

Hamilton County School District
RFQ 21-101

CONSTRUCTION MANAGEMENT SERVICES
FOR SMALL PROJECTS

REQUEST FOR QUALIFICATIONS

EXPERIENCE QUESTIONNAIRE

Project Name: Construction Management Services

Project Scope: Construction Management Service Firm(s) to assist with the construction phase of various small projects to be less than two million dollars (\$2,000,000.00) on an as needed basis for a negotiated percentage based on the Guaranteed Maximum Price (GMP) per project. This shall be for a period of one (1) year with provisions to extend the agreement annually for up to three (3) years with the approval of both Hamilton County School District and the Construction Management Firm(s). An AIA document A133 – 2019 where the basis is the cost of the work plus a fee with a GMP will be used for each project. A qualifying Construction Management Firm will be selected for each project, at Hamilton County School Board's discretion, based on current scheduling needs of the Hamilton County School District.

A. GENERAL INFORMATION

Submitted by: _____

Address: _____

Telephone/Fax Number: _____

Check One: A Corporation ☐ A Partnership ☐ An Individual ☐ A Joint Venture ☐

The Firm acknowledges that information provided in this Experience Questionnaire and the Financial Statement is for the express purpose of inducing the owner to whom it is submitted to award a contract to the Firm and further the Firm acknowledges that the Owner may at its discretion, by means which the Owner may choose, determine the truth and accuracy of all statements made by the Firm.

If a Corporation:

Date of Incorporation: _____

Name of Officers:

President

Vice President

Secretary

Treasurer

If a Partnership or Individual Proprietorship:

Date of Organization: _____

If a partnership, state whether it is a general or
limited partnership _____

Name and Address of owners and/or Partners:

Current Firm Name: _____

How many years has this firm been in business? _____

Previous Firm Name: _____

How many years had the previous firm been in business: _____

Indicate Firm History (chronologically): _____

SUBSIDIARY or AFFILIATED COMPANIES IN WHICH PRINCIPALS HAVE FINANCIAL INTEREST

Name and Address of Subsidiary or Affiliated Companies	Explain in detail the Principal's interest in this Company and Nature of Business

1. Is your Firm currently pre-qualified and/or contracted with any government agency: ___ yes ___ no
If yes, please list agency/agencies:

2. Within the previous seven (7) fiscal years, has your Firm been denied a contract award on which you submitted the low bid in competitive bidding or been refused prequalification?: ___ yes ___ no If yes, please explain:

3. Within the previous seven (7) fiscal years, has your Firm failed to complete a project? ___ yes ___ no
If yes, state the name of the project, the Firm responsible, and the reason for failure to complete.

4. Within the previous seven (7) fiscal years, has your Firm been involved in any judgement, claims, arbitration or litigation: ____ yes ____ no

If yes, state the name of the project, the Firm responsible, explain the nature and evidence of satisfactory resolution for each claim or current status.

5. Within the previous seven (7) fiscal years has there been any liquidated damages, penalties, liens, defaults, or cancellations imposed or filed against your Firm? ____ yes ____ no

If yes, state the name of the project, the Firm responsible, and explain the nature and current status.

6. Within the previous seven (7) fiscal years, has your Firm declared bankruptcy? ____ yes ____ no

If yes, please explain:

7. Provide the ~~attached Performance Reference Survey to~~ letters of recommendation from two (2) previous Owners and two (2) architectural firms associated with projects listed in the Related Building Experience of Completed Projects (page 4). Completed ~~surveys~~ letters are to be sent directly to the Business Services Department by the Owner or Architectural Firm.

B. RELATED EDUCATIONAL BUILDING EXPERIENCE**COMPLETED PROJECTS**

Consideration will be given to the successful completion of previous projects comparable in scope and complexity.

1. List the most recently **completed educational projects** which best illustrate the experience for the Firm and the current staff that would potentially be assigned to a Hamilton Schools project. List no less than three (3) nor more than ten (10) projects, nor projects which were completed more than ten years ago.

(Duplicate this two page form as necessary to list projects)

Project Name: _____

Project Location: _____

Project Scope _____

Project Size _____
(gross square feet)

Original Contract Amount: \$ _____ Final Contract Amount \$ _____

Explain Differences in "Contract Amounts" _____

Firm's Responsibility: _____
(Construction Manager, Project Manager, General Contractor, Design/Build, etc.)

Project Staff:
Principal in Charge: _____

Project Manager: _____

Superintendent: _____

Other: _____

Completion Dates:
Original: _____ Revised: _____ Actual: _____

Explain Differences in "Completion Dates: _____

Owner: _____

Contact Person & Title: _____

Address: _____

Telephone: _____ Fax: _____

Project Architect/Engineer: _____

Contact Person & Title: _____

Address: _____

Telephone: _____ Fax: _____

C. RELATED EDUCATIONAL BUILDING EXPERIENCE

IN PROGRESS PROJECTS

Consideration will be given to the projects comparable in scope and complexity.

1. List and indicate the status of **in progress educational projects** under contract as of the date of this Application. Indicate whether the project is in progress or awarded and not yet begun.

(Duplicate this two page form as necessary to list projects)

Project Name: _____

Project Location: _____

Project Scope: _____

Project Size: _____
(gross square feet)

Total Amount of Your Contract \$ _____

Amount of Above Sublet to Others \$ _____

Uncompleted Amount of Contract \$ _____

Firm's Responsibility: _____
(Construction Manager, Project Manager, General Contractor, Design/Build, etc.)

Project Staff:
Principal in Charge: _____

Project Manager: _____

Superintendent: _____

Other: _____

Contract Status: _____
(Awarded & Not Yet Begun, In Progress, In Progress & Stopped, etc.)

Explanation: _____

Is the Project on schedule? _____yes _____no

If no, please explain: _____

Owner: _____

Contact Person & Title: _____

Address: _____

Telephone: _____ Fax: _____

Project Architect/Engineer: _____

Contact Person & Title: _____

Address: _____

Telephone: _____ Fax: _____

D. FINANCIAL CAPABILITY

1. Name of current bonding company: _____
2. Name, phone number, and address of Florida resident agent for current bonding company: (State Requirements for Educational Facilities requires that the bond be with a surety insurer authorized to do business in Florida)

Name: _____ Phone _____

Address: _____

3. Select one (1) option below:
 - a. Attach written verification of bonding capacity. The verification must be submitted by a licensed surety company rated excellent ("A-" or better) in the current A.M. Best Guide and qualified to do business in the State of Florida. The letter should:
 - Be addressed to Business Services Department, Hamilton County School District;
 - Include the name of the surety company and the contractor, usually by stating the number of years there has been a relationship;
 - State the bonding will be provided (provisions may be listed); and
 - Give an aggregate amount for which you can be bonded.

OR

- b. In the absence of such written verification referred to in 3.a., above, attach an audited financial statement current within the past twelve (12) months including your organization's latest balance sheet and income statement showing the following items:
 - Current assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses)
 - Net fixed assets
 - Current liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes)
 - Other liabilities (e.g., capital, capital stock, authorized and outstanding shares par values, earned surplus and retained earnings)
4. Name and address for firm preparing financial statement and date thereof:

5. Is this financial statement for the identical organization named on page 6? ____ If not, explain:

6. Will the organization whose financial statement is attached act as guarantor of the contract for construction? _____

The undersigned certifies that he/she is a principal or officer of the Firm authorized to sign on behalf of the Firm and certifies that all information included within this application is true and accurate representation of this Firm and that all statements of intent or proposed future action (including the assignment of personnel and the provisions of services) will be honored by the Firm if selected.

We authorize and request any public official, engineer, architect, surety company, bank depository, material or equipment manufacturer or distributor or any person, firm or corporation to furnish any information requested by the Hamilton County School District, to verify statements given with this application to confirm our standing and general reputation. The required sworn statement on Public Entity Crimes and Scrutinized Company Certification are attached to support our standing and general reputation.

It is understood that all information submitted in this application may be determined to be public record, as attested to in the attached Providing Public Records statement, and subject to disclosure as governed by applicable Florida law. All required company financial information may be submitted separate and apart from other required submittals in order to endeavor to protect privileged company information from public disclosure.

A copy of the license under which our firm is engaged in the business of contracting in the State of Florida is attached. This license was issued in accordance with provisions of Section 489-113, Florida Statutes, and is currently valid and in force.

A copy of our firm's current, valid Certificate of Insurance confirming current worker's compensation, public liability and property damage insurance, as required by law, is attached.

Dated this _____ day of _____, 20__

Name of Organization:

By: _____

Title: _____

(The application must be signed by an authorized officer of the company, the owner, or sole proprietor, as appropriate.)

STATE OF _____

COUNTY OF _____

Sworn to and subscribed to before me this _____ day of _____, 20__ by

_____, who is personally known to me, or has produced

_____, as identification.

Notary Public: _____

My commission expires: _____

Place seal or stamp here

Commission No: _____