

Request for Qualifications (CM at Risk Contract)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Stilwell Hall Renovation</u>	Response Deadline	<u>August 9, 2013 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>Melanie Boyd</u>
Owner	<u>Cleveland State University</u>	Contracting Authority	<u>Local Higher Education</u>

No. of paper copies requested (stapled, not bound) 4 - Tabbed No. of electronic copies requested on CD (PDF) 1

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Melanie Boyd at 1802 E. 25th Street, Rm 216, Cleveland, Ohio 44114. See Section H of this RFQ for additional submittal instructions.

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 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 Stilwell Hall, a structure built in 1924. The upgrade will necessitate a major renovation encompassing interior and exterior refurbishments.

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 Architect/Engineer's (A/E) planning/programming phase. The interior renovations will address key programmatic areas on all five (5) floors of the building (Lower Level through 4th Floor) to meet current and future needs for the College.

Exterior renovations will include the restoration and re-supporting 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 A/E who will be under separate contract with the University.

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 with a goal of achieving LEED Silver 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 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.

State Prevailing Wage requirements apply to this project.

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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 Construction Manager (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 Architect/Engineer during the Pre-design, Schematic Design, Design Development, and Construction Document stages; develop and maintain estimates of probably 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 *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>.

In addition to cost estimating services provided by the CM, the A/E will be performing parallel cost estimates and the CMR will be required to reconcile their respective construction estimate with the A/E at each phase of the design process up to final bid documents. These estimates will be provided at the Schematic Design (SD) Phase, Design Development (DD) Phase, and a minimum of two (2) Construction Document (CD) Phase estimates prior to going out to bid. The A/E and the CM will use a similar format in cost estimating to accommodate reconciliation of the estimates.

During the construction period, provide on-site construction management services each week as designated in the CM implementation plan, including (1) attendance at progress meetings, (2) written daily reports, (3) on-site representation comprised of the CM and its consultant staff involved in the project, all having relevant and appropriate types of construction management experience.

The preconstruction and construction services are generally described below. Subcontracts including but not limited to Plumbing, Fire Protection, HVAC, Electrical, Audio Visual (AV), Security, and 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.

Multiple bid packages will be developed by the A/E to "fast track" the design and construction. The CM is to work with the Owner and the A/E to coordinate, estimate, bid, and construct these separate packages as determined early in the project.

When the drawings and specifications are at a stage of completion specified in the Agreement and in conjunction with the agreed upon multiple bid packages (fast track), 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 (GMP Amendment), 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 its agreement with the CM and seek from other firms bids for completion of the Project.

During the Preconstruction Services, the CM is required to work with the A/E on Building Information Modeling (BIM) of the project to prepare for the Construction Stage 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, coordinating and bidding multiple bid packages (fast track), Building Information Modeling (BIM) coordination between themselves and their subcontractors, local permitting, 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 supplement 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 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 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 Envelop rehabilitation/restoration

C. Funding / Estimated Budget

Total Project Cost	<u>\$12,735,062.00</u>
Construction Cost	<u>\$9,185,000.00</u>
State Funding	<u>\$12,735,062.00</u>
Other Funding	<u>\$0</u>

D. Anticipated Schedule

CM Services Start (mm/yy)	<u>11/13</u>
Construction Contracts Start (mm/yy)	<u>11/14</u>
Construction Contracts Completed (mm/yy)	<u>4/16</u>
CMR Services Completed (mm/yy)	<u>6/16</u>
DD GMP Approval (mm/yy)	<u>10/14</u>

E. EDGE Participation Goal

Percent of Total Construction Contracts Awarded 5% Percent of *initial* TOTAL CM Fee 5%

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 and/or Owner. The purpose of the pre-proposal meeting is to permit the short-listed firms to ask the Contracting Authority and/or Owner questions in an individual setting to help the firms prepare their responses to the RFP. The pre-proposal meeting will be held at Cleveland State University, Office of the University Architect. 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, LEED, and BIM 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	July 8, 2013
Qualifications Due	August 9, 2013
RFP issued to the Short-Listed Firms	August 30, 2013
Site Visit at Cleveland State project site	September 2, 2013
Pre-proposal Meetings at Cleveland State University	September 2, 2013
Proposals Due	September 25, 2013
Interviews at Cleveland State University	October 7, 2013
Selection of CM	October 11, 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 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.

H. 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 should be bound and tabbed (do not staple). 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.

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

Submit all questions regarding this RFQ in writing to Melanie Boyd at M.boyd@csuohio.edu with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.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. 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
4. Personnel / Staffing: Provide a project organizational chart containing the names and titles of the proposed staff for the Project. The chart should contain, at a minimum, the Project Executive, Principal-in-Charge, Project Manager and/or Superintendent who will be available for the duration of 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.
5. Management Systems: Describe the scheduling and cost control systems the firm would propose to use for the Project
6. 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.
7. Estimating: Demonstrated track record of performance of in-house estimating on projects comparable to the Project.
8. Scheduling: Demonstrated track record of performance of managing projects to the original schedule.
9. Building Information Modeling (BIM): Demonstrated experience and performance in coordinating and managing a BIM model through construction.
10. Collaboration: Demonstrated experience working in a collaborative relationship with a high profile design architect, a team of consultants, and other Construction Management Firms (if applicable).

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)

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

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 Stilwell Hall Renovation Proposer Firm _____
 Project Number CLS-071334 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 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. Amount of contracts awarded by the Contracting Authority to the primary CM firm in the previous 24 months (exclude projects on hold)	Less than \$1 million	5	
	\$1 million to \$10 million	2	
	More than \$10 million	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 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	
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 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 the <i>OFC Manual</i> , the Standard Requirements, and ORC Chapter 153)	Less than 3 projects	0 - 1	
	3 to 5 projects	2 - 3	
	More than 5 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		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____