**[USE DEPARTMENT LETTERHEAD]**

(DATE of LETTER)

Latif Kaid, PE, Secretary   
State Building Commission  
New Education Building  
301 N. Wilmington Street, Suite 450  
Raleigh, NC 27601

Subject: Construction Manager At Risk Selection

(Department)

(Project Title)

(Project Location)

Mr. Kaid:

The above project was advertised for the selection of a Construction Manager At Risk using the

State of North Carolina Interactive Purchasing System website. All procedures prescribed by the

State Building Commission were followed leading to a priority recommendation as follows:

1. CMR Firm #1 (City, NC)

2. CMR Firm #2 (City, NC)

3. CMR Firm #3 (City, NC)

Thank you for your consideration.

Sincerely,

(Name & Title)  
 Capital Projects Coordinator

Attachments

**STATE BUILDING COMMISSION**

**PROJECT INFORMATION**

To Be Presented to the SBC Meeting on:

Department:

Division:

Project Title:

Project Location:

Scope of Work:

Construction Manager At Risk (CMR) Services Advertisement on NC Interactive Purchasing System:

Posting Date:

Closing Date:

Total Project Budget:

Project Funding Source:

Project Funding Identification (Code & Item):

Building Size (Square Footage):

Amount for Construction:

Amount for Equipment:

Type of Construction: New  Renovation

Number of Firms Responding:

Number of Firms Interviewed:

Name and Agency of each member of the Pre-Selection Committee:

Three major reasons for recommendation of the Number One CMR Firm:

1.

2.

3.

SCO Contractor Evaluation Files Reviewed: Yes  No

Capital Projects Coordinator:

**STATE BUILDING COMMISSION**

**#1 CONSTRUCTION MANAGER AT RISK INFORMATION**

To Be Presented to the SBC Meeting on:

Department:

Division:

Project Title:

Construction Manager At Risk (CMR) Firm:

Size of Firm:

Make-Up of Firm (Specialties):

Proposed Organization for this Project:

Pre-Construction Phase:

Construction Phase:

Location of Working Office(s):

Prime Firm:

Information as to experience of CMR Firm in relationship to this project:

Similar CMR projects done for the State of North Carolina:

Current Workload (both State of North Carolina projects and Other projects):

**STATE BUILDING COMMISSION**

**#2 CONSTRUCTION MANAGER AT RISK INFORMATION**

To Be Presented to the SBC Meeting on:

Department:

Division:

Project Title:

Construction Manager At Risk (CMR) Firm:

Size of Firm:

Make-Up of Firm (Specialties):

Proposed Organization for this Project:

Pre-Construction Phase:

Construction Phase:

Location of Working Office(s):

Prime Firm:

Information as to experience of CMR Firm in relationship to this project:

Similar CMR projects done for the State of North Carolina:

Current Workload (both State of North Carolina projects and Other projects):

**STATE BUILDING COMMISSION**

**#3 CONSTRUCTION MANAGER AT RISK INFORMATION**

To Be Presented to the SBC Meeting on:

Department:

Division:

Project Title:

Construction Manager At Risk (CMR) Firm:

Size of Firm:

Make-Up of Firm (Specialties):

Proposed Organization for this Project:

Pre-Construction Phase:

Construction Phase:

Location of Working Office(s):

Prime Firm:

Information as to experience of CMR Firm in relationship to this project:

Similar CMR projects done for the State of North Carolina:

Current Workload (both State of North Carolina projects and Other projects):