

Request for Qualifications for Capital Projects Program Manager Services at Central State University located in Wilberforce, Ohio CSU-2016-0005

Central State University is seeking statements of qualification (“SOQ”) from professional service firms to provide program management duties for future capital projects.

Administration of Project: Central State University, Office of the Chief Financial Officer

Request for: Owner Agent Services

Project Location: Wilberforce, Ohio

Release Date: May 27, 2016

Qualifications Due: On or Before June 10, 2016, 4:00 p.m., Eastern Daylight Time (EDT) and submitted to: Central State University Office of Auxiliary Services 1400 Brush Row Road PO Box 1004 Wilberforce, Ohio 45384

See Section D for additional submittal instructions.

PROJECT OVERVIEW

A. Project Description:

Central State University (University) intends to select a firm to provide owner agent services to manage the University as it undertakes a multi-year capital improvements program. Projects will encompass all aspects of construction including building renovations and new construction with associated furnishings and equipment; site-related work and utility infrastructure upgrades. Projects will be located at various sites around the University’s campus. Projects may utilize a variety of construction delivery methods including multiple prime, general contracting (GC), construction manager at risk (CMR), and/or design-build (DB).

The University anticipates centralized services from the selected owner agent at the University located at 1400 Brush Row Road, Wilberforce, Ohio 45384; however, travel within the state will likely be necessary to complete the services.

B. Scope of Services:

Primary assignment will be to provide overall **Capital Improvements Program Management** including involvement in strategic planning and in identifying construction best practices and processes. Upon award and negotiation of an agreement, work to commence and a Program of Requirements (POR) will be expected from the firm. Additional work assignments may include: program budget management/cost accounting for multiple projects; financial, contract compliance, and other data collection and reporting; review criteria and/or design documents for compliance and constructability; review AE, CMR or DB pre-construction cost estimates for accuracy; prepare independent cost estimates

of discrete portions of work to validate the AE, CMR or DB estimates; assist in reconciling cost estimates with the project budget and negotiation of a guaranteed maximum price; conduct progress meetings for project(s) as needed; review contractor's monthly pay applications during construction phase for owner's approval; assist in reviewing and resolving construction claims involving the owner or modifications to the negotiated guaranteed maximum price; supplement AE and commissioning agent's construction observation activities for QA/QC; assist in punch-list review for owner occupancy; and any other related assigned duties.

Services will be provided in accordance with a standard form of a consultant agreement. It's anticipated that selection of the most qualified firm and successful contract terms negotiation will result in a multi-year engagement between the program management firm and the University to ensure consistency in future capital project management, as determined by the University, and with final terms and conditions as agreed to by the University and the firm.

Firms must identify in the SOQ, the qualifications of the firm, and experiences of individuals in the firm whom at minimum have the following professional experience:

1. Preparing project statements, coordinating, and managing projects that required completion of Section 106 reviews according to the Secretary of Interiors Standards for Historic Preservation.
2. Coordination of projects with the Ohio Historic Preservation Office (SHPO), including writing and executing memorandums of understanding with SHPO and public entities for multiple projects executed by the public agency.
3. Qualifications of individuals that meet the "Historic Architect" definition in Secretary of Interior Standards for Historic Preservation.
4. Qualifications and experience in managing project approval on historic preservation projects with the Advisory Council on Historic Preservation.
5. Completion of projects funded by and requiring approvals of the United States Department of Agriculture.
6. Successful completion of design and construction management for projects that were funding by the United State Department of Architecture, including the payment of Davis Bacon Act wages.
7. Licensure as a registered architect or engineer in the State of Ohio.
8. Successful completion of new construction and renovation projects that have been publically bid, design, and constructed in Ohio according to the appropriate sections of the Ohio Revised Code, applicable to institutions of higher education in the State of Ohio, including the oversight of projects requiring the payment of Prevailing Wage rates per the ORC. Include the number of design and construction contracts written by the individual and firm.
9. Successful completion of other projects for public agencies and owners in Ohio, according to bidding requirements, construction project delivery methods, and contracts used among all parties allowed by the Ohio Revised code, that have been completed on time and on budget.
10. Experience with the Chancellor of Higher Education's office personnel, public policy, and funding of projects through the department.
11. Experience with agency requests, reviewing, and approvals of projects by the State of Ohio Controlling Board.

12. Experience with project approvals and permits issued by the State of Ohio Department of Industrial Compliance, the Greene County Building Department, and the Greene County Department of Health.
13. Experience with successful project approval by the Xenia Township Zoning Department.
14. Experience with the preparation of request for proposals and SOQ evaluation scoping processes.
15. Demonstrated expertise with the design and construction of security systems, information technology and HVAC systems. List any consulting engineers and individual expertise within the consulting firms that would be used to address these types of projects.
16. Comprehensive knowledge and understanding of the service provided to public agencies by the Ohio Facilities Construction Commission and the policies and procedures of that office.
17. Demonstrated knowledge and understanding of the policies, procedures, and personnel in the following agencies in the State of Ohio: Office of Budget and Management, Ohio Department of Natural Resources, Ohio Department of Transportation, Department of Administrative Services.
18. Demonstrated experience and knowledge of construction project delivery methods and construction project risk management techniques, policies, and processes that may be lawfully used per the ORC, by a public university in the State of Ohio.
19. Demonstrated experience of managing projects that included the writing of scopes of work, obtaining proposals from, recommending award of contracts to Owners, and managing the design and construction work by other firms and companies on successful projects.
20. Experience with the State of Ohio capital bill funding of projects, and main operating budget funding of capital projects.
21. Experience in leadership ability to assist CSU personnel in completing the program per ORC 123-24.
22. Experience with institutional audits per ORC 3345.51.
23. Experience with escrow accountants per ORC 153.13.
24. Experience with successfully managing contractor claims per ORC 153.01 to 153.11.
25. Experience in meeting the criteria listed in OAC 3333-1-28 3(b) and (c).
26. Experience with advertising for construction per ORC 153.06 and 153.07.

Firms are to submit qualifications in the exact order of the requested information in items 1-20 above, with all supplemental information to follow that requested information. Non-compliant submissions may be rejected by the University. Firms are to submit 5 hard copies of the requested information by the date and time listed below.

Firms are to list the person or persons proposed to meet the requirements of experience listed above, and provide a table of organization showing the persons proposed to be the University's main points of contact for program manager duties. Firms are to list any consulting engineers and individual expertise within the consulting firms that would be used to address these requirements and experience requested above.

Firms should list the professional liability insurance coverage limits available to the University for the Program Management services proposed.

C. Evaluation of SOQ Submissions

Evaluation will be done following a qualification based selection process, with the following emphasis:

1. The maximum points will be awarded to firms that demonstrate in the SOQ that the experience listed above has been achieved by fewer than 2 individuals whom also would serve as the University lead program managers and lessor points will be awarded to firms that will require the use of more than 2 individuals' resumes, and experiences, and /or consulting firms / individuals to comply with the minimum professional experiences listed in 1-20 above.
2. The maximum points will be awarded to firms located within 30 miles and under to the University's main campus in Wilberforce, Ohio.
3. The maximum points will be awarded to firms that propose the use of no more than 2 individuals as program managers whose experience demonstrates a comprehensive list of more than 20 Ohio public owner funded and 20 federally funded design, bid, build projects with construction costs of \$1M or more (5 or more of which were funded by the USDA) that have been completed on time and on budget.

In addition to items 1-20 above, the SOQ response should also include: 1. Previous Experience compatible with the proposed projects (e.g., type, size) 2. Past performance of prospective firm and its proposed consultants. 3. Experience/familiarity with State funded/OAKS processes and documents. 4. Proposer's previous experience (number of projects, sizes of projects) when working with its proposed consultants. 5. Experience and capabilities of managing program budgets, including cost accounting, data collection, and financial reporting. 6. Experience and capabilities in providing constructability and compliance reviews, and quality assurance/quality control services during the design and construction stages of the project(s). 7. Experience and capabilities of developing cost estimates. 8. Proposer's commitment to the University. 9. Proximity of prospective firms to the project site. 10. The selected firm and all its consultants must have the capability to use the internet within their normal business location(s) during normal business hours.

D. Submittal Instructions:

Firms are required to submit Statements of Qualification by June 10, 2016 @ 4:00pm EDT.

Paper copies of the SOQ should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary. Email an electronic submittal in addition to the required five (5) hard copies.

Electronic submittals should be combined into one PDF file named with the project number and with your firm's name, and emailed to cmichael@centralstate.edu . 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. Faxed copies are not be accepted.

Send submittals in an envelope, sealed, addressed, and mailed or delivered to: Central State University, Attention: Ms. Cynthia Michael, Director of Auxiliary Services, 1400 Brush Row Road, PO Box 1004, Wilberforce, OH 45384. Label the outside of the envelope with the project number listed and your firm's name. Five (5) hard copies are required. The University requests each offeror not to make submittals elaborate with respect to binding or presentation. A simple, straightforward, economically produced document is strongly recommended. Our evaluation procedure places a higher premium on thoroughness of presentation and responsiveness, rather than on quantity of material included.

E. Additional Information: All respondents must register with the Central State University Purchasing Office to be notified of any addendum and to receive responses to any questions. In the registration email, please include company name, address and phone, primary email, and primary point of contact (there may be additional contacts listed). Register with the Purchasing Department and submit all questions regarding this SOQ in writing to **cmichael@centralstate.edu** with the project number included in the subject line (no phone calls please). Answers will be emailed to all offerors at the email addresses provided upon registration. Following this submission, it is anticipated that the University will evaluate the submittals and may at its discretion, identify a list of firms for interviews. These interviews are designed to familiarize University staff with the qualifications of firms by further exploring their proposals and the scope and nature of the consulting services they are able to provide. The University, however, reserves the right to award without holding interviews. It shall be expressly understood that this SOQ is not an offer to purchase on the part of Central State University and that Central State University reserves the right to cancel, to reject any and all responses submitted, and may require further negotiations to arrive at any final agreement that may be awarded as a result of this SOQ. It is also understood that in no event shall Central State University be responsible for any costs of preparing your submittal, nor shall Central State University incur any liability to you unless and until you are notified in writing that Central State University accepts your submittal and an appropriate agreement has been executed between Central State University and offeror.

Ohio Revised Code (O.R.C.) Section 9.24, prohibits the State from awarding an agreement to any offeror(s) against whom the Auditor of State has issued a finding for recovery, if the finding for recovery is "unresolved" at the time of award. By providing a Statement of Qualifications, offeror warrants that it is not now, and will not become subject to an "unresolved" finding for recovery under O.R.C. 9.24, prior to the award of an agreement arising out of this process, without notifying the University of such a finding. By responding, offeror hereby certifies that all applicable parties listed in Division (I)(3) of (J)(3) of O.R.C. Section 3517.13 are in full compliance with Divisions (I)(1) and (J)(1) of O.R.C. Section 3517.13. Pursuant to O.R.C. 125.111, offeror agrees not to discriminate in the employment of any person qualified and available to perform work under this agreement, nor intimidate or retaliate against any employee hired for the performance of work under this agreement on the basis of race, gender, color, religion, ancestry, national origin, age, disability as defined in O.R.C. section 4112.01, veteran status, or sexual orientation.