REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR CONSTRUCTION MANAGER AT RISK (CM@R) SERVICES FOR CONSTRUCTION MANAGER AT RISK PROJECT

Project Name:	**Higley Rd - Riggs to Stacey/ Higley and Coldwater Signal**
CIP Project Number:	**ST0980/TS1620**
Contract Number:	**327000165**

1.0 REQUEST FOR QUALIFICATIONS

The Town of Gilbert invites qualified Construction Managers/General Contractors with experience in the Construction Manager at Risk (CM@R) project delivery method to submit a Statement of Qualifications (SOQ) for the above referenced project.

Solicitation Transparency Policy: Beginning on the date this Solicitation is issued and continuing until either the date a contract is awarded or this Solicitation is withdrawn by Gilbert, all persons or entities who respond or intend to respond to this Solicitation, including without limitation their employees, agents, representatives, partners, subcontractors, consultants, joint venturers, members, lobbyists, or attorneys (collectively, "Proposers"), shall only discuss matters associated with this Solicitation with the Procurement Officer designated in this Solicitation and shall not have any direct or indirect contact about this Solicitation with any other Town staff or Town official, including, without limitation, members of the evaluation panel, the Town Manager, Assistant Town Managers, the Mayor, or any member of the Gilbert Town Council. As long as the subject matter of the Solicitation is not discussed, Proposers may continue to conduct business with Gilbert.

Notwithstanding the foregoing, Proposers may discuss this Solicitation with the Mayor or a member of the Gilbert Town Council, provided such meetings are scheduled through the Procurement Officer listed on this Solicitation, conducted in person at Gilbert Civic Center, Town Hall Administration Building, 50 East Civic Center Drive, Gilbert, Arizona 85296, and are posted as open meetings by the Town Clerk at least twenty-four (24) hours prior to the scheduled meetings. The posted notice shall identify the participants and the subject matter, as well as invite the public to participate.

This policy is intended to create a level playing field for all Proposers, assure that contracts are awarded in public, and protect the integrity of the selection process. **Proposers who violate this policy shall be disqualified from participating in this Solicitation.**

2.0 INSTRUCTIONS

Sealed Statements of Qualifications will be received electronically via the Town of Gilbert electronic bidding platform (link provided below) until **12:00 p.m. Arizona Local Time, November 17, 2026**. The SOQ shall consist of a single .pdf document that is PC readable and not password protected. **Any Statement of Qualifications not received electronically via the Town of Gilbert electronic bidding platform will not be accepted.** It is the firm's responsibility to assure Statements of Qualifications are received as provided herein on or before the specified time.

Project specific Town of Gilbert electronic bidding platform:

https://gateway.app.e-builder.net/app/bidders/landing?accountid=3c1a5940-f22f-437a-8d5a-97bb70b62547&projectid=228ebe58-a2c2-46aa-873e-90695ba99225&bidpackageid=dafaf72a-b979-4dad-916f-0430f06c18bd

The SOQ shall include a one-page cover letter plus a maximum of twelve (12) pages to address the SOQ criteria specified (including organization chart). Exhibit A, Attachments 1 & 2, bonding capacity statement, and CPM Construction Progress Schedules shall be attached as an appendix to the SOQ and do not count against the 12 page limitation. Supplemental resumes in the appendix are not allowable, and will be cause for disqualification.

Please be advised that failure to comply with the following criteria will result in disqualification:

- Receipt of submittal by the cut-off date and time specified.
- Receipt of submittal at the proper location within the Town of Gilbert electronic bidding platform.
- The number of originals and/or copies of the submittal specified.
- Adherence to maximum page requirements.
- Acknowledgement of all addenda in the cover letter.
- Supplemental resumes are not allowed.

Adherence to the maximum page criteria is critical; each page side (maximum 8-1/2" x 11") with criteria information will be counted. Pages and tabs that have photos, charts, graphs or criteria information will be counted towards the maximum number of pages. The minimum allowable font size shall be 11.

A pre-submittal conference will be held on **November 3, 2026 at 8:30 a.m.** Arizona Local Time via Microsoft Teams

https://teams.microsoft.com/meet/264865337093750?p=D7Scyh5TnCWyZuRFOW

Attendance at this meeting is not mandatory but it is highly recommended since vital information necessary to the understanding of the Project and the selection process will be discussed.

3.0 GENERAL DESCRIPTION OF PROJECT

GILBERT intends to construct a Complete Higley Road improvements from ¼ mile south of Riggs Road to south of Stacey Road to major arterial standards including dual left turn lanes. Project to include new roadway, street lights, sidewalks, landscaping. This project will also include water stub outs for future development per WA.

Construction of a minor arterial traffic signal at the intersection of Higley Road and Coldwater Boulevard and connection to the signal system. Construction of intersection ramps to comply with Public Right-of-Way Accessibility Guidelines (PROWAG).

The Preliminary Project Description is attached. One contract may be awarded. One firm may be awarded the contract. There will be a single final list of at least three but not more than five firms. Pursuant to A.R.S. § 34-605G, the successful firm shall perform, with its own organization, construction work that amounts to not less than forty-five percent (45%) of the total contract price for the construction. A project is horizontal construction if more than one-half of the total contract price for the construction is for horizontal construction.

4.0 SCOPE OF WORK

The Town of Gilbert intends to procure a Construction Manager at Risk to construct the improvements described in Section 3 above. This project will be constructed pursuant to A.R.S. 34-601 et seq. The total program budget for the project is approximately (ST0980)$19,988,943.80/(TS1620)$2,701,000.00 including internal and external costs.

4.1 The CM@R services will be performed in two phases, with two separate contracts. Phase I, the first contract, will include the pre-construction services and the preparation and submission of the Guaranteed Maximum Price (GMP). Phase II, the second contract, will include complete construction services for the construction of the Project.

4.2 After being selected, the CM@R will execute a contract with GILBERT to provide pre-construction services during the design phase of the project as follows:

- CM@R will be a part of the Project Design Team and will participate in the Project Review and consult with Gilbert staff and the Project engineer during Project development.
- CM@R will provide value analysis services, value engineering and offer cost savings suggestions and best value recommendations.
- CM@R will provide Project planning and scheduling.
- CM@R will provide constructability studies and reviews.
- CM@R will assist in the coordination of Contract Documents.
- At the completion of the design or at any earlier time as required by GILBERT, CM@R will submit a Construction Guaranteed Maximum Price (GMP) to GILBERT.
- The CM@R may also be requested to provide Construction Cost Estimates based on marketplace conditions.
- The CM@R will act as the Town of Gilbert's fiduciary and have a relationship of trust and confidence between itself and GILBERT. For that reason the Project will be an "open book" job whereby GILBERT may attend any and all meetings of the CM@R firm relating to the Project and have access to any and all books and records of the CM@R relating to the Project.

4.3 After CM@R has submitted a Construction Guaranteed Maximum Price acceptable to GILBERT, CM@R and GILBERT intend to execute a second contract for complete construction services for the construction of the project. The CM@R will assume the risk of delivering the Project through a guaranteed maximum price contract. The CM@R will be responsible for construction means and methods. If the project is for horizontal construction, the CM@R shall self-perform at least 45% of the total contract price for construction.

5.0 SOQ FORMAT AND SCORING

The selection criteria and relative weights for determining the order of firms on the final list are as follows:

SECTION	MAXIMUM SCORE
General Information	10
Experience and Qualifications of the Firm/Team	20
Experience of Key Personnel Assigned to the Project	25
Understanding of CM@R Contracting - Project Approach to Performing the Required Services	25
Subcontractor Selection Plan	5
REFFERENCES	
References (Past performance verification)	15
Total Maximum Points	**100**

6.0 SELECTION PROCESS

6.1 Selection Committee: A Selection Committee will review the Statements of Qualifications and develop a final list with a minimum of three (3) firms based on the included "Evaluation Criteria". The criteria to be used to determine the order of firms on the final list are set forth in Section 5.0. The firms appearing on the final list will be invited to participate in an interview with the Selection Committee.

6.2 Contract Negotiation: Upon completion of the final rankings, GILBERT will enter into negotiations with the highest ranked firm for a pre-construction phase services contract for the Project. If a contract cannot be successfully negotiated with the highest ranked firm, then negotiations will be terminated with that firm and GILBERT will enter into negotiations with the next highest ranked firm until an agreement is reached or an impasse is declared.

6.3 Key Personnel: The Firm shall ensure that Key Personnel identified in its SOQ shall be the Key Personnel assigned to the project. Such Key Personnel shall not be replaced without prior written acceptance of GILBERT. Unauthorized replacements will result in disqualification of the proposal or breach of the PM/CM agreement.

7.0 CONTENTS OF SOQ

Statements of qualifications shall be scored in accordance with Section 5.0 and contain the following information:

7.1 General Information:

- Provide a general description of the firm / team that is proposing to provide the pre-construction services and general construction services described herein. Explain the legal organization of the proposed firm or team. Provide an organization chart showing key personnel. List the names of the key persons who will be providing the services describing the services each will provide.
- Provide the following information:

  (A) List the Arizona professional and contractor licenses held by the firm and/or individuals who will be assigned to this project. Provide the license numbers and expiration dates, if applicable. The Proposer need not be licensed, but the person or firm actually performing construction services on behalf of the Proposer must be currently, and have been for at least one year immediately prior, a licensed general contractor in the State of Arizona.

  (B) Identify any contract or subcontract held by the firm or officers of the firm, which has been terminated within the last five years. Identify any claims arising from a contract which resulted a formal claim being filed with a public entity pursuant to A.R.S. 12-821.01 or has resulted in litigation or arbitration within the last five years. Briefly describe the circumstances and the outcomes.

  (C) Provide a statement from an AM Best, Inc. rating of A or better surety company of the Company's bonding capacity. *Unless otherwise required by the public records law, this information will be confidential and will not be made part of the public record.* This statement shall be submitted in the appendix to the SOQ packet and shall be marked "CONFIDENTIAL".

7.2 Experience and qualifications of the firm/team:

- Identify at least three comparable projects in which the firm served as either Construction Manager at Risk, agency Construction Manager during design and construction phases (with or without providing construction services), and/or General Contractor.
- For each comparable project identified, provide:

  (A) Description of project.

  (B) Role of the firm (specify whether Construction Manager at Risk, Construction Manager or General Contractor). If CM at Risk or General Contractor, identify the percent of work self-performed. Also specify services provided during design phase, (cost of estimating, scheduling, value engineering, etc.)

(C) Project's original contracted construction cost and final construction cost.

(D) Construction dates.

(E) Project Owner.

(F) Reference information (two names with telephone numbers per project).

- Identify the location of the firm's principal office, and percent of the work expected to be done locally.
- List of all the Town of Gilbert projects where the firm/team provided either design services, agency construction management or general construction services in the last five years either completed or ongoing.
- Submit copies of a CPM, Construction Progress Schedule (both the baseline schedule and the final completed schedule) for a previous similar project.

7.3 Experience of key personnel assigned to this project:

- For each key person identified, list at least two comparable projects in which they have played a primary role. If a project selected for a key person is the same as one selected for the firm, provide just the project name and role of the key person. For other projects provide:

(A) Description of project.

(B) Role of the person.

(C) Project's original contracted construction cost and final construction cost.

(D) Construction dates.

(E) Project Owner.

(F) Reference information (two names with telephone numbers per project).

- Identify the home office location of key staff on this project, their length of time with the firm, and the percent of their work expected to be done locally.
- List any proposed consultants, including key staff names and the experience and qualifications of these individuals.

7.4 Understanding of CM@R Contracting - Project approach to Performing the Required Services:

- Describe your firm's project management approach and team organization during pre-construction and construction phase services.
- Discuss the major issues your team has identified on this project and how you intend to address those issues.
- Describe systems used for planning, scheduling, estimating and managing construction. Briefly describe the firm's experience on quality control, dispute resolution, and safety management.

7.5 Subcontractor Selection Plan

Responses shall include the firm's proposed subcontractor selection plan. The proposed subcontractor selection plan must provide for the selection of subcontractors based on qualifications alone or on a combination of qualifications and price and shall not select subcontractors based on price alone.

7.6 Additional Submittal Requirements: The following information is required in the SOQ submittal, but has no score associated with it. **Failure to provide the required information, however, will result in disqualification of the SOQ as non-responsive.**

7.6.1 The minimum qualifications for this Construction Manager at Risk Contract are:

(A) Bondable for the work to be performed.

(B) Able to meet Town of Gilbert insurance requirements.

(C) Possess a current Transaction Privilege Tax License.

7.6.2 The Authorization for Release of Performance Information and Waiver form included in this packet as Attachment 1 shall be filled out, signed and submitted with the SOQ.

7.6.3 A "Certificate of Insurability" in the form included in this packet as Attachment 2, executed by the Proposer, shall be submitted with the SOQ. Within ten days of execution of a contract with GILBERT, the successful Proposer shall furnish proof of insurance in the amounts listed in the forms of Contract.

8.0 PAST PERFORMANCE VERIFICATION FORM (PPVF)

GILBERT desires to receive feedback on past performance of your projects. Email a copy of the attached Past Performance Verification form to Public/Private Agencies for which you have **substantially completed similar work**, to fill out a copy of the PPVF for three (3) similar projects. Provide this form to the Owner, or Owner's representative, **directly responsible for oversight of the project** to complete and submit via email prior to the date and time listed on the form. If your firm has completed previous **similar work** for the Town of Gilbert it is recommended that you utilize this experience. If your firm has not completed prior projects with GILBERT you will not be penalized.

Please list the agency or firm name, address, phone number and contact information for the Agency that will be providing the Past Performance Verification Form on attached **Exhibit A and include as an appendix to the SOQ**. Past Performance Verification Forms will only be accepted from the Agencies listed on Exhibit A.

Zero points will be awarded for projects:

- If Exhibit A is not included in the SOQ.
- If a PPVF is received after the date and time specified on the form.
- If a project is not listed on Exhibit A.
- If a project submitted is not substantially complete.

- If the firm submitting was not the **construction manager at risk**.
- If the person responding was not directly responsible for project oversight.

It is the **responsibility of the firm** submitting the SOQ to ensure that GILBERT receives **all** of the Past Performance Verification Forms prior to the deadline.

9.0 TOWN OF GILBERT CONTACT

Questions shall be submitted via the Town's electronic bidding platform only. Questions must be received by 5:00 p.m. Arizona Local Time on November 10, 2026 so that response may be posted as an addendum to the RFQ.

10.0 TERMS AND CONDITIONS

This RFQ does not commit GILBERT to award a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services.

10.1 GILBERT reserves the right to extend the date by which the submittals are due.

10.2 GILBERT reserves the right to cancel, in part or in its entirety, this RFQ including but not limited to: selection schedule, submittal date, and submittal requirements. If GILBERT cancels or revises the RFQ all potential Respondents of record will be notified in writing by GILBERT.

10.3 All submittals become the property of GILBERT. Except for the name of firms on the final list, no information contained in a Statement of Qualifications shall be made public until after award and execution of a contract with a CM@R firm.

10.4 GILBERT reserves the right to request additional information and/or clarifications from any or all Respondents to this RFQ.

11.0 EQUAL OPPORTUNITY

GILBERT is an equal opportunity employer. Minority and women's business enterprises are encouraged to submit Statements of Qualifications on the Project.

12.0 PROTEST POLICY

The protest policy of the Town of Gilbert is attached.

Firms shall confirm receipt of all addenda issued to this RFQ in its cover letter submitted with its Statement of Qualifications. It is the Firm's sole responsibility to confirm receipt of all addenda issued to the RFQ. Failure to do so will result in the proposal being declared non-responsive. Firms will NOT be notified of addenda. If addenda are issued they will be published on the Town of Gilbert electronic bidding platform at:

https://gateway.app.e-builder.net/app/bidders/landing?accountid=3c1a5940-f22f-437a-8d5a-97bb70b62547&projectid=228ebe58-a2c2-46aa-873e-90695ba99225&bidpackageid=dafaf72a-b979-4dad-916f-0430f06c18bd

Attachments:

Exhibit A: Past Performance Verification Evaluation Submittals (Form CIP1.1.1)
Past Performance Verification Form (Form CIP1.1.1)
Preliminary Project Description (Form CIP1.1.2)
CM@R Pre-Construction Services Contract (Form CIP4.3.4)
CM@R Construction Services Contract (Form CIP4.3.5)
CM@R General Conditions (Form CIP4.3.6)
Protest Policy
DCR

ATTACHMENT 1 - AUTHORIZATION
FOR RELEASE OF PERFORMANCE INFORMATION AND WAIVER

I, _____, the undersigned, on behalf of _____ (this company), do hereby consent and authorize all those companies and government entities listed in my Statement of Qualifications and any other government entity for whom this company has performed construction services, to disclose and release to the Town of Gilbert, or their representatives, information, records and opinions concerning this company's construction performance. The purpose of this disclosure is to provide references to the Town of Gilbert. _____ hereby waives any claim it may have against the Town of Gilbert or any company or entity providing information to the Town of Gilbert by reason of any information being disclosed or opinions provided regarding the actions or performance of this company.

This authorization for disclosure of information is effective for one year.

This consent or photocopy of this authorization shall be as valid and effective as the original.

Dated: _____

_____

By: _____

ATTACHMENT 2 - CRITERIA OF INSURABLITY

I hereby certify that in seeking to be selected as the CM@R by the Town of Gilbert for the _____Project, CIP No. _____, Contract No. _____. I am fully aware of Insurance Requirements contained in both the CM@R Pre-construction Services Contract and the Construction Contract, and by the submission of this Statement of Qualifications I hereby assure the Town of Gilbert that I am to produce the insurance coverage required should I be selected to be awarded such contracts.

_____ _____

Signature of Offeror Date

_____

Title