

Request for Qualifications - CMR

State of Ohio Standard Forms and Documents

Administration of Project / Contracting Authority: Ohio Facilities Construction Commission

Project Name	<u>Max Hayes Career Technical High School</u>	Response Deadline	<u>10/29/2012</u> <u>10/30/2012</u>	<u>5:00 PM</u>	local time
Project Location	<u>2211 West 65th St.</u>	Project Number	<u>N/A</u>		
City / County	<u>Cleveland, Ohio 44102/ Cuyahoga County</u>	Project Manager	<u>Bill Courson</u> <u>Ohio Facilities Construction</u>		
Agency/Institution	<u>Cleveland Municipal School District</u>	Contracting Authority	<u>Commission</u>		
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested on CD (PDF)	<u>2</u>		

Mail or deliver the requested number of Statements of Qualifications (OFCC Form F110-330v0912) directly to the Ohio Facilities Construction Commission (Attention: Jill Hoobler) at 10 West Broad Street, Ste 1400 Columbus, Ohio 43215. Submit all questions regarding this RFQ in writing to jill.hoobler@ofcc.ohio.gov with the project name included in the subject line. See Section G for additional submittal instructions.

Project Overview

A. Project Description

- Build one (1) new Career Technical High School to house 800 students in grades 9-12.
- The building is to be 165,228 sf. built in accordance with the Ohio School Design Manual.
- Abatement and demolition of the existing High School is not part of this project.
- The new building is to be built on a brownfield site.
- The project is part of the current Segment 5 (in progress) and the district has funding in place.
- The project Architect has been in place (Cleveland Educational Design Alliance (CEDA) which is lead by TDA).
- The project is currently in the Construction Documents phase and is in a value engineering mode in order to bring the project back in budget.
- A separate project (using LFI dollars) to relocate Walworth Ave. is out for bids. Work is to start this November and be completed by the end of the year.

B. Scope of Services

As required by the Agreement, and as properly authorized, provide the following categories of services: provide constructability review and compliance comments on documents produced by the Architect/Engineer during the Construction Document stage (*Schematic and Design Development will already be completed*); develop and maintain estimates of probable construction cost, value engineering, project schedules, and construction schedules; lead and manage the Subcontract Prequalification and Bidding process, Construction and Closeout Stage. A copy of the standard CMR agreement can be obtained at the Ohio Facilities Construction Commission Office (OFCC) website at <http://ohio.gov/OFCC> (click on Forms).

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. 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 School District, the applicable design professional and the Construction Manager. The Ohio Facilities Construction Commission and the School District 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 Ohio Facilities Construction Commission, the School District, Design Professionals and Project Team, and will provide, among other services, cost estimating, budgeting, value engineering, constructability review, compliance review, scheduling and preconstruction planning throughout the preconstruction stages. *However, because the drawings will be substantially complete by the time the CMR is in place, this scope will be limited. The existing CMA under contract will have completed pre-construction services up to this point in time.* 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 Ohio Facilities Construction Commission, the School District 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 Ohio Facilities Construction Commission, the School District 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

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addendum to the qualifications and assumptions that shall be approved in writing by the Ohio Facilities Construction Commission, the School District, the Design Professional and the Construction Manager. The Construction Manager shall then submit to the Ohio Facilities Construction Commission, 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 Ohio Facilities Construction Commission 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 Ohio Facilities Construction Commission 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 Ohio Facilities Construction Commission. All subcontracts shall be on the subcontract form prescribed by OAC Section 153:1-03-02.

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (OFCC 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. Experience with School Projects
6. K-12 Construction Experience
7. LEED Experience

C. Funding / Estimated Budget

Total Project Cost	<u>\$35,896,792 (co-funded amount)</u>	State Funding	<u>\$24,409,819</u>
Construction Cost	<u>\$30,918,621 (not including LFIs)</u>	Other Funding	<u>\$11,486,973</u>

(there is an additional \$4.8M in LFI costs)

D. Anticipated Schedule

CM Services Start (mm/yy)	<u>11 / 2012</u>
Construction Contracts Start (mm/yy)	<u>04 / 2013</u>
Construction Contracts Completed (mm/yy)	<u>08 / 2015</u>
CM Services Completed (mm/yy)	<u>01 / 2016</u>

E. EDGE Participation Goal

Percent of Total Construction Contracts Awarded	<u>5% min</u>
Percent of initial TOTAL CM Fee <i>(professional services)</i>	<u>5% min</u>

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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 State and the School District, 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 Ohio Facilities Construction Commission will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the Ohio Facilities Construction Commission 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 Ohio Facilities Construction Commission (the CMR Agreement) containing the contract terms and conditions, and (ii) a proposed Project schedule.

Pre-Interview Meeting:

Prior to submitting a response to the RFP, the short-listed firms will be invited to meet individually with the Ohio Facilities Construction Commission and the District. The purpose of the pre-interview meeting is to permit the short-listed firms to ask the Ohio Facilities Construction Commission and the School District questions in an individual setting to help the firms prepare their responses to the RFP. The pre-interview meeting will be held at the School District. The Ohio Facilities Construction Commission 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 Ohio Facilities Construction Commission and representatives of the School District. 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 Ohio Facilities Construction Commission will notify each short-listed firm to schedule individual times for the interviews.

Selection Schedule:

Tentative schedule is subject to change.

RFQ Posting by	October 1, 2012
Qualifications Due by	October 29, 2012
RFP issued to the Short-Listed Firms by	November 16, 2012
Pre-interview Meetings at School District on	November 21, 2012
RFP Due by	December 10, 2012
Interviews (location TBD) on	December 14, 2012
Selection of Construction Manager by	December 2012

Cancellation and Rejection:

The Ohio Facilities Construction Commission 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 Ohio Facilities Construction Commission shall have no liability to any proposer arising out of such cancellation or rejection. The Ohio Facilities Construction Commission reserves the right to waive minor variations in the selection process.

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Project Number N/A

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 (OFCC Form F110-330) available via the OFCC website at <http://ohio.gov/OFCC> (click on Forms).

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 name the PDF file and mark or label the CD and the CD cover with the project number and firm name.

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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. *If the proposing team cannot show evidence of having the necessary bonding capacity for the project, the Statement of Qualifications will not be reviewed and scored for consideration.*
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.

CMR Selection Rating

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Project Name Max Hayes Career Tech HS (CMSD) Proposer Firm _____
 Project Number N/A City, State, Zip _____

Selection Criteria		Value	Score
1. Primary CM Firm Location, Size, and Workload (Maximum 15 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. Number of project managers / superintendents within primary CM firm available to perform the work (based on Part II of OFCC 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 (OSFC) 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 \$1,000,000 in previous 24 months	1	
	More than \$1,000,000 in previous 24 months	0	
d. Proposed EDGE-certified Consultant Participation**	One point for every two percent increase over advertised participation goal	0 - 5	
2. CM Qualifications (Maximum 45 points)			
a. Project Management Lead	Experience/ability of Project manager to manager scope/budget/schedule/quality	0 - 10	
b. Project Administration Staff	Experience/ability of project administration staff to accurately/timely process paperwork	0 - 5	
c. Pre-Construction Staff	Experience/ability in reviewing design for constructability, compliance & coordination	0 - 10	
d. Technical Staff	Experience/ability of staff in estimating, CPM scheduling, quality control	0 - 10	
e. Construction Administration Staff	Experience / ability of field representatives to identify and solve issues during construction	0 - 10	
3. 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
e. 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
f. Team Organization (showed formal relationships between owner, contracting authority, consultants)	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
4. 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 (e.g., Multiple-Prime, General Contracting, CM at Risk , Design-Build)	Less than 3 projects	0 - 3	
	3 to 10 projects	4 - 6	
	More than 10 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 OSDM, and O.R.C. Chapter 153)	Less than 3 projects	0 - 1	
	3 to 10 projects	2 - 3	
	More than 10 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 _____