

# Request for Qualifications (CMR)

Kent State University  
Office of the University Architect, 615 Loop Rd., 101 Harbourt Hall  
Kent, Ohio 44242-0001



www.kent.edu/universityarchitect  
v: 330-672-3880 ■ f:330-672-2648

## Administration of Project: Local Administration

Project Name	Renovations and Additions for the School of Art – Construction Manager at Risk	Response Deadline	July 20, 2012 4:00 p.m. local time
Project Location	Kent State University	Project Number	KSU-12B949
City / County	Kent / Portage	Project Manager	Elizabeth (Beth) Ruffing
Agency/Institution	Kent State University	Contracting Authority	Kent State University
No. of paper copies requested (stapled, not bound)	1	No. of electronic copies requested on CD (PDF)	1

Submit the requested number of Statements of Qualifications (SAO Form F110-330) directly to Michael Bruder at Office of the University Architect, 615 Loop Road, 101 Harbourt Hall, Kent, Ohio 44242. See Section G for additional submittal instructions.

## Project Overview

### A. Project Description

The School of Art currently occupies six different buildings on the Kent campus which are the Art Building, Art Annex, Van Deusen Hall, Schwartz Center, Olson Hall and the Ceramics Building. The intent of this project is to consolidate the school into two buildings and provide renovated and new space for their programs. The Art Annex is the former central heating plant of the university in which a two phase renovation was planned to house several art programs. Phase one was completed in 2007 and this project will complete the second phase of renovation to provide approximately 32,000 s.f. An additional 68,000 s.f. is anticipated as renovation and addition to either Van Deusen Hall or the Art Building based on the results of a study phase. Either building will need significant renovations to accommodate the art programs. In general, the project will provide new MEP infrastructure, interior finishes, and envelope repairs/replacement.

Payto Architects, Cleveland, Ohio is the architect of record and has completed a study with several different renovation scenarios. The selected construction manager, during the preconstruction services phase of the project, will assist in evaluating and determining the final project scope based on estimates, schedules and constructability. Portions of the buildings will remain occupied during the renovations.

In addition to the A/E firm, separate consultants will be contracted with Kent State University as the Major Construction Program Manager, LEED Process Consultant, and Commissioning Agent.

This project will be registered with the USGBC for minimum Silver LEED certification. Maximizing energy conservation is a critical component of the design goals to comply with House bill 251. The CMR must demonstrate a thorough understanding and commitment to LEED design and are responsible for the design and meeting LEED goals as set forth by the university.

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

### B. Project Delivery/Scope of Services

The selected Construction Manager (CM), as a portion of its required Scope of Services and prior to submitting its proposal, will discuss and clarify with the Owner, the breakdown of the Construction Manager at Risk (CMR) 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 and develop and maintain estimates of probable construction cost, value engineering, project schedules, and construction schedules on documents produced by the Architect/Engineer during the Schematic Design, Design Development, and Construction Document stages; lead and manage the Subcontract Prequalification and Bidding process, Construction and Closeout Stage. Refer to *The SAO Manual* for additional information about the type and extent of services required for each. A copy of the standard CMR agreement can be obtained at the State Architect's Office (SAO) website at <http://ohio.gov/sao> (click on Forms).

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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, the Owner, the applicable design professional and the Construction Manager. 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 CMR Agreement.

**Preconstruction Services:** The Construction Manager will work cooperatively with the Owner, Design Professionals 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 CMR Agreement, such partially completed documents (the "Basis Documents") shall be provided to the Construction Manager, together with the Design Professional's detailed listing of any material incomplete design elements and the Design Professional's statement of intended scope with respect to such incomplete elements (the "Design Intent Statement"). The Construction Manager shall submit to the Owner and the Design Professional their proposed Guaranteed Maximum Price (the "Contract Sum") and its qualifications and assumptions based upon the Basis Documents and the Design Intent Statement. 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 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 Owner, the Design Professional and the Construction Manager. The Construction Manager shall then submit to the Owner, for approval, the Construction Manager's proposed final Contract Sum based upon the Basis Documents, the approved qualifications and assumptions and the Design Intent Statement. Contingent upon the Owner's approval of the final Contract Sum, the parties will enter into an amendment to the CMR Agreement establishing the Contract sum. The final negotiated Contract Sum shall not exceed the Project Budget established for construction. If the proposed Contract Sum exceeds such budget, then the Owner may terminate its agreement with the Construction Manager and seek from other firms, bids for completion of the Project.

**Construction Services:** The Construction Manager shall construct the Project pursuant to the construction documents and in accordance with the schedule requirements. 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 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 Owner. All subcontracts shall be on the subcontract form prescribed by OAC Section 153:1-03-02. The Owner reserves the right to approve the Construction Manager's selection of subcontractors and any supplement terms to the form subcontract.

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (SAO 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. Constructability Review Experience
5. Art Building and Renovations Experience
6. College or University Academic Building Construction Experience
7. Experience with Multi-GMP Phased Projects
8. LEED Experience
9. Experience with State of Ohio Capital Projects
10. OAKS CI Experience

## C. Funding/Estimated Budget

Total Project Cost	<u>\$ 25,000,000</u>	State Funding	<u>0</u>
Construction Cost	<u>\$ 18,500,000</u>	Other Funding	<u>\$ 25,000,000</u>

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## D. Anticipated Schedule

CM Services Start (mm/yy)	<u>09/12</u>
Construction Contracts Start (mm/yy)	<u>06/13</u>
CM Services Completed (mm/yy)	<u>06/15</u>
Construction Contracts Completed (mm/yy)	<u>08/15</u>

## E. EDGE Participation Goal

Percent of Total Construction Contracts Awarded	<u>5%</u>
Percent of initial TOTAL CM Fee	<u>5%</u>

## F. Evaluation Criteria for Selection

Selection Criteria: The Construction Manager 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 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 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.

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 CMR Agreement with the Owner (the CMR Agreement) containing the contract terms and conditions, (ii) a set of the most recent design documents, (iii) a proposed Project schedule, and (iv) estimated construction cost.

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 Owner will notify each short-listed firm to schedule individual times for the pre-interview meetings.

Interview: After submitting responses to the RFP, the short-listed firms will be interviewed by the 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.

Selection Schedule: Tentative schedule is subject to change.

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**A Pre-Proposal Meeting will be held on July 2, 2012 at 10:00 a.m. in Room 113 Van Campen Hall, 625 Loop Road,** Kent State University, Kent, Ohio 44242. This meeting will provide an overview of the project and an opportunity for questions. This pre-proposal meeting will provide the only public forum for potential applicants and team members to view the site and ask questions of the client and the Office of the University Architect prior to the submission deadline.

PreSubmittal Meeting	July 2, 2012
Qualifications Due	July 20, 2012
RFP issued to the Short-Listed Firms	August 10, 2012
Site Visit	August 16, 2012
Pre-interview Meetings at KSU	August 16, 2012
Proposals Due	August 23, 2012
Interviews at KSU	August 30, 2012
Selection of Construction Manager	September 7, 2012

**Cancellation and Rejection:** The Owner 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 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.

The EDGE participation goal for Kent State University is 5%, The use of certified MBE's is also encouraged.

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.

Prior to executing the Construction Manager at Risk Agreement, the selected CM must represent and warrant that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to an organization that is identified by, and included on, the United States Department of State Terrorist Exclusion List and that it has truthfully answered "no" to every question on the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, and that it has provided or shall provide such to the Contracting Authority and/or the Ohio Business Gateway (<https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc>).

## G. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (SAO Form F110-330) available via the SAO website at <http://ohio.gov/sao> (click on Forms). **Submit the requested number of Statements of Qualifications (SAO Form F110-330) directly to Michael Bruder at Office of the University Architect, 615 Loop Road, 101 Harbourt Hall, Kent, Ohio 44242.**

**Submit one (1) paper copy and one (1) CD of the Statement of Qualifications (SAO Form F110-330)**

Paper copies of the Statement of Qualifications should be stapled only. Do not use special bindings or coverings of any type. 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.

**Submit all questions regarding this RFQ in writing to Michael Bruder at [mbruder@kent.edu](mailto:mbruder@kent.edu) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Office of the University Architect website at [www.kent.edu/universityarchitect](http://www.kent.edu/universityarchitect) on a regular basis until one week before the response deadline.** The Question & Answer (Q&A) document can be found by downloading a new version of the RFQ or by clicking on the Q & A link to the right of the project listing. The name of the party submitting a question will not be included on the Q & A document.

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Proposers are requested to submit the following information in response to this RFQ within **Section H** of SAO 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.

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Project Name Renovations and Additions for the School of Art – Construction Manager at Risk Proposer Firm \_\_\_\_\_

Project Number KSU-12B949 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary CM Firm Location, Size, and Workload (Maximum 10 points)</b>			
a. Proximity of primary CM firm's office where the majority of work will be performed to the principal project site	Less than 50 miles from project site	4 - 5	
	50 miles to 100 miles from project site	2 - 3	
	More than 100 miles from project site	0 - 1	
b. Number of project managers / superintendents within primary CM firm available to perform the work (based on Part II of SAO F110-330)	Less than 5 project management staff	1	
	5 to 10 project management staff	2	
	More than 10 project management staff	3	
c. Amount of fees awarded by the Contracting Authority to the primary CM firm in the previous 24 months (exclude projects on hold)	Less than \$250,000 in previous 24 months	2	
	\$250,000 to \$500,000 in previous 24 months	1	
	More than \$500,000 in previous 24 months	0	
<b>2. Primary CM Qualifications (Maximum 30 points)</b>			
a. Project Mgt. Lead (e.g., education, experience, credentials)	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Administration Lead (e.g., awards, publications, appropriateness, innovation)	Experience / creativity of project admin staff to achieve owner's vision and requirements	0 - 5	
c. Technical Staff (e.g., BIM/CAD capabilities / scheduling / estimating, education, experience, CDT or CCS* credentials)	Experience / ability of technical staff to fully coordinate construction documents	0 - 5	
d. Construction Administration Staff (e.g., education, experience, CDT or CCA* credentials)	Experience / ability of field representative to identify and solve issues during construction	0 - 10	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
a. Key Consultants (e.g., civil, mechanical, or electrical engineering, specialty consultants)	Experience / ability of key consultants to perform effectively and collaboratively	1 - 15	
b. Proposed EDGE-certified Consultant Participation** (evidenced by fully executed Statements of Intent to Contract and Perform with relevant EDGE-certified consulting firms)	2 percent more than advertised EDGE goal	1	
	4 percent more than advertised EDGE goal	2	
	6 percent more than advertised EDGE goal	3	
	8 percent more than advertised EDGE goal	4	
	10 percent more than advertised EDGE goal	5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	Less than 4 sample projects	1	
	4 to 6 sample projects	2	
	More than 6 sample projects	3	
b. LEED*** Training / Professional Accreditation (demonstrated either by the primary CM firm or relevant consultant)	LEED*** Credentials* (Maximum 3 points)	GA	1
		AP	2
		AP+	3
c. LEED*** Registered / Certified Project Experience (demonstrated either by the primary CM firm or relevant consultant)	LEED*** Registered Projects (RP) or LEED*** Certified Projects (CP) (Maximum 2 points)	RP	1
		CP	2
d. Team Organization (showed formal relationships between owner, contracting authority, consultants)	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Past Performance of the Project Team (provided reference letters from sample project contacts)	Past performance as indicated by CM evaluations and letters of reference	0 - 10	
b. Experience with similar projects and anticipated project delivery method (e.g., Multiple-Prime, General Contracting, <b>CM at Risk</b> , Design-Build)	Less than 4 projects	0 - 3	
	4 to 6 projects	4 - 6	
	More than 6 projects	7 - 10	
c. Budget and Schedule Management (included data on estimate versus bid and original contract sum & time versus change orders for sample projects)	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements Process (e.g., experience following <i>The SAO Manual</i> , the Standard Requirements, and O.R.C. Chapter 153)	Less than 2 projects	0 - 1	
	2 to 3 projects	2 - 3	
	More than 4 projects	4 - 5	
* Refer to list of applicable credentials in Section H of the RFQ ** Must be comprised of consulting firm(s) and NOT the primary CM firm *** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

**Notes**

**Evaluator:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_