. Provide a resume for each project team member, which outlines the individual’s academic and professional achievements including the number of years of experience dealing with similar projects and tenure with the firm. Provide the name, company and current telephone number for at least three (3) professional references for each key staff member. Please provide a cross reference for each team member to any project listed in Item 5.5 above.

2. Description of the Project Team’s background and experience with construction management projects.

3. Description of the Project Team’s experience with particular attention to identifying projects in which similar services (selective demolition, renovation, academic), including BIM utilization, were performed.

4. Background data on all consulting firms that will play a role in the Project, including an identification of any such firm that is an MBE or WBE.

5. List of all construction management and other similar projects of comparable size and complexity that have been substantially completed within the past seven (7) years with a contract value of at least $10 million. For each project, provide a complete description, including estimated and actual project costs, estimated and actual project schedule, photographs, and contact/reference person(s) and their contact information.

6. Provide three (3) references of persons who are familiar with the work of your Project Team. In addition, provide three (3) references of persons who are familiar with the work and professional skills of your proposed construction project manager, and construction project superintendent.

5.10 CERTIFICATE OF ELIGIBILITY AND UPDATE STATEMENT

Each Respondent must attach both (a) a current Certificate of Eligibility (issued by DCAMM) showing respondent is certified in General Building Construction with appropriate single project limits and aggregate limits for the Project, and (b) a completed Update Statement. Joint ventures which are not yet DCAMM certified as a joint venture must submit a Certificate of Eligibility and Update Statement for each individual joint venture partner.

5.11 EXAMPLES OF PROJECT MANAGEMENT REPORTS AND OPERATING PHILOSOPHY

Each Respondent must submit specific examples (no more than three) of Project Management Reports that were prepared by Respondent on one or more of the Construction Manager projects identified in Section 5.5. In addition each Respondent may, at its option, include a brief statement of its operating philosophy. If information on a Respondent’s operating philosophy is
5.12 **EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION QUESTIONNAIRE**

This subsection is not applicable for this RFQ.

5.13 **EXAMPLES OF PRIOR EXPERIENCE ON SUSTAINABLE CONSTRUCTION AND LEED-CERTIFIED BUILDINGS**

Each Respondent must submit a list of prior project experience involving sustainable construction and LEED certified buildings.

5.14 **LISTS OF PROJECTS IN PROGRESS, COMPLETED PROJECTS AND CERTIFICATION PAGE FROM MOST RECENT DCAMM APPLICATION FOR CERTIFICATION**

Each Respondent must attach a copy of those portions of Respondent’s most recent application for DCAMM certification that contains the listings of the Respondent’s Projects in Progress and its Completed Projects. Specifically, Respondent must submit copies of:

(a) Section F. Projects in Progress;
(b) Section G. Completed Projects; and
(c) Signed and dated final page, Section J. Certification, showing the date the Application for Certification was submitted to DCAMM all copied from their most recent Application for Prime/General Contractor Certificate of Eligibility submitted to DCAMM’s Certification Office.

5.15 **REFERENCES**

By submitting a SOQ, a firm expressly authorizes the City and its representatives to contact all named references, by phone, correspondence, or other means regarding the past performance of the firm and any of the proposed team members identified in the SOQ.

5.16 **TECHNICAL SUBMITTAL**

Each Submittal shall include the following information at a minimum, and must demonstrate to the City that the Respondent is capable of performing the services required of the CM for this Project:

A. **Management Plan.** The submittal shall include a thoughtful, coherent proposed Management Plan for the Project, which describes in detail the firm’s proposed approach to meeting the Project goals – including schedule management, budget management, and quality management goals. Quality, cost, and time control
procedures for the duration of the Pre-Construction and Construction Phases must be described. The Plan must also include organization charts, proposed schedule and phasing concepts, subcontractor outreach and bidding plans, a description of the actions that the firm proposes to take to ensure equal employment opportunity and staffing and subcontractor diversity, and a description of the methods the firm proposes to use in order to optimize communication between and coordination among project participants.

B. Staffing Plan. The proposing firm shall also provide a staffing plan, which shall include a chart to describe in detail the staff it will assign to the Project during each phase of the Project (including each of the following project phases: Design Development, Construction Documents, Preparation of Subcontractor Bids, solicitation of Subcontractor Bids, Construction and Commissioning. The chart should clearly indicate the anticipated duration (in months) of each phase, and the number of man-hours per month budgeted for each staff level for each phase.

SECTION 6 – EVALUATION AND SELECTION

6.1 SELECTION PROCESS

The Pre-Qualification Committee appointed by the City, as required by M.G.L. c. 149A, will evaluate all complete SOQs that are responsive to this RFQ and received by the deadline, and determine those firms which pre-qualify for the Project.

The selection process is a two-phase process set forth in Massachusetts General Laws Chapter 149A. Phase One, the RFQ phase, is the pre-qualification phase. Only firms determined to be qualified by the Pre-Qualification Committee during Phase One, will be permitted to participate in the Phase Two, the Request for Proposals (RFP) phase used to select the CM firm. Firms that are not deemed to be qualified by the Pre-qualification Committee and/or do not participate in the RFQ Phase will be precluded from the RFP CM selection process.

This RFQ is Phase One of the procurement process. After the deadline for the submission of SOQs has passed the City will prepare a register of names of the firms that submitted SOQs which will be available for public inspection. The Prequalification Committee will review and evaluate the SOQs submitted, information contained in the DCAMM certification files, information on prior project performance, information obtained from references, information obtained from government agencies and entities, and such other information as may be obtained. The City, at its sole discretion, may request additional information to clarify or supplement the information obtained.

Based upon its review and evaluation, the Prequalification Committee will evaluate each of the CM firms that have submitted materials as required by the RFQ. For each evaluation criteria the
Prequalification Committee shall determine that the CM firm is “qualified” or “not qualified” to work on this project, or such additional rating as the Prequalification Committee finds reasonable. The Prequalification Committee will then develop a composite evaluation for each CM firm. CM firms receiving an overall composite rating of “not qualified” will not be deemed qualified. The Prequalification Committee shall endeavor to identify at least three CM firms which it deems qualified. If the Prequalification Committee does not rate at least three CM’s as qualified, it will either repeat the RFQ process or procure the project under the provisions of the M.G.L. c. 149, §44A-44J. The Owner shall complete the Phase One process by written notice to all firm’s advising them as to whether they were pre-qualified or not and those CM firms deemed qualified will be invited to participate in Phase Two (RFP).

In Phase Two a detailed Request of Proposals for CM at Risk will be issued to the CM Firms deemed qualified in the Phase One pre-qualification process. The RFP Selection Committee (Selection Committee) will evaluate the proposals on multiple factors, rank the proposals based on the composite ratings including their fee proposal, make a recommendation for the preferred CM Firm to the Owner, and commence negotiations with the highest ranked CM at Risk Firm. In the event negotiations with the highest ranked firm do not result in a contract acceptable to the Owner, negotiations will be terminated and negotiations will commence with the next highest ranked firm, and the process will continue until the Owner can reach an acceptable contract with one of the pre-qualified CM at Risk firms that submitted an advantageous proposal.

6.2 SCHEDULE

The City expects to adhere to the following schedule, but reserves the right to modify this schedule as may be necessary and/or convenient:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuance of RFQ</td>
<td>March 18, 2015 at 9:00AM EST</td>
</tr>
<tr>
<td>Deadline for Submission of Questions</td>
<td>March 26, 2015 at 5:00PM EST</td>
</tr>
<tr>
<td>Answers to Questions posted on website of City</td>
<td>March 31, 2015</td>
</tr>
<tr>
<td>Deadline for Submission of SOQs</td>
<td>April 9, 2015 at 2:00 PM EST</td>
</tr>
<tr>
<td>Determination of pre-qualified firms</td>
<td>April 24, 2015*</td>
</tr>
<tr>
<td>Issuance of Request for Proposals to pre-qualified firms</td>
<td>April 27, 2015*</td>
</tr>
</tbody>
</table>
6.3 **SUBMITTAL FORMAT**

SOQs must be submitted in the format outlined in Section 5 of this RFQ, Format for Submittals, with each of the topics addressed in full and labeled in a manner consistent with the provisions of Section 5.

6.4 **COMPLETENESS OF SUBMITTALS**

Each submittal will be reviewed to determine if it is complete prior to actual evaluation, and the City reserves the right to eliminate from further consideration any SOQ deemed to be substantially or materially non-responsive to this RFQ. The Authority reserves the right in its sole discretion to waive minor irregularities.

6.5 **SUBMISSION OF STATEMENTS OF QUALIFICATIONS**

An original, seven (7) copies in three-ringed binders, and two (2) electronic version in PDF format on discs of the Statement of Qualifications shall be delivered to the City at the address listed below and must be received at or before the time and date set forth in Section 6.2 of this RFQ, unless such date and/or time is extended in writing pursuant to an Addenda issued by the City. SOQs shall be delivered to:

The City of Newton  
c/o Compass Project Management  
Attn: Bryan Jarvis  
266 Main Street  
Suite 31A  
Medfield, MA 02052

The outside of each package shall be clearly marked “**Statement of Qualifications for Construction Management at Risk Services, Newton Fire Headquarters and Station #3 Project**;” and shall clearly identify the responding firm’s name, business address, contact person and the telephone number of the contact person.

**Faxed or e-mailed copies of the SOQ will not be accepted.**
6.6  EVALUATION CRITERIA

6.6.1  General

The respondent must submit all of the information and documentation listed in this RFQ. Selection of the respondent for Phase One, the prequalification process, will be based on the submitted information and materials, information on prior project performance, information obtained from references, information obtained from governmental agencies and entities, information contained within DCAMM certification files, and such other information as may be obtained. A comprehensive evaluation will be made of the various provisions of each Submittal. As provided by law, the Owner’s decision on pre-qualification shall be final and binding and shall not be subject to appeal except on grounds of fraud or collusion.

6.6.2  Minimum Requirements

Respondents must be licensed to do business in the Commonwealth of Massachusetts.

The proposing firm shall have significant experience as the Construction Manager at Risk on projects of similar size and complexity. Specifically, the proposing firm must have provided CM services on a GMP basis for the construction of at least three (3) building projects of similar size, scope, complexity and quality within the past eight (8) years, each of which had a total construction cost of not less than Ten million Dollars ($10,000,000).

Respondents must demonstrate that they possess sufficient financial resources and stability, and are otherwise financially responsible and able to satisfactorily perform and complete the Project.

Respondents must demonstrate a commitment to equal employment opportunity and affirmative action.

6.6.3  Qualification Criteria

- Respondent’s ability to demonstrate that they possess the capability, capacity and experience to perform construction management services for a project of the size and scope of the Project and on the terms set forth in this RFQ, including specifically the advisory services required for the Pre-Construction Phase and the construction, management, oversight and cost control services required during the Construction Phase.
- Respondent’s ability to demonstrate that the proposed Project Superintendent, Project Manager and Team possess the capability, capacity and experience with projects of similar size, scope and delivery method and are qualified to meet the specific requirements of this Project.
• Respondent’s ability to demonstrate an understanding of the Project goals, particularly the quality standards required, the dates for substantial completion of each phase, and an ability and commitment to meet those goals and dates.
• Respondent’s references from owners, architects, or engineers indicating that they have completed work similar to the Project for which the Statement of Qualifications is being submitted in a satisfactory and timely manner. If delays occurred, evidence explaining and exonerating the Respondent shall also be provided.
• Respondent’s record of harmonious, cooperative, non-adversarial and honest relationships with owners, as well as with architects, engineers, consultants, subcontractors and suppliers on prior projects.
• Management team and organization for the Project
• Financial status
• Prior project experience
• Litigation and performance/termination history
• Safety record
• History of compliance with MBE/WBE participation and workforce goals
• Quality of performance on prior projects
• Reference information
• Volume of current work
• Experience with sustainable construction and LEED-certified buildings
• Experience utilizing BIM

6.8 INTERVIEWS

The City may, at its sole option, request that Respondents to make oral presentations. The Respondent’s proposed Project Superintendent and Project Manager for the Project must attend and participate in any such requested presentation meeting.
SCHEDULE A

CM at RISK QUALIFICATIONS APPLICATION

Firm Name: ____________________________________________________________

Mailing Address: _______________________________________________________

_______________________________________________________________

Street Address (if different from mailing address):

_______________________________________________________________

Telephone Number: ________________ Fax Number: ________________

Contact Person: ________________ Title: ___________ Email: ________________

Firm acknowledges Addenda numbered __________________________. (list all)

1. BUSINESS INFORMATION  Complete Sections A, B, C and those of Sections D through H that apply

A. Type of business entity (corporation, partnership, joint venture, etc.): __________

B. Number of years in business as a Construction Manager _________________

C. Number of years in business under current business name: _________________

   List all other business names firm has operated under and the time frames for each:

   ________________________________________________________________

   ________________________________________________________________

D. If firm is a corporation, provide the following information:

   State of incorporation: ________________ Date of Incorporation: _____

   Name of President: ________________________________________________

   Name of Vice President: ___________________________________________

   Name of Secretary or Clerk: ________________________________________
Name of Treasurer: ____________________________
If firm is a foreign corporation, is it registered to do business in Massachusetts? ________
If yes, provide the date of the first such registration ____________________________

N.B. If firm is a foreign corporation and is selected, it is required under M.G.L. c. 30, §. 39L to
obtain from the Massachusetts Secretary of State, One Ashburton Place, 17th floor, Boston, MA
a certificate stating that the corporation is registered to do business in Massachusetts, and to
furnish said certificate to the awarding authority prior to the award.

E. If firm is a partnership or joint venture, provide the following information:

Type of partnership/joint venture: __________ Date of organization: __________
Name of each partner or venturer:
________________________________________________________

________________________________________________________

Is partnership or joint venture registered in Massachusetts? ______

If firm is a foreign limited partnership and is selected, it will be required under M.G.L. c.30,
§.39L to obtain from the Massachusetts Secretary of State, One Ashburton Place, 17th floor,
Boston, MA a certificate stating that the partnership is registered to do business in
Massachusetts, and to furnish said certificate to the awarding authority prior to the award.

For each general partner that is a corporation, provide the following information (use additional
sheets if necessary):

Name of corporation: ____________________________________________
State of incorporation: ____________________________________________
President: ______________________________________________________
Secretary or Clerk: _____________________________________________
Treasurer: _____________________________________________________

Name of corporation: ____________________________________________
State of incorporation: ____________________________________________
President: ______________________________________________________
Secretary or Clerk: _____________________________________________
F. If firm is individually owned, provide the following information:

Name of Owner: ______________________________________________________

Date of organization: ________________________________________________

Owner’s Residence Address: ___________________________________________

Names under which firm does business: _________________________________

Business Address: ___________________________________________________

If selected firm is an individual doing business under a different name, then they must furnish evidence of any required DBA filings.

G. If firm is a limited liability company, provide the following information:

State of Organization: __________________ Date of Organization:____________

Name of Manager or Managing Entity: _________________________________

Name of person authorized by the Massachusetts Secretary of State to execute documents:

_________________________________________________________________

If firm is a foreign limited liability company, is it registered to do business in Massachusetts?___________ If yes, provide the date of the earliest registration in Massachusetts ____________

If the Manager is an entity, then provide the same information for the managing entity as described in section D through F.

N.B. If firm is a foreign limited liability company and is selected, it is required under M.G.L. c.30, §.39L to obtain from the Massachusetts Secretary of State, One Ashburton Place, 17th Floor, Boston, MA a certificate stating that the corporation is registered to do business in Massachusetts, and to furnish said certificate to the awarding authority prior to the award.

H. If the firm is other than one of the forms of business entity listed above, describe it and name the principals:

_________________________________________________________________
2. LICENSING AND PERFORMANCE INFORMATION

List all jurisdictions and trade categories in which the firm is legally licensed or otherwise qualified to do business and for each jurisdiction provide registration and license numbers where applicable:


List the categories of work that your firm normally performs with its own forces:


3. REFERENCES

Provide three trade references below including for each: name of reference, current contact person, telephone number and address:


Provide two bank references below, include name of reference, current contact person, telephone number and address:


Failure to accurately and completely provide the information in this Application and in the Statement of Qualifications and all supporting documentation requested may result in the disqualification of a Respondent.

This form MUST be signed by an officer of the firm or an individual so authorized by an officer of the firm who has personal knowledge regarding the information contained herein and submitted with the Statement of Qualifications.
TO THE CITY OF NEWTON, MASSACHUSETTS:

The undersigned declares that he or she has carefully examined all the documents contained in the CM at Risk Request for Qualifications (RFQ) solicitation for the Project referenced in the header above, and certifies to the best of his/her knowledge, that the Statement of Qualifications submitted herewith fully complies with all of the requirements of the RFQ and all addenda and clarifications issued in regard to the RFQ.

The undersigned further certifies that he or she (or, if he or she is the authorized representative of a company, the company) is the only person interested in this Statement of Qualifications and any subsequent proposal; that it is made without any connection with any other person making any submission for the same work; that no person acting for, or employed by, the Commonwealth of Massachusetts is directly or indirectly interested in this Statement of Qualifications or any subsequent proposal, or in any contract which may be made under it, or in expected profits to arise therefrom; that the undersigned Respondent has not influenced or attempted to influence any other person or corporation to file a Statement of Qualifications or subsequent proposal or to refrain from doing so or to influence the terms of the Statement of Qualifications or any subsequent proposal of any other person or corporation; and that this submission is made in good faith without collusion or connection with any other person applying for the same work.

The undersigned further certifies under penalties of perjury that the undersigned is not debarred from doing public construction work in the Commonwealth of Massachusetts under the provisions of section twenty nine F of chapter twenty nine, or any other applicable debarment provision of any other chapter of the General Laws or any rule or regulation promulgated thereunder, and further is not debarred from doing public construction work under any law, rule or regulation of the federal government.

The undersigned states that he or she has carefully examined all of the information provided and representations made in this Statement of Qualifications and the documents submitted with the Statement of Qualifications including all schedules, forms and materials, and certifies to the best of his/her knowledge, that this Statement of Qualifications in its entirety is complete, true and accurate.

SIGNED UNDER THE PENALTIES OF PERJURY:

Signature: ________________________________
(Signature of Authorized Representative)

Name: ________________________________

Title: ________________________________

Firm Name: ________________________________

Date: ________________________________
ATTACHMENT A

City of Newton, MA

Fire Headquarters and Station #3

Current Program and Concept Design
### Newton Fire Headquarters/Communications and Station #3
Comparison of size assumptions from Prior Study with Current Program and Plans

<table>
<thead>
<tr>
<th>Station 3</th>
<th>1/26/12 Study Existing SF</th>
<th>1/26/12 Study Program SF</th>
<th>Current Program SF</th>
<th>Current Plans SF</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Space</td>
<td>145</td>
<td>337</td>
<td>-</td>
<td>Current Program included 2 dedicated Public Restrooms</td>
<td></td>
</tr>
<tr>
<td>Apparatus Bays</td>
<td>7,104</td>
<td>7,513</td>
<td>6,113</td>
<td>-</td>
<td>Current Program included 5 1/2 bays rather than 5</td>
</tr>
<tr>
<td>Firematic Support + Training Mezzanine</td>
<td>0</td>
<td>-</td>
<td>961</td>
<td>971</td>
<td>Included as part of the Circulation in the Prior Study</td>
</tr>
<tr>
<td>Apparatus Support</td>
<td>1,601</td>
<td>2,117</td>
<td>2,080</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Fire + EMT Living Quarters</td>
<td>4,336</td>
<td>4,013</td>
<td>3,425</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Report Writing</td>
<td>-</td>
<td>180</td>
<td>119</td>
<td>-</td>
<td>Not required in Prior Study, size reduced in current plans</td>
</tr>
<tr>
<td>Police Office</td>
<td>-</td>
<td>150</td>
<td>-</td>
<td>-</td>
<td>Not required in Prior Study, eliminated from plans</td>
</tr>
<tr>
<td>Building Services</td>
<td>628</td>
<td>600</td>
<td>594</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Net Areas</td>
<td>13,814</td>
<td>15,871</td>
<td>13,302</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Walls, Chases &amp; Circulation</td>
<td>4,835</td>
<td>3,051</td>
<td>4,539</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Gross Area of Station 3</td>
<td>15,000</td>
<td>18,649</td>
<td>18,922</td>
<td>17,841</td>
<td>SF is 800SF less than the Prior Study - Apparatus Bay is 1,000SF smaller than Study</td>
</tr>
</tbody>
</table>

### HQ + Communications

<table>
<thead>
<tr>
<th>Sum</th>
<th>1/26/12 Study Existing SF</th>
<th>1/26/12 Study Program SF</th>
<th>Current Program SF</th>
<th>Current Plans SF</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Space</td>
<td>290</td>
<td>880</td>
<td>838</td>
<td>Current Study acknowledges large existing public stair hall, Prior Study did not.</td>
<td></td>
</tr>
<tr>
<td>Museum</td>
<td>-</td>
<td>464</td>
<td>-</td>
<td>Not required in Prior Study, shared with Admin Conference Room in Current Plans</td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td>1,149</td>
<td>2,033</td>
<td>2,994</td>
<td>Current program shares larger Break Room and Conference Room with EOC</td>
<td></td>
</tr>
<tr>
<td>Fire Prevention</td>
<td>1,530</td>
<td>1,347</td>
<td>925</td>
<td>Current plans reuse existing spaces</td>
<td></td>
</tr>
<tr>
<td>Building Services</td>
<td>926</td>
<td>2,145</td>
<td>733</td>
<td>Current plans share Building Services with Station #3</td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td>3,895</td>
<td>6,869</td>
<td>5,490</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>IT &amp; Comm. / Support Functions</td>
<td>648</td>
<td>778</td>
<td>586</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Backup Dispatch</td>
<td>464</td>
<td>908</td>
<td>906</td>
<td>Prior Backup Dispatch is not Consistent with Currently Stated Needs</td>
<td></td>
</tr>
<tr>
<td>EOC &amp; Related Spaces</td>
<td>450</td>
<td>1,608</td>
<td>1,118</td>
<td>Current EOC was shared with Admin Conference Room in Prior Study. Current Program includes separate 40 person EOC with shared bunking and two dedicated bathrooms</td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td>1,582</td>
<td>3,294</td>
<td>2,610</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Net Areas</td>
<td>5,477</td>
<td>10,163</td>
<td>8,100</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Walls, Chases &amp; Circulation</td>
<td>1,643</td>
<td>3,511</td>
<td>4,348</td>
<td>Current Program &amp; Plans acknowledge inefficiencies of existing structure, walls, &amp; circulation</td>
<td></td>
</tr>
<tr>
<td>Gross Area of Communications + HQ</td>
<td>7,900</td>
<td>7,120</td>
<td>13,674</td>
<td>12,448</td>
<td>SF delta can be attributed to new program spaces, EOC, Museum, larger Dispatch</td>
</tr>
<tr>
<td>Gross Area of Headquarters + Station 3 + Communications</td>
<td>22,900</td>
<td>25,769</td>
<td>32,596</td>
<td>30,289</td>
<td>Current plans are 2,307SF less than the Current Program</td>
</tr>
</tbody>
</table>
PROJECT & SITE CHALLENGES

Existing historic headquarters building constrains the use of the site.

Moving the headquarters building affects limited financial resources.

MWRA property line limits access to Centre Street from the site

Verizon vault limits access to Centre Street from the site

Vehicle access to Centre Street would improve response times and is desirable.
PREFERRED SITE OPTION

Preferred Option #7

Site Plan
Ground Floor Plan

- RENOVATED HQ BLD’G
- NEW STATION #3
Mezzanine Plan

- RENOVATED HQ BLD’G
- NEW STATION #3
Northeast Aerial View – Existing Conditions

NEWTON FIRE STATION #3 and HEADQUARTERS

SCHWARTZ / SILVER with MITCHELL ASSOCIATES
Northeast Aerial View – Option 01

NEWTON FIRE STATION #3 and HEADQUARTERS

SCHWARTZ / SILVER with MITCHELL ASSOCIATES