

Request for Qualifications Construction Manager at Risk

The Ohio State University
2009 Millikin Road, 400 Central Classroom Building
Columbus, OH 43210



www.fod.osu.edu
Phone 614-292-4458

June 12, 2012

A. PROJECT DESCRIPTION

1. The Ohio State University (the "Owner") is requesting interested firms to submit proposals to provide pre-construction and construction services as a construction manager at risk for the Wilce-Addition and Renovation (Project No. OSU-120136):

Construction budget is \$2,628,343.00; Total Project budget is \$3,700,000.00

Construction Duration: 1/13 through 2/14

Building Commissioning: NA

Occupancy: Building will be occupied during construction.

Architect of Record: Perspectus Architecture; Design Architect: Smith Miller Hawkinson; Engineer: Karpinski Engineering.

The Wilce Student Health Center is located to the West of Thompson Library and to the East of RPAC along what is known as the Health and Wellness Core. This project is the planning and prioritization that will support a 21st century model of care to create new clinical spaces, incorporate new technologies and optimize patient flow. The project will begin with an initial planning and prioritization phase that will set the precedence for future improvements and will define the scope of work within the set budget. The team will plan the overall site, design and implement the new ground floor entrance which relates to the planning of a two story addition and plan for the demolition of the existing first floor ramp, stair, landing, and canopy. The addition will serve as the main entrance along the South side of the building and create a presence on the quadrangle formed by the Psychology Building, Cunz Hall, Thompson Library and RPAC. The increased square footage from the addition and enclosure of the patio on the ground floor will serve the renovation and planning of new patient registration, reception, patient intake/ exam spaces and the expanded pharmacy which will move from the First Floor to the Ground Floor along with the design of a new quick care clinic. The team will evaluate what expanded spaces will be fully renovated within this project and will work with the Wilce team and the OSU project manager to define which priorities will be implemented and which priorities should remain shell space or future development.

The building will be fully occupied during construction; phasing and staging of activities will be carefully planned. Vehicular and pedestrian traffic shall be maintained at all times as well as ADA access to the existing facilities. Extensive coordination efforts will be required with the architect, project manager, customer, adjacent facilities and collegiate departments as well as transportation and parking.

2. EDGE. The Equal Opportunity Division of the Department of Administrative Services shall establish Encouraging Diversity, Growth and Equity ("EDGE") participation goals, which goals will be set forth in the RFP.

3. LEED. The Project is not required to qualify for LEED certification.

B. PROJECT DELIVERY

The Project will be constructed using the "construction manager at risk" project delivery format generally described below. The pre-construction and construction phase services shall be set forth in more detail in the Construction Management Agreement (CM at Risk), Ohio Department of Administrative Services, the form of which will be provided to short-listed firms, as defined in Section C.3.

1. Pre-Construction Services. The Construction Manager will work cooperatively with the Owner, design professional and Project team, and will provide, among other services, cost estimating, budgeting, value engineering, constructability review, scheduling and pre-construction planning throughout pre-construction.

When the construction documents are at a stage of completion specified in the Construction Management at Risk Agreement (approximately 60-75%), such partially completed documents shall be provided to the Construction Manager, who will work together with the design professional to reduce the Construction Manager's adjustments and clarifications of the Construction Documents to writing and submit them to the Owner. The Construction Manager shall submit to the Owner and the design professional its proposed guaranteed maximum price (the "GMP Proposal") and its clarifications and assumptions based upon the Construction Documents. The Construction Manager, the Owner and the design professional (along with selected engineers and consultants) shall meet to reconcile any questions, discrepancies or disagreements relating to the GMP Proposal. The reconciliation shall be documented by revision to the GMP Proposal. The Construction Manager shall then submit to the Owner, for the Owner's approval, the Construction Manager's final proposed GMP. Contingent upon the Owner's approval of the final proposed GMP, the parties will enter into a GMP Amendment establishing the GMP. The final negotiated GMP shall not exceed the Project budget established. If the proposed GMP exceeds such budget, then the Owner may terminate its agreement with the Construction Manager and may select an alternative delivery method for the Project.

2. Construction Phase Services. The parties will engage in an "open book" pricing method in which the Owner shall have access to all books, records, documents and other data in the Construction Manager's possession related to itself, its subcontractors and material suppliers pertaining to bidding, pricing or performance of the Construction Management Agreement (CM at Risk). The Construction Manager shall construct the Project pursuant to the construction documents and in accordance with the Owner's schedule requirements. The Construction Manager shall select subcontractors based on proposals submitted by prequalified subcontractors in accordance with criteria approved by the Owner. The Construction Manager 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 pre-construction phase,

monitoring compliance with all EDGE, equal employment, and prevailing wage requirements, and submitting monthly reports of these activities to the Owner.

C. INTERVIEWS AND CM SELECTION

1. Selection Criteria. The Construction Manager shall be selected using "best value criteria" in which award is based upon a combination of qualifications and price considerations. Qualifications include competence to perform the required management services; ability to manage the required workload and provide qualified personnel, equipment, and facilities; past performance as reflected by the evaluation of previous clients with respect to factors such as control of costs, quality of work, and meeting deadlines; financial responsibility as evidenced by the capability to provide a surety bond equal to one hundred per cent of the contract sum; and other similar factors.

2. 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. The Owner may hold discussions with individual firms to explore further their qualifications, the scope and nature of the services they would provide, and the various technical approaches they may take regarding the project. After evaluating the responses to this RFQ, the Owner will select a short-list of no fewer than three candidates that it considers to be the most qualified, except if the Owner determines that fewer than three firms are qualified, it will only select the qualified firms.

3. RFP. The Owner will provide the short-listed firms a Request for Proposal ("RFP") that will contain a description of the project, including a statement of available design detail, a description of how the Guaranteed Maximum Price ("GMP") for the Project shall be determined, including the estimated level of design detail upon which the GMP shall be based, the form of the construction management contract, and a request for a pricing proposal. The RFP will specify that the pricing proposal shall contain the technical proposal and a separate pricing document identifying: (a) the pricing; the firm's list of key personnel for the project; (b) a statement of the general conditions and contingency requirements; and (c) a fee proposal divided into: (i) a preconstruction fee, (ii) a construction fee, and (iii) the portion of the construction fee to be at risk in the GMP.

4. Pre-Interview Meeting. Prior to submitting a response to the RFP, the short-listed firms will be invited to meet individually with the Owner. The purpose of the pre-interview meeting is to permit the short-listed firms to ask the Owner questions in an individual setting to help the firms prepare their responses to the RFP. The pre-proposal meeting will be held at 2009 Millikin Road, Central Classroom Building, room 400, Columbus, Ohio 43210. The Owner will notify each short-listed firm to schedule individual times for the pre-interview meetings.

5. Interview. After submitting responses to the RFP, the short-listed firms will be interviewed by 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 Owner's stated objectives for the Project. Please be prepared to discuss with specificity the firm's capacity to conduct this work in compliance the Owner's timetable, budget and EDGE

expectations. The interviews will be held at 2009 Millikin Road, Central Classroom Building, room 400, Columbus, Ohio 43210. The Owner will notify each short-listed firm to schedule individual times for the interviews.

6. Selection Schedule

Qualifications Due	July 17, 2012
Short-Listing of Firms	July 19, 2012
RFP Issued to the Short-Listed Firms	July 20, 2012
Pre-Proposal Meeting	July 27, 2012
Proposals Due	August 10, 2012
Interviews	August 17, 2012
Selected Construction Manager	August 24, 2012

7. Communication. Firms considering responding to this RFQ are strictly prohibited from communicating with any member of the Owner's staff, as all questions should be directed to the person identified in Section E.2 hereof.

8. Cancellation and Rejection. The Owner reserves the right to cancel at any time for any reason this solicitation and to reject all proposals. The Owner shall have no liability to any proposer arising out of such cancellation or rejection. The Owner reserves the right to waive minor variations in the selection process

D. REQUESTED SUBMISSIONS

Proposers are requested to submit the following information in response to this RFQ:

1. Firm Profile.

1. Business. Identify the business form of contracting entity. If the proposed form of entity is a joint venture, please identify each venturer and their respective percentage of participation. Provide a summary, on three pages or less, describing why your firm/team is the most qualified for the Project.

2. Standard Qualifications. Complete and provide a contractor's qualification statement using most current version of the "Statement of Qualifications" available on Facilities Operations and Development's Vendor Resources web page (<http://fod.osu.edu/vendor/>) in the "Professional Services" section.

3. Bonding/Insurance. Provide evidence of capacity to provide bonding 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.

4. Similar Experience. Provide names, addresses and telephone numbers of references for projects where your firm (or top firm principal or officer) has led or managed construction of a project similar in scope and complexity as the Project.

5. Personnel/Staffing. Provide a project organizational chart containing the names and titles of the proposed staff for the Project. At a minimum, the chart should include at least three (3) officers or senior employees (e.g., Project executive, Principal-in-charge, Project Manager or Project Superintendent or similar designation) who will be available for work on the Project. For every person listed on the chart, provide a one-page resume highlighting relevant experience and identify the phase(s) of the Project to which the individual will be assigned and the percentage of that individual's time to be devoted to the Project.

6. Management Systems. Describe the record keeping, reporting, monitoring and other information management systems that the firm would propose to use for the Project. Describe the scheduling and cost control systems the firm would propose to use for the Project.

7. Self-Performed Work. Indicate whether the firm intends to self-perform any work on the Project through an acceptable competitive process and, if so, the nature of the work and capability to self-perform.

8. Estimating. Demonstrated capability of in-house estimating on projects comparable to the Project.

9. Other Considerations. Describe the firm's willingness to accept liquidated damages and experience with such provisions on other similar projects. Describe any prior experience with a construction manager at-risk project delivery method.

E. INSTRUCTIONS FOR DELIVERY AND DEADLINE

1. Six (6) copies of the proposal must be submitted in sealed envelopes clearly marked "Proposal for Construction Manager at Risk Services for Wilce– Addition and Renovation and delivered to:

The Ohio State University
Design and Construction
Attention: Kristin Poldemann
2009 Millikin Road
Central Classroom Building, room 400
Columbus, Ohio 43210

2. Questions must be in writing and directed to Kristin Poldemann, email address at Poldemann.1@osu.edu. Answers to any questions shall be in writing and shall be sent to all firms who have received this RFQ.

3. Responses to this RFQ must be received at the address listed in Section E.1 by 4:30 pm local time on July 17, 2012.