



PROJECT SPECIFIC  
QUALIFICATION STATEMENT REQUIREMENTS  
For  
CONSTRUCTION MANAGEMENT SERVICES

**Michigan Union Renovation**  
**U-M Project Number P00007758**

**ISSUED FOR:**     **The Regents of the University of Michigan**

**BY:**             **University of Michigan**  
                      **Architecture, Engineering and Construction**

*And*

**Procurement Services**  
**326 East Hoover Avenue**  
**Ann Arbor, MI 48109-1002**

## I. INSTRUCTIONS

### A. Purpose

This Project Specific Qualification Statement Requirements for Construction Management Services is issued by The Regents of the University of Michigan ("Owner") to request qualifications from those Construction Management ("CM") firms interested in providing preconstruction and construction management services for the following project:

#### **Michigan Union Renovation**

The project is located at 530 S. State Street, Ann Arbor, Michigan, 48109-2800, within the University of Michigan's central campus.

### B. Selection Process

Interested CM firms must respond to the requirements included herein and submit ten (10) copies and one (1) electronic copy of their Qualification Statement Requirements ("QSR") as directed below. The information gathered will be evaluated by Project Team members and other Owner representatives to select which firms will be chosen to submit a technical proposal in response to a Request for Proposal ("RFP") for Construction Management Services and invited for interviews. Firms receiving RFP's will be provided additional information for the project to help them prepare their proposal. This technical proposal, as well as the interview, will be evaluated to determine the construction management firm best qualified to provide construction management services for this project. The Owner reserves the right to reject any and all applicants and may stop the selection process for the project at any time.

### C. Selection Schedule

Ten (10) hardcopies of your QSR must be provided. In addition, forward an email with an electronic copy of your response attached to Mr. James Bruce at [jmbruce@umich.edu](mailto:jmbruce@umich.edu). Both hardcopies and electronic copy must be received no later than:

**Monday, February 29, 2016 at 2:00 PM EST**

Submit to: The University of Michigan  
Procurement – Facilities  
Attn: James Bruce  
The University of Michigan  
326 E. Hoover Ave., Mail Stop D  
Ann Arbor, Michigan 48109-1002

Phone: (734) 764-2240  
Email: [jmbruce@umich.edu](mailto:jmbruce@umich.edu)

All questions/comments regarding this QSR must be forwarded via email with specific reference(s) to the Section(s) in question to the attention of James Bruce at [jmbruce@umich.edu](mailto:jmbruce@umich.edu).

The deadline for submittal of questions is: **Friday, February 19, 2015 at 2:00 PM EST**

Responses to all questions received will be sent to all firms participating in this QSR by:  
**Tuesday, February 23, 2016 at 2:00 PM EST**

The proposed schedule for the balance of this process as described in Section B. is as follows:

|                                      |  |
|--------------------------------------|--|
| <b>RFP Issued to selected firms:</b> | <b>March 4, 2016</b>                   |
| <b>Proposals Due:</b>                | <b>March 22, 2016</b>                  |
| <b>Interviews:</b>                   | <b>March 28, 2016 ~ March 30, 2016</b> |

## **II. PROJECT DETAILS**

### **A. Location**

The project is located at 530 S. State Street, Ann Arbor, MI (Washtenaw County) within the University of Michigan's central campus.

### **B. Project Description**

The Michigan Union is a 246,706 gross square foot area building. It is one of the University of Michigan's most recognizable landmarks. It was built and officially opened in 1919. The Michigan Union renovation will update the building's aging infrastructure. Approximately 50% of the FLCC will be dedicated to the infrastructure renovations, including:

- HVAC
- Electrical Upgrades (emergency generator, lighting, etc.)
- Life Safety (fire protection and alarm)
- Plumbing
- Accessibility
- Building Envelope (including roofs, windows)
- Code Compliance
- Other

Approximately 50% of the FLCC will be dedicated to programmatic renovations to update space to student needs. Specifics of the programmatic renovations are yet to be determined, but scope may include:

- Finish Upgrades
- Bathroom Renovations
- Reconfigurations Required by Code
- General Restoration of Historical Building Elements
- Potentially Significant Renovations of the 3<sup>rd</sup> and 4<sup>th</sup> floors (to reconfigure spaces for student needs)

For your information, square footage of the building are as follows:

|                |   |
|----------------|---|
| Basement       | 50,445  |
| Ground         | 53,135 (Note: Recent renovations of food service areas have been completed) |
| Main / Level 1 | 45,670  |
| Level 2        | 39,474  |
| Level 3        | 27,789  |
| Level 4        | 19,620  |
| Level 5        | 6,207   |
| Level 6        | 683   |
| Level 7        | 683   |
| Total =        | 243,706 Square Feet   |
|                | <u>+ 3,000 Square Feet</u> (attic)  |
|                | 246,706 Square Feet   |

(Note that not all of the areas of the building will be renovated)

**C. Fixed Limit of Construction Cost:** Approximately \$60,000,000

**D. Design Professional:** Integrated Design Solutions (IDS), Troy, Michigan

**E. Project Schedule**

The following preliminary schedule has been developed in conjunction with the Design Professional. The Owner may require a fast-track or phased schedule for this project. Phasing options are still being evaluated for feasibility by the design team.

Tentative Schedule:

|  |                     |
|--|---------------------|
| 1. Completion of Schematic Design                        | Fall/Winter 2016    |
| 2. Completion of Design Development                      | Spring/Summer 2017  |
| 3. Completion of Construction Documents (Final Bid Pack) | January 2018        |
| 4. Bidding   | February/March 2018 |
| 5. Substantial Completion                                | July 1, 2020        |

## **F. Contract Documents**

1. The Contract Documents to be utilized for this project are available via the University of Michigan: Architecture, Engineering and Construction website;

<http://www.umaec.umich.edu/for-vendors/contracts-agreements/>

and consists of the following documents:

- a. Agreement for Professional Construction Management Services (PDF)
- b. Agreement for Professional Construction Management Services Schedule of Project Details (PDF)
- c. Standard General Conditions Applicable To Projects Where The Owner Has Retained the Professional Services of A Construction Manager (PDF)

## **III. QUALIFICATION STATEMENT REQUIREMENTS:**

### **A. Instructions for Completion**

1. If your firm is not currently pre-qualified by the Owner, a U-M Contractor's Application for Qualification must be completed and submitted as part of your response to this QSR. The Application, along with Instructions for Completion, can be accessed at the following link:

<http://www.umaec.umich.edu/for-vendors/project-documents/contractor-qualifications/>

Failure to successfully qualify will prohibit a CM from further consideration.

2. The following questions noted below beginning with Section B. require responses in sequential order. All questions must be answered as requested. If a question is not applicable to your firm, please respond accordingly.
3. The intention of these requirements are not to restrict the submittal of information but to streamline your response into a format which enhances the analysis procedures which must take place to allow the Owner's Project Team's time to be efficiently utilized.

### **B. Construction Manager's Safety Program**

The safety of both our campus community and our contractors is of paramount importance on University of Michigan projects.

Provide a statement that describes in detail how your firm addresses project safety.

1. Describe the unique safety challenges a project such as this represents and your approach to addressing these challenges.

2. Describe a typical level of safety staffing your firm would find appropriate for such a project.
3. Describe how your safety program is designed to influence and impact all trades and laborers working on the site.
4. Describe your approach to site specific training.
5. Describe your safety role as construction manager versus the responsibilities of the trade contractors.
6. Describe your disciplinary actions for those workers who do not comply with your safety requirements.
7. List of number of DART (Days Away, Restrictions and Transfers) incidents (if any) and the DART rate on your last ten (10) projects with values over \$20,000,000.
8. Provide a brief description of any fatalities that have occurred on projects that you were engaged as a Construction Manager or General Contractor over the past ten (10) years. Provide what corporate changes were put in place to address issues identified in the fatalities.

#### **C. Construction Manager's Experience**

1. List five (5) projects for which your firm has provided/is providing construction management services that are most related to this project. In determining which projects are most related, consider: related size and complexity; how many members of the proposed team worked on the listed project; and, how recently the project was completed. List the projects in priority order, with the most related projects listed first. At least two projects must be completed and occupied by the owner.
2. For each of the listed projects, provide the following information: construction cost (original GMP and final construction cost), current phase of development, estimated (or past) completion date (estimated vs. actual), type of construction services provided (CM at risk with GMP, CM-agency, Design/Build, General Contract - Low Bid, Negotiated General Contract).
3. List the type of reports your firm produced on these projects for the owner on a regular basis.
4. List all CM projects comparable or greater in size and scope that your firm has managed.
5. Has your organization ever failed to complete any awarded projects?

6. Describe your current corporate sustainability programs. Provide three (3) examples of innovative sustainability initiatives your firm has recommended and/or implemented on current projects or projects completed within the last five (5) years.

**D. Construction Manager's Personnel**

1. List total number of firm's personnel, for the proposed office in charge, by skill group (e.g., project managers, estimators, project engineers, superintendents, etc.)
2. Name only key personnel (i.e., project director, manager, superintendent, scheduler, estimator) which will be part of the proposed construction management team for this project. Describe in detail the experience and expertise of each team member, which project they were assigned to and their role in the projects listed in the References section. (Note: Key personnel must be committed to this project for its duration unless excused by the Owner) If the team as a whole provided construction management services for any of the projects listed in response to Section C.1, so indicate.
3. Name any consultants which are included as part of the proposed team. Describe each consultant's proposed role in the project and its related experience. List projects on which your firm has worked with the consultant.

**E. Construction Manager's Estimating, Scheduling, Cost Control, Bidding, and Changes in the Work**

1. Describe your cost control methods for the preconstruction and construction phases. How do you develop your estimates and how often are they updated? Include examples of successful value engineering to maintain project budget that did not sacrifice quality. (Answer must not exceed 2 pages.)
2. Describe the way your firm maintains quality control during the pre-construction and construction phases. Provide some examples of how these techniques were used in the projects listed in the Experience section. (Answer must not exceed 2 pages.)
3. Describe the way in which your firm develops and maintains project schedule. How often do you update those schedules? For one of the projects listed in the Reference section, provide examples of how these techniques were used. Include specific examples of scheduling challenges and how your firm solved them. (Answer must not exceed 2 pages.)
4. Would you assign a current employee, hire new personnel, or hire the professional services of an independent scheduling consultant to provide the efforts of logic planning, activity duration discussions with subcontractors, scheduling monitoring, subcontractor communications, and issuance of scheduling reports?
5. Describe how your firm assists minority business enterprises and involves them in projects.

6. Construction projects have changes and additional work during the design and construction phase. The degree of change and amount of additional work varies from minor changes to substantial additions and modifications. How does your firm manage this aspect of the project? Provide examples from the projects listed in the Reference section. (Answer must not exceed 2 pages.)
7. Provide your feasibility assessment of the proposed scheduled substantial completion date.

**F. Construction Manager's BIM/3-D Virtual Design Capabilities and Prefabrication and Modular Experience**

1. Describe your firm's in house BIM/3-D Virtual Design capabilities. How would you manage this process beginning at Design Development? Include three (3) projects of comparable complexity demonstrating successful BIM Modeling and clash mitigation to prevent costly changes in work. Your response should also include how this information is transmitted to the tradesman in the field.
2. Describe ways your firm has utilized prefabricated/modular building systems in the past to expedite construction schedules, and provide value to the Owner. Examples provided should only relate to building components and systems found in these building types.

**G. Describe your Firms Risk Assessment Procedure**

1. What are the key risk factors that you envision given the project scope, schedule, location and type described for our project?
2. Describe how your Risk Assessment will be produced for our project.
3. Provide a sample Risk Assessment (for a project of similar size and scope).

**H. Contact Information**

Include the following information in your submittal:

1. Principal in charge for this project
2. Principal's title, phone and email addresses
3. Principal's mail (street) address
4. Name of person to contact for further information regarding this statement (if other than principal)
5. Contact's phone, mobile phone, and email addresses
6. Company website address, if available
7. Company's DUNS and TIN Numbers



## I. Signature

CM firm must complete and include this signature page with the submittal.

By signing below, the undersigned acknowledges s/he is an expressly authorized agent of the company listed below.

Date: \_\_\_\_\_

Full Legal Name of Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_