

New Forensic Science Building at The Bissell Campus  
Construction Management Selection Supplementary  
Information

I. Proposal Requirements

A. Understanding of the Project (2 page limit)

State your firm's understanding of the project and the issues surrounding the successful delivery of a new facility in an existing, operating campus. Discuss your firm's experience working for public sector clients and forensic science facilities.

B. Firm Capabilities (3 page limit)

Provide a brief description of your firm, joint venture and subconsultant(s), as appropriate. At a minimum, include the following for your team: company history; the level of available resources; the total number of professional and technical personnel by discipline; and a statement as to why your team will be best qualified to deliver the project. If a joint venture, briefly state the length of your relationship and prior experience as a team.

C. Relevant Experience (10 page limit)

1. Describe five (5) construction management projects of similar size that you have completed in the past ten (10) years and any projects of the past five (5) years specifically related to forensic science facilities. Provide at a minimum:

- a. Project name and location
- b. Planned vs. actual completion date
- c. Planned vs. actual budget
- d. Brief description of project
- e. Owner and Architect (include reference for both)

2. If a joint venture or association, provide the same information as shown above for work completed previously as a team. Provide no more than four (4) project examples.

D. Team Organization and Experience (5 page limit)

Provide an organizational chart identifying all of your key staff members, including their company affiliation, and demonstrate how each team member will interact with other staff members assigned to this project. Provide a brief resume of key individuals describing at a minimum:

1. Role on the project
2. Education
3. Professional registrations
4. Relevant experience

E. Work Plan and Management Approach (4 page limit)

Describe your scope of services for design review, pre-construction (including bidding) and construction phases on completed CM projects. Also provide your methodology for interacting with the Owner, user groups, architect/engineer, consultants and other team members during all phases of work to ensure successful completion of the project.

It is understood that this work plan will be preliminary in nature, but it should be illustrative of a realistic work plan for a project of this scope and type.

F. Financial Capability

N/A

G. Appendix

Provide any supplemental information in support of your team's qualifications (corporate brochures, articles and awards).

II. Selection Process

A. Members of the selection committee will review the credentials of each firm and shortlist those firms deemed qualified to deliver the required construction management services for these contracts.

B. The shortlisted firms will be invited to make oral presentations to the selection committee which will evaluate and select the firm deemed best qualified to undertake the project. This selection will be based on both the written proposal and interview presentation.

Key staff members of the construction management firm will be expected to participate in the interview. These will include, but not limited to, the project executive, project managers, field superintendents, etc.

C. The State will then enter into negotiations with the preferred firm. If negotiations cannot be completed to the satisfaction of the Owner, then the firm will be so notified in writing, and the Owner will enter into negotiations with the next highest ranked firm. The intended form of contract will be an AIA contract, including any amendments deemed necessary.

### III. Scope of Services

The CM firm selected shall provide the State of Delaware with the following:

1. Basic services during the pre-construction phase may include but are not limited to: review of design; making relevant recommendations in the best interest of the State; value engineering; presentation of a detailed estimate of construction cost; development of a construction schedule based on the State's funding availability; preparation of bid packages; conducting pre-bid meetings; and interfacing with the architect/engineer, as necessary.
2. Basic services during the construction may include but are not limited to: cooperation with architect/engineer; providing a safety plan to include a policy regarding construction traffic (vehicular and pedestrian) and security on the existing, operating campus; coordination of the contractors with the various phases of the project; conducting pre-construction and progress meetings; receiving and reviewing shop drawings and related submittals before forwarding to the architect/engineer; assuring compliance with contract drawings and specifications; maintaining current cost data and reporting to the Owner on a regular basis in order to maintain accountability for project cost; maintaining and updating the current project schedule; coordination of commissioning activities with the State's commissioning agent; project completion and closeout; post-construction activities will include warranty responsibilities, project training and coordination of move-in activities.

### IV. Additional Information

1. Attached is the Score Sheet to be utilized for selection.