

## **ATTACHMENT A STATEMENT OF QUALIFICATIONS**

### **Firm Description/General Information**

1. Submitting Firm
  - a) Legal name
  - b) Address (including city, state, and zip code)
  - c) When organized
  - d) When and where incorporated
  - e) Licensed or registered to do business in the State of Georgia (yes or no)
  - f) Licensed to do business in the City of Savannah (yes or no). If yes, provide City of Savannah Business License number. If no, in what Georgia municipality does your company have a business license (provide business license for said Georgia municipality)
  - g) Federal I.D. Number
  - h) Is this a branch office or the parent firm?
2. Identify the type of ownership, or legal structure of the firm (LLC, sole proprietor, partnership, corporation, etc.).
3. If the submittal is for a multiple firm team, the lead firm must be clearly identified, and a list included of all other firms with the company name, address, and contact information. Provide the name, telephone number, and email of the primary contact person if the City has any questions regarding the proposal.
4. Can your project team commit for the duration of the project?
5. Acknowledge receipt of all addenda issued.
6. Describe the history and growth of the firm(s) as succinctly as possible.
7. Provide company/team organizational chart. This chart should clearly delineate the roles and responsibilities of the various team members.
8. Provide copies of all Georgia Contractors License(s) and/or Georgia Contractors Utility License information held by the firm or firm's employees that would be working on this project.

### **Qualifications and Project Experience:**

9. Indicate the specific individuals who are anticipated to fill the following key roles on the firm's team. Key personnel must demonstrate substantial experience with projects similar in scope and type to the one described in this RFP, with expertise in scheduling, cost control, collaborating and coordinating with the activities of design professionals, schedule and coordinating activities of trade contractors and subcontractors, for each of the below personnel provide current resume listing relevant project experience and percent of time that they are to be committed to this Project:
  - Project Executive

- Project Manager
  - Superintendent
  - Cost Estimator
  - Quality Control Manager
  - Other – describe if applicable
10. Identify the individual who will be the leader of the firm's construction team from project start to completion and the principal point of contact between the firm and the Owner, Architect, Project Manager, and other consultants. This individual's competence, leadership, and ability to achieve customer satisfaction will be heavily considered in the selection of a CMAR.
  11. Provide narrative on prior CMAR service experience with project(s) of similar scale and complexity.
  12. Provide narrative on history of effective schedule and budget management for projects of similar scale and complexity.
  13. Provide no less than three (3) examples of experience in participating in projects similar to this project along with similar dollar value and complexity. Particularly important is demonstration of the expertise necessary to perform all portions of the work required and familiarity with applicable statutes and regulations under which a CMAR must work. Two (2) examples should be for administrative office buildings within the last eight (8) years. At least one (1) example should demonstrate CMAR abilities, including but not limited to, cost estimating, value engineering, and constructability review throughout the design phase, delivery of a successful Guaranteed Maximum Price, and successful completion of the project, with preference on an administrative office building. For each of the examples provide the following:
    - Project description.
    - Type of building(s).
    - Project location.
    - Total project cost.
    - Project delivery method.
    - Describe the services your firm provided.
    - Indicate which proposed team members for this project were involved in the project and specify their role.
    - Provide a statement acknowledging if the project was completed on time/on budget.
    - Client satisfaction with the project.
    - Provide a narrative for risk assessment/management throughout the project.
    - Provide a few illustrative photographs or renderings, if available.
  14. Provide the Proposer's prior working experience with a **municipality or other government organization**, including, but not limited to, project communication, understanding of existing conditions, adherence to schedule and budget, and quality of construction.

**CMAR Approach:**

15. Description of the Proposer's capability and approach to deliver the CMAR services.
16. A narrative project approach description of the processes to be utilized during the preconstruction phase, including: (a) Providing design coordination and review with the Consultant; (b) Addressing and incorporating constructability issues into the design; (c) Providing cost estimating and value engineering including GMP; and (d) Explaining how issues will be addressed to revise or develop the

Consultant's design to meet the project construction budget.

17. Description of the project team's capability to provide CMAR services with a GMP, particularly for public organizations or governments.
18. Describe the firm's methodology for budgeting and reconciliation on drawings/documents at key milestones.
19. Description of the project team's ability, capacity and methodology to staff and manage this project properly to meet schedule.
20. A narrative that includes information that details: (a) The types and qualifications of the trade work for the project type; and (b) The manner that trade contractor bids will be solicited and awarded.
21. Provide detailed responses to each of the following questions:
  - What differentiates your firm from other firms in suitability for the project?
  - Describe how your company will maintain quality throughout the design, bidding, construction and post construction.
  - Describe your firm's effort and commitment to value engineering, value management, and constructability reviews; and provide results and documentation to support these efforts.

#### **Additional Information**

22. Additional information the firm believes will help aid in selection.
23. Proof of performance bond capacity. Note: the performance bond will be required at the GMP stage and incorporated into the final contract.