

# Request for Qualifications (Owner Agent Services)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** School District Board + OFCC

Project Name	<u>Akron Segment 6</u>	Response Deadline	<u>March 31, 2017 4:00 p.m. local time</u>
Project Location	<u>435 N Firestone Ave.</u>	Project Number	<u>SFC-170420</u>
City / County	<u>Akron / Summit</u>	Project Manager	<u>Bill Courson</u>
Owner	<u>Akron Public Schools</u>	Contracting Authority	<u>School District Board + OFCC</u>
Delivery Method	<u>CM at Risk</u>	Prevailing Wages	<u>None</u>
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested via email (PDF)	<u>1</u>

Email the requested Statements of Qualifications (Form F110-330) directly to Jill Hoobler at [jill.hoobler@ofcc.ohio.gov](mailto:jill.hoobler@ofcc.ohio.gov). See Section G of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Jill Hoobler at [jill.hoobler@ofcc.ohio.gov](mailto:jill.hoobler@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.

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### Project Overview

#### A. Project Description

- Build one (1) new High School to house 1,417 students in 9-12 and CT,
- The building is to be approximately 258,444 sq. ft. (228,510 cofunded and 29,934 LFI)
- Abate and Demo the existing Garfield HS (230,928 sq. ft.) which is located at 435 N Firestone Ave., Akron Ohio 44301 prior to building the new HS on the vacated Garfield site.
- Students from Garfield will be moved into the existing Kenmore HS.
- Abatement and Demo existing Roswell Kent CLC (114,175 sq. ft.) located at 1445 Hammel St., Akron Ohio 44306 as a stand- alone project.
- The Architect selected for the project is GPD Group of Akron Ohio,
- The CMR has not been selected,
- 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.

The School District may elect to include a locally funded initiative (LFI) budget for additional classroom space, building upgrades, enhancements, for unforeseen items, etc.

#### B. Scope of Services

As required by the Agreement, and as properly authorized, the following Owner's Agent (OA) services are to include, but are not limited to:

Preconstruction:

- Review Preconstruction schedule developed by A/E, updated monthly.
- Review A/E master Construction Schedule with several milestone dates.
- Prepare with the assistance from the A/E Phase submissions binders for approval.
- Provide Owner Criteria and OSDM Compliance Reviews at all Phases.
- Provide Constructability Reviews at all Phases.
- Review and comment on CMR's/A/E's estimates. Participate in review / reconciliation meetings and provide value management recommendations to keep the project on budget.
- Prepare LFI MOU's and provide tracking through all phases of the project.

Project Bidding / Controls / Reporting:

- Attend post bid interviews and answer any questions as needed.
- Review and confirm uploading of all project meeting minutes, schedules, logs, photos, and contact information to OAKS CI system is done by the GC(s).
- Provide monthly status reports.
- Owners Agent to attend all core and progress meetings and participate in walk- throughs with the CMR.
- **Be on site monitoring construction, compliance with GCs and quality control an average of 16 hours per week,**
- Update quarterly drawdown schedule.
- Supplement the A/E and Commissioning Agent's construction observation activities for QA/QC.

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- Assist in all punch-list walk through meetings, punch list creations, and back punch reviews of punch list items for owner occupancy.

### Financials:

- Monthly reconciliation with Treasurer of budgets both building and District wide.
- Owners Agent to review and track all monthly pay applications, invoices, vouchers, and payments.
- Cost management – Owner’s Agent to manage / track overall District / Building budget (hard and soft costs), PCO’s & Change Orders, etc. Use of OAKS CI is required but OA may also utilize their own budget tracking system as needed.
- Manage and prepare quarterly State drawdown schedules to ensure the District has the funds needed.
- Assist in reviewing and resolving construction claims involving the owners or modifications to the contract
- Manage OFCC close out process both contractor and project agreement. With the assistance of the Treasurer, create and submit the project end closeout calculator.

Refer to the *Ohio School Design Manual* for additional information about the type and extent of services required. Services will be provided in accordance with the standard Consultant Agreement Form C130-03 and copy of this Agreement can be obtained at the OFCC website at <http://ofcc.ohio.gov>.

The selected Owner Agent as a portion of its required Scope of Services and prior to submitting its proposal, will discuss and clarify with the Contracting Authority and/or Owner, the cost breakdown of the Agreement detailed cost components, to address the Owner’s project requirements.

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, OA, CMA, CMR, DB, GC, Trade)
3. K-12 Facility (ES, MS, HS, CT, Combination)
4. Type of construction: New Construction, Renovation, or Demolition (N, R, or D)
5. Provided assistance with coordination on project phasing due to construction on an occupied site.
6. Financial Tracking and LFI management.
7. Services included Pre-Construction Estimating & Budget Reconciliation for Owner
8. Analyzed and mitigated Schedule related issues for Owner
9. Analyzed Claims and provided Owner recommendations to mitigate
10. Ohio Capital Improvements Process (**Specifically worked on projects that are in OAKS CI**)

### C. Funding / Estimated Budget

Total Project Cost	<u>\$58,529,159 + \$11,915,086 LFI</u>	State Funding	<u>\$34,532,262</u>
Construction Cost	<u>\$61,286,494</u>	Other Funding	<u>\$23,996,897 + \$11,915,086 LFI</u>
Estimated O/A Fee	<u>1.00% to 1.25%</u>		

### D. Anticipated Schedule

Professional Services Start	<u>May 2017</u>
Construction Notice to Proceed	<u>May 2018</u>
Substantial Completion	<u>June 2021</u>
Professional Services Completed	<u>Dec. 2021</u>

### E. EDGE Participation Goal

Percent of Total O/A Fee: 5.0 %

### F. Evaluation Criteria for Selection

- Proximity of prospective firms to the project site.
- Proposers past experience and familiarity with Contracting Authority.
- Proposer’s apparent resources and capacity to meet the needs of this project.
- Qualifications and experience of individuals directly involved with the project.
- Project Cost Estimating, Accuracy, and Reconciliation process.
- Evaluation of construction schedules and progress of work.
- Past performance of prospective firm and its proposed consultants.
- Previous experience compatible with the proposed project (e.g., type, size).
- Budget Management / Cost Tracking
- Relevant past work of prospective firm and proposed consultants.

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- The selected O/A and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Interested O/A 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 that they are either an EDGE Firm or its intent to contract with and use EDGE-certified Business Enterprise(s), as a part of the O/A'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 O/A's Technical 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.

### Selection Criteria:

The Owner Agent will be selected using a qualification based selection process to develop a 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. The Contracting Authority will select a short list of 3 candidates that it considers to be the most qualified. The short-listed firms will then be interviewed by the Contracting Authority.

Selection Schedule: Tentative schedule is subject to change.

RFQ response deadline	March 31, 2017
Invitations to interview issued to the 3 short listed firms	April 12, 2017
Interviews	Week of April 17, 2017
Selection of OA	Week of April 17, 2017

### **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 or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer.

**Statements of Qualifications are to be submitted electronically by e-mail. Submittals are to be limited to maximum of one e-mail with the total file size of 25 MB.**

Firms are requested to identify professional registrations, memberships and credentials including: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, CPE, 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.

# Consultant Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Akron Public Schools Segment 6F  
 Project Number SFC-170420

Proposer Firm \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>			
a. Proximity of firm to project site	Less than 50 miles	5	
	50 miles to 100 miles	2	
	More than 100 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$250,000	2	
	\$250,000 to \$500,000	1	
	More than \$500,000	0	
c. Number of licensed professionals	Less than 4 professionals	1	Max = 3
	4 to 8 professionals	2	
	More than 8 professionals	3	
<b>2. Primary Qualifications (Maximum 40 points)</b>			
a. Project management lead	Experience / ability of project manager to manage project controls / processes / quality	0 - 10	
b. Project administration lead	Experience / ability to effectively communicate and to identify and solve issues during construction	0 - 15	
c. Technical staff	Experience / ability of technical staff to create accurate estimates and schedules	0 - 15	
<b>3. Key Consultant Qualifications (Maximum 10 points)</b>			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 5	
b. Proposed EDGE-certified Consultant participation*	One point for every 2 percent increase in professional services over the EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than 3 sample projects	0	
	3 to 6 sample projects	2	
	More than 6 sample projects	5	
b. LEED** Registered / Certified Project Experience	Knowledge, Experience, and ability of project manager to assist owner on LEED based project requirements	0 - 3	
c. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
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 2 projects	0 - 3	
	2 to 4 projects	4 - 6	
	More than 4 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 2 projects	0 - 1	
	2 to 4 projects	2 - 3	
	More than 4 projects	4 - 5	
		<b>Subtotal</b>	

\* Must be comprised of professional design services consulting firm(s) and NOT the lead firm.  
 \*\* Leadership in Energy & Environmental Design administered by the green Building Certification Institute.

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_