

Construction Management Submittal Guidelines
(Revised 8/03/05)

Please provide six copies of the following information. Each section should be tabbed and sub-tabbed as needed.

- Tab 1. Provide letter of interest (Not more than two pages). Note the location of the office from which the project will be managed.
- Tab 2. Information on the firm. (Not more than seven pages.)
- A. Size and history of the firm including date of incorporation and any previous names or affiliations.
 - B. An organizational chart indicating where team members fall within the organization.
 - C. If the firm has branch offices and the project will be handled by one of the branches indicate the capabilities of the branch and what services will be provided by the branch or other offices.
 - D. Breakdown of percent of educational work and other types of work (by \$ volume) for both the firm and the branch as appropriate.
 - E. Provide examples of recent projects completed by the firm that are similar in size, cost, applicable codes and type, that were performed on an active Community College campus and any other similarities to our proposed project. Indicate where you may have worked with this design team. For each project provide complete contact information for both the Owner and Design Team. (No more than 5 projects).
 - F. Provide information concerning status of M/WBE.
 - G. A sworn statement on Public Entity Crime as required by FS 287.133 (3)(a)
 - H. A copy of Daytona State College Pre-qualified Construction Contractor Certificate. Contractors not already pre-qualified must submit an Application for Certification as a Pre-qualified Construction Contractor. To request an application contact the Facilities Planning Department at 386/506-3139 or EnglisS@DaytonaState.edu .
 - I. Provide certificates of insurance indicating that coverage as outlined in "Insurance Requirements" (separate document) are in force.
 - J. A notarized statement of financial status. (The form of the statement is optional and could be in a form such as Dun & Bradstreet, by a certified public accountant, or other.
- Tab 3. Information about the proposed team and their credentials.
- A. Provide an organizational chart showing each proposed team member (Limit to 1 page).

- B. Indicate the probable % of time that each team member will be devoted to this project. Differentiate between preconstruction and construction phases.
- C. Provide the following information about each team member. (Limit to 1 page per team member)
 - i. Any applicable licenses, affiliations and education. A copy of licenses, etc should be included. (See item “D”)
 - ii. Years with the firm and role with the firm.
 - iii. Experience from other firms.
 - iv. Three most recent projects and their role on the project. (Provide contact information as in Tab 2E)
 - v. Three most relevant projects and their role on the project. (Only if different) Provide contact information – see Tab 2E.
- D. Copies of licenses for the firm and individual team members. (pages as needed)

- Tab 4. Indicate the current workload of team members and when they might be available to begin work on the project. This should be tied into the schedule in Tab 6.
- Tab 5. Provide information on how your team would work with the design team during preconstruction and with the design team and the subcontractors during the construction phase to assure that the project remains within budget.
- Tab 6. Provide a schedule of construction from design to project completion. The construction phase should be of enough detail to indicate major milestones. Indicate projects where the actual completion date may have varied from the planned completion date. Give reasons the schedule may have slipped.
- Tab 7. Litigation or disputes – Provide a summary of any litigation, claim or contract dispute involving the firm or any of the team members; the nature of the dispute; the status or resolution of the dispute and the monetary amounts involved.
- Tab 8. Project closeout and warranty – describe how your firm addresses project closeout (O&M’s, as-builts, training, attic stock, etc.) and warranty issues.
- Tab 9. Other – Provide additional information concerning the firm, project or team members that would support selection of your team as being the most qualified for this project. (Not to exceed 3 pages.)

Note: For each project noted in Tab 2E and Tab 3C(iv & v) provide contact information for both the owner and design team.