

# Request for Qualifications (CM at Risk Contract)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>Fenn (Fr. Stilwell) Hall Renovation</u>	Response Deadline	<u>02/28/2014</u> <u>2:00 pm</u> local time
Project Location	<u>1960 E. 24th Street</u>	Project Number	<u>CLS-131334 / CP-1334</u>
City / County	<u>Cleveland / Cuyahoga</u>	Project Manager	<u>Dwayne Wilson</u>
Owner	<u>Cleveland State University</u>	Contracting Authority	<u>Local Higher Education</u>
Delivery Method	<u>CM at Risk</u>	Prevailing Wages	<u>State</u>

No. of paper copies requested (stapled, not bound) 7- No. of electronic copies requested on CD (PDF) 1

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Dwayne Wilson at 1802 E. 25th Street, Rm 221, Cleveland, Ohio 44114. See Section G of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Dwayne Wilson at [d.d.wilson17@csuohio.edu](mailto:d.d.wilson17@csuohio.edu) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to Opportunities page on the OFCC website at <http://ofcc.ohio.gov> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

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### Project Overview

#### A. Project Description

Cleveland State University is requesting interested firms to submit qualifications to provide preconstruction and construction services as Construction Manager at Risk (CM) for the Fenn (Fr. Stilwell) Hall Renovation project.

The Fenn College of Engineering at Cleveland State University is developing a new model for engineering education which demands up-to-date learning environments in laboratories, classrooms, student spaces, circulation, support spaces, and public spaces. The college is housed in Fen Hall, a structure built in 1924. The upgrade will necessitate a major renovation encompassing interior and exterior refurbishments, including possible additions and utility extensions and/or improvements including but not limited to, steam, water, gas and electricity.

The total area of the building is approximately 196,000 gsf. The amount of this area used for renovations will be determined as part of the planning/programming phase. The interior renovations will address key programmatic areas on all five (5) floors of the building (Lower Level through 4<sup>th</sup> Floor) to meet current and future needs for the College.

Exterior renovations will include the restoration and re-supporting of the failing existing stone skin on the east façade; masonry restoration, new east entry; replacement of existing windows/curtain wall systems on all facades; new north entry and façade on Chester Avenue; roof replacement on lower roofs and pedestrian bridge; and site work that ties into the surrounding campus walks and integrates the new entries and perimeter work. Exterior assessments were performed from 2010 to 2012 for the building envelope. Work done as part of this contract restoring the existing exterior facades to remain will be done through the University's Envelope Consultant, already under contract. The CM will coordinate the project with this consultant.

Also, the scope of work will focus on replacement of aging and failing infrastructure and systems that coincide with the reorganization of program spaces. Some upgrades may also be necessary outside of the parameters of the reorganized spaces. The infrastructure and system needs will include new air handling equipment, heating and plumbing piping replacement, HVAC controls, fire suppression, electrical systems, fire alarm, telecommunications, and audio/visual systems. Assessments of systems will be performed by the A/E during the planning/programming phase in conjunction with the anticipated programmatic need for the College.

A Program of Requirements (POR) will be developed as a part of the project by the Architect/Engineer (A/E) under separate contract with the University. Depending on the POR and facility assessment by the A/E the project may include possible additions and utility extensions and/or improvements including but not limited to, steam, water, gas and electricity.

The building will remain occupied during construction, and a phased construction and multiple bid packages may be required.

The project will be registered with the USGBC for minimum Silver LEED Certification. Maximizing energy conservation is a critical component of the design and project goals to comply with House Bill 251. The CM must demonstrate a thorough

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understanding and commitment to LEED design and is responsible for executing the design and meeting LEED goals as set forth by the University.

This project will utilize the Construction Manager at Risk project delivery method.

All aspects of the project and related issues will be implemented and operated consistent with the Contracting Authority and/or Owner's policies and procedures.

### B. Scope of Services

The selected CM, as a portion of its required Scope of Services and prior to submitting its proposal, will discuss and clarify with the Contracting Authority and/or Owner, the breakdown of the Agreement detailed cost components, to address the Owner's project requirements and refine the project schedule.

As required by the Agreement, and as properly authorized, provide the following categories of services: provide constructability review comments on documents produced by the A/E and Building Envelope Consultant during the Schematic Design, Design Development, and Construction Document stages; develop and maintain estimates of probable construction cost, value engineering, project schedules, and construction schedules; lead and manage the Subcontractor Prequalification and Bidding process, Construction and Closeout Stage.

Refer to the *OFC Manual* for additional information about the type and extent of services required for each. A copy of the standard Agreement can be obtained at the OFCC website at <http://ofcc.ohio.gov>.

The preconstruction and construction services are generally described below. Subcontracts including but not limited to Plumbing, Fire Protection, HVAC, Electrical and AV/Technology will be awarded by the CM to prequalified vendors using a competitive process. The parties will engage in an "open book" pricing method in which all subcontracted work shall be based upon competitive pricing that will be reviewed by the Contracting Authority and/or Owner, the A/E and the CM. The Contracting Authority and/or Owner shall have access to all books, records, documents and other data in the CM's possession related to itself, its subcontractors and material suppliers pertaining to bidding, pricing or performance of the Agreement.

Preconstruction Services: The CM will work cooperatively with the Contracting Authority and/or Owner, A/E and Project Team, and will provide, among other services, cost estimating, budgeting, value engineering, constructability review, scheduling and preconstruction planning throughout the preconstruction stages. When the drawings and specifications are at a stage of completion specified in the Agreement, such partially completed documents (the "Basis Documents") shall be provided to the CM, together with the A/E's detailed listing of any material incomplete design elements and the A/E's statement of intended scope with respect to such incomplete elements (the "Design Intent Statement"). The CM shall submit to the Contracting Authority and/or Owner and the A/E their proposed Guaranteed Maximum Price (the "Contract Sum") and its qualifications and assumptions based upon the Basis Documents and the Design Intent Statement. The CM, the Contracting Authority and/or Owner and the A/E (along with selected engineers and consultants) shall meet to reconcile any questions, discrepancies or disagreements relating to the qualifications and assumptions, the Basis Documents or the Design Intent Statement. The reconciliation shall be documented by an addendum to the qualifications and assumptions that shall be approved in writing by the Contracting Authority and/or Owner, the A/E and the CM. The CM shall then submit to the Contracting Authority, for approval, the CM's proposed final Contract Sum based upon the Basis Documents, the approved qualifications and assumptions and the Design Intent Statement. Contingent upon the Contracting Authority's approval of the final Contract Sum, the parties will enter into an amendment to the Agreement establishing the Contract Sum (GMP Amendment). The final negotiated Contract Sum shall not exceed the Project Budget established for construction. If the proposed Contract Sum exceeds such budget, then the Contracting Authority may terminate the agreement with the CM and seek from other firms, bids for completion of the Project.

Construction Services: The CM shall construct the Project pursuant to the construction documents and in accordance with the schedule requirements. The CM shall hold all subcontracts and shall be fully responsible for the means and methods of construction, project safety, project completion within the schedule agreed upon in the preconstruction phase, compliance with all applicable laws and regulations including monitoring compliance with all EDGE, equal employment, and prevailing wage requirements, and submitting monthly reports of these activities to the Contracting Authority. All subcontracts shall be on the subcontract form prescribed by OAC Section 153:1-03-02. The Contracting Authority reserves the right to approve the CM's selection of subcontractors and any supplemental terms to the form subcontract.

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For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (Form F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Construction Manager-at-Risk Preconstruction Services
2. Construction Manager-at-Risk Construction Services
3. Construction Manager-at-Risk Contract Sum (GMP) Pricing Experience
4. Higher education science/lab research facilities
5. College or University Academic building construction experience
6. Experience with multiple bid package (fast track) construction projects
7. Project achieved aesthetics and performance on a tight budget and schedule
8. LEED projects and high-performance building technologies and energy performance
9. Experience with State of Ohio Capital Projects
10. Exterior Envelope rehabilitation/restoration

### C. Funding / Estimated Budget

Total Project Cost	<u>\$17,700,000.00</u>
Construction Cost	<u>\$11,400,000.00</u>
State Funding	<u>\$12,500,000.00</u>
Other Funding	<u>\$5,200,000.00</u>

### D. Anticipated Schedule

CM Services Start (mm/yy)	<u>05 / 14</u>
GMP Approval (mm/yy)	<u>12 / 14</u>
Construction Stage Start (mm/yy)	<u>01 / 15</u>
Construction Stage Completed (mm/yy)	<u>02 / 16</u>
CM Services Completed (mm/yy)	<u>04 / 16</u>

### E. EDGE Participation Goal

Percent of Total Construction Contracts Awarded	<u>5.0%</u>	Percent of <i>initial</i> TOTAL CM Fee	<u>5.0%</u>
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### F. Evaluation Criteria for Selection

#### Selection Criteria:

The CM will be selected using (i) a qualification based selection process during the initial Request for Qualifications (RFQ) stage to develop a short list and (ii) a best value selection process during the final Request for Proposal stage for the final CM selection. The qualifications-based selection criteria for the RFQ is included in this announcement. The best value criteria used in evaluating proposals from the short listed firms will include such factors that are determined to derive or offer the greatest value to the State and the Owner, combining both qualifications and fee.

#### Short List:

Each firm responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the candidate's proposed team for the Project. After evaluating the responses to this RFQ, the Contracting Authority will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the Contracting Authority determines that fewer than three firms are qualified, it will only select the qualified firms.

#### Request for Proposal:

The short-listed firms shall be sent a Request for Proposal (RFP) that will invite the firms to submit pricing proposals containing their proposed preconstruction stage compensation fee, construction stage personnel costs, construction stage itemized general conditions cost percentage, construction stage contingency percentage and construction stage fee percentage. The short-listed candidates will also receive (i) a form of the Agreement with the Contracting Authority containing the contract terms and conditions, (ii) a set of the most recent design documents and (iii) a proposed Project schedule.

#### Pre-Proposal Meeting:

Prior to submitting a response to the RFP, all short-listed firms will be invited to a joint meeting and site tour with the Contracting Authority and/or Owner. The purpose of the pre-proposal meeting is to permit the short-listed firms an opportunity to ask the Contracting Authority and/or Owner questions to help the firms prepare their responses to the RFP. The Contracting Authority will notify short-listed firms to verify the scheduled time and location for the pre-proposal meetings.

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### Interview:

After submitting responses to the RFP, the short-listed firms will be interviewed by the Contracting Authority and representatives of the Owner. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and understand the project approach and ability to meet the stated objectives for the Project. Please be prepared to discuss with specificity the firm's capacity to conduct this work in compliance with the timetable, budget and EDGE expectations. The Contracting Authority will notify each short-listed firm to schedule individual times for the interviews.

### Selection Schedule:

Tentative schedule is subject to change.

RFQ Posted and Advertised	January 30, 2014
Qualifications Due	March 4, 2014
RFP issued to the Short-Listed Firms	March 26, 2014
Interviews	May 5, 2014 (To be Verified)
Selection of CM	May 15, 2014

### Cancellation and Rejection:

The Contracting Authority reserves the right to reject all proposals and cancel at any time for any reason this solicitation, any portion of this solicitation or any phase of the Project. The Contracting Authority shall have no liability to any proposer arising out of such cancellation or rejection. The Contracting Authority reserves the right to waive minor variations in the selection process.

Interested CM firms are required to address how they will implement Building Information Modeling ("BIM") on the project, experience and level of training of staff related to BIM, incorporation of team partners that have previous BIM experience, and an understanding of collaborative BIM processes, including but not limited to the *State of Ohio BIM Protocol* available at the OFCC website at <http://ofcc.ohio.gov>.

Interested CM firms are required to submit the Commitment to Participate in the EDGE Business Assistance Program form in its Statement of Qualifications (Form F110-330) submitted in response to the RFQ, to indicate its intent to contract with and use EDGE-certified Business Enterprise(s), as a part of the CM's team. The Intent to Contract and to Perform and / or waiver request letter and Demonstration of Good Faith Effort form(s) with complete documentation must be attached to the CM's Proposal. Both forms can be accessed via the OFCC website at <http://ofcc.ohio.gov>. The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

For all Statements of Qualifications, please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

## **G. Submittal Instructions**

Firms are required to submit the current version of Statement of Qualifications (Form F110-330) available via the OFCC website at <http://ofcc.ohio.gov>.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not include cover letters or transmittals.

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm's name. Use the "print" feature of Adobe Acrobat Professional or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer. Also, please label the CD and the CD cover with the project number and firm name.

Facsimile or e-mailed copies of the Statement of Qualifications will not be accepted.

Unless otherwise noted or exempt, all documents submitted to the Contracting Authority in response to this RFQ or RFP are public and will be available for inspection at the conclusion of the selection process. The following information shall remain confidential and will not be released: (1) Proposal Form(s), except for cost category subtotals which will be transferred to the Best Value Rating Form; (2) Financial Capacity; and (3) Bonding/Insurance.

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Proposers are requested to submit the following information in response to this RFQ within Section H of Form F110-330.

1. Summary: Provide a summary, on one page or less, describing why your firm/team is the most qualified for the Project.
2. Bonding/Insurance: Provide evidence of capacity to provide bonding in the amount of the project budget and a copy of the firm's certificate of insurance showing the firm's current limits of liability for commercial general liability, employer's liability, business automobile liability and professional liability.
3. Management Systems: Describe the scheduling and cost control systems the firm would propose to use for the Project
4. Self-Performed Work: Indicate whether the firm intends to self-perform any work on the Project through a competitive process and, if so, the nature of the work and capability to self-perform.
5. Estimating: Demonstrated track record of performance of in-house estimating on projects comparable to the Project.
6. Scheduling: Demonstrated track record of performance of managing projects to the original schedule.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, DBIA, CPE, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individual in Block 22, Section E of the F110-330 form.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

GA: Green Associate  
AP: LEED AP (Legacy LEED Accredited Professional without specialty)  
AP +: (see below):  
LEED AP BD+C (Building Design and Construction specialty)  
LEED AP ID+C (Interior Design and Construction specialty)  
LEED AP O+M (Operations and Maintenance specialty)  
LEED AP ND (Neighborhood Development specialty)  
LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials

ACEC: American Council of Engineering Companies  
AIA or FAIA: American Institute of Architects  
CCCA: Certified Construction Contract Administrator (CSI)  
CCM: Certified Construction Manager (CMAA)  
CCS: Certified Construction Specifier (CSI)  
CDT: Construction Document Technologist (CSI)  
CMAA: Construction Management Association of America  
CPE: Certified Professional Estimator (American Society of Professional Estimators)  
CSI or FCSI: Construction Specifications Institute  
DBIA or Associate DBIA: Design-Build Institute of America (list credentials, not memberships)  
NCARB: National Council of Architectural Registration Boards (list certification only)  
NCIDQ: National Council for Interior Design Qualification  
NSPE: National Society of Professional Engineers

# CM at Risk Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Fenn (Fr. Stilwell) Hall Renovation Proposer Firm \_\_\_\_\_  
 Project Number CLS-131334 / CP-1334 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location and Workload (Maximum 10 points)</b>			
a. Proximity of firm to project site	Less than 50 miles	5	
	50 miles to 100 miles	2	
	More than 100 miles	0	
b. Amount of contracts awarded by Contracting Authority in previous 24 months	Less than \$1,000,000	5	
	\$1,000,000 to \$10,000,000	2	
	More than \$10,000,000	0	
<b>2. Primary Qualifications (Maximum 40 points)</b>			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 30
b. Project administration lead	Experience / ability to effectively administer project controls and processes	0 - 10	
c. Technical staff	Experience / ability of technical staff to develop accurate estimates and schedules	0 - 10	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 10	
<b>3. Key Consultant Qualifications (Maximum 10 points)</b>			
a. Key consultants	Experience / ability of key consultants to perform effectively and collaboratively	1 - 5	
b. Proposed EDGE-certified Consultant participation*	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than 4 sample projects	1	Max = 3
	4 to 7 sample projects	2	
	More than 7 sample projects	3	
b. LEED** Registered / Certified project experience	Registered projects	1	Max = 2
	Certified projects	2	
c. BIM project experience	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 3 projects	0 - 3	
	3 to 7 projects	4 - 6	
	More than 7 projects	7 - 10	
c. Budget and schedule management	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements process	Less than 3 projects	0 - 1	
	3 to 7 projects	2 - 3	
	More than 7 projects	4 - 5	
* Must be comprised of consulting firm(s) and NOT the primary firm ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_