



RFQ Web Advertisement For Construction Manager at Risk (CMR) Services

ADV. No.: **CF-RD-303-CMR**

**Connecticut Department of Administrative Services
Office of Legal Affairs, Policy & Procurement
450 Columbus Boulevard, Suite 1302
Hartford, Connecticut 06103**

Request for Qualifications (RFQ) Web Advertisement For Construction Manager at Risk (CMR) Services

IMPORTANT NOTE: This RFQ Web Advertisement contains new Quality Based Selection (QBS) Submittal Requirements and QBS Selection Procedures. Please read this RFQ Web Advertisement and all referenced documents carefully.

Adv. No.: **CF-RD-303-CMR** Web Advertisement Date: **Wednesday February 28, 2018**

QBS Submittal Deadline: Deadline for the receipt of the QBS Submittal Booklets is:
Tuesday March 27, 2018

1 Selection Type: **Major Capital Project CMR – GMP Services Selection**

2 General Statement: In accordance with the requirements of CGS §4b-103, the State of Connecticut, Department of Administrative Services (DAS), Division of Construction Services (DCS), Process Management & QBS Unit advertises for Requests for Qualifications (RFQs) for the Major Capital Project Construction Manager at Risk (CMR) Services as specified below.

3 Consultant Services: **Construction Manager at Risk (CMR)* - Guaranteed Maximum Price (GMP):**
A Construction Manager at Risk (CMR) shall be selected to publically bid the project elements and enter into a Guaranteed Maximum Price (GMP) contract with the State. After consultation with and approval by the DAS Commissioner, the CMR shall award subcontracts to responsible qualified subcontractors submitting the lowest bids to build the Project.
***Construction Manager at Risk (CMR)** reviews and participates in design and the production of the construction documents with Owner and Architect. The CMR solicits trade bids on behalf of the Owner from trade subcontractors on a competitive basis. The CMR shall agree upon a Guaranteed Maximum Price to perform the work identified in the Bid Documents and enters into contracts with these trade subcontractors to perform their trade work.
Important Note: Projects that a firm has completed as “General Contractor” or a “Construction Manager as Agent” (i.e. Projects where the firm did not enter into contracts with these trade subcontractors to perform their trade work) shall not qualify as acceptable CMR Project Experience for this Selection.

4 User Agency Name: **CSCU/Western Connecticut State University**

5 Project Planning Start Date: **9/11/2017**

6 Contract Number: **CF-RD-303-CMR**

7 Project Title: **Berkshire Hall Conversion to Student Center-Phase 1: New Food Service Dining Facilities**

8 Project Location(s): **Western Connecticut State University-Midtown Campus
Danbury, CT**

9 Estimated Total Cost Of The Work: **\$16,635,294.00**



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10	Construction Phase:	548	Calendar Days (From Construction Start Date to Substantial Completion Date.)
11	DAS/CS Contractor Classification Name:	Construction Manager At Risk:	<input type="checkbox"/> Group A <u>and</u> DCP Major Contractor Registration <input type="checkbox"/> Group B <u>and</u> DCP Major Contractor Registration <input checked="" type="checkbox"/> Group C <u>and</u> DCP Major Contractor Registration
12	Project Description:	<p>The Department of Administrative Services, Construction Services (DAS/CS), is seeking the services of a highly talented and experienced Construction Manager at Risk (CMR) team. The team will provide construction management services to the CS in support of the Berkshire Hall Conversion-Phase 1 at Western Connecticut State University in Danbury, CT.</p> <p>Creation of a new food services commercial kitchen and student dining facility, including a loading dock for food service near Osborne Street and a site retaining wall adjacent to Haas Library.</p> <p>A preliminary space program calls for 22,000 gross square feet of new construction, and approximately 10,000 gross square feet of renovation. The pre-design study will verify the programmatic requirements.</p> <p>The anticipated scope of work for the building's conversion includes removal of the basement, first, and second floors of Berkshire's classroom wing, the locker and fitness center wing, as well as investigation of re-use of the theatre wing and retaining the gymnasium footprint.</p>	
13	Designated Scope of CMR Services:	<p>This project will require the following CMR Pre-Construction Scope Services for the Design Development, Construction Document, Bid Phase, and Construction Phase:</p> <p>1. Preconstruction Phase Scope of Services :</p> <p>1.1 Summary of Design Phase Services: CMR Design Phase Services may include but are not limited to the following:</p> <ol style="list-style-type: none"> .1 Constructability Reviews; .2 Blasting and Pile Driving Report; .3 Site Logistics Plan; .4 Building Excavation Plan. .5 Schedule and Phasing Coordination; .6 Cost Control Management; .7 Construction Documents Conversion Into Subcontractor Bid Packages: <p>1.2 Summary of Bid Phase Services:</p> <ol style="list-style-type: none"> .1 Develop the Master Project Schedule; .2 Bid to DAS Prequalified Subcontractors for each Bid Package; .3 Advertise Bids; .4 Issue Subcontractor Bid Packages; .5 Conduct Preconstruction Conference(s) and Site Visit(s); .6 Process All Addenda; .7 Receive Bids from Subcontractors and conduct public bid opening; .8 Issue a Guaranteed Maximum Price (GMP); .9 Execute Subcontractor Agreements; 	



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2. Construction Phase Scope Services:

2.1 Summary of Construction Phase Services:

CMR Construction Phase Services may include but are not limited to the following:

- .1 Comply with General Conditions - CMR;
- .2 Comply with General Requirements - CMR;
- .3 Conduct Pre-construction Conference;
- .4 Periodic update the Master CPM Schedule;
- .5 Monthly update of Schedule of values;
- .6 Review and Prepare Monthly Progress Payment Requests;
- .7 Periodic Update of Project Cash Flow Projections;
- .8 Act as the Project's Prime Liaison;
- .9 Coordinate subcontractors' Requests for Information (RFI's) and A/E RFI Responses;
- .10 Coordinate all change requests and responses;
- .11 Coordinate All Types of Submittals;
- .12 Coordinate All Types of Testing and Inspections;
- .13 Coordinate Sub-contractors;
- .15 Coordinate Sub-contractor's participation in Commissioning (Cx);
- .16 Provide construction trailers, storage, equipment, barriers, and etc.;
- .17 Provide all Necessary On-site Construction Management Personnel;
- .18 Coordinate Substantial Completion and Turn Over
- .19 Closeout Project.

**Requirements for Affidavits, Certifications, Professional Documents,
 Business Credentials, and Insurance Documentation:**

<p>14 Selection Document Requirements (Prior to the QBS Submittal Deadline):</p>		<p>In accordance with the Connecticut General Statutes and Governor Dannel P. Malloy's "Business Friendly Initiative," found in Public Act No. 11-229, each Firm is required to open a BizNet Account on the DAS website and then electronically upload certain Documents to their DAS BizNet Account prior to the due date of their QBS Submittal Booklet ("QBS Submittal Deadline").</p> <p>For a summary of the Documents that must be electronically uploaded to DAS BizNet prior to the QBS Submittal Deadline:</p> <ul style="list-style-type: none"> • Go to the DCS Website: www.ct.gov/dcs • At the top of the DCS Home Page click on the DCS Library link. • Scroll down and click on the following DCS form: • 1769.1 - CT DCS Legal Services Unit: Contract Requirements for CMR Services. <p>See Division 5 – Affidavits & Certifications Requirements in "1712 QBS Submittal Booklet Requirements for CMR Services" for additional instructions.</p>
<p>All State Contracts with a cost or value of \$50,000 or more:</p>	<input checked="" type="checkbox"/>	<p>OPM Form 5 (Consulting Agreement Affidavit): NOTE: For this form, "Consulting Agreement" means any agreement with third parties for purposes described in C.G.S. 4a-81(b)(1). If there are no such agreements, the firm only needs to complete the shaded portion and have the affidavit notarized.</p>
<p>All Large State Construction or Procurement Contracts with a cost</p>	<input checked="" type="checkbox"/>	<p>OPM Form 5 (Consulting Agreement Affidavit): NOTE: For this form, "Consulting Agreement" means any agreement with third parties for purposes described in C.G.S. 4a-81(b)(1). If there are no such agreements, the firm only needs to complete the shaded portion and have the affidavit notarized.</p>



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of \$500,000 or more:	☒	<p>OPM Form 6 (Affirmation of Receipt of State Ethics Laws Summary): When DAS is seeking a contract for a large state construction or procurement contract having a cost of more than five hundred thousand dollars (\$500,000), DAS shall provide all potential consultant and contractor firms with the “Guide to the Code of Ethics For Current or Potential State Contractors”. The “Guide to the Code of Ethics For Current or Potential State Contractors” can be downloaded from the website of the Office of State Ethics, Quick Links, Plain Language Guides (http://www.ct.gov/ethics). Questions concerning the “Guide to the Code of Ethics For Current or Potential State Contractors” can be directed to the OSE at 860-263-2400.</p> <p>IMPORTANT NOTE: If the firm has any contracts with any subcontractor or subconsultant that <u>also exceeds</u> \$500,000.00 for the project, the firm must submit an “Affirmation of Receipt of State Ethics Laws Summary” filled out and signed from each such subcontractor or subconsultant.</p>
	☒	<p>OPM Form 7 (Iran Certification)</p>

15	Conditional Selection Document Requirements:	<p>In accordance with the requirements the Department's Legal Services Unit, the selection of a Firm is conditional upon completing and submitting, within fourteen (14) calendar days of being notified by email, certain documents as described in the Conditional Selection Notification Letter. Some documents are required to be electronically uploaded in accordance with Connecticut General Statutes Public Act No. 11-229, “Business Friendly Initiative”. Others must be submitted as hard copies directly to the Department's Legal Services Unit.</p> <p>For a summary of the Documents that must be either electronically uploaded to DAS BizNet or submitted directly to the CT Department's Legal Services Unit within fourteen (14) days of being Conditionally Selected:</p> <ul style="list-style-type: none"> • Go to the DCS Website: www.ct.gov/dcs • At the top of the DCS Home Page click on the DCS Library link. • Scroll down and click on the following DCS forms: • 1150 - Credentials and Insurance Requirements; and • 1769.1 - CT DCS Legal Services Unit: Contract Requirements for CMR Services.
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16	Qualifications Based Selection (QBS) Procedures and Steps:	<p>The CMR Firm must submit the following documents, as described below:</p> <ol style="list-style-type: none"> 1. QBS Submittal Booklet for CMR Services, which includes the following: 2. QBS Screening Shortlist Questionnaire for CMR Services. <p>The QBS process is based on comparing and evaluating weighted criteria of qualifications and performance of CMR Firms in relation to work of similar scope and complexity that is required for this specific contract. The QBS Selection for this Project shall be conducted in accordance with the procedures described in the CMR GMP Best Value Selection Procedure Manual (0370). The manual can be accessed and downloaded from the DCS Library as follows:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 5%; text-align: center;">1</td> <td>Go to the DCS Website: www.ct.gov/dcs</td> </tr> <tr> <td style="text-align: center;">2</td> <td>At the top of the DCS Home Page click on the DCS Library link.</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Scroll down and click on the CMR GMP Best Value Selection Procedure Manual (0370) link.</td> </tr> </table> <table border="1" style="width: 100%; margin-top: 5px;"> <thead> <tr> <th style="width: 10%;">Step</th> <th>QBS Selection Procedures for CMR Services</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td> <p>RFQ Web Advertisement:</p> <p>Prospective CMR Firms shall submit their QBS Submittal Booklets for CMR Services in response to this RFQ Web Advertisement by the QBS Submittal Deadline stated in this RFQ Web Advertisement.</p> </td> </tr> <tr> <td style="text-align: center;">2</td> <td> <p>Longlist Procedure (Pre-Screening):</p> </td> </tr> </tbody> </table>	1	Go to the DCS Website: www.ct.gov/dcs	2	At the top of the DCS Home Page click on the DCS Library link.	3	Scroll down and click on the CMR GMP Best Value Selection Procedure Manual (0370) link.	Step	QBS Selection Procedures for CMR Services	1	<p>RFQ Web Advertisement:</p> <p>Prospective CMR Firms shall submit their QBS Submittal Booklets for CMR Services in response to this RFQ Web Advertisement by the QBS Submittal Deadline stated in this RFQ Web Advertisement.</p>	2	<p>Longlist Procedure (Pre-Screening):</p>
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	<p>The QBS Selection Panel Chair Person shall review all prospective CMR Firm's QBS Submittal Booklets for CMR Services for compliance with this RFQ Web Advertisement and 1712 QBS Submittal Booklet Requirements for CMR Services.</p> <p>The QBS Unit shall (1) determine if the prospective CMR Firm meets or exceeds contract limitations as specified in 1210 QBS - Guidelines for Selection and Contract Limits; and (2) create a "Longlist" of CMR Firms that shall be Screened and Shortlisted.</p> <p>NOTE: If a prospective CMR Firm exceeds the contract limitations as specified in 1210 QBS - Guidelines for Selection and Contract Limits, they shall not be considered any further for the specific "Project".</p>
3	<p>Shortlist Procedure (Screening):</p> <p>The QBS Selection Panel shall evaluate and "rate" each of the CMR Firms on the Longlist in accordance with the "Screening Shortlist Criteria Categories for CMR Services" and the 1736 Screening Shortlist Evaluation Guide for CMR Services.</p> <p>The QBS Unit shall create a "Screening Approval Memorandum" of the recommended Shortlisted CMR Firms rated "most highly qualified" that shall be furnished for to the Department's Director of Project Management for approval.</p>
4	<p>CMR Request for Proposals (RFP):</p> <p>The Shortlisted CMR Firms shall be required to reply to a CMR Request for Proposal (RFP). The RFP shall be comprised of Project Information, Qualitative Criteria Components Submittal Requirements, and Sealed Cost Components Proposal Submittal Requirements and must be submitted by the due date by each of Shortlisted CMR Firms.</p>
5	<p>CMR Best Value Based Selection Procedure:</p> <p>The CMR Selection Procedure utilizes a three (3) step "Best Value Based Selection" Procedure: Step 1: Selection Presentations and evaluation of Qualitative Criteria Components Submittals from the RFP; Step 2: Public Opening of the Sealed Cost Components Proposal Submittals from the RFP; and Step 3: Best Value Calculation of the Qualitative Criteria Components Submittals and Sealed Cost Components Proposal Submittals.</p>
6	<p>Selection:</p> <p>The QBS Unit shall create a "Selection Approval Memorandum" of the CMR Firms that shall be furnished with the "rating point scores" to the DAS Commissioner, who shall indicate his/her approval to enter into a contract with the "most highly qualified" CMR Firm.</p> <p>The QBS Unit shall send the Selected CMR Firm a "Conditional Selection Notification Letter" which shall provide instructions regarding additional certificates, affidavits, and other information that must be submitted for the processing of its contract by the Department's Legal Services Unit.</p>

17	QBS Selection Panels:	Number of QBS Selection Panel Members Per Cost of Work:				
		Cost of the Work	QBS Selection Panel Members			
			DAS/CS Employees <small>(Appointed By DAS Commissioner)</small>	Agency Employees <small>(Appointed By Agency Commissioner)</small>	Total	
		<input type="checkbox"/>	\$5,000,000 or Greater <small>(Major Capital Project)</small>	4	1	5
		<input type="checkbox"/>	\$5,000,000 or Less <small>(Minor Capital Project)</small>	2	1	3
<input checked="" type="checkbox"/>	CHEFA Projects	3	2	5		

18	QBS Screening Shortlist	<p>The QBS Selection Panel shall evaluate and "rate" the QBS Submittal Booklets for CMR Services for each of the CMR Firms on the Longlist in accordance with "Screening Shortlist Criteria Categories for CMR Services" described below:</p>
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Requirements for CMR Services:	Criteria Number	Screening Shortlist Criteria Categories for CMR Services	Rating Points
	1	Experience with Work of Similar Size and Scope as Required for this Contract	35
	2	Organizational / Team Structure For This Contract	30
	3	Past Performance Data	20
	4	Partnering Experience	15
	-	Available Rating Points per Screening Panel Member per CMR Firm	100
	-	Available Rating Points for three (3) Panel Members per CMR Firm	300
	-	Available Rating Points for five (5) Panel Members per CMR Firm	500

19	QBS Selection Presentations for CMR Services:	The QBS Selection Panel shall conduct Selection Presentations with the Shortlisted CMR Firms . At the end of each Presentation, the Selection Panel shall evaluate and “rate” each of the CMR Firms in accordance with the “ CMR Selection Presentation - Qualitative Criteria Components ” described below.	
		Criteria Number	Rating Points
		CMR Selection Presentation - Qualitative Criteria Components:	
		1	Experience
		2	Project Organization, Personnel Experience and Qualifications
		3	Project Approach and Preliminary Project Plan
		4	Past Performance on CMR Projects, GC projects, or Other Relevant Performance Data
		5	Schedule Performance
		6	Safety Record
		-	Available Rating Points per Selection Panel Member per CMR Firm
		-	Available Rating Points for three (3) Panel Members per CMR Firm
		-	Available Rating Points for five (5) Panel Members per CMR Firm

20	QBS Contract Limitations:	It is highly recommended that prospective CMR Firms review “ 1210 QBS - Guidelines for Selection and Contract Limits ” prior to completing a QBS Submittal Booklet for CMR Services to determine if they meet or exceed Contracts Limitations for this specific Project. If a CMR Firm exceeds the number of allowable Contracts as described in “ 1210 QBS - Guidelines for Selection and Contract Limits ” and still submits a QBS Submittal Booklet for CMR Services , then the CMR Firm shall not be considered any further for this specific Project. The form can be accessed and downloaded from the DCS Library as follows:
		<ol style="list-style-type: none"> 1 Go to the DCS Website: www.ct.gov/dcs 2 At the top of the DCS Home Page click on the DCS Library link. 3 Scroll down and click on the 1210 QBS - Guidelines for Selection and Contract Limits link.

21	“1712 QBS Submittal Booklet Requirements for CMR Services”:	All prospective CMR Firms must submit a QBS Submittal Booklet for CMR Services in accordance with the “ 1712 QBS Submittal Booklet Requirements for CMR Services ”, which can be accessed and downloaded from the DCS Library as follows:
		<ol style="list-style-type: none"> 1 Go to the DCS Website: www.ct.gov/dcs 2 At the top of the DCS Home Page click on the DCS Library link. 3 Scroll down and click on the 1712 QBS Submittal Booklet Requirements for CMR Services link. 4 For reference, also click on the Selection & Bidding Manual link.



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22	“1711 QBS Email Registration for CMR Services”:	<p>The CMR must email an edited version of the “1711 QBS Email Registration for CMR Services” to Rose Mitchell, QBS Secretary, at: rose.mitchell@ct.gov. The CMR must also submit an edited version of the “1711 QBS Email Registration for CMR Services” behind the Division 3 Tab of the QBS Submittal Booklet for CMR Services. To access and download the QBS Screening Shortlist Questionnaire for CMR Services for this Project:</p> <ol style="list-style-type: none"> 1 Go to the DCS Website: www.ct.gov/dcs 2 At the top of the DCS Home Page click on the DCS Library link. 3 Scroll down and click on the 1711 QBS Email Registration for CMR Services link. 						
23	“1713 QBS Screening Shortlist Questionnaire for CMR Services”:	<p>The CMR must submit a completed “1713 QBS Screening Shortlist Questionnaire for CMR Services” behind the Division 6 Tab of the QBS Submittal Booklet for CMR Services. To access and download the QBS Screening Shortlist Questionnaire for CMR Services for this Project:</p> <ol style="list-style-type: none"> 1 Go to the DCS Website: www.ct.gov/dcs 2 Under Doing Business with DCS / Requests for Qualifications, click on the Construction Manager At-Risk link. 3 Locate the Contract Number for this Project. Click on the QBS Screening Shortlist Questionnaire for CMR Services link to download the 1713 QBS Screening Shortlist Questionnaire for CMR Services for this specific Project. 						
24	QBS Submittal Location:	<p>QBS Submittal Booklets for CMR Services shall be submitted to the following address:</p> <p>Randy Daigle DAS Construction Services Office of Legal Affairs, Policy & Procurement 450 Columbus Boulevard, Suite 1302 Hartford, Connecticut 06103 Office: 860.713.5696 E-mail: randy.daigle@ct.gov</p> <p>IMPORTANT NOTE: Failure to submit properly formatted QBS Submittal Booklets for CMR Services with all of the required contents by the designated deadline and location may result in the Firm’s submittal being deemed deficient for consideration for this Contract.</p>						
25	QBS Contacts:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;"><i>For General QBS Submittal Questions:</i></th> <th style="width: 50%; text-align: center;"><i>For Specific Project Questions:</i></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <p>Legal Affairs, Policy & Procurement Unit:</p> <p>Randy Daigle DAS Construction Services Office of Legal Affairs, Policy & Procurement 450 Columbus Blvd. Suite 1302 Hartford, Connecticut 06103 Email randy.daigle@ct.gov</p> </td> <td style="vertical-align: top;"> <p>Project Management Unit:</p> <p>Peter Simmons DAS Construction Services 450 Columbus Blvd. Suite 1201 Hartford, Connecticut 06103 Email: Peter.simmons@ct.gov</p> </td> </tr> <tr> <td colspan="2" style="vertical-align: top;"> <p>IMPORTANT NOTE: Responses to requests for more specific Project information than is contained in this Advertisement shall be limited to information that is available to all Firms and that is necessary to complete this QBS process. All requests for more specific Project information must be sent in <u>writing</u> (email acceptable).</p> </td> </tr> </tbody> </table>	<i>For General QBS Submittal Questions:</i>	<i>For Specific Project Questions:</i>	<p>Legal Affairs, Policy & Procurement Unit:</p> <p>Randy Daigle DAS Construction Services Office of Legal Affairs, Policy & Procurement 450 Columbus Blvd. Suite 1302 Hartford, Connecticut 06103 Email randy.daigle@ct.gov</p>	<p>Project Management Unit:</p> <p>Peter Simmons DAS Construction Services 450 Columbus Blvd. Suite 1201 Hartford, Connecticut 06103 Email: Peter.simmons@ct.gov</p>	<p>IMPORTANT NOTE: Responses to requests for more specific Project information than is contained in this Advertisement shall be limited to information that is available to all Firms and that is necessary to complete this QBS process. All requests for more specific Project information must be sent in <u>writing</u> (email acceptable).</p>	
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