

Request for Qualifications (CM at Risk Contract)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Scioto Hall Renovation & new Services Facility</u>	Response Deadline	<u>July 25, 2014</u>	<u>3:00 pm</u>	local time
Project Location	<u>Uptown West Campus, 2921 Scioto Street</u>	Project Number	<u>UCN-14194A</u>		
City / County	<u>Cincinnati / Hamilton County</u>	Project Manager	<u>John Schnieder</u>		
Owner	<u>University of Cincinnati</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)	<u>5</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Michael Myers at University of Cincinnati, Purchasing & Materials Management Services, University Hall 3rd Floor, Suite 320, 51 Goodman Dr, Cincinnati, Ohio 45219. See Section G of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Michael Myres at michael.myres@uc.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.

Project Overview

A. Project Description

Phase 1 Dormitory Renovation, UC project no. 14194A

1. The Department of Campus Services-Housing & Food Services has scheduled the Scioto Residence Hall for a major renovation, pending Board of Trustees approval. Scioto Hall is located on the Uptown Campus – West, bordered by a University parking garage, Morgens Hall and developed green spaces. The dormitory was constructed in 1965 with 142,000 gross sq. ft. The dormitory has 16 stories, of which 13 stories are assigned for residential occupancy. The apartment-style units have individual bathrooms and kitchens and follow a typical arrangement on the dormitory floors. This is a half-life renovation which includes abatement and replacement of the building interiors.
2. The Scioto Renovation project will provide a new exterior envelope of aluminum curtainwall, new roofing, elevator upgrades and a replacement of the interior plumbing, sprinkler, mechanical, telephone, data and electrical systems. The interior partitions will be replaced in their original positions. Improvements will include a new fire alarm system, new fire pump and fire protection systems.
3. The design of Scioto Hall will utilize design, material selections, concepts and details previously developed for its twin building, Morgens Hall. These documents will be provided “for reference only” by the University to the selected shortlist of CMR’s.

Phase 2 Dining Facility (new), UC project no. TBD

1. It is anticipated that the former dormitory site south of Scioto Hall will be developed as a new structure to contain Campus services offices and dining facilities for students. The structure could also contain a number of classrooms. A program of requirements and budget is being developed by the University at this time.
2. The Phase 2 will require a separate financial accounting and project number, but will be under one CM agreement.
3. The structure, with prominent street frontage on University Ave. and at the center of the Student Housing Zone, will include the services of a nationally known Design Architect. The Design Architect and a food service consultant would be assigned to collaborate with the Architect of Record.
4. The schedule for the AE design of the building south of Scioto Hall has not been established. It is expected to have a program developed before the end of the year.
5. The Scioto Hall site restoration design is anticipated to be inclusive of the site design and construction south of Scioto Hall.

The Program of Requirements (POR for Phase 1 & 2) pending a Board of Trustees approval, will be developed by the University.

State Prevailing Wage requirements apply to this project.

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Phase 1 Professional design services are being acquired by the Contracting Authority under a separate contract. Phase 2 Professional design services are also being acquired by the Contracting Authority under another separate Request for Qualifications (Architect/Engineer).

All aspects of the project and related issues will be implemented and operated consistent with the Contracting Authority policies and procedures.

B. Scope of Services

The selected Construction Manager at Risk (CMR), as a portion of its required Scope of Services and prior to submitting its proposal, will discuss and clarify with the Contracting Authority the breakdown of the Agreement-detailed cost components to address the Owner's project requirements and refine the project schedule.

Note. Separate Construction Manager at Risk proposals for GMP are required for Phase 1 and Phase 2

Phase 1 - 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 during the 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.

Phase 2 - 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 during the **Schematic Design**, Design Development, **Site Design** 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 Abatement, Demolition, 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 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, 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 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 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, 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, proposals for completion of the Project.

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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.

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 experience requirements for this RFQ:

1. CMR preconstruction and construction services experience
2. CMR "GMP" pricing experience
3. Demolition and hazardous material abatement experience
4. High-rise dormitory experience
5. Project CPM scheduling, phased bid packaging and associated cost tracking experience
6. Higher education urban campus experience
7. Experience with maintenance of campus operations and infrastructure during construction
8. Experience with ORC 153, State of Ohio standard requirements
9. History of meeting State of Ohio "EDGE" goals

C.1 Phase 1: Funding / Estimated Budget

Total Project Cost	\$35,000,000.00
Construction Cost	\$28,300,000.00
State Funding	\$0.00
Other Funding	\$35,000,000.00

D. Phase 1: Anticipated Schedule

CM Services Start	08/14
GMP Approval	01/15
Construction Stage Start	10/14
Construction Stage Completed	07/16
CM Services Completed	10/16

C.2 Phase 2: Funding / Estimated Budget

Total Project Cost	\$20,000,000.00
Construction Cost	\$13,000,000.00
State Funding	\$0.00
Other Funding	\$20,000,000.00

D. Phase 2: Anticipated Schedule

CM Services Start	03/15
GMP Approval	08/15
Construction Stage Start	10/15
Construction Stage Completed	11/16
CM Services Completed	04/17

E. EDGE Participation Goal

Percent of Total Construction Contracts Awarded 10.0% Percent of *initial* TOTAL CM Fee 2.0 to 3.0%

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

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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, the short-listed firms will be invited to meet individually with the Contracting Authority. The purpose of the pre-proposal meeting is to permit the short-listed firms an opportunity to ask the Contracting Authority questions in an individual setting to help the firms prepare their responses to the RFP. The Contracting Authority will notify each short-listed firm to schedule individual times for the pre-proposal meetings.

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.

Selection of CM	8-18-14
RFQ Posted and Advertised	6-22-14
Qualifications Due	7-25-14
RFP issued to the Short-Listed Firms	8-04-14
Interviews	8-12-14
Proposals Due	8-22-14
Selection of CM	8-29-14

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 use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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.

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Note: Firms responding to this RFQ are strictly prohibited from communicating informally with any member of the Owners staff.

Submit all questions regarding this RFQ in writing to Michael Myres at michael.myres@uc.edu with the project number included in the subject line (no phone calls please). Questions will be answered and posted to 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.

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.

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.
7. **Safety:** (a.) Provide the firm's safety track record for the last three years and how the firm would propose to implement and manage safe work practices on the project. (b.) Provide the firm's safety plans used in the past with success on high-rise buildings.

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 Scioto Hall Renovation & new Services Facility Proposer Firm _____
 Project Number UCN-14194A City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location and Workload (Maximum 10 points)			
a. Proximity of firm to project site	Less than 25 miles	5	
	25 miles to 50 miles	2	
	More than 50 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 \$20,000,000	0	
2. Primary Qualifications (Maximum 40 points)			
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 - 5	
c. Technical staff	Experience / ability of technical staff to develop accurate estimates and schedules	0 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 10	
3. Key Consultant Qualifications (Maximum 10 points)			
a. Key consultants	Experience / ability of key consultants to perform effectively and collaboratively	0 - 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	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than 3 sample projects	1	Max = 3
	3 to 6 sample projects	2	
	More than 6 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	
5. Overall Team Experience (Maximum 30 points)			
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 2 projects	0 - 3	
	2 to 6 projects	4 - 6	
	More than 6 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 2 projects	0 - 1	
	2 to 4 projects	2 - 3	
	More than 4 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		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____