

**CONSTRUCTION MANAGEMENT QUALIFICATION STATEMENT**

**INSTRUCTIONS:**

1. Submit a Letter of Introduction – Summary of the qualities that best qualify the applicant for this project. (Maximum one page.)
2. Provide a Table of Contents.
3. Complete the Construction Management Qualification Statement (CMQS) in as much detail as possible and submit one (1) original and nine (9) bound copies per the legal advertisement.
4. Licenses and Certificates – Include copies of current State of Florida professional registration license renewal for the Applicant (corporate and all key professional personnel) to be used on a contracted project.
5. Include a completed Public Entity Crime Statement (Form PUR 7068) for the applying organization.
6. Attach a letter of intent from a surety company indicating the applying organization's ability to bond the proposed project.
7. Describe the applicant's ability to price projects and provide quality feedback during the design phase.
8. The applicant may include any additional information which is deemed necessary to describe the qualifications of the applicant.

**CONSTRUCTION MANAGER QUALIFICATIONS STATEMENT (CMQS)**

**THE CONSTRUCTION MANAGER FIRM**

1. Project Name: \_\_\_\_\_
2. Location: \_\_\_\_\_
3. Company/Joint Venture Name: \_\_\_\_\_
4. Address of Proposed Office in Charge: \_\_\_\_\_
5. Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
6. FED TID#: \_\_\_\_\_ Dunn & Bradstreet #: \_\_\_\_\_
7. Is this a joint venture? Yes \_\_\_\_ No \_\_\_\_  
If yes, include a copy of the joint venture agreement.
8. If a corporation, answer the following :
  - a. Date of Incorporation - (Provide a copy of current certificate from The Florida Division of Corporations):
  - b. Please attach a list all officers and the registered agent of corporation.
9. If a partnership or individual proprietorship, answer the following:
  - a. Date of Organization \_\_\_\_\_( If a partnership, check whether partnership is a general \_\_\_\_ or limited \_\_\_\_ association and provide a copy of the certificate of partnership from the Florida Division of Corporations. If a partnership, also attach names and addresses of partners.)
10. Answer the following:
  - a. How many years has your organization been in the construction business?\_\_\_\_\_
  - b. How many years under your present business name?\_\_\_\_\_
  - c. List all previous business names.  
\_\_\_\_\_
11. Within the last five (5) years, has your organization been denied a contract award on which you submitted the low bid in competitive bidding or been refused prequalification?  
Yes \_\_\_\_ No \_\_\_\_  
If so, please attach a list of project(s) and provide details.

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12. Within the last five (5) years, has your organization or predecessor organizations ever failed to complete a project: Yes \_\_\_\_ No \_\_\_\_

If so, please attach a list of the project(s) and provide details.

13. Within the previous five (5) years, has your organization or predecessor organizations been involved in litigation? Yes \_\_\_\_ No \_\_\_\_

If so, please provide a statement with location, nature of litigation and case status.

14. Attach a list of any subsidiary or affiliated companies in which the principals have a financial interest and explain the principal's interest in this company and nature of business.

**CONSTRUCTION MANAGEMENT TEAM & PERSONNEL**

15. Answer the following:

- a. Attach a list of the total number of firm personnel by: clerical, administrative, architects and engineers, foremen and superintendents, and skilled employees including technicians, unskilled employees, schedulers, and estimators.
- b. Attach a list of all key personnel which will be a part of the construction management team for this project, provide their city of residence, and include a resume for each team member.

16. Attach a list of any consultants which will be included as part of the proposed construction management team. Describe the consultants' roles in the project and the consultants' experiences. List any projects on which the consultant has worked with you in the past.

**CONSTRUCTION MANAGEMENT EXPERIENCE & REFERENCES**

17. Answer the following:

- a. Attach a list of projects, in a table format, for which your firm has provided or in providing construction management services which are most related to these potential projects. In determining which projects are most related, consider: related size and complexity, how many members of the proposed team worked on the listed projects, and, how recently the project was completed. List the projects in priority order with the most related project first.
- b. For each of the listed projects, provide the following information: construction cost, current phase of development, original and actual or projected completion date, type of construction management services provided, and type of construction (new, renovation or remodel). Include owners, contact person and current phone number, and the name and phone number of the project architect.
- c. List in table format projects that your firm self-performed any of the work, the value of the work, and what trade.

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- d. Illustrate the construction manager’s K-12 experience in constructing new or renovation/remodeling of existing facilities in and around occupied spaces. What specific methods and controls would be in place for safety, security, communication and coordination, traffic maintenance, etc.
18. Describe your approach to the following: (Use examples to demonstrate your approach):
- a. Schedule adherence
  - b. Budget cost estimating – particularly during the design phases and the accuracy thereof
  - c. Options analysis – particularly during the design phases
  - d. Cost control – particularly during the design phases
  - e. Records, reports, and monitoring systems
  - f. Quality control
  - g. Safety
  - h. Project closeout
19. Do you make the following acknowledgements/certification? If so, sign on the line provided and have your signature notarized.
- a. Regarding information furnished by the applicant herewith, and as may be provided subsequently:
    - 1. All information of 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 contracts.
  - b. It is acknowledged that:
    - 1. If any information by the applicant is found to be, in the opinion of the Selection Committee or Board of Directors, substantially unreliable, this application may be rejected.
    - 2. The Selection Committee/Board of Directors may reject all applicants and may stop the selection process and any time.
    - 3. The selection of finalists for the interview, if deemed necessary will be made on the basis in information provided herein. The firms selected for interview will be ranked based on their total scores earned in response to the interview questions to be provided to the short listed firms and reference checks.
    - 4. **It is understood that this submittal must be received in an enveloped clearly marked RFQ 18-204, Construction Management, no later than 2:00 p.m., January 23, 2018 at:**

**Suwannee County School Board  
Vickie DePratter, Chief Financial Officer  
1729 Walker Avenue, Suite 200  
Live Oak, FL 32064**



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SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a), FLORIDA STATUTES ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This *sworn* statement is submitted to \_\_\_\_\_  
(print name of the public entity)  
by \_\_\_\_\_  
(print individual's name and title)  
for \_\_\_\_\_  
(print name of entity submitting sworn statement)

Whose business address is:

\_\_\_\_\_  
\_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_  
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement. \_\_\_\_\_)

2. I understand that a "public entity crime" as defined in Paragraph 287.133 (1) (g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision or any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (J) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

I understand that an "affiliate" as defined in Paragraph 287.133 (1) (a), Florida Statutes Means:

1. A predecessor or successor of a person convicted of a public entity crime; or
  2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in paragraph 287.133 (1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directions, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below *is* true in relation to the entity submitting this sworn statement. (indicate which statement applies) .

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\_\_\_Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners; shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INPORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

\_\_\_\_\_  
(Signature)

Sworn to and subscribed before me this \_\_\_\_\_, day of \_\_\_\_\_ 20\_\_\_\_\_.

Personally known to me \_\_\_\_\_  
OR Produced Identification \_\_\_\_\_  
(type of identification)

Notary Public – State of \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
(Printed, typed, or stamped name of Notary Public)

My commission expires: \_\_\_\_\_