

# Request for Qualifications (CM at Risk Contract)

## State of Ohio Standard Forms and Documents

### Administration of Project: Local Agency

Project Name	King Kennedy Community Center-Bathroom and Storage Addition	Response Deadline	9/26/2023 4:00PM
Project Location	6660 Garfield Rd.	Project Number	FCS-2023-1
City / County	Ravenna / Portage	Project Manager	Matt Slater
Owner	Family & Community Services, Inc.	Contracting Authority	Local Agency
Delivery Method	CM at Risk	Prevailing Wages	Federal Davis-Bacon
No. of paper copies requested (stapled, not bound)	1	No. of electronic copies requested (PDF)	1

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Matt Slater at [mslater@fcsOhio.org](mailto:mslater@fcsOhio.org), Family & Community Services, Inc. 705 Oakwood St., Suite 205 Ravenna, Oh 44266. See Section G of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Matt Slater at [mslater@fcsOhio.org](mailto:mslater@fcsOhio.org) 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 <https://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.

### Project Overview

#### A. Project Description

Family & Community Services, Inc. is requesting interested firms to submit for Construction Manager (CM) services for the addition of two ADA bathrooms and storage space to the agency's King Kennedy Community Center Gym located at 6660 Garfield Rd. Ravenna, Ohio 44266. Professional design services are being acquired by the Contracting Authority under a separate contract. The Program of Requirements ("POR") will be developed as a part of this project by the Architect/Engineer ("A/E"). The project consists of constructing the addition to the original structure built in 2022, which is a 5,253 square foot gymnasium.

#### The Scope of Work Includes:

The Restroom and Storage Room Addition (18' x 30' x 8' H Ceilings, Open Ceiling at Storage) to New Gymnasium Building

1. 18'x30' addition to the east side of the new Gymnasium building (addition is 540 GSF)
2. Includes two (2) ADA compliant restrooms
3. One (1) storage room +/- 17'x 12' inside dimensions, to fit chair and table storage rolling racks
4. Flooring will be sealed concrete

**Alternate 1:** Increase building size 4' North-South (restroom would be +/- 12'x17' inside) and add non-handicap toilet in each restroom, toilet partitions, etc.

**Alternate 2:** Increase building size 6' North-South in Storage Area (Storage room roughly 18'x17'+ inside vs 12'x17')

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.

#### B. Scope of Services

The selected Construction Manager at Risk ("CM"), 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 breakdown of the Agreement detailed cost components, to address the Owner's project requirements and refine the project schedule.

As required by the Agreement, and as properly authorized, 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.

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The preconstruction and construction services are generally described below. Subcontracts including but not limited to Plumbing, Fire Protection, HVAC, Electrical and AV/Technology will be awarded by the CM 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 Contracting Authority and/or Owner, the A/E and the CM. The Contracting Authority and/or Owner shall have access to all books, records, documents and other data in the CM's possession related to itself, its subcontractors and material suppliers pertaining to bidding, pricing or performance of the Agreement.

Preconstruction Services: The CM will work cooperatively with the Contracting Authority and/or Owner, A/E, and Project Team, and will provide, among other services, schedule development, estimate development, Guaranteed Maximum Price ("GMP") proposal, subcontractor prequalification and bidding, constructability review, permits, budgeting, value engineering, and preconstruction planning throughout the preconstruction stages. When the drawings and specifications are at the stage of completion specified in the Agreement, such partially completed documents (the "Basis Documents") shall be provided to the CM, together with the A/E's detailed listing of any incomplete design elements and the A/E's statement of intended scope with respect to such incomplete elements (the "Design Intent Statement"). Contingent upon the Contracting Authority's approval of the GMP, the parties will enter into an amendment to the Agreement establishing the Contract Sum ("GMP Amendment"). If the proposed Contract Sum exceeds the Project Budget established for construction, then the Contracting Authority may terminate the agreement with the CM and seek proposals from other firms for completion of the Project.

Construction Services: The CM shall construct the Project pursuant to the construction documents and in accordance with the schedule requirements. The CM 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 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 Contracting Authority reserves the right to approve the CM's selection of subcontractors and any supplemental terms to the form subcontract.

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 (CMAR)
2. Role on Project (CMAR, Trade)
3. CMR project experience.
4. Experience as CMR on project of similar size and budget
5. Minimum 10 years Construction Management project experience
6. Estimate Reconciliation with NE Firms
7. Experience with administration and coordination of contracts/subcontracts involving federal prevailing wages
8. Bonding company referral letter and statement of ability to contract I bond project of this magnitude
9. Banking, industry, and client references
10. AIA statement of qualifications or Federal Standard Form 330 qualifications statement
11. Current contracts work completed/work in process
12. Prior construction project experience with Family & Community Services, Inc.

### C. Funding/ Estimated Budget

Total Project Cost	\$ 170,000	State Funding	\$ 54,190
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Construction Cost	\$ 170,000	Other Funding	\$ 115,810
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### D. Anticipated Schedule

CM Preconstruction Services Start	<u>10 / 23</u>
Construction Stage Notice to Proceed	<u>10/23</u>
Substantial Completion of all Work	<u>1 / 24</u>
CM Services Completed	<u>2 / 24</u>

### E. EDGE Participation Goal

Percent of the CM's total compensation excluding CM's Contingency\* 0.0%

\*Preconstruction Stage Compensation plus Contract Sum minus CM's Contingency

### F. Evaluation Criteria for Selection

**Selection Criteria:** The CM will be selected using (i) qualifications-based process during the Request for Qualifications ("RFQ") stage to develop a short list and (ii) best value process during the Request for Proposal stage. The qualifications-based criteria for the RFQ is included in this announcement. The best value criteria used in evaluating proposals from short listed firms will include such factors that are determined to derive or offer the greatest value to the State and Owner, combining both qualifications and fee. The owner reserves the right to waive any informalities and to award to the most qualified firm.

**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 Contracting Authority will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the Contracting Authority 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, construction stage personnel costs, itemized construction stage general conditions costs, construction stage contingency percentage, and construction stage fee percentage. The short-listed candidates will also receive (i) form of Agreement with the Contracting Authority containing the contract terms and conditions, (ii) set of the most recent design documents and (iii) 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 Contracting Authority and/or Owner. The purpose of the pre-proposal meeting is to permit the short-listed firms an opportunity to ask the Contracting Authority and/or Owner questions in an individual setting to help the firms prepare their responses to the RFP. The Contracting Authority 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 Contracting Authority and 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 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 owner expectations. The Contracting Authority will notify each short-listed firm to schedule individual times for the interviews.

**Selection Schedule:** Tentative schedule is subject to change.

RFQ issued-Public Advertisement	9/12/2023
RFQ Responses Due	9/26/2023
Notice to Shortlisted Firms	9/28/2023
Preproposal Meeting	10/2/2023
RFP/Fees Proposals	10/5/2023
Interviews	10/12/2023
Selection of CM	10/15/2023

**Cancellation and Rejection:** The Contracting Authority 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 Contracting Authority shall have no liability to any proposer arising out of such cancellation or rejection. The Contracting Authority reserves the right to waive minor variations in the selection process.

### G. Submittal Instructions

Firms are required to submit the current version of *Statement of Qualifications* (Form F110-330) available via the OFCC website at <https://ofcc.ohio.gov>.

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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. Also, please label the CD or DVD and the sleeve with the project number and firm name if applicable.

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.

Facsimile copies of the *Statement of Qualifications* will not be accepted.

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 construction budget (e.g. a letter from your Surety agent stating that one or more Sureties will issue Bonds in the amount of the construction budget if your team is selected) 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 insurance.
3. Management Systems: Describe the scheduling and cost control systems the firm would propose to use for the Project.
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, 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.

# CM at Risk Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Project Name Proposer Firm \_\_\_\_\_  
 Project Number Project Number City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location and Workload (Maximum 10 points)</b>			
a. Proximity of firm to project site	Less than aa miles	5	
	aa miles to bb miles	2	
	More than bb miles	0	
b. Amount of contracts awarded by Contracting Authority in previous 24 months	Less than \$cc	5	
	\$cc to \$dd	2	
	More than \$dd	0	
<b>2. Primary Qualifications (Maximum 40 points)</b>			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 30
b. Project administration lead	Experience / ability to effectively administer project controls and processes	0 - jj	
c. Technical staff	Experience / ability of technical staff to develop accurate estimates and schedules	0 - kk	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - ll	
<b>3. Key Consultant Qualifications (Maximum 10 points)</b>			
a. Key consultants	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 Services compensation** over the EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than mm sample projects	1	Max = 3
	mm to nn sample projects	2	
	More than nn sample projects	3	
b. LEED*** Registered / Certified project experience	Registered LEED v4 or v4.1 projects	1	Max = 2
	Certified LEED v4 or v4.1 projects	2	
c. BIM project experience	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. 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 oo projects	0 - 3	
	oo to pp projects	4 - 6	
	More than pp 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 qq projects	0 - 1	
	qq to rr projects	2 - 3	
	More than rr projects	4 - 5	
* Must be comprised of consulting firm(s) and NOT the lead firm - For more information on scoring this and other criteria refer to <a href="#">Document F199-01 - PS Selection Rating Rubric</a> . ** Preconstruction Stage Compensation plus Contract Sum minus Subcontracted Work, Self-performed Work, and CM's Contingency *** Leadership in Energy & Environmental Design administered by Green Business Certification Inc.		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

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