

Request for Qualifications (CM at Risk Contract)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	<u>Gilligan Complex - Renovations</u>	Response Deadline	<u>10-23-14</u>	<u>4:00pm</u> local time
Project Location	<u>717 East 17th Avenue</u>	Project Number	<u>EXP-150005</u>	
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Nick Cassidy</u>	
Owner	<u>Ohio Expositions Commission</u>	Contracting Authority	<u>OFCC</u>	
Delivery Method	<u>CM at Risk</u>	Prevailing Wages	<u>State</u>	
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested on CD (PDF)	<u>2</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Tasheena Duresky at 30 West Spring Street, 4th Floor, Columbus, Ohio 43215. See Section G of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Tasheena Duresky at tasheena.duresky@ofcc.ohio.gov 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

This is a concrete livestock building built in 1977 totaling 309,760 square feet with 1012 permanent horse stalls on the lower level, and parking on the upper level.

Replace all 1012 permanent horse stalls which include removal of existing stalls and associated electrical distribution; floor repairs; and installing new stalls and electric service.

Replace tie out panels for dairy cattle area.

Replacement of all 8 dry sprinkler systems and support equipment, valves, motors, compressors and all related items.

Replace all lighting throughout the building with energy efficient lighting to include emergency lighting, office lighting, restroom lighting and milking parlor area lighting.

Replace ventilation equipment with energy efficient types and styles to include exhaust fans, HVAC equipment, air handlers, heaters, boilers and air conditioners.

Repair / renovate all restrooms and showers including all drains, valves, faucets, sinks, lavatories, showers, water heaters, flooring and ceilings.

Replace all overhead doors, door operators and overhead windows.

Renovate the milking parlor with energy efficient equipment to include pumps, coolers, scales, hoses, glass tubes and related equipment.

Renovations to all major electrical distribution systems by cleaning and inspecting all buss systems, hangers, buss plugs, fused disconnects, and connections of all types.

Repair/renovate/replace all pedestrian doors, closers, hardware, panic bars, latches and locks.

Upgrade BMS to include lighting controls, HVAC and exhaust fans.

Clean all drains and camera inspect to the mains outside the building.

The horse stall replacement and electrical work has a construction completion milestone of September 20, 2015. The overall completion is 12-30-15. All construction work will cease and demobilize for the Good Guys car show, the State Fair and the month of October for the Quarter Horse Congress.

Professional design services are being acquired by the Contracting Authority under a separate contract.

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The Program of Requirements (POR) will be developed as a part of this project by the Architect/Engineer (A/E).

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

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, 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. 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 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 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 CMR 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. 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 CMR, 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 CMR 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 CMR, 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 CMR. The CMR shall then submit to the Contracting Authority, for approval, the CMR'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 CMR and seek from other firms, proposals for completion of the Project.

Construction Services: The CMR shall construct the Project pursuant to the construction documents and in accordance with the schedule requirements. The CMR 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 CMR'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 relevant scope of work requirements for this RFQ:

1. Project delivery method (MP, GC, CMR, DB)
2. Role on project (A/E, C-A/E, AOR-DB, CMA/OA, CMR, DB, GC, Trade)
3. Equestrian facilities with horse stall design
4. Dairy cow milking parlor design experience
5. MEP renovations within facilities over 50,000 sf
6. Exhibition/Fair Facility
7. Renovations within an occupied site or campus
8. Ohio Capital Improvement Process (State of Ohio Contracts/OAKS CI)

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C. Funding / Estimated Budget

Total Project Cost	<u>\$7,000,040</u>
Construction Cost	<u>\$6,238,627</u>
State Funding	<u>\$7,000,040</u>
Other Funding	<u>\$0</u>

D. Anticipated Schedule

CM Services Start (mm/yy)	<u>11 / 14</u>
GMP Approval (mm/yy)	<u>12 / 14</u>
Construction Stage Start (mm/yy)	<u>1 / 15</u>
Construction Stage Completed (mm/yy)	<u>9 / 15</u>
CM Services Completed (mm/yy)	<u>12 / 15</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 CMR 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 CMR 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 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 an opportunity to ask the Contracting Authority and/or Owner 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.

Qualifications Due	10-23-14
RFP issued to the Short-Listed Firms	11-06-14
Interviews	11-13-14
Selection of CM	11-17-14

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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 CMR 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 CMR'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 CMR'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>.

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. Cover letters and transmittals are not necessary.

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

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 brief outline, no more than 10 pages excluding letters of reference and required forms, describing the firm/team qualifications in response to the specific criteria identified in the Rating Form. Structure the response to align with the organization of the Rating Form. To the greatest extent possible, use tables, charts, and diagrams to summarize information succinctly. Demonstrate the firm/team track record of performance of in-house estimating and managing projects to the original schedule.
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. Proposed EDGE Participation: In addition to completing the Commitment to Participate in the EDGE Business Assistance Program form (block 34c) and the Certified Statement of Intent To Contract and To Perform (block 34d), specifically indicate the proposed EDGE participation for:
 - a. Preconstruction Stage Services. Total EDGE participation percentage of: Preconstruction Fee + Preconstruction Stage Personnel Costs+ Preconstruction Stage Reimbursable Expenses.
 - b. Construction Stage Management Services. Total EDGE participation percentage of: Construction Stage Personnel Costs + General Conditions Costs + CMR Fee.
 - c. Construction Stage Subcontracted and Self-Performed Work. Total EDGE participation percentage of: all Subcontracted + any anticipated Self-Performed Work + CMR Contingency.

CM at Risk Selection Rating Form

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Project Name Gilligan Complex-Renovations Proposer Firm _____
 Project Number EXP-150005 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 \$5,000,000	2	
	More than \$5,000,000	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 - 10	
c. Technical staff	Experience / ability of technical staff to develop accurate estimates and schedules	0 - 10	
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 3 projects	0 - 3	
	3 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 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 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 _____