

HOUSTON INDEPENDENT SCHOOL DISTRICT
15-01-07 RFQ FOR CONSTRUCTION MANAGEMENT SERVICES
(CM at RISK – Step One of a Two-Step Process)

Step One - Questionnaire & Required Information Form

Submitters must provide the following information with requested supporting information attached in the same order/sequence supporting information is requested on this form.

NOTE: SEE LAST PAGE FOR REQUIRED AUTHORIZED SIGNATURE

Company Name:	
Submitted by:	Date:

1A	<u>Firm Information:</u>	<u>Response</u>
1A.1	Name of firm:	
1A.2	Legal name of firm (if different):	
1A.3	Primary individual to contact:	
1A.4	Address of principal office:	
1A.5	Phone:	
1A.6	Fax:	
1A.7	Email Address:	
1A.8	Form of Business Organization: (Corporation, Partnership, Individual, Joint Venture, Other)	
1A.9	Year founded:	

1B.	<u>Organization:</u>	<u>Response</u>
1B.1	Secretary of State letter verification of legal status	Attach letter at end of this form.
1B.2	How many years has your organization been in business in construction in its current capacity?	
1B.3	How many years has your organization been in business under its present name?	
1B.4	Under what other or former names has your organization operated?	

HOUSTON INDEPENDENT SCHOOL DISTRICT
15-01-07 RFQ FOR CONSTRUCTION MANAGEMENT SERVICES
(CM at RISK – Step One of a Two-Step Process)

Step One - Questionnaire & Required Information Form

1B.	<u>Organization (con't):</u>	<u>Response</u>
1B.5	If your organization is a corporation, answer the following:	
a	Date of incorporation,	
b	State of incorporation	
c	President's name	
d	Vice-president's name(s)	
e	Secretary's name	
f	Treasurer's name	
1B.6	If your organization is a partnership, answer the following	
a	Date of organization	
b	Type of partnership (if applicable)	
c	Names of general partner(s)	
c	Names of general partner(s)	
c	Names of general partner(s)	
1B.7	If your organization is individually owned, answer the following:	
a	Date of organization	
b	Name of owner	
1B.8	If the form of your organization is other than those listed above, describe it and name the principals. (Add additional lines if necessary)	

HOUSTON INDEPENDENT SCHOOL DISTRICT
15-01-07 RFQ FOR CONSTRUCTION MANAGEMENT SERVICES
(CM at RISK – Step One of a Two-Step Process)

Step One - Questionnaire & Required Information Form

1C.	<u>Licensing:</u>	<u>Response</u>
1C.1	List jurisdictions and trade categories in which your organization is legally qualified to do business.	
a	Registration / License Number	
1C.2	List jurisdictions in which your organization's partnership or trade name is filed.	

2.	<u>Schedule</u>
2.1	The Owner desires the earliest possible move-in date for the project. Provide a schedule indicating how your firm would propose to construct the project in the shortest possible construction period.
	RESPONSE: Attach schedule at the end of this form.
2.2	Describe how your firm has used the Construction Manager-at-Risk method of construction delivery to successfully optimize construction time.
	RESPONSE:
2.3	Compare initial schedules with actual completion for several projects.
	RESPONSE:
2.4	Provide samples of schedules that will be used to control various project phases.
	RESPONSE: Attach sample schedule(s) at the end of this form.
2.5	Refer to the Construction Manager-at-Risk Agreement included in the RFQ. List any revisions you propose to these documents.
	RESPONSE:

HOUSTON INDEPENDENT SCHOOL DISTRICT
15-01-07 RFQ FOR CONSTRUCTION MANAGEMENT SERVICES
(CM at RISK – Step One of a Two-Step Process)

Step One - Questionnaire & Required Information Form

3.	<u>References and Reputation (REFERENCES WILL BE CHECKED – It is your responsibility to provide valid contact information)</u>	
3.1	<u>List the major construction projects your organization has in progress <u>at the present time.</u></u>	
	Current work and references, (5 projects maximum):	<u>Response</u>
3.1A.1	Name of Project	
3.1A.2	Location of Project	
3.1A.3	Nature of Project / Function of Building	
3.1A.4	Building Size (SF)	
3.1A.5	Owner Name (Organization)	
3.1A.6	Owner's Contact Person	
3.1A.7	Contact Phone Number	
3.1A.8	Architect Name (Company)	
3.1A.9	Architect Contact	
3.1A.10	Architect Phone Number	
3.1A.11	Contract Amount	
3.1A.12	Percent Complete	
3.1A.13	Scheduled Completion Date	
3.1A.14	Additional Information	

Copy the project information format above (3.1A.1-14) assigning letters to for each project (3.1B, 3.1C, etc.) for additional projects (total number not to exceed 5).

HOUSTON INDEPENDENT SCHOOL DISTRICT
15-01-07 RFQ FOR CONSTRUCTION MANAGEMENT SERVICES
(CM at RISK – Step One of a Two-Step Process)

Step One - Questionnaire & Required Information Form

3.	<u>References and Reputation (continued):</u>	
3.2	List major projects constructed by your organization <u>over the last five (5) years.</u>	
	Recent work and references (5 projects maximum):	<u>Response</u>
3.2A.1	Name of Project	
3.2A.2	Location of Project	
3.2A.3	Nature of Project / Function of Building	
3.2A.4	Building Size (SF)	
3.2A.5	Owner Name (Organization)	
3.2A.6	Owner's Contact Person	
3.2A.7	Contact Phone Number	
3.2A.8	Architect Name (Company)	
3.2A.9	Architect Contact	
3.2A.10	Architect Phone Number	
3.2A.11	Contract Amount	
3.2A.12	Selection Criteria (Bid, CSP, or other method)	
3.2A.13	Completion Date	
3.2A.14	Additional Information	

Copy the project information format above (3.2A.1-14) assigning letters to for each project (3.2B, 3.2C, etc.) for additional projects (total number not to exceed 5).

HOUSTON INDEPENDENT SCHOOL DISTRICT
15-01-07 RFQ FOR CONSTRUCTION MANAGEMENT SERVICES
(CM at RISK – Step One of a Two-Step Process)

Step One - Questionnaire & Required Information Form

3.	<u>References and Reputation (continued):</u>	
3.3	Claims and suits. (If the answer to any of the questions below is yes, attach details.)	
	<u>Questions</u>	<u>Response</u>
3.3.1	Has your organization ever failed to complete any work awarded to it?	
3.3.2	Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?	
3.3.3	Has your organization filed any lawsuits or requested arbitration with regard to construction contracts within the last five (5) years?	
3.3.4	Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.)	
3.3.5	Additional Information	

HOUSTON INDEPENDENT SCHOOL DISTRICT
15-01-07 RFQ FOR CONSTRUCTION MANAGEMENT SERVICES
(CM at RISK – Step One of a Two-Step Process)

Step One - Questionnaire & Required Information Form

4.	<u>Experience (continued):</u>
4.7	List any subcontractors in which your organization has some ownership and list the categories of work those subcontractors normally perform.
	RESPONSE
4.8	Cost Estimates: Attach a sample conceptual cost estimate prepared during the design phase of a project and a sample of the final cost estimate/breakdown used to establish the contract amount for the construction of the same project. (The identity of the project may be concealed. The intent is to see the nature and format of the cost information provided.)
	RESPONSE:
4.9	Cost Information: Your firm would be required to make all cost information during design and construction available to Owner and architect. Describe how the information would be furnished and how the Owner and architect would be assured that it is complete and accurate.
	RESPONSE:

5.	<u>Safety Record:</u>
5.1	Provide a copy of your firm's safety policies/program.
	RESPONSE: Attach a copy of your firm's safety policies/program at the end of this form.

HOUSTON INDEPENDENT SCHOOL DISTRICT
15-01-07 RFQ FOR CONSTRUCTION MANAGEMENT SERVICES
(CM at RISK – Step One of a Two-Step Process)

Step One - Questionnaire & Required Information Form

5.	<u>Safety Record (continued):</u>
5.2	Describe how your firm implements its safety program.
	RESPONSE:
5.3	Provide information pertaining to your firm's accident frequency rate and modifier for the last five (5) years.
	RESPONSE:
5.4	Provide a copy of your company's current Experience Modification Rate (EMR)
	RESPONSE: Attach a copy of company's current EMR.

6.	<u>Cost Savings and Phasing:</u>
6.1	Provide examples of value engineering for similar projects.
	RESPONSE: Attach copies of value engineering examples at the end of this form.
6.2	Explain what strategies your firm uses to identify potential savings categories.
	RESPONSE:

HOUSTON INDEPENDENT SCHOOL DISTRICT
15-01-07 RFQ FOR CONSTRUCTION MANAGEMENT SERVICES
(CM at RISK – Step One of a Two-Step Process)

Step One - Questionnaire & Required Information Form

6.3	It is anticipated that the Guaranteed Maximum Price will be furnished at the 95% construction document phase. Do you agree that this is an appropriate time for its submission? If not, how early would you suggest a GMP?
	RESPONSE:
6.4	Include breakdown of all General Conditions categories that will be applicable to the project, including personnel. Identify any categories in addition to those listed in Exhibit "I", Item #1 of the Construction Manager-at-Risk Agreement. Do not include in General Conditions any items listed in Exhibit I under Items #2 and #3.
	RESPONSE: Attach supporting documentation for General Conditions at the end of this form.

7.	<u>Cost Savings and Phasing (continued):</u>
7.1	Describe your phasing plan.
	RESPONSE:
7.2	What construction permit packages do you propose?
	RESPONSE:
7.3	What items would you consider for early purchase?
	RESPONSE:

HOUSTON INDEPENDENT SCHOOL DISTRICT
15-01-07 RFQ FOR CONSTRUCTION MANAGEMENT SERVICES
(CM at RISK – Step One of a Two-Step Process)

Step One - Questionnaire & Required Information Form

7.4	What computer program does your firm use to document Cost of the Work during construction?
	RESPONSE:

8.	<u>Personnel:</u>	
8.1	Identify the specific Project Manager, Estimator, and Superintendent you propose for the project. If submitting for more than one school project, provide the information for each project.	
	Proposed Personnel	<u>Response</u>
8.1A	Project Manager Name	
8.1B	Project Estimator Name	
8.1C	Project Superintendent Name	
8.1D	Proposer must provide a resume and references for each individual listed above.	
8.2	Describe your proposed staffing for the project and the percentage of their participation throughout the project.	
	RESPONSE:	
8.3	Identify any conflicts with other work your firm is undertaking.	
	RESPONSE:	
8.4	Confirm if you agree that the personnel listed in Section 1.A. of Exhibit "I" to the Construction Manager-at-Risk Agreement comprise the maximum staffing required for the project, by project if submitting on more than one school project. Indicate full-time or part-time for each position.	

HOUSTON INDEPENDENT SCHOOL DISTRICT
15-01-07 RFQ FOR CONSTRUCTION MANAGEMENT SERVICES
(CM at RISK – Step One of a Two-Step Process)

Step One - Questionnaire & Required Information Form

	RESPONSE:
8.5	Additional Information (if required)
	RESPONSE:

9	<u>Work Capacity:</u>	
9.1	Provide information about your firm's ability and commitment of resources for this project concurrently with other commitments your firm has contracted.	
	RESPONSE:	
9.2	Bonding Capacity	<u>Response</u>
9.2A	What is the bonding capacity of your firm – Single Project Limit?	
9.2B	What is the bonding capacity of your firm – Aggregate Limit?	
9.3	Of your total bonding capacity, what percent is remaining for this and future projects?	
9.4	Name of your bonding company	
9.4A	Name of agent	
9.4B	Address of agent	
9.4C	Phone number of agent	
9.5	Payment and performance bonds for 100% of the construction budget and construction cost will be required.	

HOUSTON INDEPENDENT SCHOOL DISTRICT
15-01-07 RFQ FOR CONSTRUCTION MANAGEMENT SERVICES
(CM at RISK – Step One of a Two-Step Process)

Step One - Questionnaire & Required Information Form

	RESPONSE:
9.6	Proof of ability of bond will be required prior to selection.
	RESPONSE:

HOUSTON INDEPENDENT SCHOOL DISTRICT
15-01-07 RFQ FOR CONSTRUCTION MANAGEMENT SERVICES
(CM at RISK – Step One of a Two-Step Process)

Step One - Questionnaire & Required Information Form

10.	<u>Financial Resources and Stability:</u>	
10.1	Attach a financial statement, preferably audited; include your organization's latest balance sheet and income statement showing the following items:	
	RESPONSE: Attach a copy of your firm's financial statement at the end of this form.	
10.2	Financial Statement Information	<u>Response (included yes or no)</u>
10.2A	Current assets (cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory, and prepaid expenses).	
10.2B	Non-current assets (net fixed assets, other assets).	
10.2C	Current liabilities (accounts payable, notes payable), accrued expenses, provision for income taxes, advances, accrued salaries, and accrued payroll taxes).	
10.2D	Non-current liabilities (notes payable).	
10.2E	Capital accounts and retained earnings (capital stock, authorized and outstanding shared par value, earned surplus and retained earnings).	
10.3	Name of Firm preparing attached financial statement and date thereof.	
10.3A	Address of Firm preparing attached financial statement and date thereof.	
10.3B	Phone Number of Firm preparing attached financial statement and date thereof.	

HOUSTON INDEPENDENT SCHOOL DISTRICT
15-01-07 RFQ FOR CONSTRUCTION MANAGEMENT SERVICES
(CM at RISK – Step One of a Two-Step Process)

Step One - Questionnaire & Required Information Form

10.	<u>Financial Resources and Stability (continued):</u>	
10.4	Is the attached financial statement for the identical organization that is submitting these qualifications? If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (parent or subsidiary).	
	RESPONSE:	
10.5	Will the organization whose financial statement is attached act as guarantor of the contract for construction?	
	RESPONSE:	
10.6	What is your firm's general philosophy, policy, or practice related to subcontractor bonding?	
	RESPONSE:	
10.7	Bank Reference	<u>Response</u>
10.7A	Name of Bank	
10.7B	Name of Bank Contact	
10.7C	Address of Bank / Contact	
10.7D	Phone number of Agent	

HOUSTON INDEPENDENT SCHOOL DISTRICT
15-01-07 RFQ FOR CONSTRUCTION MANAGEMENT SERVICES
(CM at RISK – Step One of a Two-Step Process)

Step One - Questionnaire & Required Information Form

It is understood, as stated in 1.13 Reservations of Rights in the RFQ, the District can reject any or all SOQ's or any part of an SOQ, as well as, waive any or all minor irregularities in any part of an SOQ.

(Seal, if a Corporation)
State whether Corporation,
Partnership or Individual

Authorized Signature

Title

Legal Name of Contracting Firm

Address

Telephone

Date