

Request for Qualifications (CM at Risk Contract)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Creative Arts Center Addition and Renovation</u>	Response Deadline	<u>July 22, 2013</u>	<u>5:00 pm</u>	local time
Project Location	<u>Wright State University</u>	Project Number	<u>WSU-120034</u>		
City / County	<u>Dayton / Greene</u>	Project Manager	<u>Wende Morgan-Elliott</u>		
Owner	<u>Wright State University</u>	Contracting Authority	<u>Local Higher Education</u>		
No. of paper copies requested (stapled, not bound) <u>3</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 Wende Morgan-Elliott at Wright State University, 395 University Hall, 3640 Colonel Glenn Highway, Dayton, OH 45435-0001. See Section H of this RFQ for additional submittal instructions.

Project Overview

A. Project Description

The scope of this project includes a new addition and renovation of the existing Creative Arts Center (CAC) at Wright State University. This projects impact all departments currently housed in the building include Theater, Dance, Motion Picture, Music and Art. As currently constructed, the structure is actually three separate buildings that are connected at the ground floor and basement. Given that all programs are part of the College of Liberal Arts and are co-located, a stated goal of this project is to create opportunities within the facility for enhanced collaboration and interaction between the programs and students while redefining the CAC as an iconic structure on Wright State University's campus. There is approximately 187,800 gross square feet (GSF) of space existing in the current CAC building.

In addition to the renovations required in the Creative Arts Center, this project relocates the Motion Picture program from the CAC to the current Television Center. The scope of renovation in the TV Center includes updates to the existing production studios, support spaces and additional faculty office spaces in the adjacent Dunbar Library basement. The approach presented herein reuses existing space in the TV Center to the greatest degree possible, with minimal new construction, in order to align with the available budget. In order to achieve this, many of the spaces will need to be designed to be multi-use and serve several different functions in lieu of providing dedicated and potentially less-utilized spaces for each use. Because multiple functions have been combined and the highly technical nature of many of the spaces requested this may result in a reduced ability to meet all recommendations, but is a pragmatic solution due to the budget. Additional investigation into the technical and audio visual requirements for these spaces should be more thoroughly investigated in the schematic design phase. There is approximately 14,350 GSF of space in the current TV Center and adjacent library office area to be renovated.

In order to accommodate the proposed renovations and additions, the CAC and TV Center will be required to undergo upgrades to meet the current Ohio Building Code. These upgrades will include energy upgrades to meet HB 251, adding an elevator and a fire suppression system to the TV Center and substantial renovation to the toilet rooms. The current toilet rooms in the TV Center are in the basement and are not accessible to the handicapped and there are currently no toilet rooms on the main floor of the TV Center. An addition to the TV Center including accessible toilet rooms, an elevator is included in this POR. The CAC the scope includes substantial toilet room upgrades throughout the facility as well as new toilet rooms in the new Commons/Gallery addition to serve the patrons. A copy of the Program of Requirements can be downloaded from this website: http://www.wright.edu/administration/facilities/projects/current_future/files/wsu-cac-por-final2013_3_25.pdf

1. LEED. The project shall be designed utilizing sustainable principles, but is not required to obtain LEED certification.
2. Selection Process. The Construction Manager shall be selected using a two-step "best value" selection process consisting of a qualifications phase and a request for proposal phase

State Prevailing Wage requirements apply to this project.

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B. Scope of Services

Preconstruction Services: The Construction Manager will work cooperatively with the Owner, Design Professionals and Project Team, and will provide, among other services, cost estimating, value engineering including life cycle cost analysis, constructability review, scheduling and preconstruction planning throughout the preconstruction stages. The Construction Manager's scope of services shall also include partnering with the A/E to perform a comprehensive investigation of the existing facilities, building sites and building systems. 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. 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, assumptions, and the Basis Documents. 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. The Construction Manager scope of services shall also include a complete investigation of the existing facilities, building sites and building systems.

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 State Architect's Office. All subcontracts shall be on the subcontract form prescribed by OAC Section 153:1-03-02. The University reserves the right to approve the Construction Manager's selection of subcontractors and any supplement terms to the form subcontract. The selected Construction Manager will provide the following categories of services: constructability review comments on documents produced by the Architect/Engineer during Schematic Design, Design Development and Construction Documents, develop and maintain estimates of probable construction cost, value engineering, project schedules and construction schedules; coordinate with the Architect/Engineer to develop Bid Packages; lead and manage the Subcontract Prequalification and Bidding process, Construction, and Closeout Stage.

Project Management: The Construction Manager is to be fully responsible for the schedule for this project. The master schedule will detail both design and construction timelines on all phases and bid packages and be inclusive of all design and construction tasks through building furnishing and occupancy. This schedule should be coordinated with the A/E team weekly and an update sent to WSU's Project Management Team. Additionally, the Construction Manager is to utilize any Building Information Models (BIM) provided by the Design Professionals in the course of the project to conduct constructability reviews, cost estimating, etc. We expect the CM to be fully engaged in the model updates for the purpose of updating schedule and budget.

Refer to the *Ohio Facilities Construction 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>.

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C. Funding / Estimated Budget

Total Project Cost	<u>\$22,752,500.00</u>
Construction Cost	<u>\$15,375,000.00</u>
State Funding	<u>\$0</u>
Other Funding	<u>\$22,752,500.00</u>

D. Anticipated Schedule

CM Services Start (mm/yy)	<u>10/ 13</u>
Construction Contracts Start (mm/yy)	<u>01 / 14</u>
Construction Contracts Completed (mm/yy)	<u>08/ 16</u>
CMR Services Completed (mm/yy)	<u>12/ 16</u>

E. EDGE Participation Goal

Percent of Total Construction Contracts Awarded	<u>5%</u>	Percent of <i>initial</i> TOTAL CM Fee	<u>1%</u>
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F. Evaluation Criteria for Selection

- 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 in terms of workload and the availability of qualified personnel
 - Past performance as reflected by the evaluations by previous clients with respect to factors such as control of costs, quality of work, and schedule
 - Financial responsibility, including evidence of the capability to provide a surety bond equal to one hundred per cent of the contract sum
 - History of performance of meeting goals of diversity (EDGE)
 - Familiarity with complex renovation projects within a fully occupied facility
 - Successful execution of projects in a fine arts environment
- Short-List.** Each firm responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications of the individuals identified as the firm’s proposed team for the project. The Owner will select no fewer than three firms which it considers most qualified to provide the required services. However, if the Owner determines that fewer than three firms are qualified, it will only select the qualified firms for short-listing.
- RFP.** The Owner will provide the short-listed firms a Request for Proposal (“RFP”) that will contain a description of the project, 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.
- Anticipated Selection Schedule**

Qualifications Due	July 22, 2013
Short Listing of Firms & RFP Issued	August 9, 2013
Individual Pre-Proposal Meetings	August 20 & 21, 2013
Proposals Due	September 6, 2013
Interviews	September 24 & 25, 2013
Selection of Construction Manager	October 2, 2013

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 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.

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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.

H. Submittal Instructions

Firms responding to this RFQ are strictly prohibited from communicating informally with any member of the Owner's staff. All questions should be directed in writing to Wende Morgan-Elliott at wende.morgan-elliott@wright.edu with the project name and number. Questions will be answered in writing until ten days before the time of submittal.

Three (3) paper copies and one (1) electronic copy on CD must be received at the below address by 5:00 PM eastern time, Monday, July 22, 2013.

Wright State University
Facilities Planning and Development
386 University Hall
3640 Colonel Glenn Highway
Dayton, Ohio 45345

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

1. 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>.
2. Competence to perform the required management services as indicated by the resumes of the employees who would be assigned to this project.
3. Ability in terms of workload and the availability of qualified personnel, equipment, and facilities to perform the required management services competently and expeditiously, including experience working on similar types of projects.
4. Past experience as reflected by the evaluation of previous clients with respect to control of cost, quality of work, dispute resolution, meeting deadlines, and the administration of subcontractors.
5. Financial responsibility including evidence of the ability to provide a surety bond equal to 100 percent of the contract sum.
6. History of meeting goals of diversity or any other inclusion program.
7. Other qualifications consistent with the scope and needs of this project including, but not limited to, knowledge of the local area and working relationships with local subcontractors and suppliers.
8. Prior construction experience working with the following: (a) Gallery and Studio spaces; (b) Performing Arts support spaces; (c) University Projects of similar scale and scope (d) Wright State University Projects; (e) State of Ohio Projects.

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, 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)

LEED AP ND (Neighborhood Development specialty)
LEED AP Homes (Specialty for residential LEED construction)

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)

Other Industry Credentials

CCCA: Certified Construction Contract Administrator (CS)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

DBIA: Design-Build Institute of America

CM at Risk Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Creative Arts Center Addition and Renovation Proposer Firm _____
 Project Number WSU-120034 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary CM Firm Location, Size, and Workload (Maximum 10 points)			
a. Proximity of primary CM firm's office where the majority of work will be performed to the principal project site	Less than 100 miles from project site	4 - 5	
	100 miles to 200 miles from project site	2 - 3	
	More than 200 miles from project site	0 - 1	
b. Amount of fees awarded by the Contracting Authority to the primary CM firm in the previous 24 months (exclude projects on hold)	Less than \$1 million in previous 24 months	5	
	\$1 million to \$2 million in previous 24 months	2	
	More than \$2 million in previous 24 months	0	
2. Primary CM Qualifications (Maximum 40 points)			
a. Project Management Lead (e.g., education, experience, credentials)	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 40
b. Project Administration Lead (e.g., awards, publications, appropriateness, innovation)	Experience / creativity of project admin staff to achieve owner's vision and requirements	0 - 10	
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 - 10	
d. Construction Administration Staff (e.g., education, experience, CDT or CCCA* credentials)	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	1 - 5	
b. Proposed EDGE-certified Consultant Participation** (fully executed Statements of Intent to Contract and Perform with relevant EDGE firms)	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 Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	Less than 2 sample projects	1	
	2 to 4 sample projects	2	
	More than 4 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	
5. Overall Team Experience (Maximum 30 points)			
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 (CM at Risk)	Less than 3 projects	0 - 3	
	3 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 the <i>OFC Manual</i> , the Standard Requirements, and ORC Chapter 153)	Less than 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
		Subtotal	

* 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

Notes:

Evaluator:

Name _____

Signature _____ Date _____