



**FLORIDA STATE UNIVERSITY**  
**CM SELECTION – SHORT LIST WORKSHEET**



FS- \_\_\_\_\_

Letter of Intent	_____
Contractor Lic.	_____
Corp. Charter	_____

Project Name \_\_\_\_\_

Committee Member Name \_\_\_\_\_

Applicant Name \_\_\_\_\_

**RELATED EXPERIENCE (24 pts.)**

4. EXPERIENCE/REFERENCES

- a. List the ten projects for which your firm has provided/is providing construction management services which 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 project listed first.
- b. 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, type of construction management services provided (if the applicant provided services as a general contractor, so indicate), owner's contact person and telephone number and the name and telephone number of the project architect.

**Notes/Comments:**

Score: \_\_\_\_\_

**EXPERIENCE & ABILITY (24 pts)**

3. For how many years has your firm been providing \_\_\_\_\_ construction management services \_\_\_\_\_ general contracting?

5. APPLICANT'S PERSONNEL

- a. List total number of firm's personnel by skill group (e.g. cost control, scheduling, superintendents, etc.)
  - b. Name all key personnel which will be part of the construction management team for this project and provide their cities of residence. Describe in detail the experience and expertise of each team member.
  - c. For each project listed in response to Question No. 4, list the members of the proposed team who worked on the project and describe their roles.
  - d. If the team as a whole provided construction management services for any of the projects listed in response to Question No. 4, so indicate.
- 6. APPLICANT'S CONSULTANTS. 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 in the past.
- 7. For three of the projects listed in response to Question No. 4, describe conflicts or potential conflicts with the owner or with trade contractors, and describe the methods used to prevent and/or resolve those conflicts.

**Notes/Comments:**

Score: \_\_\_\_\_

## SERVICES (5 pts.)

8. For three of the projects listed in response to Question No. 4, describe the types of records, reports, monitoring systems and information management systems which your firm used in the management of those projects.

**Notes/Comments**

**Score:** \_\_\_\_\_

## COST/QUALITY CONTROL (18 pts.)

9. For three of the projects listed in response to Question No. 4, describe your cost control methods for the preconstruction and construction phases. How did you develop cost estimates and how often were they updated? Provide examples of how these techniques were used and what degree of accuracy was achieved. Include examples of successful value engineering to maintain project budgets without sacrificing quality.

10. For three of the projects listed in response to Question No. 4, describe the way your firm maintained quality control during the pre-construction and construction phases. Provide specific examples of how these techniques were used.

**Notes/Comments:**

**Score:** \_\_\_\_\_

## SCHEDULING (9 pts.)

11. For three of the projects listed in response to Question No. 4, describe the way in which your firm developed and maintained project schedules. How did you develop schedules and how often were they updated? Provide examples of how these techniques were used. Include specific examples of scheduling challenges and how your firm helped solve them.

**Notes/Comments:**

**Score:** \_\_\_\_\_

Past Perf.	Related Exp.	Exp. & Ability	Services	Cost/ Quality	Sched.	Total Score