

**CONSTRUCTION MANAGER SERVICES SELECTION  
QUALIFICATIONS SUPPLEMENT**

**INSTRUCTIONS:**

- A) Please type. Attach additional pages for each numbered question, as necessary.
- B) Attach a letter of intent from a surety company indicating the applicant's bondability for this project. The surety shall acknowledge that the firm may be bonded for the construction phase of the project, with a potential maximum project cost of \$\_\_\_\_\_. The surety company must be licensed to do business in the State of Nebraska and must have a Best Rating of "A".
- C) Number each side of each page consecutively, including brochures, resumes, supplemental information, etc. Submittals for this Attachment No. 1 must be limited to 80 pages. Covers, table of contents and divider tabs will not count as pages, provided no additional information is included on those pages. Work product samples (reports, schedules, etc.) provided in response to Question 4.A, 5.B and 5.C will not be counted in the 80-page submittal limit. Package these separately from the submittal of statement of qualifications, labeling each sample clearly. **Any submittals exceeding the 80-page limit will be disqualified.**
- D) Only individual firms or formal joint ventures may apply. Two firms may not apply jointly unless they have formed a joint venture. (See Question 6.A) Any associations will be disqualified. (This does not preclude an applicant from having consultants.)
- E) When up to ten related projects are requested (Question 3), do not list more than ten. When up to three project examples are requested, do not list more than three.

1. **FIRM NAME** \_\_\_\_\_

**ADDRESS OF PROPOSED OFFICE IN CHARGE:**  
\_\_\_\_\_  
\_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**FED. I.D. NUMBER:** \_\_\_\_\_

2. **CHARACTER, INTEGRITY, HISTORY, REPUTATION, JUDGMENT, EFFICIENCY AND FINANCIAL STABILITY OF THE FIRM:** (Provide details if necessary on separate sheets)

- A. For how many years has your firm been providing construction management services? \_\_\_\_\_ General Contracting? \_\_\_\_\_
- B. Has the Construction Manager or any proposed member of the construction team ever default on a protective bond, had a claim on negotiated settlement for defective or non-conforming construct work? \_\_\_\_Yes \_\_\_\_No If yes, explain in detail.
- C. Has the Construction Manager, or any proposed member of the construction team, failed to complete work for which a contract was issued? \_\_\_\_Yes \_\_\_\_No If yes, explain the circumstances.

- D. Are there any Civil or Criminal actions pending against any proposed member of the Construction Manager team? \_\_\_\_Yes \_\_\_\_No If yes, explain in detail.

3. **EXPERIENCE/REFERENCES:** (Provide this information on separate sheets)

- A. List a maximum of ten projects for which your firm has provided / is providing Construction Management services which are most related to this project. In determining which projects are most related, consider related size and complexity; how many members of your proposed team worked on the listed project; and, how recently the project was completed. List the projects in priority order, with the most related project listed first.
- B. For each of the listed projects, provide the following information: construction cost (original Bid and final construction cost), current phase of development, estimated (or past) completion date, type of construction services provided (if the applicant provided services as a general contractor or construction manager, so indicate), Owner's contact person and telephone number, and the name and telephone number of the project architect.

4. **ABILITY TO MEET ESTABLISHED CONSTRUCTION SCHEDULES:**  
(Provide this information on separate sheets)

- A. **For three of the projects listed in response to Question No. 3,** describe the way in which your firm developed and maintained construction project schedules. How are your schedules developed and how often are they updated? Provide examples of how these techniques were used. Include specific examples of scheduling challenges, and how your firm helped solve them. Submit an example of a project schedule. (Note: follow Instruction Paragraph C when submitting this example.)
- B. Describe any construction schedule improvements for this project, and how they can be realistically accomplished.

5. **PROJECT MANAGEMENT:** (Provide this information on separate sheets)

- A. **For three of the projects listed in response to Question No. 3,** describe conflicts or potential conflicts with the Owner or with Subcontractors, and describe the methods used to prevent and/or resolve those conflicts.
- B. **For three of the projects listed in response to Question No. 3,** describe the types of records, reports, monitoring systems, and information management systems that your firm used in the management of those projects. Provide examples of each report used. (Note: follow Instruction Paragraph C when submitting these examples.)
- C. **For three of the projects listed in response to Question No. 3,** describe your cost control methods for the pre-construction and construction phases. Provide examples of how these techniques were used and what degree of accuracy was achieved. Include examples of successful value engineering to maintain project budgets without sacrificing quality. Include a sample of a cost estimate. (Note: follow Instruction Paragraph C when submitting this example.)
- D. **For three of the projects listed in response to Question No. 3,** describe the way your firm maintained quality control during the pre-construction and construction phases. Provide specific examples of how these techniques were used.

E. **For three of the projects listed in response to Question No. 3**, describe the way your firm priced and managed change order work. Provide specific examples of how these techniques were used. Describe as required under Item 2, Requirements for Proposals, your philosophy for managing changes, references, and change work history.

6. **PROJECT TEAM PERSONNEL:** (Provide this information on separate sheets)

- A. Is the applicant a joint venture? \_\_\_\_ Yes \_\_\_\_ No  
If so, describe the division of responsibilities between the participating firms, the offices (location) that will be the primary participants, and the percent interest of each firm. Also, duplicate the signature block and have a principal or officer sign on behalf of each party to the joint venture. Attach a copy of your joint venture agreement to each copy of the submittal. (The joint venture agreement should be numbered within the 80-page submittal.)
- B. List total number of firm's personnel by skill group (e.g. cost control, scheduling, superintendents, etc.)
- C. Name all key personnel that will be part of the construction management team for this project and provide their cities of residence. Describe in detail the experience and expertise of each team member. (Note: Key personnel must be committed to this project for its duration unless excused by the Owner. This requirement is non-negotiable.)
- D. Describe the Project Manager/Director's (as identified in RFP III.1) personal qualifications/experience with regard to scheduling, contracting, negotiating, budgeting, coordinating, dispute resolution and associated project administration in general and specifically for this building type.
- E. For each project listed in response to Question No. 3 list the members of the proposed team for this project who worked on each listed project and describe their roles in those projects.
- F. If the team as a whole provided Construction Management services for any of the projects listed in response to Question No. 3, so indicate.
- G. Name any consultants which are included as part of the proposed team. Describe each consultant's proposed role in the project and its related experience. List projects on which your firm has worked with the consultant in the past.

7. **ACKNOWLEDGMENTS/CERTIFICATIONS:**

**Do you make the following acknowledgments / certifications?** If so, sign on the line provided below and have your signature notarized.

- A. Regarding information furnished by the applicant herewith, and as may be provided subsequently (including information presented at interview):
  - 1. All information of a factual nature is certified to be true and accurate.
  - 2. All statements of intent or proposed future action (including the assignment of personnel and the provision of services) are commitments that will be honored by the applicant if awarded the contract.
- B. It is acknowledged that:

1. If any information provided by the applicant is found to be, in the opinion of the Selection Team or the President of the University, substantially unreliable, this application may be rejected.
  2. The Selection Team may reject all proposals submitted in response to the RFP for this project and may stop the selection process at any time.
  3. The interviewed firms will be ranked based on their total scores earned in response to the interview questions to be provided to the firms interviewed and the results of the referenced checks.
- C. The undersigned certifies that he/she is a principal or officer of the firm submitting a proposal to the RFP for this project and is authorized to make the above acknowledgments and certifications for and on behalf of that firm.

For and on behalf of the Applicant

By: \_\_\_\_\_

\_\_\_\_\_

(typed name of firm)

STATE OF \_\_\_\_\_ )  
 ) ss.  
 COUNTY OF \_\_\_\_\_ )

Subscribed and sworn to before me by \_\_\_\_\_,  
 known to me to be a principal or officer of \_\_\_\_\_,  
 and authorized to sign the foregoing on behalf of said firm, on this \_\_\_\_\_ day of \_\_\_\_\_,  
 200\_.

\_\_\_\_\_

Notary Public

- Reference:
- Design-Build and Construction Manager Services Selection Procedures
  - Design-Build and Construction Services Selection Att. 1 – RFP Construction Manager
  - Construction Manager Services Selection Evaluation Criteria Form
  - Design and Construction Agreement – Fixed Price – OCIP

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*Facilities Planning & Management, Central Administration*  
*File: Facilities Procedures & Forms/Construction Manager Services Selection Qualifications Supplement*  
*Date: January 2001*