

**CINCINNATI MUSEUM CENTER/UNION TERMINAL CORPORATION  
CINCINNATI, OHIO**



**REQUEST FOR QUALIFICATIONS**

**FOR**

**CONTRACTOR AND SUPPLIER DIVERSITY SERVICES FOR  
THE CINCINNATI UNION TERMINAL RESTORATION/RENOVATION**

**Owner:** Union Terminal Corporation  
Cincinnati, Ohio

**ISSUED:** June 19, 2015

**STATEMENTS DUE:** June 29, 2015; Noon

**CONTACT:** Jane MacKnight  
1301 Western Ave.  
Cincinnati, OH 45203

Union Terminal Corporation, owned by Cincinnati Museum Center of Cincinnati, Ohio (“Owner”) is seeking proposals for Contractor and Supplier Diversity Consulting services in connection with the restoration and renovation of the Cincinnati Museum Center in Cincinnati (the “Project”).

**Description of Project**

Cincinnati Museum Center (CMC) is located in the Cincinnati Union Terminal building, 1301 Western Avenue, Cincinnati, Ohio 45203. The Union Terminal building is possibly one of the most significant examples of Art Deco architecture in America. Built as a train station in 1933 by the New York firm of Fellheimer and Wagner and the noted Philadelphia architect Paul Philippe Cret, the building embodies all important architectural principles of that style. Not only is it an architectural masterpiece, the building is also a historic site, tied to the history of World War II and the City of Cincinnati. The building was declared a National Historic Landmark relatively early in the history of the Historic Preservation Movement in this country (1976). In 1990, Cincinnati Museum Center at the Union Terminal opened its doors to the public, bringing under one roof the Museum of Natural History & Science, Cincinnati Historical Society and History Museum and Robert D. Lindner OMNIMAX\* Theater. In December 1995 the founding organizations merged. In 1997 the Children’s Museum of Cincinnati merged with CMC and the new Cinergy Children’s Museum opened in Union Terminal in 1998. Cincinnati Museum Center is now the largest informal education and cultural institution in the Ohio Valley region, serving over one million visitors each year.

**Budget**

It is expected that CMC, the Owner, will enter into a lease passing tax ownership of Union Terminal to a newly formed Ohio not-for-profit corporation called Union Terminal Corporation (“UTC”). It is expected that UTC as the successor in interest will hold the Diversity Consultant’s contract.

Maximizing State of Ohio and Federal Historic Preservation Tax Incentives is critical to the funding of Union Terminal. Thus, all professional design services and construction contracts will be managed in such means as to make best use of these incentives.

The total budgeted project cost is \$208.5 million with the restoration construction cost estimated to be \$155 million.

**Anticipated Selection Schedule:**

The anticipated schedule for selection of Diversity Consultant is as follows:

RFQ Issued:	June 19, 2015
Proposals Due:	June 29, 2015 at Noon, local time
Interviews:	July 1, 2015 between 2:00 and 5:00 PM
Selection of Diversity Consultant:	July 2, 2015

**Anticipated Construction Schedule:**

Upon selection of the Diversity Consultant, the Owner would like to move fairly quickly with project implementation. An initial timeframe for the project is as follows:

Completion of design and related documents	December 31, 2015
Start of construction	March, 2016
Completion of construction	December, 2018

**Pre-construction Services**

Provider shall perform the following services in accordance with the terms of this agreement and any applicable laws, codes, ordinances, rules or regulations:

1. Develop and implement a written Contractor and Supplier Outreach Program for review and approval by the Owner that includes:
  - a. Organizing informational meetings and forums targeted to minority and female-owned businesses.
  - b. Developing educational seminars to educate and prepare minority and female-owned businesses on subjects such as accounting, insurance and bonding for construction projects.
  - c. Identifying capabilities of available minority and female-owned businesses and work with the architect and construction manager in right-sizing bid packages in order to increase opportunities for these businesses to be successful in bidding.
  - d. Organizing informal informational meetings with majority and minority contracting groups to help facilitate joint ventures.
  - e. Developing a communications plan in participation with the owner to assure a consistent message is conveyed to the media and public.
2. The Contractor and Supplier Diversity Consultant shall :
  - a. Meet regularly with the Owner, Construction Manager and Architect to become familiar with the Project, and identify planned activities.
  - b. Develop interest among minority and female-owned businesses to bid on the Project.
  - c. Encourage pre-bidding communication between the Construction Manager and prospective minority and female-owned businesses.
  - d. Assist the Construction Manager and Architect in the dissemination of bidding documents to minority and female-owned businesses.

**Construction Phase Services**

The Contractor and Supplier Diversity Consultant shall develop a monthly report that tracks:

1. Workforce data and participation daily, weekly and monthly, if requested.
2. Participation through the life of the project by tracking actual payments to Primes and Subs.
3. Provide certification audits of the Owner’s vendors for all minority and female- owned businesses working on the project.
4. Periodic on-site verification of workforce reports.
5. Periodic on-site verification of contractor performance and participation per the business participation reports.
6. Periodic confirmation of subcontractor payments by primes by collecting and analyzing canceled checks.

## Submission Requirements

Eight hard copies and one electronic copy of the RFQ submittal shall be delivered on or before **June 29, 2015, Noon local time**. RFQ submittals received after this deadline will not be considered. RFQ submittals shall be submitted to:

Jane MacKnight  
[jmacknight@cincymuseum.org](mailto:jmacknight@cincymuseum.org)  
Cincinnati Museum Center  
1301 Western Ave.  
Cincinnati, OH 45203

Statements shall be clearly marked:

**“CINCINNATI MUSEUM CENTER  
UNION TERMINAL PROJECT”**

### Submittals: Section I – Technical/Performance Proposal

The technical proposal should include (in the following order):

1. An organizational chart and staffing plan for the project. Provide qualifications and relevant experience of key individuals who will be assigned to the Project, and discuss roles and responsibilities (only if different than responsibilities provided in the RFQ).
2. A description of any unique approach offered by the Diversity Consultant that will guarantee the success of the Project.
3. Discuss any unique challenges anticipated on this Project and how the Diversity Consultant proposes to address those challenges.
4. A brief description of the Diversity Consultant’s approach to project turnover and closeout.
5. A listing of completed projects that are similar to the Project described in this RFQ.
6. Discuss any major qualifications or objections to the attached draft contract documents.
7. Discuss any regulatory claims (e.g., employment, safety, prevailing wage claims) and lawsuits asserted against the Diversity Consultant within the past five years.

### Submittals: Section 2 – Pricing Proposal

The pricing proposal should include the following information (in the following order):

1. Preconstruction Service Fee:

Provide a proposed maximum fee for preconstruction services for the Project. Fee should be delineated between personnel costs, reimbursable expenses and other fee components. Provide a list of personnel who will provide preconstruction services; along with corresponding billing rates and hours (billing rates should not contain profit or allocation for home office overhead). Provide line item detail on reimbursable expenses and other fees as included.

Confirm those services that will be provided through preconstruction. Identify those services that will not be included.

2. Construction Service Fees:

Provide proposed maximum fees for services for the Project. And the basis for said fee if determined based upon a percentage of the Cost of Work.

3. Other: provide current information for Cincinnati Museum Center to conduct a thorough background and credit check for the key consultant/owner or firm.

### **Inquiries**

All inquiries to this Request may be submitted by email or in writing to:

Douglass W. McDonald, Consultant

[doug@NGOgro.com](mailto:doug@NGOgro.com)

Cincinnati Museum Center

1301 Western Ave.

Cincinnati, OH 45203

The owner reserves the right to respond to informal inquiries deemed to be minor clarifications via phone or email and at the owner's sole discretion will determine if the question is sufficiently substantive in nature meriting sharing with the other firms. Responses to informal inquiries will be to be helpful to each firm presenting itself to the selection committee and will not create any advantage for any firm.

## **Diversity Consultant Selection Process**

The Owner is in the process of selecting a Diversity Consultant based upon a two-step selection process consisting of qualifications, performance and pricing.

1. The Owner will review the RFQ and then short-list the firms based upon the Owner's evaluation of qualifications and pricing.
2. Then the Owner's evaluation committee will interview between one and three short-listed firms. The purpose of the interview will be to meet the proposed team for the project, understand the project specific approach to deliver expected services, discuss sequencing and work schedule and clarify cost information. The Owner may choose to provide questions to the short-listed firms in advance of each interview. The interviews are currently scheduled for July 1, 2015 between 2 and 5:00 PM. The Owner will notify each short-listed firm to schedule individual times for the interviews.

The Owner evaluation committee will first evaluate RFQ responses based upon information submitted in regards to the technical/performance aspects of the Project and then will evaluate responses based upon pricing proposals. Performance criteria will include an evaluation of the firm's proposed schedule for the project, approach to work, work sequencing, performance history, plan for anticipated procurement difficulties, plans for implementing a diversity and inclusion program, technical approach to project, quality of proposed staff and ability to manage the project through the use of proposed systems, tools, and reporting. Pricing criteria will include all potential fees and costs related to the proposed scope of consulting.

After the interviews and based upon information submitted through proposals, the Owner evaluation committee will first rank firms and then enter into contract negotiations with the highest ranked firm.

## **Project Construction Structure**

The project will be constructed using the "construction manager at risk" construction management structure. The Project is subject to prevailing wage requirements.

## **Subcontractor Selection**

All subcontracted and self-performed work will be bid as provided in Ohio Revised Code Sections 153.501 and 153.502. When selecting subcontractors, a CM at risk will be expected to meet the CMC's Inclusion Policy provided in Appendix 2. The CM at risk will also be expected to select subcontractors that (1) are in compliance with prevailing wage law, and (2) provide health insurance and pension plans for its employees.

**CINCINNATI MUSEUM CENTER**

Appendix 1 – Design Development to Date

Please review the Master Plan documents at:

[www.cincymuseum.org/rfq](http://www.cincymuseum.org/rfq)

## CINCINNATI MUSEUM CENTER

### Appendix 2 – Inclusion Policy for Union Terminal Restoration

The Owner, in conjunction with the Project’s design professionals and Diversity Consultant, will establish inclusion goals for the utilization of minority-owned businesses (MBEs), small businesses (SBEs) and women-owned businesses (WBEs), Disabled Business Enterprises (DBE), Veteran-Owned Businesses (VOB’s) and Disabled Veteran-Owned (DVOB’s) for each contract in the project. The Owner encourages the use of MBEs, SBEs & WBEs as first-tier subcontractors and/or joint ventures.

The overall goal for each particular contract will be set forth in the Description of Contract, and is expressed in terms of a percentage of the total dollar value of such contract.

In order to comply with Ohio laws applicable to this Project, the inability of a contractor to meet the established goal cannot exclude a contractor from award of a contract if deemed to be the best value. Refusal to employ and document “Good Faith Effort” to include MBEs, SBEs & WBEs when requested, may be cause for non-award of contract.

*To qualify as a MBE, SBE or WBE a contractor should become certified by one of the following organizations or their affiliates:*

**National Minority Supplier Development Council (NMSDC)**

1359 Broadway, Tenth Floor  
New York, NY 10018  
Phone: 212-944-2430  
[www.nmsdc.org](http://www.nmsdc.org)

**State of Ohio MBE/EDGE**

Ohio Department of Administrative Services  
4200 Surface Road  
Columbus, OH 43228  
Phone: 614-466-8380  
Fax: 614-728-5628

**Women's Business Enterprise National Council (WBENC)**

1120 Connecticut Avenue, N.W. Suite 1000  
Washington, DC 20036  
Phone: 202-872-5515  
Fax: 202-872-5505  
[www.wbenclink.org](http://www.wbenclink.org)

Any vendors and suppliers recognized by the **State of Ohio** as Minority Business Enterprises (MBE) and Encouraging Diversity, Growth, and Equity (EDGE) will be considered qualified for this project.  
<http://das.ohio.gov/Divisions/EqualOpportunity.aspx>

**National Minority Business Council (NMBC)**

1633 Broadway, 30<sup>th</sup> Floor  
New York, NY 10019  
Phone: 347-289-7620  
<http://nmbc.org/home>

**Hamilton County, Ohio**

Any vendors and suppliers recognized by Hamilton County’s Small Business Program will be considered qualified for this project.