A. Project Description

Bowling Green State University (the "Owner") is requesting interested firms to submit proposals to provide pre-construction and construction services as a Construction Manager at Risk (the "CMR") for the addition and renovations to occur on the Student Recreation Center Renovation project.

The 185,000 square foot Student Recreation Center opened for use by the students in the fall of 1979. Since that time, it has not undergone any major renovations, other than the addition of air conditioning and the replacement of the pool filtration system, both done approximately 11 years ago. At the time of its opening, the Student Recreation Center was considered to be the state of the art in recreational complexes, and served as a model for many facilities across Ohio, as well as throughout the country.

Over the past year, the Owner and The Collaborative Inc. (Toledo, OH) have completed a feasibility study and performed programming to develop a list of needed improvements and appropriate budgetary numbers to meet the goal of returning the building to a vibrant and open complex that would ensure the Center remains a popular and valuable asset to the campus and surrounding community.

Heading into Schematic Design Phase of the addition and renovation, this RFQ seeks a CMR who will assist in evaluating and determining the final project scope based on estimates, schedules, and constructability. Phasing of the work in order to continue providing some services to the campus is possible.

Information regarding the existing facility can be found at the following link: http://www.bgsu.edu/offices/sa/recwell/facilities/page68561.html. A copy of the renovation study that preceded this project can be found at the following link: http://www.bgsu.edu/offices/sa/recwell/facilities/page103472.html

EDGE. The Equal Opportunity Division of the Department of Administrative Services shall establish Encouraging Diversity, Growth and Equity ("EDGE") participation goals, which goals will be set forth in the RFP.

LEED. The Project is anticipating obtaining LEED Certification.

B. Project Delivery

The Project will be constructed using the "construction manager at risk" project delivery format generally described below. The pre-construction and construction phase services
shall be set forth in more detail in the Construction Management Agreement (CM at Risk),
Ohio Department of Administrative Services, the form of which will be provided to short-
listed firms, as defined in Section G.3.

The selected CMR, as a portion of its required Scope of Services and prior to submitting its
implementation plan and proposal, will discuss and clarify with the Owner the breakdown of
the Construction Manager Agreement detailed cost components to address the Owner’s
project requirements and refine the project schedule. Participate in the Encouraging Growth,
Diversity & Equity (EDGE) Program as required by statute and the Agreement.

1. **Pre-Construction Services.** The CMR will work cooperatively with the Owner, Design
Professionals, and Project team, and will provide, among other services, cost estimating,
budgeting, value engineering, constructability review, scheduling and pre-construction
planning throughout pre-construction stages.

When the construction documents are at a stage of completion specified in the
Construction Management at Risk Agreement (approximately 60-75%), such partially
completed documents (the “Basis Documents”) shall be provided to the (CMR), along 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 CMR will work together with the design professional to
reduce the CMR’s adjustments and clarifications of the Construction Documents to writing.
The CMR shall submit to the Owner and the design professional it’s proposed guaranteed
maximum price (the “GMP Proposal”) and its clarifications and assumptions based upon the
Construction Documents (CDs). The CMR, the Owner and the design professional (along
with selected engineers and consultants) shall meet to reconcile any questions, discrepancies
or disagreements relating to the GMP Proposal. The reconciliation shall be documented by
an addendum to the qualifications and assumptions and shall be approved in writing by the
Owner, the Design Professional, and the CMR. The CMR shall then submit to the Owner, for
the Owner’s approval, the CMR’s final proposed GMP. Contingent upon the Owner’s approval
of the final proposed GMP, the parties will enter into a GMP Amendment establishing the
GMP. The final negotiated GMP shall not exceed the Project budget established. If the
proposed GMP exceeds such budget, then the Owner may terminate its agreement with the
CMR and may select an alternative delivery method for the Project.

2. **Construction Phase Services.** The parties will engage in an “open book” pricing
method in which the Owner shall have access to all books, records, documents and other
data in the CMR possession related to itself, its subcontractors and material suppliers
pertaining to bidding, pricing or performance of the Construction Management Agreement
(CM at Risk). The CMR shall construct the Project pursuant to the construction documents
and in accordance with the Owner’s schedule requirements. The CMR shall select
subcontractors based on proposals submitted by prequalified subcontractors in accordance
with criteria approved by the Owner. All subcontracts shall be on the subcontract form
prescribed by OAC Section 153:1-03-02. The Owner reserves the right to approve the CMR’s
selection of subcontractors and Material Suppliers, and any supplement terms to the form
subcontract. 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 pre-construction phase, monitoring compliance with all EDGE, equal employment, DFSP, and prevailing wage requirements, and submitting monthly reports of these activities to the Owner.

C. Funding / Estimated Budget

<table>
<thead>
<tr>
<th>Total Project Cost</th>
<th>$11,000,000</th>
<th>State Funding</th>
<th>$0</th>
</tr>
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<tbody>
<tr>
<td>Construction Cost</td>
<td>$7,700,000</td>
<td>Other Funding</td>
<td>$11,000,000</td>
</tr>
<tr>
<td>Estimated CMR Fee</td>
<td>2.0% to 3.0%</td>
<td></td>
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</tr>
</tbody>
</table>

NOTE: The CMR fee percentage for this project includes all professional CMR services, and consultant services necessary for proper completion of the Basic Services for the successful completion of the project, including but not limited to: review and verification of the Program of Requirements provided by the Owner or A/E, validation of existing site conditions (but not subsurface or hidden conditions), preparation of cost estimates and schedules for the project. Fees may be negotiated and allocated for Additional Services (e.g., extensive evaluation or validation of site conditions, extensive pre-design investigations, etc.)

D. Services Required

Primary Services listed in Section B.1

Secondary

E. Anticipated Schedule

CMR Services Start (mm/yy) 10/12
Construction Contracts Start (mm/yy) 05/13
CMR Services Completed (mm/yy) 08/14
Construction Contracts Completed (mm/yy) 08/14

F. EDGE Participation Goal

Percent of Total Construction Contracts 5.0%
Percent of initial TOTAL CMR Fee 5.0%

G. Evaluation Criteria for Selection

The evaluation of responding firms will include, but not be limited to, the following: Demonstrated ability to meet Owner’s programmed project vision, scope, budget, and schedule on previous projects; previous experience compatible with the proposed project (e.g., type, size); past performance of prospective firm; qualifications and experience of individuals directly involved with the project; experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using CPM schedules as a project management tool; experience and capabilities of developing cost estimates; approach to and success of using partnering and Alternative Dispute Resolution; proximity of prospective firms to the project site; proposer’s apparent resources and capacity to meet the needs of this project.

Interested CM firms are required to submit the Commitment to Participate in the EDGE Business Assistance Program form in its Statement of Qualifications (SAO 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 CM’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 CM’s implementation plan. Both forms can be accessed via the SAO website at http://ohio.gov/sao (click on Forms). 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.

Prior to executing the Construction Manager Agreement (CM at Risk), the selected CMR must represent and warrant that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to an organization that is identified by, and included on, the United States Department of State Terrorist Exclusion List and that it has truthfully answered “no” to every question on the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, and that it has provided or shall provide such to the Contracting Authority and/or the Ohio Business Gateway (https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc).

The following will set forth the review and selection for this RFQ, along with the anticipated time line for the same:

1. **Selection Criteria.** The CMR shall be selected using “best value criteria” in which award is based upon a combination of qualifications and price considerations. Qualifications include competence to perform the required management services; ability to manage the required workload and provide qualified personnel, equipment, and facilities; past performance as reflected by the evaluation of previous clients with respect to factors such as control of costs, quality of work, and meeting deadlines; financial responsibility as evidenced by the capability to provide a surety bond equal to one hundred per cent of the contract sum; and other similar factors.

2. **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 Owner may hold discussions with individual firms to explore further their qualifications, the scope and nature of the services they would provide, and the various technical approaches they may take regarding the project. After evaluating the responses to this RFQ, the Owner will select a short-list of no fewer than three candidates that it considers to be the most qualified, except if the Owner determines that fewer than three firms are qualified, it will only select the qualified firms.

3. **RFP.** The Owner will provide the short-listed firms a Request for Proposal (“RFP”) that will contain a description of the project, including a statement of available design detail, a description of how the Guaranteed Maximum Price (“GMP”) for the Project shall be determined, including the estimated level of design detail upon which the GMP shall be based, the form of the construction management contract, and a request for a pricing proposal. The RFP will specify that the pricing proposal shall contain the technical proposal and a separate pricing document identifying: (a) the firm’s list of key personnel for the project; (b) a statement of the general conditions and contingency requirements; and (c) a
fee proposal divided into: (i) a lump sum preconstruction fee, (ii) a lump sum construction fee, and (iii) the portion of the construction fee to be at risk in the GMP.

4. **Pre-Proposal Meeting.** Prior to submitting a response to the RFP, the short-listed firms will be invited to meet individually with the Owner. The purpose of the pre-proposal meeting is to permit the short-listed firms a chance to ask the Owner questions in an individual setting to help the firms prepare their responses to the RFP. The pre-proposal meeting will be held in Room 1004 Administration Building, Bowling Green State University, Bowling Green, Ohio 43403. The Owner will notify each short-listed firm to schedule individual times for the meetings.

5. **Interview.** After submitting responses to the RFP, the short-listed firms will be interviewed by the Owner. 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 Owner’s stated objectives for the Project. Please be prepared to discuss with specificity the firm’s capacity to conduct this work in compliance the Owner’s timetable, budget and EDGE expectations. The interviews will be held in Room 1004 Administration Building, Bowling Green State University, Bowling Green, Ohio 43403. The Owner will notify each short-listed firm to schedule individual times for the interviews.

**Anticipated Selection Schedule:**

- Qualifications Due: August 17, 2012
- Short-Listing of Firms: August 27, 2012
- RFP Issued to the Short-Listed Firms*: August 29, 2012
- Pre-Proposal Meeting*: September 5, 2012
- Proposals Due*: September 12, 2012
- Interviews*: September 19, 2012
- Selection of Construction Manager*: September 21, 2012
- Execution of the GMP Agreement: September 28, 2012

*Dates are subject to change based on the effective date of construction reform provisions in House Bill 153

6. **Communication.** Firms considering responding to this RFQ are strictly prohibited from communicating with any member of the Owner’s staff, as all questions should be directed to the person identified in Section I.2 hereof.

7. **Cancellation and Rejection.** The Owner reserves the right to cancel at any time for any reason this solicitation and to reject all proposals. The Owner shall have no liability to any proposer arising out of such cancellation or rejection. The Owner reserves the right to waive minor variations in the selection process.
H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (SAO Form F110-330) available via the SAO website at http://ohio.gov/sao (click on Forms).

Paper copies of the Statement of Qualifications should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

Proposers are requested to submit the following information in response to this RFQ:

1. Firm Profile.

2. Business. Identify the business form of contracting entity. If the proposed form of entity is a joint venture, please identify each venturer and their respective percentage of participation. Provide a summary, on three pages or less, describing why your firm/team is the most qualified for the Project.

3. Standard Qualifications. Provide a completed contractor's qualification statement using the most current version of the Statement of Qualifications (F110-330) available from State Architect’s Office website, Section 100 Procurement (link below). This form is to be completed to provide pertinent information that highlights the firm’s team and their related experience to this project. http://das.ohio.gov/Divisions/GeneralServices/StateArchitectsOffice/StateArchitectsOfficeDocuments.aspx

4. Bonding/Insurance. Provide evidence of capacity to provide bonding 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.

5. Similar Experience. Provide names, addresses and telephone numbers of references for projects where your firm (or top firm principal or officer) has led or managed construction of a project similar in scope and complexity as the Project.

6. Personnel/Staffing. Provide a project organizational chart containing the names and titles of the proposed staff for the Project. At a minimum, the chart should include at least three (3) officers or senior employees (e.g., Project executive, Principal-in-charge, Project Manager or Project Superintendent or similar designation) who will be available to work on the Project. For every person listed on the chart, provide a one page resume highlighting relevant experience and identify the phase(s) of the Project to which the individual will be assigned and the percentage of that individual’s time to be devoted to the Project.

7. Management Systems. Describe the record keeping, reporting, monitoring and other information management systems that the firm would propose to use for the Project.
Describe the scheduling and cost control systems the firm would propose to use for the Project.

8. **Self Performed Work.** Indicate whether the firm intends to self perform any work on the Project through an acceptable competitive process and, if so, the nature of the work and capability to self perform.

9. **Estimating.** Demonstrate capability of in-house estimating on projects comparable to the Project.

10. **Other Considerations.** Describe the firm's willingness to accept liquidated damages and experience with such provisions on other similar projects. Describe any prior experience with a construction manager at risk project delivery method.

I. **Instructions for Delivery and Deadline**

1. Six (6) copies of the proposal must be submitted in sealed envelopes clearly marked "Proposal for Construction Manager at Risk Services for Student Recreation Center Addition & Renovation" RFQ #5815 and delivered to:

   Bowling Green State University  
   Purchasing Department  
   Attention: Beth Nagel  
   103 Park Avenue Warehouse  
   Bowling Green, Ohio 43403

2. Questions must be in writing and directed to Beth Nagel, at bnagel@bgsu.edu, and Ryan Miller, at rjmille@bgsu.edu, no later than Tuesday, August 14 at 12:00 pm. Answers to any questions shall be in writing and shall be sent to all firms who have received this RFQ.

3. Responses to this RFQ must be received at the address listed in Section I.1 by 4:30 pm local time on Friday, August 17, 2012.

END OF DOCUMENT
## CM Selection Rating

**Bowling Green State University**

Office of Design and Construction • Bowling Green, Ohio 43403-0132

Phone (419) 372-2511

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### Project Information

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Proposer Firm</th>
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<table>
<thead>
<tr>
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<tbody>
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<td>5815</td>
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### Selection Criteria

<table>
<thead>
<tr>
<th>Selection Criteria</th>
<th>Value</th>
<th>Score</th>
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<tbody>
<tr>
<td>1. CM Firm Location (5 points)</td>
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<td></td>
</tr>
<tr>
<td>Proximity of primary CM firm office where majority of work is to be performed in relationship to project site</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less than 60 miles</td>
<td>4 - 5</td>
<td></td>
</tr>
<tr>
<td>60 to 120 miles</td>
<td>2 - 3</td>
<td></td>
</tr>
<tr>
<td>More than 120 miles</td>
<td>0 - 1</td>
<td></td>
</tr>
</tbody>
</table>

| 2. CM Firm Size (5 points) |       |       |
| Staff availability by number of project managers / superintendents within primary CM firm to perform the work |           |
| Small = Less than 5 project mgt. staff | 1 |
| Medium = 5 to 10 project mgt. staff | 2 |
| Large = More than 10 project mgt. staff | 3 |

| 3. Current Workload (5 points) |       |       |
| Amount of fees awarded by the Contracting Authority to the primary CM Firm in the previous 24 months (exclude projects on hold) |           |
| Less than $250,000 | 4 - 5 |
| $250,000 to $500,000 | 2 - 3 |
| More than $500,000 | 0 - 1 |

| 4. Primary CM Qualifications (30 points) |       |       |
| Project Management Lead | Experience / ability of Project Manager to manage scope / budget / schedule / quality | 0 - 10 |
| Project Administration Lead | Experience / ability of Project Engineer to accurately and timely facilitate paperwork | 0 - 5 |
| Technical Staff | Experience / ability of Project Admin. staff to timely process documents | 0 - 5 |
| Construction Administration | Experience / ability of Superintendent to identify / solve issues during construction | 0 - 10 |

| 5. CM Consultant Qualifications (10 points) |       |       |
| Key Discipline Leads | Experience / ability of Discipline Leads in scheduling, estimating, constructability reviews and bid packaging/mkt. analysis | 0 - 10 |

| 6. Project Team Qualifications (15 points) |       |       |
| Previous Team Collaboration | Number of projects that a majority of the team members have worked together |           |
| Less than 4 projects (Low) | 0 - 1 |
| 4 to 7 projects (Average) | 2 - 3 |
| More than 7 projects (High) | 4 - 5 |
| LEED* Experience within Team | LEED AP(s)** on Team | 0 - 1 |
| LEED Registered Project(s) | 0 - 2 |
| LEED Certified Project(s) | 0 - 2 |
| Satisfies ALL above Criteria | Sum = 0 - 5 |

| 7. Overall Project Team Experience (30 points) |       |       |
| Budget and Schedule Management | Performance in completing projects within original budget and schedule limitations | 0 - 5 |
| Experience with Similar Project Type | Less than 5 projects (Low) | 0 - 3 |
| 5 to 8 projects (Average) | 4 - 6 |
| More than 8 projects (High) | 7 - 10 |
| Past Performance | Level of performance as indicated by past CM evaluations / letters of reference | 0 - 5 |
| Knowledge of State of Ohio Capital Project Administration Process | Less than 5 projects (Low) | 0 - 3 |
| 5 to 8 projects (Average) | 4 - 6 |
| More than 8 projects (High) | 7 - 10 |

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* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council

** LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute

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**Evaluator:**

Name

Signature

Date

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SAO-F120-07v0111 Publish Date: [leave blank], Ohio Register # [leave blank] Page 4 of 5