

University of California,
Santa Barbara



**LEVEL 1
CM AT RISK
CONTRACTOR
PREQUALIFICATION
DOCUMENTS**

Project Name:

Henley Hall

Project Number:

FM130530P

July 11, 2013



University of California, Santa Barbara
Project Name: Henley Hall
Project No.: FM130530P

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**ADVERTISEMENT FOR CM AT RISK CONTRACTOR PREQUALIFICATION
(BEST VALUE SELECTION)**

Subject to conditions prescribed by the University of California, Santa Barbara responses to the University's Level 1 prequalification documents for a CM at Risk Contractor (Best Value Selection) are sought from prospective bidders for the following University project:

PROJECT NAME: HENLEY HALL

PROJECT NUMBER: FM130530P

PREQUALIFICATION OF PROSPECTIVE BIDDERS

The University has determined that bidders who submit proposals on this project must be prequalified. Prequalified bidders will be required to have the following active and current California contractor's license:

B – GENERAL BUILDING

GENERAL DESCRIPTION OF WORK

Henley Hall will provide an array of laboratories, seminar rooms and breakout spaces, and office space for faculty, post docs, students, and administrative staff. The building will also include a lecture hall designed to accommodate approximately 125 seats. Henley Hall have a basement level housing laboratories and mechanical spaces and will have three levels above ground housing laboratories, office space and seminar rooms. In total, Henley Hall will provide 17 laboratories, 34 faculty and post doc offices, 9 administrative offices, and group office spaces to accommodate 74 graduate students. The total building GSF is approximately 53,000 square feet.

Detailed features of the building to be incorporated include extensive use of natural lighting, the ability to readily re-configure laboratories as faculty and research needs evolve, intelligent building energy monitoring and control systems with interactive displays, light emitting diodes (LEDs) with low voltage wiring throughout the building, windows and lighting that adjust with the building control systems and renewable energy sources.

The University has hired Kieran Timberlake to design the project. A Detailed Project Program has been completed and Schematic Design started in June of 2013.

Estimated construction cost: \$37,000,000.

PREQUALIFICATION SCHEDULE

On July 11, 2013 the Level 1 Prequalification Documents will be available online. Firms with qualifications that include experience in the construction of projects similar in scale, size, and scope are encouraged to respond. A copy of the Prequalification Documents will be available for download on the UCSB Contracting Services home page at: <http://facilities.ucsb.edu> (click on Contracting Services>>Projects >> Prequalification Documents) find the subject project and download the posted Prequalification Documents, or contact Greg Moore at greg.moore@dcs.ucsb.edu for assistance.

Six (6) copies of each firm's completed Level 1 Prequalification Documents must be submitted to the University in a sealed envelope by August 9, 2013 at 2:00 PM at the following address:

Attn: Greg Moore, Associate Director
Contracting Services /HENLEY HALL PROJECT
University of California, Santa Barbara
Facilities Management, Building 439, Room 'E'
Santa Barbara, CA 93106-1030

Level 1 Prequalification Documents may not be accepted from prospective bidders after 2:00PM. However, the University reserves the right to request, receive, and evaluate supplemental information after the above time and date at its sole discretion. The University reserves the right to reject any or all responses to Prequalification Documents and to waive non-material irregularities in any response received.

Level 2 interviews and prequalification evaluation activities, including interviews, will only be conducted with those prospective bidders that pass the Level 1 Prequalification Evaluation. Only prequalified bidders will be permitted to bid the project.

If a prospective bidder is deemed "not prequalified" by the University, the prospective bidder may request a review by the University. Any such request must be received by the University within three (3) calendar days after receipt by the prospective bidder of the University determination. The decision resulting from such review is final and is not appealable within the University of California. Any person or entity not satisfied with the outcome of the prequalification must file a writ challenging the outcome within ten (10) calendar days from the date of the University's written notice regarding prequalification determination. Any assertion that the outcome of the prequalification process was improper will not be grounds for a bid protest.

ANTICIPATED BIDDING SCHEDULE FOR PREQUALIFIED BIDDERS

Following is the tentative Project Bidding Schedule:

1. Bidding Documents Available to Prequalified Bidders – October 14, 2013
2. Mandatory Pre-bid Meeting – October 25, 2013
3. Bids Received and Opened– November 5, 2013

The exact dates, times, and location for acceptance of bids will be set forth in and communicated to prequalified bidders in the form of an "Announcement to Prequalified Bidders" and an "Advertisement for Bids."

ADDITIONAL INFORMATION

The methodology used to determine Best Value will be described in the Bidding Documents. The lowest responsible bidder will be selected by the University on the basis of the Best Value to the University. The Best Value to the University will be determined using objective criteria with the resulting selection representing the best combination of both price and qualifications.

Information submitted by bidders shall not be open to public inspection to the extent that the information is exempt from disclosure under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of the Title of the Government Code).

AFFIRMATIVE ACTION STATEMENT

Each candidate firm may be required to show evidence of its equal employment opportunity policy. Every effort will be made to ensure that all persons shall have equal access to contracts and other business opportunities with the University, regardless of: race; color; religion; sex; age; ancestry; national origin; sexual orientation; physical or mental disability; veteran's status; medical condition; genetic information; marital status; gender identity; pregnancy; service in the uniformed services; or citizenship within the limits imposed by law or University's policy.

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA
University of California, Santa Barbara

Ad Dates: 7/11/13 & 7/25/13

GENERAL INFORMATION

I. CM/CONTRACTOR SERVICES

The contract will consist of two (2) separate phases. The contract initially awarded to the successful bidder will be for Phase 1, but the University has a unilateral option to commence Phase 2 with the successful bidder. If University elects to commence Phase 2, a contract amendment to add the Phase 2 Work will be issued by the University.

A. Preconstruction (Phase 1) Services will begin at design development (scheduled to begin in October 2013) and continue through the bidding phase. Scope of work includes, but is not limited to, estimating, scheduling, value engineering, logistic studies, constructability and coordination reviews, prequalification of subcontractors, preparation of instructions to bidders, subcontractors bid solicitation by competitively bidding and recommendation on award on multiple trade packages that may be issued in multiple stages.

B. Construction (Phase 2) Services of the project shall include, but not be limited to, scheduling, coordination of work, subcontractor management (subcontracts will be held by CM/Contractor), quality control, submittal, RFI, cost control, code compliance, safety, testing and commissioning, change order management and closeout.

II. BIDDING PROCEDURES FOR PREQUALIFIED CM/CONTRACTORS

When the Bidding Documents become available, lump sum bids submitted directly to the University will be received ONLY from prequalified CM/Contractors meeting or exceeding the Level 1 and Level 2 prequalification requirements. Only bidders who have been prequalified by the University shall be invited to participate in a Best Value bid for this project. Prequalified CM/Contractors will be issued conceptual design drawings and specifications. Bidders shall submit on a designated date a Lump Sum Base Bid representing all costs for CM/Contractor's management and coordination of the project, including its Base Fee and designated General Conditions Work to construct this project as a CM/Contractor. General Conditions work will be specified in the Contract Documents.

Once the contract is awarded, the CM/Contractor will be authorized by the University to begin Phase 1 preconstruction services, which includes the prequalification of subcontractors and the development, release and award of the various bid packages. The CM/Contractor will competitively bid the various Bid Packages representing the construction work required to complete the Project. With prior approval from the University, the CM/Contractor may elect to bid on and self-perform, specific Bid Packages. Phase 2 shall be exercised at the University's sole option, and shall be for construction services. Phase 2 work shall not begin until and unless the University exercises the Phase 2 option under a written contract amendment issued by the University for the CM/Contractor to proceed with construction services.

III. INSURANCE & BONDING

Bid Security will be in the amount of 10% of the Anticipated Contract Value established in the Bidding Documents and shall accompany each bid. The Surety(ies) issuing the Bid Bond, the Payment Bond and the Performance Bond shall at the time of the bid deadline be an admitted surety insurer as defined in the California Code of Civil Procedures Section 995.120. Note, Performance and Payment Bonds will not be required until (and unless) the University exercises the option to proceed with Phase 2.

If the Phase 2 Option Sum for construction services is exercised by the University, the University shall pay for, obtain and maintain a University Controlled Insurance Program (“UCIP”) providing workers’ compensation and employer’s liability insurance coverage, commercial general liability insurance coverage, and excess liability insurance coverage, to persons and entities enrolled in the UCIP, for Work performed on or at the Project site. UCIP coverages shall apply only to the Work of each Enrolled Party performed on or at the Project site, and only to Enrolled Parties that are eligible for the UCIP.

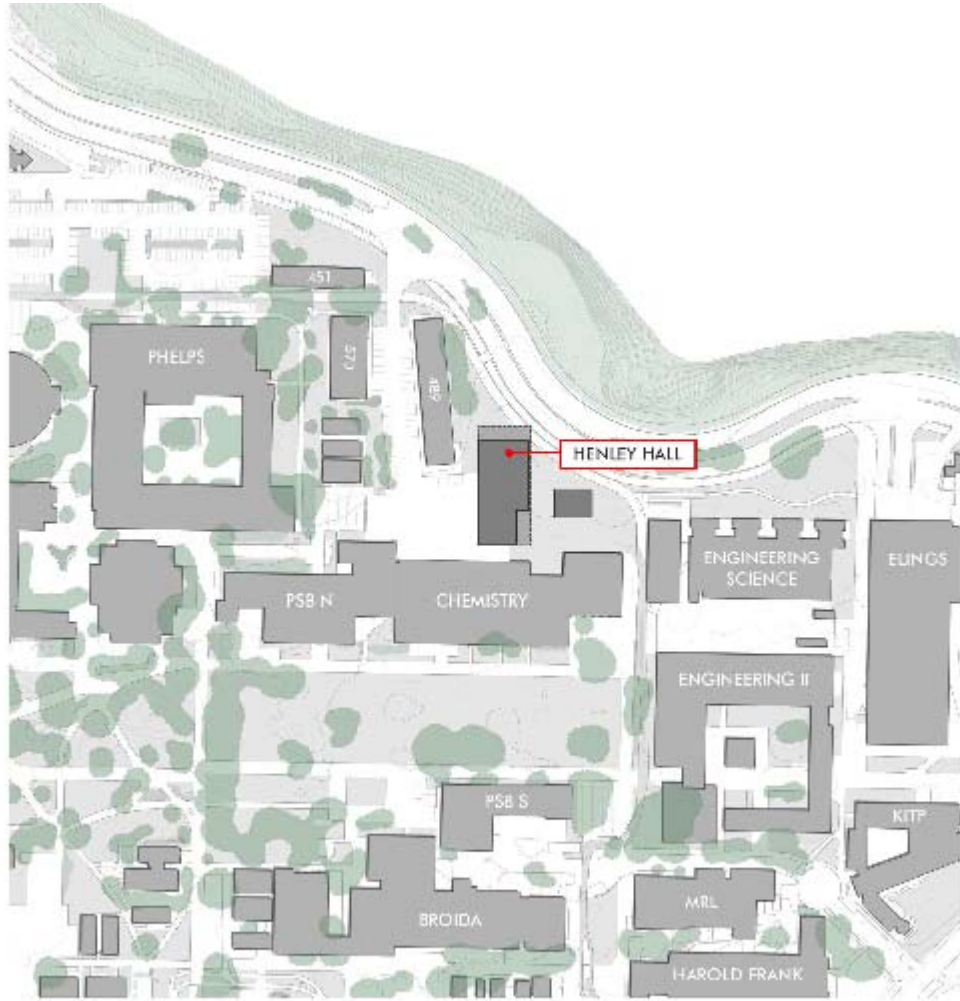
Persons and entities eligible for such coverage, including CM/Contractor and all Subcontractors, unless excluded under the terms of the agreement, will be required to enroll in the UCIP. UCIP coverages shall not apply to ineligible parties, even if they are erroneously enrolled in the UCIP. CM/Contractor shall, at its expense, purchase and maintain, and shall require all Enrolled Parties, all Eligible Parties that are not enrolled, and all Excluded Parties, at their expense, to purchase and maintain, the insurance policies and coverages.

IV. PROJECT IMAGES

General Project Location

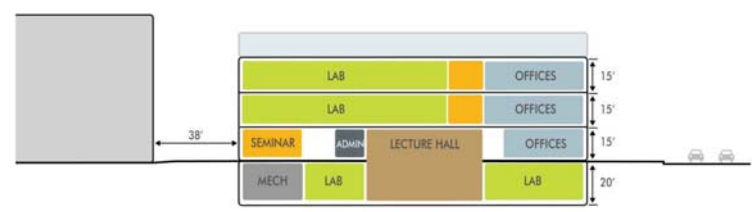
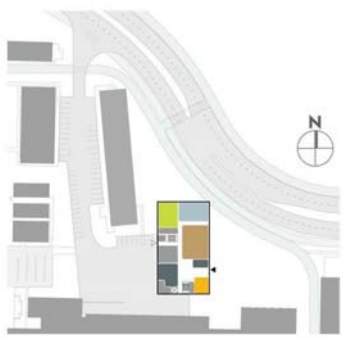
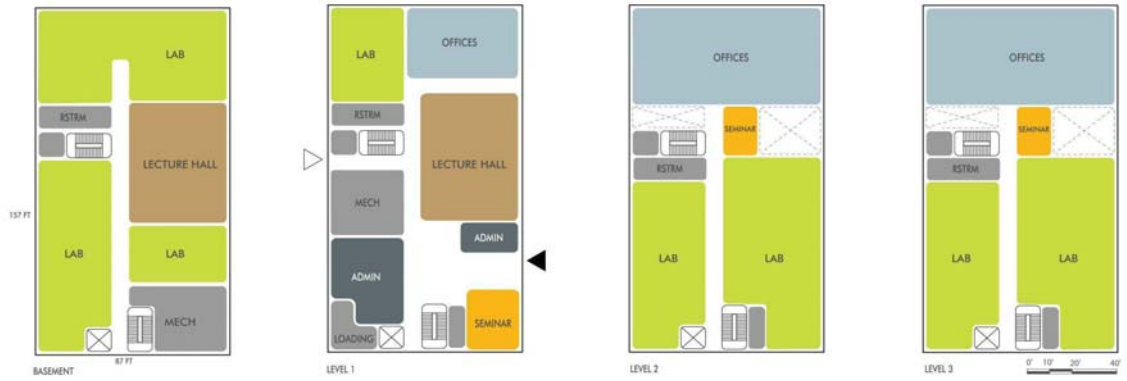


Project Location



SITE PLAN

Conceptual Drawings: The plan illustrated below is provided to demonstrate the conceptual layout and general scope of the project.



- LABORATORY
- ADMINISTRATION
- SEMINAR / CONFERENCE ROOMS
- OFFICE
- MECHANICAL
- LECTURE HALL

OPTION 1: PROGRAM ORGANIZATION
 UNIVERSITY OF CALIFORNIA, SANTA BARBARA | INSTITUTE FOR ENERGY EFFICIENCY

16 JANUARY 2013 | © KIERANTIMBERLAKE

LEVEL 1 PREQUALIFICATION QUESTIONNAIRE
HENLEY HALL
UNIVERSITY OF CALIFORNIA, SANTA BARBARA

Each prospective CM/Contractor (also referred to herein as “Bidder”) must answer all of the following questions and provide all requested information. Any prospective CM/Contractor failing to do so may be deemed to be not responsive and, at the sole discretion of the University, not prequalified with respect to this Prequalification. All Level 1 requirements will be evaluated on a pass/fail basis. All CM/Contractors that have submitted a Level 1 Prequalification Questionnaire will be notified in writing whether or not they have successfully achieved Level 1 Prequalification status. Only those CM/Contractors that have successfully achieved Level 1 Prequalification status will be permitted to participate in the Level 2 Prequalification process, including firm interviews. Those CM/Contractors that successfully achieve Level 2 Prequalification status will be determined to be prequalified and only those prequalified CM/Contractors will be eligible to submit a bid for this Project.

If the Bidder can refute some of the facts upon which the above determinations were based, the Bidder may request a review by the University. The decision resulting from such review is final and is not appealable within the University of California.

SUBMITTED BY:

(Name and Title) Printed or Typed

(Signature)

(Firm Name. If a Joint Venture, state name of JV Entity)

(Contact Name)

(Address)

(City, State, Zip Code)

(Telephone Number)

(Facsimile Number)

(e-mail Address)

All information submitted for Prequalification evaluation will be considered official information acquired in confidence, and the University will maintain its confidentiality to the extent permitted by law.

WHERE NECESSARY, COPY THE FORMS IN THIS PACKAGE. USE ONLY THESE FORMS.

1. PREQUALIFICATION DECLARATION

I, _____, hereby declare that I am the
(Printed Name)

_____ of _____
(Title) (Name of Firm)

submitting this Prequalification Questionnaire; that I am duly authorized to sign this Prequalification Questionnaire on behalf of the above named firm; and that all information set forth in this Prequalification Questionnaire and all attachments hereto are, to the best of my knowledge, true, accurate and complete as of its submission date.

The undersigned declares under penalty of perjury that all of the prequalification information submitted with this form is true and correct and that this declaration was executed in

_____ (County), _____, (State)

on _____ (Date).

(Signature)

If the above is signed by other than the sole proprietor, a general partner, or corporate officer, attached original notarized power of attorney or corporate resolution.

2. LICENSE

- A. Does your firm hold the following California contractor's license, which is current, valid, and in good standing with the California Contractor's State License Board?

License Classification: **General Building Contractor**

License Code: **B**

YES NO

(NOTE -The entity submitting this prequalification questionnaire must be the holder of the requisite license. If the entity submitting is a Joint Venture, the joint venture must hold the license. If the entity submitting is a partnership, the partnership must hold the license)

- B. If yes, provide the following information about your firm's contractor's license:
1. Name of license holder exactly as on file with the California Contractor's State License Board:

 2. License Classification:

 3. License Number:

- C. Can you truthfully state that your firm's contractor's license has NOT been suspended or revoked by the California Contractor's State License Board within the last 10 years?
- YES NO
- D. If the entity submitting this prequalification questionnaire is a Joint Venture or partnership, can the Joint Venture or partnership entity truthfully state that no member of the Joint Venture or partnership has had their firm's contractor's license suspended or revoked by the California Contractor's State License Board within the last 10 years?
- YES NO NOT APPLICABLE

Note: Failure to answer "YES" to questions "2A", and "2C" (or "2D", if applicable) above will result in the Bidder being deemed "not qualified", thereby eliminating that firm from further consideration in the competitive process.

3. SURETY

Prospective CM/Contractors shall obtain and submit the Surety Declaration in the form shown below under paragraph 3.D, which shall be signed by an authorized representative of the surety proposed to be used for this project and notarized. (NOTE -If firm has used current surety for less than ten years, list all surety(ies) previously used and indicate the number of years such sureties were used for the last ten (10) years. If entity submitting this prequalification document is a joint venture or a partnership, provide such information for each member or partner).

- A. Is the surety to be used for this project authorized by the Insurance Commissioner to transact business of insurance in the State of California?

YES NO

- B. Is the prospective CM/Contractor able to obtain bonding for the Anticipated Contract Value of \$37,000,000.

YES NO

- C. Has any surety paid out any monies on claims on the performance bond issued by a surety for the benefit of the Owner arising out of the construction activities of the prospective CM/Contractor within the last ten (10) years?

YES NO

1. If the entity submitting this prequalification questionnaire is a Joint Venture, has any surety paid out any monies on claims on the performance bond issued by a surety for the benefit of the Owner arising out of the construction activities of any member of the Joint Venture within the last ten (10) years?

YES NO NOT APPLICABLE

Note: Failure to answer "YES" to questions "3A" and "3B" above will result in the Bidder being deemed "not qualified", thereby eliminating that firm from further consideration in the competitive process. Further, a Bidder's failure to provide an acceptable explanation for a "YES" response to question "3C" (or "3C.1", if applicable) will result in the Bidder being deemed "not qualified", thereby eliminating that firm from further consideration in the competitive process.

D. Surety Declaration:

BIDDER MUST PROVIDE THE FOLLOWING DECLARATION TO ITS SURETY(IES) FOR COMPLETION/EXECUTION, AND RETURN THE SIGNED DECLARATION TO THE UNIVERSITY AS PART OF ITS BID SUBMITTAL. DO NOT HAVE THE SURETY SUBMIT THIS INFORMATION DIRECTLY TO THE UNIVERSITY.

The undersigned declares under penalty of perjury that the bonding capacity indicated above is true and correct and that this declaration was executed in

_____ (County), _____, (State)

on _____ (Date).

(Signature)

(Name and Title - Printed or Typed)

(Representing [Surety Name])

(Firm Name)

(Address)

(City, State, Zip Code)

(Telephone Number)

(Facsimile Number)

(Email Address)

(ATTACH NOTARIZATION of SURETY REPRESENTATIVE'S SIGNATURE)

4. INSURER

Prospective CM/Contractor shall obtain and submit the Insurance Declaration in the form shown below under paragraph 4.D, which shall be signed by an authorized representative of its insurer and notarized. (If more than one insurer, submit a completed form for each insurer).

- A. Is the insurer listed below to be used for all required insurance (except Workers Compensation) listed by Best with a rating of A- or better, and a financial classification of VIII or better (or an equivalent rating by Standard & Poor or Moody's)?

YES NO

Insurer Name: _____

Indicate Best Rating: _____

Indicate Best Financial Classification: _____
(or provide Standard & Poor or Moody's rating)

- B. Is the insurer to be used for Workers Compensation insurance State Fund or, alternatively, listed by Best with a rating of B+ or better, and also have a financial classification of VIII or better (or an equivalent rating by Standard & Poor or Moody's)?

YES NO

Insurer Name: _____

Indicate Best Rating: _____

Indicate Best Financial Classification: _____
(or provide Standard & Poor or Moody's rating)

- C. Is the prospective CM/Contractor able to obtain insurance for the coverages and limits specified below for this construction project?

YES NO

1. If the entity submitting this prequalification questionnaire is a Joint Venture, can the Joint Venture entity itself obtain insurance in the following limits for this construction contract?

YES NO NOT APPLICABLE

| <u>Commercial Form General Liability Insurance - Limits of Liability</u> | <u>Minimum Requirement</u> |
|---|----------------------------|
| Each Occurrence - Combined Single Limit for Bodily Injury and Property Damage | \$3,000,000 |
| Products - Completed Operations Aggregate | \$5,000,000 |
| Personal and Advertising Injury | \$3,000,000 |
| General Aggregate | \$5,000,000 |
| | |
| <u>Business Automobile Liability Insurance - Limits of Liability</u> | |
| Each Accident - Combined Single Limit for Bodily Injury and Property Damage | \$1,000,000 |

Note: Failure to answer "YES" to questions "4A", "4B" and "4C" (or "4C.1", if applicable) above will result in the Bidder being deemed "not qualified", thereby eliminating that firm from further consideration in the competitive process.

D. Insurance Declaration:

BIDDER MUST PROVIDE THE FOLLOWING DECLARATION TO ITS INSURANCE CARRIER FOR COMPLETION/EXECUTION, AND RETURN THE SIGNED DECLARATION TO THE UNIVERSITY AS PART OF ITS BID SUBMITTAL. DO NOT HAVE THE INSURANCE CARRIER SUBMIT THIS INFORMATION DIRECTLY TO THE UNIVERSITY.

The undersigned declares under penalty of perjury that all of the above insurer information is true and correct and that this declaration was executed in

_____ (County), _____, (State)

on _____ (Date).

(Signature)

(Name and Title - Printed or Typed)

(Representing [Insurer Name])

(Firm Name)

(Address)

(City, State, Zip Code)

(Telephone Number)

(Facsimile Telephone Number)

(Email Address)

(ATTACH NOTARIZATION of INSURER REPRESENTATIVE'S SIGNATURE)

5. SAFETY PROGRAM

A. Does your firm have a written Injury and Illness Prevention Program (IIPP) that complies with California Code of Regulations, Title 8, Sections 1509 and 3203?

YES NO

B. Does your firm have a written safety program that meets CAL/OSHA requirements?

YES NO

C. Will your firm have personnel permanently assigned and dedicated to Safety on this project?

YES NO

D. Has your firm had any accidents which resulted in a construction fatality on any of its projects within the last five (5) years?

YES NO

If yes, provide additional information. _____

E. Have you had Cal-OSHA fines in the Serious, Repeat or Willful categories?

YES NO

If yes, provide additional information. _____

F. Attach EMR verification from State of California or from insurance company.

EMR Average for last five (5) years: _____

Note: Failure to answer “YES” to questions “5(A), 5(B) and 5(C)” listed above will result in the Bidder being deemed “not qualified”, thereby eliminating that firm from further consideration in the competitive process. Further, Bidder’s failure to provide an acceptable explanation, at the University’s sole discretion, for a “YES” response to question “5(D)” and “5(E)” will result in the Bidder being deemed “not qualified”, thereby eliminating that firm from further consideration in the competitive process.

6. DISCIPLINARY MEASURES HISTORY

- A. Has your firm been disqualified or barred from doing business with a public agency (e.g., federal, state, county, city, University of California System, California State University System, etc.) within the last ten (10) years?

YES NO

If "YES", please explain: _____

1. If the entity submitting this prequalification questionnaire is a Joint Venture, has the Joint Venture or any member of the Joint Venture been disqualified or barred from doing business with a public agency (e.g., federal, state, county, city, University of California System, California State University System, etc.) within the last ten (10) years?

YES NO NOT APPLICABLE

If "YES", please explain: _____

Note: Failure to answer "NO" to questions "6(A)" (or "6(A)(1)", if applicable) or provide an adequate explanation, at the University's sole discretion, for a "YES" response will result in the Bidder being deemed "not qualified", thereby eliminating that firm from further consideration in the competitive process.

7. FALSE CLAIMS HISTORY

- A. Has your firm been found in a final decision of a court to have submitted a false claim to a public agency (e.g., federal, state, county, city, University of California System, California State University System, etc.) within the last ten (10) years?

YES

NO

If "YES", explain: _____

1. If the entity submitting this Prequalification questionnaire is a Joint Venture, has the Joint or any member of the Joint Venture has been found in a final decision of a court to have submitted a false claim to a public agency (e.g., federal, state, county, city, University of California System, California State University System, etc.) within the last ten (10) years?

YES

NO

NOT APPLICABLE

If "YES", explain: _____

Note: Failure to answer "NO" to questions "7(A)" (or "7(A)(1)", if applicable) or provide an adequate explanation, at the University's sole discretion, for a "YES" response will result in the Bidder being deemed "not qualified", thereby eliminating that firm from further consideration in the competitive process.

8. CONSTRUCTION EXPERIENCE (COMPARABLE PROJECTS)

Your firm, acting in the role of either (i) General Contractor, (ii) Design Build Contractor, or (iii) Construction Manager at Risk/General Contractor must have successfully completed at least three (3) “comparable” projects since January 1, 2003 that satisfy the requirements listed below in paragraph 8(A) and meet the requirements set forth in paragraphs 8(B) and 8(C).

Provide all project information on the attached Project Data Sheet (see Attachment “A”).

- A. Subject to the above qualifications, the minimum requirements for EACH of the three (3) comparable construction projects must include the following characteristics:
1. The Project must have a construction cost at the bid date of at least \$35,000,000; AND
 2. The Project must have included a wet laboratory; AND
 3. The Project must have had three or more stories; AND
 4. The Project must have been LEED Certified.
- B. At least one (1) of the projects must include experience providing *BOTH* pre-construction services *AND* acting as the General Contractor during construction phase on the same project.
- C. At least two (2) of the comparable projects must have been constructed for the University of California or other public, University/College, municipal, state, or federal entity.
- D. If the entity submitting this prequalification questionnaire is a Joint Venture, the Joint Venture entity itself must demonstrate the required previous construction experience as a joint venture. Joint Venture teams newly formed to pursue this prequalification opportunity are not eligible for Level 1 prequalification.
- E. Listed projects must have been managed and constructed by the business entity submitted for Level 1 prequalification. Projects completed by present employees of the contractor for former employers are not acceptable.

Note: Failure to submit AT LEAST THREE (3) comparable projects that satisfy all of the requirements set forth above in question “8” will result in the Contractor being deemed “not qualified”, thereby eliminating that firm from further consideration in the competitive process.

COMPLETE AND SUBMIT THE FOLLOWING PROJECT DATA SHEET FOR EACH COMPARABLE PROJECT SUBMITTED AS EVIDENCE OF YOUR FIRM'S EXPERIENCE. SUBMIT NOT MORE OR LESS THAN THE NUMBER PROJECT DATA SHEETS CORRESPONDING TO THE REQUIRED NUMBER OF COMPARABLE PROJECTS LISTED ABOVE.

ATTACHMENT 'A'
PROJECT DATA SHEET

(A separate sheet must be prepared for each project submitted. COPY, AS NECESSARY)

1. Project Name: _____

2. Project Location/Facility: _____

3. Project Description: _____

4. Project Delivery Method (General Contractor or CM at Risk or Design Build Contractor):

5. Construction Type: _____

6. Size (gross sq. ft.): _____

7. Business name of entity which constructed and managed this project: _____

8. a. Did your firm act as a Construction Manager at Risk General Contractor or as General Contractor during the construction phase for this project?

YES NO

b. Did your firm also provide pre-construction services on this project? (At least one (1) of the submitted projects must have included both performance of pre-construction services and performance as General Contractor.)

YES NO

Please list BOTH preconstruction and construction services provided:

9. Explain how is this project comparable to the project to be bid?

[provide separate written detail, if necessary]

10. Cost At Bid: \$ _____

Cost At Completion: \$ _____

11. Describe the sources and/or causes of the above differences in costs with reference to the following categories:

| | |
|------------------------|----------|
| Document Problems: | \$ _____ |
| Unforeseen Conditions: | \$ _____ |
| Owner Generated Scope: | \$ _____ |
| Regulatory Agency: | \$ _____ |
| Other: | \$ _____ |

Explain Other: _____

12. Was construction of the project completed since January 1, 2003?

YES NO

13. _____ Contract Time at bid date (Number of calendar days)

_____ Formally adjusted Contract Time (Number of calendar days; if not adjusted, state "Not Applicable")

_____ Actual Elapsed Time between issuance of Notice To Proceed and date of final completion (Number of calendar days)

If completion did not occur within the Contract Time at bid date or within the formally Adjusted Contract Time, then explain the reason or reasons for the delay:

14. Were either liquidated damages or actual damages for delay assessed on this project?

YES NO

15. Were any back charges or claims filed on the project?

YES NO

16. If claims were filed on the project, please provide the following details for each claim:

a. Dollar Amount of Initial Claim: _____

b. Source of Claim (e.g., Subcontractor, etc.): _____

c. Method of resolution (e.g., negotiation, mediation, arbitration, litigation): _____

17. Name of Project Manager: _____

18. Name of Project Superintendent: _____

19. Name of Project Engineer: _____

20. Did your firm self-perform any of the work?

YES NO

If yes, please specify the trades you self-performed

21. CLIENT INFORMATION:

Client Firm Name: _____

Client Contact: _____ Title: _____

Client Address: _____

Client City: _____ State: _____ Zip: _____

Client Phone: () _____ Fax: () _____

Client E-mail Address: _____

Architect/Engineer/
Consultants: _____

Architect/Engineer
Contact Name: _____ Phone: _____

Architect/Engineer
E-mail Address: _____

(Attach additional pages with other pertinent project information as necessary.)