

Request for Qualifications (CM at Risk Contract)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>RH-Renovations Summer 2013</u>	Response Deadline	<u>1/03/13</u>	<u>2:00PM</u>	local time
Project Location	<u>Various Halls on Oxford Campus</u>	Project Number	<u>MUN-100027</u>		
City / County	<u>Oxford / Butler</u>	Project Manager	<u>Robert Bell</u>		
Owner	<u>Miami 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 Elizabeth Davidson at 181 Cole Service Building, 101 S. Fisher Drive, Miami University, Oxford, OH 45056. See Section H of this RFQ for additional submittal instructions.

Project Overview

A. Project Description

Miami University (as both "Owner" and "Contracting Authority") seeks responses from qualified firms to provide design and related services for various types of upgrades to nine residence halls ("the Residence Halls") over the summer of 2013. The Residence Halls provide students who live on campus with a place to live, study, and socialize. The upgrades will update systems and finishes to increase life safety, functionality, energy efficiency, and appearance of the Residence Halls.

The Residence Halls involved are: Dodds, Emerson, Havighurst, McKee, Moris, Peabody, Porter, Tappan and Thomson.

The type of Work entails, without limitation, the following: fire suppression, HVAC, electrical, lighting, bathroom equipment, finishes, kitchen renovations, bathroom renovations, built-in furniture removal, and ceiling replacement. The University is in the process of selecting the Project Architect/Engineer (A/E) and the selected A/E firm will be tasked with preparing the Program of Requirements ("POR") for this Project.

This Project will utilize the Construction Manager at Risk (CMR) project delivery method, and the professional design services, including the A/E's services, shall be acquired by the University under a separate contract.

State Prevailing Wage requirements apply to this project.

All aspects of the Project and related issues will be implemented and operated consistent with the University's policies and procedures.

Additional Project Information:

The Project will include the installation of new fire suppression systems in two buildings, all new electrical service and distribution and devices for two buildings, HVAC upgrades for one building, replacement of light fixtures in all nine buildings, renovation of advisor suites including kitchens in five buildings, painting of student rooms in two buildings, replacement of ceilings in limited areas of four buildings, replacement of flooring in student rooms in one building, installation of window contact switches for the HVAC control in one building, replacement of water softener system in one building, removal of built-in furniture and rehabilitation of finishes in student rooms of one building, and various other small scale scope Work.

The Residence Halls are scattered throughout the Oxford Campus. Most of the Residence Halls will be occupied during a portion of the construction period and therefore the University expects the A/E and the selected CMR to pay particular attention to the scheduling and phasing of the Work to minimize occupant disruption and to coordinate safety details for the occupied areas in close proximity to the Work.

Request for Qualifications (CM at Risk Contract) continued

B. Scope of Services

The CMR, as a portion of its required Scope of Services and prior to submitting its proposal, will discuss and clarify with the University, the breakdown of the Agreement detailed cost components, to address the University's Project requirements and refine the Project Schedule.

As required by the Agreement, and as properly authorized, the CMR shall 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 *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>.

The preconstruction and construction services are generally described below. Subcontracts including but not limited to Plumbing, Fire Protection, HVAC, Electrical, general construction, and AV/Technology will be awarded by the CMR 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 University, the A/E and the CMR. The University shall have access to all books, records, documents and other data in the CMR'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 University and the A/E 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 University and the A/E its 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 University 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 and/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 University, the A/E and the CMR. The CMR shall then submit to the University, 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 University'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 University may terminate the agreement with the CMR and seek from other firms, bids 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 University reserves the right to approve the CMR's selection of subcontractors and any supplement terms to the Subcontract Form.

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. HVAC Upgrades
2. Electrical/lighting Upgrades
3. Fire Suppression into existing Building
4. General renovation
5. Compressed Schedule
6. Multiple construction sites
7. Coordination of currently occupied facilities or partial building renovation

Request for Qualifications (CM at Risk Contract)

State of Ohio Standard Forms and Documents

C. Funding / Estimated Budget

Total Project Cost	<u>\$5,549,200</u>
Construction Cost	<u>\$4,250,000</u>
State Funding	<u>\$0</u>
Other Funding	<u>\$4,250,000</u>

D. Anticipated Schedule

CM Services Start (mm/yy)	<u>02 / 13</u>
Construction Contracts Start (mm/yy)	<u>04 / 13</u>
Construction Contracts Completed (mm/yy)	<u>08 / 13</u>
CMR Services Completed (mm/yy)	<u>09 / 13</u>
DD GMP Approval (mm/yy)	<u>03 / 13</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 University, combining both qualifications and fee. The University will utilize the State of Ohio's standard forms and documents, as may be updated and amended, prescribed by the DAS through the Ohio Facilities Construction Commission ("OFCC") for the CM at Risk public construction methodology. The forms and documents may be viewed and accessed on the OFCC's website at <http://ofcc.ohio.gov> (click on Documents).

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 University will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the University 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, 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 University. The purpose of the pre-proposal meeting is to permit the short-listed firms to ask the University questions in an individual setting to help the firms prepare their responses to the RFP. The pre-proposal meeting will be held at the Cole Service Building. The University 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 University. 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 University will notify each short-listed firm to schedule individual times for the interviews.

Request for Qualifications (CM at Risk Contract) continued

Anticipated Selection Schedule:

(This is a tentative schedule and is subject to change.)

RFQ Posted and Advertised	11/30/12
Qualifications Due	1/3/13
RFP issued to the Short-Listed Firms	1/14/13
Site Visit at representative (2-3 halls) project site	1/21/13
Pre-proposal Meetings at Cole Service Building	1/21/13
Proposals Due	2/6/13
Interviews at Cole Service Building	2/12/13
Selection of CMR	2/15/13
Controlling Board Meeting for approval of Agreement	NA

Cancellation and Rejection:

The University 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 University shall have no liability to any proposer arising out of such cancellation or rejection. The University 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 CMRs 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, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 Elizabeth Davidson at davidsea@muohio.edu with the project number included in the subject line (no phone calls please). Questions will be answered and posted on the University's Facilities Contracting Office's website at www.pfd.muohio.edu/fco and on 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 University in response to this RFQ and the subsequent RFP are public and will be available for inspection at the conclusion of the best value 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. Management Systems: Describe the scheduling and cost control systems the firm would propose to use for the Project

Request for Qualifications (CM at Risk Contract) continued

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.

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 EBO+M (Existing Buildings, 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 RH - Renovations Summer 2013 Proposer Firm _____
 Project Number MUN-100027 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	
	51 miles to 100 miles from project site	2 - 3	
	More than 100 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 \$500K in previous 24 months	5	
	\$500K to \$5M in previous 24 months	2	
	More than \$5M 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 - 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 - 15	
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 <i>Ohio Facilities Construction Manual</i> , the Standard Requirements, and ORC Chapter 153)	Less than 2 projects	0 - 1	
	2 to 4 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		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____