*{Note to Campuses: In this document, comments and instructions for editing, such as this one, are in red font and enclosed in braces. The braces and enclosed text are to be deleted in the final document before publication. Some text is in red font, outside braces. Be sure to make the requisite changes and change the font color to black before finalizing.}*

**Request for Qualifications**

**for**

**Construction Manager Services at Risk   
with Guaranteed Maximum Price**

**{Insert Project Name}**

**{Insert Project Number}**

**{Insert Campus Name}**

**{Insert Address}**

**{City, CA Zip}**

**1. INTRODUCTION**

The Trustees of The California State University (Trustees) are requesting Statements of Qualifications (SOQ) from interested and qualified construction managers (Respondents) to provide construction management services with a guaranteed maximum price for the design and construction of the Project referenced above (Project).

The delivery method for this Project is commonly known as “Construction Manager at Risk” (CMAR). CMAR consists of a preconstruction phase and a construction phase with separate contracts for each phase. During the preconstruction phase, the CM will collaborate with the Architect on the design, constructability, cost and schedule of the Project and develop a Guaranteed Maximum Price (GMP) proposal to construct the Project. Upon the Trustees’ acceptance of the GMP the Trustees will issue a contract to the CM for the construction phase. If the Trustees and the CM do not agree upon a GMP, the Trustees will not award the construction phase of the Project to the CM.

**2. PROJECT DESCRIPTION**

The Project generally consists of *{insert Project description – not more than one page in length--enough to give responding firms enough information to understand the overall requirements of a CM on this Project and to prepare a statement of qualifications. More Project details are provided in exhibits issued with this RFQ and listed below}*.

The Project Direct Construction Cost Budget is $ *{ Insert Budget }* .

The construction duration is *{ Insert no. of days duration }* calendar days.

Liquidated damages are $( *{insert LDs}* ) for each calendar day construction completion is late.

The CM is required to be licensed in the state of California with a ‘B’ license.

The Project is more fully described in the following documents:

*{ Edit as applicable: The Project program, feasibility study, and site plan are available for viewing and download on eProcure, PlanetBids, (or) xxx.com (or) are attached as Exhibit A and Exhibit B, etc. }*

Exhibit A. Feasibility Study

Exhibit B. Site Plan

**3. SCOPE OF CM’S WORK**

The work to be performed by the CM is specified in the preconstruction phase contract and construction phase contract documents. Form contracts may be viewed at <http://www.calstate.edu/cpdc/CM/CM_at_Risk.shtml>. In submitting an SOQ, the Respondent represents that it is qualified and capable to provide all the requirements of both contracts. The following is a brief overview of the services the CM will be required to perform, if awarded both the preconstruction phase contract and the construction phase contract:

1. Review the initial cost estimate and provide continuous cost management to assure the design is within the budgeted cost estimate.

2. Participate in the development of the design and provide constructability reviews and analysis. Offer suggestions to improve the quality of the Project.

3. Provide construction planning, phasing, and scheduling during design and through construction completion.

4. Develop and maintain a Project schedule that incorporates all tasks and approvals of all involved parties necessary to complete the Project within the contract durations.

5. Incorporate LEAN practices and tools into the process.

6. Incorporate integrated project management practices into the Project.

7. Provide quality assurance.

8. Bring design-assist and design-build trade subcontractors into the design phase appropriate for the Project and as approved by the Trustees.

9. Provide cost estimating and value engineering. Reconcile CM cost estimates with Architect’s cost estimates.

10. Coordinate with and provide information as required to regulatory agencies. Schedule and monitor required agency approvals.

11. Prequalify trade contractors to comply with Trustees’ standards.

12. Comply with requirements to subcontract a minimum of three percent (3%) of the Project to DVBE subcontractors.

13. Develop Trade Contractor Bid Packages and receive bids in the most logical, competitive, and seamless manner.

14. Warrant the completeness and constructability of the construction documents and ensure that trade bid packages include a complete scope of work.

15. Submit a Guaranteed Maximum Price proposal.

16. Manage and administer the Project construction phase to achieve construction completion within the contract time and budget and with high quality workmanship.

**4. CM SELECTION PROCESS**

The Trustees will select the CM using a two-step process. The first step is this Request for Qualifications (RFQ) from which Respondents may submit SOQs to the Trustees. The Trustees will appoint a selection committee to review and score the SOQs, and the highest scoring four firms will continue in the selection process. Should the score of the fifth place firm be within ten points of the score of the fourth place firm, the fifth place firm will also be selected to continue in the selection process. Unsuccessful firms will be notified. The successful firms will be sent a Request for Proposal (RFP). The Trustees’ selection committee will score the responding proposals from the finalists, conduct interviews, and may conduct reference checks. The highest scoring firm will be the successful CM and will be awarded a contract for preconstruction services. The judgment of the Trustees in this selection process is not subject to appeal.

All Respondents must be prequalified with the Trustees one day prior to the SOQ due date, or their SOQ submission will not be considered. The last day to submit an application for prequalification to the CSU Chancellor’s Office is indicated on the enclosed schedule. The Proposer’s prequalification rating must be greater than the construction manager’s construction contract amount for this Project. For information regarding prequalification go to <http://www.calstate.edu/cpdc/cm/contractor_prequal_bidders.shtml>. Direct any prequalification questions to the Trustees’ Prequalification Administrator at [cocm.prequal@calstate.edu](mailto:cocm.prequal@calstate.edu).

Affidavit of Joint Venture, [form 703.12](http://www.calstate.edu/cpdc/cm/forms/prequalification/docs/pq_affidavit_of_joint_venture.pdf)

If two or more prospective firms desire to submit a proposal as a joint venture on this project, they must file an affidavit of joint venture form with the Trustees at least five (5) Days prior to the date and time set for opening SOQs, on a form obtained from the Trustees. The affidavit of joint venture will be valid only for the specific project for which it is filed. Each party to the joint venture must be prequalified, as provided herein, at least one (1) Business Day prior to the date and time set for submitting the SOQs. If the Trustees announce that the joint venture is the successful Proposer in response to the Request for Proposals, the joint venture shall obtain the joint venture license prior to Trustees’ award of the Contract (Business and Professions Code sections 7029 and 7029.1).

If the Trustees do not award the preconstruction phase contract or the construction phase contract, the Proposers or CM will not be entitled to recover any monetary awards of any type whatsoever. The Trustees reserve the right to reject all responses to this RFQ. The Trustees may terminate the CM’s preconstruction phase contract prior to the construction phase and seek competitive public bids for the construction phase. There is no guarantee the construction phase contract will be awarded.

**5. SELECTION PROCESS SCHEDULE**:

*{In the table below, suggested durations from the previous date and instructions are provided in braces. Delete and replace with target dates}*

|  |  |
| --- | --- |
| **Schedule Activities** | **Schedule** |
| RFQ Advertised | *{start date}* |
| Last day to submit application for prequalification | *{20 calendar days after start and 12 working days before SOQ due date}* |
| Last day to submit RFQ questions | *{5 working days before SOQ due date}* |
| Last day to submit Affidavit of Joint Venture form | *{5 working days before SOQ due date}* |
| RFQ Addenda issued (if required) | *{4 working days before SOQ due date}* |
| Statement of Qualifications due | *{20 calendar days specify time due}* |
| Proposer shortlist published by e-mail | *{11 calendar days}* |
| RFP distributed to shortlist | *{1 calendar day}* |
| RFP Site conference | *{14 calendar days}* |
| Last day to submit RFP questions | *{7 calendar days}* |
| Proposals due date and time | *{7 calendar days}{hard date and time}* |
| Proposing firms interviewed | *{11 calendar days}* |
| Successful Proposer announced | *{1 calendar day}* |
| Preconstruction agreement executed | *{21 calendar days}* |
| Preconstruction services duration | *{insert number of calendar days }* |
| Construction agreement executed | *{target date, allow for approvals}* |
| Construction start date (per Notice to Proceed) | *{target date}* |

This is a proposed schedule that is subject to change. The preconstruction and construction (if awarded) contracts will identify the schedule commitments. Any changes to the schedule for the RFQ/RFP process will be issued to all Respondents/Proposers via addenda.

**6. INSTRUCTIONS FOR SUBMITTING AN SOQ**

***Each Respondent must submit its Statement of Qualifications in accordance with the following instructions. The SOQs must be received in the Managing Office shown herein, before the date and time shown in the Selection Process Schedule.***

Respondents for this Project shall submit a Statement of Qualifications in accordance with the following instructions:

1. Provide all information requested by this RFQ.
2. Provide information as it pertains to your firm. When referencing projects that were joint ventures, indicate such and explain your firm’s role in the project.
3. The SOQ should be well organized and as concise and complete as possible while still providing the requested information.
4. Information you believe is relevant to the selection of your firm for this Project but not requested by the RFQ may be submitted as an appendix to the SOQ.
5. Where contact information is requested, include the company name, address and a company representative’s name, phone number and e-mail address.
6. Submit five copies of the SOQ in “8 ½ x 11” format and one copy as a digital file in PDF format.
7. Deliver the SOQ in a sealed package marked on the outside “SOQ for” and add the Project Name, Project No., and Campus.
8. Deliver the SOQ to the Managing Office for the Selection Process prior to the date and time indicated in the Selection Process Schedule.

**7. MANAGING OFFICE FOR THE SELECTION PROCESS**

All communications concerning the selection process should be directed to the Managing Office for the Selection Process. In e-mail communications, place the name of the Project in the subject line. The campus contact for the Managing Office for the CM Selection Process is:

|  |  |
| --- | --- |
| Campus Contact Name | *{Insert individual’s name, title and department}* |
| Campus | *{Insert Campus Name}* |
| Address (mailing): | *{Insert}* |
| Telephone: | *{Insert campus contact area code and number}* |
| Fax: | *{Insert campus contact area code and number}* |
| E-Mail: | *{Insert campus contact e-mail address}* |

**8. SOQ REQUIRED INFORMATION and SCORING**

Provide the following information in your SOQ. Each question will be scored against an ideal response which, in the opinion of the Trustees’ Selection Committee, would receive the maximum number of points possible, as indicated herein. If all information is not provided, the SOQ may not be considered. The Trustees may, at its discretion, call the contacts provided or others as may become known for reference checks. SOQs should be organized with numbered tabs corresponding to the following questions. Provide concise and complete responses; non-requested information and lengthy responses are discouraged.

|  |  |  |
| --- | --- | --- |
| **Tab** | **Required Information:** | **Points** |
| 1. | Cover letter confirming that your firm’s submittal is in response to this RFQ and agrees to enter into preconstruction and construction contracts if selected. | 0 points |
| 2. | Organization Information:  ◦ Identify your firm’s full legal name, address, phone, fax, e-mail, and website.  ◦ Include organization chart of the company. Give titles and names of positions. | 0 points |
| 3. | Provide the address of the office that will manage this Project. | 0 points |
| 4. | Copy of your firm’s CSU prequalification letter. | 0 points |
| 5. | Copy of your firm's California Contractor License and DIR public works registration number. | 0 points |
| 6. | Your firm’s past experience on CSU projects. | 0 points |
| 7. | Your firm’s present contracts on CSU projects. | 0 points |
| 8. | Your firm’s general qualifications and experience managing projects of similar size and type. List up to five projects and provide contact information for the owner and architect. | 60 points |
| 9. | Your firm’s qualifications and demonstrated successful experience with CMAR projects in the public sector. Provide information for at least two projects that have been completed, or are 75% complete, in California within the last five (5) years for which the Respondent has worked directly with the architect and owner on a project of similar size and scope to the Project which demonstrates the Respondent’s ability to act as a CM at Risk and include:   1. A project description in summary form showing key data for each project submitted. 2. A narrative project description and include the processes that were used to: 3. Provide design coordination and review with the architect. 4. Address and incorporate constructability issues into the design. 5. Provide cost estimating and value engineering; explain how issues were addressed and used to revise or develop the architect’s design to meet the project construction budget. 6. A narrative for the delivery method and include information that details: 7. The manner that trade contractor bids were solicited and awarded. 8. The types and qualifications of the trade work for the project type. 9. Demonstrates the firm’s ability to effectively use CMAR delivery. 10. Provide reference and contact information for the project owner or the owner’s representative, and architect, and their roles, responsibilities and everyday interaction with your project team. | 60 points |
| 10. | Your firm’s experience incorporating subcontractors into the design phase by methods such as design-assist or design-build. Provide contact information for owner and architect. | 10 points |
| 11. | Your firm’s experience utilizing DVBE subcontractors. | 10 points |
| 12. | Provide a description of your firm’s safety record. Provide your Experience Modification Rate. | 30 points |
| 13. | Your firm’s unique qualifications to perform on this Project. | 50 points |
| 14. | Your firm’s experience within 50 miles of the Project. | 20 points |
| 15. | Your firm’s experience using Building Information Modeling (BIM) technology. | 10 points |
| 16. | Your firm’s experience using LEAN tools and Integrated Project Management methods. | 10 points |
| 17. | Your firm’s process for assuring the Project cost is within the scope and budget and completed on time. | 50 points |
| 18. | During the past five (5) years was your firm required to pay penalties for failure to pay prevailing wages? If yes, please explain. | 30 points |
| 19. | During the past five (5) years has your firm been assessed CAL-OSHA fines in the serious, repeat, or willful category? If yes, provide circumstances, number of instances, and the amount of fine(s). | 30 points |
| 20. | Response to RFQ was clear, concise and responsive. (No tab required) | 30 points |
|  | **TOTAL** | **400 points** |

**9. QUESTIONS**

All questions regarding this RFQ for the CM selection process listed herein must be submitted in writing by e-mail, fax or mail to the Managing Office and received no later than the due date indicated in the Selection Process Schedule. *{Change previous sentence if questions to go to different person identified in Section 7 of this RFQ.}* Questions received after the due date will not be considered. Written responses to submitted questions will be sent to all registered Respondents. Clarifications may be requested verbally, however, verbal responses will not be considered binding.

End of Request for Qualifications